

WELCOME TO PENNBROOKE FAIRWAYS

501 SR 44

Leesburg, FL 34748

Licensed Community Association Manager (LCAM)
352-360-1001

Office Manager/Administrative Staff to LCAM
352-360-1001
E-Mail – Mglenn@castlegroup.com

HOA Payments/Accounts/
352-321-4968
E-Mail – Accounting@pennbrookefairways.org

Activities Coordinator
352-787-1673
Newsletter Articles ONLY: activitiesPHOA@pennbrookefairways.org
Correspondence: activitydirector@pennbrookefairways.org

Resident Services Office (RSO)
352-360-1026
352-360-1165 FAX
Email – PHOA_RSO@pennbrookefairways.org

RSO Hours of Operation:

Monday through Friday – 8:30 AM – 2:30 PM

SERVICES PROVIDED BY RSO:

CHECKOUT OF EQUIPMENT: Tables and chairs from the Activity Center are available for homeowner's use if available. Call RSO to reserve.

COPIES: 8 ½ x 11 (standard) B/W – 10 cents per page, Color – 25 cents per page, 8 ½ x 14 (legal) B/W – 15 cents per page, Color – 30 cents per page, 11 x 17 (ledger) B/W – 20 cents per page, Color – 35 cents per page.

EVENT TICKETS: Tickets for dances, state parties, plays, socials, lunches, etc. are on sale at the RSO.

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FAX MACHINE: 352-360-1165

Cost per sheet: OUTGOING - \$1 (stateside); \$2 (all others)
 INCOMING - \$0.50 (Please ensure name and phone number
 are included on incoming FAX. RSO will call recipient for
 pick up.)

GATE BARCODE: Complete Resident Barcode Form and call RSO, 360-1026, for an appointment. This provides entry to Pennbrooke.

NOTARY: Monday thru Friday (call for availability) at RSO – no fee.

PENNBROOKE FAIRWAYS NEWS & VIEWS: Monthly newsletter distributed in internal mailbox. If you are away for a period of six weeks or more the RSO can mail the newsletter to you. Provide a self-addressed envelope with postage to RSO for each month away. If you want to save money, go online to www.pennbrookefairways.org and read the newsletter for free. The community resident directory and the community TV slide show can be found under the registered user's section of the web.

PENNBROOKE RESIDENT DIRECTORY: One book per household. Directory printed annually. Please ensure RSO has your phone number and correct information so it can be included in resident directory.

POSTAGE: The RSO can weigh packages not exceeding two (2) pounds and affix postage. Book of stamps (20) are available for purchase (2 book limit). Cash only.

VIAL OF LIFE PROGRAM: Complete medical information sheet found inside the vial and follow the directions provided.

GENERAL INFORMATION

HOA MAINTENANCE FEE: Payment due the 1st of each month. Mail coupon and payment to PHOA, c/o Bank of the Ozarks, P. O. Box 26369, Tampa, FL 33623-6369

PENNBROOKE WEB SITE: www.pennbrookefairways.org provides information on the Pennbrooke community, e.g., newsletters, HOA board minutes, monthly events, updated phone directory, etc.

FORMS AVAILABLE AT RSO

APPLICATION FOR ARCHITECTURAL REVIEW: Changes to exterior of house must be approved prior to start of work.

EMERGENCY NOTIFICATION FORM: Provides emergency contacts if needed. This form is filed in RSO and Gate House.

“AUTO PAY” AUTHORIZATION MAINTENANCE FEES & SPECIAL ASSESSMENTS FORM: Authorization for paying monthly maintenance fees. Complete form attaching voided check. Form will be faxed to Castle Group.

RESIDENT COMMUNICATION/REQUEST FORMS: Problems with lawn care, common grounds, pools, etc. complete Communication/Request Form (Work Order Form).

RESIDENT INFORMATION SURVEY FORM: Please complete survey and return it to RSO to ensure our community maintains the qualifications for exemption to FL Statute 760-29 and Housing for Older Persons Act of 1995 which allows Pennbrooke to be an adult community. Eighty (80) percent or more home sites must have one adult 55 years of age. The remaining 20 percent of home sites are left to the discretion of the community, governed by contractual agreements or deed restrictions.

RV STORAGE APPLICATION AND RULES: Residents have the ability to have a space in our storage area for recreational vehicles and trailers.

VACATION FORM: If you are planning to be away from Pennbrooke for six weeks or more, please notify the RSO using the vacation form. RSO marks internal mailbox with a green dot.

VETERAN’S FORM: Information is used in Pennbrooke’s Memorial Day and Veteran’s Day Programs.

VOTING CERTIFICATE: Only one person in household can vote during Pennbrooke HOA elections. Complete voting certificate designating an authorized voter and return form to RSO.

PENNBROOKE RESIDENT DIRECTORY: The information on this form will be used for the listing in our Resident Directory. All changes, deletions, additions, or corrections must be submitted on a Resident Directory Form.

