

# EXHIBIT “C” – RULES AND REGULATIONS

Avion Palms Homeowners Association (APHA), Inc

## Revision History

Article	Page	Description of Revision	Submitted by	Approved Date
8	2	Extended the time a contractor can work to 6:00PM.	Rhea Hackler, Lot 68	17 Feb 14
35	8	Added paragraph to not allow security bars on windows or doors.	Frank McMonigle, Lot 4	17 Feb 14
Annual Maintenance Fee	N/A	Deleted paragraph as the maintenance fees are in the Declarations	Board of Directors	17 Feb 14
20.2	6	Deleted references to chemicals in holding tanks and the rule is outdated per Florida Dept. of Health Statutes	Board of Directors	17 Feb 14
Waste Disposal	6	References to the use of chemical holding tanks were deleted per City of Bowling Green.	Board of Directors	17 Feb 14
33	8	Deleted sentence about the Board appointing a By-Laws Committee and sentences regarding proposed amendments handled by the By-Laws Committee, as this is covered in the By-Laws.	Board of Directors	17 Feb 14
By-Laws Committee	N/A	Deleted paragraph citing the responsibilities of the By-Laws Committee, as this is covered in the By-Laws.	Board of Directors	17 Feb 14
35	8	Added new rule specifying additions not to exceed main unit and windows must be included. Moved paragraph regarding handicap ramps to 1.d.	Board of Directors	28 Feb 14
36	9	Modified sentence to specify Identification tags will be renewed annually.	Board of Directors	27 Mar 14
32	8	Added sentence that all deceased Charter Members will be recorded.	Judy Benedict, Lot 94	10 Nov 14
11	2	Modified sentence 4.c such that employees can take vacation in the summer and scheduled vacation must be approved by supervisor and/or Board of Directors	Board of Directors	23 Nov 15
18.2	4	Added sentence for pool lights to be on for evening use.	Linda Gilbert, Lot 194	23 Nov 15
28.2	7	Added no pet to be restrained outside without the owner present	Linda Gilbert, Lot 194	23 Nov 15
37	9	Added rule requiring liability insurance for golf carts and scooters	Board of Directors	15 Dec 15
38	9	Added rule that only one recreation unit and/or residential unit is allowed per lot.	Board of Directors	18 Jan 16
35	8	Moved sentences regarding security bars, windows and room additions to Declarations per Annual Corporate Meeting.	Linda Gilbert, Lot 194	30 Jan 16
38	9	Added requirement that no structure will be left behind when a recreational or residential unit is removed.	Board of Directors	15 Feb 16
34	8	Clarified the use of sprinkler and soaker systems when the owner is not in residence.	Board of Directors	29 Feb 16
N/A	N/A	Added the responsibilities of the Fining Committee.	Board of Directors	29 Feb 16
36	9	Removed requirement to renew tags annually and the \$2.00 fee.	Board of Directors	5 Dec 16
39	9	Removed description of Fining Committee as it was moved to By-Laws.	Board of Directors	28 Jan 17

Article	Page	Description of Revision	Submitted by	Approved Date
38	9	Removed requirement specifying one RV unit per Lot and requirement that no structure will be left behind when residential unit is removed per Board Meeting 3/20/2017	Board of Directors	20 Mar 17
19	5	Modified #19, Kitchen, Hall and Activities per Board Meetings 3/20 & 3/29/17.	Board of Directors	29 Mar 17
5	2	Bulletin Boards – modified advertising statement to pertain to all bulletin boards, plus signature and date by a Director	Board of Directors	15 Jan 18
33	8	Amendments – added a statement that the proposed amendment must be signed by the submitter or President (for Board amendments)	Jackie Burton, Lot 81	29 Jan 18
36	9	Storage Area Usage – added statement that permission slip must be submitted to office when loaning one’s storage lot space.	Board of Directors	29 Jan 18
2	3	Financial – Added wording to specify 3 bids will be obtain when possible.	Board of Directors	5 Nov 18
18	4	Removed rule stating night swimming was allowed.	Board of Directors	4 Nov 19
28	7	Removed rule regarding certified service/therapy animals.	Board of Directors	25 Nov 19
23	6	Decrease replacement key cost	Board of Directors	10 Feb 2020
8(1)	2	Time period for commercial vendors	Board of Directors	18 March 2021
36	8	Storage Area tag permission	Board of Directors	22 Nov 2021
37	8	Golf Carts remove specific cost	Board of Directors	22 Nov 2021
36 (2)	8	Intermodal Storage containers	Board of Directors	28 March 2022
21	6	Changes cost of keys to \$10	Board of Directors	21 March 2023
22	6	Deleted Community mailbox	Board of Directors	21 March 2023

