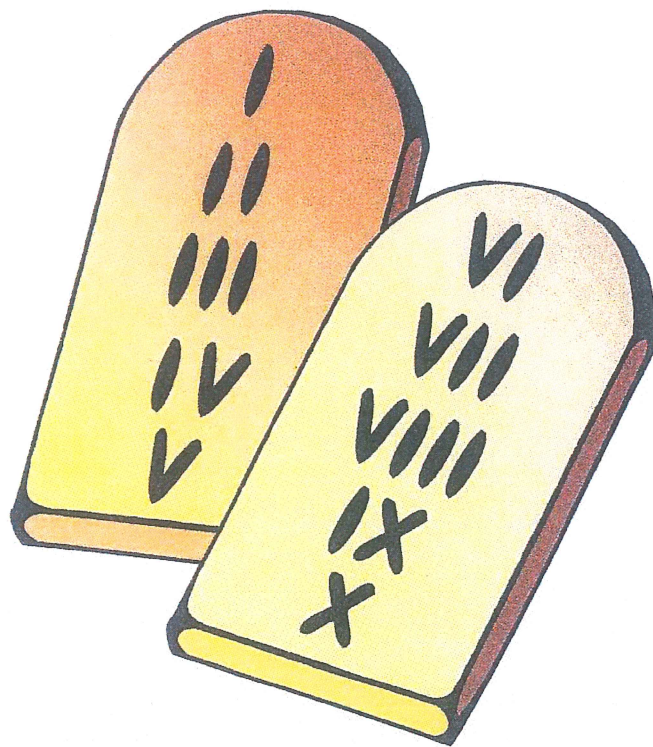


Rules
Regulations
Basic Building Specifications



**CITRUS RIDGE NEIGHBORHOOD ASSOCIATION, INC.
RULES, REGULATIONS AND BUILDING SPECIFICATIONS**

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CITRUS RIDGE NEIGHBORHOOD ASSOCIATION, INC. RULES, REGULATIONS AND BUILDING SPECIFICATIONS

DEFINITIONS

MEMBER: Any registered owner, in good standing, of a Citrus Ridge Lot.

GUEST: Any person(s) visiting, but not staying overnight

OVERNIGHT GUEST: Any non-member staying in/on a member's unit/lot overnight. The 55 and over rule applies.

RENTER: Non-member sub-leasing a member's unit or lot. The 55 and over rule applies.

DESIGNATED HOUSING FOR OLDER PERSONS: A residential community designated to meet the physical and social needs of older persons bound by the Declaration of Covenants, Conditions and Restrictions, originally dated October 7, 1985 and subsequently amended and restated, April 28, 2000.

RECREATIONAL VEHICLE (RV): A park model, motor home, trailer and fifth wheel, as defined in the Florida Department of Motor Vehicle Regulations.

VARIANCE: Is official permission to by-pass regulations that **may** be granted by the Board **only** when specific conditions of the Rules and Regulations cannot reasonably be met. (i.e., Building Specification Section 8f):

*A variance is official permission to by-pass regulations and **may** be granted by the Board **only** when specific conditions of the Rules, and Regulations cannot reasonably be met; **and** meet the following criteria:*

- (1) *The design is in conformance with community standard.*
 - (2) *A waiver has been obtained from neighboring lot owners.*
 - (3) *All County regulations have been met.*
 - (4) *A majority of the Board members approve the variance at a duly called meeting.*
- The granting of a specific variance in a particular case is not to be construed as general license for granting of variances on different lots.*

COMMERCIAL VEHICLE: Any vehicle displaying signage advertising goods, services, etc. for sale or use by the general public, or, the primary construction of which is intended for commercial purposes.

COMMERCIAL ACTIVITY ENTERPRISE: The offering for sale by residents of goods or services, the promotion for sale of goods or services, the representation of the person as an agent for the sale of goods or services to the general public for money or other things of value, such as to be inconsistent with an essentially residential use of the property; or, damage the right of peaceful enjoyment in their property of other residents.