FAQs:

LAWN WATERING SCHEDULE as directed by the St. John's River Water Management District:

EVEN NUMBERED houses once a week on **SUNDAY** during EST (November to March) and twice a week on **THURSDAY & SUNDAY** DURING DST (March to November).

ODD NUMBERED houses once a week on **SATURDAY** during EST (November to March) and twice a week on **WEDNESDAY & SATURDAY** during DST (March to November).

SECTIONS P, Q, R and S ONLY:

Water twice a week during DST on **TUESDAY & FRIDAY**. During EST once a week: **even** houses **FRIDAY** and **odd** houses **TUESDAY**.

MAILROOM PENNBROOKE: See mail carrier for additional keys. Our Post Office is at 2015 14th St., Leesburg, 352-787-6539.

NAME BADGE w/MAGNET: Available for purchase – order at RSO.

PENNBROOKE COMMUNITY CHANNEL: TVs with digital box – Channel 732. If you have a digital ready TV and no box – Channel 98.1. Analog TV with no box, call Spectrum, 1-855-222-0102 for an adapter. Back gate channel 733.

STRAY ANIMALS: Call Animal Control, 352-343-9688. Be prepared to give a description of animal and location.

STREETLIGHTS: Notify the City of Leesburg, 352-728-9830. Provide pole number which is a four- or six-character number found on the pole and street address.

TRASH PICKUP – Wednesday

RECYCLE – Wednesday

YARD WASTE – Thursday

Do not put trash out before 5pm on the night before pickup!

PHONE NUMBERS:

Activity Center Kitchen:	352-326-5663
Beauty Salon, Pennbrooke	352-787-3589
City of Leesburg (Gas & Electric)	352-728-9830
	833-223-1313 (Trouble)
Duffers Pub & Grille	352-728-3363
Fitness Center	352-490-8095
Gate House (Main Entrance)	352-326-2666
Gate House (Register Guests)	352-306-3004
Golf Course	352-728-3200
Golf Pro Shop	352-728-3200
Grand Hall Kitchen	352-787-1789
Grandma's Closet	
Lynne King	248-884-3200
Nancy Browne	414-828-7326
Janice Robertson	352-314-5922
Medical Equipment	
Dick Davis	352-360-7000
Hittie Dawe	352-326-1760
Russ Jones	352-431-0965
Tom McComb	352-315-9713
Progressive Waste	352-323-0824
(To order bins or special pickups)	
Sheriff – Non-Emergency Number	352-343-2101
Spectrum Cable TV	833-697-7328
U S Post Office – Leesburg	352-787-6539
Utilities Inc. (Water)	866-842-8432

PENNBROOKE HOMEOWNER'S ASSOCIATION, INC.

RULES FOR COMMUNITY LIVING

As provided by Florida Statute 720 and the governing documents of the Pennbrooke Homeowners' Association (PHOA), the Board of Directors (BOD) is responsible to all residents of Pennbrooke Fairways to preserve and enhance the values of our homes and common areas and to promote the recreation, safety and welfare of the residents.

The BOD is further responsible for adopting, administering, and enforcing reasonable rules and regulations for the benefit of all residents. These rules and regulations are subject to change at the discretion of the BOD. The Board of Directors of the Pennbrooke Homeowners' Association will diligently pursue all available avenues to fulfill these responsibilities. Florida Statute 720 requires that every resident of Pennbrooke Fairways comply with that Statute, the governing documents of the community, and these *Rules for Community Living* and all other rules and regulations of the Association as adopted by the Board of Directors. Therefore, residents who are found in violation of these rules and regulations, under Florida Statute 720 and our governing documents, may be subject to the suspension of their use rights of the common areas or may have fines imposed or liens placed on their property by the Board of Directors as further described in Section J of this document.

Your cooperation is essential to make our community safe and pleasant and "A Great Place to Live".

A. GENERAL INFORMATION

1. Residents of Pennbrooke Fairways are any of the following:
 - Owners
 - PHOA approved tenants
 - Anyone who lives in Pennbrooke Fairways for six (6) months or more a year.

- Anyone who has a valid government issued document showing both their name and a Pennbrooke Fairways address, such as a driver's license, a vehicle registration, a government issued ID, or a voter registration card.

(Guest is defined in Section E)

2. Loud noise, boisterous conduct, and any activity, including hobbies and avocations, which poses a threat to the health and safety of residents of Pennbrooke Fairways, or interferes with their right to a peaceable living is prohibited. The determination of the Board of Directors as to whether this section prohibits any such activity or conduct shall be final and conclusive on all persons.

