

CRYSTAL SHORES OWNER'S ASSOCIATION RULES AND RULES ENFORCEMENT MANUAL

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"NOTICE OF CRYSTAL SHORES NEIGHBORHOOD RULES" SHEET

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Rules and Rules Enforcement Manual document history:

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In accordance with the provisions of Article XI, Section 2 of our Declaration of Covenants, Conditions and Restrictions, Owners shall be governed by and comply with the terms of our Declaration of Covenants, Conditions & Restrictions, Articles of Incorporation, Bylaws and Rules/Regulations adopted pursuant to those documents. Therefore, the Board of Directors has the authority to develop and adopt rules and regulations. This document lists all of the rules approved by the Board of Directors of the Crystal Shores Owner's Association.

In addition to the rules that have been adopted, pertinent Covenants, Conditions & Restrictions are included to supplement and provide additional guidance for our rules. Covenants, Conditions & Restrictions included in this document shall be identified by the notation: (CCR Article #, Section #, paragraph #) at the end of the sentence or paragraph.

SECTION 1.0 - RULES

1.1 Notice of Crystal Shores Neighborhood Rules - The following Rules 1.2 to 1.10 are summarized on the "Notice of Crystal Shores Neighborhood Rules" sheet which can be found on Page 7 of this manual. The "Notice of Crystal Shores Neighborhood Rules" sheet must be posted in at least two conspicuous places in the home for all guests and rental guests to see and read.

1.2 Vehicle Parking

No automobile, truck, boat, boat and trailer, trailer, house trailer, mobile home, camper or similar vehicle shall be parked on any roadway (including the unpaved portion of the right-of-way thereof) at any time. Service and contractor vehicles visiting the property for service, maintenance and construction work are permitted to park on the street or driveway during the daytime and in the driveway during the nighttime.

No boat, boat and trailer, trailer alone, recreational vehicle type vehicle, or self-propelled mobile home, shall be parked for any period of time or stored or otherwise be permitted to remain on any Lot except in an approved garage or obscured from public view by either natural or artificial means. (CCR Article VII Section 6)

No parking, for any period, shall be permitted upon the patios, grass areas, landscaped areas, non-paved surfaces of any lot, driveway aprons/grass areas in Right-of-Way between the sidewalk and street.

In accordance with Destin City Ordinance 19.5-53 and Article VII, Section 4 of our Covenants, no vehicle or any other conveyance shall park, for any period, in a manner to impede the use of the sidewalk that crosses the driveway.

Vehicles shall only be parked on the paved driveway surface, which is defined as the brick paved or concreted surfaces located behind the front property fence line. **DO NOT PARK YOUR VEHICLES OR ANY PART OF YOUR VEHICLES OUTSIDE THE FRONT PROPERTY FENCE POSTS.**

Exceptions for parking in areas other than paved driveway surfaces and garages/carports can only be made by the written approval of the Board of Directors.

If violations of these parking rules occur, then a fine of up to \$150.00 per occurrence will be levied against the property owner.

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1.3 Garbage Collection

Garbage collection days are Tuesday and Friday. Recycling collection day is Tuesday. Garbage containers and recycle containers shall not be placed on the street before 4:00 pm on the day prior to scheduled pickup. Empty garbage and recycling containers are to be removed from the street on the same day of garbage or recycle collection.

ALL garbage containers and recycle containers shall be stored (when not placed at the street for garbage collection) in a location that is not visible from the street (*Ocean View Drive*) or in an enclosure that does not allow view of the garbage containers from the street (*Ocean View Drive*) in accordance with Article VII, Section 13 of the Covenants.

No bags of garbage and other types of trash shall be placed on the street other than in the approved containers furnished by Waste Management (WM). No yard waste, construction waste, furniture or appliances shall be placed in the WM Containers. Only household garbage shall be placed in the Waste Management Containers.

Tree/yard trimmings collection is on Friday. Tree/yard trimmings may be placed at the curb or Right-of-Way area one day prior to OR early morning of the scheduled pickup day. Yard waste cannot be placed at the curb or Right-of-Way area any other day except Thursday and Friday. Bulk item pickup is on Mondays. No notice to Waste Management is necessary. Just put items at curb

If violations of these garbage rules occur, then a fine of up to \$150.00 per occurrence will be levied against the property owner.

