BELLA TERRA

Fining and Compliance Committee Guidelines

OPERATING PROCEDURE

Revision Approved by the Master Board 2024-04-24

❖ **Mission Statement**

The Purpose of these guidelines is to insure an equitable and uniform fine structure. The application of these guidelines will promote safety by providing just penalties for those who violate the established community rules and regulations, and covenants of Bella Terra of SW Florida HOA.

❖ **Guidelines**

- Posted speed limits within Bella Terra are as follows:
- Bella terra Blvd. between the TDL crosswalk and the third circle (Irsina Dr.) 30MPH
- All two-lane residential streets 20 MPH
- Barletta Lane 20 MPH
- The TDL Crosswalk to Corkscrew Road 20MPH.

❖ **Proposed Fine Structure**

The threshold above which a citation will be issued.

- In the 30 MPH zone the violations stares at 36 MPH
- In the 20 MPH zone the violation starts at 24 MPH
- Upon acceptance of these guidelines by the Board of Directors, warning and fining letters issued are with the approval of the Board of Directors.
- Any appeal or review of these fines will be conducted by the Fining/Compliance Committee and can be scheduled by written request 14 days prior to next Compliance/Fining committee meeting. The findings of the Fining/Compliance committee are final.

❖ **Fining process for Speeding**

- The first violation will result in the issuance of a warning letter.
- If in the six (6) months no additional violations are issued the record is cleared
- The second violation in six (6) month period will result in a $100.00 fine.
- Vehicles not found in the Bella Terra database will be identified by DMV search.

❖ **Procedure for the use of Traffic Hawk**

- Traffic Hawk may be utilized 24 hours per day and 7 days a week.
- Data collected will be stored for one year.
- It will be the responsibility of the security roving patrol officer to set up and calibrate the Traffic
- Hawk system each time it is used.

- The precise location and direction the Traffic Hawk is pointing must be recorded.
- **A calibration log must be maintained, and available to the fining/compliance committee at each meeting.**
- Data extracted from the Traffic Hawk after each usage will be downloaded to a computer in the guardhouse by the officer on duty.
- The officer in the guardhouse will review the data collected and compile a list of the violators.
- The violators list will be forwarded to the property management company for processing.
- The property management company will send a notice of violation to the vehicle owner specifying a warning or fine of $100.00 based on the owner's violation record. The notice will also provide the date and time a violator can appear before the fining committee if they The property management company will maintain the official log of violations.

❖ **Contractors and Service Providers**

- 1st Offense: Warning letter sent to the company detailing the incident and the consequences of future infractions.
- 2nd Offense: $100.00 fine mailed to the company and revocation of driving privileges on the
- property for 30 days.

❖ **Fining process for Parking**

- The first violation will result in the issuance of a warning letter.
- If in the six (6) months no additional violations are issued the record is cleared.
- The second violation in a twelve-month period will result in a $25.00 fine.
- If in the next six (6) months no additional violations are issued the record is cleared.

❖ **Unlicensed Operator**

- First Offense- Warning
- Second Offense- $50.00
- Third Offence of more- $100.00

❖ **Unregistered Golf Carts and Unlicensed**

Each occurrence-$100.00

❖ **Violation of Pool Rules**

- First Offense- Warning- Bella Terra Staff and/or Alert ask them to leave the pool area.
- Second Offense- $50.00
- Third Offense or more $100.00

❖ **Special Note**

The above fine structure is a guideline to be used by the Fining/Compliance Committee. At times there will be extenuating circumstances that may warrant lessening or waving a fine. All actions by the Fining/Compliance Committee shall be by majority vote and will be final.

Bella Terra of Southwest Florida, Inc.

20070 Bella Terra Blvd.
Estero, FL 33928
Phone: 239-495-7172 * Fax: 239-405-7417

Title:	**Membership Photo ID Access Cards**	Page #: 1 Of: 1
Section:	**General Administration**	
	Effective Date:	
Distribution:	**BOD; Administration Staff; Access Control Staff**	
Reference:	Bylaws 2.1 Members. Every person or entity who or which is a record owner of a fee or undivided fee interest in any Lot or Tract which is subject to the Declaration shall be a member of the Association	

Aproved BOD	11/21/17

Policy:
Membership Photo ID Access Card

Purpose:
To clarify proof of membership in the Association, to define who will be issued a membership photo ID Access Card, as provided for in the Protective Covenants of the Association and to establish use conditions for membership cards.

Procedures:
The Membership Photo ID Access Cards, as defined in the Bylaws, shall be a wallet sized photo ID card. This card shall be issued to members in good standing, whose name(s) appear on the Warranty Deed, which is the document deemed by the Association to be satisfactory proof of ownership, their spouse and any other legal dependents over the age of 13. (See Exhibit A for the definition of a dependent.) For units owned by corporations, partnerships or trusts, ID cards shall be issued only to the persons documented as owners, partners or trustees.

The ID card shall contain the name, photograph and membership number designating the primary residence of the member. ID cards shall be renewed on a regular basis, with a date of expiration clearly visible. ID cards may further be issued to family members, as defined in Article XII, provided that permanent residency is established, as proven by a valid Lee County Driver's License.

ID Cards shall be presented to use all the amenities of Bella Terra and must be shown to staff members and Access Control Personnel upon request. Access to certain amenities may require that the card be swiped through a reader to confirm that the ID card is active. Members may bring guests to the various amenities, as laid out and limited in the Guest Use Policies and Procedures for the individual amenities. Bella Terra staff retains the right to take possession of an ID Card being used by anyone other than the person to whom it was issued. These Photo ID cards are not transferable and remain the property of the Association; they shall be returned upon sale of property. There will be a $10.00 fee for non-returned or lost ID cards.

Authorized Tenants (with a lease approved through a Bella Terra Association) may purchase a photo ID card for a onetime fee of $10.00 with the understanding that all the above rules apply. These Photo ID cards are not transferable and remain the property of the Association; they shall be returned upon termination of the lease. There will be a $10.00 fee for non-returned or lost ID cards.

EXHIBIT A

The term "dependent", with respect to a member of the Bella Terra of SW FL Master Association, means "the following persons:

(1) The spouse of the member.

(2) An unmarried child of the member who--

(A) is under 21 years of age;

(B) is incapable of self-support because of mental or physical incapacity and is in fact dependent on the member for more than one-half of the child's support; or

(C) is under 23 years of age, is enrolled in a full-time course of study in an institution of higher education, and is in fact dependent on the member for more than one-half of the child's support.

(3) A parent of the member if--

(A) the parent is in fact dependent on the member for more than one-half of the parent's support; or the parent resides full time with the member

(4) An unmarried person who--

(A) is placed in the legal custody of the member as a result of an order of a court of competent jurisdiction in the United States (or Puerto Rico or a possession of the United States) for a period of at least 12 consecutive months;

(B) either--

(i) has not attained the age of 21;

(ii) has not attained the age of 23 years and is enrolled in a full-time course of study at an institution of higher learning; or

(iii) is incapable of self-support because of a mental or physical incapacity that occurred while the person was considered a dependent of the member under this paragraph pursuant to clause (i) or (ii);

(C) is dependent on the member for over one-half of the person's support;

(D) resides with the member unless separated by the necessity to receive institutional care as a result of disability or incapacitation

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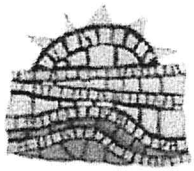

Title: VENDOR BAR CODE POLICY	Page #: 1 Of: 1
Section: Access	
Number:	Effective Date: **11/7/2017**
Department: **Administration/ Security**	Date of Previous Issue:
Distribution: **BOD/Admin/Security**	
Reference:	

Approved 7/26/17	BOD

Policy: Bella Terra Master Association Vendor Barcode Policy

Purpose: To efficiently manage access for the frequent vendors entering the community.

Procedures:
Any routine vendor who accessed the community more than 2 times per week must register with the Administration Office and purchase an annual Transponder(s):

1 Vehicle - $50
2 – 3 Vehicles $50 for 1st and $25 for remainder
4 0 9 Vehicles $50 for 1st and $15 for remainder
10 or more Vehicles $50 for 1st and $10 for remainder

All Landscaping & Pool companies are required to obtain transponders for access into the property.

All roofing companies working with Bella Terr Sub Associations for more than 30 days will be required to obtain a transponder(s) for access into the community.

Certain Vendor/Commercial vehicles are exempt from the fees in this policy. They are:

- Postal
- Moving vans
- Federal Express, Airborne, UPS, etc.
- Utility companies: Century Link, Comcast, Direct TV Dish Network
- Charities (Goodwill, Salvation Army, Churches
- Alliant, CDD, Estate Landscaping Employees
- Taxi cabs and limousines (when such services are requested by Bella Terra members only)
- Tow trucks (when such services are requested by Bella terra members only)

Bella Terra of Southwest Florida, Inc.

20070 Bella Terra Blvd.
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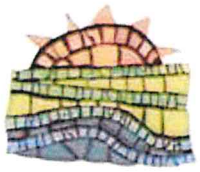


Bella Terra Donation Policy

**Purpose: **
The purpose of this policy is to establish guidelines for the acceptance and management of donations within the residential community, ensuring transparency, accountability, and fairness in the distribution and utilization of donated funds or goods for the benefit of the community.

**Scope: **
This policy applies to all residents, tenants, donors, recipients, and stakeholders involved in donation activities within the residential community.

**Policy: **

1. **Definition of Donations: ** Donations refer to voluntary contributions of money, goods, or services made by individuals, businesses, or organizations for the purpose of supporting community initiatives, projects, or programs within the residential community.

2. **Acceptance of Donations: ** The community management or Master Board of Directors may accept donations on behalf of Bella Terra, subject to the following conditions:
   - Donations must be made without any expectation of personal benefit or preferential treatment.
   - Donations must be consistent with the values, goals, and needs of the residential community.
   - Donations must comply with all applicable laws, regulations, and ethical standards.

3. **Utilization of Donations: ** Donated funds or goods shall be utilized for the benefit of the community or identified charities in accordance with the following guidelines:
   - Donations shall be used to support community initiatives, projects, or programs that enhance the quality of life, promote safety and well-being, or improve amenities within the residential community.
   - Donations shall be managed and allocated transparently and responsibly, with consideration given to the input and preferences of community members.

4. **Reporting and Accountability:** The community management shall maintain accurate records of all donations received and their utilization, including details of donors, amounts, purposes, and outcomes. Regular reports on donation activities shall be provided to the community members to ensure transparency and accountability.

5. **Acknowledgment of Donors:** Donors shall be acknowledged and recognized for their contributions to the residential community, unless they request anonymity. Recognition may include public acknowledgment, signage, or other forms of appreciation as deemed appropriate by the community management.

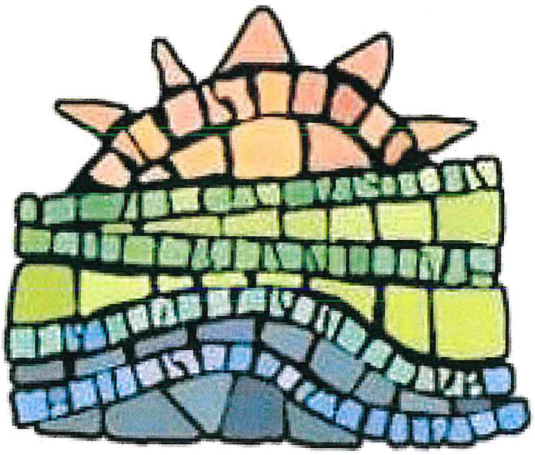
6. **Limitations on Donations:** The following limitations shall apply to donations within the residential community:

Adopted by the Master Board 2024-05-22

- Donations from individuals, businesses, or organizations with a conflict of interest or promoting controversial or divisive causes shall be subject to careful review and may be declined at the discretion of the community management or Master Board.
- Donations that come with strings attached or conditions that are incompatible with the values or interests of the residential community shall not be accepted.

**Implementation: **
This policy may be communicated to all residents, donors, and stakeholders through community meetings, newsletters, and postings on community notice boards. Community management or the Master Board shall be responsible for enforcing this policy and overseeing donation activities within the community.

**Review and Amendments: **
This policy shall be reviewed periodically by the community management or Master Board to ensure its effectiveness and relevance. Amendments may be made as necessary to address changing circumstances or community needs.



Bella Terra

Welcome Packet

Revised June 2024



Bella Terra of Southwest Florida, Inc.

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Opt-In and Release Forms



Dear New Bella Terra Homeowner:

On behalf of the Master Association Board of Directors and the residents of Bella Terra, welcome to our community. Over the coming months we look forward to meeting you, whether it be walking down the streets, at the pool, or at one of our many community events.

Bella Terra would not be as successful as it is without the volunteers who lead our boards and numerous committees. The operation of our homeowners' association is governed by a board of directors. The six board members, representing the condos, townhomes, villas, and single-family homes, are elected on a staggered basis by the community at the annual homeowners meeting in March. The board is responsible for overseeing the daily functions and financial responsibilities of the Association, and for maintaining members' compliance with the established rules and guidelines. There is a monthly Board meeting, held on the fourth Wednesday of each month at the community clubhouse. All homeowners are invited and encouraged to attend.

Our community website, **bellaterraswfl.com**, is a repository of information regarding Bella Terra. Upcoming activities and events, announcements, a community calendar, Rules and Regulations, and architectural review forms can all be found there. Please take a few minutes to visit, register and familiarize yourself with this resource and to get to know your community. If you are on Facebook, you can also join the official Bella Terra Facebook page, named "**Bella Terra of SWFL**". This page will keep you up to date on important information and events in real time. Watch your email inbox for the bi-monthly Bella Terra newsletter and tune to Hotwire channel 99 for updates on the happenings in our active community.

As a new homeowner, you may already have some ideas on how you'd like to improve your property. Please keep in mind, the Association has an Architectural Review Committee (ARC) to help maintain the quality of our neighborhood. Its function is to evaluate the plans for all exterior landscaping, repairs, and remodeling to ensure compliance with all covenants, restrictions, and guidelines. The purpose of this review is to protect our scenic environment and maintain the value of our homes. Please refer to page 15 of this Welcome Packet for more information on the ARC.