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**COMMUNITY RULES AND REGULATIONS**  
**AVION PALMS HOMEOWNER'S ASSOCIATION, INC.**

**1. Amendments - Rules and Regulations**

Proposed Rules and Regulations and/or amendments thereto shall be posted for at least ten (10) days prior to the Board of Directors voting on that Rule or Regulation.

**2. Financial**

1. A requisition is required for all single expenditures over \$1,000.00, for approved projects or for general maintenance expenditures. When possible a copy of this requisition will be given to at least three sources specifying in writing all details of the item (s) needed. These bids will be discussed at a Board of Directors meeting and will require approval to accept the best buy (which may or may not be the lowest price). The responsible Board Member or Chairperson will notify the winning bidder and the losing bidders will be notified by mail from the Secretary.
2. A complete accounting will be made of funds disbursed from petty cash, with receipts, authorized signatures and showing which expense item each amount will be charged to. This fund shall be limited to a maximum of \$500.00. A member of the Board must approve each voucher.
3. Reimbursement for authorized use of personal vehicles for official business of Avion Palms Community will be approved at the rate established by the Internal Revenue Service, upon presentation of a Personal Vehicle Mileage Voucher which is available from the office.
4. The Association will not be financially or physically responsible to change or correct any problems which may arise on any lot within the Community. This includes edging, grading, foliage, concrete problems or shed maintenance. The Association will be responsible for the post lamp on each lot.
5. The President is authorized to make expenditures up to \$1,500.00 without advance Board approval. However, the cost and reason for the purchase and/or replacement must be explained at the next regularly scheduled Board Meeting.

**3. Responsibility for Lot Property Damage**

1. The Association will be responsible for damages, caused by maintenance personnel, to Electric Pedestals, Water Riser Pipes and Street Lights.
2. Damage to any other items, caused by maintenance personnel during the course of their duties, shall be the responsibility of the Lot Owner.

**4. Lots Owned by the Corporation**

Lot #3 is not for sale or rent and will be used as determined by the Board of Directors.

**5. Advertising on Bulletin Boards**

1. Advertising on the Lot Sale/Rental Bulletin Board is limited to one (1) 3 inches by 5-inch card per lot.
2. An item placed on the community bulletin board is limited to one (1) 8 1/2 inch X 11 inch sheet. Advertisements placed on other bulletin boards in the recreation hall must be coordinated through the office, signed and dated by a Director.

**6. Volunteer Liability**

No volunteer shall be liable for any property damage, accidents or injuries while performing any authorized duty within the community. The Association shall not be responsible for any injuries to the volunteer.

**7. Association Office**

1. The Association office space will be totally reserved for members of the Board of Directors and other office staff to perform their administrative responsibilities. However, anyone on Association Business may use the Office facilities while accompanied by a Board Member.
2. Office hours will be posted.
3. Issuance of keys to the Association office will be limited to members of the Board of Directors and any other office staff designated by the Board.
4. FAX messages may be sent or received. Charges are \$1.00 per page for outgoing Fax's and \$0.50 per page for an incoming Fax's.
5. Photo copies may be made for a charge of \$0.10 per copy.

**8. Commercial and Business Activities**

1. Commercial activities within the Community, by vendors, will be scheduled Monday thru Saturday between the hours of 7:30 A.M. and 6:00 P.M. ONLY. (EXCEPTION: In the case of park models being placed on lots and vendors cannot meet the time deadline and they only need a short period of time to complete the installation; approval/disapproval can be obtained from a Director. As long as the completion does not create excess noise and interfere with the neighbors. No work is to be performed on Sunday. (EXCEPTION: Emergency repairs to plumbing, heating, electrical, and air-conditioning; approval/disapproval can be obtained from a Director. As long as the repair does not create excess noise and interfere with the neighbors).
2. Scheduled Activity events for the Recreation Hall are exempt from these rules.

**9. Alcoholic Beverages in the Community**

The Board shall not approve or appropriate funds for the purchase of alcoholic beverages for any activities or functions in Avion Palms.