B. HOMES AND HOME SITES

1. GENERAL APPEARANCE AND MAINTENANCE

- a. All homes and home sites shall be attractively maintained by the owner and shall comply with all applicable laws, ordinances, regulations of government agencies, and these *Rules for Community Living*. Any proposed changes or alterations to all homes and home sites must be reviewed and approved by the Architectural Review Committee (ARC) (See Section K).
- b. Owners are responsible for overall appearance of their homes, home sites and other items located on the home sites, as well as the watering, weeding, trimming, edging, tree trimming, replacing dead grass, and general care of the lawn including mowing, fertilization, and treatment for insect infestation, unless otherwise provided through the Pennbrooke Homeowners Association (PHOA). The exterior of all homes, including roofs and driveways, shall be kept in a neat and clean condition, free from mold, mildew, and stains.

- c. Owners not residing at their homes or that leave for a period in excess of one (1) week must make arrangements for maintenance of their homes and home sites in their absence, including lawn maintenance, unless otherwise provided through the Association.
- d. If homes or home sites are not maintained to community standards as defined in this section, the owners will be notified by letter and given fifteen (15) days to correct the deficiency. If the deficiency is not corrected within this time period, a second letter is sent certified mail, giving the resident an additional ten (10) days. If the deficiency is not corrected, enforcement will be pursued by the Association according to Section J Enforcement of Rules and Regulations.
- e. All home sites must have a concrete or paver driveway to the street, carport/garage, and landscaping. Site built homes and all additions to such homes must have a minimum of a shingle roof and residential-type siding. Manufactured homes must minimally conform to original factory standards and have enclosed foundation.

2. STANDARDS FOR YARD APPEARANCE

- a. When not in use, all lawn equipment, tools, materials, and other utility items must be stored out of sight.
- b. Trash, recycling, and yard waste is to be placed in appropriate containers and placed at curbside no earlier than five o'clock in the evening before collection days. All containers are to be promptly removed after collection. Trash, recycle, and yard waste containers may be stored outside of and adjacent to garages or carports. Containers must be visually screened following ARC requirements found in ARC Guidelines.

- c. Only PHOA sponsored community-wide garage, driveway and yard sales are permitted on or at home sites.

3. EXTERIOR REPAIRS AND CHANGES

- a. Should a home be damaged, regardless of cause (hurricane, tornado, hail, fire, etc.) and require immediate repair, the homeowner is encouraged to proceed with the necessary repairs as soon as possible after damage occurs. To facilitate the repair process, the ARC and the Board of Directors will waive the normal application process. After emergency repairs are done, a completed ARC application form notifying the ARC and BOD of the work performed, and that repairs were necessary, plus that the home was returned to its previous appearance will suffice. If the homeowners wish to change the shape or color or any portion of the home, the normal application, evaluation, and approval process must be followed.
- b. Any owners considering any exterior alteration to a home or home site should refer to Section K, Architectural Review, for information on the ARC review and approval process. A complete list of allowable alterations to homes or home sites can be found in the Application for Architectural Review form.

The following is a partial list of restrictions on permitted alterations:

- Satellite dish receivers, antennas and masts are permitted with preferred placement on the side or back of the house, providing these regulations and restrictions do not impair the home's ability to receive signals.
- Water conditioners and water filters may be permitted upon recommendation of the Architectural Review Committee and approval

by the Board of Directors. Window air conditioners may be permitted in manufactured homes only.

- Storm shutters or panels are permitted upon recommendation of the Architectural Review Committee and approval by the Board of Directors. Their closure is restricted to a period of forty-eight (48) hours prior to a severe storm threat and must be reopened within forty-eight (48) hours after the storm has passed.
- Laundry lines should be in the form of a removable folding rack or umbrella style and placed at the rear of the home and removed when not in use.
- Flagpoles. See Section D. Flag Display
- One outdoor light post may be installed in the front yard only.

Alterations NOT PERMITTED to a home or home site:

- Installation of above ground outside fuel tanks at home sites
- Wells
- Tents, fences, hedges, forming a barrier between properties. Except for Golf Villa patio privacy dividers as outlined in ARC Guidelines
- Freestanding garages, barns, utility sheds, or other outbuildings as outlined in ARC Guidelines. Rubbermaid and other makes of storage cabinets and/or containers are not allowed outside of the home, garage and/or carport.
- Walls other than some landscape retaining walls
- Other containers

The Pennbrooke Homeowners' Association shall make the determination as to whether all the above standards are met.

C. SIGNS

1. "For Sale" signs may be placed on the home site for the duration of the current sales agreement. "For Sale by Owner" signs may be placed on the home site until the home is sold. "For Rent" signs (maximum of 2) may only be displayed in the windows of the home for rent.
 - A maximum of two (2) "For Sale" signs may be displayed for each home at a location of the owner's choice on his/her property, but no closer than six (6) feet from the lot's edge.
 - The size of any "For Sale" sign shall be no larger than four (4) square feet.
 - "Open House" signs are allowed at the home site and on common area only on the day of the open house.
2. No other signs of any kind, except for mandated lawn and pest-control signage and security service signs, shall be displayed on the home site.
3. A small candidate sign may be displayed at the home site thirty (30) days prior to each election and removed within three (3) days after each election. No sign shall exceed sixteen (16) inches by twenty-four (24) inches and no more than one (1) sign shall be displayed in such a manner that it is visible from the street.

