

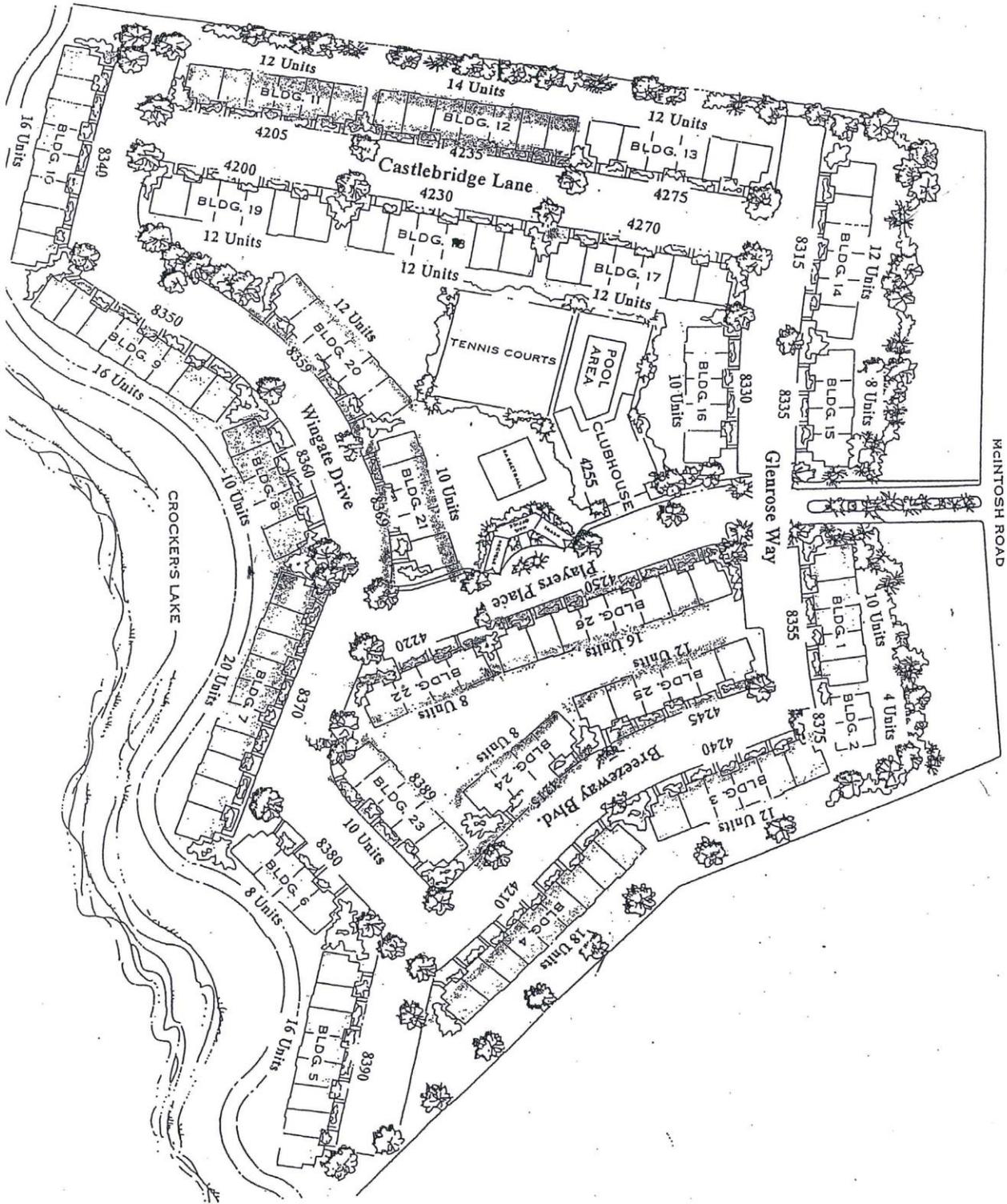
PINESTONE AT PALMER RANCH
ASSOCIATION, INC.

DOCUMENTS AND
REGULATIONS

2019

PINESTONE AT PALMER RANCH

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PINESTONE AT PALMER RANCH ASSOCIATION, INC.

4255 Players Place

Sarasota, FL 34238

Association Office: (941) 925-1813

Association Fax: (941) 927-9763

Association Email: pinestonemgr@gmail.com

Community Association Manager: Debbie Fulton

Office Hours Monday through Friday – 9:00 a.m. -- 4:00 p.m.

(If needed, an appointment may be scheduled outside of regular business hours)

Association Maintenance: Kevin Thomas

Monday through Friday – 7:30 a.m. – 4:00 p.m.

**Pinestone at Palmer Ranch Association, Inc. is managed by
Debbie Fulton, CAM, CMCA, AMS, PCAM**

Icon Management Services, Inc.

