

**CITRUS GROVE HOME OWNERS ASSOCIATION, INC.  
CITRUS GROVE ESTATES**

**Rules and Regulations**

The purpose of these rules and regulations is to promote the comfort, welfare, and safety of the shareholders and renters of Citrus Grove Home Owners Association, Inc., (herein after called the Park), and to improve and maintain the appearance of the Park.

These rules have been established by the Board of Directors of Citrus Grove Home Owners Association, Inc., (herein after called the "Corporation"), owner of the Park, and may be changed from time to time to achieve this and other purposes.

**DEFINITIONS:**

1. Corporation - "Corporation" means Citrus Grove Home Owners Association, Inc., the owner of the Park and Landlord, to both shareholders and renters.
2. Shareholder - "Shareholder" shall be the person or persons owning a membership certificate issued by the Corporation pursuant to the Articles of Incorporation and Bylaws, also referred to as a "Member".
3. Renter - "Renter" shall mean an occupant of a mobile home in the park who is not a shareholder and who occupies a site owned by the Corporation.
4. Park - "Park" shall mean CITRUS GROVE ESTATES.
5. Board - "Board" shall mean Board of Directors of the Corporation.

**RESIDENCY REQUIREMENT:**

1. Applications for new residents and tenants are subject to a satisfactory completion of a background check and credit check at a nonrefundable cost to the applicant.
2. Prior to occupancy the office needs to be notified of any sale(s) or transfer(s) and all transactions need to be approved prior to closing. All rental changes also need to go through the office and be approved.

**OCCUPANCY OF RESIDENCE:**

1. Limited to two (2) persons per bedroom, of which one (1) person must be fifty-five (55) years of age or older, second person must be at least forty-five (45) years of age. Board approval for more than two people per bedroom in the unit.

**MOBILE HOME SITE:**

1. Shareholders/Renters are responsible for overall maintenance, repair, and appearance of their mobile home site. Shareholders/Renters must keep landscaping trimmed, weeds controlled, and the general appearance of the landscaping and site in a neat and orderly appearance. Renters can obtain a list of people from the office for hire to keep their property free of weeds. The Corporation reserves the right to do such maintenance and repairs as are necessary to keep the site in compliance and to charge the tenants if they do not comply after reasonable notice

and an opportunity to do so.

2. Sites shall be kept orderly, neat, clean, and free of litter.
3. No open storage is allowed on patio, carport, and property.
4. All trees, shrubs, and walkways on lot cannot be removed without specific approval of the Park Management and/or the Board of Directors.
5. All trees, shrubbery or changes to the corporation owned property surrounding the mobile requires the prior written approval of the Park Management and/or the Board of Directors due to underground location of utilities.
6. All plans for a room addition, utility room, or any other changes to the unit which are observable from the exterior of the unit, must be submitted in writing to the Board of Directors for approval. All state and county statutes apply. This includes enclosing of carports. No work may be commenced until all required permits have been received and posted on the job site and written approval has been obtained from the Board. Certificates of insurance are required of all contractors.
7. Paint colors of mobile homes must be pre-approved by the Board of Directors or Management Company.
8. Disposal of anything other than toilet paper through the sewage system is prohibited. NO WIPES SHOULD BE FLUSHED! NO FEMINE HYGIENE PRODUCTS EITHER!

#### LAUNDRY:

1. Coin operated laundry is available for residents and guests only.
2. No dye is allowed in machines.
3. No heavy articles (i.e. pillows, comforters, rugs) allowed in machines. Oversize items in washers/dryers will damage machines and should be taken to a commercial laundry.
4. Clothes lines are located in the common area and are available for residents and guests.
5. Clothes must be removed from lines by 7:00 p.m.
6. No clothes are allowed on lines on Sundays or Holidays.
7. Residents may string a short line for drying a few items on their carport, but items must be removed by 7:00 p.m.
8. No smoking in the laundry building.

#### PETS:

1. Pets are allowed at Citrus Grove Estates, but are limited to one (1) dog no more than 20" tall from the shoulder to the floor or one (1) cat or one (1) bird. No dogs allowed that are on the dangerous breed list.
2. Only one pet per site.
3. Animals are not allowed in the clubhouse, office or laundry house. They are not allowed by the shuffleboard courts, bocce court, horseshoe courts.
4. Dogs and cats must be on a leash of a maximum length of six (6) feet and no longer. Retractable leashes are also to be at a maximum of six (6) feet at all times outside mobile homes. Pets are not allowed to run loose.
5. When walking pets, walk them on the edge of the roadway, not on the grass. The large area on the west side of Fernwood, away from the horseshoe pits, is the designated walking area for pets.

6. **YOU MUST CLEAN UP AFTER PETS.** Violations will be reported to Park Management.
7. Pets are not allowed to be left unattended or allowed to annoy.
8. Barking dogs will be reported to Park Management.
9. All dogs and cats must have a county tag license, current certificate, rabies vaccination, and proof of shots. This needs to be updated every year by a licensed veterinarian and a copy on file at the office.
10. Any damage to Citrus Grove Estates property must be paid by pet owner.
11. If any of these pet rules are violated, the management will give one (1) written warning and after a second violation, a \$100.00 fine can be assessed by the Board of Directors.
12. Any conflict between these rules and the Manatee County Animal Ordinance will be Enforced and shall not invalidate these rules.

