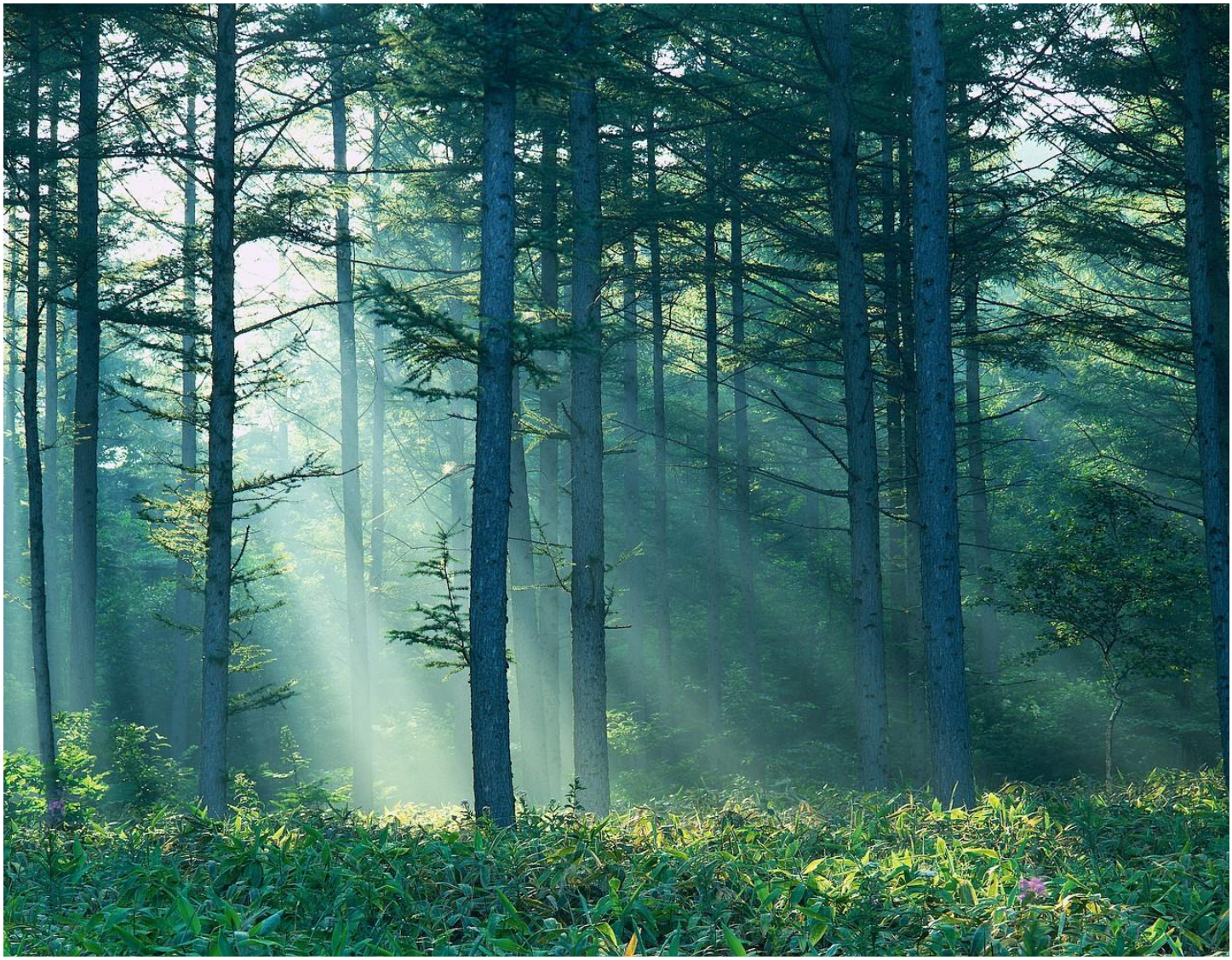
HERITAGE PINES COMMUNITY ASSOCIATION
Rules and Regulations
April 23, 2025



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I. PURPOSE

The fundamental purpose of the Heritage Pines Community Association, Inc. (HPCA) Rules and Regulations (R&R) is to give Members a common understanding of what is expected in ensuring a harmonious community while recognizing Members have certain obligations to each other as well as certain rights. It is the intent of the Association to specify Members' obligations and to limit these R&R to the minimum required for the mutual enjoyment of all its Members, guests, invitees and Permitted Users.

II. RESPONSIBILITY

A. All members and each member's tenants/renters, guest and invitees are required to adhere to these Rules and Regulations.
B. Members are accountable for the actions of their family members, tenants, guests and invitees and are responsible for providing a copy of the Rules and Regulations and Architectural Control Policy Manual to them.
C. Members are responsible for payment of all fines levied and costs incurred related to damages resulting from violations of these Rules and Regulations.
D. Anyone who damages community property, facilities or common areas must reimburse HPCA for all costs associated with its repair or replacement.

III. AUTHORITY

A. The Bylaws of the HPCA require the Board of Directors to establish such Rules and Regulations for the general benefit of the community.
B. The Board may modify these R&R from time to time as needed.
C. The R&R supplement the Declaration. Should a conflict arise between the R&R and the Declaration, the Declaration will control.

IV. ENFORCEMENT

A. The obligation of enforcing these Rules and Regulations for Members is primarily carried out by the GM or designate.
B. Anyone who observes a violation of the R&R shall bring the matter to the attention of the Manager on Duty or through use of the Non-Compliance Form. Members are discouraged from trying to enforce the Rules on their own.
C. Members must know and understand the R&R and to cooperate with HPCA Associates in the enforcement thereof.
D. Violations of the Declaration or the R&R will result in Citations being issued and further actions being taken as authorized by the Declaration, Bylaws and Florida Statutes 720.305.
E. The Board of Directors is empowered to pursue other legal action to ensure compliance with the Rules and Regulations.

V. DEFINITIONS

Architectural Control Committee – Shall mean the committee assigned by the Board of Directors to review and approve exterior changes to home sites.
Association – Shall mean Heritage Pines Community Association, Inc. (HPCA), a Florida not-for-profit corporation, its successors and assigns.
Board of Directors or Board – Shall mean and refer to the HPCA Board of Directors (BOD) elected by the members or otherwise lawfully constituted.

Board Policy Manual (BPM) – Shall mean the document, which defines the responsibility among HPCA Board, the GM and members. The BPM includes policies approved by the HPCA BOD, such as HPCA Board Committee Guidelines, HPCA Code of Conduct and templates of some HPCA forms[i]. The BPM is incorporated into the Rules and Regulations by reference and, as such, is enforceable by the Association[1].

Citation – Shall mean written notice of a violation of the Rules, the Declaration, the Florida Statutes, or any other Regulation of HPCA issued to a Member by the General Manager.

CDD – Community District Development – Shall mean a local unit of special purpose government, which is created pursuant to Florida Statutes and limited to performance of those specialized functions authorized in the Statutes. Working with communities, its purpose is to deliver urban community development services.

Clubhouse – Shall mean the Clubhouse Building and adjacent areas including the parking lot and swimming pool/spa areas.

Clubhouse Concierge Desk – Shall mean the Front Desk located in the lobby where members and guests obtain information about HPCA services and community activities.

Common Areas – Shall mean all real property (including improvements thereto) now or hereafter owned by HPCA for the common use and enjoyment of the members, and not otherwise comprising Parcels and Lots, including without limitation, the Clubhouse and related facilities and amenities, provided however, that the common area may be made subject to easements or other interests granted in favor of third parties, including any Community Development District (CDD), established with respect to the properties.

Community Facilities – Shall mean the Clubhouse (the Performing Arts Center [aka] PAC Room, Billiards Room, Arts and Crafts Room, Woodworking Shop, Card Rooms, Magnolia Room, Library/Computer Room, Fitness Center and Golf Shop), Golf Course and practice areas, Tennis Courts, Bocce Court, Horseshoes Area, Pool and Spa facilities, Gazebo Areas, Paleo Park, and such other areas designated by The Board and/or Management.

Community Property – Shall mean personal property (furniture, fixtures, equipment, etc.) belonging to HPCA.

Declarations – Shall refer to the Master Declaration of Covenants, Conditions and Restrictions (otherwise known as the CC&R's).

Deed Restricted Community – Shall mean a community with limitations (covenants) written into a deed to restrict or control occupancy and/or use of a property. HPCA is such a community.

Dispute and Resolution Committee – Shall mean a Committee of members appointed by the Board of Directors who determine the validity of citations and penalties consisting of fines and suspension of privileges. The committee operates under the Board's charter and is mandated by Florida Statute 720.

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[1] According to correspondence from HPCA attorney, Jonathan James Damonte, dated August 7, 2013:
"1. The Policy Manual constitutes an official record of the association and must be made available for inspection and copying upon demand by any unit owner, and
2. Nothing in the Board Manual is enforceable against a member at law unless it has been approved as a Rule and included in the Rules and Regulations of the association."
A copy of the BPM and other documents reside at the front Desk for review by members but must not be removed. Copies of some documents may be obtained without a copy fee.