PHASE I, II AND III: Phase I includes Lots 1 through 213; Phase II includes Lots 302 through 459 and Phase III includes Lots 215 through 290.

CRNA RULES

1. **LIMITATIONS ON LOTS:** Lot occupation is limited to one RV or park Model, except for the purpose of loading/unloading on arrival/departure, at which time the additional vehicle is allowed for seventy-two (72) consecutive hours. Vans used for personal transportation only are not considered RV's. Oversized vehicles (semi-tractor cabs) must be stored in CRNA storage area or out of park.
2. **CAMPING VEHICLES:** Tents, truck campers, pop-up and van campers will not be utilized for camping in the park.
3. **SET-BACKS:** CRNA and Polk County regulations require RV's be at least five (5) feet in from the lot lines, sides and back. Front set-back is ten (10) feet in Phase I (lots 1 thru 213) and fifteen (15) feet in Phases II and III (lots 215 thru 459).
4. **AWNINGS/SCREENED ROOMS:** Awnings and screened rooms constructed of fabric or aluminum are permitted on travel trailers and motor homes. Retractable awnings are permitted on any unit - including park models. *(Amended by membership March 2014).*
5. **OUTSIDE STORAGE:**
 - a. Personal Property: **The ONLY items to be stored outside will be grills, outdoor furniture, bicycles, mobility vehicles, golf carts and storage bins.** will not be stored outside, with the exception of grills, outdoor furniture, bicycles, mopeds, golf carts and storage bins.

NOTE: The size of an outside manufactured plastic storage bin is specified as ~~30-32 cubic feet~~ (i.e., exterior dimensions: 4 ft. 7 in. x 3 ft. 1 in. x 3 ft. 3 in.); however, it must conform to the continuity of the lot **as 3ft. deep x 5ft. wide located behind or to the left rear of the unit; height to be determined by height of permanent structure.** They must be properly anchored down and a CR20 is required before installation is begun. *(Amended by membership, March 2003)* **Amended by membership, March 2019**
 - b. Boats, boat-utility trailers, camper tops, etc. may not be stored on any lot. Arrangements must be made for storage outside of the park or in CRNA storage area. Check with office for size and price.
 - c. Car-hauling trailers dollies, may be stored at the rear of the lot, under the RV motorhome and out of sight.
6. **OBJECTS MOUNTED TO AND AROUND BUILDINGS:**
 - a. Flag Poles and wall-mounted brackets are limited to one (1) on the RV, park model, or carport. (FS720.304 permits flagpoles no taller than twenty feet (20') and flags no larger than four and one-half by six feet (4-1/2' x 6')
 - b. Banners - used for welcome signs or garden decorations are limited to one (1) per lot.
 - c. TV Antennas - small, round, roof-mounted antennas recommended, preferably installed at the rear of the unit.
 - d. Satellite Dishes - are permitted. Recommended size is eighteen (18) inches.
 - e. Mail and newspaper boxes - are **not** permitted on individual lots.
7. **RULES FOR CHILDREN**
 - a. Children under eighteen (18) years of age are permitted as guests in the park for a total of thirty (30) nights within a twelve-month period.
 - b. Children, thirteen (13) years of age and under may use the recreational facilities only when accompanied by an adult member (or an adult guest) who must be responsible for their conduct.

8. RECREATION FACILITIES

- a. All members, renters and guests **MUST** adhere to posted rules.
- b. Alcoholic beverages are not permitted on common or recreational areas, except for special events with **prior** Board approval. (per insurance regulations)
- c. No glass containers are allowed on common or recreational areas. **Especially pool and hot tub area.**

9. NAME TAGS: Members are requested to wear name tags to all CRNA functions. Members should provide tags to their guests when attending functions or using recreational facilities.

