



CYPRESS BEND RV RESORT
CONDOMINIUM ASSOCIATION, INC.

RULES AND REGULATIONS

AND

SPECIFIC OPERATING PROCEDURES

OCTOBER 22, 2019

CYPRESS BEND RV RESORT CONDOMINIUM ASSOCIATION, INC.

RULES AND REGULATIONS AND SPECIFIC OPERATING PROCEDURES

Effective October 22, 2019

VISION STATEMENT

Ownership Has Privileges...

...Ownership Has Responsibilities

MISSION STATEMENT

- To promote an enjoyable environment within the Condominium for our Residents
- To help our Unit Owners and the Association increase the value of the total Condominium Property
 - To abide by the Condominium laws of the State of Florida

PREAMBLE

Ownership in Cypress Bend RV Resort Condominium Association is a privilege and with that privilege comes responsibility – responsibility to ensure that though we live in close proximity we also live in harmony in this wonderful place we proudly call Home. Each of us is responsible for contributing to the comfort and enjoyment of all our Residents and to protect the value of our investment in Cypress Bend. It is to this end that these Rules and Regulations and Standard Operating Procedures have been developed as a guide for our day-to-day enjoyment of life in Cypress Bend with our friends and neighbors.

It must be noted that these Rules and Regulations and Standard Operating Procedures do not stand alone in governing Cypress Bend. To have a complete picture of all guidelines, please refer also to the remainder of our Condominium Documents: Declaration of Condominium, Articles of Incorporation and By-Laws.

GLOSSARY

Addition	The act or process of joining a structure to another structure.
Association	The entity responsible for the operation of the Condominium.
Board of Directors	The elected members who are responsible for the administration of the Association.
Clubhouse	The complex which houses the great hall for various Social activities.
Commercial Activity	Any for fee activity which ordinarily would require a license or permit, also sales of commercial products or services for remuneration.
Common Elements	The Common Elements are designated as follows: the Picnic area, the Pond, Clubhouse, Swimming pool and spa, Game Room, Tennis/Pickleball Courts, Shuffleboard Courts, Horseshoe Pits, Bocce Courts, Storage Yard, Sewer Treatment Plant, Roads within the Condominium, Garage, Office Building, as well as the Common Area on the outside perimeter of the Condominium property, the strip of land surrounding the Pond and five (5) feet from the edge of all roads.
Condominium	The complex known as Cypress Bend RV Resort Condominium, Inc. in which parcels of property are owned by individual(s) and/or legal entities. The Common Elements and Common Structures are owned by all Unit Owners through the Association.
Condominium Documents	The governing documents of the Condominium are. Declaration of Condominium, Articles of Incorporation, the By-Laws, as well as the Rules and Regulations.
Fence	A structure serving as an enclosure barrier or boundary used to separate or close off. May be solid, lattice, or rail.
Great Hall	The main room in the Clubhouse complex in which meetings and various social activities are held. The kitchen is part of the Great Hall.
Guest/Visitor	A person who enters the Park whether to visit and/or take part in activities.
Hallway	The corridor or breezeway of the Clubhouse.
Living Unit	A manufactured home, travel trailer, motorhome, or fifth wheel.
Local Government	Village of Estero, Lee County, Florida 33928
Lot/Parcel	The Condominium parcel of land designated by a Lot number and owned by a Unit Owner.

Office	The building at the entrance of the Condominium where some park business may be conducted. The Administrative office of the Association is at the Management Company.
Owner	Individual(s) and/or legal entities holding legal title to a parcel of land within the Condominium.
Picnic Area	The area at the entrance to the Condominium used for various activities.
Pet Row	Those units on the outside perimeter of Pepperwood Drive and Orange Tree Lane.
Pet Row Walking Area	The common area behind the lots of Pepperwood Drive and Orange Tree Lane, as well as the first five (5) feet from the edge of the roads on the pet row side of Pepperwood and Orange Tree Lane, and the roadway up to the center line of Pepperwood Drive and Orange Tree Lane.
Recreation Facilities	Swimming pool, spa, tennis/pickleball courts, shuffleboard courts, horseshoe pits, bocce ball courts, picnic area, exercise room, library, and game room.
Recreation Vehicle	Recreation Vehicle such as a travel trailer, motorhome, fifth-wheel.
Renter	One who pays rent for use of another's property, a tenant.
Resident	Person(s) residing within the Condominium whether own(s) or a renter(s).
Rules & Regulations	These rules and regulations promulgated by the Board of Directors governing the use, occupancy, alteration, maintenance, transfer and appearance of units, common elements and limited common elements and the operation and administration of the association, subject to any limits set forth in the Declaration of Condominium.
Site Plan	A drawing or sketch of a proposed modification to a parcel or living unit.
Shed/Storage Structure	A free-standing structure on a Parcel/Lot used for storage.
Storage Yard	Area for storage of boats, cargo trailers, tow dollies, for a fee.
Swales, Ditches	The low track of land behind units for easements and allowing for water drainage.