Again, welcome to the Bella Terra community! We know you'll find this is a great place to live and we encourage your participation in our activities and functions.

Sincerely,

Bella Terra of Southwest Florida Board of Directors

Bella Terra

Bella Terra Quick Reference

Lee County Sheriff (Non-Emergency)	(239) 477-1840
Security Rover (24 Hours)	(239) 898-5740
Bella Terra Office (Alliant Property Management)	(239) 495-7172
Bella Terra Office (Fax)	(239) 405-7417
Alliant Property Management (After Hours)	(239) 454-1101
Estero Fire Department (Non-Emergency)	(239) 390-8000
Estero Post Office	(239) 948-2402
Florida Power & Light (FPL)	(800) 226-3545
Lee County Utilities (Water & Sewer)	(239) 533-8845 / (800) 485-0214
Think Utilities (Condominium Water)	(888) 696-3837
Hotwire (Cable TV, Phone, Internet)	(239) 217-3262 bellaterrasupport@hotwiremail.com
Waste Pro (Trash and Recycling Bin Delivery)	(239) 337-0800

- Recycling and Horticultural Collection every Monday
- Trash Collection every Monday
- Condo Trash Dumpster Collection every Tuesday
- Condo Recycling Collection every Monday

Online Guest Gate Access	https://community.dwellinglive.com
Guest Gate Access Automated Line	(888)994-4117
Community Information, Documents, Work Requests	www.bellaterraswfl.com
Wi-Fi password at Clubhouse, Pool & Gym	bellaterrawifi

Tune to Hotwire Channel 99 for Community News and Announcements



Bella Terra Administrative Contacts

Bella Terra Primary Email:

Bellaterra.office@alliantproperty.com

Master Association:

- Bella Terra of Southwest Florida, Inc.
  Community Association Manager (CAM) – Priscilla Segarra (priscilla@alliantproperty.com)
  20070 Bella Terra Blvd.
  Estero, FL 33928
  239-495-7172 ext. 205

Sub-Associations:

- Single Family HOA Inc.
- Townhomes I at Bella Terra
- Villas I at Bella Terra
- Villas II at Bella Terra
- Villas III at Bella Terra

  Community Association Manager (CAM) –) Adnita Perez –(Adnita.perez@alliantproperty.com)
  20070 Bella Terra Blvd
  Estero, FL 33928
  239-495-7172 ext. 202

- Condominiums
  Castle Group
  Liz Christie, CAM
  lchristie@castlegroup.com
  21101 Design Parc Lane, Suite 102
  Estero, FL 33928
  239-498-5455
  FAX 941-254-5803
  www.castlegroup.com

Alliant Property Management, LLC Main Office:

13831 Vector Ave.
Fort Myers FL 33907
239-454-1101
www.AlliantProperty.com

Bella Terra

Bella Terra of Southwest Florida, Inc.

Staying Connected with the Bella Terra Website and DwellingLIVE

The community website, www.bellaterraswfl.com is the best way to obtain information and communicate with the administrative offices. The site is updated daily and contains news and activities of interest to all owners. By using the messaging feature, work requests and other communications can be sent to the administration team. Unlike telephone requests, these messages are documented and can be reviewed later by association board members.

To create a Service Request:

1. Make sure that you are in the correct "community". (Is it a Master or Sub-Association concern? If you are not sure, please contact the office at 239-495-7172.) The "Change Unit" option at the top of the page will allow you to switch between your two communities.
2. Once in the correct community, click on "Requests" on the left-hand side.
3. Click on the type of request
4. Enter your request or concern
5. Hit the "Save" button. This will send your request to the office for review.

Please keep in mind that this is a "request" for work to be done. By completing a request, your concern will be looked into, but it does not guarantee that work will be performed. With most requests involving communication between the office, committee and/or board members, and possibly vendors, the process may take up to 48 hours before a response is provided. Every concern is important, but your patience and understanding is appreciated while volunteer members look into your issue.

Dwelling Live:

DwellingLive, https://community.dwellinglive.com (or the app) is a web-based gate access system that allows owners to control and monitor guests. Upon registration with the master association after closing, new homeowners will receive a username and password to login and use the online service. Some features are as follows:

- Register all guests prior to arrival at the front gate.
  ***Please note – In an effort to keep the "Visitor's Lane" moving at a safe and steady pace, guests that are not registered will be turned around by the guard and it will be the guest's responsibility to contact you to allow gate access. No attempt will be made by the security team to "check" with you via phone. ***



- Owners are permitted up to 15 permanent guests at any time. Permanent guests (not including vendors) are issued passes for 30-day periods at a time.
  - Electronic passes can be issued for 30 days
- Filters can be set to notify you when a guest has been added to your address and when guests have arrived at the gate.
- "Restrict Access" is available to keep specific individuals from entering using your address.
- From time-to-time, such as Halloween, special guest pass rules are set in place to keep traffic moving at a safe and steady pace.

Dwelling Live can be managed from a computer, tablet or cell phone app. This is an automated service that does not allow you to speak with a guard. If you need immediate attention from a security guard concerning gate access issues, please call the Security Rover at (239) 898-5740



Bella Terra of Southwest Florida, Inc.

Amenity Hours

Business Office	Monday - Friday	9:00 am – 5:00 pm
	Saturday – Sunday	10:00 am – 4:00 pm
Community Clubhouse	Monday – Friday	9:00 am – 8:00 pm
	Saturday- Sunday	10:00 am – 4:00 pm
Fitness Room:	Monday-Sunday	24 hours (with access card)
Pool:	Monday-Sunday	Daylight – Dusk
Tennis/Pickleball:	Monday-Sunday	Daylight – 10:00pm
Basketball:	Monday-Sunday	Daylight – 10:00pm
Inline Skate Rink:	Monday-Sunday	Daylight – 10:00pm
Playground:	Monday-Sunday	Daylight – Dusk
Volleyball Courts	Monday-Sunday	Daylight – Dusk
Bocce Courts	Monday-Sunday	Daylight – Dusk
Ball Fields	Monday-Sunday	Daylight – Dusk

- Children under the age of 13 must be accompanied and directly supervised by an adult at all recreational facilities, community center, and pool areas.

- Pickleball Special Hours - From November 15th to April 15th between the hours of 9 AM and noon, courts are reserved for residents and overnight guests only. A resident must be present for overnight guests to play, and when courts are fully occupied, residents have priority.

Bella Terra

Bella Terra of Southwest Florida, Inc.

Amenity Guest Pass Policies

- Amenities guest passes are for registered house guests only who will use an amenity without the presence of the homeowner.
- The purchase and activation of an amenities guest pass requires authorization from the homeowner.
    - Rental tenants may purchase the amenities guest passes only if written permission is granted by the homeowner.
    - If owners are found to be using amenity guest passes for illegal renters, all amenities guest passes that had been issued to that owner will be revoked AND no further amenities guest passes will be issued to that homeowner.

- The amenities guest pass is a permanent and reusable card that will only be activated when guests are registered (see below).
    - This permanent pass is a plastic card.
        - The photoless pass will identify the address of the homeowner.
        - One permanent pass will cover a maximum of two adults and four children (under the age of 13).
        - Anyone 13 years or older is considered to be of a responsible age, and therefore, required to have an amenities guest pass to use the pool, spa, or game room.
        - Only guests 18 years or older may use the gym (as per the standard rules for homeowners and renters) and therefore, are required to have an amenities guest pass to enter.
    - Up to three (3) permanent passes can be purchased per address.
        - There is a one-time $10 fee for each permanent pass.
        - If a permanent amenities guest pass is lost or stolen, it needs to be reported to the office so that it can be permanently deleted from the homeowner's account.
            - Replacement pass(es) will need to be purchased again for $10 each.

- A temporary paper amenities guest ID is needed to identify visiting guests. This ID is used together with the permanent pass. When guests are registered, the permanent pass will be activated. Your guests do NOT need to be present when registering them, but you DO need to bring in the permanent pass so that it can be activated. (If it was purchased at an earlier date).
    - There is no charge for this temporary ID.
    - The issuance of this temporary paper ID requires authorization from the homeowner and a staff member.
    - Out-of-town homeowners may request a temporary guest ID via telephone or email.
    - A temporary ID expires after 14 days. The homeowner can request up to a 14-day extension.
    - Because the temporary ID activates the permanent pass, the number of guests on one pass has a maximum of two adults and up to four children (under the age of 13 years-old). If you are registering more people than permitted on a single permanent pass, a second and/or third permanent pass will need to be purchased.



Bella Terra of Southwest Florida, Inc.

Amenity Guest Pass Policies (continued)

To sum up the process:

1. The one-time purchase of a reusable amenities guest pass needs to be made at the clubhouse. The cost is $10 per pass. Buy it and use it forever!
2. Request a temporary (paper) amenities guest ID just before your visitor(s) arrive since there is an expiration date of 14 days. Be sure to bring your permanent pass with you so that it can be activated.
3. The pass and ID must be used together by your guests. Consider using a lanyard to keep the permanent amenities guest pass, and then tuck the temporary pass in when needed.



Bella Terra of Southwest Florida, Inc.

Pool Access Rules

- Pool facilities are for the exclusive use of Bella Terra Residents and their guests only.
- Everyone over the age of 13 must have a Bella Terra Picture I.D. or Guest Pass to enter pool areas. If you do not have an ID or pass, please visit the office during business hours.
- Children under 12 must always have adult supervision in the spa.
- Do not hold/open the gate for others entering the pool area. This will ensure that only authorized individuals are entering.
- Uniformed security personnel are authorized to request to see a proper I.D. People without proper I.D. will be asked to leave.
- Bathroom entry from the pool decks requires the Bella Terra photo I.D. card.
  - Once the pool is closed, alarms are set on the bathroom doors. They will sound if the door is opened with a pass from the outside or if opened from the inside.
- Each resident may bring up to four (4) guests into the pool area. (See Guest Amenities Passes)
- Food, alcoholic beverages, smoking, and vaping are allowed only at the picnic pavilion area located outside the east gate by the playground.
- Non-alcoholic beverages are permitted, but to avoid possible injuries, glass containers are not allowed on the pool deck.
- Diving into pools is not permitted.
- Climbing and/or jumping off the waterfall ledge and the rocks in the Splash Zone is dangerous and prohibited.
- Pets, bikes, skateboards, and rollerblades are to be used outside of the pool areas.
- Adults or children who lack bladder/bowel control must wear swim diapers.

Bella Terra

Bella Terra of Southwest Florida, Inc.

Pickleball Court Rules

- Prime times: Every day between 9:00 am and noon.

  FROM OCT. 15TH TO APR. 15TH COURTS ARE RESERVED FOR RESIDENTS AND OVERNIGHT GUESTS ONLY. RESIDENTS MUST BE PRESENT UNLESS THE GUESTS HAVE A GUEST PASS
  BEFORE 9:00AM AND AFTER NOON TWO (2) GUESTS ARE ALLOWED

- Outside of prime times:

  FROM APRIL 16TH TO OCT. 14TH RESIDENTS ARE ALLOWED 3 GUESTS PER RESIDENT. RESIDENT MUST BE PRESENT UNLESS THE GUESTS HAVE A GUEST PASS

- When courts are fully occupied, residents always have priority.
- Paddles must be USA or USAPA standards approved.
- To play on a court, place your paddle in the holder number where you want to play. One paddle can be used per person.
- Training, coaching, instruction, lessons, leagues, and tournaments are allowed with approval from the office and the Pickleball Committee.
- Children under thirteen (13) must be accompanied by an adult.
- Proper gym attire and court shoes are required.
- No bikes or skateboards are permitted on courts.
- Bikes are allowed only at provided bike racks.
- No animals are permitted on the courts.
- No glass containers are permitted.
- No advertising
- No alcohol consumption is permitted on courts.



Bella Terra of Southwest Florida, Inc.

Fitness Center Rules

- A Waiver and Liability Release Form needs to be completed before any resident and/or guest can make use of the Fitness Center.

- A Bella Terra photo ID card is needed for residents to enter the gym. Be prepared to show proper identification if requested.

- Residents 18 years and older are permitted to use the facility.
    - For safety reasons, children under 13 are not permitted in the Fitness Center. Those ages of 13-15 must be accompanied and under the direct supervision of a parent or guardian. Children 16-17 may use the Fitness Center once they have completed an **orientation provided by the Fitness Subcommittee and have a release signed by a parent or guardian.**

- Residents shall ensure the security of the building while inside and exiting the building.
    - Please be sure that all doors close securely when entering or leaving.
    - Do not hold/open the door for others entering the gym. This will ensure that only authorized individuals are entering.

- Bella Terra of Southwest Florida is not responsible for lost or stolen items. Lost items may be found with the office personnel.

- Appropriate workout attire is required at the Fitness Center. Shirts and closed toed shoes are required; swimsuits, open toed shoes or street shoes are prohibited.

- No food is allowed in the fitness center. Plastic spill proof water bottles are permitted.
    - Spills must be cleaned up immediately. If assistance is needed during business hours, please ask the office personnel for help.

- Please be courteous and respectful of others:
    - Cell phone volume controls need to be in the off position. Calls are permitted outside of the fitness center.
    - Music can be listened to with the use of headphones/earbuds.
    - TV volume should be left as found. Return the remote to a central location.
    - Conversations need to be at an appropriate volume and free of offensive or profane language.

- Equipment usage:
    - If others are present, please limit the time on any machine to thirty minutes including warm up and cool down periods.
    - Re-rack weights and return all accessories to their proper locations.
    - Wipe down/sanitize all equipment when you are finished.
    - Avoid dropping or banging weights.

A full list of rules can be found in the Fitness Center. Violators of the rules will be asked to leave and repeat offenders will face further sanctions/disciplinary action.

Bella Terra

Bella Terra of Southwest Florida, Inc.