10. USE OF RECREATIONAL FACILITIES: Halls, Pool, Courts, etc.

- a. Club House: Any member wishing to use the Club House for activities open to the membership must sign up at the Association Office stating purpose, date, and time period desired to assure availability.
- b. Activity Hall: is available to reserve for all members/renters for exclusive private use, i.e., parties, showers, dinners, etc. Maximum time scheduled will be limited to four (4) hours (with an additional hour for set-up and an hour to clean up – total 6 hours) An **Activities Board Member** will post a sign at least seventy-two (72) hours prior to the event, indicating the hours for which the building is reserved. There will be no charge for sanctioned activities (Red Hats, Computer Club, etc.)
- c. Commonly Owned Facilities: are not available for exclusive private gatherings of outside entities even though a Citrus Ridge member may belong to the outside entity. All facilities are designed for the private use of members and their guests.

11. SMOKING: Smoking is not permitted in any Association-owned building.

12. OUTDOOR CLOTHESLINES:

- a. Outdoor laundry drying is permitted in the fenced area provided adjacent to the west laundry room. Individuals may utilize a retractable clothesline **only** on their respective lots. No overnight drying, and line **must** be retracted when not in use.
- b. Bathing suits/beach towels are not considered laundry and may be hung outside at the rear of the lot.

13. HOUSEHOLD PETS:

- a. For the purposes of this document, shall mean and refer to normal domesticated animals; specifically, dogs, cats, and birds are the intended scope of this article. No other animals shall be allowed. Further, the size of any pet kept within the Park shall not exceed thirty (30) pounds weight, and must be registered at the Association Office.
- b. Polk County Pet Regulations will be enforced. (i.e. vaccinated, licensed, and leashed at all times, on own property, must be cleaned up after, etc.) Failure may result in a fine.
- c. Renters/Visitors **must** abide by above pet rules.

14. QUIET HOURS: From 10:00 p.m. to 8:00 a.m. daily.

15. SPEED LIMIT: The speed limit in the park for all motorized vehicles is fifteen (15) miles per hour.

16. PARKING:

- a. Motor vehicles must be parked entirely within the lot. Overnight parking in common areas for guests requires prior Board approval. RV's or motor homes may not be parked at the Activity Hall or Club House parking lots without Board permission. With permission, a member may park overnight at the entrance by the lake.
- b. Commercial vehicles may not be in the park overnight without specific written permission from the Board.
- c. Law Enforcement Vehicles an association may not prohibit a law enforcement officer, as defined in s. 943.10(1) who is a parcel owner, or who is a tenant, guest, or invitee of a parcel owner, from parking his or her assigned law enforcement vehicle in an area where the parcel owner, or the tenant, guest, or invitee of the parcel owner, otherwise has a right to park. (Amended by membership March 2023)
- d. Trespassing on another member's lot or using the driveway without permission is prohibited. Parking arrangements are the responsibility of the member.

17. MOTORCYCLES, MOPEDS AND GOLF CARTS:

- a. Motorcycles are permitted only as transportation in and out of the park. They are not permitted as transportation within the park; i.e. they may not be driven from a residence to the recreation facilities. Mopeds and golf carts are permitted in the park, but operators must follow indicated traffic patterns. Operators should avoid cutting across common areas, sidewalks or grass and must park in designated spaces.
- b. Operators must be properly licensed by their state of legal residence to operate any motor vehicle on Park property, including golf carts. *(amended by membership, March, 2016)*

18. DISABLED VEHICLES:

- a. Disabled vehicles and other unsightly units are not to be left in the Park. All vehicles must have a current license.
- b. Major maintenance or repair, such as dropping of an engine, transmission, rear end, etc. is not permitted within the park.

19. RECYCLE DUMPSTER / COMPACTOR / MAINTENANCE AREA:

- a. Batteries, oil, tires or toxic materials of any sort must be removed from the park and are **NOT** to be placed in or near the dumpster area or the maintenance area.
- b. Household garbage is to be tied in a plastic bag and placed in the compactor. Boxes are to be broken down and placed in the recycle bin so the Association is not paying to dump air. Furniture, mattresses, TV's, propane canisters and other such items **ARE NOT TO BE PLACED IN OR NEAR THE COMPACTOR AREA OR MAINTENANCE AREA!** Please call the office for information about disposing such items, or contact our contracted trash removal service to have these items picked up at your lot.
- c. Under no circumstances should *any* items be left near the compactor area when the container is being serviced or emptied!
- d. If the recycle bin is full (above top of container) please place recyclables in the compactor **(amended by membership, March, 2016)**

20. **SOLICITING**, peddling, advertising or conducting commercial enterprises of any kind except as specifically approved and registered with the Board following a member presentation of benefits to the residents, are not permitted within the park.