Trellis A frame supporting open lattice work.

Boat Maintenance Area
Area designated for boat maintenance in the Storage Yard.

Wheeled Conveyance
Automobiles, trucks, golf carts, motorcycles, bicycles, skateboards, roller skates, roller blades, and any other means of automated or manually operated transport.

EMERGENCY PROCEDURE

ALWAYS CALL 911 FIRST IN CASE OF AN EMERGENCY!!!

HURICANES SEVERE WEATHER CONDITIONS

Follow Lee County emergency procedures when an evacuation is encouraged or mandated.

For other service weather conditions, check local media for weather updates and recommendations.

Cypress Bend buildings are not constructed as hurricane shelters and are not permitted to be used as such.

MEDICAL EMERGENCY

Call 911

Give calm, clear directions. After dark, turn front lights on. Portable AED Defibrillator is located in the hallway of the clubhouse. This unit is meant only for emergency use in case of heart failure. A list of individuals who are certified in the use of the AED machine and CPR is on file in the office and on the wall next to the machine.

FIRE EMERGENCY

Evacuate burning building.

Call 911.

Give calm, clear directions.

Evacuate adjoining buildings.

Keep off the roadway and leave room for firefighters.

POLICE

Call 911 for all emergencies.

For other police assistance call Lee County Sheriff's Office.

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RULES AND REGULATIONS

All valid laws, zoning ordinances, and regulations of all government bodies having jurisdiction shall be observed. Association Rules and Regulations may be more restrictive than government regulations.

1. LIVING ACCOMMODATIONS

- a. All lots are limited to one Living unit.
- b. All units must be commercially manufactured, presentable in appearance, and in good state of repair.
- c. All units are subject to approval by the Association. A Living Unit Placement Application must be submitted by the owner.
- d. Living units intended to be permanent must be tied down and skirted. Skirting color must be a good match to the existing unit.
- e. The minimum length allowed for a unit is twenty-four (24) feet.
- f. Van conversions, tents, truck campers, foldout campers, cargo trailers, tiny houses on wheels, and boats are not permitted as living units.

2. ADDITIONS

- a. Plans and specifications for additions must be in accordance with Village of Estero ordinances. The unit owner must fill out the form entitled "Permanent Structure Addition Application" for approval from the Board of Directors prior to the start of construction. Deviation from these plans after the project is approved will subject the Unit Owner to required correction of non-compliance to the Rules and Regulations of the Association.
- b. Additions must not have more square foot floor area than the Unit to which it is attached. Additions must rest on a concrete base and be of a color that is a good match to the existing Unit.

3. SHED/STORAGE STRUCTURE

- a. One (1) shed/storage structure not to exceed 32 square feet foot print and ten (10) feet in height is permitted on each lot. It must comply with Section 9.3.1 of the Declaration of Condominium. The form entitled "Shed/Storage Structure Application" must be submitted for approval by the Board of Directors prior to placement of the shed or storage structure.

3A. STORAGE

- a. Fire regulations prohibit storing propane tanks in or under an enclosed Unit or Storage structure.
- b. Storage of any item under a recreational vehicle is prohibited unless that vehicle is properly skirted with good quality material that can withstand wind and weather conditions and items are completely concealed from view. Color of skirting must be a good match to the existing Unit.
- c. Tow dollies, cargo trailers, boat trailers and motorcycle trailers are not permitted to be stored on Lots except for loading and unloading for a maximum period of 48 (forty eight) hours.
- d. No part of a recreational vehicle, including but not limited to bumpers, and slide outs, shall be parked so as to extend beyond the concrete pad and thus inhibit lawn maintenance.

4. LANDSCAPING AND LAWN MAINTENANCE

- a. Flowers and plantings are permitted but must not be placed where they will interfere with lawn maintenance and must not be allowed to become overgrown and unsightly. Care must be taken to ensure planting will not intrude onto neighboring property.
- b. Planting in or altering the swales eight (8) feet from the center is prohibited.
- c. Planting or placing immovable objects on Limited Common Elements, including the five (5) feet bordering both sides of the streets is prohibited. Existing plantings and items placed in these areas by Owners/Residents are not grandfathered and may be required to be removed.
- d. No part of a recreational vehicle shall be parked so as to extend beyond the concrete pad and thus inhibit lawn or park maintenance.
- e. It is lot owner's responsibility to place some form of protection around the base perimeter of their unit to prevent damage to the unit by lawn maintenance equipment. Neither the Association, nor the lawn maintenance company is liable for damage resulting from lawn maintenance.