1.4 Short-Term Rental Groups

Any short-term rental group, regardless of number, which is comprised of underage (under 25 years old) occupants, must have a parent/legal guardian (not chaperone) staying with the underage occupants during the entire rental stay period. Violations of this rule shall result in an Eviction Notice and an \$150 fine. If the underage occupants are not evicted by the Owner or Rental Management Company, then an \$150/day fine will be levied for each additional day the occupants stay at the house after the day the Eviction Notice was issued by the Association.

1.5 Community Pool Usage

The following pool rules apply to all Owners, Guests and Rental Guests. Any rule violation can result in expulsion and/or pool closure:

No food, tobacco products or beverages in the pool or on pool wet deck

No smoking or vaping in fenced pool area

Commercially bottled water in plastic bottles is allowed on the pool wet deck for pool patron hydration

No glass or animals in fenced pool area

Bathing load: 20 persons

Pool hours 8 am to 10 pm

Shower before entering

Do not swallow pool water

Do not use pool if you are ill or have diarrhea

Swim diapers required for children age 3 & under

Age 12 & under must be supervised by an adult

Swim suits required, no cut-offs

No loud noise, horse play or running

NO DIVING

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1.6 Towels, Banners and Clothing

No towels, banners or clothing shall be hung on railings or furniture or placed in a manner that is visible from any street. If violations of this rules occur, then a fine of up to \$150.00 per occurrence will be levied against the property owner.

1.7 Flags

A flag shall only be hung on a flag pole. If violations of this rule occur, then a fine of up to \$150.00 per occurrence will be levied against the property owner.

1.8 Hammocks

No hammocks shall be hung on the 1st floor porch or 2nd floor decks in the front of the house or in the front yard. If violations of this rule occur, then a fine of up to \$150.00 per occurrence will be levied against the property owner.

1.9 Grill Usage

No grills of any kind shall be used or stored in the front yard or the front of the house. Grills shall only be used or stored on the ground level. If violations of this rule occur, then a fine of up to \$150.00 per occurrence will be levied against the property owner.

1.10 Noise and Disturbances

No activity that would constitute a disturbance to neighboring properties or the neighborhood in general shall be permitted or tolerated after 10:00 pm and before 8:00 am. A "disturbance" is defined as any loud noise, foul/vulgar language, music, or yelling.

Foul/vulgar language, loud music or music with foul/vulgar language that can be heard by neighboring properties will not be permitted at any time.

Fireworks are not permitted at any time.

Be considerate of others concerning noise and safety. Do not drive golf carts and other motorized vehicles around Ocean View Drive repeatedly.

If violations of this rule occur, then a fine of \$150.00 per occurrence will be levied against the property owner. Any disturbance from rental guests that requires the intervention of the Okaloosa County Sheriff's Office to resolve may result in an eviction from the premises.

1.11 Storage Containers, Dumpsters, Portable Toilets

Storage Containers, Dumpsters and Portable Toilets are permitted during active construction or maintenance activities on a home or lot, provided that the location of such is approved by the Association Manager and provided that construction/maintenance work is active.

When construction or maintenance work is delayed more than two weeks or ceases, the storage container, dumpster or portable toilet must be removed from the lot within five days. If violations of this rule occur, then a fine of up to \$150.00 per occurrence will be levied against the property owner.

1.12 Temporary Hurricane Shutter Installations

All temporary hurricane shutters shall be installed in the following manner:

a. Temporary hurricane shutters are defined as those shutters, which are made of plywood, corrugated metal or plastic, and transparent (corrugated or flat) plastic and are not installed

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permanently to the home as part of its architectural features. (Permanent hurricane shutter installations must be approved by the Architectural Review Committee.)

b. Transparent (corrugated or flat) temporary shutters made of Plexiglas or clear fiberglass or clear plastic material can be installed during the official hurricane season of June 1 to Nov 30. They may remain installed for any duration during the hurricane season, but must be removed after November 30.

c. Plywood or corrugated metal or plastic temporary shutters can be installed when a hurricane or tropical storm is imminent in the Gulf of Mexico and must be removed within two (2) weeks after the hurricane or tropical storm has left the area, unless another named storm or hurricane has entered the Gulf of Mexico within that two-week period.

Violations of this rule will result in a notice of violation from the Board of Directors and a possible fine if repeated violations continue or if the condition causing a notice of violation is not resolved.