Grills, Garbage, and General Cleanliness

Doing our part to keep Bella Terra living up to its name - *Beautiful Land*

- **Outdoor grills** are to be kept in the back of units or in garages (when not in use.) To help keep animals away, it is recommended that grills be cleaned after each use. Gas grills are prohibited from being used or stored at the condos.

- **Waste Pro** is the vendor assigned by Lee County to Bella Terra for all trash pick-up.
    - For information about holiday schedules, large item pick-ups, etc., see the website Solid Waste (leegov.com)

Condo owners:



- Place trash and recycle items into the proper designated bin.
- Once the trash/recycle is disposed of, please close the lids.
- Trash receptacles at the condos are for the exclusive use of condo residents

Homeowners:



- Recycle pick-up is on Mondays.
    - A recycle bin is provided by Lee County.
- Yard waste pick-up is also on Mondays.
    - A separate bin marked "yard waste" or a brown paper bag may be used.
    - Large palm fronds can be placed neatly on the edge of your driveway.
- Trash pick-up is on Mondays.
    - A trash bin with a lid needs to be provided by the homeowner.
- Recycle bins can be put out after 6pm on the night before the pick-up day and trash bins the morning of pick-up day. To deter animals, it is recommended to put out trash and recycle items out on the morning of the pick-up day.



- All waste bins need to be removed from driveways by 6pm of the pick-up day.
- Trash bins are to be kept in garages when it is not a pick-up day.
- **Dog Waste:**
    - Dog waste needs to be cleaned up immediately and disposed of at your residence.
    - If a dog waste container is used, it needs to be kept out of sight from the street view. Condos are not permitted to have an outdoor dog waste container.



Dogs must be leashed when outside.

Bella Terra

Bella Terra of Southwest Florida, Inc.
Rules of the Road

The safety of our residents is paramount. For this reason, governing rules have been put in place.

Speed Limits:



- 15, 20 and 30 mph speed limit signs are posted and enforced throughout Bella Terra.
  - Should a registered guest of a homeowner receive a violation for speeding, it is the homeowner who will be responsible for the fine.
  - 15 mph – Barletta Lane parking lots (condos)
  - 20 mph – Bella Terra Blvd. from community entrance to Barletta Lane (south of the clock tower), Bella Terra Blvd. south of the third roundabout, and all side streets
  - 30 mph - Bella Terra Blvd. from Barletta Lane (south of clock tower) to the third roundabout

Parking:

- All vehicles must be parked in designated parking spaces.
  - Between 7a.m. and 1a.m., street parking is allowed on the ODD side of the side streets.
    - Allow at least 25 feet when parking near a fire hydrant, bend in the road, or by a lift station.
    - Avoid parking on any cul-de-sac.
    - Parking in front of a mailbox is permitted after 6p.m.
    - Cars need to be parked in the direction of the flow of traffic.
    - Be sure car wheels stay on the street. Irrigation sprinkler heads could be damaged by driving/parking on the grass.
- Overnight parking (1a.m. to 7a.m.) on the streets, in the front lot, or in the clubhouse parking lot is prohibited.
- Boats, RVs, trailers, and commercial vehicles are not permitted to be parked on the streets nor in driveways.
- Guest parking permits must be visible from the windshield. Should a registered guest of a homeowner receive a violation for parking, it is the homeowner who will be responsible for the fine.

Golf Carts:



- Only licensed drivers are permitted to operate golf carts.
- Registration of golf carts is required. This can be completed at the Bella Terra office.
- Follow the same rules of the road as automobiles.
- Parking of vehicles needs to take place in paved areas.

Bella Terra

Bella Terra of Southwest Florida, Inc.

Rules of the Road (continued)

Bikes:

- Ride *with the traffic* so that street and traffic signs can be seen and obeyed.

Pedestrians:

- Use the walking paths whenever possible.
    - Located along Bella Terra Blvd. and around the playing fields behind the clubhouse.
    - If walking on a side street, *walk against the traffic*.
- Use the crosswalks when crossing streets.
    - Even though pedestrians have the right of way while crossing in a crosswalk, please be sure to look both ways for traffic. Having curved and winding roads throughout the community, there are a few blind spots for drivers especially on Bella Terra Blvd., so please cross with caution.



Security Rover:

- Bella Terra has a roving patrol that is active 24 hours a day, 7 days a week. The patrol will have a cell phone in the car that can be reached by a resident directly for onsite emergency purposes. (239) 898-5740
- To ensure good results, think before you dial "does my concern really need involvement by the rover". *Their role is to observe and report. They cannot stop a crime or apprehend a criminal – in those instances, 911 should be your first call.*



Bella Terra of Southwest Florida, Inc.

Architectural Review - Exterior Change Rules

The **Architectural Review Committee** (ARC) is a group of Bella Terra residents responsible for interpreting and enforcing the architectural guidelines of the community. The mission of the ARC is to ensure a standardized approval process and a consistent look and feel to the community while also maintaining our competitive property values.

All exterior changes to a residence must first be approved by the Bella Terra of SWFL, Inc. Architectural Review Committee and the appropriate sub-association(s). Please check with your sub-association for any additional constraints that may be unique to that sub-association.

Any change, modification, alteration, addition, or improvement in the exterior appearance of any building, wall, or other structure, and any material change in the appearance of landscaping or the lot itself, requires approval. This includes (but is not limited to):

- swimming pools
- screen enclosures, privacy walls
- patios or patio extensions
- hedges, or landscaping additions or modifications
- storm protection (i.e., hurricane shutters, roll down or hurricane windows)
- statues
- drainage remediation
- satellite dishes, skylights
- exterior lighting, security cameras
- front door glass inserts
- driveway surfaces/extensions/treatments or appearance
- all other improvements or changes of any kind including roof replacements, exterior painting

Please refer to the ARC guidelines for items which require ARC approval and those that do not.

All ARC forms and additional information can be found on the Bella Terra website (www.bellaterraswfl.com), under "Documents & FAQs" > Documents > ARC Forms and Guidelines.

Requests must be completed by the homeowner, submitted to the ARC, and approved before any work commences. All requests must conform to all local zoning and building regulations, and you must obtain all necessary permits if the ARC approves the request. The approval does not relieve the property owner or any contractors performing work on your property from any applicable federal, state, and local laws, licensing and permitting regulation.

Please call the Bella Terra office at 239-495-7172 with any questions.



Bella Terra of Southwest Florida, Inc.

Habitat Community Development District

A community development district (or CDD for short) is a special purpose government framework permitted by Florida Statutes and used by local governments and developers to shift the burden of developing infrastructure, maintaining roads and landscaping, building clubhouses, and other improvements to the homeowners in that district or area.

Habitat Community Development District (CDD) also known as Bella Terra is a beautiful intergenerational community. The Habitat CDD provides local government services and maintains the public infrastructure. That includes the storm water management system, lakes, preserves and roadways. The Habitat CDD was established in April 2003 and is 100% built out.

Mission Statement:

It is the district's mission to maintain and make improvements to its property, in order to provide safe infrastructure within the Bella Terra community.

Such maintenance and improvements are inclusive of:

- The safety of our streets with proper lighting, properly maintained roads and sidewalks.
- Maintaining the quality of the water in our lakes and promoting the health of our lake banks.
- Maintaining preserve areas for the betterment of wildlife indigenous to Southwest Florida.
- Fostering an environmentally conscious attitude in the performance of CDD business, to sustain the natural environment and protect quality of life.

Meetings, Agendas & Minutes

The Board of Supervisors of the Habitat Community Development District currently holds their meetings at the Bella Terra Clubhouse, 20070 Bella Terra Boulevard, Estero, Florida at 4:00 p.m. on the **3rd Tuesday of the month**.

Future agendas and past minutes, as well as much more information can be found on the Habitat CDD website at habitatcdd.com.



Bella Terra of Southwest Florida, Inc.
Bella Terra Committees and Volunteer Opportunities

Bella Terra would not be the great place it is without the many talented and passionate residents who volunteer on our various committees. Volunteers are the lifeblood of an active community and there's no better way to meet your neighbors and make an impact in your neighborhood!

- **Activities Committee** members put on the many social activities, holiday parties and entertainment that keep Bella Terra such a fun place to be. There are many "one-off" opportunities with this committee to assist with specific events and parties.

- Our **Architectural Review Committee** interprets and enforces the architectural guidelines of the community to ensure a consistent look and feel to the community. Please see page 13 in this document for more information on what the ARC does.

- The **Building and Tangible Committee** oversees the upkeep, maintenance, and improvement of common buildings, equipment and tangible assets owned by the community.

- The **Communications Committee** publishes the bimonthly Bella Terra newsletter and works on other projects as needed with the board and other committees to encourage and assist with clear and accessible messaging.

- The **Compliance Committee** assists the master board in matters of rule compliance and violations enforcement. They meet monthly to hear appeals and assess/waive fines for Bella Terra rules violations.

- The **Fitness Center Committee** assists the master board in its decision-making regarding fitness center issues including fitness related activities, equipment maintenance, fitness center expansion and other enhancements.

- The **Landscape and Irrigation Committee** is responsible for the upkeep and maintenance of all common area landscaping within Bella Terra.

- The **Pickleball Committee** organizes community play times, tournaments, socials, and clinics so that everyone who wants to can participate in this fun and very popular sport.

- The **Software Data Committee** helps to ensure that the website and software used by the community is optimized and appropriate for our requirement and needs.

- The **Tennis Committee** looks for ways to promote the sport, puts on a variety of tennis-related activities and supports current and new tennis players within Bella Terra.

If you have any questions, please check with the office in the clubhouse for the best way to get involved.

Alliant Association Management
8719 Winkler Rd Suite 200
Fort Myers, FL
USA
33919
Phone: 239-454-1101
Fax: 239-454-1147
www.alliantproperty.com

Owner Contact Information

Date:

Association Name: Bella Terra Of Southwest Florida

Sub Association (if applicable):

Owners Name (as it appears on Warranty Deed):

Alliant Official Use Only

Entered in to TOPS Program

By_____

Association Address

In Florida

Address:
City/ State/Prov:
Zip/Postal Code:
Home Phone:
Cell phone:
Primary e-mail
Work Phone:
Renter Name & Phone:

Check If Mailing Address ☐

Alternate Address

Address:
City/State/Prov:
Zip/Postal Code:
Home Phone:
Work Phone:
Fax Number:
Emergency Contact
Emergency Contact Phone:

Check If Mailing Address ☐

Boat Slip Number if Applicable

You can opt-in to receive certain communications from the association via e-mail in lieu of it being mailed to you. Please check off the type of information you want emailed to you instead of paper. This will save the association mailing costs.

E-Mail: General correspondence and announcements: ☐ YES

E-Mail: Official letters and notices, like delinquencies and covenant violation notices: ☐ YES

E-Mail: Invoices and Statements: ☐ YES

Signature: _____ Date: _____

Bella Terra of Southwest Florida, Inc.

20070 Bella Terra Blvd.
Estero, FL 33928
Phone: 239-495-7172 * Fax: 239-405-7417

RELEASE AND INFORMATIONAL NOTICE FOR BELLA TERRA OF SW FL AMENITIES: FITNESS, BOCCE, PICKLEBALL, TENNIS, SOCCER FIELD, BASEBALL FIELD, VOLLEY BALL COURTS, BASKETBALL COURTS, IN LINE SKATING RINK & SWIMMING POOLS

The Bella Terra of SW FL fitness, bocce, pickleball, tennis, soccer field, baseball field, volley ball court, basketball courts, in-line skating rink, playground & swimming pools are community amenities, collectively referred to in this document as amenities. All residents, family members and guests of residents have the right to use these amenities without paying a specific fee, if this release is signed, and subject to the following restrictions:

- Children under the age of 13 are not permitted in the fitness center under any circumstances. Children age 13 to 17 must always be accompanied and directly supervised by parent or guardian adult in the fitness room.
- Children under the age of 13 must be accompanied by and directly supervised by an adult at all recreational facilities, community center and pool areas.

The Bella Terra of SW FL amenities are all unsupervised and each person using these amenities assumes all risks, responsibility, costs, and damages associated with using the amenities including any and all equipment.

Attending and playing Bocce, Pickleball and/or Tennis could present a possibility of injury. The risk of injury or even death may arise from the improper use of the courts and by the physical exertion of playing these sports or from use by a person who may not be physically fit or in good physical health or for other reasons.

The use of the equipment and machinery in the Fitness Center is a potentially hazardous activity. The risk of injury or even death may arise from the improper use of the equipment and machinery or from use by a person who may not be physically fit or in good physical health or for other reasons.

Any person who uses the Bella Terra of SW FL amenities should be evaluated by a physician and assured that participating in stressful physical activity is in his or her best interest. The responsibility to receive medical clearance rests exclusively with the person using the Bella Terra of SW FL amenities and will continue to be the obligation of the participant as long as he or she uses the amenities and/or equipment.

By my signature below I acknowledge that I am solely responsible for my actions and behavior and for the actions and behavior of my family members and/or guests who use Bella Terra of SW FL amenities and/or equipment. I further release Bella Terra of SW FL from any and all obligations and liabilities for damages, injury or death resulting from my, my family's or my guests use of the Bella Terra of SW FL amenities and/or equipment. Further, I hereby indemnify and hold harmless the Bella Terra of SW FL against all costs, expenses and reasonable attorneys' fees, including appellate attorneys' fees incurred by the Association in the defense of any action based on the foregoing. Participants under 18 signing this release must have a parent or guardian also sign on their behalf.

_____
Printed Name of Participant

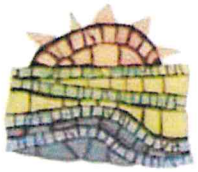
_____
Bella Terra of SW FL Member Number (or guest of)

_____
Signature of Participant

_____
Date:

Bella Terra of Southwest Florida, Inc.

20070 Bella Terra Blvd.
Estero, FL 33928
Phone: 239-495-7172 * Fax: 239-405-7417



Bella Terra Donation Policy

**Purpose: **
The purpose of this policy is to establish guidelines for the acceptance and management of donations within the residential community, ensuring transparency, accountability, and fairness in the distribution and utilization of donated funds or goods for the benefit of the community.