Enforcement Personnel – Shall mean personnel designated by the GM and/or the Board with the authority to enforce the Rules and Regulations. Typically members of Management, pool monitors, rangers and HPCA Resident Services and Support staff are so designated.
General Manager (GM) – Shall mean the person or entity in charge of the day-to-day operations and management of HPCA, its facilities and Common Areas, and in charge of the management of HPCA Associates and such other administrative and management duties as the Board may designate including, but not limited to, investigation, adjudication and enforcement of violations of HPCA R&R.
Golf Cart Shall have the same meaning as the term has in Chapter 320 of the Florida Statutes. Golf carts are considered motor vehicles and must follow the same rules of the road as any automobile.
Golf Cart Registration – Shall mean registration of member's golf cart for use on HPCA property.
Golf Course – Shall **m**ean the Golf Course, the driving range, the putting/practice green(s) and related facilities and amenities.
Guest/Invitee(s) – Shall mean any person who is authorized by a Member or a Member's tenant/renter with access to HPCA property.
HPCA Associates – Shall mean the employees and agents of Heritage Pines Community Association.
HP Member Charge Card – Shall mean a photo I.D. card issued by HPCA to all Members used as identification and may be used to pay for all Clubhouse charges. Members should carry at all times.
Management – Shall mean the General Manager (GM) and his/her supervisors as defined below.
Member(s)/Owner – Member(s) shall mean and refer to those persons or entities entitled to membership in the Association as provided in the Declaration. Owner shall mean and refer to the record owner(s), whether one or more persons or entities, of fee simple title to any Lot or Parcel that is a part of the properties, including contract sellers, but excluding those having such interest merely as security for the performance of an obligation. A permanent occupant is a person who occupies a residential unit or Parcel for more than eight (8) weeks in a calendar year (Article 8, Section 15 of the Declaration as amended).
Permitted User(s) – Shall mean Member and each Member's tenant/renter, guest or invitee authorized to use the facilities.
Properties – Shall mean and refer to certain real property described on "Exhibit A" of the Declaration and such additions thereto as may hereafter be made part of the jurisdiction of HPCA.
Rules and Regulations – Shall mean any written rules or regulations adopted, implemented or published by HPCA and approved by the HPCA Board.
Supervisor – Shall mean an HPCA Associate/employee responsible for supervision and management of certain facets of the daily operation, and HPCA Associates assigned to that department.
Suspension – Shall mean an action that prohibits a Member from using any and all Community Facilities for a specified period of time.

Tenant or Renter – Shall mean a person or persons occupying a dwelling with the owner's permission.

VI. VIOLATION OF DECLARATION OR THE RULES AND REGULATIONS OR THE BOARD POLICY MANUAL

A. Enforcement Procedures:

1. Emergency Action Regarding Use of Common Facilities. In addition to all remedies and processes set forth herein, the HPCA General Manager or his designee ("GM") may order an individual to leave the Community Facilities for the protection of other persons or property. The foregoing authority shall be exercised by the GM under emergency circumstances only.

2. Citing Non-Emergency Violations. For violations that are not an emergency in the GM's judgment, the following process shall apply:

- The GM, or any HPCA employee, member or resident who witnesses a violation of any of HPCA Rules and Regulations or the Board Policy Manual may complete a Non-Compliance Form (Appendix 4) and submit same to HPCA for consideration.
- The completed Non-Compliance Form shall be submitted to the GM or his designee by the person completing the form. The submission shall be in a sealed envelope, and it must be submitted to the GM or his designee within three (3) calendar days of the incident or occurrence that is the subject of the complaint. A complaint should include statements from witnesses, if available, and other corroborating evidence in support of the complaint. Anonymous complaints cannot be accepted or processed.

3. Processing Non-Compliance Forms

- Upon receipt of a Non-Compliance Form, the GM will review same. Complaints that are facially invalid or not supported by competent substantial evidence shall be documented by the GM in the Association's official records, but they shall not be acted upon by the Association.
- Where the GM or his staff witnesses a violation of the rules, regulations, or Board policy manual, they shall also complete the Non-Compliance Form and the processes outlined herein.
- Where a Non-Compliance Form submitted to the GM or completed by the GM establishes probable cause that a violation of the rules, regulations or Board policy manual has occurred, the GM shall refer the matter to the Board of Directors for review and action. The GM may make recommendations with his submittal to the Board of Directors about potential fines, suspensions, or other actions.
- Upon receipt of a Non-Compliance Form, the Board of Directors may (1) elect to take no action; (2) refer the matter to the DRC with a proposed fine or suspension based upon the GM's recommendation or in the Board's own judgment; or (3) refer the matter to legal counsel for advice or legal action. Referrals to the DRC shall be made at an open and noticed meeting of the Board of Directors.

4. Dispute Resolution Committee ("DRC") Referrals

- The DRC shall consistent of at least three members appointed by the Board who are not officers, directors, or employees of the Association, or the spouse, parent, child, brother, or sister of an officer, director, or employee.
- Upon receipt of a referral from the Board, the DRC shall issue notice ("Citation") to the party against whom the Board levied a fine, suspension or other sanction.
- The notice of the Citation shall advise the recipient of the Citation and that a hearing about the alleged violation has been scheduled by the DRC. Notice of the hearing shall provide at least fourteen (14) calendar days' notice to the alleged offending party of the DRC hearing.
- The recipient of a Citation may deliver to the Clubhouse Concierge Desk a statement and evidence in opposition to the Citation, provided that any such statement or evidence must be submitted to the Clubhouse Concierge Desk at least five (5) days before the DRC hearing.
- The DRC will conduct the hearing at its next regularly scheduled meeting.
- The Chair of the DRC shall preside over the hearing. He or she shall have discretion to rule on all issues presented including, but not limited to, admissibility of evidence, provided that the entire DRC shall vote on whether a fine, suspension or sanction levied by the Board of Directors should be upheld.
- Evidence, such as the Citation and investigative reports of the GM, if any, are admissible at the DRC hearing; however, no validation of the charges can be supported without relevant corroborating evidence such as testimony or physical evidence. The alleged violator also has the right to produce witnesses in his/her own defense.
- All witnesses shall be subject to questioning, as determined by the members of the DRC.
- The GM or his designee will appear on behalf of the Association.
- A fine or suspension levied by the Board of Directors may not be imposed unless the Board first provides at least 14 days' notice to the parcel owner and, if applicable, any occupant, licensee, or invitee of the parcel owner, sought to be fined or suspended and an opportunity for a hearing before the DRC.
- The decision of the DRC will be by majority vote. The decision of the DRC is final and will be mailed to all parties within five (5) days of the hearing. The citation is not subject to further appeal.
- If the DRC, by majority vote, does not approve a proposed fine or suspension, the proposed fine or suspension may not be imposed. The role of the DRC is limited to determining whether to confirm or reject the fine or suspension levied by the Board.
- The Association must provide written notice of such fine or suspension by mail or hand delivery to the parcel owner and, if applicable, to any occupant, licensee, or invitee of the parcel owner.
- If the proposed fine or suspension levied by the Board is approved by the DRC, the fine payment is due five (5) days after notice of the

approved fine is provided to the parcel owner and, if applicable, to any occupant, licensee, or invitee of the parcel owner.

B. Appeal Process:
   - Violators may appeal the citation within fourteen (14) calendar days from the date of receipt. An appeal letter must be completed and delivered to the Clubhouse Concierge Desk where it will be forwarded to the Dispute Resolution Committee Chair.
   - The Dispute Resolution Committee will conduct an appeal hearing at its next regularly scheduled meeting.
   - The Chair of the Dispute Resolution Committee shall preside over the hearing. He/she shall have discretion to rule on all issues presented including, but not limited to, admissibility of evidence.
   - Evidence such as the citation and investigative reports are admissible however, no validation of the charges can be supported without relevant corroborating evidence such as testimony or physical evidence. In order to obtain validation of the charge the Association must produce live relevant testimony. The alleged violator has the right to produce witnesses in his/her own defense.
   - All witnesses shall be subject to questioning.
   - The GM or his designee will appear on behalf of the Association.
   - The decision of the Dispute Resolution Committee will be by majority vote. The decision of this Committee is final and will be mailed to all parties within five (5) days of the hearing. The citation is not subject to further appeal other than as provided by Florida statute.
   - Failure to appear, <u>without just cause</u>, for the appeal hearing at the scheduled time will result in an automatic denial of the appeal or dismissal of the violation depending on which party failed to appear.

C. Penalties:
   - Penalties subject to the appeal process will not be enforced until the Dispute Resolution Committee has made a ruling. Any penalty or fine associated with the appealed citation shall become effective upon the Committee's ruling against the violator and confirmation by the Board of Directors.

VII. ARCHITECTURAL CONTROL COMMITTEE

The purpose of Architectural Control Committee, established by the Board, as required by F.S. 720, is to assure that no exterior modification or changes shall be made to dwellings, improvements upon home sites, landscaping or trees, unless they conform to the Master Declarations and the Architectural Control Policy Manual. This Committee may issue violations. The procedure is described in the Architectural Control Policy Manual. A copy of the Architectural Control Policy Manual is available on the HPCA website (www.heritagepines.net) and at the Clubhouse Concierge Desk.

