

***HUNTERS RUN 1
HOMEOWNERS ASSOCIATION, INC.***

RULES & REGULATIONS

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**THIS REPORT CONTAINS INFORMATION
OF PROPRIETARY NATURE**

**IT IS INTENDED FOR THE EXCLUSIVE USE
OF THE ABOVE NAMED SUBSCRIBER**

HUNTERS RUN 1 HOMEOWNERS ASSOCIATION
RULES AND ADMINISTRATIVE PROCEDURES

TABLE OF CONTENTS

Section		Page
1	GENERAL INFORMATION	3
2	PARKING POLICY	5
3	SIGN GUIDELINES	6
4	ASSESSMENT PAYMENT AND COLLECTION POLICY	7
5	INTERFERENCE POLICY	9
6	MEETINGS OF THE BOARD AND OWNERS	10

The information and policies in this booklet adhere to the DOCUMENTS OF HUNTERS RUN 1 HOMEOWNERS ASSOCIATION, INC. All items are updated or rewrites of policies previously approved and previously published. This should be used as a companion to the DOCUMENTS.

HUNTERS RUN 1 HOMEOWNERS ASSOCIATION, INC.

RULES AND REGULATIONS

GENERAL INFORMATION

DOCUMENTS OF HUNTERS RUN 1 HOMEOWNERS ASSOCIATION:

The Declaration of Conditions, Covenants, Restrictions, and Easements regarding Hunters Run 1 is our controlling document. The Association's retained Council, at the Homeowner's expense will strictly enforce these regulations through legal actions, if necessary.

MANAGEMENT:

The operational time and phone numbers for the property manager is listed on the bulletin board on the property. You must contact the property manager for work request on your property and/or information. The property manager will be happy to meet with you by appointment.

ASSESSMENT PAYMENT AND COLLECTION POLICY:

The **Monthly Maintenance Fee** should be sent to the address as indicated on the Assessment Payment Coupons and the attached Address Labels. You may also use online banking with your bank. We are a small **Association**, and it is imperative that we collect dues in a timely manner in order to efficiently run the affairs of the **Association**. All monthly payments are due on the first of each month and become late after the 10th of the month.

RENTALS:

Renters must be approved prior to moving in by the **Board of Directors**. Homeowners who rent their units are responsible for the maintenance of the property and any damage the renter may do to the common areas **and compliance with Parking Directives**. In order to ensure the safety and well being of the residents of Hunters Run 1, the **Board of Directors** has established a policy, in keeping with **County Ordinances**, of limiting the numbers of persons occupying a rental unit. This is limited to **two (2) persons per number of bedrooms in the unit**. If at any time the behavior of the renters becomes a problem to the Community, the Homeowner will be notified for immediate action. **"RENTERS ARE NOT PERMITTED TO HAVE PETS"**

TRASH REMOVAL:

Trash Pick-Up is on **Tuesdays (pick up debris and trash) and Fridays (pick up recycle and trash)**. Trash may be placed on the curb the **night before**. To comply with sanitation codes and for the sake of appearance, please do not set trash out **before 6:00 PM Monday evenings** for the **Tuesday's** pick-up or **before 6:00 PM Thursday evening** for the **Friday's** pick-up. **NOTE: PLACE BINS 3 FEET APART SO THE ELECTRONIC ARMS ON THE TRASH TRUCK MAY PICK UP THE BINS PROPERLY WITHOUT KNOCKING THEM OVER.**

REAR ACCESS:

Article II, Section 3 of the Declaration sets forth residents' rights and responsibilities regarding ingress and egress, which applies to rear access of all units. Access for Lawn Maintenance Contractors, Board members, management and any other Contractors are essential. **Fences must be unlocked to allow Contractors entry**. Please do not leave dogs in the back yards especially on lawn days, as **our insurance**

does not permit maintenance contractors to enter this area if dogs are present. If you would like to make other arrangements, please contact the Property Manager's Office.