21. RENTERS & GUESTS

- a. Owners are advised to provide the person's name, address, and length of stay of renters and overnight guests to the Association Office.
- b. Members should provide renters and overnight guests with a copy of the Rules and ensure they clearly understand and agree to observe the rules of the park. A condensed version of the rules for renters is available in the Association Office.
- c. The Board reserves the right to terminate any rental agreement for Violations of CRNA rules.

22. POOL HOURS OF OPERATION

- a. Hours of operation shall conform to Polk County Regulations. (i.e. swimming after dusk requires overhead lights be turned on)
- b. Pool cover will be removed when outside temperature reaches sixty-five (65) degrees Fahrenheit. *(amended by membership, March 2005)*

CRNA REGULATIONS

1. **DISPOSAL OF DEBRIS BY OWNERS:** Trimming, planting and maintenance of trees, shrubs and flower beds are the responsibility of the property owner. Debris from such should be bagged or tied in three-foot (3 ft.) length bundles and put at the front of the lot for removal by contracted provider. Debris generated by lawn maintenance contractors will be removed by the contractor.
2. **DISPOSAL OF DEBRIS FROM SERVICES:** Residue and debris from concrete work, construction, or contracted tree removal must be collected and disposed of outside the park. Tree removal by owners shall be bundled in three-foot (3 ft.) sections and left at the front of the property to be removed by contracted provider.
3. **LAWN SERVICE:**
 - a. Lawn service may be provided at the discretion of the Board to all open unobstructed areas, private or common, which exceed a width of four (4) feet.
 - b. In order to facilitate lawn cutting and trimming and to protect plantings, RV's and other structures, there must be a fixed, standing border, at least 6" from the structure or plantings. Claims for damage to unprotected areas may not be considered for reimbursement.
4. **TOPPING AND REMOVAL OF TREES:** Topping and removal of trees requires Board approval to ensure contractor's insurance and credentials are on file at the Association Office. All removal of live trees shall conform to the Declaration.
5. **SIGNS/NOTICES:**
 - a. "For Sale/Rent" signs may be erected by the owner or Realtor, will measure a maximum of twenty-four (24") inches wide by eighteen (18") inches high, and limited to one (1) sign per lot and kept in good repair.
 - b. Only one (1) political sign no larger than thirty-six (36") by thirty-six (36") is permitted on lot thirty (30) days prior to election and **MUST** be removed immediately after election.
 - c. Homeowners are permitted to post notices on bulletin boards. All such notices must be dated when posted and removed after (30) days. Notices shall be no larger than three (3") inches by five (5") inches.

6. **RECREATIONAL VEHICLES CONSIDERED PERMANENT:** All classes of recreational vehicles as defined in Florida Statutes (except motor homes and private motor coaches) that are left in place for a year are classified by the Board as permanent and must be tied down, skirting, and have permanent utility hookups. Should the homeowner decide not to make the unit permanent, the unit must be removed from the park and will not be allowed to return for a minimum of thirty (30) days. *(amended by membership, March 2004)*

CRNA BASIC IMPROVEMENT SPECIFICATIONS

All structural improvements on any lot, including the exterior of the RV, require prior written approval of the Board. Form CR-20/25

Easement Restriction: No owner may place any item of concrete, wood, metal or other material or construct any building on or above land designated to common ground or easement

NOTE: Any tangible changes requiring removal of property (e.g. sheds, screen rooms, carports) will comply with current rules when replaced.