For questions about your account or monthly payments call

5540 State Road 64 East

Bradenton, FL. 34208

Phone # 941-747-7261

After Hours Emergencies: Contact (941) 684-3581

**NOTE: For Emergency Ambulance Service, Paramedics, Fire, Florida Highway Patrol,
Sheriff (*Police*) and Poison Control Center ... CALL 911**

The on-site office is in the Club House to the left. Per the Condominium Act, the **Official Association Information Bulletin Board** is located to the right in the front hallway for information purposes. An **Owner's Use Bulletin Board** is also available in the front hallway for use by **Residents only**. All items should be written on **no larger than a 4" x 6" index card and must be dated**. Postings will be left up for 30 days and then removed to facilitate space for others. No realtors or solicitations from outside persons, businesses or services may be posted on this Owner's Board.

All condominium documents, Board of Directors meeting minutes, Association budgets, and *The Pinestone Patter* may be found on the website: www.pinestone.org and can be accessed by clicking on Owner log in with password: ppr

DOCUMENTS AND REGULATIONS

This overview of Pinestone Documents and *Regulations* is for general information. For legal or official purposes, refer directly to the governing documents listed below. Owners and Renters certify in writing as part of the application process that they have read the Association documents listed below, understand their responsibilities, and agree to abide by the documents.

Pinestone at Palmer Ranch is a multi-condominium association consisting of three hundred and ten units in twenty-six separate condominiums that are Buildings 1 through 26. The association is governed by the Pinestone at Palmer Ranch Association, Inc., also known as the Neighborhood Association. A unit owner's share of the Association is 1/310th. A unit owner's share of the condominium building is 1/4, 1/8, 1/10, 1/12, 1/14, 1/16 or 1/20 depending on the number of units in the building.

Pinestone at Palmer Ranch is a gated, single-family residential condominium community. "Single-Family" residential use shall mean occupancy by a single housekeeping unit composed of (1) one person; (2) two or more natural persons who commonly reside together as a common unit, ... it being the intention of this provision to prohibit occupancy of a Unit by three (3) or more unrelated adults..." (See below Document 2, Declaration of Covenants, Article I, Definitions, Section 1.17 for full text).

Occupancy is limited to two persons per bedroom, except on a temporary basis of two weeks or less. Thus, only three-bedroom units may have up to six occupants, except on a temporary basis of two weeks or less.

Nothing shall be done which may be or may become an annoyance or nuisance to any reasonable person. No obnoxious, unpleasant or offensive activity shall be carried on, nor shall anything be done, which can be reasonably construed to constitute a nuisance, public or private in nature.

Governing Documents

Pinestone at Palmer Ranch is governed by Federal, Florida, Palmer Ranch, and Crocker Lake laws and/or regulations and, specifically, by the following Pinestone documents

1. State of Florida, Department of State Articles of Merger to Pinestone at Palmer Ranch (Document number N95000003567)
2. Instrument #2004038078 43 PGS 2004 Mar 02 Amended and Restated Declaration of Covenants, Conditions and Restrictions for Pinestone at Palmer Ranch, including
3. Exhibit A: Instrument #2004038078 Amended ...Articles of Incorporation, and
4. Exhibit B: Amended and Restated Bylaws of Pinestone at Palmer Ranch Association.
5. 2004 Mar 02 Amended and Restated Declaration of Condominium of Pinestone at Palmer Ranch No. ___, a Condominium (26 building-specific documents).
6. Current Rules and Regulations established by the Board of Directors (The most recent edition of this publication).

The Declaration of Covenants, Document 2 above, Article XI General Provisions, Section 11.6 Other Documents concludes: "the provisions of this Declaration which shall prevail in all events of conflict." Document 4, Bylaws, 19 states, "If any irreconcilable conflict should exist, or hereafter arise, the provisions of the Declaration shall take precedence over the Articles of Incorporation which shall prevail over the provisions of these Bylaws, which will prevail over the rules and regulations."

Should a conflict exist between these Rules and Regulations and the rules stated on a signed, complete and approved Pinestone at Palmer Ranch Application or Registration form, the Application or Registration form rules prevail over Current Rules and Regulations in this publication, but not over the governing documents or the Florida Statute 718, *Condominiums*.

The Pinestone at Palmer Ranch documents listed above are available on the website: www.pinestone.org - Governing Documents.

Governance

An elected seven-member Board of Directors - President, Vice-President, Secretary, Treasurer, and three additional Directors govern Pinestone. The Secretary and Treasurer do not need to be elected Board members. Seven Board-appointed committees assist the Board with its responsibilities: The Architectural Review Committee (ARC), The Document and Regulations Committee, The Facilities Committee, The Finance Committee, The Plant and Beautification Committee, The Security, Systems and Technology Committee, Hearing Committee and The Social Committee.

Day-by-day operation is handled by the onsite Community Association Manager (CAM). The current CAM, office address and website are listed on page 4.

Monthly Assessments (commonly called maintenance fees) cover the Association's operating and neighborhood reserves and each buildings operating and reserve. Monthly maintenance fees are due on the first of each month and must be deposited prior to the 10th to avoid late fees and interest charges. All assessments are due monthly but may be paid quarterly or annually, if preferred. Owners are free to inquire at the Pinestone office or call Icon Management Services, Inc. (941) 747-7261 with any questions.