The two (2) week temporary shutter removal requirement (in Item **c**) will be waived by the Board if the area experiences a catastrophic storm that disrupts normal activity and procurement of services to perform normal maintenance activities.

1.13 Un-cleared and Cleared Vacant Lot Maintenance

a. All un-cleared vacant lots shall be maintained in the following manner:

1. All dead underbrush/plant material, dead tree branches or dead trees, construction materials, paper/rubbish, cans, bottles, garbage, and any materials that are flammable shall be removed from a vacant lot.

2. To prevent vegetation encroachment on adjacent developed lots, all underbrush, weeds, vines, trash and dead plant material shall be removed and periodically maintained to provide a clear area of 5 feet from any side or rear property line.

Any tree with a 3" trunk diameter or more (measured four feet from grade) shall be allowed to remain in the 5-foot clearance area if the tree canopy is pruned or trimmed to prevent encroachment of any part of the canopy upon adjacent property.

3. All underbrush, trees, vines, trash and weeds exceeding 9 inches in height shall be removed and periodically maintained to provide a clear area of 13 feet from the edge of the Ocean View Drive curb.

4. Maintenance to bring any vacant lot into compliance with these rules shall be performed by the lot Owner at least once every year. If excessive growth, accumulation of trash or accumulation of dead plant material has occurred, then maintenance must be performed on an as needed basis at a more frequent maintenance cycle than once a year.

b. All cleared vacant lots shall be maintained in the following manner:

1. All dead underbrush/plant material, dead tree branches or dead trees, construction materials, paper/rubbish, cans, bottles, garbage, and any materials that are flammable shall be removed from a cleared vacant lot.

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2. To prevent vegetation encroachment on adjacent developed lots, all underbrush, vines and weeds exceeding 9 inches in height shall be removed, trimmed and periodically maintained to provide a clear area between the lot boundaries. All existing live trees must be maintained by regular pruning or trimming to prevent encroachment of any part of the tree canopy upon adjacent property.

Violation of this rule shall be subject to a written 30-day Notice of Violation Letter, requesting the Lot Owner to remedy the violation within 30 days of receipt of notice. Failure to remedy the violation can result in the levying of a fine up to \$150.00 for each day the violation continues after the 30-day notice period has expired.

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Notice of Crystal Shores Neighborhood Rules

Place this "Notice of Rules" in at least two conspicuous places in your home or rental property for all occupants to see.

We thank you for following our rules and hope you have a pleasant visit.

1. PARKING IS NOT PERMITTED AT ANY TIME:
 - i. ON THE STREET.
 - ii. ON THE GRASS IN STREET RIGHT-OF-WAY
 - iii. ON THE DRIVEWAY APRON IN STREET RIGHT-OF-WAY
 - iv. WHEN ENCROACHING INTO OR PARKING ACROSS THE SIDEWALK
2. DO NOT PARK YOUR VEHICLES OR ANY PART OF YOUR VEHICLES OUTSIDE THE FRONT PROPERTY FENCE POSTS.
3. GARBAGE AND GARBAGE/RECYCLE CONTAINERS SHALL BE MANAGED AS FOLLOWS:
 - a. GARBAGE PICK-UP DAYS ARE TUESDAY & FRIDAY.
 - b. RECYCLING PICK-UP DAY IS TUESDAY
 - c. DO NOT PUT CONTAINERS OUT BEFORE 4:00 PM ON DAY BEFORE THEIR SCHEDULED PICKUP.
 - d. EMPTY CONTAINERS MUST BE REMOVED FROM THE STREET THE SAME DAY AS GARBAGE/RECYCLE COLLECTION.
 - e. CONTAINERS MUST BE STORED IN A LOCATION THAT IS NOT VISIBLE FROM OCEAN VIEW DRIVE.
 - f. ALL GARBAGE MUST BE PLACED IN PLASTIC BAGS AND PLACED IN THE GARBAGE CONTAINERS
 - g. ALL CONTAINERS MUST HAVE THE LIDS CLOSED.
 - h. BULK ITEM PICKUP IS ON MONDAYS. NO NOTICE TO WASTE MANAGEMENT IS NECESSARY. JUST PUT ITEMS AT CURB
4. NO NOISE AND DISTURBANCES PAST 10:00 PM & BEFORE 8:00 AM. NO FIREWORKS, LOUD MUSIC OR VULGAR LANGUAGE WILL BE PERMITTED AT ANY TIME.
5. NO TOWELS, BANNERS, CLOTHING, OR OTHER ITEMS SHALL BE HUNG THAT CAN BE SEEN FROM ANY STREET. A FLAG SHALL ONLY BE HUNG ON A FLAG POLE.
6. NO HAMMOCKS SHALL BE HUNG ON THE 1ST FLOOR PORCH OR 2ND FLOOR DECKS IN THE FRONT OF THE HOUSE.
7. NO BOATS, RVs, CAMPERS, WAVE RUNNERS, TRAILERS, COMMERCIAL VEHICLES OR VEHICLES WITH ADVERTISING SHALL BE VISIBLE FROM THE STREET.
8. FOLLOW ALL RULES POSTED AT THE POOL.
9. ALL PETS SHALL BE ON A LEASH AND ANY "DEPOSITS" SHALL BE PICKED UP AND DISPOSED OF PROPERLY.
10. NO GRILLS OF ANY KIND SHALL BE USED OR STORED IN THE FRONT YARD OR THE FRONT OF THE HOUSE. GRILLS SHALL ONLY BE USED OR STORED ON THE GROUND
11. DO NOT DRIVE GOLF CARTS AND OTHER MOTORIZED VEHICLES AROUND OCEAN VIEW DRIVE REPEATEDLY.