VIII. FACILITIES AND COMMON AREAS USE

Except where noted, all Facilities and Common Area offenses are Fine Category 1.

A. Age restrictions: No one under 16 is allowed in any Community Facility unless accompanied and supervised by an adult. For safety reasons, no one under 18 may use the Spa, the Fitness Center or enter the Woodworking Shop.

B. Food and Beverages:
   - No food or snacks are allowed in the lower deck, pool or spa areas. Beverages in plastic or styrofoam containers are permitted in those areas.
   - Except for bottled water, only items purchased from the Clubhouse Restaurant are allowed in the Clubhouse and upper deck of the pool area.
   - The Clubhouse and Golf Course are licensed under HPCA's liquor license. It is therefore illegal for anyone to bring alcoholic beverages from outside into the Clubhouse, onto the Golf Course, or onto Common Areas or Facilities. It is illegal to remove alcoholic beverages from the Clubhouse except for taking beverages onto the Golf Course or the pool areas.

C. General Rules:
   - Improper Conduct: All persons on Heritage Pines property must conduct themselves in a civil and courteous manner at all times. They must not jeopardize or interfere with the rights and privileges of others. Conduct is considered uncivil or discourteous if a person is visibly intoxicated, or engages in rude behavior, personal attacks, insults, name-calling, or the use of derogatory or highly offensive language towards another person. Conduct is considered uncivil or discourteous if a person engages in aggressive behavior towards another person, or engages in behavior that tends to cause embarrassment, disturbances or discomfort to other persons. Loud, profane, indecent or abusive language is prohibited on Heritage Pines property. Members and other residents shall not engage in any abusive or harassing behavior, either verbal or physical, or any form of intimidation or aggression directed at other members, residents, guests, occupants, invitees, or management, including management's agents, staff members, employees, or vendors.

D. Vendors' Rules
   - Hours - **7am - 7pm**, Monday through Sunday.
     - Exception – No outdoor contractors or vendors on Sundays without prior written permission from the General Manager.
       - Example: Tree Companies, Roofers, Lawn Maintenance, Pressure Washers, etc.
       - In the case of an emergency on a Sunday (plumbing leaks, roof leaks, HVAC issues etc. Vendors will be allowed in by contacting the Gatehouse and letting them know they are coming.

- Absolutely no door-to-door solicitation or solicitation of any kind is allowed inside Heritage Pines. If caught soliciting, you will be asked to leave the property and possibly trespassed.

- Speed Limit - the speed limit is **25mph** on Grand Club Drive nonresidential portion from the front gate to the three way stop at the east end of Scenic Hills Drive and **15mph** on the side streets and Grand Club Drive north of the three way stop sign at the east end of Scenic Hills Drive. If caught speeding, you may be asked to leave the community.

- Restrooms - the port-o-let on Stablegate Road is the only facility that vendors are allowed to use. Vendors are prohibited from using the Clubhouse or Golf Course facilities.

- Parking - Vehicles may not park on the grass or block driveways, sidewalks, or mailboxes. If you have more than one vehicle at a job site, all vehicles must park on the same side of the road.

- Clean-up - Vendors are responsible for all clean up, including any spills from their vehicles.

- Entrance/Exit - Vendors must enter and exit the community through the Front Gate only.

DISCLAIMERS

If, at any time, an individual feels unsafe, in immediate danger, or is the victim of unwanted physical contact or threatened with violence, they should immediately contact law enforcement for assistance.

The following schedule of fines or sanctions is a guideline intended to set general expectations of all concerned parties. The board of directors may upward or downward depart from the following guidelines based upon aggravating or mitigating circumstances or factors. Such decisions shall be based upon the business judgment of the board of directors, which may be based upon the recommendations of the General Manager. Additionally, nothing in the following guidelines limits the remedies that the Association may pursue for violations of deed restrictions, rules, regulations or policies. For example, and without limitation, a resident may be subject to a fine, suspension, legal action by the Association for an injunction and/or referral to law enforcement.

VERBAL ABUSE (PROFANITY)

DESCRIPTION OF OFFENSE
Verbal abuse includes, but is not limited to, the following: 1. Violating a person by swearing and/or using an obscene gesture towards them 2. Using profane language that includes curse words or similarly offensive concepts 3. Using profane language or gestures that are deemed impolite, rude, indecent, culturally offensive and/or disruptive to other persons 4. Demeaning a person by commenting about their appearance

FIRST OFFENSE	ADDITIONAL OFFENSE	ADDITIONAL OFFENSES
Written Warning And/or $50.00 Fine And/or 30 Consecutive Days Suspension	$75.00 Fine And/or 45 Consecutive Days Suspension	$100.00 Fine And 60 Consecutive Days Suspension

IMPROPER PHYSICAL CONTACT

DESCRIPTION OF OFFENSE
Improper Physical Contact includes, but is not limited to, the following: 1. Violating a person's comfort zone/personal space (getting in their face without their consent) 2. Lightly touching a person's body without their permission 3. Repetitive touching a person without their permission 4. Bumping into a person's body intentionally 5. Shoving a person directly with intentional or aggressive body contact 6. Slapping, punching, kicking, or tackling a person 7. Threats of violence by: a. "Squaring up" in front of a person in a fist-fighting stance b. Lunging towards a person in a threatening manner c. Threatening the use of any weapon or object that may be used as a weapon d.

FIRST OFFENSE	ADDITIONAL OFFENSE	ADDITIONAL OFFENSES
$50.00 Fine And/or 30 Consecutive Days Suspension	$75.00 Fine And/or 45 Consecutive Days Suspension	$100.00 Fine And 60 Consecutive Days Suspension

HARASSMENT

DESCRIPTION OF OFFENSE
Harassment is any unwanted behavior that is physical, verbal or suggestive in nature and would make a reasonable person uncomfortable, humiliated, or distressed. Harassment includes, but is not limited to, the following: 1. Isolated incident of unwanted physical and verbal behavior towards another person 2. Disruptive behavior towards another person or persons 3. Stalking 4. Abusive criticism, bullying, ethnic slurs, derogatory jokes, sexual harassment, unwelcome comments about race, religion or politics, or threats of bodily harm 5. Behavior that is exhibited by physical contact, spoken or written word(s), including in person confrontations, letters, telephone calls, voicemail messages, text messages, emails, and mail

FIRST OFFENSE	**ADDITIONAL OFFENSE**	**ADDITIONAL OFFENSES**
$50.00 Fine And/or 30 Consecutive Days Suspension	$75.00 Fine And/or 45 Consecutive Days Suspension	$100.00 Fine And 60 Consecutive Days Suspension

SEXUAL HARASSMENT

Sexual harassment is unwelcome conduct of a sexual nature which makes a reasonable person feel offended, violated, humiliated and/or intimidated. It includes situations where a person is asked to engage in unwanted sexual activity, as well as situations which create an environment that is hostile, intimidating or humiliating to a reasonable person. Sexual harassment can involve one incident or a pattern of behavior, and it may be evidenced by physical, verbal and non-verbal.

DESCRIPTION OF OFFENSE
Sexual Harassment includes but is not limited to the following: 1. Sexually suggestive gestures. 2. Sexual comments, stories and jokes. 3. Sexual advances. 4. Display of sexually explicit or suggestive material. 5. Sending sexually explicit messages (by phone or by email). 6. Repeated and unwanted social invitations for dates or physical intimacy. 7. Insults based on the sex of any persons 8. Condescending or paternalistic remark(s). 9. Unwanted physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching. 10. Physical violence, including sexual assault. 11. The use of job-related threats or rewards to solicit sexual favors

FIRST OFFENSE	ADDITIONAL OFFENSE	ADDITIONAL OFFENSES
$50.00 Fine And/or 30 Consecutive Days Suspension	$75.00 Fine And/or 45 Consecutive Days Suspension	$100.00 Fine And 60 Consecutive Days Suspension

- Use: Use of the Facilities and Common Grounds are for Permitted Users and use is at the risk of the user who shall indemnify and defend HPCA for loss or claims arising in any way from the use. Proper identification will be required. Those not showing it will be required to leave.
- Residential Use: No Lot or Parcel shall be used for any purpose other than for a residential dwelling, except as that HPCA may promulgate rules and regulations for home business activities that do not create an annoyance and are not inconsistent with the residential character of the community. Requirements and forms are available from the front desk (Fine Category 3).
- Noise - Members, members' tenants/renters, guests and invitees must be respectful of each other between the hours of 10:00 p.m. and 7:00 a.m. daily in regards to avoiding unnecessary noise which would disturb the

peaceful dwelling of other residents in compliance with Pasco County Noise Ordinance (Article IV, Section 66-91).

