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TO RULES AND REGULATIONS OF
HIDDEN LAKE VILLAS CONDOMINIUM ASSOCIATION, INC*

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RULES AND REGULATIONS
OF
HIDDEN LAKE VILLAS CONDOMINIUM ASSOCIATION, INC

Revised and adopted at Board Meetings held by the Board of Directors on
March 30, 2017; March 22, March 31, April 13, April 27, 2004, March 24, 2008

- I. General House Rules and Regulations
- A. All occupants under thirteen (13) years of age shall be closely supervised at all times by an adult in order to ensure the safety of the minor and that their conduct does not become a source of danger, nuisance, or annoyance to other residents and guests within the community.
 - B. No person may play or congregate in any part of the common areas in a manner that interferes with the quiet and comfort of any resident and this includes, but is not limited to, elevators, corridors, and stairways and on the protective railing.
 - C. Noise: Televisions, radios, audio-visual equipment, musical instruments, appliances, household conveniences, and all noise-making within units must be kept at a noise level that does not disturb other residents.
 - D. Quiet hours: 10 p.m. to 8 am: during which no household appliances, washers, dryers, vacuums, or noise-making are allowed that can be heard in adjacent units.
 - E. Obstructing of Walkways, Stairways, and Common Areas: Common hallways, walkways, stairways, walking traffic common areas, and other common areas shall not be obstructed, littered, defaced, or misused in any manner, and shall be used only for the purposes intended, and they shall not be used for hanging clothes, towels, bedding, rugs, or other household items for cleaning or drying, nor for storage of bicycles, grocery carts, or other household items. Items obstructing traffic such as benches; planters or statues will not be permitted. Rugs and doormats shall not exceed 40" long by 20" wide.
 - F. No owner or other person shall allow clotheslines, clothes-racks, clothes on hangers or similar items on any portion of the condominium property, nor on lanais/balconies unless not visible from the outside. Rugs, clothes, towels, bedding, or similar items may only be cleaned or dried within a unit, not from the windows of a unit, and not on lanais/balconies unless not visible from the outside.
 - G. Items and furnishings placed on lanais/balconies by unit owners must be consistent with the type of items and furnishing commonly accepted as appropriate for outdoor patio enjoyment and must be consistent with the standards of the Park Shore area. Refrigerators and other appliances and grocery carts are prohibited. Nothing placed on lanais/balconies may be in a deteriorating condition.
 - H. No unit owner shall paint, decorate, or change the appearance of exterior portion of the building or common elements, unless prior consent of the Board of Directors is first obtained in writing.
 - I. The covering and appearance of windows and doors, whether by draperies, shades, or other items visible from the exterior of the unit shall be subject to regulation by the Board of Directors.
 - J. No unit owner or occupant of a unit shall display any advertisement or posters of any kind that is visible from outside their unit or on the condominium property except with written

approval of the Board of Directors. However, realtor or owner open house signs will be allowed as follows:

1. During the hours of 1-5 p.m. on Sunday, one "Open House" sign, no larger than 18 x 24 inches, will be allowed to be displayed 15 feet back from the curb line at the corner of Park Shore Drive and Belair, in compliance with the City of Naples residential zoning district code.
 2. During the hours of the open house (1-5 p.m.), one "Open House" sign is permitted at the entrance to the building closest to the unit being shown. The said sign is not to exceed the previously mentioned size regulations.
 3. During the hours of the open house (1-5 p.m.) one small "Open House" sign, not to exceed 8 X 11 inches may be displayed on the inside of the window of the unit being shown, facing the atrium.
 4. Owners and/or their agents will be responsible for the placement and removal of all temporary signage as noted in 1-3 above.
 5. No attachments are permitted to these, such as balloons, streamers, or other attractants.
 6. Realtors must register with the HLV Management Office 48 hours prior to holding any open houses.
 7. Above rules is a permanent change as of a duly posted Board of Directors meeting held on January 15, 2009.
- K. All garbage and trash shall be placed in bags, preferably plastic, and deposited in the dumpster installation provided for such purpose. If the dumpster installation nearest to a unit is full, occupants must use the next closest dumpster installation with adequate space. Doors and tops to dumpsters must be kept closed.
- L. No owner or occupant of a unit shall install wiring for electrical or telephone installations, nor install any type of television antenna or satellite dishes, nor any machine or air conditioning equipment, etc., except with prior written approval of the Board of Directors. Prior written approval from the Board of Directors for installation of satellite dishes less than one meter in diameter shall not be withheld so as to unreasonably delay or prevent installation, maintenance or use; or unreasonably increase the cost of installing, maintaining or using the satellite dish; or preclude reception of an acceptable quality signal. Under no circumstances shall an owner install a television antenna or satellite dish upon or extending into common elements.
- M. The visible exterior appearance of screened balconies/lanais of a unit shall not be altered without the prior written approval of the Board of Directors.
- N. When occupant(s) is not in residence for more than one week, the office manager shall be advised of their departure. All items, other than furniture where storm shutters have been installed, must be removed from screened balconies/lanais and stored in the unit.
- O. There shall be no outside cooking on walkways or on screened balconies/lanais or within thirty (30) feet of any unit or any condominium building. This is accordance with the Naples Fire Code.
- P. Each unit owner and the occupants of a unit shall maintain the unit and all fixtures and appliances located therein in good condition and repair at all times, including, but not limited to, interior surfaces within or surrounding units, e.g. The surfaces of the walls, ceilings, and floors.
- Q. Cars may only be washed at designated locations as established by the Board of Directors. All car washing shall be done by the bucketful or by hose with an automatic shut-off nozzle. Please adhere to this rule as water is very expensive. Do not hang car wash cloths to dry on bushes or other outside locations.

