Rules
&
Regulations

Reflection Lakes at Naples
14020 Mirror Dr., Naples FL 34114

August 9, 2016 Amended
Rules & Regulations

RULES AND REGULATIONS

Reflection Lakes at Naples Master Association, Inc. (the “Association”) is a deed restricted community that is governed by the Declaration of Master Association Covenants and Restrictions, the Bylaws, and the Articles of Incorporation. As allowed by the Declaration, the Board may adopt additional rules and regulations.

The following is a summary of the rules included in the Declaration and the additional rules adopted by the Board of Directors. If there are any conflicts between the Rules and Regulations and the Declaration or Bylaws, the Declaration or Bylaws will prevail. The Declaration, Bylaws and Articles can be found on the community website. Residents and their guests and invitees that fail to comply with the Rules and Regulations or the rules in the Declaration may be subject to a fine and/or suspension of Common Area use rights.

Rules in the Declaration: There are rules and regulations included in the Declaration and Amendments to the Declaration. The following is a partial listing of those rules and the applicable section of the Declaration where the specific rules can be found:

1. Land Use and Building Type – Section 8.2
2. Easements – Section 8.3
3. Nuisances – Section 8.4
4. Temporary Structures – Section 8.5
5. Signs – Section 8.6
6. Pets – Section 8.8
7. Visibility at Intersections – Section 8.9
8. Commercial Trucks, Trailers, Campers and Boats – Section 8.10
9. Garbage and Trash Disposal – Section 8.11
10. Drying Clothes – Section 8.12
11. Unit Air Conditioners and Reflective Materials – Section 8.13
12. Exterior Antennas – Section 8.14
13. Chain Link Fences – Section 8.15
14. Renewable Resource Devices – Section 8.16
15. Trees, Shrubs and Artificial Vegetation – Section 8.17
16. Irrigation – Section 8.18
17. Exterior Lighting – Section 8.19
18. Game and Play Structures – Section 8.20
19. Fences and Walls – Section 8.21
20. Screen Enclosures – Section 8.22
21. Mailboxes – Section 8.23
22. Off-Street Motor Vehicles – Section 8.25
23. Storage and Meter Areas – Section 8.26
24. Rental and Leasing – Section 8.27
25. Condominium Associations – Section 8.28
26. Architectural Review – Article X of the Declaration & the Design Guidelines

Article 1: Clubhouse Facilities Rules

1.1 **The Clubhouse Facilities at Reflection Lakes at Naples –** The Clubhouse Facilities include the Clubhouse, two pools, pavilion area with picnic tables, barbeques, bocce ball court and horse shoe pit. The amenities are available to Owners, Approved Tenants and guests. Owners must be in good standing with the Association to retain access to the facilities. Association approved activities will take precedence over individual's use of Clubhouse facilities. All Owners, Approved Tenants and guests must sign a waiver prior to using the Clubhouse facilities.

1.2 **Guests** - Owners and Approved Tenants are responsible for their guests and are expected to apprise them of all rules and regulations for using the Clubhouse Facilities. An owner or approved tenant must accompany any guest to the amenity and must remain with them while using the facilities. Owners and approved tenants are not to loan out their access key cards to guests.

1.3 **Respect for Others** - Owners, Approved Tenants and guests must conduct themselves in a courteous and civil manner with due regard for the rights of others to use and enjoy the Clubhouse Facilities. Proper clothing, including shirt and shoes, required when using the Clubhouse.

1.4 **Use by Association** – The Association may use the Clubhouse Facilities for functions from time to time and may close those areas for other uses during those time periods.

1.5 **Damages** – Any damages caused by Owners, Approved Tenants or their guests will result in the owner or Approved Tenant being held responsible for the cost of those damages.

1.6 **Use Restrictions** – The use of the Clubhouse Facilities for commercial, business, church, soliciting and for-profit activities are prohibited. Notwithstanding the foregoing prohibition, the Clubhouse Facilities may be used for for-profit activities that, in the sole discretion of the Board of Directors, are for the benefit of the community and are first approved by the Board of Directors.