5. UTILITY CONNECTIONS

a. Recreational vehicles must be connected to the utilities in a safe and sanitary manner as follows:

- i. Electricity: Properly sized cord and properly fused.
- ii. Water: Properly connected without any leaks.
- iii. Sewer: Properly trapped with no air or water leaks. When a flexible sewer hose is used, a rubber sleeve must be installed at the sewer connection.

NOTE: In these cases, the recreational vehicle is tied down, and a rigid pipe must be installed.

6. TIE DOWN REQUIREMENTS

a. Tie down requirements, set by Florida Statute and Lee County Code and the Village of Estero, shall be required as follows:

- i. All park manufactured models and Shed/Storage Structures are required to be tied down.
- ii. Recreational vehicles which remain on site throughout the year are required to be tied down.
- iii. Recreational vehicles whether occupied or unoccupied from June through November, hurricane season and are not tied down, shall be removed by the owner from Cypress Bend RV Resort within 48 hours of a hurricane warning.

b. The owner is responsible for non-fixed items but not limited to tables, barbecue grills, chairs, bicycles, flower pots, and lawn ornaments. Golf carts shall be tethered.

c. When a hurricane warning is issued for Lee County by the National Hurricane Center, the Association shall, at the owner's expense, immediately remove and discard unsecured items from private lots.

7. INSPECTION

- a. All Units are subject to exterior inspection as to condition and conformance with the Association Rules and Regulations. Units determined to be in a state of disrepair must be brought back into good condition or removed within sixty (60) days of written notification of non-compliance.
- b. If an owner fails to comply then after reasonable notice to the Owner, the Association may take other appropriate action at Owner's expense.

8. GENERAL RESTRICTIONS

- a. Renters must register at the Office upon arrival. When arrival is during hours office is closed, Renter must fill out Registration card and drop in drop box located on the wall near the door.
- b. Motorized vehicles must not exceed the posted speed limit within the Condominium Site.
- c. Quiet time is from 10:00 p.m. to 8:00 a.m. Quiet Time is defined as no activities or actions that disturbs other residents.
- d. Alcoholic beverages are not permitted in any Common Element of the Condominium except for special events and with the prior approval of the Association.
- e. Smokers shall not discard their cigarettes/cigar butts on Common Element or on the streets. These items must be discarded in the proper receptacles.
- f. Fences and other such structures that impede emergency services are prohibited. Fire hydrants must be kept clear of all obstructions. Structures erected in the rear must have access of three (3) feet on each end. No solid structure or side structure can be erected forward of the Unit.
- g. Temporary clotheslines for bathing suits and towels may be strung under a Unit's awning or on the patio area only. No clotheslines may be secured to trees or utility poles.

h. Water is recognized as a valuable and expensive resource that must be conserved. Restrictions adopted by Lee County regarding water usage are law and must be obeyed. When watering is allowed, only hand held hose watering is permitted. Car or other vehicle washing is permitted on Owner lots.

i. Yard sales and patio sales are not permitted.

j. No vehicle maintenance may be performed on private Lots or the Association property.

k. Temporary parking, not to exceed forty-eight (48) hours, is permitted on the grass strip just off the paved street. At no time may any vehicle, whether belonging to a Resident, Guest, or Visitor, or anything attached to a vehicle, including but not limited to trailer hitches and bicycle racks extend into the street.

l. Temporary parking of a recreational vehicle or a cargo trailer in front of a Unit for the purpose of loading or unloading only is permitted for a period not to exceed 48 hours. Living in or sleeping in the recreational vehicle during this period is strictly forbidden.

m. Parking vehicles in the lot near the Office is permitted only when transacting business in the Office, and parking vehicles in the lot at the Clubhouse is permitted only while attending events at the Clubhouse participating in activities or doing laundry. Resident's vehicles and their Guest's vehicles must be parked at their Unit. Overnight parking in either parking lot is prohibited unless prior permission is obtained from the Board of Directors. Vehicles found not in compliance may be towed at the Owner's expense.

n. It is mandatory that all Wheeled Conveyances be brought to a complete stop at every STOP sign in the Condominium, including STOP signs painted on the roadways.