- Recycling Area: All materials for recycling must be placed inside the designated containers. Piling any recyclable materials on the ground and/or abandoning any non-recyclable materials or items anywhere in the community is a (Fine Category 3) offense. Newspapers, aluminum cans, household batteries, cooking oil, and fluorescent lamp bulbs/compact fluorescent lights (CFL) are all recycled here within Heritage Pines. Magazines, junk mail, cardboard, and plastics (see acceptable number on bottom plastic container), etc. are also recycled (see the complete list on the recycling container). HPCA members are urged to participate in Pasco County's (http://www.pascocountyfl.net) recycling programs for all other recyclable materials.
- Clubhouse Purchases of Goods and Services: Each member and the member's tenants/renters, guests and invitees may make purchases with their member charge card, major credit card or cash.
- Charges for Use and Insurance: When HPCA leases any part of the property, the lessee shall provide proof of adequate insurance and an Indemnification Agreement running to the benefit of HPCA.
- Visiting Groups or Events: Social activities and sporting activities where outside groups and performers are visiting Heritage Pines must receive prior approval from the GM or his designate, and participants must be made aware of the HPCA dress code.
- Solicitation: Soliciting in the community is generally prohibited. Specifically, no door-to-door solicitation by any person, firm, or organization is allowed anywhere within the Community, except as provided below. Additionally, no person, firm or organization shall engage in solicitation on common area, including at the entrance gate, the clubhouse, golf course or other amenities. Notwithstanding the foregoing general restriction on solicitation in the community, the Association's authorized representatives may go door-to-door or approach persons at the clubhouse to advise owners of important issues impacting the community when board approval is granted to do so.
- Borrowing of Community Property: The borrowing of Community Property from any Community Facility or Common Area without the written consent of the GM is strictly prohibited.
- Theft or Vandalism of Property and Services Occurring on HPCA Property: Theft of property or services are considered very serious and will be dealt with accordingly. Theft of property applies to both Association property and the property of other members. Theft or vandalism of property is a Fine Category 4 offense.
- Theft of Services – Includes, but is not limited to, playing golf without paying greens fees, non-payment of posted fee, playing golf with fraudulent stickers on a golf cart, attending events without paying an admission ticket charge and consuming food or beverages in the Clubhouse without paying for them. Theft of services is a Fine Category 4 offense.

- Sidewalks, cart paths and golf course: Pedestrians, pets, self-propelled or motor vehicles other than those golf carts used and approved for playing golf are not allowed on the cart paths or the golf course at any time. The only vehicles allowed on sidewalks are handicap vehicles.
- Clubs and groups: Each official HPCA Club or group shall adhere to the Master Declaration. Membership and meetings shall be open to all members, the GM or whoever the GM designates.

D. Common Area Restrictions:
   - Storing or accumulating: Nothing shall be stored or accumulated on common areas (Fine Category 2).
   - Interference of use: No person shall interfere with the proper use of any common area.
   - Signs: No signs of any kind shall be displayed in or on the common area without the prior written consent of the GM.
   - Prohibition of certain activities:
     - No member may maintain, treat, landscape, sod, place or erect any improvement or structure of any kind on any common area without the written approval of the GM and the BOD (Fine Category 2).
     - Except for feeding songbirds and humming birds; disturbing, feeding, trapping or hunting of any wildlife is strictly prohibited (Fine Category 2).
     - Decorating: decorating of community areas and facilities is permitted only with written authorization from management. Under no circumstances may decorations or other items be affixed to wallpapered or painted surfaces or film coated glass windows. Village entrances may be decorated with seasonal and/or holiday themes without such prior approval (refer to the Architectural Control Policy Manual).
     - Firearms: No individual may discharge, threaten to discharge or carry onto any common area or facility, firearms as defined by Florida Statute, air guns, pellet guns or pistols, knives, bow and arrows, slingshots or any projectile firing device (Fine Category 3).
     - Gambling: In order to comply with Florida Statute 849.08 and 849.09 lottery, the following are not permitted on common areas nor in community facilities:
       - Any game of cards, keno, roulette, faro or other games of chance for money or other things of value.
       - Set up, promote or conduct any lottery for money or for anything of value.
       - Dispose of any money or other property by means of any lottery. This applies to 50/50 drawings.
       - Conduct any lottery drawing for the distribution of a prize or prizes by lot of chance. HPCA does not meet the qualifications in the Statutes that say, “Non-profit charitable organizations are exempt from the above.” The exemptions are games qualifying under Florida Statute 849.085, Certain penny ante games. Bingo is played under a permit issued by Pasco County and the charitable organization must comply with Pasco County regulations.

- Smoking: Smoking is strictly prohibited in the community facility except for designated outdoor areas. Areas such as the golf course, Gazebo Park, Paleo Park, bocce courts and common areas throughout the community are acceptable for smoking as long as cigarettes (including pipes or electronic) and/or cigars are properly disposed of. The GM may at his discretion prohibit smoking in any specific outdoor area as well. Refer to Appendix 2 (A-2), which is a map indicating designated smoking areas around the Clubhouse.

IX. DRESS CODE

The purpose of the dress code is to provide members and member's renters/tenants, guests and invitees with a guide to appropriate dress at HPCA. The dress code applies to the clubhouse, all amenities, and on all common grounds, as well as to all events unless otherwise specified by the event organizer. All dress code violations are Fine Category 1.

A. Clubhouse food and beverage areas: This dress code pertains to all food and beverage areas – Dining Room, Bar, Lobby, and in the Magnolia Room and Pac Room (when food is being served). See Appendix 3 (A-3) for details.

B. Fitness Center:
   - Athletic footwear is mandatory while using the fitness equipment.
   - Generally acceptable exercise or workout shirts, shorts and pants must be worn in the fitness room.

C. Woodworking Shop:
   - Closed hard toed shoes and protective eyewear are mandatory while using the woodworking shop equipment.

D. All Other Areas Of The Clubhouse Not Identified Above:
   - Men and women may wear attire deemed acceptable before 4 PM at any time of day, however, they may not remain in the bar, restaurant, or any other food and beverage service area after 4 PM if wearing unacceptable attire after that time.

E. Swimming Pool/Spa:
   - Persons using the swimming pool and spa shall wear a bathing suit at all times.
   - Women may not be topless.
   - Thong type suits are not permissible for men, women, or children.
   - Cut-offs and non-swimming apparel are not permitted to be worn in the pool or spa (except tee shirts can be worn for sun protection).
   - Incontinent persons and children that are not toilet trained must wear fully protective or rubber undergarments when using the pool.
   - Incontinent persons are not allowed to use the spa.
   - Hair ornaments less than 2" in size may not be worn while in the pool or spa.

F. Golf Course:
   - Men shall wear a collared shirt, footwear and either shorts or pants at all times.
   - Women shall wear shorts, skorts, pants or a skirt with a collared shirt or blouse and footwear.

- Only soft spiked golf shoes or other type shoes approved by the Golf Shop associate may be worn.
- Denim apparel, cut off shorts, muscle shirts, sweatpants and fitness attire are not permitted.
- Apparel with obscene or offensive logos, pictures or wording is not permitted.

G. Tennis Courts:
- Appropriate tennis attire shall be worn at all times. Shirts, shorts or pants and soft or all court tennis shoes are to be worn at all times.
- Tank tops, swimwear, midriff exposing tops and cutoffs are not proper tennis attire.

H. All other common areas of the community, including (but not limited to) streets, sidewalks, and parks:
- Men must wear shorts or pants, a shirt with or without sleeves and footwear at all times.
- Women must wear dresses, skirts, shorts or slacks, or a cover-up, a top, and footwear at all times.

I. Violations:
- Members and each member's tenants/renters, guests and invitees who fail to comply with the dress code will be denied service and asked to leave the premises if the violation is not immediately corrected.

X. COMMUNITY AMENITIES AND FACILITIES

Except as noted, all community amenities and facilities offenses are Fine Category 1.

A. Bocce Courts
- Rules: Age limits are noted in Section VIII, A. Rules posted at the bocce courts are incorporated herein by reference.
- Access to equipment storage box obtained from the front concierge desk.

B. Clubhouse

1. Arts and Crafts:
- Rules: Age limits are in Section VIII, A. Rules posted in Arts and Crafts Room are incorporated herein by reference.
- Tables must be covered with paper before beginning a project.
- Sewing machines and sergers must be covered when not in use.
- Fees are payable before the start of any class.
- Work areas must be cleaned after use and completed crafts removed unless used for display purposes.
- The use of the kiln for ceramics requires a completed kiln firing Request Form before use of the kiln.
- Storage spaces are for the use of HPCA members only. Non-members and guests must take their projects with them.

C. Fitness Center:
- Rules: Age limits are in Section VIII, A. Rules posted in the Fitness Center are incorporated herein by reference.
- Prior to initial use of the equipment, persons must complete a liability release form.

- Athletic footwear is mandatory while using the equipment.