**Scope: **
This policy applies to all residents, tenants, donors, recipients, and stakeholders involved in donation activities within the residential community.

**Policy: **

1. **Definition of Donations: ** Donations refer to voluntary contributions of money, goods, or services made by individuals, businesses, or organizations for the purpose of supporting community initiatives, projects, or programs within the residential community.

2. **Acceptance of Donations: ** The community management or Master Board of Directors may accept donations on behalf of Bella Terra, subject to the following conditions:
   - Donations must be made without any expectation of personal benefit or preferential treatment.
   - Donations must be consistent with the values, goals, and needs of the residential community.
   - Donations must comply with all applicable laws, regulations, and ethical standards.

3. **Utilization of Donations: ** Donated funds or goods shall be utilized for the benefit of the community or identified charities in accordance with the following guidelines:
   - Donations shall be used to support community initiatives, projects, or programs that enhance the quality of life, promote safety and well-being, or improve amenities within the residential community.
   - Donations shall be managed and allocated transparently and responsibly, with consideration given to the input and preferences of community members.

4. **Reporting and Accountability:** The community management shall maintain accurate records of all donations received and their utilization, including details of donors, amounts, purposes, and outcomes. Regular reports on donation activities shall be provided to the community members to ensure transparency and accountability.

5. **Acknowledgment of Donors:** Donors shall be acknowledged and recognized for their contributions to the residential community, unless they request anonymity. Recognition may include public acknowledgment, signage, or other forms of appreciation as deemed appropriate by the community management.

6. **Limitations on Donations:** The following limitations shall apply to donations within the residential community:

- Donations from individuals, businesses, or organizations with a conflict of interest or promoting controversial or divisive causes shall be subject to careful review and may be declined at the discretion of the community management or Master Board.
- Donations that come with strings attached or conditions that are incompatible with the values or interests of the residential community shall not be accepted.

**Implementation: **
This policy may be communicated to all residents, donors, and stakeholders through community meetings, newsletters, and postings on community notice boards. Community management or the Master Board shall be responsible for enforcing this policy and overseeing donation activities within the community.

**Review and Amendments: **
This policy shall be reviewed periodically by the community management or Master Board to ensure its effectiveness and relevance. Amendments may be made as necessary to address changing circumstances or community needs.

GOLF CART RULES AND REGULATIONS
BELLA TERRA OF SOUTHWEST FLORIDA, INC

- All Golf Carts **MUST** be registered with the community office. A Registration fee of $3.00 for each cart will be assessed.

- All golf carts will be inspected for proper equipment. Each cart must have operational headlamps and taillights for nighttime use. Carts without lights are not allowed to operate after sunset. Gasoline powered carts must have a muffler/silencer in place and shall not emit excessive noise or smoke.

- All golf carts **MUST** bear a community registration sticker. Stickers must be affixed conspicuously to the front of the cart.

- Proof of liability insurance must be provided by the owner. Owners are responsible for any personal injury or property damage caused by golf cart operation. The community assumes no liability for accidents, misuse, theft, damage, injury or any other occurrence of mishap arising from golf cart operation in the community.

- Golf carts may **NOT** be operated by unlicensed drivers.

- Golf carts may **NOT** carry more than the number of passengers for which they were designed.

- Golf cart operation is limited to use on established community roads, Drivers must drive in designated areas only and obey all posted signs.

- Operators **MUST** observe safe driving practices; avoid excessive speed and unsafe maneuvers.

- Golf carts must **NOT** be parked in a manner in which interferes with vehicle or pedestrian traffic.

- Golf carts **SHALL NOT** be operated at any time between the hours of 11:00 PM and 6:00 AM

- Open display or use of alcohol on golf carts is not allowed.

<u>Penalties for Violations:</u>

1st Violation – Verbal or Written warning

2nd Violation – Fine as established by Board of Directors*

3rd Violation – Suspension of golf cart privileges*

*(All fines and or suspension of privileges will be made by the board of directors with an opportunity for a hearing before the compliance committee. Suspensions may be temporary or permanent based on the seriousness of infraction. Association reserve the right to change add or delete rules at any time. Association also reserves the right to change fees at any time to cover the coast associated with this privilege.)

_____

Initials

PLEASE COMPLETE AND BRING TO COMMUNITY CENTER FOR CART OWNER REGISTRATION

BELLA TERRA OF SOUTHWEST FLORIDA, INC

Golf Cart Owners Name(s):_____

Owner's Bella Terra address:_____

City:___Estero___ State:___FL___ Zip:___33928

Owner's mailing address:_____

City:_____ State: _____ Zip:_____

Owner's telephone Number: _____

Owner's Driver License Number:_____ State: _____

Name of Insurance Company: _____ Policy Number: _____

Make of Golf Cart: _____ Model: _____ Year: _____

Serial Number: _____ Color: _____

Assigned Number of Golf Cart: _____

I have received, read, and understand the "Golf Cart Rules and Regulations" I have paid the registration fee for the above cart and agree with the terms and conditions set forth. I acknowledge that I will assume all liability and am fully responsible for the operation of the above cart on the streets and roads in the community. I also acknowledge that in providing this privilege, the community is in no way endorsing the operation of this cart on street and roads and does not and will not assume any liability in the operation of the cart. I agree to indemnify and hold harmless the community for any and all liability arising from the use of this golf car/cart. I will ensure that the assigned proof of compliance (decal) will remain attached conspicuously to the front of the cart at all times. I furthermore ensure that I will obey all the rules and regulations set forth concerning the operation of a cart within the community.

_____ _____

Owner's Signature Date

For Community Use Only:

Accepted By: _____ Date: _____

Policies & Procedures

Title: PROCEDURES FOR COLLECTION OF DELIQUENT ACCOUNTS		Page #: 1 Of: 2
Section:	Administration	
Number:	**100.05**	Effective Date: **June 23, 2021**
Department:	**All**	Date of Previous Issue: **October 24, 2018**
Distribution:	**CAM, Bella Terra Board of Directors, Bella Terra Legal Counsel, Alliant Property Management Receivable Department**	

Approval

Bella Terra of Southwest Florida, Inc. Board	

Policy: Collections Procedure Between Master Association, its Property Managment and Legal Counsel

Purpose: The following procedure is proposed to govern the collections process for the Bella Terra Master Association and is intended to facilitate Board oversight and decision making at key points in the process.

Authority: Florida Status 720.308; Bella Terra of SW FL Declaration of Covenants, Conditions, Restrictions- Section 9

1. **(As of the 11th Day)** ***Action Type*** Late Notice Letter: If the homeowner fails to pay 31 days past the due date, a Late Fee of $25.00 and Interest at 18% per annum will be added to the owner's account.

2. **(As of the 31st Day)** ***Action Type***: Late Notice Letter: If the homeowner fails to pay 31 days past the due date, Interest at 18% per annum will be added to the owner's account.

3. **(As of the 61st Day)** ***Action Type***: Late Notice Letter: If the homeowner fails to pay 61 days past the due date, Interest at 18% per annum will be added to the owner's account

4. **(As of the 120th Day)** ***Action Type***: 45 Day Lien Letter: If unpaid, a 45-day Lien letter would be sent at an additional cost of $65.00, informing the homeowner that within 45 additional days the full amount is due.

5. **(As of the 165th Day)** ***Action Type***: Collections/Claim of Lien: If still unpaid, **Bella Terra of Southwest Florida.** will turn over the account for legal collection. The association attorney will file a claim of lien against the property and said cost associated with process would be assessed to the owner's account. Once a lien has been filed, the delinquent homeowner will have an additional 45 days to pay the amount in full before the association may proceed with a lien foreclosure on the

property. **The Board of Directors will receive an email from the Accounts Receivable Department when the file is ready for this action and will have the sole discretion to approve or deny the recording of a claim of lien.**

6. **Fines.**
    a. **Once a violation has reached the maximum of $5,000.00** the owner will be allotted 30 days to pay prior to receiving a late notice.
    b. **At 60 days the owner will receive a 45 Day Lien Letter** : If unpaid, a 45-day Lien letter would be sent at an additional cost of $65.00, informing the homeowner that within 45 additional days the full amount is due.
    c. **Collections/Claim of Lien**: If still unpaid, Bella Terra of SW FL will turn over the account for legal collection. The association attorney will file a claim of lien against the property and said cost associated with process would be assessed to the owners account. Once a lien has been filed, the delinquent homeowner will have an additional 45 days to pay the amount in full before the association may proceed with a lien foreclosure on the property.
    d. The Board of Directors will receive an email from the Accounts Receivable Department when the file is ready for this action and will have the sole discretion to approve or deny the recording of a claim of lien.
    e. ****Violation less than $5,000.00** will receive a late notice, but will be reviewed on a case-by-case basis with regards to the 45 Day Lien Letter.

Bella Terra of Southwest Florida
Policies & Procedures

Title: **BELLA TERRA HALLOWEEN GUEST POLICY**	Page #: 1 / 1
	Effective Date: 11/3/2021
Department: Admin	Date of Previous Issue: 11/21/2017
Distribution: CAM, Board Members, Security	
Reference:	

Approval

Master Board Meeting	11/3/21
Bella Terra Board	Date

Policy:
Bella Terra Halloween

Purpose:
The purpose of this policy is to manage traffic and stop the backup of traffic from Corkscrew Road caused by the number of guests entering the property on Halloween Night.

Procedures:
Each household will be allowed to get 3 special guest passes for guest vehicles to enter the property on Halloween night. Guests with special Halloween passes will be allowed to enter the community between the hours of 4pm and 7pm.

On Halloween all guests, including those on your permanent guest list will be required to have one of the special passes, a previously issued paper pass, or a QR Code for their vehicle to enter the community between the hours of 4pm and7pm.

Standard access procedures will be in place for all other times.

Passes must be requested at least 4 days prior to the 31st.

Bella Terra of Southwest Florida
Policies & Procedures

Title: **BELLA TERRA OPEN HOUSE POLICY**		Page #: 1 / 1
	Effective Date: 1/1/2023	
Department: Admin	Date of Previous Issue: 7/1/2019	
Distribution: CAM, Board Members, Security, Realtors		
Reference: **Amended Rules & Regulations; Map of Master Property**		

Approval

	12/14/2022
Bella Terra Board	Date

Policy:
Bella Terra Open House Policy

Purpose:
The purpose of this policy is to manage open house showings, allowing homeowners and realtors to direct prospective buyers to an Open House, while maintaining the aesthetic values of the community.

Procedures:
Showings may be held on any day of the week, as long as the Open House is completed by 5:00pm. Each Open House must be registered per occurrence. The Realtor Registration form (available on the Bella Terra website) must be submitted by email to bellaterra.office@alliantproperty.com by 4:00 PM the Thursday before the Open House will be held. The owner must register the Listing agent on their guestlist, so the open houses may be registered by them. Failure to register the Open House or the Listing agent according to this policy will result in prospective buyers being denied access to the community.

Prospective buyers shall be directed to the property with signs limited to:

- 3 Open House Directionals sign which must be placed on Bella Terra Master Association Property only. Signs may be placed on private property with written consent of the homeowner.
- 1 Open House Sign placed on the front lawn of the property for sale.

Signs may be placed 1/2 hour prior and must be removed no later than 1 hour after Open House ends.
Signs can be of any material, but cannot exceed a dimension of 24" wide x 18" tall.

Signs in violations of the above rules will be subject to collection by HOA staff and/or security. Confiscated signs can be picked up in the office the next business day after the open house.

Realtors found to have multiple violations of the above HOA rules can be subject to reduced and/or removed sign privileges.

Security personnel will only hand out office produced open house lists. Private realtor forms are not to be dropped off at the guard house and will not be distributed by security personnel.

On weekend days that have at least one Open House, security personnel will place the community Open House sign at the bullnose at Corkscrew Road. Private realtor signs are not permitted in this area.

Any other rule or item not addressed in this policy is considered to be prohibited unless granted specific permission by the Master Board of Directors.

Policies & Procedures

Title: COMMITTEE GUIDELINES	Page #: 1 Of: 2
Section: **General Administration**	
Number: **100.02**	Effective Date: 5/25/2022 amended 4/26/2017; 6/26/2019; 7/22/20;02/28/2024
Department: **All**	
Distribution: **CAM, Bella Terra Board, Committee Chairperson**	
Reference: **Committee Code of Conduct**	

Approval

	2-28-24
Bella Terra Board	Date

Policy: Committee Guidelines

Definition:
Committees operate within Bella Terra under the direction of the Board of Directors (BOD). These Groups participate in policy development, research and general organizational matters pertaining to the stated groups' purpose (e.g. landscaping, building and tangible property etc.)

Purpose:
Committees are advisory in nature and serve the Community as a valuable resource. Members of each committee contribute by proactively developing and recommending goals and actions to support, maintain and improve our community and assist the staff in carrying out their responsibilities. Bella Terra resident participation enables our continuation as a premier Southwest Florida community. Committees are the backbone of the efforts needed to allow the Association to function. Residents are highly encouraged to participate and contribute.

Structure:

1. Each Committee will have a Board Member who serves as the Board Liaison and will have a minimum of 5 and maximum of 9 voting members (excluding the Board Member), all of whom must be a resident owner in Bella Terra. Only one member per household may be a voting member. No vote may take place without a quorum of voting members.

2. In an effort to encourage involvement of as many residents as possible, a resident may serve as a voting member on only one committee at a time, unless there are fewer candidates than vacancies on any committee the member serves on. In any case a resident may serve as Chairman on only one committee at a time.