o. Trespassing on railroad property not leased by Cypress Bend is unlawful. Cypress Bend leased property includes the paved area only and does not include the railroad owned property south of our roadway and gate leading into the sewage treatment plant.

p. The Railroad authorities demand all wheeled conveyances stop completely at the STOP signs before crossing the tracks in either direction. Failure to do so may result in a several hundred dollars citation being issued to the driver/rider by the Railroad authorities.

q. Anything that obstructs or hinders the line of sight at intersections is a safety hazard and must be corrected immediately upon written notice of such hazard.

r. One (1) free standing flag pole per Lot is permitted. Poles must be installed on the Lot Owner's deeded property, not in the five (5) foot Limited Common Element between the street and the Owner's property.

s. Displaying or discharging firearms or fireworks of any kind on Condominium property is forbidden.

t. Residents are not permitted to alter the street lights in any way.

u. Vehicles must be operable and have current registration and license. Within fifteen (15) days from date of notification of non-conformance, the vehicle must be removed from the Condominium or proof of current registration and licensing of such vehicles with the proper government agency must be provided to the Board of Directors. Failure to comply may result in the vehicle being towed and stored at owner's expense.

v. Prohibited are the exterior use/or storage of refrigerators, microwave ovens, freezers, LP gas bottles over 40 pounds, tool chests, boats, boat equipment, trailer or vehicle parts, tow dollies, or any other item that is considered unsightly to the neighborhoods as determined by the Board of Directors.

9. PEDESTRIANS

a. The traffic rules for walkers is to face oncoming traffic, i.e. walk on the left hand side of the road, however, when walking dogs you must keep to the Pet Row side of the street. Pedestrians are required to carry a light on their person, front and back, during the hours of darkness.

10. CYCLISTS AND MOTORIZED WHEEL CHAIRS

a. The traffic rules for bicycles and motorized wheelchairs is the same as for other vehicular traffic.

b. During the hours of darkness all wheeled vehicles are required to be equipped with working front and rear lights.

11. GOLF CARTS

- a. ~~Unlicensed children are not permitted to operate or be in control of a golf cart in any manner, including steering while sitting on an adult's lap.~~
- b. Financial responsibility for damage or injury caused by golf cart operation rests with the golf cart owner.
- c. Golf carts must be equipped with working front and rear lights, must adhere to the posted speed limit and must obey STOP signs.

12. BOATS/TRAILERS

- a. Boats/Trailers may not be parked on Lots except for loading and unloading for a maximum period of forty-eight (48) hours.
- b. No Boats/Trailers maintenance may be performed on private Lots or Association property except in areas so designated by the Association for that purpose which is the storage yard.
- c. Boat motors may not be run except in the Storage Yard.
- d. Boat/trailer owners must conform to all rules of the Storage Yard.

13. MOTORCYCLES

- a. Motorcycles, mini-bikes, and other motor-assisted vehicles are only permitted with the approval of the Association. Motorcycle permit required.
- b. The Board of Directors shall have the authority to issue a permit for Owners and Renters who own a motorcycle for ingress and egress to their place of residence only by the most direct route. Revving of motorcycle engines is prohibited.
- c. Guests must park in the designated parking area at the entrance to the community unless they are going to be in the Condominium overnight, in which case the Board of Directors will have the authority to issue a temporary permit for the number of nights required.
- d. The Board of Directors shall have the authority to revoke the permitted privilege if abused or ignored.

14. PETS

- a. Only owners and Renter residents on Lots designated as "Pet Row" shall be permitted to keep pets. The maximum number of pets allowed to be kept in a Unit at any time is two (2). Only birds, cats, and dogs that are kept indoors are permitted. Any other type of pet is prohibited.
- b. All pets brought into the Condominium must be licensed and inoculated in accordance with applicable laws and rules.
- c. When out of doors, pets must be leashed and accompanied by the owner at all times. Leash length is not to exceed six (6) feet from the owner's wrist to the pet's collar. When off the owner's property, pets may be walked only on Pet Row or on the Pet Row side of Orange Tree Lane and Pepperwood Drive. Pet owners shall respect other homeowner's property by not allowing pets to trespass onto personal property or restricted Common Areas.
- d. Pets are not permitted to be walked in the Picnic area of the Condominium. Food is consumed and games are played in that area, and residue remaining from both urine and feces results in an unsanitary condition.
- e. In the event of a pet relieving itself on other than its owner's property, the pet owner must clean up immediately after the pet, remove defecation and dispose of it in a proper refuse container.
- f. On the Pet Row and trips to the mail box only, it is permissible to transport pets in bicycle baskets or on golf carts, but they must be leashed at all times. Pets are not permitted on other Common Areas or to be transported on other streets in the Condominium.
- g. Walking pets on railroad property not leased by Cypress Bend is unlawful. Cypress Bend leased property includes the paved area only and does not include the railroad owner property south of our roadway and gate leading into the sewage treatment plant.
- h. On Pet Row only, Guests and Visitors, are permitted to bring pets for visits providing all Association Rules and Regulations concerning pets are fully adhered to. In all cases, the number of pets permitted within a Unit is limited to two (2).
- i. Pet Owners are responsible for any property damage, injury or disturbances their pet may cause or inflict.