1.7 **Advertising/Soliciting Prohibited** – No advertising, signs or leaflets. Petitions or any other materials shall not be placed in the Clubhouse nor distributed on the Association property without the prior consent of the Association.

1.8 **Pets** – No pets or animals, except service or support animals, are allowed in the Clubhouse Facilities at any time.

1.9 **Emergency Phone** – There is a phone for emergency use only located next to the bulletin board near the main pool, inside the gate on the exterior of the exercise room.

1.10 **Noise/Nuisance** – Loud music or noise that may create a nuisance to others using the Clubhouse Facilities are prohibited.

1.11 **No Smoking** – Smoking, including vaping/electronic cigarettes, is prohibited in the Clubhouse Facilities.

1.12 **Assumption of Risk** – All those using the Reflection Lakes at Naples Clubhouse Facilities and grounds do so at their own risk.

1.13 **Community Clubhouse**

1.13.1 *Clubhouse Hours* - The Clubhouse is accessible from 5:00 a.m. to 10:00 p.m. daily.

1.13.2 *Access to Clubhouse* - Access to the Clubhouse is with Access Keycards only. Entry and exit to the Clubhouse is through the front doors of the Clubhouse only. Each Owner is responsible for returning his or her Access Keycards to the property manager when his or her home is sold. Each new Owner or Approved Tenant will be required to provide his or her personal information to the management company, which will then activate the Access Keycard in the new resident's name. Access Keycards which are lost or stolen must be reported to the management company's office immediately. The Access Keycards will be deactivated until the Access Keycard is recovered or replaced. A reactivation fee, as set forth in Exhibit "A" hereto, will be charged for reactivation after the Access Keycard is recovered or replaced or transferred.

Access to the Clubhouse may be denied by the Board of Directors for any of the following reasons:

a) Improper access such as a non-approved tenant or guests
b) Vandalism
c) Violation of the Rules and Regulations
d) Non-payment of Association fees for a period in excess of 90 days

1.13.3 *Security System and Alarms* - The video surveillance system monitors the interior and the exterior of the Clubhouse 24 hours per day, 7 days per week. Tampering, modifying or obstructing security cameras or any part of the security system is prohibited. When any fire alarm is activated, the Fire Department is called automatically. In the event of a false alarm the individual responsible for this action will be held liable to pay for any fees incurred.

1.13.4 *Attire* - Proper Attire must be worn in the Clubhouse. Shirts, shoes are required and all clothing must be dry.

1.13.5 *Exercise Room* – Residents or guests that plan to use the exercise room should check with a physician before beginning any exercise program.

a) The Exercise Room hours are the same as the Clubhouse hours.
b) For reasons of safety, those who are not competent or knowledgeable about the gym equipment, should be accompanied and supervised by a responsible person who is knowledgeable and competent in using the gym equipment in the Exercise Room.

c) Residents and guests must wear the proper athletic shoes and exercise apparel.
d) All equipment must be wiped with paper towels and disinfectant solution after use and returned to the proper storage location.
e) When people are waiting to use a piece of equipment, time is limited to 30 minutes. Damaged or poorly operating equipment should be reported to the management office.
f) The last one leaving the Exercise Room should turn off all TVs, lights and fans.
g) Residents or guests that plan to use the exercise room should check with a physician before beginning any exercise program. Anyone using the exercise room must sign a fitness waiver prior to using the exercise room.

1.13.6 *Ballroom* – The Ballroom is for the use of Association business and community-wide events and is available to rent by Reflection Lakes Owners. Owners in good standing interested in reserving the Ballroom must complete an application and remit the non-refundable use fee and the security deposit, as set forth in Exhibit "A" hereto. Upon inspection by the onsite manager after an event, the security deposit will be returned if there are no damages. Owners are responsible for cleaning of the Ballroom at the conclusion of their event.