**NO WARNINGS WILL BE ISSUED FOR ANY RULE VIOLATION.
VIOLATIONS OF THESE RULES CAN RESULT IN FINES UP TO \$150 OR EVICTION
AND/OR CITY PARKING TICKETS WITH FINES**

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SECTION 2.0 – RULES ENFORCEMENT POLICY

The Board of Directors has developed and approved the following Rules Enforcement Policy:

Rule Description - see Numbered Rules on Pages 2 to 5 for detail on Rule Description	Rule Numbers	Violation Enforcement Method for Each Property for Year 2021
Under 25 occupant's w/o parent or legal guardian staying at house with under age 25 occupants.	1.4	Eviction Notice and \$150 fine. If Eviction Notice is not honored, then an additional \$150 fine per day of remaining stay will be levied.
Breaking any Pool Rule	1.5	Eviction from Pool
Noise and Disturbances after 10:00 pm and before 8:00 am requiring intervention of Sheriff's Office. Fireworks, foul/vulgar language or music with foul/vulgar language at any time	1.10	\$150 fine per violation and/or Eviction Notice of rental guests if Sheriff's enforcement is required
Illegal parking of RVs, Campers, Boats, Jet-skis, trailers	1.2	\$150 fine for <u>each</u> RV, Camper, Boat, Jet-Skis or Trailer parked per day
Parking on street overnight Parking on grass ROW Parking on driveway apron Encroaching into or parking across the sidewalk	1.2	\$100 fine for first four (4) violations and then \$150 fine per violation thereafter, for any property within the current year, of any parking, garbage, towel/banner, hammock, flag or grill rule violations
Garbage or Recycle Container at curb at wrong day/time Garbage or Recycle Container stored while visible from street Garbage bags on ground Garbage not in plastic bags	1.3	Fines for any parking rule violations shall be applied per vehicle per day.
Towels, Banners, Hammocks, Flags violations	1.6, 1.7, 1.8	
Grills located in front of house	1.9	

PLEASE NOTE THE FOLLOWING POLICIES AND PROCEDURES ON THE RULES, VIOLATIONS AND FINES:

- No Warnings will be issued for any Violation of Rules #s 1.2 to 1.10 listed above.
- All Notices of Rule Violations and Fines will be sent via email to Rental Property manager and Owner or Owner only if property not rented. Owner has right to appeal and request a hearing before the Crystal Shores Hearing Board within 14 days after the receipt of the Notice of Rule Violation and Fine.
- All fines must be paid within 15 days after receipt of the Notice of Violation, unless Owner has submitted an Appeal for the Fine within the 14-day period.
- A Rules Violation Database will be maintained by the Association to record rule violations, fines levied and other actions taken.
- All Owners shall make sure that their Rental Property Manager and Owner's guests are aware of the Rules and Rules Enforcement Policy.