j. The following dogs are considered high risk by some insurance companies and/or the American Kennel Club and are prohibited:

Akita	Komondor
Alaskan Malamutes	Kuvasz
Anatolian Shepherds	Mastiffs
Bernese Mountain Dogs	Neopolitan Mastiffs
Black Russian Terriers	Newfoundlands
Boxers	Pitbull
Chow Chow	Portuguese Water Dogs
Doberman Pinschers	Rottweilers
German Shepherd	Samoyeds
Giant Schnauzers	Siberian Huskies
Great Danes	Staffordshire Bull Terrier
Great Pyrenees	Standard Schnauzers
Greater Swiss Mountain Dogs	Wolf hybrids
Cross-Bred Dogs of the high-risk breeds	

k. Existing excess and large pets not meeting these requirements are grandfathered and may not be replaced upon the death of the animal. New pets brought into the Condominium must be in compliance with these Rules and Regulations.

l. Existing pets being kept in Units not on Pet Row, and a reasonable accommodation has not been granted as a matter of Florida and Federal Law are in non-compliance and not grandfathered in, and must be removed from the Condominium.

m. The Board of Directors reserves the right to prohibit and to have any pet removed which, in its sole discretion, constitutes a nuisance or violates these Rules and Regulations.

15. CHILDREN

a. Children under eighteen (18) years of age are allowed for stays with relatives for not more than thirty (30) days in one calendar year.

b. Children and people younger than twenty-one (21) years of age are not permitted to consume alcohol on Association Property.

c. Owners or Residents are strictly prohibited from using their premises for child minding or babysitting purposes

16. OCCUPANCY

- a. To qualify for occupancy of a Unit, at least one Owner or Renter must be 55 years of age or older.
- b. Residency is limited to two (2) adults per Unit. However, the Board of Directors retains authority to modify this restriction.

17. SIGNS

- a. No outdoor commercial sign of any kind, except as noted in item b. and c. of this subject, shall be erected on a vacant Lot, nor erected on the lawn of a housing Unit nor attached to a Unit.
- b. One "For Sale" or "For Rent" sign, not to exceed 18" x 24" may be placed inside a Unit window.
- c. One "For Sale" or "For Rent" sign, not to exceed 18" x 24" may be placed on a vacant Lot to indicate the Lot is for sale or for rent. The sign holder is not to exceed 3' in height.

18. NUISANCES

- a. No Lot owner shall permit any obnoxious or offensive activity of any kind on his/her Lot which shall interfere with the rights of other Lot owners to the peaceful enjoyment of their prosperities. Examples of some acts which may be construed as nuisances are:
 - i. Odor from seashells
 - ii. Dirty and/or unsanitary conditions
 - iii. Littering of rubbish, refuse, garbage, or cigarette butts
 - iv. Anything which may contribute to a safety or fire hazard.
 - v. Any illegal act
 - vi. Rowdiness or undue noise; loud music
 - vii. Trespassing or "cutting through" Lots without the owner's permission.

19. COMMERCIAL ACTIVITY

- a. No commercial activity of any kind for fee and for which a license or permit is ordinarily required shall be permitted on/or from any Unit in the Condominium.
- b. Neighbor helping neighbor is not considered a commercial activity.
- c. Advertising commercial product or services for sale on Lots or Units is prohibited.
- d. Soliciting or peddling of any nature is prohibited

20. RENTING OF UNITS

a. Renting of Lots and/or Units is subject to our 55-And-Over regulations and approval of the Association.

b. At least thirty (30) days prior to occupancy, Owner or Owner's Agent must file a "Rental Application Form" with the Association or the Management Company. If it is determined there is a problem with the rental application the Owner will be notified within said period. In addition, failure to notify the Unit Owner within such period shall be deemed as approval. Failure to submit a completed Rental Application Form prior to a rental is cause for a fine and legal action against the Owner.