D. FLAG DISPLAY

1. Only one (1) in-ground flagpole and one (1) flagpole attached to the house are permitted at each home site. If a flagpole is attached to the house, the pole may not exceed a length of six (6) feet and may display one (1) flag. If a flagpole is mounted in the ground, the pole must not

exceed an above-ground height of twenty (20) feet, including its decorative or ornamental top. This pole may display up to two (2) flags.

2. Flags are to be displayed in a respectful manner. The following flags are permitted to be displayed in this order with the US flag on top:

- The United States flag
- The current national flag of another country
- One of the United States Armed Forces Services' flags
- The POW/MIA flag
- A state flag
- A college or university flag
- An ornamental flag depicting goodwill, nature, holiday, sports team, or season.

- A (1) Candidate flag may be displayed thirty (30) days prior to each election and must be removed within three (3) days after each election. See flag size in Section D, #3.

3. Flags shall not exceed the dimensions of four and one-half (4 1/2) feet by six (6) feet, except for flags on PHOA community flag poles.

E. GUESTS

“All common areas and recreational facilities serving any homeowners’ association shall be available to parcel owners in the homeowners’ association served thereby and their invited guests for the use intended for such common areas and recreational facilities. The entity or entities responsible for the operation of the common areas and recreational facilities may adopt reasonable rules and regulations pertaining to the use of such common areas and recreational facilities.....”Florida Statute 720.304(1).

1. A guest is a temporary visitor to Pennbrooke Fairways invited by a resident. Working service personnel are not considered guests.

2. Residents are responsible to notify the front gate of the names and expected arrival times of invited guests. Only such invited guests will be allowed to enter the community.
3. Guests under the age of sixteen (16) years must be accompanied by an adult (a person eighteen (18) years or older) at all recreational facilities.
4. Guests under the age of eighteen (18) years are permitted for a period not to exceed sixty (60) days in any twelve-month period.
5. Residents are responsible to advise guests of the community rules and regulations and ensure that they adhere to these regulations.
6. Owners are financially responsible and liable for any damage to common areas caused by guests, including, if necessary, reasonable attorney fees, court costs, etc.
7. Guest Parking (See Rule G. 12).

F. CONVEYANCES: SALES AND RENTALS OF HOMES

1. For owners who rent or sell their homes, the provisions of Article XIV of the *Covenants and Restrictions*, titled "Conveyances," must be followed. As this Article is a portion of the *Declaration of Covenants* which runs with the land, any transaction which is conducted without compliance with this Article may be voidable by the Association.
2. Before a rental agreement or sale is completed, and before a "Certificate of Residency" can be issued, the property owner selling or renting his or her property, or his or her authorized agent, must go to the Resident Services Office (RSO) to secure and have completed a "New Neighbor's Packet." Federal law requires that we must meet the 80/20 rule of the Federal Housing of Older Persons Act of 1995 (HOPA) which allows Pennbrooke Fairways to be an "Active 55+ Adult" community.

3. Included in the packet shall be a request for, but not limited to, the following information:
 - Proof of age of all tenants or buyers. Copy of driver's license or an officially issued identification (I.D.) card.
 - Signature on form indicating receipt of the rules and regulations packet.
 - Signature on form indicating agreement to abide by all rules and regulations.
 - Signature to receive a temporary resident's pass and/or bar code.
4. The tenant assumes from the property owner all use rights of common areas during the rental period. Usage rights of the owner are suspended for the same period.
5. Owners are financially responsible and liable for any damage to common areas caused by the tenant including, if necessary, reasonable attorney fees, court costs, or other associated costs and or fees.

G. VEHICLES

1. Only approved vehicles that are operational and display a current valid vehicle registration that are owned or leased by a resident or guests are permitted to be parked on the driveway of the residence he/she occupies or in any of the common areas.
2. All vehicle drivers are to obey the posted speed limits and all other posted traffic signs.
3. Drivers of automobiles must consider the safety of operators of golf carts and bicyclists, as well as the safety of walkers who are using the street.

4. Consideration must be made to assure that a parked vehicle does not prevent quick and clear access for emergency vehicles and does not block a driveway. All vehicles will park in the direction of traffic flow. Any two (2) vehicles parked on opposite sides of the street must leave a minimum of thirty (30) feet between the vehicles to allow safe passage for other vehicles.
5. Service trucks, vans, or pods are permitted only during the times that service is being performed at Pennbrooke Fairways and must be removed when that service has been completed. Maximum pod service time is seventy (72) hours unless otherwise approved by the Community Association Manager.
6. Parking of any service vehicles, commercial vehicles, or commercial trailers on driveways and community streets overnight is prohibited. A commercial vehicle/trailer is a vehicle bearing a commercial logo, city, state, or other government logo, company name and/or address, etc., or a vehicle clearly intended to be used for commercial purposes and not solely as a passenger vehicle. Overnight parking for commercial vehicles owned or operated by a resident of Pennbrooke Fairways is not permitted. Overnight parking for semi-tractor trailers is not permitted.
7. Delivery and service vehicles shall enter and exit the community through the front gate only for the purpose of delivering goods or services to a Pennbrooke Fairways resident or guest. Residents are to notify the front gate of their expected arrival. Only such authorized vehicles will be allowed entry to the community.
8. Boats, recreational, and commercial vehicles are only allowed to be housed at a home site within the confines of the garage or carport.
9. Resident recreational vehicles may be parked at a residence or on a community street for not more than forty-eight (48) hours for the