REQUIREMENTS FOR PROJECTS INVOLVING CONSTRUCTION

1. To insure conformity, and before starting any lot improvements, members must complete Form CR-20 and where required, a CR-25 (drawing). The CR-20 will detail description of the construction, including overall measurements, number and size of openings, type of material, etc. Work will not be scheduled before the CR-20 is approved. Routine requests should be approved within five (5) working days; most, will require on-site inspection prior to approval. Requests involving variances will require on-site inspection and will be considered at a duly called meeting of the Board (see 8f of this section). All requests will require on-site inspection following completion of the work to insure compliance with the filed CR-20.
2. All work contracted to be performed by a licensed Florida contractor, who is insured, bonded and carries Workmen's Compensation. A copy of the contractor's name, license number and proof of insurance coverage must be filed with the Association Office **before** any work is begun.
3. **STOP WORK ORDERS** will be issued and enforced at all sites where prior approval has not been granted. Contractors found to be working on projects where Board approval has not been granted will have their authorization to work in the park revoked.
4. **CONTRACTORS WILL NOT START WORK BEFORE 8:00 a.m.** and may not work on Sunday, except in an emergency. Emergency to mean making the project weather tight or to protect life, limb or other property. Do-it-yourself construction projects by owners are subject to the same restrictions.
5. **MEMBERS DOING THEIR OWN CONSTRUCTION:**
 - a) Will include an estimated time schedule on the CR-20.
 - b) A licensed Florida contractor, identified on the CR-20 must do construction of roof and outside walls, and be identified on the CR-20/25.
 - (1) Acting as your own contractor for exterior improvements, requires a Polk County Permit, and signed disclosure statement at the County office (2005 Florida Statutes 489.103(7)).
 - (2) A copy of Building Permit & Disclosure Statement must be presented with CR-20/25 to Association Office for approval.
 - (3) If disclosure statement is not signed and received at Office, work will require a licensed contractor. *(Amended by membership vote, March 2006)*

6. A POLK COUNTY BUILDING PERMIT and an Association CR-20 are required and both must be prominently displayed before any construction work is started. All construction must comply with County and Park setback regulations.

7. NEW PARK MODELS although not involving construction, require completion of a CR-20 and must:

- a) Have a County tie-down permit;
- b) Meet County and Park setback regulations, and,
- c) Be skirted within thirty (30) days of delivery.

A lot survey is strongly recommended. Power lines must be hard-wired and buried twelve (12) inches or more in PVC pipe for protection from lawn service. All telephone and TV cable must be buried for protection. A construction permit is required by Polk County for the erection of Florida, screened, or built-in storage rooms, roof-overs, patio covers, raised decks and all concrete work which will (or may) serve as supporting foundation slabs for any or all of the listed construction; as well as, footing slabs for air-conditioning units or free-standing sheds.

8. GENERAL SPECIFICATIONS:

- a) The maximum length of the addition shall be no longer than the length of the RV to which it is permanently attached.
- b) The roof of the addition shall not exceed the roof of the park model. The roof on a trailer or fifth wheel may extend to the furthest forward point of the RV, excluding the hitch.
- c) The maximum side, front and rear overhangs, including gutters, shall not exceed sixteen (16) inches beyond the wall or support.
- d) The maximum width of the addition, walls or supports, shall not exceed fourteen (14) feet.
- e) In instances where the lot is not rectangular, a member may submit detailed plans to the Board for a Florida/screened room, which are not in strict conformance with (d) above.
- f) A variance is official permission to by-pass regulations and may be granted by the Board only when specific conditions of the Rules, and Regulations cannot reasonably be met; and meet the following criteria:
 - (1) The design is in conformance with community standards.
 - (2) A waiver has been obtained from neighboring lot owners.
 - (3) All County regulations have been met.
 - (4) A majority of the Board members approve the variance at a duly called meeting.
The granting of a specific variance in a particular case is not to be construed as general license for granting of variances on different lots.
- g. All buildings intended for human occupancy within the jurisdiction of Citrus Ridge Neighborhood Association shall be numbered in compliance with Polk County Ordinance 90-38. To wit: Numbers shall be no less than three (3") inches in height, or a contrasting color to the building and easily legible from the street or road. Additionally, the number(s) shall be permanently attached to said building or post.
 - (1) If a post is used to display numbers, the size and color of the numbers shall be consistent with the specifications contained in 8g. *(Amended by membership March, 2004)*

9. FLORIDA ROOM ADDITIONS:

- a. Total square footage of structure per lot, excluding sheds, not to exceed 1008 sq. ft. maximum square footage for a park model is 504 sq. ft.
- b. Color of siding material should match the RV/park model.
- c. To conform to County regulations concerning living space, vinyl or glass windows must cover at least 8% of the front and side walls.
- d. Wall construction may have metal or wood studs.
- e. Raised wood floors are permitted and recommended.
- f. Electrical and plumbing interior configurations may be made by the member, but must meet any County specifications as covered in the building permit.