c. The Rental Application Form shall be signed by both the Renter and the Owner or Owner's Agent attesting that the Renter has received a copy of the Rules and Regulations and declaring agreement to abide by them. Failure to abide by the Rules and Regulations constitutes a violation of the rental and may be cause for ejection of the Renter from the Condominium and a fine and legal action against the Owner in accordance with Condominium Documents.

d. Owner or Owner's Agent is responsible for verifying that rentals are made in accordance with rental restrictions as set forth in the Condominium Documents. Submitting a rental application containing false information is cause for immediate ejection of the Renter from the Condominium and a fine and legal action against an Owner and/or Owner's Agent. The Association shall have the right to recover from the Owner any cost or fees, including attorney's fees, incurred in connection with such actions. Such costs or fees shall be secured by a continuing lien in the same manner as assessment charges.

e. Renters must provide proof of age.

f. Renting shall not be for a period of less than one calendar month. No individual rooms may be rented, and no transient tenants may be accommodated. "Rent Sharing" and sub-Renting are prohibited. Maximum rental period is one (1) year. Renewal or extensions of rental agreements shall require Unit Owner to again file the Renter's required Rental Application Form with the Association or the Management Company.

g. Rental of Lot for storage of travel trailers or motor homes by persons not residing in Cypress Bend is prohibited. Lot rentals are intended for living purposes only.

h. When a Unit or Lot is rented, the Renter receives all of the use rights in the Association property otherwise available to the Owner, except for Storage Yard rental. The Owner of the Unit retains access rights to the Unit as the landlord but does not have the right to use the common elements or Association property. The liability of the Owner continues despite the Unit/Lot having been rented.

i. No Rental Application form shall be approved by the Association if there are any unpaid assessments, fines or other charges against the Unit and/or Unit owner.

21. MAXIMUM NUMBER OF LOTS OWNED

a. Owners shall only own a maximum of two (2) lots. Whether vacant Lots or Lots having living Units.

22. LOSS OR DAMAGE

a. The Association is not responsible for loss or damage to any housing Unit, addition, recreational vehicle, boat, motor, vehicle or contents thereof situated within the Condominium premises, unless the loss or damage is caused by the Association.

23. NON-COMPLIANCE WITH RULES AND REGULATIONS (COMPLAINTS)

a. Complaints must be put in writing on the official Complaint Statement Form available in the Office. Only signed forms will be considered for action. Forms may be given to any Board Member or placed in a sealed envelope and put in a Board Member's mail tray in the Office.

b. All Board members will be notified of complaint.

c. The complaint form will be given to the secretary to log and will be sent to the Management Company for investigation and corrective action.

24. RULES BY REFERENCE

a. All posted rules, notices, stop signs, and speed limits are part of these Rules and Regulations and are incorporated herein by reference. The Association reserves the right to set policy for situations that are not covered in those Rules and Regulations and to take reasonable actions if necessary.

25. ENFORCEMENT

a. The Association may levy fines against a Unit Owner for the failure of the Owner, his Agent, his Renter, or his Guests to comply with any provision of the Rules and Regulations. Fines may be levied in accordance with Condominium Documents.

26. LANGUAGE CONFLICT BETWEEN DOCUMENTS

- i. Declaration of Condominium
- ii. Articles of Incorporation
- iii. Bylaws
- iv. Rules and Regulations.

**SPECIFIC OPERATING PROCEDURES
GOVERNING THE USE OF THE
CONDOMINIUM CLUBHOUSE AND FACILITIES IN THEIR ENTIRETY**

27. GENERAL

a. Recreational and Clubhouse facilities are for the sole use of Resident Owners, Renters and Guests of Resident Owners and Renters. Owners who have rented their Unit or Lot automatically transfer their use rights to their Resident Renters. Non-resident Owners forfeit their right to use Clubhouse and Recreation Facilities while Renters are resident in the Condominium. Hours of use are posted on the bulletin board and rules for use are posted at the various recreational locations.

b. No smoking, including electronic cigarettes, or tobacco product use is permitted in the Common Areas including but not limited to the Office, Great Hall, laundry room, game room, library, showers and toilets, exercise room, patio area, and picnic area, garage and all sports areas.

c. Wet bathing suits are not permitted in the Great Hall, the game room, the exercise room, or the library. Any bathing suit, without proper cover-up, is not permitted in the above areas.

d. All alcohol consumed at events held in Cypress Bend Great Hall and Picnic Area are on a bring your own bottle basis.

e. There is no parking allowed by any vehicle in the grassy area between the library and the pool fence, including the sidewalk.