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SECTION 3.0 – HEARING BOARD

3.1 Hearing Board Appointment Process

When a fine is levied or other penalty is applied upon an Owner, the Owner has the right of "due process" by appearing before a Hearing Board. This is required by Florida Statute 720.305(2)(b), which states:

(b) A fine or suspension may not be imposed without at least 14 days' notice to the person sought to be fined or suspended and an opportunity for a hearing before a committee of at least three members appointed by the board who are not officers, directors, or employees of the association, or the spouse, parent, child, brother, or sister of an officer, director, or employee. If the committee, by majority vote, does not approve a proposed fine or suspension, it may not be imposed. If the association imposes a fine or suspension, the association must provide written notice of such fine or suspension by mail or hand delivery to the parcel owner and, if applicable, to any tenant, licensee, or invitee of the parcel owner.

To comply with the Florida Statute, the Board of Directors appointed more than three Owners, who are not related to any Director, to be on a "hearing committee roster". This "hearing committee roster" will serve as a "pool" for the selection of three (3) members to serve on a Hearing Board. Therefore, each Hearing Board convened may be composed of different hearing committee members, depending upon their availability to serve at the time of the hearing or to adjust for possible conflicts of interest. A hearing committee member cannot serve if he or she will be appearing as a witness for the Owner or a witness for the Association in the matter being heard before the Hearing Board.

3.2 Hearing Board Objectives

The goal of rule enforcement is to gain compliance with the Rules and Covenants. The objective of the Hearing Board is to provide an equitable and reasonable process for the Owner accused of a violation to participate in a "due process" where the Owner can learn the nature of the violation charge, understand the rule being violated and be able to present his/her defense to the violation charge and fine being levied.

3.3 Board Organization and Procedures

The Board of Directors, through its Association Manager, shall send a Notice of Rule Violation to an Owner. Such Notice of Rule Violation and Fine shall state the nature of the violation, the rule being violated and the penalty or fine being imposed by the Board of Directors. The Owner receiving the Notice of Rule Violation shall have 14 days from the receipt of the Notice of Rule Violation and Fine to request a review of his/her violation before the Hearing Board.

If the Owner receiving the Notice of Rule Violation and Fine does not request a review of his/her violation within 14 days of receipt, then the Owner waives his right to a hearing and must pay the imposed fine or take the corrective action requested in the Notice of Rule Violation and Fine.

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When a Hearing Board is to be convened, the President, through its Association Manager, shall select three Owners to serve on the Hearing Board from the hearing committee roster.

Hearing Board meetings will be properly noticed and conducted in the office of the Association Manager with Hearing Board members, witnesses and Owner(s), who received the Violation Complaint, in attendance in person or via tele-conferencing. If the Owner, who is appealing the Violation Notice and Fine cannot be present in person or via tele-conferences, the Owner may present his/her facts, evidence and arguments in defense of his/her appeal in writing to the Hearing Board.

The Association Manager shall represent the Board of Directors in presenting the particulars of the violation and suggested fine or penalty, including facts and evidence relating to the violation. The Association may offer witnesses to verify/describe the nature of the violation.

The Owner is allowed to have present his/her legal counsel and/or his/her own witnesses in the defense of the Violation Complaint.

Hearing Board will rule by majority vote. All rulings are final and cannot be appealed to the Board of Directors. A Hearing Board cannot convene unless three members are present in person or via tele-conferencing.

The Board of Directors suggested fine for a violation can be modified or waived by the Hearing Board. The Hearing Board is also free to provide a conditional ruling, which would waive the fine in lieu of the Owner taking a measurable and conclusive action to alleviate future such rule violation(s). However, such conditional rulings should have a penalty, such as a fine, if the conditions are not met or the agreed upon condition is not taken/completed.

The Association Manager will keep a record of the proceedings and publish the Hearing Board Minutes after the hearing. The Hearing Board Minutes will include a description of the Violation being considered and the ruling of the Hearing Board concerning: imposing a fine, not imposing the fine, adjusting the amount of the suggested fine or the particulars of a conditional ruling or other actions taken.

After the Hearing Board makes a ruling on the matter, the Association Manager will send a letter via US Mail to the Owner stating the Hearing Board's ruling on the Appeal. If a Fine has been imposed by the Hearing Board, the Owner(s) must pay the full amount of the imposed fine within 30 days after receipt of the Hearing Board's letter.