

# International Bass Lake Resort

## *Guidelines Document*

**1/4/2018 5:04 PM**

This document contains the guidelines adopted by the Board of Directors of International Bass Lake Resort. The purpose of guidelines is to help property management, authorized committees, and the board of directors run Bass Lake in a consistent manner.

These guidelines shall not counteract or supersede existing HOA covenants, bylaws and rules/regulations but add clarity or address issues not otherwise addressed in those documents. They represent the manner in which we conduct business.

All guidelines listed in this document have been approved by the board of directors thru the memo / voting process. Any additions, deletions and or changes to the guidelines shall be approved by the board of directors. The date and time stamp on the bottom of each page is the date in which the guides were approved by the board.

Three binders with the guidelines have been setup. The master contains all guidelines. A binder for "Activities" and "ARC" contain guidelines from the master that apply specifically to that committee.

The numbering scheme for the guidelines is as follows:

|       |                                |
|-------|--------------------------------|
| GU-xx | Brief Title                    |
| Were  | GU means guideline             |
| -xx   | is a sequence number assigned. |

The description of a guideline should include the original source or a brief reason if that information is available.

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## **Guidelines**

### **G-01            Parking Lot Passes**

There is no overnight parking allowed in the community building parking lot except for four spaces designated by signage. To park overnight you must have a parking permit obtained by the office for up to three days maximum. The office can make exceptions depending on circumstances.

For the weekends and after any office off time a resident can use one of the designated parking spots. On Monday or after any office off day someone from the office will place a towing sticker on the vehicle. If the owner does not respond to the office before the end of day the vehicle will probably be towed that evening.

This process was voted on via memo number 2017-78.

### **G-02            Pool Area Supervision**

Any parent / guardian 21 years and over are allowed to supervise a child / children that are in their care while in the pool.

This guide clarifies pool supervision and is somewhat different than signage at the pool but was done to allow grandparents etc. to supervise at the pool.

This change was initiated by a memo vote number 2017-67.

### **G-03            Bar code stickers on plastic**

Bar code stickers are allowed on plastic subject to:

- They are only issued to short term renters, not full time renters.
- There will be a \$50 cash deposit which will be refunded when the plastic bar is returned to the office.
- There is a \$7 charge for the sticker
- They are only good for 90 days
- If needed longer than 90 days you will have to come back into the office and pay another \$7 charge.
- If it is not returned to the office within the time agreed, you will forfeit the \$50 deposit.
- They can only be purchased at the office during normal office hours.

This process was agreed by a memo vote number 2016 dated March 24<sup>th</sup> 2016

## **GU-04 Committee Membership / Oversight**

All continually active committee's shall have one board member or property manager representative on the committee. The purpose is for guidance and not dominance over committee issues.

This guideline covers all committees. Not all parts pertain to all committees.

Committee's and the membership are determined by the Board of Directors. Committees are a means of getting residents involved with the community and as such should mainly be filled not by board members. The ARC committee **MUST** meet at least once per week to look over any new ARC forms that have been turned in. If there is a question then **ALL** the members must go look at the job so they will know what the home owner wants to do. Attached you will find paper work from Polk County as to what will need a permit. You cannot turn down an ARC just because there is not a permit with it. Your job is to tell the owner that they will need a permit to do the job. Approved ARC's should be checked upon completion to verify compliance.

### Architectural Review Committee (ARC)

George Petroff – Board  
Jerry Backus  
Doreen Blitz  
Tom McHugh

### Activities Committee

Gordon Proper – Management  
Tom Mchugh  
Mona Mckinley  
Marsha Marino  
Barb Backus

### Fining Committee (Per bylaws a board member cannot be a fining Comm. Member)

Gordon Proper or Property Manager - Lead  
Barbara Backus  
Marsha Marino  
Tom McHugh  
Jerry Backus - alternate

**G-05           ARC tree stumps and building permits**

When approving tree removals, the tree stumps must also be removed.

ARC does not approve or disapprove an ARC submittal based on the need or not for a Polk county building permit. ARC can state an opinion only.

**G-06           Volunteers – What can they do.**

Bass Lake encourages residents to volunteer their time and expertise to work on Bass Lake projects. However, do to insurance concerns; what the resident volunteers can do must be monitored. The following is guidance on volunteers from our insurance company:

- Voluntary Compensation Eligibility Guidelines:
- Volunteers must be pre-approved by an official motion of the Association Board
- No special activities that involve sporting events, off premise activities, alcohol consumption, fund raising, operation of power machinery, or any other high hazard risk sponsored by the association
- No Owner/Members who perform voluntary maintenance services for the association's common elements
- All volunteer work must be limited in scope to basic tasks that require no specific training or experience

Insurance information paper included here.

**G-07           ARC - Metal Roofs**

Up until fall 2017 metal roofs were traditionally rejected by ARC. No basis was found for not allowing metal roofs.

Metal roofs are now allowed at Bass Lake provided they are white, gray, brown or tan.

The roof application, thru the ARC, must still be filled. Building permits are probably required but that is not an ARC requirement but a Polk county requirement.

Per pictures enclosed with this guideline

## **G-08 Key card access**

Key card access to the community building was installed in 2017. The following rules were agreed by the Board of Directors and apply.

- All residents (owners) get one card free if in good standing and they sign the information form.
- Renters must get card from owners.
- Replacement cards are \$25 and there is a limit on replacements.
- No one under 18 is allowed during non-office hours except for special events.
- Door hours are 9am to 9pm every day.
- During business hours and special events the door will be unlocked.
- Regular metal keys are now limited to board members and office staff only.
- Board members and office staff cards allow access 24/7.
- Residents must leave the building by 9 pm when the access terminates for the day. Occupying the building after 9 pm or before 9am is considered trespassing except for special events authorized via the office.
- The property manager may make exceptions as deemed necessary for a one time change only.