Operating expenses include, but are not limited to, the following: Water and Sewer, Maintenance of the Clubhouse and Recreation Areas, Pest Control, Mail Center, Security Lighting, Maintenance of the Grounds, Buildings, Carports, Insurance, Crocker Lake and Palmer Ranch Annual Dues, Trash Removal, Fire Alarms, Irrigation Maintenance, Personnel, Legal, and Professional Fees, Management Fees

Reserve expenses include, but are not limited to: Replacement of Roofs, Paving, Pool /Hot Tub Re-surface, Equipment, and Deck, Tennis/Basketball Courts, Building Painting, Amenities, Main Gate/Guardhouse.

Pinestone has no land leases or other encumbrances. The cost of all contract services is included in the yearly budget.

Ownership

An **owner** is "A record holder of fee simple title to any Unit located within the Properties, but excluding those having an interest in a Unit merely as security for the performance of an obligation." (Document 2 Declaration of Covenants...Article 1 1.14) "Each unit owner shall file a copy of the deed or document showing his ownership. The Association shall maintain such information and may rely upon the accuracy of such information for all purposes until notified in writing of changes therein as provided above. (Document 4 Bylaws 12 Roster of Unit Owners). The Association collects this information with the Pinestone at Palmer Ranch Association UNIT OWNER INFORMATION SHEET. An owner's **unit** is that part of the condominium building as described by the Sarasota County Property Appraiser for the Sarasota County tax rolls, with the undivided share of the common elements which is appurtenant to the Unit.

An owner is responsible for any and all violations of these provisions by his tenants, licensees, employees, agents, invitees or guests, and by guests, licensees and the invitees of his tenants.

Pinestone is **not** responsible for repairs, replacement or maintenance of those areas defined in the Declaration of Condominium, including, but not limited to: maintenance and repair of unit appliances, air & heating equipment, any wall, floor or ceiling coverings (paint, wallpaper, carpeting, tile, etc.), window cranks, and locks, lanais, sliding doors installed by the Owner, etc. contained within the unit. Pinestone is also not responsible for insurance coverage of the above items. Owners, residents, and tenants are encouraged to procure individual personal property or contents insurance.

Under provisions of the Condominium Act and our documents a Board member or Community Association Manager can enter any unit in an emergency. All owners are required to have on file in the office a set of house keys and emergency contacts, along with a telephone number where they may be reached in the event of an emergency.

Pinestone may, upon reasonable notice and at reasonable times, enter any unit to inspect, view, maintain, or repair any part or portion of any unit or common area and ensure compliance by any unit owner with duty or obligation arising out of the law or by the Condominium Documents.

Unit owners and tenants may conduct limited professional or business activities incidental to the primary use of the Unit as a residence, if confined solely within their Unit, but only if the activity is in compliance with home occupation ordinance and regulations in Sarasota County, and the activity cannot be seen, heard or smelled by other residents of the Condominium. No activity shall be permitted that results in a significant increase in pedestrian or vehicle traffic in the Condominium, nor shall any activities be permitted that would increase the insurance risk of other Owners, or the Association, or constitute a dangerous activity (Document 5, Declaration of Condominium, 19 Use Restrictions, (a) ii).

All unit owners must have a working fire alarm/sprinkler system and smoke detectors in their unit and, when needed, allow access to alarm specialists to inspect and/or repair such systems. Additionally, each investment unit, used for rental purposes, must have an approved ABC fire extinguisher available in their unit.

Common Elements and Areas

Shared ownership in the Association is defined by:

Common Elements - a unit's immediate outside areas (i.e..exterior building walls, roofs, patios)

Limited Common Elements - areas reserved for the exclusive use of, and maintenance by, the unit occupants (i.e. lanais, first floor entrances, and the second-floor entry stairs and landings).

Exclusive Use Common Areas - the assigned carport space.

Common Areas - common use areas including the clubhouse, all amenities/recreational facilities, mail/refuse/recycling facilities, patios and landscaped and grassed areas, roads, gate and guardhouse, signage, fire hydrants, sewers, etc. The fire sprinkler systems are common areas to the buildings and the fire alarm is common to the Neighborhood associations.

Each Member (Owner) shall be responsible for the actions of any Person to whom the Member has delegated his right of use to the Common Areas. Any unpaid charge against such Person shall be charged against such Member personally and be assessed against such Member's Unit. Any infraction of the Neighborhood Association's rules and regulations by such Person shall be deemed to be an infraction by such Member. (Document 2 above Article V 5.2. (b))

No Changes can be made to Shared Ownership Elements or Areas without the prior written approval of the Board of Directors. Contact the Manager's Office to initiate the process.