#### **SALES AND RENTING:**

For sale signs may be displayed with the following restrictions;

1. No more than 2 signs may be displayed for each mobile home. Size of sign may be no larger than 9"X11".
2. "For Sale" signs must be placed on the mobile home itself. No signs will be allowed in the yard.
3. Information on signs limited to: telephone number; number of bedrooms and baths; Share; and price.
4. Before current resident can sell or rent their residence, applicant must pass a background and credit check.
5. Residence may be sold or rented to one (1) or two (2) persons per bedroom meeting age requirements.
6. The mobile home must be in good condition at time of renting.

#### **VISITORS:**

1. Visitors stay is limited to two (2) weeks unless written approval by the Board of Directors or Management Company is obtained.
2. Resident is responsible for signing visitors "in" and "out" at the office.

#### **GATES:**

1. All residential gates located on 7<sup>th</sup> street, also known as Rosewood, must be kept closed at all times.
2. Each resident may secure a gate opener for the access to front and back gates from the office. A thirty dollar (\$30.00) deposit is required. This deposit shall be returned to the resident when the resident returns the gate opener to the office upon moving from the park.

#### **CLUBHOUSE:**

1. All residents may use the clubhouse and other facilities available at no cost, but are responsible for good housekeeping practices, securing the building, turning off lights, and air conditioners/heaters.
2. Entry to the clubhouse is by security code. The code can be obtained from the office.
3. The clubhouse is available from 8:00 a.m. until 9:00 p.m. It may be open later on certain occasions. The clubhouse may be used by a resident for a SPECIAL OCCASION as long as it does not interfere with the regular programming in the park. Reservations should be made through the Park office in writing. A refundable security deposit will be required.
4. No alcoholic beverages or smoking in the clubhouse or any recreational areas or facilities (i.e. shuffle courts, bocce court and horseshoe court).

#### **RENT AND MAINTENANCE FEE:**

1. All fees are due on the 1<sup>st</sup> day of the month. A fee of \$35.00 per month or the highest amount permitted by law will be charged to the resident whose lot rent or maintenance fee is delinquent after the 10<sup>th</sup> day of the month.
2. A \$30.00 charge will be assessed for any returned check for lot rent or maintenance fee.

#### **KEYS TO RESIDENCE:**

1. The office must have a key for all units in case of emergency. Shareholders and Renters must notify the office if they plan to leave for more than one week. For your protection, please leave address and phone number where you can be reached in your absence.
2. Water service must be turned off during your absence.

#### **OFFICE HOURS:**

1. The office hours are 9:00 a.m. to 1:00 p.m. (subject to change), Monday through Friday, but will be closed on holidays. Please conduct all business in the Park office. Do not contact the Park Manager after 6:00 p.m., except for emergencies.
2. Non-emergency requests can be made in writing and put in the "rent deposit" slot by the front door of office.

#### **RESPONSIBILITIES:**

1. Resident must accompany children and guests of the resident when children and guests are using recreation facilities.
2. No excessive noise; please play televisions, radios and musical instruments softly.
3. No yard sale or carport sale is allowed at residence home.
4. Legitimate complaints concerning infractions of rules should be reported to the office

manager. A written form provided at the office should be used to express concerns, issues and violations.

#### **VEHICLES:**

1. No cars, trucks, campers, trailers or travel trailers may be parked overnight on the street in front of resident's home.
2. All vehicles should be completely off the streets at all times to permit emergency vehicles access.
3. No mechanical repairs of vehicles other than minor personal vehicle maintenance shall be conducted anywhere within Citrus Grove Estates.
4. Washing and cleaning resident's own vehicle is permitted.
5. **NO UNLICENSED VEHICLES OR TRAILERS OR INOPERATIVE VEHICLES ARE PERMITTED IN PARK.**

#### **SPEED LIMIT:**

1. Speed limit for all vehicles (including golf carts) is ten (10) miles per hour. If anyone sees a violation of this rule, it should be reported to the Board of Directors.

#### **PARKING:**

1. Overflow parking area is designed for residents who need additional parking. This area is located on grassy area next to fence on 5<sup>th</sup> St. Circle (stone road) and is designated for boats, campers, guest cars, etc.
2. Parking area across from clubhouse is limited to two (2) hours, no permanent parking is allowed.
3. No parking in front of gate at the end of Parkwood (Rosewood Entrance), this is a FIRE LANE.
4. One (1) handicapped parking space is available near the clubhouse and shuffle court.

#### **MISCELLANEOUS:**

1. No door to door commercial solicitation shall be allowed in Citrus Grove Estates.

#### **COMPLIANCE AND DEFAULT:**

1. The Corporation reserves the right to terminate the tenancy of any resident for disregard of Park rules and regulations and in accordance with Florida Statutes 719 and 723.

**DISCLAIMERS:**

1. The Corporation shall not be responsible for loss or damage caused by accident, fire, theft or act of God to any mobile home or personal property left by the residents or their guests, within the Park boundaries.
2. The Corporation shall not be responsible for damages caused by residents or their family or their guests.
3. The Corporation does not assume responsibility for delivery of any messages or for failure to report messages.
4. The Corporation shall not be liable for accident or injury to a person, pet or property through the use of any Park facilities by residents or their guests.

**THE RULES AND REGULATIONS PRESENTED HEREIN ARE ADOPTED BY THE BOARD OF DIRECTORS OF CITRUS GROVE HOME OWNERS ASSOCIATION, INC. AND SUPERSEDE AND REPLACE ALL RULES PREVIOUSLY IN EFFECT.**

**REVISED: December 4, 2018**