Rules at time of sign up and issue of card are attached to this guideline.

## **G-09 Violation examples / Community wide standards**

Community wide standards are established in our legal documents. The board of directors must assure the community has a clean and orderly look consistent throughout the entire community. The main method of maintaining a standard is thru inspections and the process of violations. Inspections are the responsibility of our property manager.

The community wide standard and what is deemed a violation are tightly tied together. This guideline contains photo's to show examples of what the HOA considers violations for weed / grass situations.

Photos attached for examples

## **G-10            Exercise Equipment**

The HOA maintains the exercise equipment located in the exercise room. Donations of equipment will be accepted only after confirmation that the equipment is in good working condition, is considered commercial via our insurance, and we have a need. Equipment reported or discovered to be not functioning correctly will be repaired or replaced by the HOA operating budget.

Because of liability concerns no one is to bring or leave their personal equipment in this room at any time.

## **G-11            Daylight Savings Time**

Bass Lake has numerous equipment that is based on clocks. The following is a list of equipment that needs clock adjustments for changes due to daylight savings time and / or a major loss of power.

- Irrigation pump
- Numerous irrigation timers
- Camera systems
- Key card access system
- Gate entry system

## **G-12 Community Building Rental information**

Bass Lake has a wonderful upstairs area. This area can be rented to residents and or outside organizations. The following is the guideline.

- All rentals or use of any areas of the community building shall be scheduled thru the office.
- The first floor is always open to residents based on the key card guidance.
- Upstairs area is available for **private** gatherings with a small rental fee and signatures on any rental application fees.
- The clubhouse HAS to be rented any time that the upstairs in the club house is used for ANY function that is NOT opened to EVERYONE in the association and posted on the outside bulletin board.
- If private, property management and or board of director's members will be allowed to check.
- If private rental, the stairwell and elevator will be posted advising of private gathering.
- If not private any resident may still be upstairs.
- The use of the main kitchen must be arranged in advance.
- The small kitchen and the meeting room will be included with any rental.
- Any damage or clean up required by the HOA is the expense of the renter.

### **BINGO GAMES:**

ALL Florida Statue Chapter 849 (Gambling) laws must be followed, IE:

1. You are only allowed to keep 10% of what you take in for supplies.
2. ALL regular games cannot be over \$ 50.00 each
3. You are allowed only three \$250.00 jackpots per night.
4. The caller CANNOT play bingo.
5. ALL workers must live in the association

### **MAXIMUM OCCUPANT CONTENT FOR UPSTAIRS**

**Polk County Fire Department has determined that the Maximum Legal Occupant Content for ALL Assembly WILL BE 105**



### **G-13           ARC – Propane Tanks**

The ARC can approve propane tanks with the following guidance.

- Max. Size 120 gallon vertical tanks.
- Tanks must be placed against the home on the side or back of home. No tanks are allowed in the front of the home.
- If possible the tank should be painted the same color as the home.
- All applicable safety requirements are met based on building permits before construction begins.

### **G-14           Camera Access**

Bass Lake has a camera system used to help with security issues. These cameras are accessible thru the internet with proper user ID's and passwords.

It is the policy at Bass Lake that camera access will only be given to property management and board of director's members. Access is provided by giving individuals the user ID's and passwords.

### **GU-15          Property Management Spokesperson**

The Bass Lake property manager shall be the spoke person for communications between Bass Lake and Sentry Management, Vendors and legal representatives.

This was established to provide consistency and was authorized via memo dated October 23, 2014.

A copy of that memo is attached.

### **GU-16          Bass Lake Repairs**

The property manager has the authority and responsibility to maintain Bass Lake grounds, buildings, and amenities in working condition and to our "community wide standards" without prior specific authorization from the Board of Directors.

See attached memo dated April 16<sup>th</sup>, 2016.

**GU-17 Bass Lake Web Site**

Bass Lake has a domain name (intbasslakeresort.com) and hosting service for the property's web site. This web site has the ability to display advertisements for local vendors and residents. The property management has the authority to place ads on the web site after proper payment is made to Bass Lake. A one year display of advertisement is \$50. Residents may advertize for rentals after paying \$10 per month.

See attached memo dated Nov. 3<sup>rd</sup>, 2015.

**GU-18 Community building scheduling**

Date and or time scheduling for the community building or any activity at Bass Lake shall be thru the office.

See attached memo dated Jan. 19<sup>th</sup>, 2016

**GU-19 HOA / Resident repair demarcation**

Fresh water and irrigation water is distributed within Bass Lake via a underground piping system consisting of main lines and sub lines that feed individual homes. In most cases there are valves off the main lines.

For any repairs to this system the demarcation line for repair cost is immediately after any shutoff valve from the main line.

For phase I, irrigation control boxes shall be operable, follow Polk county watering guidelines and are the residents responsibility.

**GU-20 Office Access**

The Board of Directors and Office personal are obligated to keeping residents personal information confidential. For this reason office access is restricted to:

- Active members of the Board of Directors
- HOA Staff
- All others may enter only after being invited in by the office staff or a board member.

**GU-21 Bass Lake Property / Loaning of Material**

Bass Lake owns a lot of equipment and accessories that are used to maintain and create activities within Bass Lake. This includes equipment used by committees, maintenance staff and office staff.

It is the policy that no equipment can be removed from their normal location and used by residents without prior approval of the HOA management. This includes but is not limited to exercise equipment, kitchen equipment, tools and machinery from the maintenance buildings. It includes all material used by committees.

End of Document