purpose of preparing the RV for use and forty-eight (48) hours, additionally, for unloading and cleaning after use during any fourteen-day period. Use of warning reflectors, both front and back, is required for parking said vehicles on the street after dark. The unit may not be used as living quarters during this period. The vehicle must display a temporary parking pass, available at the front gate. "Pop-outs" or "Slide-outs" may not be extended into the street at any time. Boats may be parked at a residence, or on a community street, for not more than twenty-four (24) hours for the purpose of preparing the boat for use and twenty-four (24) hours additionally for unloading and cleaning after use during any seven (7) day period. Any violation of these rules can result in the revocation of the privilege of having a site at Pennbrooke Fairways RV storage area.

10. GUEST PARKING: Resident's guests requiring temporary motor vehicle parking are to park such vehicles in the Guest Parking Area located adjacent to the north utilities plant, provided space is available. Such vehicles must be operational and display a current valid vehicle registration. **Access to this area is only available Monday through Friday 6 AM to 6 PM.** The resident must submit a request for approval for space to the RSO in advance. Upon approval, a pass will be issued for a period not to exceed thirty (30) days. The pass must always be visible while parked in the Guest Parking Area. If additional time is required, the resident must request an extension from the RSO prior to the expiration date. The MAXIMUM stay will be sixty (60) days in any 6-month period. Vehicles shall not be used as living quarters by any resident or guest. Guest's commercial vehicles or those vehicles displaying company names or signage **will not be allowed** space in this area. Resident owned vehicles **are not allowed** in the guest parking area. All exceptions to these rules require written approval of the Board of Directors. All violators are subject to removal of the vehicle and liable for towing and storage expenses as stated on

the parking pass. The PHOA will not assume any liability for vehicles parked in this area.

11. Repair and servicing of vehicles may be conducted at a home site provided it is conducted in the garage or carport, only.
12. Residents who are scheduled for Pennbrooke sponsored or resident sponsored trips and plan to leave their vehicle until their return, must park in designated spaces at the Grand Hall. A guest's vehicle must be parked at the resident's home site or Guest Parking area (see G.10). The designated spaces for short term parking at the Grand Hall are facing Pennbrooke Parkway and closest to the road. The trip sponsor will inform the RSO/CAM of the estimated number of vehicles and provide a pass for display in the vehicle's windshield for a trip longer than 24 hours. The pass must include the start and return dates and the trip sponsor's name. These areas are not intended for long term parking, commercial vehicle parking or RV parking. The PHOA will not assume any liability for vehicles parked in these areas.
13. All vehicles (including golf carts and bicycles) must have lights on between dusk and dawn while driving on any Pennbrooke Fairways road or common areas.
14. No on-street parking between 12:01 am to 6:00 am is permitted, except as follows: Temporary overnight on-street parking is permitted by residents and guests who display on their vehicle the temporary pass, which is available at the front gate. This pass will allow on-street parking not to exceed 48 hours unless otherwise approved by the Community Association Manager. All violators are subject to removal of vehicles and liable for towing and storage expenses.

H. GOLF CARTS

1. A proper parking site must be provided for golf carts in the garage or carport at the home site.
2. All golf carts must follow the same rules as a motor vehicle.
3. Golf carts can be driven only by those persons of legal age to drive a motor vehicle in the State of Florida.
4. Golf cart owners assume full insurance responsibilities.
5. Operators of golf carts should drive near the right curb or right side of the street to permit automobiles to pass on the left.
6. All golf cart drivers should travel at a reasonable and safe speed.
7. All golf carts must have safety equipment as required by Florida law, e.g., headlights and taillights for night driving. All golf carts must have lights on between dusk and dawn while driving on any Pennbrooke Fairways road or common area.

I. PETS

Definition: A pet is defined as any household dog, cat, bird, or domestic non-farm animal.

1. The maximum number of pets allowed is two (2) pets per household.
2. No pets or other animals shall be kept, bred, or maintained for any commercial purpose.
3. It is the position of the PHOA that all animals not living within the home are considered feral. Feral animals are not pets. The feeding of any feral animal is prohibited.

Should a resident participate in CNR (catch, neuter, release) programs, the resident is responsible for notifying the CAM of their intent.