- R. A set of keys to each unit must be given to the Condominium Manager to be used for routine pest control and emergency purposes.
- S. Office hours are from 8:00 a.m. to 4:00 p.m. Monday through Friday.
- T. Proper attire must be worn on the premises, including, but not limited to, shirts, shorts, or slacks, shoes or sandals.
- U. Smoking shall not be permitted in the building walkways, stairs, or atria.

II. BICYCLES AND VEHICLES

- A. Bicycles must be registered with the Office Manager and a sticker with the unit number prominently displayed on the bicycle. Unregistered bicycles and those without a sticker will be removed after 7 days of improper identification, and immediately disposed of or donated to charity. When the occupant is to be absent from H.L.V. for more than one week, the bicycle must be stored in their unit, as bicycles become a hazard during periods of emergency.
- B. Bicycles must be parked in areas provided for that purpose. Bicycles or any other vehicles, including, but not limited to, skate boards or roller skates, shall not be used or ridden on any walkways of the condominium property or on the walks of the interior courtyard, i.e., atriums of the buildings.
- C. The speed limit on condominium property is 10 miles per hour. The safety of all residents is dependent upon all operators of automobiles and bicycles observing due caution and consideration of other operators and pedestrians.
- D. A black nylon bicycle cover may be used on bicycles stored in the current bicycle rack locations when the bicycle is not in use and when the owner of said bicycle is in residence. Specifications: Nylon Bicycle Cover-Black with Velcro tied down tabs. Brand: Cyclepro. Cost \$19.99 plus tax (5-7-07) Code 6973200-Available at The Bike Route- Phone (239) 262-8373.

III. CLUBHOUSE

- A. The clubhouse will be locked at all times other than office hours (which are 8:00 a.m. to 4:00 p.m.) Monday through Friday. Owners, lessees, and guests may enter by means of the pass key issued to all owners. This key will open the main entrance door on the first floor, the outside doors to the restrooms, and the lock on the tennis court gate. Please be certain the lights and fans are turned off, and that all doors are closed and locked when leaving.
- B. The clubhouse will be available for use from 6:00 A.M. to 10:00 P.M.
- C. Children under thirteen (13) years of age must be accompanied by an adult resident when using the building. If they need to use the restroom facilities without being accompanied by an adult, they should enter through the outside restroom doors. They are not to enter any portion of the building from the restrooms.
- D. Children under eighteen (18) years of age may use the saunas only if accompanied by an adult resident. Guests not staying overnight must be accompanied by their host owner or lessee while using facilities.
- E. Shoes and shirts or tops must be worn by all person using the clubhouse. Swimmers or sunbathers wishing to use the restroom facilities of the clubhouse are to enter through the outside restroom doors at the side of the clubhouse.
- F. Wheelchair-Lift Usage: Use of the wheelchair-lift shall be restricted to those with disabilities and requires a key for use. During normal business hours, Management will assist in providing the key for use. This key may be signed out from the HLV Management Office with a \$10.00 deposit during normal business hours of 8:00 A.M. to 4:00 P.M. If use of the wheelchair-lift is needed outside of regular office hours, any signed out key must be returned via the mail

slot/suggestion box immediately following its use. Use of the wheelchair-lift shall only be available during regular Clubhouse hours of 6:00 a.m. to 10:00 p.m.