**10. Disputes between Individual Members**

The Board of Directors is not a grievance committee, therefore cannot become involved in problems arising between members of this Association.

**11. Employees Paid Vacation, Holiday, Sick Leave and other Time off**

1. The provisions of this policy apply to Full time employees of the Association.
2. The following are paid holidays and will be compensated at the regular salary rate:

<i>New Years Day</i>	<i>Labor Day</i>	<i>Memorial Day</i>
<i>Martin Luther King Day</i>	<i>Thanksgiving Day</i>	<i>Christmas Day</i>
<i>Independence Day</i>		

3. Employees shall be granted four (4) Personal Days per calendar year and paid at their regular salary rate. This may be scheduled in advance but cannot be used to extend Vacation Time. Personal time may not accumulate and will not be paid in the event of termination of employment.
4. Vacation time will accrue as follows:
  - a. Vacation time will accrue beginning on the date of employment and may be granted after the first anniversary date.
  - b. After the first anniversary date, one (1) full week will be granted. After the third anniversary date, two (2) full weeks will be granted. After the eighth anniversary date, three (3) full weeks will be granted. After the thirteenth anniversary, four (4) full weeks will be granted. A maximum of one (1) week vacation is authorized for carryover.
  - c. Scheduled vacation time must be approved by the employee's immediate supervisor and/or the Board of Directors.
5. Sick pay shall accrue at the rate of one (1) day for every six (6) months worked and will be paid at the regular salary rate. There shall be a maximum limit of 10 working days carryover. Sick leave cannot be scheduled in advance or used as additional paid vacation time and will not be paid in the event of termination of employment.
6. Two (2) days of paid time off, paid at the regular salary rate, may be granted in the event of the death of a member of an employee's immediate family (e.g. Spouse, Child, Brother, Sister, Mother, Father or Grandparent).

## **12. Recreation Hall**

1. The last person leaving the Hall at night is responsible for ensuring all doors are locked and all lights and fans are turned off.
2. No storage of personal property will be permitted in the Hall. Exceptions may be approved by a Board Member. The request, with a projected date of removal, must be submitted in writing.
3. No one under the age of 18 will be permitted in the Billiard Room without adult supervision.
4. No pets, with the exception of seeing-eye dogs or dogs for the hearing impaired, shall be allowed in the Recreation Hall.
5. Driving or parking motorcycles under awnings or on concrete around the Recreation Hall is strictly prohibited. Illegally parked motorcycles will be towed away at the owner's expense.

## **13. Removal of Furniture and Equipment**

Removal of any furniture and/or equipment from the designated areas of placement will be at the discretion of the Board of Directors. Movement by any other person is prohibited.

## **14. Wood Working Shop**

1. Tools in the workshop will not be used for commercial projects outside the needs of members of Avion Palms Community.

2. Instructions will be posted for each stationary power tool.
3. No one under the age of 18 will be permitted in the shop without adult supervision.
4. All tools which are borrowed from the wood working shop must be signed out and returned by the end of each day end of each day.
5. Everyone using the shop is to clean up all their sawdust and debris and return the tools that they used to the correct location.
6. No aluminum or plastic to be ground on the bench grinders.
7. The shop will be closed for cleaning from 9:00 a.m. until clean on the first Tuesday of each month from October through March.

### **15. Service Building**

1. The overhead door bay and the area immediately surrounding it is reserved for maintenance and storage of Community equipment.
2. Each person using the facilities of the Service Building will be responsible for leaving the work area in a clean condition. Try to avoid oil spills and/or thoroughly clean up oil spills. Place used oil in used oil tank, sweep floor, put all tools in their proper storage place, pick up debris, etc. and place in the receptacles provided. Do not use Community lumber supplies.
3. Equipment such as the backhoe, tractor, green tractor, riding mowers and equipment kept locked in the maintenance cage can ONLY be used when permission is given by a Director or the Operations Chairman. A list will be kept in the maintenance building of the people who have permission to use the larger equipment. Smaller equipment MUST be signed out after permission is given.

### **16. Parking Regulations**

1. The emergency lane running between the recreation hall and the yellow line on the WEST side of the building is for off or on loading only. No parking in that lane.
2. Parking of recreation vehicles overnight in the parking lot will be subject to approval by a Board Member, except vehicles arriving too late to be safely placed on a lot may be placed in the parking lot for one night, but must be moved the following day.