RESPONSIBILITIES OF PARENTS:

There are no designated Play areas in Hunters Run 1. Parents are responsible for the supervision of their children at all times. If any damage to the **Common Areas** occurs as a result of a child's activities of behavior, the **parents will be billed by the Association** for repairs. **Please do not have children play around the pond, the pond areas is not safe for them to play around the pond.**

HILLSBOROUGH COUNTY LEASH LAWS:

All pets must be on a leash, in accordance with the laws of Hillsborough County. Additionally, it is obligatory to clean up after your pet and refrain from using neighbors' yards or the common area. A designated area has been assigned for dogs, which is located at the north side of the pond, between the pond and the north wall. Please walk you dogs there or off the property. Additionally, cats are not to be running loose on the property and/or in your neighbor's yard. Keep your pets in your home at all times. If you let your dog out in your back yard you must comply with the Hillsborough County ordinances and pick up after they do their business in the back yards also. All pets **must** be up to date with vaccinations. No pets over twenty-five (25) **pounds are permitted**. Vicious or nuisance animals will **NOT** be tolerated. Food and/or food bowls are not permitted to be left outside.

LAWN/SITE MAINTENANCE:

The common areas and the back yards areas are mowed and trimmed by the Lawn Service Maintenance Contractor. The **Homeowner is responsible for trimming their trees, bushes or other plants that might need care in their front courtyards and back yards**. If assistance is needed with any maintenance other than the basic mowing, the Lawn Service Contractor will do this work for an additional fee payable to the contractor. **If at any time a courtyard, front or back yard become a distraction to Hunters Run 1 (untrimmed trees, bushes, tall weeds, stored items, etc.), the Board of Directors will have the area cleaned and charge the Homeowner for this cost. "Note: no trees or plants can be planted without the approval of the Architectural committee's approval."**

ARCHITECTURAL CONTROL:

By authority of the **Association Documents**, the **Board of Directors** and their **Appointed Committee** shall regulate all exterior additions and/or modifications. Requests for exterior alterations and/or modification by Homeowners are submitted to the **Hunters Run I Board of Directors' Architectural Control Committee for consideration and approval/disapproval**. Requests are considered at the **Board of Directors'** regular meetings. **(GETARCHITECTURAL REQUEST FORM FROM MANAGEMENT.)**

TERMITES, PEST, & VERMINS CONTROL:

Each **HOMEOWNER** at **THEIR EXPENSE** is responsible for contacting a contractor to rid of any Termites, Vermin and Pest in their home. **The association is not responsible.**

SIGN GUIDELINES:

No sign of any kind may be displayed **without prior written consent** of the **Association** except customary name and address signs, and Real Estate signs as outlined in the Sign Guidelines included in this booklet.

PARKING POLICY

PARKING IS AT A PREMIUM AND THE FOLLOWING GUIDELINES ARE IN EFFECT AND STRICKLY ENFORCED:

1. **PARKING SPACES:**
Each unit is provided with only 2 spaces. (Article II, Section 10)
One in the **garage**
One in the **driveway** (See the Declarations & by-laws)

2. **CUBSIDE PARKING:**
Is for the convenience of guests or visitors only if there is no guest parking available.
Is not for overnight parking by residents.
May be used **only** for **temporary** parking by residents if work is being done in their garage and home.

3. **YELLOW PAINTED CURBS:** means **no parking.**
In front of **mailboxes.**
At **entrance** to the complex.
At **corners.**
By **fire hydrant.**
On the **south or East Side of Hunters Run Lane** (by driveways).
On the **East Side of Luxbury Place.**
(Avoid the space next to the mailbox in the back of the property by the back island, especially on the garbage pickup days).