G. Reservations: Owners and lessees in residence may reserve the second floor of the clubhouse for private non-commercial social parties, subject to approval of the Manager and a member of the Board of Directors.

1. Any request for reservation must be made by an authorized occupant in the residence who must be present at the party.
2. No reservation will be made for Holidays.
3. Reservations must be made with the Office Manager at least fourteen (14) days prior to the date on which the party is to be held. The request must be in writing on the form provided at the office.
4. Only the second floor may be reserved and used during the party.
5. The resident owner and lessee who reserve the use of the second floor of the clubhouse for a private party will be responsible for cleaning and leaving the facility as it was before use. The resident owner and lessee will be held responsible for any damage incurred or missing terms regardless of cost. A deposit of Fifty Dollars (\$50.00) shall be paid to the Office Manager when the reservation is made, which will be used, if necessary, to cover cleaning costs or damage to the property. Following subsequent inspection by the Manager, the deposit will be returned by the Office Manager, unless expenses for cleaning or damages have been incurred. The deposit shall be by check payable to "Hidden Lake Villas Condominium Association, Inc."
6. Immediately following approval of the request for reservation of the 2nd floor of the clubhouse, a notice will be posted on all building bulletin boards and outside the clubhouse office showing the date and hours of the reservation. Reservations will be honored only as entered in the reservation book.
7. All reservations will be subject to a maximum use of seven (7) hours including set-up and preparation time. Set-up may not begin any sooner than two (2) hours prior to the beginning of the party except when special permission has been granted by the Manager.
8. The individual reserving the party room shall be responsible for locking all doors, checking all ash trays, and turning off all lights, kitchen appliances, air conditioner, and heat before leaving the premises.
9. The normal closing hour of 10:00 P.M. and all other Rules and Regulations set forth herein shall be observed.
10. The maximum capacity of the second floor is eighty (80) persons.
11. The kitchen will only be open for reserved activities.
12. Fire exits must not be locked or blocked at any time.

H. CLUBHOUSE BULLETIN BOARD: The clubhouse glass enclosed bulletin board located near the front door shall be the official location of all Association meeting notices. (Adopted at a duly posted Board Meeting 6B110).

IV. SWIMMING POOL

A. Guests not staying overnight must be accompanied by their host owner or lessee. Owners and lessees may have a maximum of three (3) guests in the pool or on the pool deck, unless the guests are family members.

- B. The swimming pool shall open at 8:00 A.M. and close at the time mandated by government as posted.
- C. Outside telephone on Clubhouse Wall is for Emergencies only.
- D. Children under the age of thirteen (13) will be accompanied by a responsible adult in bathing attire while in the pool and on the pool deck.
- E. Incontinent persons are not permitted in the pool. Children who are not reliably toilet-trained are required to wear an authentic swim diaper so as to prevent fouling of the pool. Parents are asked to check their child's swim diaper every 30 minutes and replace it as needed to maintain a sanitary pool.
- F. Floats, rafts, snorkels, fins, scuba equipment, toys, balls, and water pistols are prohibited. "Noodles" arm floats for children, sit in swim rings for babies, and swim goggles are allowed.
- G. Jumping or diving into the pool or from the life line is expressly prohibited.
- H. No running, ball playing, shoving, yelling, or loud noises in the pool or pool deck area. Operation of a radio, record player, tape deck, etc. is prohibited in the pool or pool deck area except with earphones. Pool and pool deck users should recognize that they are in the immediate vicinity of condominium lanais/balconies, and noise must be kept at a level so as to not disturb residents.
- I. No glass container of any kind or nature whatsoever, including, but not limited to, glass ash trays, are permitted in the pool or on the pool deck. Styrofoam, paper, and plastic cups are permitted and must be deposited in the trash receptacles when no longer in use.
- J. In accordance with these Rules & Regulations, no food shall be allowed in the pool deck area, except while seated at the tables provided on East, West, and south side of the pool, and at special functions approved by the Board of Directors. All food and drinks must be kept at least six (6) feet from the pool edge. Tables must be cleaned after use, and trash put in dumpsters, and recycle bins, not poolside trash cans.
- K. Users of the pool must wear standard swimming attire. No cut-off jeans, trousers, or other forms of clothing are permitted. Only water shoes are permitted. Person using the pool or pool deck are required to wear some sort of covering other than a swim suit between the pool and their unit, such as a robe, beach jacket, or top. Shoes or sandals are also required.
- L. Health Department Rules and Regulations require showering before entering the pool. If necessary, a second shower is required to remove all oil and suntan lotions.
- M. State Law requires that the life line remain attached at all times. The life line is not a toy. Standing on, diving from, stretching, or other abuse of any kind is prohibited.
- N. Pool Chairs and Lounges may not be reserved.
- O. Persons with body sores, scabs, the flu and/or warts are not permitted to use the pool. Bandages/Band-Aids, waterproof or otherwise should not be worn as a cover to sores and scabs in the pool. Swimmers can re-enter the pool once sores have completely healed.
- P. Swimmers wishing to use the restroom facilities of the clubhouse are to enter through the outside restroom doors.
- Q. Person wishing to enter the clubhouse must wear the proper clothing and sandals, i.e. dry cover-up and must not drop or track moisture onto the carpet or flooring.
- R. Smoking is not permitted within the pool enclosure, which includes the clubhouse and the deck surrounding it.