### **17. Large Screen TV and VCR**

1. This equipment is located in a permanent position within the Recreation Building and shall not be moved without the permission of the Board of Directors.
2. Use of this equipment shall be controlled by the Activities Committee Chairperson. All individuals and groups must schedule its use with this person. Usage approved by the Board of Directors will have precedent over other requests.

### **18. Swimming Pool Usage**

1. Organized pool parties by small groups are not allowed. Scheduled water exercise programs are permitted.
2. The pool and adjacent facilities will be closed each day from 8:00 AM to 9:00 AM for cleaning.
3. Glass containers are not permitted inside the fenced area.



4. Swim suits are required wear for all entering the pools. Cutoffs are not permitted.
5. Everyone must shower to remove oils and lotions, before each pool or spa entry.
6. Children under 14 years of age, using pools, must be accompanied and closely supervised by an adult resident or guest.
7. Diapered children and/or incontinent persons are not permitted in the pool or spa.
8. All persons using the pools do so at their own risk. No liability is assumed by the Association.

## **19. Kitchen, Hall and Activities**

1. Exclusive use of the Recreation Hall may only be permitted for Avion Palms functions.
2. Reservations for use of the Community Kitchen must be approved by the Activities Chairperson. A calendar of all reservations will be kept in the kitchen.
3. The pantry and refrigerator will be locked when the Community Kitchen is not in use.
4. The Activities Chairperson will ensure that private parties use their own supplies or reimburse the Activities Committee for all supplies used. Fair but equitable charges will be assessed by the Activities Chairperson.
5. The Activities Chairperson may establish other operating rules which will be subject to approval of the Activities Committee.
6. The functions scheduled by the Board of Directors or its specified committees will take precedence over all other functions. This will include approved scheduled functions by the Activities Committee, Information Meetings, Corporate Meetings as well as other special events.
7. The Activities Committee will consist of a Chairperson, Assistant-Chairperson, Treasurer, Secretary, Board Liaison, and persons in charge of the kitchen, shuffleboard, crafts, working shop, bingo and one or more members at large representing all other activities. The Activities Chairperson in charge should work with an alternate chairperson if they are unable to be in residence for the season beginning on November 1 and ending on March 31.
8. The Activities Committee will determine how the Craft and Pool rooms will be used. All financial records and monies will be kept by the Activities Treasurer. A monthly report must be posted on or before the 10th of the following month.
9. All financial records of the Activities Committee and all sub committees will be audited at the same time the Corporation financial records are audited. Any time a change of Treasurer takes place the books will be audited.

## **20. Lot Rentals**

1. Upon entering the Community, all renters MUST register at the office in accordance with Chapter 10, D-26.49 of the Florida Dept. of Health Statutes.
2. Lot owners are responsible to have renters observe all set back requirements, per Section 4.1 (a) of the Declarations. Also, that dogs over 30 pounds and/or of the vicious category are prohibited.

3. All renters will be subject to all Community Rules and Regulations, per Section 4.1, paragraph (v) of the Declarations.
4. All lots, with or without units, may not be rented for the express purpose of using our facilities. All renters must reside in the park. All owners are responsible to make sure that renters meet this requirement.

### **21. Issuance of Building Keys**

1. Owners may purchase a clubhouse or work shop key from the office for a charge of \$5.00 or the current cost
2. All renters' keys (mail, shed, etc.) must be obtained from the Lot Owner.

### **22. US Post Office Mailbox Keys**

1. Lot Owners may order replacement keys from the Association Office for a fee of \$10.00 each.
2. The Master keys will not be taken from the Association Office except when making a replacement key by a Director.
3. In order to give keys to renters, Lot Owners must complete and sign a permission statement.

### **23. Waste Disposal**

1. Individual Lot Owners may install a sewer trap on their lot subject to the following conditions and inspection requirements.
  - a. Contact the appropriate Board representative to determine the approved specifications and supplies needed for the job.
  - b. Upon completion of the installation, secure final inspections and approval from the Board representative before covering with dirt.
  - c. All costs of the installation will be paid by the Lot Owner.

### **24. Park Model Placement**

The Rules and Regulations Enforcement Committee will be informed of the date and time a Park Model will be delivered and/or modified to ensure compliance.

### **25. LP Gas Bottles**

LP bottles used to supplement the recreational vehicle manufacturer's bottles are prohibited.