3. Each Committee will request Bella Terra management support in soliciting the applications of new members from throughout the Bella Terra community each year. Bella Terra staff will email all residents notice of Committee Positions Open, deadlines for becoming a candidate and method of applying. The new committee members will be selected in February/March each year by the existing members, including those whose terms are being completed. Recommended new members require board approval. In order to avoid concentration of membership reasonable efforts, will be made to get representation from each sub-association group. Voting members may serve a term of no more than 2 consecutive terms of 2 years. After a one year waiting period, former Committee members may serve another 2 consecutives 2-year terms. If only 4 members exist after 3 months, a retiring member may re-apply and be elected to serve an annual term unless approved by the Board. For continuity purposes, each Committee will stagger their incoming and outgoing members' terms so that a maximum of 3 members rotate out each year. The Bella Terra General Manager, who is responsible for the overall management of the community, is an ex officio non-voting member of each Committee and will attend meetings periodically, as time permits.

Responsibilities:

1. The committee adheres to and follows the Bella Terra Bylaws, Policies and Procedures, and The Code of Ethics in carrying out their responsibilities.

2. Committees meet when necessary but will meet at least once a quarter. Dates, time and place of meetings should be posted on the Bella Terra calendar.

3. Approved minutes of all meetings are kept by a secretary (designated member of the group) and are filed with the Bella Terra General Manager within one week of approval for posting on the Bella Terra website. Actions (votes and tallies), reports, and summarized discussions should be in the minutes.

4. The chairperson (or a designee) of each Committee will give a report to the BOD each month. However, if the status of an activity is of immediate concern the BOD and/or residents, a report should be given to the BOD as soon as possible.

5. Committee requests for action including but not limited to Requests for Funds, shall be presented to the Board of Directors for final approval.

6. Committees, along with the staff, strive to enhance our community. Committee members do not make decisions regarding the operation of the community and amenities or provide directions to the staff. If an area of concern is identified the Committee chair should communicate directly with the Bella Terra General Manager and/or Board of Directors.

PROCEDURE GUIDELINES FOR ELECTING MEMBERS TO BELLA TERRA COMMITTEES

1. Each year, each Committee will inform the Bella Terra management of the number of group members whose term is coming to an end.

2. Management will post all open positions on the website and send notice in the weekly mass email.

3. All applicants will be asked to complete an application listing background, qualifications, and the goals they would pursue as a Committee member.

4. Each applicant should be interviewed by the remaining and outgoing committee members

5. The Committee vote should be by secret ballot.

PURCHASING POLICY

For the

MASTER BOARD

The purpose of this Policy is to explain the purchasing process by which the Master Association ("Board") has delegated to the General Manager ("GM") for the supply of needed Commodities and Services.

It is the intent of the Board to purchase necessary equipment and services at lowest possible cost, for the operation of the facilities and programs operated by the Board consistent with the quality needed to meet the requirements.

In addition, it is the objective of the Board to ensure that the owners of property in Bella Terra receive the maximum value for each dollar expended.

Every purchase shall be made in the owner's best interest and provide all qualified vendors with a fair and equal opportunity to compete.

Section A: Purchase Policy for Master Association Committees

TASKS:

- Research for Competitive Vendors in the Area with the assistance of the GM
- Obtain Competitive Bids
- Ensure proper documentation (outlined in Section B) and purchasing method (outlined in Section C) described in this document

PROCESS:

1. After a passed motion to move forward the committee should:
    - Provide a project plan or invoice to the GM
    - Update the liaison on the decision
    - Record the activity in the minutes
    - Provide notice at the next regular Board meeting.
2. Based on the project price, determine the proper purchasing method from Section C of this document. Regular maintenance and budget items are exempt from this process.
3. Determine final vendor and,
    a. Notify the GM
    b. Notify the liaison
    c. Notify the board
4. If the cost is below $5,000 the treasurer and/or president can approve without a Board vote. If over, it must require official Board decisioning.

Section B: Procurement Approval

After vendor selection there are two paths for procurement approval:

- If they have done work for us within the last year, then skip to Path B.
- Path A – for new vendors, or vendors that have not done work for Bella Terra in the last year. The committee must obtain ALL the following documents for procurement approval.

Failure to provide any one of these documents may result in the vendor losing the work or delaying the project.

PERFORMING WORK	
Documents needed: • This Agreement • W-9 Form • General Liability Certificate of Insurance • Worker's Comp. Certificate of Insurance • Copy of Business Tax Receipt • Copy of DBPR License (If required by the State of Florida)	• The minimum requirement for General Liability coverage for APM and Association is $1,000,000 • The minimum requirement for Worker's Compensation coverage for APM and Association is $500,000. • Association and APM as Certificate Holders must be added as additional insured on all liability policies. • The Insurance Certificate must show subrogation waiver on behalf of Association and APM for all liability and worker's compensation policies. Please see the attached Certificate of Insurance Example for guidance. • In the event that Vendor and Association have a written agreement that contains no insurance requirements, conflicts with the foregoing insurance language, or no written agreement exists between the Association and Vendor, the following insurance language shall control "Vendor shall cause Association and its property manager, APM, to be included as additional insureds on a primary and non-contributory basis on all of its commercial general liability insurance policies (both primary and excess/umbrella). Vendor's insurers shall not seek contribution from the Association's insurers or its property manager's insurers. Vendor's insurers shall waive their right to subrogation against Association and its property manager and their insurers." No Work can commence until this Agreement and all required documents are received and approved by APM Please add us to your distribution list whenever your policies renew or change.

Once all documents are collected, they are to be given to the GM for processing.

- Path B – Notify the GM of the suggested vendor and wait for GM verification of current documents

For both Path A and Path B-

- The GM will notify the committee and liaison when the vendor is cleared to start work.
- The GM will obtain any needed signatures and/or approvals to start the work and notify the vendor in writing (email) for accounting and tracking purposes.
- Work may begin.

Section C: Purchasing Methods

Informal Telephone/Internet Quotes: (less than $1,000.00)

Goods or services under $1,000.000 shall be purchased through informal telephone/Internet quotes which may either be undertaken by the Manager (CAM) or Board approved delegated staff.

For this process, 2 or more vendors should be contacted or researched, given specific information as to the item or service sought, and asked for pricing and delivery time. A purchase order will be issued to the vendor offering the lowest price while meeting all specified requirement

Informal Letterhead Quotes: ($1,000.00 to $5,000.00)

At the direction of the Board and/or GM, goods or services between $1,000.00 and $5,000 will normally be purchased using the informal written quotes on vendor letterhead.

For this process, written requirements of the purchase shall be prepared and made available to a minimum of three vendors. The quotes will be received on a specified date and time, and the purchase is made from the lowest quote meeting all specified requirements.

Request for Quote (RFQ):

When the item or service to be procured is estimated to cost over $5,000, a Request for Quotation is to be developed and made available to all qualified and interested vendors. This process is used when there is a fixed criteria. An example would be "trim three trees," where the scope and evaluation criteria are the same. The RFQ's (may be sealed if the committee requires) are to be received on a specified date and are evaluated for compliance with the requirements, delivery time and price. The award is normally recommended to the lowest bid meeting specifications.

The Board must approve the award via a vote at regular Board Meeting.

A formal contract between the successful vendor and the Board will be required.

Request for Proposal (RFP):

The proposal process may be used for a purchase over $5,000.00 when there are no fixed criteria. An example of this would be "provide current outdoor seating," where the proposal and products are up to the suggestion of the potential vendor. The process is similar to the RFQ process with the exception that an award is based on predetermined evaluation criteria rather than solely on price.

The evaluation group, which can be the Board, or a Board delegated committee, shall review and rank the proposals received for each of the evaluation factors.

A tabulation of their scores will determine which vendor will be recommended to the Board for an award of the proposal via a vote in a regular Board meeting.

A formal contact between the successful vendor and the Board will be required.

Bella Terra of Southwest Florida, Inc.

20070 Bella Terra Blvd.
Estero, FL 33928
Phone: 239-495-7172 * Fax: 239-405-7417

Bella Terra Sponsorship Policy

Purpose:
The purpose of this policy is to establish guidelines for the sponsorship of events within the Bella Terra, ensuring that sponsored events align with the values, interests, and needs of the community while maintaining transparency and integrity in the sponsorship process.

Scope:
This policy applies to all residents, tenants, event organizers, sponsors, and stakeholders involved in planning and executing events within Bella Terra.

Policy:

1. **Definition of Sponsorship:** Sponsorship is defined as the provision of financial support, goods, or services by an external entity or organization in exchange for recognition, promotion, or other benefits associated with a community event.

2. **Approval Process:** All proposed event sponsorships must be submitted for approval to the community management or homeowners association (HOA) prior to acceptance of sponsorship agreements. Event organizers shall provide details of the proposed sponsorship, including the nature of the sponsorship, benefits to the community, and any associated terms or conditions.

3. **Criteria for Acceptance:** Event sponsorships shall be evaluated based on the following criteria:
   - Alignment with the values, interests, and needs of Bella Terra.
   - Contribution to the enhancement of community life, well-being, or amenities.
   - Compliance with local regulations and community guidelines.
   - Avoidance of conflicts of interest or endorsement of controversial or divisive causes.

4. **Transparency:** Residents shall be provided with clear and transparent information regarding event sponsorships, including the identities of sponsors, nature of sponsorship agreements, and any associated promotional activities or benefits.

5. **Limitations on Sponsorship:** The following limitations shall apply to event sponsorships within Bella Terra:
   - Sponsorships promoting products or services that are incompatible with the residential character of the community or deemed inappropriate by the community management or HOA shall not be accepted.
   - Sponsorships promoting political, religious, or controversial causes that may be divisive or offensive to community members shall be subject to careful review and may be declined at the discretion of the community management or HOA.

6. **Compliance:** Event organizers and sponsors shall comply with all applicable laws, regulations, and community guidelines governing event sponsorship, advertising, and promotion.

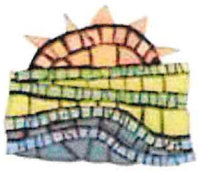
Adopted by the Master Board 2024-05-22

Implementation:
This policy may be communicated to all residents, event organizers, and stakeholders through community meetings, newsletters, and postings on community notice boards. Community management and the Master Board shall be responsible for enforcing this policy and reviewing proposed event sponsorships.

Review and Amendments:
This policy shall be reviewed periodically by the community management and Master Board to ensure its effectiveness and relevance. Amendments may be made as necessary to address changing circumstances or community needs.

Bella Terra of Southwest Florida, Inc.

20070 Bella Terra Blvd.
Estero, FL 33928
Phone: 239-495-7172 * Fax: 239-405-7417



Bella Terra Solicitation Policy

Purpose:
The purpose of this policy is to maintain the character of our community, preserve the privacy and security of our residents, and minimize disruptions caused by solicitation activities.

Scope:
This policy applies to all residents, tenants, visitors, and solicitors within the boundaries of Bella Terra.

Policy:
1. **Prohibition of Solicitation:** Solicitation, defined as the act of selling, distributing, or promoting goods, services, or ideas for commercial, religious, political, or charitable purposes, is strictly prohibited within the residential community without prior authorization.

2. **Authorized Solicitation:** Residents or organizations wishing to conduct solicitation activities within the community must obtain written authorization from the Master Board of Directors (HOA) prior to engaging in such activities.

3. **Exemptions:** The following activities are exempt from this policy:
   - Solicitation by community-approved vendors or service providers.
   - Non-commercial activities conducted by residents for community benefit, such as garage sales or social activities.

4. **Enforcement:** Residents are encouraged to report any unauthorized solicitation activities to the community management or Master Board. Violations of this policy may result in appropriate disciplinary action, including warnings, fines, or legal action, as deemed necessary by the community authorities.

5. **Notice:** Residents and visitors shall be provided with clear notice of this policy through signage, community newsletters, and other communication channels.

6. **Responsibility:** It is the responsibility of all residents, tenants, and visitors to comply with this policy and to respect the privacy and wishes of fellow community members.

Implementation:
This policy may be communicated to all residents and stakeholders through community meetings, newsletters, and postings on community notice boards. Community management or the Master Board shall be responsible for enforcing this policy and addressing any violations thereof.

Review and Amendments:

This policy shall be reviewed periodically by the community management or Master Board to ensure its effectiveness and relevance. Amendments may be made as necessary to address changing circumstances or community needs.

Bella Terra of Southwest Florida, Inc.

20070 Bella Terra Blvd.
Estero, FL 33928
Phone: 239-495-7172 * Fax: 239-405-7417

Bella Terra Promotional Product Giveaway Policy

Purpose:
The purpose of this policy is to regulate and limit promotional product giveaways within Bella Terra to maintain the aesthetic appeal, safety, and integrity of the community while ensuring that promotional activities align with the interests and values of the residents.

Scope:
This policy applies to all residents, tenants, visitors, vendors, and stakeholders involved in promotional activities and giveaways within the residential community.

Policy:

1. **Definition of Promotional Product Giveaways:** Promotional product giveaways refer to the distribution of free merchandise, samples, or promotional items by individuals, businesses, or organizations for the purpose of advertising, marketing, or promotion. All products must have a single unit value of less than $25.00

2. **Authorized Giveaways:** Promotional product giveaways may only be conducted with prior authorization from the community management or Master Board of Directors. Authorization shall be granted based on the following criteria:
   - The giveaway must align with the interests, values, and needs of the residential community.
   - The giveaway must not pose any safety hazards or create littering or cleanliness issues within the community.
   - The giveaway must comply with all applicable laws, regulations, and community guidelines.

3. **Limitations on Giveaways:** The following limitations shall apply to promotional product giveaways within the residential community:
   - Giveaways involving items that are deemed inappropriate, offensive, or incompatible with the residential character of the community shall not be permitted.
   - Giveaways that involve excessive noise, traffic congestion, or disruption to the peace and quiet of the community shall be prohibited.
   - Giveaways promoting products or services that are illegal, harmful, or controversial shall not be allowed.

4. **Location and Timing:** Promotional product giveaways shall be conducted in designated areas or actual events within the community, as approved by the community management or Master Board of Directors. The timing of giveaways shall be regulated to minimize inconvenience to residents and avoid conflicts with all activities.

5. **Responsibility:** It is the responsibility of all residents, vendors, and stakeholders to comply with this policy and to ensure that promotional activities are conducted in a manner that respects the privacy, safety, and well-being of the community.