D. Library and Computer Room:
   - Rules: Age limits are in Section VIII, A. Food, drinks and phone calls are not permitted. Library and computer rules posted in the Library are incorporated herein by reference.
   - Computer rules are viewable and indicated on the computer screens and must be adhered to.
   - All running programs are to be closed down prior to leaving the workstation. Computers are not to be shut down unless instructed to do so by an HPCA staff member. No user may make changes to the system configuration.
   - Users may not visit prohibited computer sites, including pornographic sites and those sites that violate the gaming statutes (Fine Category 2)

E. Pool, Lower Deck and Spa:

Except as noted, all pool offenses are Fine Category 1. Rules posted in the pool and spa area are incorporated herein by reference.

- The pool, spa and surrounding decks are reserved for the benefit of the residents and their invited guests.
- Violation of these rules and regulations, or any other improper use of the pool, spa and surrounding decks is prohibited.
- Violation of these rules and regulations, or any other improper use of the pool, spa and surrounding decks may result in the loss of privileges and other action by the Association.
- Residents are permitted to bring a maximum of four (4) guests per household to the pool, spa and surrounding decks, in addition to registered family members and co-occupants in residence. Accommodations for additional guests may be made by the Association with written approval.
- Residents are responsible for their own safety, security and conduct, as well as the safety, security and conduct of their co-occupants and guests.
- Parents and guardians are responsible for their children, grandchildren and wards, as the case may be.
- Proper swimming attire must be worn while using the pool and spa. See Article IX, Section E of the Rules and Regulations. Incontinent persons must wear appropriate undergarments when using the pool and spa.
- No running is permitted on the decks surrounding the pool and spa.
- Diving, jumping or flipping into the pool or spa is prohibited.
- No bicycles, scooters, hoverboards, skates, or skateboards are permitted on the decks surrounding the pool and spa.
- Persons in the pool and spa area should stay out of all plant and flower beds.
- No animals are allowed in the pool and spa or on the surrounding decks except as provided by law.

- No food and drinks are permitted in the pool or spa. Food and drinks are, however, permitting on the surrounding decks, provided that food and drinks are kept at least three feet from the pool and spa, and further provided that glass containers are not used.
- Pool furniture shall not be removed from the pool and spa decks or placed into the pool or spa.
- Radios or similar devices projecting music or other sounds shall be kept at a reasonable volume in consideration of others using the pool, spa and surrounding decks.
- No tobacco products may be used by any person in the pool or spa or on the surrounding decks.
- The use of profane or disruptive language while using the pool, spa or surrounding decks is prohibited.
- Boisterous behavior or conduct that disturbs the quiet use of enjoyment of the facilities by other persons is prohibited. Examples of such conduct include, but are not limited to, throwing balls or other personal items, yelling, playing loud music, and smoking.
- No person shall ever swim alone, as doing so is not safe.
- There is no lifeguard on duty; therefore, all persons must swim at their own risk. By using the pool, spa and surrounding decks, each person (or their guardian, if applicable) acknowledges and accepts the inherent risks of using the pool, spa and surrounding decks.
- Any person who is not a competent swimmer should only swim under close supervision of an experienced swimmer who can assist them at all times.
- Swim noodles are permitted; however, rafts and similar floatation devices are not allowed.
- The lap lanes must be kept completely clear when a bather is swimming laps. This rule applies to persons sitting on the edge of the pool in the lap lane area.
- The pool, spa and surroundings decks are open from 6:00 a.m. to 10:00 p.m., weather permitting.
- From time to time, the pool, spa and surrounding decks may be closed for maintenance or repairs without notice. All persons shall refrain from interfering with such maintenance and repairs.
- Limitations on use and occupancy:
- Capacity: All persons using the pool shall obey the capacity requirements: 59 persons for the pool and 7 persons for the spa.
- No one under the age of 18 may use the spa.

- Hygiene: Showering is mandatory before use of the pool.
- Lightning Policy: The pool and spa must be vacated at the first sound of thunder. No person shall return to the pool or spa sooner than 30 minutes after the last sighting of lightning or hearing thunder.
- Each person shall properly dispose of their garbage by placing same in garbage cans available on property. No person shall leave garbage or personal affects in the pool or spa or on the surrounding decks. All persons are responsible for the safety and security of their personal property.
- All persons shall abide by these rules and regulations when present at the pool, spa and surrounding decks. Additionally, all persons shall comply with the reasonable directives of Association staff.
- Permitted users participate in water aerobics at their own risk and a certified water aerobics instructor must teach classes.
- Permitted Users, including their guests, who contaminate the pool by any means, necessitating its closing, will be fined and billed for the full cost of re-sanitizing the pool. (Fine Category 3)
- Persons with contagious diseases or open wounds are prohibited from using the pool or spa. (Fine Category 3)
- The lap lanes must be kept completely clear when a bather is swimming laps. This rule applies to persons sitting on the edge of the pool in the lap lane area.
- Notwithstanding these rules and regulations, nothing herein shall impair or infringe upon the rights of any person with a disability in need of a reasonable accommodation. All requests for a reasonable accommodation shall be promptly directed, in writing, to the General Manager's personal attention.

Non-adherence to these policies or failure to follow the instructions of Association personnel may result in the suspension of privileges to the Clubhouse, including the pool, spa and surrounding decks. The pool, spa and surrounding decks must be shared and enjoyed by many people at one time. Please be kind and courteous to everyone so all residents and their invited guests may enjoy the facilities, while keeping everyone safe and secure.

F. Woodworking Shop:

- Rules: Age limits are noted in Section VIII, A. Rules posted in the Woodworking Shop are incorporated herein by reference.
- A safety orientation is required and a waiver signed prior to use of any woodworking equipment.
- Safety procedures shall be adhered to at all times.
- No equipment, tools or supplies may be removed from the room without prior permission from the GM.

- Users are required to vacuum or broom clean the room and return all equipment to their original locations when done. (Fine Category 3)
- No storage of projects or large amounts of lumber is permitted.

G. Golf Course and Golf Facilities:
Except as noted, all golf offenses are Fine Category 1. Golf rules and golf cart rules posted at Golf Shop are incorporated herein by reference. Violation of any rule may result in suspension of playing privileges, ejection from the Golf Course and either suspension or termination of a member's private golf cart privilege by the GM or Head Golf Professional.

- Rules: Age limits are noted in Section VIII, A.
- Retrieving or hitting golf balls on private property or trespassing on private property is prohibited.
- Littering on any part of the Golf Course, including tobacco products, is prohibited.
- Only alcoholic beverages purchased at the Clubhouse are allowed on the Golf Course.
- Driving range balls and buckets may not be removed from the range area.
- Only designated restrooms located in the Clubhouse and adjacent to Holes 6 & 14 on the Golf Course, and next to Tennis Courts shall be used. (Fine Category 3)
- Practice is only allowed on the driving range, practice putting green and chipping green.
- General Information: The course is not equipped with an inclement weather notification system. Players are advised to cease play and take cover during inclement weather (heavy rains, high winds, thunder or lightning). Any further play is at the golfer's own risk.

H. Golf Carts on the Golf Course:

- Rules: No person shall operate a golf cart on the golf course or golf cart paths unless playing golf or for special events sanctioned by management.
- Only those persons with a valid driver's license may operate golf carts.
- Use of a golf cart is mandatory at all times unless approval to walk is obtained from the Golf Professional or GM.
- Only carts provided by the golf shop or member's carts registered to operate in Heritage Pines are permitted. Golf carts are operated at the risk of the operator and passengers ride at their own risk.
- Carts rented by the golf shop are for use only on the golf course and may not be removed from the golf course without approval. Any member renting an HPCA cart is accountable for all operators using the cart and liable for any damage caused by improper operation of the cart.
- One cart allowed for single ride or a twosome, two carts allowed for a threesome or foursome. Golf Professional must authorize exceptions.
- General Information: Golf carts, including those displaying a handicap flag, shall remain on cart paths when and where specified by the golf shop .

- Cart Diversion Stakes: Cart Diversion stakes will be positioned on the golf course on the left and right sides of the fairways near the greens to signify where carts should not exceed beyond and players should proceed to the cart path. Players with approved handicap flags may go beyond the diversion stakes but no nearer than 30 feet from the greens.
- Cart Diversion stakes will be set and maintained by the golf course maintenance crew and will be adjusted as needed for high traffic areas and regular maintenance.
- All golf carts must remain on the cart paths on all Par 3's unless you have a handicap flag.
- Handicap Flag Policy: The Handicapped Flag Policy was devised to allow those players with physical handicaps to enjoy the use of the golf course. Players with HANDICAP FLAGS attached to their golf carts have permission to drive their carts **within 30 feet of all tees and greens.** On Par 3's please adhere to the 90-degree rule.
- Golf carts are not to be driven between bunkers and greens or ponds and greens at any time, regardless of handicap permissions.

ANY PLAYERS WITH A DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLE HANDICAP PARKING PERMIT MAY APPLY FOR A HANDICAP FLAG.