4. All applicable pets must always be on a leash when outside of their owner's home.
5. All pets must always be under their owner's control so as not to disturb others and not to infringe upon the private property of other residents.
6. Pets, with the exception of service animals, as defined by the Americans with Disabilities Act, are NOT permitted in the Activity Center, Communications Center, Welcome Center, Grand Hall, Fitness Center, recreational areas – to include all pool areas, horseshoe, bocce, tennis, and shuffleboard area, on the softball field, golf courses, and the RV storage areas.
7. Pet owners are always required to clean up behind their pets, so that yard maintenance in private and common areas is not a problem.
8. The Board of Directors has the authority to compel the removal of nuisance pets, pursuant to the *Covenants and Restrictions*.

J. ENFORCEMENT OF RULES AND REGULATIONS

The Pennbrooke Homeowners' Association is authorized to levy fines or suspend use rights of the common areas for the purpose of enforcing the provisions of the PHOA governing documents and the Rules & Regulations in a manner consistent with Florida Statute 720. The Association may levy fines or suspend user rights against an owner, lessee, or their respective guests (herein after referred to as "occupant") for each violation of the Rules and Regulations. The Association may choose to either utilize a fining committee for outstanding violations or may pursue legal action, including, but not limited to the filing of a lawsuit.

1. FINING COMMITTEE

- a) Should the Board elect to pursue enforcement via fining, the Board of Directors shall appoint a subcommittee consisting of a minimum of three (3)

members of the Rules and Regulations Committee and/or members at large, provided that no member of this subcommittee shall be an officer, director, or employee of Pennbrooke, nor spouse, parent, child, brother, or sister of an officer, director or employee of Pennbrooke. This subcommittee shall conduct special meetings for the purpose of approving or rejecting the imposition of fines pursuant to this Section J and PHOA Policy 18.

- b) The occupant will have the opportunity to present their position with respect to the violation. At that time, the subcommittee shall vote whether to approve or reject the proposed fine. If the subcommittee, by majority vote, does not approve the proposed fine, it will not be imposed.
- c) If the occupant does not cure the violation, abstain from the action noted or repeats the violation, the fine will commence from the date of the hearing or from the date of the repeat violation.
- d) The occupant shall pay the imposed fine and all costs incurred pursuant to this section within thirty (30) days after the fine is levied. Should the occupant not pay the levied fine, a suspension of use rights may be imposed.
- e) The Pennbrooke Homeowners' Association will fully pursue all remedies of the law, including placing the violation fines on the estoppel certificate of the owner's property.

2. LEGAL ACTION

Should the Board determine that using Legal Representation is the next course of action, the policy is as follows:

- a) After the initial 15-day notice is sent to the occupant via mailing, followed by the 10-day notice with certified mailing, the violation will be sent to the Association Attorney.

- b) The Association Attorney will send a formal demand letter, notifying the occupant that they are not in compliance with our Community Rules and Regulations.
- c) If immediate compliance is not made, the Attorney will consult with the Board of Directors to file a lawsuit against the occupant for compliance.
- d) The occupant shall pay all imposed fees and all costs incurred pursuant to this section within thirty (30) days after the fee is levied. Should the occupant not pay the levied fee, a suspension of use rights may be imposed.

K. ARCHITECTURAL REVIEW

1. PURPOSE OF ARCHITECTURAL REVIEW COMMITTEE

The Architectural Review Committee (ARC) represents the Pennbrooke Homeowner's Association and was created to provide architectural guidelines for Pennbrooke Fairways homeowners with the following purposes:

- Provide guidance and interpretations for the architectural guidelines contained in the PHOA's Amended Declaration of Covenants and Restrictions, ARTICLE VIII.
- Provide homeowners with an application form and a checklist for a review of items that may or may not apply to their project.
- Provide assistance to homeowners in planning changes and creating change requests to help ensure their acceptance by the ARC.
- Keep Pennbrooke Fairways attractive for the enjoyment of residents and for the protection of property values.

The ARC evaluates all requests on the individual merits of the application. In evaluating a design proposal, consideration for characteristics of the house and the individual site is given, since what may be an acceptable design of an exterior in one home site may not be in another.

Applications are evaluated under the following criteria: Conformance with Covenants, Liability, Validity of Concept, Design Compatibility, Location and Impact on Neighbors, Scale, Color (only approved colors and color combinations are acceptable), Materials (only approved materials are acceptable), Workmanship and Timing. A full explanation of these criteria is contained in Section II of the Application for Architectural Review form.