Implementation:
This policy may be communicated to all residents, vendors, and stakeholders through community meetings, newsletters, and postings on community notice boards. Community management or the Master Board shall be responsible for enforcing this policy and overseeing promotional activities within the community.

Review and Amendments:
This policy shall be reviewed periodically by the community management or Master Board to ensure its effectiveness and relevance. Amendments may be made as necessary to address changing circumstances or community needs.

Section D: Other Circumstances and Miscellaneous

General:
This policy applied to all purchases made for items provided for the current budget.
In the event of an emergency, the GM after consulting with the President and/or Treasurer has the authority to make an emergency purchase. The Board shall be advised of the action.

Any purchasing process that is not outlined in this document is strictly forbidden. If a new or different process is suggested for a specific project, the process outline must be presented to the Board, and must obtain Board approval for it to be a one-time valid purchasing process.

Bella Terra of Southwest Florida, Inc.

20070 Bella Terra Blvd.
Estero, FL 33928
Phone: 239-495-7172 * Fax: 239-405-7417

Bella Terra

Title: RESIDENTS REQUEST FOR OFFICIAL RECORDS	Page #: 1 Of: 5
Section: General Administration	
Number:	**Effective Date:** *02-28-2024*
Department: Administration	**Date of Previous Issue:**
Distribution:	
Reference: Florida Statutes 720.303 (4) and 720.303 (5), and Master Declaration Section 3.9.	

Approval

Master Board Approval 02-28-2024	Date

Policy: Resident Requests for Official Bella Terra Official Records

Purpose: to adopt reasonable rules regarding the frequency, time, location, notice, records to be inspected, copying and manner of inspections as allowed by Chapter 720.303(5) of the Florida Statutes

Permitted Official Records: The following constitutes the records, allowable by law, that may be accessed by an Owner:

a. Copies of any plans, specifications, permits, and warranties related to improvements constructed on the common areas or other property that the Association owns.

b. The Bylaws, Articles of Incorporation, Rules and Regulations, and Declaration of the Association and a copy of each amendment made to these.

c. The minutes of all meetings of the Board of Directors and of the Members, which minutes must be retained for at least 7 years.

d. A current roster of all members and their designated mailing addresses and parcel IDs.

e. All of the association's insurance policies or a copy thereof, which policies must be retained for at least 7 years.

f. A current copy of all contracts to which the association is a party, including, any management agreement, lease, or other contract under which the Association has any obligation or responsibility. Bids received by the Association for work to be performed must also be considered official records and must be kept for a period of 1 year.

g. The financial and accounting records of the Association, kept according to good accounting practices. All financial and accounting records must be kept for at least 7 years.

h. Ballots, sign-in sheets, voting proxies, and all other papers and electronic records relating to voting by Parcel Owners, which must be maintained for at least 1 year after the date of the election, vote, or meeting.

Inaccessible Records: The following records are not accessible to Members or Parcel Owners:

a. Any record protected by the lawyer-client privilege as described in F.S. 90.502 and any record protected by the work-product privilege, including, but not limited to, a record prepared by an association attorney or prepared at the attorney's express direction which reflects a mental impression, conclusion, litigation strategy, or legal theory of the attorney or the association and which was prepared exclusively for civil or criminal litigation or for adversarial administrative proceedings or which was prepared in anticipation of such litigation or proceedings until the conclusion of the litigation or proceedings.

b. Information obtained by an Association in connection with the approval of the lease, sale, or other transfer of a parcel.

c. Information an Association obtains in a gated community in connection with guests' visits to Parcel Owners or community residents.

d. Personnel records of Association or management company employees, including, but not limited to, disciplinary, payroll, health, and insurance records. For purposes of this subparagraph, the term "personnel records" does not include written employment agreements with an Association or management company employee or budgetary or financial records that indicate the compensation paid to an Association or management company employee.

e. Medical records of Parcel Owners or community residents.

f. Social security numbers, driver license numbers, credit card numbers, electronic mailing addresses, telephone numbers, facsimile numbers, emergency contact information, any addresses for a parcel owner other than as provided for Association notice requirements, and other personal identifying information of any person, excluding the person's name, parcel designation, mailing address, and property address. Notwithstanding the restrictions in this subparagraph, an association may print and distribute to parcel owners a directory containing the name, parcel address, and all telephone numbers of each parcel owner. However, an owner may exclude his or her telephone numbers from the directory by so requesting in writing to the association. An owner may consent in writing to the disclosure of other contact information described in this subparagraph. The Association is not liable for the disclosure of information that is protected under this subparagraph if the information is included in an official record of the Association and is voluntarily provided by an Owner and not requested by the Association.

g. Any electronic security measure that is used by the Association to safeguard data, including passwords.

h. The software and operating system used by the Association which allows the manipulation of

data, even if the Owner owns a copy of the same software used by the Association. The data is part of the official records of the Association.

Procedures: Official records are generally available for inspection by members of the Association who are Parcel Owners within Bella Terra or their authorized representatives according to the following:

The request **must** be in writing, by the attached form and addressed to the:
Association Manager, Bella Terra of SW FL, 20070 Bella Terra Blvd., Estero, FL 33928

- This Policy is applicable to Bella Terra official records, as defined in Chapter 720, Florida Statutes, as amended from time to time, and those are the only records referred to herein.

- Records may be inspected in person at Alliant Property Management Corporate office during normal business hours which for purposes herein shall be between the hours of 9:00 A.M. and 4:00 P.M., Monday through Friday, exclusive of federal, state and local holidays. Inspections may not exceed one 8- hour day in any calendar month. At the request of either the Association or the Owner, inspections may be broken up into segments of not more than three (3) sessions totaling 8 hours or less, in a calendar month. An Owner shall not submit more than one (1) written request for inspection or copying of records per calendar month. The staff will make available the requested information within 10 business days after receipt of the request.

- The Association will charge 25 cents per page for copies made on the Association's photocopier. The Association will also charge $20 per hour for personnel to retrieve and copy the records if the time spent retrieving and copying the records exceeds one-half hour or if the copies are more than 25 pages. If more than 25 pages of copies are requested, the Association may have them copied by an outside vendor at the expense of the requesting owner, which expense shall include the actual cost, plus any necessary Alliant Property Management personnel costs, calculated at the $20 per hour rate. Alliant Property Management may require all costs for copying to be paid in advance. If exact costs are not known in advance, Alliant Property Management may require a pre-paid deposit which amount will be applied to the actual charges when they are determined.

- The Association may also choose to make the official records available to a Parcel Owner electronically via the internet or by allowing the records to be viewed in electronic format on a computer screen and printed upon request.

- At the option of Alliant Property Management duplex copies may be made on two single pages and any pages 8 ½ by 14 or larger may be reduced in size to 8 ½ by 11 when copied.

- Inspection or copying of records shall be restricted solely to those records specifically designated in the written request for inspection or copying and shall be conducted solely by the Owner signing the inspection request, or his or her authorized representative. No inspection or copying of any other records shall be permitted. If more than one Owner desires to inspect the same records, the Association may require that such inspections are conducted at various times. If an Owner has designated an authorized representative, either the Owner or the authorized representative may inspect the records; however, both parties may not inspect the records together. However, this shall not preclude an Owner from inspecting the records with the Owner's representative if such representative is a Certified Public Accountant licensed to practice in Florida or an Attorney at Law admitted to practice in Florida.

- The inspection of official records may be monitored by Alliant Property Management, either in person or by video recording.

All requests to review records must be legible and must describe the records sought to be reviewed with sufficient specificity, including the applicable dates and/or time periods, such that Alliant Property Management

can reasonably and timely locate and retrieve the records for inspection. General requests such as "all records relating to Association finances," are not sufficiently specific and will not be honored. Owners requesting copies must arrange for pick-up of records. The Association shall have no obligation to mail or otherwise deliver copies to any Owner.

- During any records inspection no writings, changes or marks of any kind whatsoever shall be made on any Bella Terra record and no stapled, paper clipped, or otherwise bound pages shall be disassembled. Nor shall any of the records be removed from binders or altered from the sequence in which they are presented for inspection.

- No Bella Terra records shall be removed from the location of the inspection.

- All Owners and their agents requesting or inspecting Bella Terra records must conduct themselves in a businesslike manner and shall not interfere with the normal operation of the association or management office or other place where the inspection of records takes place.

- Members shall be subject to suspension of all membership privileges, as well as fines, for any violation of this Policy.

Bella Terra of Southwest Florida, Inc.
20070 Bella Terra Blvd.
Estero, FL 33928
Phone: 239-495-7172 * Fax: 239-405-7417

Bella Terra

RESIDENTS REQUEST FOR OFFICIAL RECORDS FORM

DATE: ____/____/_____

FULL NAME: _____

MAILING ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

TELEPHONE ( ) _____ **FAX ( )** _____

E-MAIL _____@_____

Description of Records Requested (Print Clearly): To expedite requests, be as specific as possible, including the applicable dates and/or time periods. You will only be permitted copies of requested pages. General requests such as "all records relating to Association finances," are not sufficiently specific and will not be honored.

_____

_____

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Owners requesting copies must arrange for pick-up of records. The Association shall have no obligation to mail or otherwise deliver copies to any Owner.

THE REQUESTOR UNDERSTANDS AND ACCEPTS THE OBLIGATION TO PAY ANY APPLICABLE FEES FOR COPIES OF RECORDS REQUESTED. NO COPIES MAY BE RETURNED FOR CREDIT.

SIGNATURE OF REQUESTOR: _____

BELLA TERRA

Fining and Compliance Committee Guidelines

OPERATING PROCEDURE

Revision Approved by the Master Board 2024-04-24

❖ Mission Statement

The Purpose of these guidelines is to insure an equitable and uniform fine structure. The application of these guidelines will promote safety by providing just penalties for those who violate the established community rules and regulations, and covenants of Bella Terra of SW Florida HOA.

❖ Guidelines

- Posted speed limits within Bella Terra are as follows:
- Bella terra Blvd. between the TDL crosswalk and the third circle (Irsina Dr.) 30MPH
- All two-lane residential streets 20 MPH
- Barletta Lane 20 MPH
- The TDL Crosswalk to Corkscrew Road 20MPH.

❖ Proposed Fine Structure

The threshold above which a citation will be issued.

- In the 30 MPH zone the violations stares at 36 MPH
- In the 20 MPH zone the violation starts at 24 MPH
- Upon acceptance of these guidelines by the Board of Directors, warning and fining letters issued are with the approval of the Board of Directors.
- Any appeal or review of these fines will be conducted by the Fining/Compliance Committee and can be scheduled by written request 14 days prior to next Compliance/Fining committee meeting. The findings of the Fining/Compliance committee are final.

❖ Fining process for Speeding

- The first violation will result in the issuance of a warning letter.
- If in the six (6) months no additional violations are issued the record is cleared
- The second violation in six (6) month period will result in a $100.00 fine.
- Vehicles not found in the Bella Terra database will be identified by DMV search.

❖ Procedure for the use of Traffic Hawk

- Traffic Hawk may be utilized 24 hours per day and 7 days a week.
- Data collected will be stored for one year.
- It will be the responsibility of the security roving patrol officer to set up and calibrate the Traffic
- Hawk system each time it is used.

- The precise location and direction the Traffic Hawk is pointing must be recorded.
- **A calibration log must be maintained, and available to the fining/compliance committee at each meeting.**
- Data extracted from the Traffic Hawk after each usage will be downloaded to a computer in the guardhouse by the officer on duty.
- The officer in the guardhouse will review the data collected and compile a list of the violators.
- The violators list will be forwarded to the property management company for processing.
- The property management company will send a notice of violation to the vehicle owner specifying a warning or fine of $100.00 based on the owner's violation record. The notice will also provide the date and time a violator can appear before the fining committee if they The property management company will maintain the official log of violations.

❖ **Contractors and Service Providers**

- 1st Offense: Warning letter sent to the company detailing the incident and the consequences of future infractions.
- 2nd Offense: $100.00 fine mailed to the company and revocation of driving privileges on the
- property for 30 days.

❖ **Fining process for Parking**

- The first violation will result in the issuance of a warning letter.
- If in the six (6) months no additional violations are issued the record is cleared.
- The second violation in a twelve-month period will result in a $25.00 fine.
- If in the next six (6) months no additional violations are issued the record is cleared.

❖ **Unlicensed Operator**

- First Offense- Warning
- Second Offense- $50.00
- Third Offence of more- $100.00

❖ **Unregistered Golf Carts and Unlicensed**

Each occurrence-$100.00

❖ **Violation of Pool Rules**

- First Offense- Warning- Bella Terra Staff and/or Alert ask them to leave the pool area.
- Second Offense- $50.00
- Third Offense or more $100.00

❖ **Special Note**

The above fine structure is a guideline to be used by the Fining/Compliance Committee. At times there will be extenuating circumstances that may warrant lessening or waving a fine. All actions by the Fining/Compliance Committee shall be by majority vote and will be final.

Policies & Procedures

Title:	**COMMITTEE GUIDELINES**	Page #: 1 Of: 2
Section:	**General Administration**	
Number:	**100.02**	Effective Date: 5/25/2022 amended 4/26/2017; 6/26/2019; 7/22/20;02/28/2024
Department:	**All**	
Distribution:	**CAM, Bella Terra Board, Committee Chairperson**	
Reference:	**Committee Code of Conduct**	

Approval

	2-28-24
Bella Terra Board	Date

Policy: Committee Guidelines

Definition:
Committees operate within Bella Terra under the direction of the Board of Directors (BOD). These Groups participate in policy development, research and general organizational matters pertaining to the stated groups' purpose (e.g. landscaping, building and tangible property etc.)

Purpose:
Committees are advisory in nature and serve the Community as a valuable resource. Members of each committee contribute by proactively developing and recommending goals and actions to support, maintain and improve our community and assist the staff in carrying out their responsibilities. Bella Terra resident participation enables our continuation as a premier Southwest Florida community. Committees are the backbone of the efforts needed to allow the Association to function. Residents are highly encouraged to participate and contribute.