1.13.7 *Card Room* – The Card Room can be reserved on a first-come, first-served basis, 48 hours in advance, but in no event can it be reserved more than 30 days in advance. The Card Room may be reserved by more than one group on any given day provided there is sufficient seating for each group.

1.14 **Clubhouse Parking Lot** – The parking lot at the Clubhouse is for short term parking while Owners, Approved Tenants and guests are using the Clubhouse facilities. All vehicles must be parked in designated parking spaces only. An overnight parking pass is available by request in advance from the property manager. Car washing and repair is prohibited in the Clubhouse lot. Any illegally parked vehicles will be towed at the vehicle owners' expense.

1.15 **Clubhouse Portico** – The portico may be used for loading and unloading of vehicles only.

1.16 **Outdoor Recreation Areas Including Pavilion, Bocce Ball, Horse Shoe Pit, BBQ and Picnic Area** – These areas are available to Owners, Approved Tenants and guests.

1.16.1 *Outdoor Recreation Area Hours* – The outdoor recreation areas are open from sunrise to sunset, 7 days per week. This area may be reserved by Owners in good standing by contacting the onsite manager.

1.16.2 *Bocce Ball and Horse Shoe Pit* – Bocce ball equipment is stored in the card room closet. Games are limited to 30 minutes if others are waiting to use the courts.

1.16.3 *Barbeques* – Charcoal grills are available at the Pavilion on a first-come, first-served basis but may be reserved in advance with the onsite manager. After use, the barbeque grills must be cleaned and any debris must be disposed of properly.

1.16.4 *Assumption of Risk* – The Association is not responsible for personal items left in the outdoor recreation areas.

1.17 **Clubhouse Pool –** Only residents, Approved Tenants, and guests are permitted to use the pools. Non-swimmers should be accompanied by a responsible and competent swimmer.

1.17.1 *Pool Hours* – The pool hours are from sunrise to sunset, 7 days per week.

1.17.2 *No Lifeguards* – No lifeguards are on duty at any time. Swim at your own risk.

1.17.3 *Two Swimming Pools* – There are two swimming pools at Reflection Lakes: the Main Pool and the Kiddie Pool.

1.17.4 *Pool Floats* – The use of water noodles and arm floaters are permitted but snorkels, flippers, balls, rafts, water guns and other intrusive pool floats are prohibited. The foregoing items are permitted in the Kiddie Pool however their use should be limited and supervised.

1.17.5 *Diving/Jumping* – Diving and jumping in either pool are prohibited.

1.17.6 *Restrooms/Locker Room/Showers* – Access to the Clubhouse from the pool area must be through the locker rooms. Showering is required before entering the swimming pool.

1.17.7 *Food and Beverages* – No glass containers are allowed in the pool or patio areas. Food and beverages are allowed underneath the patio area at the tables.

1.17.8 *Music/Radios* – Portable music equipment for individual use is permitted in the pool area with the use of ear buds or headphones only.

1.17.9 *Attire* – Proper bathing attire is required for swimming. All persons entering the Clubhouse must wear shoes, a dry shirt or a cover-up. No wet bathing suits are allowed in the Clubhouse. Swimmers must wear bathing suits and “swim diapers”, as necessary, when using the pools.

1.17.10 *Pool Aesthetics* – Residents and guests are required to clean up after themselves. No "saving" of pool furniture. If furniture is moved it should be returned to the original location before leaving.

1.17.11 *Pool Etiquette* – Everyone is expected to follow the pool rules and conduct themselves in a courteous manner; no one should become a noise or behavior nuisance to others while using the pool. Owners are responsible for the actions of the members of their household, tenants and guests and unruly or loud individuals will be asked to leave.

Article 2: Vehicle Control Gates

2.1 **Access Points** – There are two (2) access control points at Reflection Lakes; the main entry on Naples Reserve Blvd. and the back gate on Tamiami Trail. At the main gate, there is an entry lane for residents and Approved Tenants using a barcode scanner and a lane for guests using a telentry system. The back gate is only for residents and Approved Tenants using a barcode scanner.