These restrictions are to allow access for **emergency vehicles,** avoid **damage to vehicles,** and allow access to **mail vehicles,** and allow clearance for the **garbage trucks** and other **large trucks.**

4. **SPEED LIMIT: "15 MILES PER HOUR, PLEASE OBSERVE."**

5. **FAILURE TO ABIDE BY GUIDELINES:**
Will subject your vehicles (or those belonging to your guest) to **TOWING.**

6. **VEHICLE REGISTRATION:**
All vehicles belonging to residents or being parked regularly in Hunters Run 1 are to be **registered** with the Management Company. Registration should be updated as necessary when residents or vehicles change. Residents are issued guest parking permits for their visitors by management.

9. **TOWING COMPANY:** Information is on the sign at the front entrance.

10. **ENFORCEMENT:**
Hunters Run is private property. As such, the **Board** must enforce the parking policies. A conscious effort will be made to do so in a consistent and fair manner. (Article IX, Section 1)
11. **OVERFLOW PARKING:**
Sitka Street may be used for all overflow parking, but only on the **NORTH** side of the street and **completely off the pavement.**

Please refer to the Declaration and by-laws of Hunters Run:
Article II, Section 10
Article II, Section 7
Article IX, Section 1, and others
which were used to arrive at these policies.

SIGN GUIDELINES

BE IT RESOLVED, THE **BOARD OF DIRECTORS** HAS ESTABLISHED GUIDELINES FOR THE POSTING OF SIGNS FOR THE SALE OR LEASE OF UNITS.

SIGNS MAY BE POSTED FOR THE ADVERTISEMENT AND SALE OR LEASE OF UNITS IN THE FOLLOWING MANNER.

I.) SIGNS MUST BE A MINIMUM OF FOUR (4) SQUARE FEET AND NOT **LARGER THAN FIVE (5) SQUARE FEET, AND MUST RESEMBLE PROFESSIONAL REAL SIGN GUIDELINES**

II.) SIGNS MAY BE POSTED NEAR THE GARAGE ONLY, NOT MORE THAN TWELVE (12) INCHES FROM THE BUILDING WALL.

III.) THE QUANTITY OF SIGNS POSTED, ON ANY GIVEN DAY, FOR ANY GIVEN DAY, FOR ANY GIVEN UNIT, MAY BE SUBJECT TO APPROVAL OF THE **BOARD OF DIRECTORS.**

IV.) THE **BOARD OF DIRECTORS** RESERVES THE RIGHT TO REVIEW AND APPROVE ALL SIGNS.

V.) NO OTHER SIGNS MAY BE POSTED.

VI.) SIGNS NOT MEETING THESE SPECIFICATIONS SHALL BE REMOVED BY THE **BOARD OF DIRECTORS.**

ASSESSMENT PAYMENT AND COLLECTION POLICY
(Ratified by the Board of Directors)

To hold operating expenses within established budget guidelines and to maintain future assessment levels, it is essential that **ASSOCIATION ASSESSMENT FEES** be received **before or on the due date**.

Please be advised and note the below collection policy adopted by your **Board of Directors**.

ASSESSMENT PAYMENTS ARE DUE ON THE **FIRST DAY OF EACH MONTH**. ON THE **10TH DAY OF THE MONTH**, THE PAYMENT BECOMES PAST DUE AND A **LATE NOTICE** WILL BE MAILED TO YOU. ON THE FIRST DAY OF THE FOLLOWING MONTH, THE ASSOCIATION MAY **BRING LEGAL AND COLLECTION PROCEEDINGS** AGAINST THE OWNER(S) FOR SUCH **ASSESSMENT ACCOUNT BALANCES, INCLUDING LIEN PROCEEDINGS AND MONETARY JUDGMENTS**, IN ACCORDANCE WITH A STANDING RESOLUTION OF THE **BOARD OF DIRECTORS** AND AS MORE FULLY PROVIDED IN **THE DECLARATION AND IN THE BY-LAWS OF THE ASSOCIATION**.