### **26. Speed Limit**

The speed limit within the Community is 15 MPH.

### **27. Pets**

1. Pet owners are required to clean up after their pets.
2. No Pet is to be restrained outside of the unit without the owner present.

### **28. Radio Interference**

Any radio operation/transmission which adversely affects the television/radio reception of any occupant of the Community shall not be permitted.

## **29. No Smoking**

No smoking will be permitted in any area of the Recreation or Service Buildings.

## **30. Quiet Hours**

The hours between 10:30 P.M. and 7:30 A.M. shall be observed as quiet hours.

## **31. Memorials**

1. In the event of the death of a Lot Owner and/or Spouse the President or the Memorials Chairperson will send a card or letter of condolence, over the signature of the President, to the surviving spouse or to the family if there is no surviving spouse with the following note: **“Your many friends at Avion Palms Community”**
2. A Memorial Record of all deceased Lot Owners will be maintained, by the Association, in a high quality leather binder, with high quality paper filler, embossed on the front cover as follows:

### AVION PALMS COMMUNITY IN LOVING MEMORY

Information concerning the deceased Lot Owners will be recorded in the Memorial record as follows:

- a. Full name.
  - b. Date of death.
  - c. Lot number(s).
  - d. Surviving spouse’s first name.
  - e. The names will be entered in chronological order by Date of Death.
3. The MEMORIAL RECORD will be kept within a protective cover and stored within the Association Office.
  4. The MEMORIAL RECORD will be appropriately displayed at each Annual Corporate Meeting and made available for review by any Lot Owner during Association Office Hours.
  5. The Secretary will be responsible for maintenance and care of the MEMORIAL RECORD.
  6. Because of the increasing number of past, present and future Lot Owners and the potential for proliferation of remembrance forms, memorials shall be limited to those prescribed in this policy.
  7. Lot owners whose property is in another’s name for Estate purposes only, and who continue to reside in the park until their death, shall be listed in the Memorial Book along with all registered Lot Owners.
  8. All deceased Charter Members will be recorded.

## **32. Amendments - Declaration, Per Section XII and By-Laws per Article XI**

1. Proposed amendments shall be typewritten specifying the Article, Section and paragraph which is proposed to be amended and contain the exact wording to be added or deleted. All additions or revised wording shall be highlighted by being underlined and all deletions shall be highlighted by being struck through.
2. The proposed amendment should be prefaced with a brief justification statement

explaining the salient benefits of adopting the amendment.

3. The proposed amendment must be signed by the submitter (lot owner or President, in the case of Board proposed amendments).

### **33. Sprinkler and Soaker Systems:**

Sprinkler and soaker systems may be installed.. A timing device may be used between 12 a.m. and 5 a.m. The system must be disconnected or turned off when the owner is not in residence, unless arrangements have been made for the system to be manually operated in the owner's absence. The lot owner is responsible to know if there are watering bans in effect.

### **34. Improvement Requests**

1. Improvements requests must be submitted for all improvements and modifications, coordinated with the Rules and Regulations Committee, and approved/disapproved by the Board of Directors.
  - a. Improvements requests for park models/trailers will not be processed or approved for installation during the period of April 15 through October 15.
  - b. Improvements requests will not be accepted for processing during the period of April 15 through October 15. Exception: Emergency improvements or repairs will be considered.
  - c. Exterior construction of any kind is strictly prohibited during the period of April 15 through October 15.
  - d. Handicap ramps, constructed under the Americans with Disabilities Act, which intrude into the setbacks must be removed when the reason for construction no longer exists or when the property is sold.

### **35. Storage Area Usage:**

1. Identification tags will be issued to identify items left in storage area using the owner's lot number. Each Lot Owner (s) will be issued one tag per Lot. If a Lot is rented and an Owner is already using the Lot tag, another tag will not be issued to the renter. Only the Lot Owner(s) or their Lot renter may use the storage Lot tag. The permission form must be renewed annually.
2. Intermodal storage containers are not permitted in the storage area.

### **36. Golf Carts/Scooters:**

1. Golf carts and scooters operated in the park must have basic liability insurance. The owner or renter must provide proof of insurance to the office on an annual basis. The office will maintain a record of these insurance policies.
2. Upon proof of insurance, a sticker will be provided at a cost, if warranted, that will be determined each season for each golf cart/scooter. The sticker must be placed on driver's side of the windshield.