Structure:

1. Each Committee will have a Board Member who serves as the Board Liaison and will have a minimum of 5 and maximum of 9 voting members (excluding the Board Member), all of whom must be a resident owner in Bella Terra. Only one member per household may be a voting member. No vote may take place without a quorum of voting members.

2. In an effort to encourage involvement of as many residents as possible, a resident may serve as a voting member on only one committee at a time, unless there are fewer candidates than vacancies on any committee the member serves on. In any case a resident may serve as Chairman on only one committee at a time.

3. Each Committee will request Bella Terra management support in soliciting the applications of new members from throughout the Bella Terra community each year. Bella Terra staff will email all residents notice of Committee Positions Open, deadlines for becoming a candidate and method of applying. The new committee members will be selected in February/March each year by the existing members, including those whose terms are being completed. Recommended new members require board approval. In order to avoid the concentration of membership reasonable efforts will be made to get representation from each sub-association group. Voting members may serve a term of no more than 2 consecutive terms of 2 years. After a one year waiting period, former Committee members may serve another 2 consecutive 2-year terms. If only 4 members exist after 3 months, a retiring member may re-apply and be elected to serve an annual term unless approved by the Board. For continuity purposes, each Committee will stagger their incoming and outgoing members' terms so that a maximum of 3 members rotate out each year. The Bella Terra General Manager, who is responsible for the overall management of the community, is an ex officio non-voting member of each Committee and will attend meetings periodically, as time permits.

Responsibilities:

1. The committee adheres to and follows the Bella Terra Bylaws, Policies and Procedures, and The Code of Ethics in carrying out their responsibilities.

2. Committees meet when necessary but will meet at least once a quarter. Dates, time and place of meetings should be posted on the Bella Terra calendar.

3. Approved minutes of all meetings are kept by a secretary (designated member of the group) and are filed with the Bella Terra General Manager within one week of approval for posting on the Bella Terra website. Actions (votes and tallies), reports, and summarized discussions should be in the minutes.

4. The chairperson (or a designee) of each Committee will give a report to the BOD each month. However, if the status of an activity is of immediate concern the BOD and/or residents, a report should be given to the BOD as soon as possible.

5. Committee requests for action including but not limited to Requests for Funds, shall be presented to the Board of Directors for final approval.

6. Committees, along with the staff, strive to enhance our community. Committee members do not make decisions regarding the operation of the community and amenities or provide directions to the staff. If an area of concern is identified the Committee chair should communicate directly with the Bella Terra General Manager and/or Board of Directors.

PROCEDURE GUIDELINES FOR ELECTING MEMBERS TO BELLA TERRA COMMITTEES

1. Each year, each Committee will inform the Bella Terra management of the number of group members whose term is coming to an end.

2. Management will post all open positions on the website and send notice in the weekly mass email.

3. All applicants will be asked to complete an application listing background, qualifications, and the goals they would pursue as a committee member.

4. Each applicant should be interviewed by the remaining and outgoing committee members

5. The Committee vote should be by secret ballot.

Approved by the Master Board 02/28/2024.

CODE OF CONDUCT FOR BOARD MEMBERS

WHEREAS, the Board of Directors ("Board") of Bella Terra of Southwest Florida Inc. has the authority and responsibility to make decisions for the benefit of the entire community, and

WHEREAS, the Board wishes to ensure that it and its individual members ("Board Member") maintain a high standard of ethical conduct in the performance of the Association's business and to ensure that the Association's members maintain confidence in and respect for the entire Board,

NOW, THEREFORE, BE IT RESOLVED THAT the Board of the Association hereby adopts the following rules of conduct, standards of behavior, ethical rules, and enforcement procedures that are applicable to all members of the Board.

1. **Board Members shall act in the best interests of the Association.** Board Members serve for the benefit of the entire community, and shall, at all times, strive to do what is best for the Association. Board Members shall not use their positions as such for private gain, for example:
   - No Board Member shall solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan, or any other thing of monetary value from a person who is seeking a contractual or other business or financial relationship with the Association
   - No Board Member shall seek preferential treatment by the board, any of its committees, or any contractors or suppliers.
   - No Board Member shall accept a gift or favor made with the intent of influencing a decision or action on any official matter.
   - No Board Member shall receive any compensation from the Association for serving on the Board.
   - No Board Member shall willingly misrepresent facts to advance a personal cause or influence the community to advance a personal cause.
   - No Board Member shall use their position to enhance their financial status through the use of certain contractors or suppliers.

   The above list of examples is offered for illustration purposes only, and is not intended to be exclusive.

2. **Board Members shall comply with governing documents and relevant law.** Board Members shall use their best efforts at all times to make reasonable decisions that are consistent with the Declaration, Bylaws, and other governing documents of the Association, and to be familiar with all such documents. Board Members shall likewise comply with and make decisions that are consistent with all applicable laws, including, but not limited to, refraining from discriminating against any person on the basis of race, color, religion, national origin, gender, family status, or mental or physical disability.

3. **Board members shall set high standards for themselves as Association members.** Board Members shall hold themselves to the highest standards as members of the Association, and shall in all ways comply with the provisions of the Association's governing documents.

4. **Board Members shall work within the Association's framework and refrain from unilateral action.** Board Members shall at all times work within the Association's framework and abide by the system of management established by the Association's governing documents and the Board. The Board shall conduct business in accordance with state law and the Association's governing documents, and shall act upon decisions duly made, and no Board Member shall act unilaterally or contrary to such decisions. Toward that end, no Board Member shall seek to have a contract implemented that has not been duly approved by the Board, nor promise anything not approved by the Board to any contractor, supplier, or otherwise.

5. **Board Members shall behave professionally at meetings.** Board Members shall conduct themselves al all meetings, including board meetings, annual meetings of the members, and committee meetings, in a professional and business like manner. Personal attacks against other Board members, Association members, residents, officers, management, or guests are not consistent with the best interests of the community and will not be tolerated. Language at meetings shall be kept professional. Though differences of opinion are inevitable, they must be expressed in a professional and businesslike manner.

6. **Board Members shall maintain confidentiality when appropriate.** Board Members shall at all times maintain the confidentiality of all legal, contractual, personnel, and management matters involving the Association. Board Members shall also maintain the confidentiality of the personal lives of other Board members, Association members, residents, and management staff.

7. **Board Members shall disclose conflicts of interests.** Board Members shall immediately disclose to the Board any perceived or potential conflict of interest regarding any aspect of the business operations of the Association.

8. **Board Members shall refrain from defaming anyone in the community.** Board Members shall not engage in defamation, by any means, of any other Board Member, Association member, resident, or management staff member. The Association shall deem any Board Member who engages in defamation to be acting outside the scope of his authority as a Board Member.

9. **Board Members shall refrain from harassing Association members, residents, or management staff member.** Board Members shall not in any way harass, threaten, or otherwise attempt to intimidate any other Board Member, Association member, resident, or management staff member. The Association shall deem any Board Member, who harasses, threatens, or otherwise attempts to intimidate other Association members, residents or management staff member to be acting outside the scope of his authority as a Board Member

10. **Board Members shall refrain from interfering with management staff and contractors.** No Board Member shall interfere with the duties of management staff or any contractor executing a contract in progress. All communications with contractors must go through management or must otherwise be in accordance with Board policy.

VIOLATIONS OF CODE

Violations of the Code of Conduct shall be brought to the Hearing Board, which shall be Comprised of designated Board Members, in addition, the Board may elect, at its sole discretion, to appoint as Advisory Hearing Board members, other Board Members, as well as the Association attorney, and or manager. Any Board Member who violates this Code of Conduct agrees that the Board may seek injunctive relief against them following a hearing before the Hearing Board, unless circumstances necessitate the issuance of injunctive relief. prior to such a hearing. The Board Member also agrees that the Board shall be relieved of posting bond as a condition to its injunctive remedy. Such Board Member must pay the attorney's fees incurred by the Board in any enforcement effort.

ADOPTED BY BOARD RESOLUTION AS PART OF THE MEETING AGENDA ON April 26, 2017.

_____	_____
President	Vice-President
_____	_____
Secretary	Treasurer
_____	_____
Director	Director

Bella Terra of Southwest Florida
Policies & Procedures

Title: **BELLA TERRA FISHING POLICY**	Page #: 1
	Effective Date: 7/26/2017
Department: Admin	Date of Previous Issue:
Distribution: CAM, Board Members, CDD, Allied Universal Security	
Reference:	

Approval

	7/26/2017
Bella Terra Board	Date

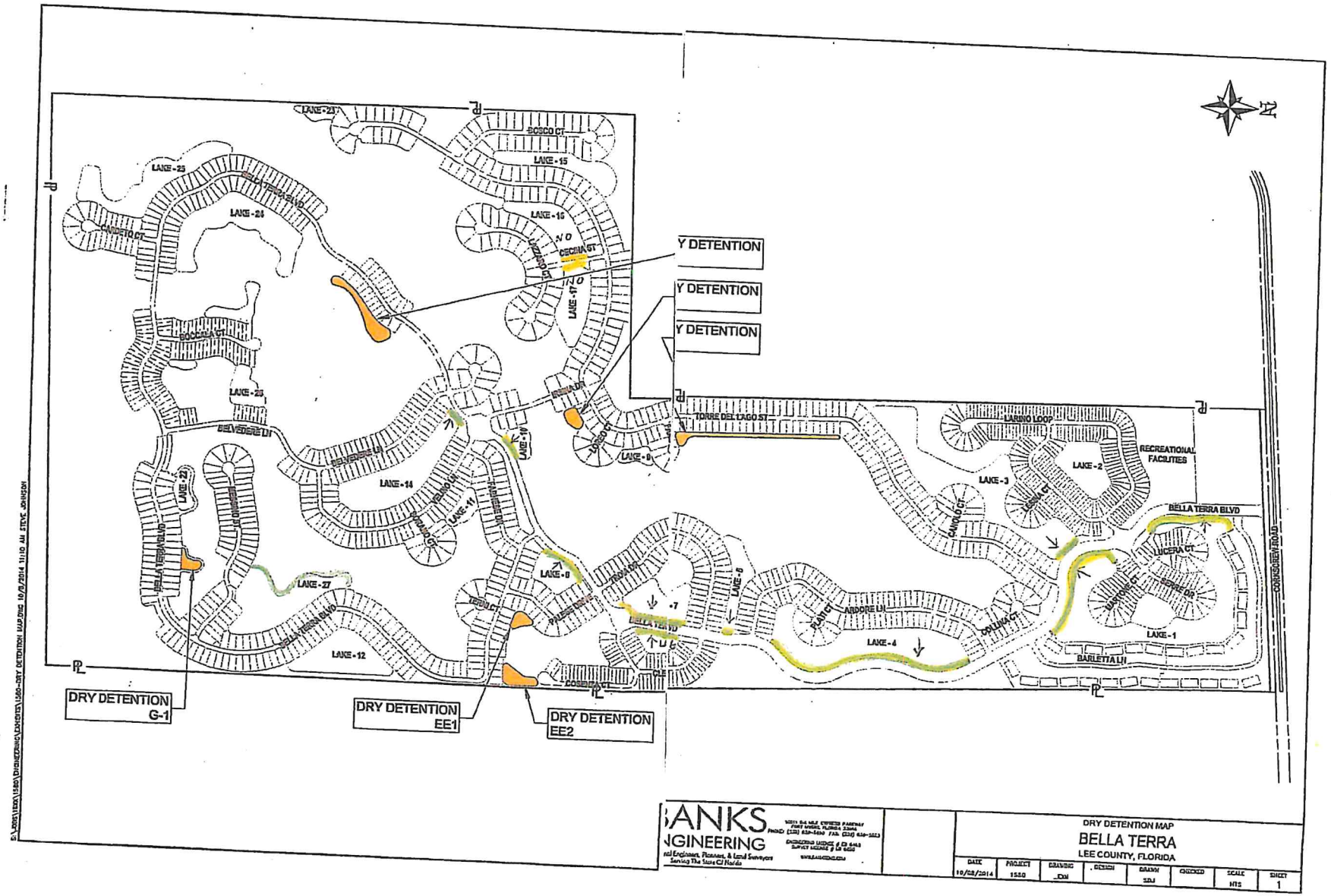
Policy:
Bella Terra Fishing Policy

Purpose:
The purpose of this policy is to manage fishing within Bella Terra and to protect the privacy and property rights of homeowners.

Procedures:
Fishing shall be permitted for residents, tenants and authorized guests. Fishing will be allowed from dawn to dusk on a Catch and Release basis* in the designated lakes denoted in green on the attached map; provided that the designated lakes can be accessed by Bella Terra common grounds or fishing is from the owner's property.

Private property extends to the water; the easement along lakeshores is for CDD maintenance only. Users may not trespass on private property and should try to minimize noise or other distractions to homes in the area. The use of fishing/crab traps shall not be permitted at any time.