10. SCREEN ROOM ADDITIONS:

- a. Screen must cover at least forty percent (40%) of each wall.
- b. Maximum skirting height is thirty (30) inches from the floor.

11. BUILT-IN STORAGE ROOM ADDITIONS:

- a. Storage rooms built at the rear of a Florida/Screened room where exterior walls exceed eight (8) feet in length must meet the County eight percent (8%) window requirement.
- b. If the addition is at the back, it may be flush with the rear of the RV but it is entered directly from the rear door of the RV, an exterior door must be provided from the storage room.

12. ROOF-OVER ADDITIONS:

- a. The pitch of the existing roof will determine the height center of the roof-over. Both sides of the roof will be equal. Roof-over construction requires a County Permit.
- b. The length should not extend more than sixteen (16) inches beyond the walls of the original RV.

13. PATIO COVERS:

- a. Must be over the patio area with a supported roof attached to the side of the RV unit.
- b. Patio cover may extend forward up to the front edge of an *existing* carport. ***(amended by membership vote March, 2018)***

14. RAISED DECKS AND PORCHES ARE PERMITTED, PROVIDING:

- a. County set-back regulations from lot line, as per survey, including steps.
- b. Phase I (lots 1 through 213) ten (10) feet (excluding 29A); Phase II and III (lots 302 through 459 and lots 215 through 290, respectively) fifteen (15) feet.
- c. Decks may be screened, providing materials match existing home. Deck must be skirted to match existing skirting. Metal, wood, or vinyl railings may be installed.
- d. Neither the RV roof/park model roof, nor the roof of any addition may be extended to cover the deck. Any roof over the deck must be of an awning-type and may extend no more than four feet beyond the original dwelling.
- e. All other requirements must be met prior to the start of construction.

15. SUN PROTECTION:

- a. Awnings are permitted. Hurricane type awnings should not be larger than the window and frame they are intended to cover during off-season. A maximum forty-eight (48) inch projection of either type awning is permitted when unit is in use. An approved CR-20 is required for installation of any type awning.
- b. Drop blinds, curtains, and roll-ups are permitted, providing they are neat in appearance and properly maintained.

16. FREE- STANDING STORAGE SHEDS:

- a. One free-standing shed allowed per lot. If the shed is to be built on site, work must be done by a licensed Florida contractor, or a qualified homeowner. An approved CR-20/25 is required prior to starting work.
- b. Shed placement on a back-to-back lot must be five (5) feet in from the back lot line on the left side of the dwelling as seen from the street. On lots open at the back, shed may be placed on the back lot line to the left of the RV. Some variation may be required due to the configuration of the lot or tree location. Prior Board approval is required before a shed is placed on the lot.
- c. Maximum size, lot size permitting: eight (8) feet by twelve (12) feet; standard manufacturer's height not to exceed one hundred twenty (120) inches.
- d. Siding material, aluminum or vinyl lap siding, matching color of RV

- e. Windows permitted.
- f. Roof, shingled or aluminum.
- g. Sheds shall be skirted to match RV within thirty (30) days of installation.