2. EXTERIOR ALTERATIONS AND MODIFICATIONS TO HOMES AND HOME SITES

Any alteration or modification to the exterior of any single-family home or attached housing unit (i.e., Arbors and Villas) including landscaping and open courtyard areas must be approved by the Board of Directors upon recommendation by the Architectural Review Committee (ARC). Review and approval by the ARC is mandatory before commencement of any such work. A few minor exceptions may apply and can be reviewed in the Application for Architectural Review, Section IV. Any unauthorized change to a home or home site shall be deemed a violation of Covenants, By-Laws, and Rules for Community Living and, at the expense of the homeowner, be subject to return to its original condition within a reasonable time frame as set by the Association's Board of Directors. Furthermore, any unauthorized changes or encroachment upon common areas shall also be deemed such a violation and, at the expense of the homeowner, also be subject to return to its original condition within a reasonable time frame as set by the Association's Board of Directors.

3. ARC REVIEW AND APPROVAL PROCESS

All requests for review are to be submitted using the Application for Architectural Review form. This form may be obtained from the Resident Services Office (RSO). The application shall include any of the following that is required: a drawing, brochure, plot, and/or a contractor's sketch (elevation) depicting the addition or change. The nature, kind, shape, height, color, and materials to be used shall be stated on the plan and/or contract submitted.

- A. For a description of the complete review and approval process, refer to Section III of the application form.
- B. Section IV of the Application lists modifications where ARC review is NOT required, where only compliance with the stated restrictions is required.
- C. Sections V and VI of the Application lists modifications where ARC review IS MANDATORY. Carefully review and comply with all stated restrictions when applying for approval for any such modification.

For the Board of Directors _____
Board of Directors, President Date

Original approval: May 20, 2005
Revised and Approved: October 14, 2008
Revised and Approved: January 24, 2012
Revised and Approved: _____

RULES FOR RECREATIONAL FACILITIES USE

The following rules apply to the use of all recreational facilities and buildings which are under the jurisdiction of the Pennbrooke Homeowners' Association (PHOA):

A. Scheduling of Events

All events are to be scheduled and approved by the Activities Coordinator.

B. Borrowing of Equipment

Borrowing of certain PHOA equipment is permitted, subject to the following:

1. Banquet tables, chairs, and card tables may be borrowed from the Activity Center closet ONLY.
2. All borrowed items must be checked out through Resident Services Office (RSO) and returned to the Activity Center closet.
3. A "Check-out Book" must be signed, and the return date must be reflected. The check-out book is kept in the RSO.
4. Items are checked out subject to availability.
5. Any lost or damaged item is the responsibility of the borrower.
6. Medical equipment is available to all residents. See RSO for contact.

C. Smoking

For the health and well-being of all residents and the preservation of the furnishings in all buildings, smoking is not allowed in any PHOA building, pool/spa area or PHOA-owned vehicles.

D. Use of PHOA Recreational Facilities

1. Residents have full use of the facilities but must comply with the *Rules for Recreational Facilities Use* and *Rules for Community Living*.
2. Outside groups are not permitted to use the pool facilities.
3. Any guest under the age of sixteen (16) using the recreational facilities must be accompanied by a responsible adult (18 or older) while using such facilities. This includes swimming pools, spas, tennis courts, pool tables, shuffleboard courts, bocce courts, horseshoe pits, dart boards (plastic tips only), softball field, and the Fitness Center, bean bag courts and basketball hoop.
4. The homeowner is responsible for his or her guests' or approved tenant's actions and is liable for damages.

5. Wet attire or uncovered bathing suits or trunks are not allowed in the Activity Center, Fitness Center, Welcome Center, or Grand Hall. Dry off before entering these facilities. Shoes must be worn in these facilities.
6. Golf shoes with metal spikes are not allowed in any PHOA facility.
7. Attendance at certain scheduled parties, affairs, or functions may require an admission fee. A limit may be placed on the number of attendees. This does not exclude residents from using, simultaneously, other areas of the Activity Center or Grand Hall, if such does not interfere with said party, affair, or function.
8. Oxygen and first-aid kits are available in the Activity Center, Fitness Center, Grand Hall, and Welcome Center. If oxygen is required, follow instructions on equipment.
9. Automatic External Defibrillators (AEDs) are in the Activity Center (2), Fitness Center (1), Grand Hall (1), Welcome Center (1), Softball Field (1).
10. Wash and disinfect tables and chairs after each function.
11. Tables and chairs should be returned as per the layout posted on the door in chair storage room.

E. Billiard Room

1. Limit to one hour of play, if someone is waiting.
2. Specific rules are posted in the billiard room.
3. When play is completed, clean the tables with the equipment provided and cover them.
4. Close doors to the billiard room when leaving.
5. The billiard table in the Activity Center main room shall not be used when other activities are scheduled in the room.

F. Library

The library is provided for the use of residents and their guests.

G. Craft Room

The craft room is provided for the use of residents and their guests but must be reserved through the Activity Coordinator.