THE OWNER(S) ARE RESPONSIBLE FOR ALL LEGAL COLLECTION COSTS INCURRED BY THE ASSOCIATION.

OWNER(S) MUST NOTIFY THE ASSOCIATION, IN WRITING, PROMPTLY OF A CHANGE IN OWNERSHIP OR MAILING ADDRESS.

We appreciate your cooperation. Should you have any questions, please contact the **Board of Directors, Hunters Run I Homeowners Association, Inc., c/o the Property Manager, address listed on the Bulletin Board by the Pond**, in writing, including copies of any documents to support your requests.

Sincerely,

From the Board of Directors
HUNTERS RUN I HOMEOWNERS ASSOCIATION, INC.

IMPORTANT - PLEASE NOTE: Monthly Assessment Payments are made payable to HUNTERS RUN I HOMEOWNERS ASSOCIATION, INC. , by coupons provided to the homeowners.

The Assessment Payment Envelope Must Contain:

Payment **ONLY**

Check **Must** indicate Unit No. (s), Payment Month, and Payment Coupon.

NO CORRESPONDENCE – as these coupons and payments are processed electronically at the Processing Center. ??

ASSOCIATION FEE COLLECTION EXPLANATION PROCESS:

1. If your monthly fee has not been received by the 10th of the month you will get a letter from the management company showing that you are delinquent.

2. If your fee has not been received by the 10 of the month you will be assessed interest from the first of the month. At that point in time you will owe your past month fee of, your current month fee of, the late charge **and** interest of ten percent (10%)
3. If payment has not been received by the tenth of the **second** month you will get a second letter that you are delinquent and be advised that a lien is being processed against your property. The attorney will advise you when the lien has been filed and what the cost will be to have it removed. You will also be advised that your association voting rights are suspended until you have removed the lien and paid all delinquents and associated attorney fees.
4. If your payment has not been received by the last day of the second month you will be assessed another late charge and interest from the first of the month. At that point in time you will owe two past months fees the current month's fee, two late charges, the attorney fee and court costs, and interest.
5. If payment has not been received by the 10th of the third month you will get a letter advising that your property is being referred for foreclosure. From this point on you will have to deal with the attorney to arrange to stop the foreclosure procedure. The more work required on the part of the attorney, the higher your bill will be. In the meantime, your bill will continue to escalate, and you will have no say in the affairs of the association.
6. If you bill has not been cleared up and the foreclosure procedure stopped by the end of the third month you will be assessed another late charge and interest will continue to accrue. At that point in time you will owe three past month's fees, the current moth's fee, three late charges, attorney fees and court costs, and interest. The procedure will continue until all the fees are paid or the property is foreclosed.

The attorney fees and court costs are estimates and may vary. While the Board specifies the late charges and interest rate and selected the attorney, the legal firm sets the attorney fees involved. Once the attorney gets into the picture the unit owner is going to have to pay the legal fees as well as all the back dues, late charges and interest.

These procedures are established to meet the fiduciary responsibility of the Board to all of the members of the association in an attempt to preclude losses from outside foreclosures and to protect the members from getting too far behind in their responsibilities. If the members will ensure their payments in a timely manner there should be no need to further aggravate any personal financial problems with attorney fees, late charges and interest.

RULE PROHIBITING INTERFERENCE WITH ASSOCIATION OPERATIONS

No Lot Owner, guest, or other person having any interest in any of the lots that are operated and managed by the **Hunters Run Homeowners Association, Inc.**, shall unreasonably interfere with the operations of the Association, or with any of the members of the **Board of Directors** or employees or agents of the **Association**, in connection with

the performance of their duties. Unreasonable interference with the operations of the **Association** is prohibited and is subject to sanctions provided for in the documents governing the members of the **Association**. Examples of conduct that are prohibited by this rule include the following:

- 1) Any course of conduct directed at a specific person that causes substantial emotional or physical distress in such person and serves no legitimate purpose.
- 2) Excessive and unjustified complaints or telephone calls being directed to members of the **Board**, or agents or employees of the **Association**.
- 3) Unsolicited telephone calls made to any member of the **Board** or agents or employees of the **Association**, outside of normal working hours, except in the case of an emergency.
- 4) Excessive and unjustified complaints to governmental or administrative agencies or personnel, especially when complaints have not first been processed through the procedures established by the **Board of Directors**.
- 5) The sending of documents by facsimile that is unsolicited, except in the case of an emergency.
- 6) Contacting professionals employed by the **Association** directly and with out authorization (e.g. accountants and attorneys).
- 7) Harassing, assisting, or encouraging other persons who are harassing members of the **Board of Directors**, or agents or employees of the **Association**, through unreasonable and unnecessary communications or threats against any such individuals.
- 8) Following, stalking, or interfering with the free coming and going of any person for no valid reason or for purposes of annoying such person.
- 9) Any other actions that unreasonably or unnecessarily interfere with the operations of the **Association**, or with the credibility of the **Association** or its employees or agents with outside businesses, professionals, or governmental or administrative agencies.

PREPARED BY: **BECKER & POLIAKOFF, P.A.**

**MEETING OF THE BOARD OF DIRECTORS
OF HUNTERS RUN I HOMEOWNERS ASSOCIATION AND
PARTICIPATION OF NON-BOARD MEMBERS OWNERS**

THIS RESOLUTION OUTLINES PROCEEDINGS OF THE **BOARD OF DIRECTORS** ESTABLISHING GUIDELINES FOR THE PARTICIPATION BY UNIT OWNERS IN THE **BOARD MEETINGS**, FOR THE RECORDING OF **BOARD MEETINGS**, AND FOR THE RECORDING OF **MEMBERSHIP MEETINGS**.

BE IT RESOLVED: Unit Owners may participate in a **Board of Directors Meeting** in the following manner:

The CHAIRPERSON will introduce each AGENDA ITEM. ONLY issue listed on the Meeting Agenda may be considered. The Chairperson will determine at what point in the process to invite NON-BOARD MEMBER UNIT OWNER discussion. An interested OWNER may be permitted to comment on each AGENDA ITEM. Comments toward any single agenda item are limited to not more than two (2) minutes. A NON-BOARD MEMBER UNIT OWNER may only comment once on any single Agenda Item. Once the individual from the floor has been heard, the CHAIRPERSON will permit further discussion by any other NON-BOARD MEMBER UNIT OWNER or a BOARD MEMBER. Then the Board Members shall vote on the issue before them with out further input from OWNERS IN ATTENDANCE.

BE IT RESOLVED: Unit Owners may video or audio tape any **Board Meeting** under the following guidelines:

The **CHAIRPERSON** of the meeting will determine where such recording equipment may be placed at the meeting. The Owner wishing to record the meeting must notify the **Board of Directors**, in writing, not less than 48 hours in advance of the meeting, of their wish to record and the method by which the recording will be accomplished. **Any recording of meetings must record the entire meeting. Recording devices may not be turned on and off while the meeting is in progress.** The recording device must automatically operate in such a manner as to not require constant attention by its owner. Under no circumstances may the use of such recording devices be permitted to interrupt the meeting.

BE IT FURTHER RESOLVED: Unit Owners may video or audio tape any **Unit Owner Meeting**, following the guidelines established for the recording of **Board of Director Meetings** (noted above). In all cases, the **CHAIRPERSON** of the meeting shall determine compliance with, and settle disputes related to these guidelines.

THESE RULES AND REGULATIONS ARE RATIFIED BY THE BOARD OF DIRECTORS AND ARE SUPPLEMENT AND IN ADDITION TO THE ASSOCIATION COVENANTS, DECLARATION & BYLAWS.

PREPARED BY: **BECKER & POLIAKOFF, P.A.**