28. BULLETIN BOARDS

a. Rules and instructions for use are posted on the bulletin boards.

29. EXERCISE ROOM

a. Equipment is for use by Residents and their Guests at all times except for an Association function. Users assume all risk when using the equipment. The Association assumes no liability for injury resulting from use.

- b. Food and drinks are permitted in the exercise room.
 - c. Children under the age of eighteen (18) must be accompanied by an adult.
-

- d. The exercise room may be closed for scheduled activities (meals) up to five (5) hours prior to the start of the event and one (1) hour after. Proper notice must be attached to the door. The floor must be swept and mopped prior to reopening the room.
- e. Other than the situation mentioned in 29 d. the exercise room cannot be reserved and must be open to all members.

30. GREAT HALL AND KITCHEN

- a. Activities involving the use of the Great Hall or Kitchen must be scheduled with the Scheduling Coordinator.
- b. Groups using the facility must leave the kitchen and Great Hall in a neat and clean condition. Food is not to be left in the refrigerator or freezer.
- c. Kitchen equipment is not for personal use. Kitchen items, including but not limited to pots, pans, cutlery, silverware, bowls, paper goods, spices, food bought for Association meals, are not to be removed from the kitchen.
- d. Ice from the kitchen ice machine is for Association use only and is not to be taken home, fishing, picnic use or any other personal event.
- e. Chairs, tables, or any other furnishings or equipment must not be removed from the Great Hall.
- f. Private rental of Great Hall must complete reservation form and comply with sub-regulations.

31. HALLWAYS

- a. With the exception of disabled person's manual or motorized wheelchairs, wheeled conveyances of any description are prohibited in hallways and buildings.

32. LAUNDRY

- a. The laundry facility is provided for use by Residents and their Guests only.
- b. Machines must not be used to wash or dry greasy, oily or heavily soiled clothing.
- c. Color dyeing of fabric or other material is strictly prohibited.
- d. When using the washers and dryers, users are to remain with their machines. Persons waiting for washers or dryers are permitted to remove completed wash or dry items left unattended. The Association is not responsible for clothes left unattended.
- e. Users should clean dryer lint screens and wipe tubs clean after use.
- f. Under no circumstances may pets be washed in the laundry facilities.
- g. Only U.S. coins may be used in machines.

33. LIBRARY

- a. Books may be borrowed without a fee but must be returned. Returned books should be stacked on the bottom shelf, the library staff will return them to the proper place within the library shelves.
- b. Donations of books will be accepted if the books are clean and in good condition. No other media such as tapes, movies, or DVD's will be accepted.
- c. Tables and chairs are not to be removed from the library.
- d. Food and beverages are permitted in the library.

34. PICNIC AREA

- a. Unless this area is scheduled for events such as block parties and Association sponsored cookout, it is open for use by all Residents for picnics, games and other outdoor activities. As a courtesy, please be sure to check the calendar for scheduled events before using this area.
- b. Pets are prohibited from the Park area.
- c. Private rental of the picnic area must complete a reservation form and comply with sub-regulations.
- d. Parking or storing vehicles of any kind is prohibited in the Picnic Area, unless previously approved by the Board.

35. GAME ROOM

- a. Children under the age of eighteen (18) must be accompanied by an adult.

- b. Food and beverages are permitted in the game room.
- c. Losers must give up the pool table if other players are waiting.
- d. Tables must be cleaned after use.
- e. Covering on pool table is very costly and care should be used when playing.

36. SHOWER AND TOILETS

- a. The shower and toilet rooms are air conditioned and windows are not to be opened.
- b. When leaving the room, lights in the shower area and in entry area are to be switched off. The lights in the main room will automatically turn off.

37. SHUFFLEBOARD COURTS

- a. Courts are for shuffleboard games only.
- b. No bicycles, skateboards, roller skates, roller blades, or other wheeled conveyances are permitted, wheelchairs accepted.
- c. Do not walk on the courts.
- d. Children under fourteen (14) years of age must be accompanied by an adult.
- e. Equipment must be returned to the storage shed and neatly stacked.
- f. Lights are to be turned off and play stopped by 10:00 p.m.

38. STORAGE YARD

- a. Owners wishing to rent a storage lot should request a copy of the Storage Yard rules from the Storage Yard Manager. Storage lots are not available to Renters.
- b. Persons entering the Storage Yard do so at their own risk.