I. Golf Carts – General:
- All golf carts must be registered with the Association and display a registration sticker.
- Only those persons with a valid driver's license may operate golf carts.
- All golf carts must be battery powered with rear wheel drive and have four (4) wheels. Golf carts must have running front and rear lights and/or rear reflectors when operated at night. HPCA has the right to suspend or revoke an individual member's privilege to operate a golf cart on HPCA property.
- Golf carts must yield to all other motorized vehicles, pedestrians and bicycles. Golf carts must be operated on the extreme right-hand side of all roads except when turning left. Golf carts are not allowed on sidewalks. Golf cart owners are required to ensure that their golf carts are operated in a safe prudent manner. Golf cart owners will be held liable for any and all damages caused by their golf cart.
- Members shall not obscure decals and shall remove expired decals from cart.
- Operators of golf carts shall obey all traffic laws.

J. Tennis Courts:
- Rules: Age limits and use restrictions are noted in Section VIII, A and C respectively. Tennis court usage rules posted at the courts are incorporated herein by reference.
- Courts are for tennis related activities only, except as specifically authorized by the GM. The GM may permit other uses of the tennis courts (such as Pickle Ball), on a temporary basis as long as no

damage or deleterious effects to the courts, or safety concerns are generated by the requested use. Authorization for temporary use cannot exceed one year.

- Adherence to the requirements of Part VII, Dress Code, and Section G, tennis courts concerning foot wear must be maintained.
- The courts may not be used when there is standing water or water sheen visible, including the back areas and warning tracks.
- Lights must be turned off after use.

XI. HPCA ASSOCIATES

- Associates are to be treated in a courteous and considerate manner. No Associate shall be reprimanded or harassed in any way by any Permitted User. This includes cursing, sexual innuendoes, bullying, or other behavior, which could result in liability for HPCA (Fine Category 4). This prohibition includes but is not limited to all rules and regulations established herein. Permitted Users will indemnify and defend HPCA in any and all claims arising from the Permitted User's interaction with Associates.
- Any unwelcome physical contact is a Fine Category 4 offense. More flagrant offenses will result in harsher penalties up to and including legal action. All complaints regarding service rendered by any Associate must be made to the Associate's Supervisor or the GM as soon as possible after the alleged violation.
- Permitted Users shall not engage or direct Associates on any private business, nor shall any Associate be used for the individual benefit of the Permitted User, nor shall any Permitted User direct, supervise, or in any manner, attempt to assert control over any such Associates (Fine Category 2).
- Members should be aware that Associates are not permitted to accept any gifts or favors, including vacations, excursions, etc., of more than fifty dollars ($50.00) in value, or a cash gift in any amount except at holidays. Certain Associates in the Food and Beverage Operations are permitted gratuities for services performed. Under no circumstances, shall anyone offer alcoholic beverages to Associates (Fine Category 2)

XII. ANIMALS (PETS AND SERVICE ANIMALS)

All pet related offenses are Fine Category 3.

A. Members may keep and maintain usual and ordinary domesticated pets and service animals in their Heritage Pines property. Any other type of animals, including farm animals or wild animals, is prohibited. Except for "emotional support" or "service animals", pets are not allowed in Association buildings, the pool and spa area, the golf course and driving range, the tennis courts, bocce courts, or in any other association areas except as noted below.
B. Animal owners are responsible for compliance with all Pasco County Ordinances and shall be accountable to other members for the acts of their animals. Failure to comply with Pasco Ordinances 14-97a and 14-98a regarding control of barking, noise or any other acts of their animals, may require removal of such animals. Unsupervised animals are not

allowed off of the owner's property. All animals must be leashed and under control at all times, including when on the member's property.

- Failure to prevent vicious or aggressive behavior: It shall be a violation for any person who owns, harbors, or keeps an animal, or any person charged with the care, custody, or control of any animal, to fail to prevent vicious behavior by that animal. (Fine Category #4)
- Designated animal walking areas are on the owner's property (preferred), along the common areas throughout the community and on the grass areas between the sidewalks and the streets. Animals are not permitted to use the common areas at Gazebo Park, Paleo Park, or directly in front of the Club House, nor on the golf course, cart paths or any CDD retention area. Animals may not be allowed to relieve themselves on private property or sidewalks other than that belonging to the property of the Permitted User.
- All members who walk their animals must carry cleanup materials with them at all times. Animal owners are responsible for the immediate cleanup of all animal wastes and the disposal of such wastes in the member's own household trash receptacle. Waste disposal in community receptacles, retention areas, storm drains, nature areas, and ponds or on Association property is prohibited.
- Any Heritage Pines member (including owner, owner's family, renters, guests, and invitees) who maintains any pet, dog, cat, reptile, bird, rodent or any other living creature of any kind, within the community, whether in compliance with the Heritage Pines Declarations, R & R or otherwise, shall indemnify, defend and hold HPCA harmless from and against any damages, claims, causes of action for losses of any kind or nature, including reasonable attorney's fees and costs incurred by HPCA as a result of any damage or injury caused by such living creature to HPCA, to its property, to any common area, or to the members, their family, guests or invitees, or to their property or to third parties.
- All members and guests shall abide by all state and local animal laws, and a violation of such laws is also a violation of these Rules and Regulations. HPCA may report all such law violations to the proper authorities.

XIII. VEHICLE TRAFFIC AND PARKING

All vehicle and traffic related offenses are Fine Category 1, except where noted.

- Vehicle Rules: All Members, tenants/renters, guests and invitees owned or operated motor vehicles, including motorcycles, within Heritage Pines must display either an Association issued barcode or a paper pass obtainable from Gatehouse personnel. Vehicles parked on association property that do not display either a barcode or a pass, will receive a citation.
- All vehicles operated within Heritage Pines must comply with State and County traffic laws and all HPCA Rules and Regulations. Posted speed limits and traffic signs are to be observed. Anyone not complying may be

subject to Citation, fines, revoking of Pass; non-residents will be escorted off the Community Properties and/or subject to trespass warnings.

° By using HPCA roads and cart paths Permitted Users agree to indemnify and defend HPCA against any and all claims and/or suits arising in any way from the operation of vehicles, bicycles and golf carts within Heritage Pines.

A. Speeding and Unsafe Operation:

Speeding and unsafe operation fines are as follows:

1. Speeding at 5 –10 miles per hour over the posted speed limit
    a. First Offense: $10.00 Fine
    b. Second Offense: $25.00 Fine & Seven (7) consecutive days loss of privileges and use of common facilities.
    c. Third Offense: $50.00 Fine & Fourteen (14) consecutive days loss of privileges and use of common facilities.

2. Speeding at 11-14 miles per hour over the posted speed limit
    a. First Offense: $25.00 Fine
    b. Second Offense: $50.00 Fine & Seven (7) consecutive days loss of privileges and use of common facilities.
    c. Third Offense: $75.00 Fine & Fourteen (14) consecutive days loss of privileges and use of common facilities.

3. Speeding at 15-19 miles per hour over the posted speed limits
    a. First Offense: $50.00 Fine
    b. Second Offense: $75.00 Fine & Seven (7) consecutive days loss of privileges and use of common facilities.
    c. Third Offense: $100.00 Fine & Fourteen (14) consecutive days loss of privileges and use of common facilities.

4. Speeding at 20-24 miles per hour over the posted speed limits
    a. First Offense: $75.00 Fine
    b. Second Offense: $75.00 Fine & Fourteen (14) consecutive days loss of privileges and use of common facilities.
    c. Third Offense: $100.00 Fine & Thirty (30) consecutive days loss of privileges and use of common facilities.

5. Speeding in excess of 24 miles per hour over the posted speed limits shall warrant a one hundred dollar ($100.00) fine and sixty (60) consecutive days loss of privileges and use of common facilities.

6. Unsafe operations violation(s) of the Florida Motor Vehicle Laws shall warrant a one hundred dollar ($100.00) fine and sixty (60) consecutive days loss of privileges and use of common facilities.

7. These assessed speeding and unsafe fines are based upon any one-year period. Guests of residents must abide by the same rules as residents and the resident will be responsible for paying the fine for

any violation by their guest. Also refer to Section XIII, Violations, Fines and Suspensions.

8. Member and Guest Vehicles must be parked in designated parking areas and may not obstruct sidewalks, driveways, dumpsters, fire hydrants, fire lanes or entrance to Community Facilities or other Community Property. No overnight street parking is permitted. Street parking is permitted between the hours of 7:00 am to 11:00 pm, provided that parked vehicles do not obstruct access for emergency vehicles. In the event of special circumstances where parking may exceed the time restrictions, the Gatehouse Resident Services and Support personnel must be notified. The Master Declaration (ARTICLE VIII, Section 13) contains additional parking restrictions for trucks, commercial vehicles, pick-up trucks, vans, boats, boat trailers, campers, travel trailers, and mobile homes. No Recreational Vehicles (RV) may be parked in driveways overnight, unless permission is granted by the GM and a forty-eight (48) hour pass is issued and displayed in a prominent location on the RV and may be easily seen by Heritage Pines Resident Services and Support. In no case shall an RV be parked in a driveway more than forty-eight (48) hours. No one shall reside or sleep in an RV within Heritage Pines. Vehicles parked outside of a garage shall not be covered with a car cover or tarpaulin.