In accordance with Florida Statute 718.113 and Pinestone at Palmer Ranch Association, Inc. individual building's Declaration of Condominium, Section 15 (f) (I thru ix), (g), *no resident may make any material alterations to the outside of their unit or common elements, limited common elements, common areas, or exclusive use common areas of the Association without express written permission of the Board of Directors.*

Architectural Changes

All requests for architectural review and approval must be submitted to the Association Office in writing along with all appropriate reference materials (pictures, drawings, contractor proposals, brochures, etc.) in a timely manner, for review and approval by the Architectural Review Committee **PRIOR to any installation or**

replacement work being done. Use the ARCHITECTURAL CHANGE APPROVAL FORM, available at the Manager's Office and on the website: www.pinestone.org.

Items for review include but are not limited to: screen doors, lanai or balcony enclosures, satellite dishes, windows, hurricane protection, air conditioning units, and any and any deletion or change that may affect the outward appearance of the building. The Manager's Office has copies of the established policy on several of these items.

Changes within Units

Any architectural change beyond replacement of cupboards within a Unit may require written approval by the Architectural Review Committee (ARC) following the procedures described above.

It is a requirement of the documents that all second-story units changing to or replacing any existing flooring surfaces must have an underlayment of IIS rating of 69 or higher than that supplied by PROFLEX 90 noise-deadening underlayment. PROFLEX 90 noise-deadening underlayment is the minimum allowable for second-floor underlayment use. (Effective 10/1/17). Owners should submit a copy of the contractor's proposal with their written request for approval and a sample of the proposed underlayment.

Per Governing Documents (page 23 (I))

No ceramic tile, marble, wood or other hard-surfaced floors may be installed in a second story Condominium Unit unless the Board of Directors has approved the installation, including the plan for providing adequate noise insulation. If the installation is made without prior approval of the Board, the Association, may, in addition to exercising all the other remedies provided in this Declaration, require the Unit Owner to cover all or part of such hard-surface flooring with carpeting or area rugs, or require the removal of such hard-surface flooring at the expense of the offending Unit Owner.

Sale/ Purchase, Transfer or Lease of Units

Application is required for the sale/purchase, transfer or lease of a unit. Application forms are available at the Pinestone Association Office and on the website: www.pinestone.org. Completed application and supporting documents must be returned to the Pinestone office **not less than 15 business days prior** to the date of the desired action by the Association.

All new owners and renters are required to attend an orientation session conducted by the Manager prior to moving in.

Lease/Rental

Rentals are for a minimum of three months, four times in a continuous 12-month period. Subleasing or assignment of lease rights by the renter is **not** allowed.

A non-natural Unit Owner, such as a corporation, partnership, or limited liability company, shall not be permitted to designate nor permit more than three different occupants and their families to occupy the Unit within any calendar year.

Rented Units: Owners are responsible to report all issues or problems with a rented unit or Pinestone amenities must be reported to the Unit owner or his agent. Resolution of the problem will be with the owner, not the renter. This policy will (1) ensure that the owner (or rental agent) is made aware of any problems with their unit; (2) avoid repetition of reported items; (3) permission from the owner (or rental agent) to enter the unit, and report back to the owner or their agent any action Pinestone proposes to take to solve the complaint or problem.

An Application Fee of \$100 (for a married couple or individual. If the current application is for an unrelated couple there is a \$100 fee for both) as well as a copy of the lease /purchase contract must accompany the rental application form at the time of submission.

For rentals 7 months or longer, a Security Deposit as defined on the Pinestone Application for Lease form must be submitted after the rental application is approved (can be given at the required Orientation.)

Guests and family of renters may not use the Unit except when the renter is also present.

Pets or pet sitting are **not** allowed in leased units.

Loan of Unit

Owners may permit unlimited occupation of units in their absence by immediate family members. Immediate family members are defined as fathers, mothers, sons, daughters, brothers, sisters, granddaughters, grandsons, great-granddaughters and great-grandsons of the owner or their spouses.

Loaning of the unit to non-family guests are permitted two times per year of 14 or fewer days. Thereafter, any loan of the unit to non-family guests becomes a rental and has a three-month restriction. Corporate, trustee, partnership and other ownership of a Unit by a non-natural person are permitted to have **no more** than three single-family residences within a calendar year.

All family members and guests must be registered at the Pinestone Office. The Guest Registration form is available at the Pinestone Manager's Office and on the website www.pinestone.org.

Vehicles

Vehicle Gate Access

Unit owners are allowed to purchase headlamp readers or gate swipe cards (fobs) and there is a maximum of 4 devices per unit. Residents, guests, and renters should not open the gate for anyone other than their own visitors or vendors.

The speed limit within Pinestone is 16 miles per hour. Unsafe driving and/or speeding is subject to enforcement policies.

Vehicle Registration and Parking

All vehicles parked overnight must be registered with the Office. Permitted vehicles shall be limited to those vehicles which are primarily used as passenger motor vehicles. There is no charge for a decal or parking pass.

Boats, ATVs, recreational vehicles (RVs), motorcycles, scooters, motorbikes, motor homes, wave runners, off-road vehicles, contractor and/or construction trucks, or equipment, are **not** permitted on Pinestone property by residents or their guests or renters with exception of those being actively loaded or unloaded. None may be kept overnight.