39. SWIMMING POOL AND SPA

Rules common to both pool and spa:

WARNING - No lifeguard at either the pool or the spa! User assumes all risk with use.

- a. Depths are measured in feet.
- b. Facilities are for the use of the Residents and accompanied Guests only.
- c. Emergency phone location is at the Clubhouse by pool restrooms.
- d. No pets are allowed in the pool, spa, or on the deck.
- e. No bicycles, skateboards, roller skates, roller blades, or other wheeled conveyances are permitted on the pool or spa deck. Prior authorization for use of a manual or motorized wheel chair by a handicapped person to enter the pool and spa area may be obtained from the Board of Directors. The wheel chair must be kept a minimum of four (4) feet from the pool or spa edge.
- f. No glass containers of any kind are permitted inside the fenced pool area.
- g. No food or drink is permitted in the pool, spa, or on the wet deck. The wet deck is the four (4) foot area around the pool and spa area inside the yellow line. Outside the wet deck area, bottled water in plastic containers is allowed. Food and drink are permitted in the patio area. The patio area is defined as the sheltered area at the rear of the clubhouse.
- h. Shower and remove suntan oil before entering pool or spa.
- i. Pool and spa hours - dawn to 10 pm daily.
- j. Do not use pool or spa if you have infections, open cuts, or sores.
- k. Children under three (3) years of age or in diapers, disposable swim pants, disposable swim diapers or other such products are not permitted.

l. Children under fourteen (14) years of age must be accompanied and supervised within the pool area by an adult.

m. ~~No smoking or tobacco product use is permitted within the fenced area of the spa and pool.~~

n. No running, jumping, diving, ball throwing, horseplay.

o. Reserving or removing chairs or recliners is not permitted.

p. Pool gates must be kept closed at all times and not propped open.

Rules Specific to the Pool:

a. Maximum number of persons in pool - twenty (20)

Rules Specific to the Spa:

a. Maximum number of persons in spa - five (5)

b. Maximum spa water temperature - 104 degrees F. (40.6 degrees C).

c. Maximum use time is 15 minutes.

d. Pregnant women, people with health problems, and people using alcohol, narcotics or other drugs that causes drowsiness should not use spa without first consulting a doctor.

40. TENNIS AND PICKLEBALL COURTS

a. Tennis and pickleball courts are for tennis or pickleball play only.

b. Athletic shoes must be worn; no street shoes, sandals, flip-flops or other non-athletic shoes.

c. No bicycles, skateboards, roller skates, roller blades, or other wheeled conveyances are permitted.

d. Children under fourteen (14) years of age must be accompanied by an adult.

e. Courts are reserved for open tennis play 8 am to 11 am and pickleball play 11 am through 2 pm. Monday through Friday. Tennis league play takes precedence over open tennis and pickleball.

41. TRASH AND RECYCLE AREA

- a. Separate containers are provided for recyclable materials, the dumpster being intended for kitchen and household waste.
- b. Empty cardboard boxes and cartons must be folded flat before being placed in the separate containers provided.
- c. Aluminum cans are placed in the appropriate container. Chairs or other aluminum items should be placed in or beside the container provided.
- d. Deposit garden and lawn waste into the special dumpster provided.
- e. Items prohibited to be left in the area include but are not limited to hazardous waste, propane tanks, car batteries, construction materials, and vehicle tires.

42. OFFICE

- a. The Office is where some Park Business may be conducted. The office of record for the Association is the address of the Management Company.
- b. Information for the Directors may be left in a sealed envelope in their mail tray at the Office.
- c. Office hours and emergency contact information is posted on the Office door.
- d. Fax machine and copier are available for a fee noted at the Office. They are to be operated only by volunteer Office Staff.
- e. The Conference Room at the Office may be reserved by posting a note on the Conference Room door.
- f. The bathroom in the Office may not be used outside of the posted Office hours.

For the good of the Community, the following Owners participated on the committee to update our Rules and Regulations and Specific Operating Procedures. We worked diligently to arrive at a document that is fair and acceptable to all our Owners. No one on the committee had a private agenda. We endeavored to cover each area of concern with fairness, thoughtfulness and clarity. Our group consisted of men and women, young owners, residents living on both sides of the Condominium, a pet owner, and we received, with gratitude, advice from many other Owners.

2015- 2019 Committee

Len Ealey
Vicky Parker
Larry Root
Herb Walker, Chair
Rosemarie Wittig

2019 Board of Directors:

Marty Goble, President
Bob Peoples, Vice President
Sue Spickler, Secretary
Linda Quevy, Treasurer
Kip Thornton, Director