9. Signage - All individuals operating automobiles, motorcycles, golf carts, or any other vehicles must comply with and obey the posted signs. Those individuals that do not are subject to ticketing and fines.

10. Handicapped Parking: Vehicles parking in a designated Handicapped Parking Space must display their Handicap Permit Placard or Handicapped License Plate. Any vehicle(s) parking in a Handicapped Parking Space without a displayed Handicapped Parking Permit will be ticketed for a parking violation and subject to a fine. Golf carts should not park in handicapped parking spots for vehicles (Fine Category 2).

B. Bicycle Rules:
   - Bicyclists are prohibited from riding on the sidewalks, cart paths or other pedestrian paths. If it becomes necessary to use a sidewalk or pedestrian path (never a cart path) bicyclists must disembark the bicycle and walk it until arriving at a road.
   - When on a road shared with automobiles and golf carts, bicyclists must ride on the right side of the road, as near to the curb as possible, and with the flow of vehicular traffic. Bicyclists may make an exception to this rule when necessary to avoid an unsafe condition.
   - Bicyclists must proceed at a safe speed at all times. Racing is expressly prohibited anywhere on HPCA property.

- Bicyclists must observe all traffic laws, as if operating an automobile.
- When bicycling between sunset and sunrise, or a any other time when the quality or lack of light would otherwise create a hazard, bicyclists must equip the front of their bicycle with a white light visible from at least five hundred feet (500') and the rear of their bicycle with a red reflector or light visible from at least three hundred feet (300').

C. Drone Rules (Fine Category 3):

- All Residents that wish to use a drone within Heritage Pines must register their drone with the Association.
  - To include; Name
  - Address
  - FAA registration #
  - Proof of Insurance stating coverage for drone use
  - Purpose for use
  - Make, Model, and Weight
- Must sign registration form stating that the Association will hold the owner liable for any and all damage caused by drone use and by signing, the owner agrees to indemnify the Association for all damages cause.
- Drones may only be flow from within your property.
- Drones may not be flown from within any common property within HP.
- Drones may only be flown during the hours of Sunrise to 9:00pm
- At no time should a pilot invade the privacy of another resident on any lot or common area
- At no time should a pilot operate a drone in any manner that constitutes a nuisance, or harasses, annoys, or disturbs the quiet enjoyment of a fellow resident or guest.
- All guests of Residents who wish to fly a drone while visiting must register the drone with the Front Desk.
- The Association/GM reserves the right to authorize a realtor to use a drone to market a property within HP.
- The delivery of a package by an authorized delivery company, (Amazon, UPS, FedEx, etc.) is permitted within HP.
- If any pilot is found to be unsafe or reckless with the use of their drone the BOD has a right to report them to the FAA for unsafe use.

XIV. LEASING PROCEDURES AND TRANSFER OF PRIVILEGES

All leasing procedures and transfer of privileges are Fine Category 2. Members renting their properties must abide by HPCA Declaration and Bylaws. Age restrictions listed in Appendix 1.

A. Lease Procedures

- Any Member permitting a Tenant to occupy his/her dwelling must notify the HPCA Front Desk.
- All Tenants names must be listed on the Lease Agreement. No more than one (1) family may occupy the same dwelling as Tenants. Leases must contain a clause that indicates the Tenant has received

a copy of the Rules and Regulations and agrees to be bound by them.
- Leases must be ninety (90) days or more.

B. Transfer of Privileges
- Members may transfer their privileges to use the facilities to their Tenants
- The Waiver of Use Form shall be completed and the appropriate fee paid.
- All transfer of privileges must be ninety (90) days or more and all appropriate fees must be paid at the Front Desk.
- A Tenant may not transfer privileges to another person.

XV. VIOLATIONS, FINES AND SUSPENSIONS
(Also see Section VI, A through C.)

- The progressive fines and suspensions shown below, unless otherwise noted within an individual rule, apply to the same violation when committed multiple times within a twenty-four (24) month period.
- The Board of Directors may, at their discretion, apply additional fines and suspensions for multiple or repetitive offenses and pursue criminal prosecution for particularly egregious offenses.
- Suspensions preclude the offender's participation in any and all community activities, and exclude the offender from all community facilities and common areas for the period of the suspension, per Florida Statute 720.305.
- All fines become due, and all suspensions commence fifteen (15) days after mailing of written notification. Violators have fourteen (14) days after the mailing of notification to deliver to the GM or designate, a written request for a hearing and request for supporting documentation. The Dispute and Resolution Committee will schedule a hearing within fourteen (14) days from the date the request for a hearing was received, and give written notice of the date, time and locations of the hearing of the requesting party.
  - If no hearing is requested, or if after a hearing the Committee rules in favor of HPCA, the fine and suspension shall be implemented upon approval of the BOD at a properly scheduled Board meeting. If fines are not paid in full within ninety (90) days of their effective date, the violator may be suspended from all use of common areas and facilities and their voting rights may be suspended until the fines are paid in full. The BOD at a properly noticed Board meeting, per Florida Statute 720.303 must approve all suspensions due to nonpayment of monetary obligations to HPCA.
  - Members will be charged a $10.00 cost of enforcement fee for any violation notice that requires certified mailing.

Fines and Suspension

Category	First Offense	Second Offense	Additional Offenses
1	Warning	$50.00 Fine and 7 consecutive days Suspension	$100.00 Fine and 30 consecutive days Suspension
2	Warning	$100.00 Fine and 30 consecutive days Suspension	$100.00 Fine and 60 consecutive days Suspension
3	Warning	$100.00 Fine and 60 consecutive days Suspension	$100.00 Fine and 60 consecutive days Suspension
4	$100.00 Fine and 60 consecutive days Suspension	$100.00 Fine and 60 consecutive days Suspension	$100.00 Fine and 60 consecutive days Suspension

NOTE: The maximum fine per offense is $1,000.00 as per Florida Statute 720.305. (“A fine may be levied by the board for each day of a continuing violation, with a single notice and opportunity for hearing, except that the fine may not exceed $1,000.00 in the aggregate unless otherwise provided in the governing documents.”)

General Information

Damage or Loss of Property:

- Loss or Damage to Property: HPCA is not responsible for the loss of personal property belonging to Permitted Users or for damages sustained by them while on Association property.
- Lost and Found: Found items should be turned into HPCA's Front Desk at the Clubhouse or the Golf Pro Shop. Lost items may be retrieved at those two locations. After 90 days, unclaimed items are donated to charity.
- Damage: Anyone that damages Community Property, Facilities or Common Areas must reimburse HPCA for all costs associated with its repair or replacement.

Age Restrictions:

- The CC&R's specify that no owner may rent or sell a residential structure unless at least one (1) person who will occupy the residential structure is a permanent occupant fifty-five (55) years of age or older. HPCA requires prior age verification from all prospective occupants. Forms are available at the Front Desk.
- No person under the age of twenty-two (22) is allowed to permanently occupy any residential unit in Heritage Pines. Occupancy by any said individuals in any residential unit(s) for more than eight (8) weeks in any calendar year shall constitute "permanent" occupancy.

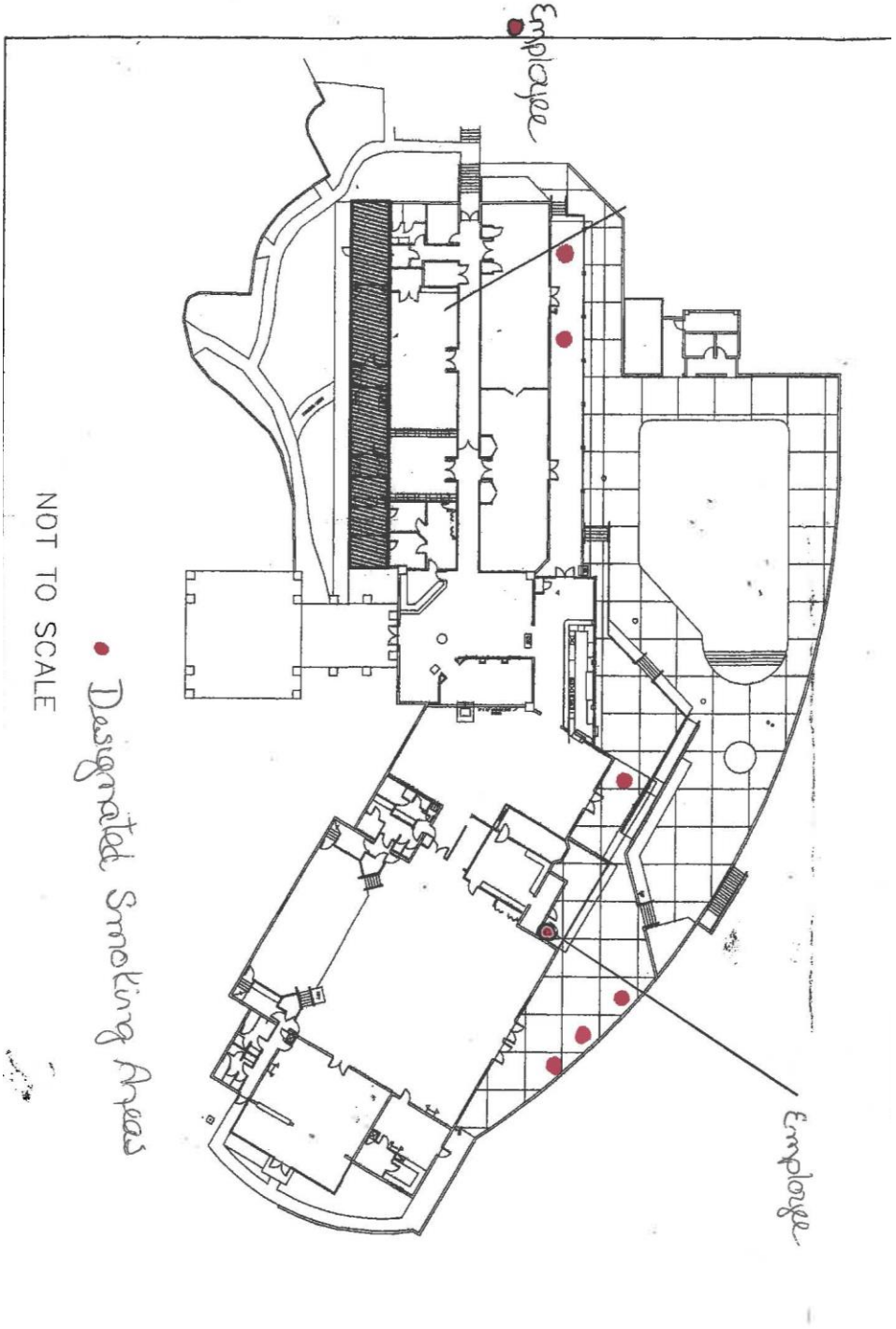
Refer to Article VIII, Section 15 of the Declaration.