2.2 **Barcodes** – Barcodes are available to all Owners and Approved Tenants. If an Owner or Approved Tenant changes vehicles, a new barcode will need to be purchased through the management office. Owners and Approved Tenants must notify the management office when a barcode is no longer in use by the authorized resident.

2.3 **Telentry Access** – After the barcode decals have been assigned, the resident's last name and first initial will be programmed into the telentry unit along with a scroll code number. When a visitor or guest enters the code number, the telentry unit will automatically call the unit telephone number. At the current time, a hard wired phone or a cell phone are required to work with the telentry unit. When the resident answers the phone and the visitor or guest identifies themselves, the resident can press 9 on their telephone to open the gate.

2.4 **Sale or Lease of Unit** – Upon the transfer of ownership by sale or upon the lease of a Unit, the new resident must visit the onsite management office to purchase a barcode. The new resident must provide the names and contact information for those residing in the property.

Article 3: Application for Lease

3.1 **Approval** – An application for each lease must be completed along with a non-refundable fee, as set forth in Exhibit "A" hereto. The Association may perform a background check and obtain a credit report on all potential occupants. Leasing of units shall be subject to the written approval of the Association. (Potential tenants approved by the Association are referred to herein collectively as "Approved Tenants", and individually as "Approved Tenant".)

3.2 **Lease Areas** – No portion of a unit (other than the entire unit) may be rented. Subleasing is not permitted.

3.3 **Termination/Eviction** – All leases shall contain the provision that the Association has the right to terminate the lease upon default by the tenant in observing any of the rules established by the Association.

3.4 **Term** – No unit or group of units may be leased more often than three (3) times in any calendar year for less than one (1) calendar month, or for any period of less than fourteen (14) days, nor may any unit be advertised or held out to the public as a place regularly rented for periods of less than one (1) calendar month.

3.5 **Pets** – Approved Tenants are permitted to have a maximum of two household pets The Tenant must at all times be in compliance with rules regarding pets as set forth in the governing documents, including Article 7 herein.

3.6 **Lease Modifications** – Owners are responsible to notify the Association of any modifications including renewal or extensions of a lease.

3.7 **Costs** – Unit Owners are responsible for any cost incurred by the Association as a result of actions by a tenant.

Article 4: Garbage and Recycle Disposal

4.1 **Placement Time** – Trash must be placed in authorized waste management receptacles only and must be placed curbside after 6:00 PM on the day before collection. Empty receptacles must be brought in no later than 8:00pm on the day of collection.

4.2 **Collection Days** – Trash collection days are **Monday and Thursday**. Recycling, yard waste including Christmas Trees and bulky item collection pickup is on Thursday. For Bulky item pickup, call: **239-252-2380**. For toxic and flammable disposal, call: **239-252-8489.**

Article 5:Vehicles and Parking

5.1 **Commercial Vehicles** – No trucks or vehicles which are primarily used for commercial purposes, other than those temporarily present on business, may be parked on the property unless they are in a garage.

5.2 **Boats, Trailers and RVs** – Boats, trailers, campers, travel trailers, recreational vehicles, motor homes and any vehicle not in operational condition and validly licensed are only permitted on the property if they are stored in a garage.

5.3 **Motorcycles** – All motorcycles, including scooters, mopeds or other two wheeled motorized vehicles, must be properly muffled, licensed and registered.

5.4 **Parking** – There is no street parking in Reflection Lakes other than for commercial vehicles on a temporary basis as identified in paragraph 5.1. All vehicles must be parked in a driveway or in a garage. Vehicles must not encroach over any portion of a sidewalk. Vehicles parked in a neighbor's driveway must have prior approval from the owner.

5.5 **Clubhouse Parking and parking Permits**- see paragraph 1.16, Clubhouse parking lot.