17. CONCRETE WORK:

- a. Any concrete work over 200 sq. ft. must be accomplished by a licensed Florida contractor concrete shall not cover more than two-thirds (2/3) the area of the lot.
- b. Arrangements must be made to clean up residue from concrete work and remove debris from the park. **Citrus Ridge dumpsters are not to be used for this purpose.**

18. AIR CONDITIONING UNITS OR LP GAS TANKS:

- a. Central air conditioning units and/or LP gas tanks are to be placed behind the RV or room addition. Window and/or wall air conditioning units may be allowed on a case-by-case basis as determined by the Board of Directors provided:
 - (1) said unit does not protrude beyond the limits of the structure by more than 6 inches and is adequately supported by bracing to insure mechanical integrity of the installation.
 - (2) the unit is installed at such a height above grade to provide safe and adequate clearance to maintenance workers who may from time-to-time require access to the area under the unit.
 - (3) maximum capacity allowed is 8000 BTU
 - (4) An approved CR-20 is required
(amended by membership, March 2004)
- b. LP tanks ~~are not to be larger than one hundred (100) pounds and~~ can be placed to the side of the unit only if necessary to meet local, state and county fire codes – 10 ft. from electrical box outlet or air conditioner. **(amended by membership March 2023)**

19. CHAIN BARRIERS: are permitted across driveway and adjacent pavers. They should be constructed of white PVC pipe, two (2) inch diameter by no more than thirty (30) inches high with caps and plastic chain. Chain barriers are **NOT** recommended, but are permitted if installed within concrete drive or adjacent pavers.

20. FENCES: defined as a barrier, used for protection, defense, or for establishing exclusive right to possession; or a barrier enclosing or bordering a field, yard, etc., used to confine, prevent entrance or to mark a boundary, are not permitted. Railings used to provide safety on porches, decks, staircases, etc. are not fences for the purpose of this document.

21. SPRINKLER SYSTEMS: Sprinkler systems are allowed, but care must be taken to ensure underground water lines and electrical wiring is not damaged. If in doubt, check with the Office.

22. WAIVERS FOR LOT IMPROVEMENTS: If a member can establish that the desired addition would enhance the park and a waiver is obtained from neighboring lot owners, a Form CR-20/ shall be completed and submitted to the Board for consideration. No structural improvement may be placed on any lot without prior approval.

23. GENERAL INFORMATION: It is most important to remember that all structures or improvements on any lot require prior, written approval. A written request (Form CR-20/25) for any lot improvement must be made by the member and submitted to the Board via the Association Office.

24. FINES: When property was purchased, the member agreed to abide by the Rules, Regulations and Basic Improvement Specifications. For all major violations of the Association’s Declarations, Articles, Bylaws and Rules, a fine, not exceeding one hundred dollars (\$100) per day may be levied following written notification and the opportunity of a hearing by an Owners’ Mediation Committee.

25. AMENDMENT PROCEDURES: The Rules, Regulations & Basic Building Specifications Document may be amended when a proposal is:

- a. Submitted in writing by the Board of Directors to the Document Review Committee, or;
- b. Submitted in writing by an Association member to the Board of Directors, or;
- c. Submitted in writing by Rules, Regulations, & Building Specifications Committee to the Board of Directors, or by
- d. Submitting a written petition by a member(s). The petition must contain the valid signatures of a least twenty percent (20%) of the total voting interest, eighty-nine (89) lot owners signatures - one signature per lot. The petition may be presented to and must be accepted by any member of the Board.

After the Document Review Committee assures that the proposed amendment does not violate Federal Laws, Florida Statutes, Polk County Ordinances or Association governing documents, the amendment shall be presented to the membership by:

- a. A color card ballot at the Annual Members' Meeting where a fifty-one percent (51%) majority of the voting interest, including proxies, present at the meeting shall carry the vote. If less than a fifty-one percent (51%) majority is obtained, the current Rule, Regulation or Building Specifications stands, or
- b. A vote without a meeting, (mailed ballots) by two-thirds (2/3) affirmative vote of the ballots received by the designated date, provided due notice of the proposed amendment(s) have been given to the total voting interest and said notice contains a fair statement of the nature and effect of the proposed change. If less than a two-thirds (2/3) affirmative vote is obtained, the current Rule, Regulation or Building Specification Stands.
- c. New rules become effective when all members are given a copy of the changes by hand delivery, electronic or regular mail at the address of record, within thirty (30) days of approval. ***(amended by membership, March, 2010)***