H. Kitchens

1. Kitchen equipment may be moved from one building to another with prior approval from the Activities Coordinator. It must be returned immediately following its use.
2. Wash kitchen counters and cupboards with disinfectant after use.
3. Clean the outdoor grills after use while they are still warm.
4. Clean the ovens in the buildings after use.
5. Use cloth towels. Wash them at home and return them after each use at a function.
6. Leftovers being stored in the refrigerator or freezer after a function must be labeled with a) contents; b) date; and c) name of person storing item. Any food or drink left more than three (3) days will be discarded.
7. Empty all trash containers. New bags for containers are in a drawer at each kitchen.
8. Place trash bags in refuse dumpsters. Close lids and secure doors.
9. Recycle aluminum cans.
10. Only authorized personnel may light the stove or oven in the Activity Center. See bulletin board for names of authorized personnel.
11. Stoves, ovens, refrigerators, and freezer must be wiped down on the outside and inside, and spills cleaned up after each function at which these appliances are used. Use ONLY stainless cleaner for the Grand Hall appliances. Cleaner is located under the sinks.
12. Mop and dry any spills as they occur in the kitchen and/or hall areas. Mops and buckets are provided at both locations.

I. Bulletin Boards

1. It is the responsibility of the Activities Coordinator to establish guidelines for the use of community bulletin boards.
2. The Activities Coordinator must approve any resident announcements, notices, or posters prior to posting on the bulletin boards. Commercial notices of any kind are not permitted. (Notices of community travel options are deemed non-commercial.)
3. The maximum size of signs allowed to be posted by residents is 8 ½" x 11".
4. "For Sale" notices and announcements shall be posted no longer than sixty (60) days. A board for these purposes is in the hallway of the Activity Center. RSO will handle putting the announcements in the locked boards.

J. Private Functions

1. Only homeowners and approved tenants may reserve the Activity Center or Grand Hall for private functions. See Activities Coordinator for reservation form.
2. The sponsor of an event is responsible for the facility's condition following the event.
3. Informational seminars may be held in the Activity Center and Grand Hall as they are designed to inform and enlighten residents about services and programs available in the area and are not to be used as a forum for solicitation.
4. Private homeowner/tenant functions must not conflict with scheduled functions and are not to be used as a forum for solicitation.

****Memorial services, when needed, take precedence****

K. Swimming Pools & Spas

For the safety of all residents and their guests, observe posted pool rules.

1. No animals allowed in pools, on pool deck, or in associated building.

2. No food or beverages allowed within four (4) feet of the pool curb.
(This is a state law.)
3. No glass containers of any kind are allowed on the pool deck, in the pool or spa areas. Paper and plastic containers are acceptable.
4. Bathing load at the Activity Center is twenty-one (21) persons in the pool and six (6) persons in the spa. The Grand Hall pool bathing load is sixty (60) persons in the pool and eleven (11) persons in the spa.
(These loads are regulated by the State Department of Health.)
5. Regular pool hours are from 7:00 AM to 10:00 PM.
6. The pool hours and the water temperature settings for heating the pools and spas are set by the Board of Directors and are subject to change.
7. Running, diving, playing tag, and all horseplay are prohibited. Diving could result in permanent injury or death.
8. Bicycles, skates, and skateboards are prohibited on the pool decks.
9. Children not toilet trained but wearing swim diapers are allowed in the pools. Persons wearing diapers of any other kind are not allowed in the pools or spas.
10. Children under the age of twelve (12) are not allowed in the spas.
11. Radios may only be used with headsets.
12. No children are allowed in the pool during exercise classes or other special functions.
13. Children shall not monopolize the pool or pool furniture when capacity becomes a factor.
14. Residents are responsible to see that the pool rules are obeyed and are responsible for the conduct of their guests. Homeowners are financially responsible for any environmental occurrence resulting from the conduct of themselves or their guests requiring the closing of the pools to clean and clear the pools to meet public safety standards.
15. Red 9-1-1 Emergency telephones are outside at the Grand Hall and the Activity Center pool area.

L. Pool and Spa Housekeeping

1. Replace tables and chairs when leaving pool area and dispose of trash.
2. Place aluminum cans in appropriate container in pool area.
3. Fold umbrellas when not in use.

M. Tennis, Shuffleboard, Bocce Courts, and Horseshoes, Bean Bag Toss

1. Follow the rules for use as posted at the courts.
2. Limit playing time to one hour when other persons are waiting.
3. These courts are to be used only for their intended purpose, e.g., no rollerblading, skateboarding, etc.

N. Fitness Center

1. The Fitness Center is to be used by residents and their guests only.
2. If you are the last person leaving the Fitness Center, turn off all lights and television sets.
3. Use caution when operating fitness equipment. Do not attempt to exercise beyond your capabilities.
4. A red telephone is located on the south wall of the Fitness Center and is for emergency use only. Dial 9-1-1 to contact Lake County Emergency Services.
5. Observe all safety guidelines posted in the Fitness Center.

O. Softball Field

League play takes precedence over use by individual residents and guests.

Approved: October 14, 2008

Amended and Approved: July 27, 2010

Amended and Approved: December 20, 2011

Amended and Approved: _____

For the Board of Directors: _____
President BOD Date