5.6 **Towing** – Any vehicle parked in violation of these restrictions may be towed by the

Association at the sole expense of the Owner if such vehicle remains in violation for a period of 24 hours from the time a notice of violation has been placed on a vehicle or if there is a repetitive parking offense.

5.7 **Motorized, Non-Licensed Vehicles** – All motorized, non-licensed vehicles are prohibited on the common property.

5.8 **Washing Vehicles** – Vehicles can be washed in the Residents driveway only.

5.9 **Portable Storage Containers** – Portable Storage Containers may be parked in an Owners driveway for a period not to exceed three days after receiving a permit from the management company.

5.10 **Driveway Maintenance** – Owners are responsible for the maintenance of their driveways including periodic pressure washing as needed to remove the accumulation of mold and other staining.

5.11 **Garage Doors** – Garage doors must remain closed from sun down to sun up unless entering or exiting.

5.12 **Vehicle Repairs** – No major repairs to any vehicle will be made within the property.

Article 6:Holiday Decorations

6.1 **Timing –** Holiday decorations may be placed up to fourteen (14) days before the holiday and must be taken down seven (7) days after the holiday, with the exception of Christmas or Hanukkah decorations, which may be placed up to thirty (30) days before the holiday and must be taken down fourteen (14) days after the holiday. More details of the allowable decorations can be found in the Design Guidelines.

Article 7:Pets

7.1 **Allowable Pets** – No animals, reptiles, wildlife, livestock or any poultry of any kind shall be raised, bred or kept in any lot or home except that no more than two household pets may be kept provided they are not bred for commercial purposes and provided they do not become a nuisance or annoyance to any neighbor by reason of barking or aggressive actions or otherwise. A household pet means dogs or cats and other animals expressly permitted by the Association.

7.2 **Pet Registration** – All pets must be registered with the management office.

7.3 **County Regulations** – For informational purposes, Collier County has pet regulations which require licensing and vaccinations.

7.4 **Clean Up and Leashes** – Everyone is required to clean up after their pets and keep their pets on a leash at all times.

7.5 **Control** – Pets must be with their owners or caretakers at all times when outside the owner's home.

Article 8:Road Safety

8.1 **Speed Limit** – The speed limit throughout the community is 20 miles per hour.

8.2 **Roadways** – Roadways are to be kept clear for safe passage for vehicles and bicycles. No games are allowed to be played in the roadways if they interfere with traffic.

8.3 **Bicycles** – Bicyclists may use sidewalks as long as right of way is given to pedestrians.

8.4 **Other** – Skateboards, scooters, and non-licensed motorized vehicles are not allowed in the streets or common areas. These types of vehicles are allowed on sidewalks as long as the right of way is given to pedestrians. If a person is not competent or knowledgeable in the use of the skateboard, scooter, or non-licensed motorized vehicle, that person should be supervised by a responsible person who is competent and knowledgeable in using the skateboard, scooter, or non-licensed motorized vehicle. The foregoing prohibition against non-licensed motorized vehicles on the streets or common areas shall not apply to those used by the Association, including but not limited to those used by the Association's officers, directors, employees, agents, and contractors.

Article 9:Nuisance

9.1 **Nuisance** – No noxious, offensive or unlawful activity may be carried on upon the property, nor shall anything be done which may become an annoyance or nuisance to other residents. This shall include loud or offensive behavior on any part of the property including the streets, sidewalks, clubhouse or other common property.

EXHIBIT “A”

Fee Schedule

The following is a schedule of fees charged by the Association, which may be modified by the Board of Directors from time to time, but which shall in no event exceed the maximum permissible by law. The entitlement to receipt of these fees may be allocated between the Association and a Community Association Management Firm or other third party as provided in a written agreement.

Access Keycards (Rule 1.13.2)

Reactivation Fee..... $50.00

Community Clubhouse – Ballroom (Rule 1.13.6)

Non-Refundable Use Fee $200.00

Security Deposit $500.00

Lease Approval (Rule 3.1)

Non-Refundable Fee $100.00

Refundable Security Deposit $500.00