Carports are assigned to Pinestone owners. No other owner, resident, tenant or guest may occupy another owner's assigned carport space without the owner's written permission. Each unit is allowed two automobiles to be parked overnight on Pinestone property. A third vehicle may be permissible with the approval of the Board of Directors. No more than three personal vehicles may ever be kept overnight on Pinestone property.

Residents must park their vehicles in their assigned carport space(s) or in any uncovered parking areas. The Association requests that, as a matter of courtesy, vehicles parked in the open parking places do not block other unit entrance sidewalks.

An **owner** will receive a decal for the back windshield of his/her vehicle. This decal is to be permanently secured on the outside back windshield on the driver's side.

All **renters must register their vehicle** at the Pinestone Office on arrival or as soon as the Pinestone Office is open if arrival is on a weekend or holiday. For renters of 7 months or more, a decal will be issued and permanently secured on the outside back windshield on the driver's side.

A **renter of 6 months or less** must register his/her vehicle at the Pinestone Office upon arrival or, *if the Office* is closed, as soon as the Pinestone Office is open. A **Renter's Pass** (yellow) will be issued and must be placed in the rear windshield of his/her vehicle on the driver's side. This pass will have the following information: Arrival Date, Expected Departure Date, Condo Unit Number, License Tag Number, and the Signature of the Staff Member issuing the Pass.

Overnight guests, family members and or friends using an owner's condo must register his/her vehicle at the Pinestone Office on arrival or as soon as the Pinestone Office is open. A **Guest Pass** (green) will be issued to be placed in the rear windshield on the driver's side of his/her vehicle. This pass will contain the following information: Arrival Date, Expected Departure Date, Condo Unit Number, License Tag Number and the Signature of the Staff Member issuing the Pass. All rules are to be followed.

Handwritten or white Guest Passes are not acceptable.

A departure date may be extended by requesting a new pass from the Pinestone Office.

Failure to properly register a vehicle or properly display a parking pass or decal may result in the Owner being fined or the vehicle being towed.

If new vehicle registration is acquired, please update the information at the Pinestone Office.

Vehicles are to be parked **face-forward** and not backed into parking spaces or areas. If the parking space is directly in front of a unit's sidewalk, please leave enough space to allow access to the sidewalk in front of the vehicle.

Unlicensed, untagged, expired tags; junk cars (those unmovable due to mechanical problems, flat tires, etc.) will be considered abandoned and may **not** be kept on Pinestone property. Such vehicles will be tagged and owners will have **five (5) days** to remove them from the property or they may be towed at the owner's risk and expense.

Noisy and un-muffled vehicles constitute a nuisance and are prohibited.

Parking on the grass or walkways is prohibited. Be sure you do not pull up too far when parking.

Major repairs, painting or maintenance of motor vehicles may **not** be done on Pinestone property.

Vehicles, PODS and similar containers, necessary for moving purposes, maybe parked overnight following written direction from the community association manager and obtaining a guest parking pass for the container.

Attended and/or unattended vehicles having an unsightly appearance shall not be parked within Pinestone.

Unattended Vehicles

An absentee vehicle owner leaving a vehicle parked on Pinestone property should provide the means and the permission for the Association to have the unattended vehicle moved if determined by the Board. The move may result from an emergency, maintenance and/or other reason. The unattended vehicle owner shall notify the

Association in writing according to one of the following options:

1. The name and contact information of a designated person(s) who has access to the vehicle keys and the owner's permission to move the vehicle.
2. The Association shall be given written information as to where the keys to the vehicle are kept within the condo unit and permission to move the vehicle should the need arise.
3. The vehicle owner may decline in writing to allow the above two options or may simply choose to ignore indicating compliance with any of the options. That will be done with the understanding that if the unattended vehicle needs to be moved, the cost of towing will be charged to and paid by the vehicle, or unit, owner with no liability to the Association.

Bicycle Registration

All bicycles in the common areas must be registered with the Pinestone Office. All bicycles in the bike racks must be registered and inspected on an annual basis. Registration will be done by the Facilities committee members during bike day/week in February / March of each year. Bikes registered for the first time will need to be brought to the office for inspection and issuance of a sticker before being placed in the bike rack. Only bikes that are in good repair and ride ready will be issued registration stickers. All drive trains (pedals, chains, front & back sprockets, etc.) must be clean and rust-free. Tires must be inflated. Any covers must be specifically designed for bicycles and free of damage. Locks must be clean and rust-free. Any bikes that are not registered will be removed by Pinestone at the owner's expense and discarded. When you leave for the summer please be sure your bike, if it is in the bike rack, is put in your unit for security during hurricane season.

Pet Registration

Pets in a Unit are limited to one dog or one cat, one dog, and one cat, or two cats, but not two dogs. Renters are prohibited from having pets.

Pet registration through the Office is required.

Pets may **not** exceed 30 pounds when fully grown.

The unit owner must be with their pet(s) at all times when outside their unit. Only pets owned by unit owners may be kept at Pinestone and they are to be registered with the Office. A registration form is available at the Pinestone Manager's Office during normal business hours.