V. TENNIS & PICKLE BALL COURT RULES & REGULATIONS

- A. Courts shall be open from 8:00 A.M. to 9:00 P.M. Daily

- B. Entrance to Courts
 - 1. A special key is required. Keys are provided to each condo unit.
 - 2. The gate must be locked at all times.
- C. Children under 7 years of age are allowed on the court only if they are actively engaged in playing tennis/pickle ball and are supervised by an adult.
- D. Reserving a Court
 - 1. Only owners in residence, registered renters, and members of their families (staying as house guests) are permitted to reserve or register court time. The reservation sheet must be filled out completely in pencil. Name and condo number must be legible.
 - 2. A reservation sheet will be posted by authorized personnel not later than 8:00 A.M. the day previous to play. Court times will be in 1 hour blocks.
 - 3. Players are to vacate the courts promptly upon completion of the Game in progress at the end of their reserved time, unless no other players are waiting.
 - 4. Waiting players are not to enter courts until their reserved time.
 - 5. A guest must be accompanied by an owner or renter.
 - 6. Anyone reserving time who determines that they are unable to use the court, should erase the reservation at the earliest possible time.
- E. If playing in unreserved time, a qualified player must register on the registration sheet. Only those qualified as stated above may be on the courts.
- F. Players using the courts at night must extinguish the lights immediately after use, unless others are waiting to play.
- G. Attire
 - 1. Appropriate court attire must be worn.
 - 2. Only tennis court shoes are allowed. No running, walking, athletic, or street shoes are allowed; these shoes damage the court surface and increase maintenance costs. Any sneakers that will not mark the courts are allowed. It is the responsibility of the wearer to make sure that the sneakers worn do not mark, or they may be liable to a penalty.
- H. All players must identify themselves and show their right to be on the courts at a request of the Manager, a member of the Board of Directors, a member of the Athletics Committee.
- I. No professional (paid) coaching or tennis lessons are permitted on the courts.
- J. Any activities not covered by the above should be cleared with the Athletics Committee.
- K. No smoking on the courts or in the enclosure.

VI. OVERNIGHT GUESTS, RENTERS, AND BOARD-AUTHORIZED OCCUPANTS

- A. If proper notice has not been given, the Board of Directors may disapprove the lease without prior notice. However, the lessor(s) and lessee(s) may provide the Board the required notice and request reconsideration. Any lease entered into without approval shall, at the option of the Board, be treated as nullity, and the Board shall have the power to evict the lessee(s) in accordance with Chapter 83, Florida Statutes, without securing consent to such eviction from the unit owner.
- B. Lease terms may only be for a minimum of three months and a maximum of nine months annually.

C. No option to extend or renew a lease for any additional period shall be contained in any lease. Assignment and hold-over provisions shall not be included in the lease term and conditions.

D. All lessees, overnight guests, and Board-authorized permanent occupants must register with the Office upon arrival. Building Captains, as noted on the residential building bulletin boards, are available for temporary registration when arrival is after Office hours. It is imperative the office knows who is on the premises in the event of an emergency.

E. It is the responsibility of the unit owner to provide lessees, guests, and Board-authorized permanent occupants with the relevant requirements of the Condominium's Declaration of Condominium and Rules and Regulations.

F. Unit owners acknowledge the requirements of the State of Florida and Collier County with regard to a tax on rentals and agree to hold the Association harmless with regard to this obligation.

VII. TRANSFER OF UNIT BY DEVISE OR INHERITENCE

If any Unit owner shall acquire his title by sale, gift, devise, inheritance, or other form of transfer, the continuance of his ownership of his unit shall be subject to the approval of the Association. Although approval to own or occupy may not be denied to any devisee or heir who was the prior owner's lawful spouse at the time of death, or was related to the deceased owner by blood or by adoption, the new owner must still comply with the following:

A. Each new owner shall notify the Association of his acquisition of title to a Unit within six (6) months of acquiring said title.