Record Inspection and Copying:

- The records of the HPCA are available for inspection after submitting a written request to the HPCA Office, between the hours of 10AM. and 4PM. on any Monday through Friday except on a legal holiday.
- The request must be specific and must describe records by type such as listed in section 720.303(5), Florida Statutes, as amended from time to time.
- To avoid penalty, upon receipt of the request, and within the time period permitted by law, HPCA must respond in writing designating the date, time and place that the inspection will occur. (see section 720.303(5) for details).
- The record inspection shall be under the supervision of someone designated by HPCA to monitor and assist in the record inspection. HPCA may institute any supervision or reasonable security measures during the inspection. The record inspection session is limited to working hours and shall not extend beyond two (2) hours at a time.

- Marks may not be made on any record and the record sequence must not be altered. Records may not be removed from the inspection location without approval of the General Manager.
- A Member may request HPCA to copy any record by placing a paper clip, post-it memo sheet, or other similar device on the document or documents desired.
- HPCA will then have copies available at the HPCA Office within five (5) working days from the date of inspection and subject to HPCA receiving prior payment. If they are not available within five (5) days, payment shall be returned and copies shall be free.
- The maximum number of Members present during the inspection shall not exceed four (4).
- Copies will cost twenty-five cents ($.25) per single sided page for copies of records, payable in advance. A duplex copy is considered two (2) copies. Two (2) separate documents will not be copied on a single page simply to minimize the per page copy cost.
- A list of Members containing their addresses and/or phone number will not be released to anyone not an owner.
- Anyone inspecting or requesting copies of records shall conduct him or herself in a businesslike manner and not interfere with the operation of the HPCA Office.

DESIGNATED SMOKING AREAS



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APPENDIX 2

Heritage Pines Dress Code Policy

The dress code below is enforceable by the General Manager and/or their designee and pertains to all residents and guests.

Clubhouse – Open to Close		
	Acceptable	**Unacceptable**
Men	Tee Shirts Shirts with Sleeves Jeans Shorts Sweatpants Sweatshirts Gym Appropriate Attire Hats / Visors	Sleeveless Shirt / Tank Top Cut Off Shorts Political Attire Apparel with obscene or offensive pictures/logos Biker Attire Bare Feet Swimwear
Women	Tee Shirts Sleeveless Collarless Shirts Jeans Shorts Sweatpants Sweatshirts Gym Appropriate Attire Hats / Visors	Tube Tops Cut Off Shorts Political Attire Apparel with obscene or offensive pictures/logos Biker Attire Barefeet Swimwear

Fireside Bar, Dining Room and PAC Room (PAC after 4pm)		
	Acceptable	**Unacceptable**
Men	Shirt with Collar Sweater Regular and Mock Turtlenecks Jeans/ Slacks Shorts V Neck /Crew Neck Shirt (Bar Only After 4PM) All Approved Golf & Tennis Attire (Bar Only After 4PM) Swimwear with a Shirt/Tee Shirt with Sleeves (Bar Only)	Sleeveless Shirt / Tank Top Undershirt Cut off Shorts Political Attire Biker Attire Apparel with obscene or offensive pictures/logos Sweatpants Bare Feet Swimwear without a Shirt Hats/Visors in Dining Room Only
Women	Sleeveless Top Collarless Top Sweater Jeans / Slacks Capris Dresses Skorts / Skirts / Shorts Swimwear with a closed cover up (Bar Only) All Approved Golf & Tennis Attire (Bar Only After 4PM)	Tube Tops Cut Off Shorts Political Attire Biker Attire Apparel with obscene or offensive pictures/logos Sweatpants Barefeet Swimwear without a closed cover up Hats/Visors in Dining Room Only
Exceptions	Children under age of 10 are exempt from the collar rule. Hats are permitted for residents with a medical/religious reason approved by management. Management reserves the right to alter the dress code for host themed events.	

Heritage Pines Dress Code Policy

Golf Course & Driving Range

The golf course & driving range dress code is based on the PGA/LPGA Tours' Dress Codes.

	Acceptable	Unacceptable
Men	Shirts with sleeves and collars Henley Mock Turtlenecks V-Neck & Crew Neck Sweaters Golf Pants and/or Shorts Sweatshirts Hats / Visors Any clothing acceptable by the PGA Tour unless on the unacceptable list	Tee Shirts Tank Tops / Muscle Shirts Denim / Jeans Cut off Shorts Sweatpants Fitness Attire Swimwear Apparel with obscene or offensive logos, pictures or words
Women	Sleeved shirts with or without Collars Sleeveless Shirts with Collars Dresses / Skorts / Shorts Shorts Sweatshirts Sweaters Hats / Visors Any Clothing acceptable by the LPGA Tour unless on the unacceptable list	Spaghetti Strap Tops Tank Tops Denin / Jeans Cut Off Shorts Sweatpants Fitness Attire Swimwear Apparel with obscene or offensive logos, pictures or words

Tennis & Pickle Ball Courts

Acceptable	Unacceptable
Proper Tennis & Pickleball Attire Shirts Shorts Pants Tennis Shoes Pickleball Shoes	Denim / Jeans Cut Off Shorts Spikes / Nubs of any kind Swimwear

Pool Area

Unacceptable - Men	Unacceptable - Women
Swim Briefs Square Cut Swim Shorts Cut-Offs & Non-Swimming Apparel	Thong Type Swim Wear Top Less Cut-Offs & Non-Swimming Apparel

Definitions

T-Shirt - A collarless short-sleeved or sleeveless garment.
Undershirt - A collarless undergarment with/without sleeves
Political Shirt - This term is not defined in the dictionary but "political" and "shirt" are both defined. In essence, this term means any type of shirt that has political lettering or advertising on it.
Obscene - This term is defined to mean the portrayal or description of sexual matters, or that which is offensive or disgusting by accepted standards or morality and decency. The HOA board or its designees (you) determines what is obscene based on current rules.
Swim Briefs - Men's bikini style bottoms
Square Cut Swim Shorts - Tight Boxer Style Trunks

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Appendix 3

NON-COMPLIANCE FORM

HERITAGE PINES COMMUNITY ASSOCIATION, INC.

NOTICE OF NON – COMPLIANCE TO REPORT A VIOLATION OF RULES & REGULATIONS

_____ _____

Member/Resident/Guest Filing Report Account Number

OR

_____ _____

Name of HPCA Employee Filing Report Department

Address_____ Phone _____

Date of Incident_____ Time_____ Location _____

Name of Member/ Resident/Guest involved _____

Describe Incident (Include separate sheet if needed)

_____

_____

_____

Witness(es) (Include separate sheet if needed)

Name _____ Phone _____

Name _____ Phone _____

I hereby certify that the above statements are true to the best of my knowledge. I understand all information submitted is strictly confidential *unless* information must be provided to Pasco County Sheriff's Office or used for legal purposes. This information will be provided to management, the alleged violator and may be provided to Dispute Resolution Committee.

_____ _____

Signed Date

THIS FORM IS TO BE SUBMITTED IN A SEALED ENVELOPE TO THE FRONT DESK AND ADDRESSED TO THE GENERAL MANAGER

**********HPCA USE ONLY**********

Received by_____ Date _____

Name/Title

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APPENDIX 4