Dogs and cats must be kept **on a leash** at all times while outside. Pets may **not** be tied outside.

Pet owners must clean up all pet deposits immediately. Please be sure to carry a plastic bag when walking pets and dispose of pet deposits in a sanitary manner.

Pets that are vicious, noisy or otherwise a threat or not suited to community living are not permitted. These include, but are not limited to Pit Bulls, Dobermans, Rottweilers, Chows, and dogs trained for security or bred for aggression.

Farm or barnyard animals are **not** permitted. These include, but are not limited to, pigs, goats, rabbits, pigeons, and fowl.

Any animal or pet that may be harmful to other residents should it escape, including spiders, snakes, and reptiles, are **not** permitted.

Tropical aquariums are limited to 55 gallons.

Small birds must be kept in birdcages.

Pets are **not** permitted in the Clubhouse, adjoining facilities, or within the gated pool and hot tub area.

Cat litter must be contained in a plastic bag prior to depositing in the trash.

Feeding wildlife is **prohibited** and may be punishable by State and County fine.

CONTROLLING DOCUMENTS AND REGULATIONS

The regulations covered above regarding units, the sale/purchase or rent/lease of a unit, vehicles, and pets, are mainly from the governing documents which take the approval of two-thirds of the Owners to amend. Refer to those documents, available on the website, for specific information. The following rules were established mainly by the Board of Directors and can be changed by a majority vote of the Board unless noted (Bylaws 15 Rules and Regulations page 15).

REGULATIONS

Pinestone is maintained as a residential community and is **not** intended to be a rental/resort community.

Quiet hours are from 10:00 p.m. until 8 a.m., during which time all noises, especially from electronic devices and musical instruments, should be so reduced that it cannot be heard in nearby units.

Facilities

No pets are allowed in the Clubhouse and attached facilities, including the pool and hot tub fenced area.

No personal items are to be left in these facilities overnight.

No skateboards, scooters, skates, roller blades, are allowed in the parking lots on the asphalt basketball surface, tennis courts, the hot tub and swimming pool fenced area, or within the Clubhouse.

Clubhouse: The Clubhouse and adjoining recreational facilities open at 8 a.m. and closes daily at 10:00 p.m. Therefore, residents enjoying private clubhouse reservations, neighborhood-sanctioned activities, or theater usage who expect to run beyond the 10:00 p.m., must provide **prior** notification to the Office for approval. All scheduled Pinestone social activities take precedence over private reservations.

The Sarasota County Fire Department has set a maximum occupancy of 160 in the Clubhouse without infringements (i.e. tables/chairs) and a maximum occupancy at 79 with tables and chairs set up for use.

Wet swimsuit and/or bare feet are **not** allowed inside the Clubhouse. Restrooms are located by the hot tub and should be used when using the Fitness Center, pool or hot tub facilities.

Smoking is not allowed in the common areas (i.e. pool, hot tub, basketball court, mail area, and all sidewalks and grassed and paved roadway areas on the property).

The card room may not be exclusively reserved or rented for private parties.

Owners and Renters may reserve the Clubhouse for private parties with a signed agreement as well as a \$75.00 non-refundable user fee and a \$150.00 refundable security deposit. The security deposit will be refunded provided there are no damages and the Clubhouse is restored to its original condition. The Clubhouse may not

be reserved for business or religious functions and the owner or tenant must be in attendance at the function. No person or organization, other than a Pinestone owner or renter, may reserve the Clubhouse for private use. A copy of the Clubhouse Private Use Agreement may be picked up from the Office during regular business hours or printed from the Pinestone website. ***Please Note: Private Party use of the Clubhouse facility, by reservation, does not include use of the outside facilities (swimming pool, hot tub, kitchen/bar area, tables, etc.), nor use of inside facilities (card room, office, library, fitness center, billiards room, or theater).*** Guest parking is restricted to non-covered areas. No private function may charge admission. Signs denoting a private party is in progress are available from the Office and must be hung from Clubhouse front and back doors during the time of private use.

A telephone, limited to local calls only, may be found by the outside kitchen facilities near the swimming pool. This telephone is for emergency use only.

The **Library** is operated on the honor system. When borrowing books, please return them when finished. All book, puzzle, game, movie, and CD donations are gratefully accepted. Games and puzzles are also available for use by residents.

Donations of VHS/DVD and laser disk movies may be made to the Pinestone Office and will be placed in the Theater.

Billiards Room: The Billiards Room is available for use by unit occupants unless the Clubhouse has been reserved for an Association or Private Party.

Children 10-17 years of age may use the Billiards Room only when accompanied by an adult (21 years of age). No child under 10 years of age may use the billiards equipment.

Food and beverages are **not** allowed in the Billiards Room except for Social Committee events.

Please report problems with the billiards table or equipment to the Office in a timely manner.