B. Each new owner shall submit an application for approval to the Association within six (6) months of acquiring title to a Unit.

C. Each new owner shall pay a transfer fee of \$100.00 to the Association, which shall be used to Offset the Association's cost of reviewing the application for approval, and updating the official records of the Association, member roster, etc.

VIII. POLICIES AND PROCEDURES

Board adopted policies and procedures are incorporated into these Rules. See attached Exhibits to this document for:

A. Forms laying out procedures involved in applying for a Certificate of Approval for Transfer of a Unit (new owner), for Leasing, and for Permanent Occupancy; and for Registration of a Guest (See Exhibit A to these Rules).

B. Roof Access Procedures for the protection of the roofs (See Exhibit B to these Rules).

C. Hurricane Guidance Procedures for Residents (See Exhibit C to these Rules).

D. Departure Guidance Procedures for Residents (See Exhibit D to these Rules).

E. Payment of vendors called by the Association in an Emergency Situation: In the event that the Association must call in a vendor during an emergency situation and the responsible owners do not pay their invoice within 60 days, the Association will pay the appropriate vendor and invoice/lien the responsible unit owner. Any further legal action will be taken as necessary.

F. Emergencies & Lockout Procedures when the HLV Office is Closed (Exhibit I).

G. Rules & Regulations for Unit Owners, Contractors, and Decorators for Maintenance, Alteration, and Improvements (See Exhibit J).

In accordance with Florida Statute 718.111(11), all unit owners must carry H06 insurance coverage on the contents of their units with policies to include at least \$2,000.00 of Loss assessment coverage per occurrence. Failure to comply with this rule may result in a fine at a rate of \$100/day with a

maximum of \$1,000 for unit owners who do not carry this State mandated coverage.

IX. OWNER OPTIONS AT OWNER EXPENSE

A. Screen Doors: Owners are allowed, at their own expense, to install a screen door in front of their front door, provided the door is one of those already approved by the Board. The pre-approved screen doors are incorporated into these Rules and can be found under the Procedures/Owners' Options in these Governing Documents Manual. Screen doors installed prior to January 9, 2006 shall continue to be allowed until change of ownership or deterioration of door. Any screen door in a deteriorated condition must be removed, regardless of type.

B. Walkways: First floor owners are allowed, at their own expense, to install walkways to the sidewalk or parking lot from their lanais, provided the walkway is paved in a design, color, size, and material similar to that installed as of March 2004 at Unit A-15 or Unit C-16, and provided the walkway be professionally installed, and provided that the contractor meets all insurance and other documentation requirements of our governing documents. Walkways installed before March 31, 2004, shall continue to be allowed until they begin to deteriorate.

C. Plants: No owner-installed plants of any kind are allowed on the common grounds except in the lanai garden areas where first floor owners may, at their own expense, add to the foliage by planting annuals, excluding vegetables, either in the ground or in the terracotta pots, if they wish. However, pots and any annuals planted must be removed by the owner when the flowers are exhausted, or when the owner leaves for the season, or if instructed to do so by the Board or Management. This rule contains the reminder that, unless prior approval is given by the Board, all ornamentals (statues, fountains, poles, hanging baskets or pots, welcome signs, little flags, sculpted egrets, and so on) are prohibited by the Declaration of Condominium requirements regarding common areas.

D. Storm Shutters: Board approved Specifications for installation, at owner's expense, of Storm Shutters on windows and balconies/lanais are attached as Exhibit F to these Rules (See Exhibit F to these Rules).

E. Peepholes: An owner may install a peephole on the front door, at the owner's expense.

F. Office Services: Procedures and fees for owners who wish to receive an extra copy of the Governing Documents Manual, Monthly Financials, and/or Minutes of Board Meetings are attached, along with Procedures and Fees for Personal Copying and Faxing through the Condominium Office. (See Exhibit G to these Rules).

X. COMPLIANCE AND DEFAULT; REMEDIES

A. Unit owners, guests, lessees, Board-authorized permanent occupants and invitees who fail to comply with these Rules and Regulations may be subject to enforcement as provided by Florida Laws and the Governing Documents of Hidden Lake Villas Condominium Association, Inc.

B. Procedures for fining alleged violators and for appeal of fines recommended by the Board are attached. (See Exhibit H to these Rules).

XI. Exhibits A through J.

Approved by Board of Directors
March 30, 2017