Fishing by vendors / contractors is not permitted. * Should an exotic fish (as defined by Florida Fish & Wildlife) be caught, it should not be returned to the lake. Proper disposal of any fish is the responsibility of the
individual fisherman.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DRY DETENTION EE1
DRY DETENTION EE2
RECREATIONAL FACILITIES
CONSERVATION
BELLA TERRA BLVD
LAKE-1
LAKE-2
LAKE-3
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CECINA CT
BELVEDERE LN
TORRE DEL LAGO ST
LARINO LOOP
LUCERA CT
BARLETTA LN
ANDORRA LN
PLATA CT
COLIMA CT
CANOLO CT
LEGNA CT
TROVATO CT
PALESTRINA CT
BANKS ENGINEERING
Civil Engineers, Planners, & Land Surveyors
Serving The State Of Florida
DRY DETENTION MAP
BELLA TERRA
LEE COUNTY, FLORIDA
DATE 10/02/2014
PROJECT 1520
DRAWING _DDI
DESIGN
DRAWN SDJ
CHECKED
SCALE NTS
SHEET 1

Requirements for Paid Trainers, Coaches, and Instructors at Bella Terra of SW Florida

1. **Provide a current license in their field of training.**

2. **Maintain a current commercial insurance policy with not less than (in US Dollars).**

a.	General Liability	1,000,000
b.	Damage to rented premises (Fire Legal Liability)	300,000
c.	Medical EXP (other than participant)	5,000
d.	Personal & ADV Injury	1,000,000
e.	General Aggregate	2,000,000
f.	Products-Comp/Opp AGG	1,000,000
g.	Professional Liability	1,000,000
h.	Legal Liability to Participants	1,000,000
i.	Abuse, Molestation, Harassment or sexual Conduct Defense Costs Reimbursement	100,000
J.	Workers Compensation	$500,000

3. **List Bella Terra of SWFL Inc. as Additional Insured/Certificate Holder on commercial insurance policy.**
4. **Provide current COI and Active License upon request.**

5. **Workers Compensation Insurance or Exemption Certificate from the State of Florida. If you are exempt, a signed release of liability will need to be signed along with this agreement Workers Compensation exemption form from the state can be obtained at the following website.** https://www.myfloridacfo.com/division/wc/employer/exemptions

Where the INDEPENDENT CONTRACTOR or a sub of the INDEPENDENT CONTRACTOR utilizes an employee leasing firm to provide workers' compensation coverage, or hires Day Labor personnel from a Labor Pool Company, a roster of covered employees is required to be submitted with the Certificate from the leasing company. Any additional employees that are hired (and added to the coverage under the employee leasing company) after the Certificate is provided, shall be notified to the ASSOCIATION with an updated roster at all times. A Certificate of Insurance must be provided from the Day Labor company as well as a list of employees' names and dates of work which shall be submitted no less than every 7 days beginning with the first day of use of Day Labor type personnel.

I agree to abide by the above requirements while active as a paid Trainer, Coach or instructor at Bella Terra of SWFL, Inc., located in Estero, Florida.

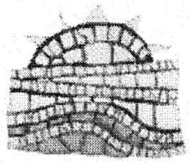
SIGNED:

_____ _____

Trainer-Coach-Instructor (Circle one) **Date**

Bella Terra of Southwest Florida, Inc.

20070 Bella Terra Blvd.
Estero, FL 33928
Phone: 239-495-7172 * Fax: 239-405-7417



Title: **BELLA TERRA AMENITY GUEST POLICY**		Page #: 1 Of: 1
Section: **Amenity Usage**		
Number:	Effective Date: **August 28, 2019**	
Department: **Administration**	Date of Previous Issue:	
Distribution: **Board of Directors, CAM**		
Reference:		

APPROVAL	8/28/29
Bella Terra of SW FL Board	Date

Policy: Amenity Use Rules & Regulations

Purpose: To ensure safe, enjoyable usage of the all amenities, to allow for fair access and to protect facilities, equipment and people.

Procedures:

1. All Courts and playing fields are open for play from dawn to 10:00pm. Residents may bring up to four (4) quests to enjoy the amenities when accompanied by a resident. If a resident is planning a special event and will have more than 4 guests, they can inform the administration office in advance and request a special exception.

2. All Residents must have a Bella Terra Resident ID available to show the Security Personnel if asked to identify themselves (if guest(s) are not accompanied by a resident they must have a guest pass). When signing out equipment, a Bella Terra Resident or guest ID must be presented and left at the Club House desk. ID will be returned when equipment provided is brought back to the Club House

3. Anyone using the amenities must sign a waiver releasing the Association of all liability.

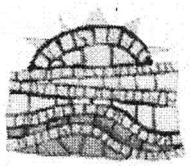
4. Residents and guest(s) using amenities will treat all other users with respect, consideration and will refrain from the use of foul language.

5. Receptacles are provided for trash (food, bottles, cans, etc.). Smoking and vaping are not allowed on any Club House Amenity property

6. The penalties for violations will be enforced by the staff as follows:
   a. A verbal warning will be given for the first offense.
   b. A written letter of warning will be issued for the second offense.
   c. A 15-day suspension of all use privileges will be issued for third or subsequent offenses.

Bella Terra of Southwest Florida, Inc.

20070 Bella Terra Blvd.
Estero, FL 33928
Phone: 239-495-7172 * Fax: 239-405-7417



Title: ANNUAL MEETING AND ELECTION PROCEDURES		Page #: 1 Of: 2
Section:	**General Administration**	
Number:		Effective Date:
Department:	**Bella Terra**	Date of Previous Issue:
Distribution:	**CAM, BOD**	
Reference:	**Bylaws 4.3**	

Approval

Bella Terra Board	Date

Policy: **Annual Meeting and Election Procedures**

Purpose: To adopt and utilize procedures whereby any person eligible to serve as a Director may qualify, to ensure elections are by a secret ballot cast by each Member, and to confirm counting procedures

Procedures:
A notice of call for resumes for Board of Directors openings will be included in the annual assessment mailing. A notice will also be put on the community web page, community channel and News Letter. Announcement of the call for resumes will be made at each Sub Association meeting beginning in December and up until the date that resumes are due. All resumes must be received in writing, either by U.S. mail or hand delivered, no later than 35 days prior to the scheduled annual meeting in accordance with Community Bylaws 4.3 (B) Election and Voting Materials.

A Meet the Candidates Night, as provided in the Electioneering Policy, will be held prior to the mailing of the election materials.

Once all resumes are received the annual meeting notices and election materials will be mailed or sent electronically to all owners no later than 14 days prior to the annual meeting date in accordance with Community Bylaws 3.5 Notice of Meetings.

Annual meeting notice and election materials will include the following:

- Voting Instructions
- Proxy
- Copy of each candidate's resume
- Ballot listing all candidates alphabetically

- Ballot envelope
- Return envelope with a return address space and a line for residents signature which is required

In accordance with Community Documents Bylaws 4.3 (3) Balloting.

If the Board elects to use electronic voting all materials will be sent out via email if a resident has opted in to receive electronic notices.

A request asking for volunteers to serve on the ballot counting committee will be sent to all Residents and announced at a Board of Directors Meeting. Direct family members of candidates will not be allowed to serve on the committee.

A registered owner alphabetical list will be compiled from the community data base and checked against all ballots as received. Ballots will be kept in an alphabetical file until the ballot committee meets on the date and time of the annual meeting to tally results. Unsigned return envelopes, duplicates and returns from owners that have sold units between the time materials were mailed and the meeting date will be filed in a separate file and will not be used for the actual tallying of votes.

The ballot counting committee will first open all return envelopes and remove the ballot envelopes. Once all the Ballot envelopes have been removed from the return envelopes they will be opened, and ballots removed. Ballots with votes for more than the number of open positions are not valid and will not be counted. Tally sheets will be filled out and the numbers recorded on each tally sheet will be compiled and totaled. The ballot counting committee will begin 1 hour prior to the start of the meeting and will be noticed. Any resident who wishes to observe the committee may do so.

The results of the election will be announced by the Bella Terra secretary at the end of the Annual Meeting.

RESOLUTION OF THE BOARD OF DIRECTORS AUTHORIZING AN ONLINE/ELECTRONIC VOTING SYSTEM AND ELECTRONIC TRANSMISSION OF NOTICES FOR BELLA TERRA OF SOUTHWEST FLORIDA, INC.

WHEREAS, Section 720.317, Florida Statutes, authorizes homeowners associations to conduct elections and other member voting through an online/electronic voting system provided that certain requirements are met; and

WHEREAS, the Board of Directors desires to authorize Bella Terra of Southwest Florida, Inc. (the "Association") to conduct such online/electronic voting as permitted by the statute and to authorize sending of notices by electronic transmission.

NOW THEREFORE, be it resolved as follows that the Board of Directors of the Association on this 28 day of August, 2024 hereby adopts the following regarding online/electronic voting and electronic transmission of notices:

RESOLVED, that use of an online/electronic voting system is hereby adopted; and

RESOLVED, that the Association will provide each member with:

(a) A method to authenticate the member's identity to the online/electronic voting system.
(b) For elections of the board, a method to transmit an electronic ballot to the online/electronic voting system that ensures the secrecy and integrity of each ballot.
(c) A method to confirm, at least 14 days before the voting deadline, that the member's electronic device can successfully communicate with the online/electronic voting system.

RESOLVED, that the Association will use an online voting system that is:

(a) Able to authenticate the member's identity.
(b) Able to authenticate the validity of each electronic vote to ensure that the vote is not altered in transit.
(c) Able to transmit a receipt from the online/electronic voting system to each member who casts an electronic vote.
(d) For elections of the board of administration, able to permanently separate any authentication or identifying information from the electronic election ballot, rendering it impossible to tie an election ballot to a specific member.
(e) Able to store and keep electronic votes accessible to election officials for recount, inspection, and review purposes.

RESOLVED, that all members will receive notice of the opportunity to vote through an online/electronic voting system prior to each election or other member vote in which the Association authorizes online voting; and

RESOLVED, that in order to implement online/electronic voting, the Association may contract with an outside vendor or other independent party that provides such services and the

Board shall use reasonable judgment to ensure that the services comply with the requirements of law; and

RESOLVED, that the Board may determine that utilizing online/electronic voting is not in the best interests of the Association as to any particular election or other member vote and accordingly, there shall be no obligation for the Association to utilize online/electronic voting at any particular election or other member vote; and

RESOLVED, that members must consent, in writing, to online/electronic voting no less than fourteen (14) days prior to the election or other member/membership vote by completing, signing, dating and tendering to the Association the consent form available from the Association attached hereto as Exhibit "A," as may be hereafter amended. If the consent form is received less than fourteen (14) days prior to the election or other member/membership vote then it shall be effective for the next subsequent member/membership vote; and

RESOLVED, that members may opt out of online/electronic voting no less than thirty (30) days prior to the election or other member vote by completing, signing, dating and tendering to the Association the revocation of consent form available from the Association attached hereto as Exhibit "B," as may be hereafter amended. If the revocation form is received less than thirty (30) days prior to the election or other member/membership vote then it shall be effective for the next subsequent member/membership vote; and

RESOLVED, that members who consent to vote by online/electronic voting may still vote by other means (in person or by proxy or written ballot, as applicable) with respect to any election of directors or other member/membership vote. In the event of multiple votes cast on behalf of a single unit/voting interest as to the same matter, the vote cast first in the election of directors shall prevail, while the last vote cast with respect to all other non-election matters will prevail.

RESOLVED, that a Member may also use the consent and revocation forms attached hereto as Exhibit "A" and Exhibit "B," or a substantially equivalent document respectively, with regard to choosing to opt into or out of receipt of notices from the Association via electronic transmission (which will apply to those notices that are statutorily permitted to be sent via electronic transmission) or electronic voting; and

RESOLVED, that a member's consent or revocation form may be delivered to the Association by hand delivery, mail or via electronic transmission.

BE IT FURTHER RESOLVED that this Resolution shall be recorded in the official records of Lee County, Florida. The Board of Directors for the Association approved the adoption of the above Resolution by a vote of 6 For and 0 Against.

This resolution was adopted by the Association's Board of Directors on the 28 day of August, 2024, and shall be effective on an even date herewith.

IN WITNESS WHEREOF, the undersigned has hereunto affixed his hand and the seal of the Association this 28 day of August, 2024.

Bella Terra of Southwest Florida, Inc.,
a not-for-profit Florida Corporation

By: _____
Bella Terra of Southwest Florida, Inc. President

CERTIFICATE

The undersigned hereby certifies that he/she is the Secretary of Association, a corporation organized and existing under the laws of the State of Florida; that the foregoing is true and correct copy of a resolution adopted at a meeting of the Board of Directors of said corporation held on the 28 day of August, 2024, at which meeting a quorum was at all times present and acting; that the passage of said resolution was in all respects legal; and that said resolution is in full force and effect.

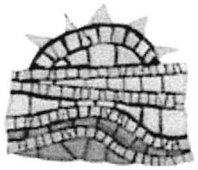
Dated this 28 day of August, 2024.

Bella Terra of Southwest Florida, Inc.,
a not-for-profit Florida Corporation

By: Robert K. Lieberman Digitally signed by Robert K. Lieberman Date: 2024.09.05 12:23:40 -04'00'
_____
Bella Terra of SWFL, Inc, Secretary

Bella Terra of Southwest Florida, Inc.

20070 Bella Terra Blvd.
Estero, FL 33928
Phone: 239-495-7172 * Fax: 239-405-7417



Title: **ELECTIONEERING**		Page #: 1 Of: 1
Section: **Administration**		
Number:	Effective Date:	
Department: **Administration**	Date of Previous Issue:	
Distribution: **CAM, Board Members**		
Reference:		

Approval	

Policy: Electioneering (Bella Terra Master Board Campaigns)

Purpose: To maximize informed voting and ensure all candidates have an equal opportunity to campaign

Procedures:

The following are procedures to be followed by candidates who may wish to run for election to the Board of the Master Board of Bella Terra.

- Bella Terra will use its web-site, e-mail system, and television channel to alert residents to the upcoming election and to encourage informed voting through scrutiny of the election materials and attendance at the Candidates Night.

- Bella Terra will allow each candidate an equal platform exposure through the following venues:

  The Bella Terra website.
  The Bella Terra bulk e-mail system (to distribute only the names and resumes of candidates)
  The Community Center bulletin board as soon as the official mailing of election materials has occurred.
  One page handouts placed in the Club House lobby in an area designated by the Bella Terra Master Association manager as soon as the official mailing of election materials has occcurred.
  Handouts placed in parcel neighborhoods with permission and in places permitted by the neighborhood as soon as the official mailing of election materials has occcurred.

- All candidates must be invited, with adequate notice, to speak at the following functions under the following conditions:

  The next Master Board meeting after the mailing of the election materials (five minutes to speak).

  A Board-sponsored "Candidates Night to be held within the week following the official mailing of election materials . (ten minutes to speak, to be followed by a question and answer period.)

  All candidates may speak, if requested, by invitation from a sub associations' Board of Directors. Those inviting candidates are encouraged to invite all the candidates who are running.

  All candidates are subject to the provisions of the association documents and in particular those sections prohibiting door to door solicitations or posting political signs within the community.