Theatre: The theatre is available to owners and current renters by reservation with the Office. A Reservation Form must be signed and a **refundable** cleaning deposit of \$50 made in cash or by check, payable to **Pinestone at Palmer Ranch**. This deposit will be refunded after use if there are no damage or cleaning needs. Additional funds may be required if the repair or cleaning costs exceed \$50.

Children under 18 years of age must be accompanied by an adult (21 years of age or older) while using the theatre.

Food and beverages of any kind are not permitted in the theatre except for Social Committee events.

The audio/video equipment can be used **only by an experienced user or after a person given instruction by the Community Association Manager. Do not touch** the audio/video equipment in the cabinet except for the DVD player to load your DVD.

When closing the theatre be sure all **equipment, lights, and fan are turned off.**

Report immediately any problems with the theatre equipment to the Manager's office, in writing if after hours.

All scheduled Pinestone social activities take precedence over private reservations.

A **maximum of 32** individuals are allowed in the theatre at any one time.

Fitness Center: Children, ages 12 through 16, may use fitness center equipment only when accompanied by an adult (21 years of age).

The use of the fitness center is at your own risk. Fitness Center hours are 8 a.m. to 10 p.m.

Enter and exit the Fitness Center by means of the back door. A fob must be used to unlock the pool gate.

Pool and Hot Tub Fenced Area

All rules and regulations governing the use of the pool and hot tub are posted on the gates and fence. Be considerate of others using the facilities and use headphones/earbuds when making phone calls and listening to music.

Pinestone Grills: When cooking is completed, the propane **MUST** be turned off, the grill **Must** be cleaned, including the burners, and **cover the grill once it is cool.**

Basketball Court: Hanging onto the basketball net or backboard is not allowed.

Game Box: Pickle Ball and Corn Hole games are stored in the box on the basketball court which can be opened with the Club House key. Repack and lock the Box when finished with the games. Report any missing items or other problems to the Office.

Tennis Courts: No one under 14 years of age may use the tennis courts unless accompanied by an adult (21 years of age).

Do not increase the tension on the tennis posts. Center straps on the nets are (3) feet, as regulated by International Tennis Rules.

When courts are filled or others are waiting for use of the courts, please limit singles play to one hour and double play to one and one-half hours.

Only regulation tennis shoes are allowed on courts. Shirts must be worn by all players.

No food permitted on the court. Water in shatter-proof containers is permitted.

Please report torn/down windscreens or tennis nets to the Manager's Office.

A fob is required to open tennis court gate.

Tennis ball machine: Persons using the tennis ball machine must be trained in its use, care and storage requirements. Training to become qualified will be held at 10:30 a.m. on Tuesdays and Thursdays at the tennis courts. A list of qualified persons will be kept in the Association Office. A person's name must be on the list to sign out the Ball Machine

The machine can be checked out for one-hour increments of time except on Tuesdays, Thursdays, and Saturdays between 8:30 a.m. to 10:30 a.m. when it is reserved for players using both courts. If players sign up together and plan to use the Ball Machine for more than an hour, each player must sign up for one of the hours. No player may sign up for more than one hour.

Signups for weekend use must be made in the office no later than 3:00 p.m. Friday afternoon. The key will be checked out by the first player on the list no sooner than 3 p.m.

Persons under the age of 18 must have a pre-qualified adult person with them at all times during machine use.

The machine shall be returned to the Billiard Room in the same condition as when it was checked out. Any damage or problems with the machine are to be reported to the Office as soon as possible. The use of the tennis ball machine is restricted to residents or renters on the Qualified List. (The Court reserved days and times may be modified due to seasonal adjustments).

Mail Center: Please obey traffic control signs at the mail center. Automobiles may only enter in one direction -- from east to west.

Please do not block vehicles entering or leaving the mail center and nearby Building 26 carports. There is no parking on Players Place at the Mail Center.

In the event of a lost or missing mailbox key, the Office will replace the lock for a \$25 fee.

Trash: Put **all kitchen and bathroom** trash in the compactor. All trash and pet waste must be bagged. **Leave no trash outside the compactor.** If the compactor is out to be emptied, please take your trash home and return when the compactor is returned. **Vendors are not permitted to use the Trash Center.** Residents or their vendors are responsible for the disposal of larger items that should not be put in the regular compactor garbage. **Contact the Manager's office for guidance on proper disposal or approval to use the bulk area.** Fines can be assessed to a Unit that disobeys these instructions. **Empty propane cylinders, fluorescent bulbs, paint cans, and any other hazardous materials must be taken to the Sarasota dump facility and may not be left in any Pinestone trash area.**

Recycling: Is in compliance with the County regulations. Leave no materials outside the containers because of both health and safety concerns. Place food contaminated products in the Trash. Plastic bags are **not** recycled; empty the bags in the containers and place the empty plastic bags in the barrels to the right as you exit.

Red Containers – Cardboard including clean, empty, flattened pizza boxes and small flattened boxes. Larger boxes must be broken down and placed in the large cardboard dumpster. **Paper** including writing and office paper, junk mail, envelopes with windows, newspapers, including inserts; magazines, catalogs, phonebooks, paperback books (No hardback books); **Paperboard** including flattened cereal boxes without liners, soda boxes, tissue boxes, etc.; **shredded paper** in paper bags, brown paper bags

Blue Containers – Lightly rinse all containers. **Cans and lids** including aluminum, steel, and tin; foil trays; **Aerosol cans** (empty); **Glass bottles and jars** (all colors); **Drink** boxes, milk, and juice cartons; All **plastics** with the numbers **1, 2, 3, 4, 5 and 7** that fit in the containers.

No plastic bags, Styrofoam products, polystyrene (number 6 materials), coat hangers, pots, pans, dishes, pane glass or glassware

Pinestone has the maximum number of containers. Please break down your boxes, and crush your plastic drink containers to assure as much room as possible for other recycling.

A complete recycle list can be found on the Sarasota County Website at:

<https://www.scgov.net/CompPlanUpdate/Documents/Residential%20Recycle%20List.pdf>

Personal Barbeque Grills: In accordance with the order from the Sarasota County Fire Marshal, your Board of Directors has adopted the following policy regulating the use of open-flame barbecue grills.

Any grill, using propane fuel, electric or charcoal, when lit must be 10 feet from any exterior walls including lanais. This eliminates the use of grills in any second-floor unit.

Storage and use of standard propane cylinders of 20 pounds are prohibited on porches, balconies, breezeways, patios, lanais, and common areas. Storage of cylinders within your unit or lanai shall be limited to 2 cylinders and shall not exceed SA pounds total capacity, i.e., 2 cylinders at 2.7 pounds each (e.g., a camp-style hibachi).

Charcoal grills and gas grills with the permitted maximum of 5.4 pounds total capacity of propane can be used provided they are moved out onto the grass (common area), maintaining a 10-foot distance from any exterior wall, including lanais.

When grills are cooled, they must be moved back onto the patio or lanai. They cannot be stored on the grass (common areas).

Failure to comply with this policy can result in non-compliance violations and subsequent fines from the Fire Marshall and could compromise our insurance coverage.

Miscellaneous

Peddling and soliciting are not permitted.

Abide by all signs. They do indicate liability in any relevant occurrence.

Flammable or explosive substances shall **not** be kept in the units, storage areas, carport areas or outside areas.

Laundry, beach towels, or clothing are not to be hung in public view.

Nothing may be hung from the front yard light posts. Plants may **not** be hung facing out from the banisters.

Owners are not permitted to plant anywhere on the common elements, including around patio stones.

Units are not meant to be used as storage units.

Harassment of Employees and Residents

Purpose: The Pinestone at Palmer Ranch Association, Inc. strives to provide a work and living environment, which fosters freedom from harassment for employees (management and maintenance) and residents (owners, tenants, and guests). It is expected that all employees and residents will conduct themselves in a manner that supports an individual's right to be free from harassment or threat.

Conflict Resolution: For purposes of this document, harassment is defined as: A deliberate and persistent disturbance by any person on another, which causes that person reasonably to feel threatened, either physically or emotionally.

Examples of harassment can include any of the following: physical, sexual, racial, disability or handicap, age, verbal, and general.

Complaints must first be brought to the attention of the Community Association Manager.

All complaints shall be resolved at the lowest possible level before initiating a formal grievance procedure. Employees and residents shall be made aware that the privacy of all parties to any harassment proceeding will be protected to whatever extent possible.

A complaint directed to the Pinestone Office or Board of Directors shall be clearly stated in writing. Within ten working days, a committee meeting will be convened for an initial review of the complaint.

Pinestone at Palmer Ranch Association, Inc. will retain confidential documentation of all allegations and investigations and will exercise its best effort to effectuate appropriate corrective action.

There shall be no retaliation of any manner whatsoever against any person for reporting any incident.

Policies Enforcement

The Association policy is to obtain Rules Compliance in as amicable a manner as possible. If compliance is not voluntarily obtained, the Association will follow the procedures as to the setting of fines and suspensions of the use of Pinestone facilities as contained in Section 718.303(3), of The Florida Statutes, Section M, Article 8 of the Declaration of Covenants and Section 6 (m) of the Bylaws.

Time-critical rules violations can be expected to have enforcement action taken immediately (safety issues, probable damage to facilities, trash, and recycling center issues, the immediacy of the violation, and similar examples).

Rules violations that are not time-sensitive will be dealt with beginning with a verbal or informal written notice of the violation. Violators are expected to correct the problem in as short a reasonable period of time as possible.

Failure to obtain a resolution of the violation within a reasonable period of time will require sending of a formal written notice to the responsible person(s). This notice will be a reminder that action to obtain compliance in accordance with the laws and Pinestone Documents indicated above will be taken if the violation is not corrected.

Fines can be assessed as high as \$100 per day until the violation is corrected. A cumulative total for noncompliance by statute can be up to, but not to exceed \$1,000 per violation. Fines shall be paid no later than thirty (30) days after notice of the imposition.

Suspension of the use of Pinestone facilities can be for a reasonable period of time up to a period of ninety (90) days.