

# **CHANGES TO THE RULES AND REGULATIONS**

- Article II** – Section 1, Use and Storage within RV Compound  
Section 2 RV Compound Rules
- Article XII** – Section 1, Enforcement Procedures  
Section 3, Explanation of Penalties  
Section 6, Penalties

**Board Approved 3/7/17**

## **ARTICLE II- RV COMPOUND**

**Section 1. Use and Storage Within RV Compound.** A member or renter may store permitted items within the RV Compound provided they comply with the conditions and restrictions as set forth in this Article. Brookridge is not responsible for any theft or vandalism that may occur to any unit in the RV Compound. All such incidents must be reported to the Hernando County Sheriff's Department by the unit's owner. Parking in the RV Compound is at the unit owner's risk.

A. Only motor homes, travel trailers, boats on trailers, recreational vehicles, ~~and~~ non-commercial utility trailers ~~and car dollies~~ will be assigned parking spaces in the RV Compound. No storage of salvage goods, steel, building materials, appliances etc. will be permitted.

B. As used herein, the term "unit" shall refer to the permitted items above. "Member" shall mean the owner of record, whether one or more persons or entities, of title to any address in Brookridge. "Renter" shall mean and refer to person(s) leasing or renting a home in compliance with the rental restrictions set forth herein and under a valid and binding rental agreement and assignment of use as such document is established by BCPO from time to time.

C. Any member desiring to park a unit in the RV Compound must complete and sign BCPO RV Compound Registration Form. ~~As part and parcel to the registration form,~~ the party requesting the parking space must acknowledge that they have received and will abide by BCPO Rules and Regulations regarding the RV Compound and must also sign the Waiver Agreement provided by BCPO.

D. In addition to the requirements imposed on a member, any renter within Brookridge desiring to park a Unit in the RV Compound must submit documentation signed by his or her Lessor (*i.e.*, Landlord) which revokes the Lessor's privilege to use the RV Compound. Additionally, both the renter and the Lessor must sign the Waiver Agreement. Any member who revokes his or her privilege to use the RV Compound shall not be assigned a parking space in the RV Compound.

~~E~~ J. Parking space in the RV Compound is issued on a first-come, first-served basis. A waiting list will be maintained if and when the need for same arises.

~~F~~ E. Parking space in the RV Compound shall only be assigned to unit owned by members or live-ins in good standing, or properly registered renters. ~~Units owned by family members of live-ins of members or renters shall not be assigned parking spaces in the RV Compound.~~ No member can rent or assign their parking space to another.

G. Once a parking space is assigned; BCPO will provide each unit owner with a decal indicating the assigned parking space number for the unit. While the unit is parked in the RV

Compound, this decal must be placed on the driver's side of unit in a manner which is clearly visible from the compound road and when leaving the community.

~~H. Unit owners shall make the unit available for inspection by BCPO at the time a parking space is assigned, or if the unit is not immediately available for inspection, then the unit owner shall make the unit available for inspection at BCPO office prior to the unit being parked in the RV Compound.~~

~~I F. Members and renters~~ Property Owners may ~~be issued~~ only be assigned a maximum of one parking space in the RV Compound, regardless of the amount of lots owned.

~~J~~ H. Parking space is assigned for one year periods and must be renewed annually. Renewal shall be deemed complete when a current and/or renewed copy of the unit's registration is presented to the office. If a unit owner fails to renew his or her unit in the time allowed by BCPO the unit owner will be required to remove the unit from the RV Compound. If the unit owner fails to remove the unit in the time allowed by BCPO, the BCPO shall have the unit towed at the unit owner's expense.

~~K~~ I. If a member or renter replaces the unit listed on the registration form, the member or renter will be required to complete a new registration form and submit all additional required documentation to the office. The registration of the new unit may result in being assigned a new space because of its size.

K. BCPO has the authority to require a unit owner to move/relocate their unit to another site to facilitate better use of the RV Compound space.

## **Section 2. RV Compound Rules**

A. All units must have and maintain a current license and registration in the member's or renter's name. Registration renewal must be submitted to BCPO office within 60 days from date of renewal.

B. All units must be operable. The unit must be road worthy and can demonstrate it can move under its own power, or be towed, if it is a trailer. ~~All units must be properly maintained in good working order. Inoperable units must be promptly removed from the RV Compound.~~ BCPO may require a unit owner to demonstrate that the unit is operable on a bi-annual basis. ~~If a unit has not been moved in six months, a letter will be sent to the owner to find out the status of the unit.~~

C. Units shall only be parked in their assigned parking space and at least 18" off the fence line.

D. If a unit is covered, the cover must be securely fastened, maintained in good condition and shall not hold water.

E. No unit shall be used for the storage of items not normally and typically stored within same. For example, items associated with water sports, such as life vests, may be stored in a boat, but lawn equipment shall not be stored in a boat.

~~F. "For Sale" signs are prohibited on any unit or elsewhere within the RV Compound.~~

G. "For Sale" signs are prohibited on any unit or elsewhere within the RV Compound.

~~G. Any boat parked in the RV Compound must be properly secured on a trailer.~~

H. Unit owner shall keep their assigned parking space clean and free of garbage or debris, including when the unit is removed from the parking space. Properly stored parking blocks are permissible. All units must have fully retracted steps, awnings, and slideouts.

~~I~~ F. All debris, work materials, skids, wood, household items, and tires (other than those properly affixed to a unit) shall be removed from the RV Compound. This includes, but shall not be limited to, items on the ground or in a utility trailer. No storage of salvage goods, steel, building materials, appliances, etc. will be permitted.

~~I~~ I. Unit owners shall be responsible for any damage to BCPO property, including but not limited to the RV Compound fence, caused by the unit owner, his or her unit or other permitted vehicle.

~~K~~ J. A unit owner may park a personal vehicle in his or her unit's assigned parking space in the RV Compound while the unit is in use. For example, a member may park his car in his assigned parking space in the RV Compound while he is traveling in his RV. However, the unit owner shall submit to BCPO a copy of the registration of the vehicle left in the assigned parking space.

~~L~~ K. Unit owners shall provide their own liability, damage and theft insurance. BCPO is not liable for any loss or damage to units stored in the RV Compound.

L. Site markers are not to be moved without approval by the RV Compound Committee.

~~M. BCPO has the authority to require a unit owner to move/relocate their unit to another site to facilitate better use of the RV Compound space.~~

**Section 3. Violations of RV Compound Rules and Regulations.** Any violations of RV Compound Rules and Regulations will be handled in consonant with Article VI, Section 7 and Article XII (Enforcement of Regulations) of these Rules and Regulations.

## ARTICLE XII

### ENFORCEMENT OF REGULATIONS

#### **Section 1. Enforcement Procedures.**

Enforcement Officers. The following persons are Enforcement Officers:

- General Manager
- Designated BCPO Managers
- Architectural Control Committee Members\*
- Pool Monitors
- Security Officers
- RV Compound Control Committee Members\*

\*Authority of the members of the Architectural Control Committee & RV Compound Control Committee is limited to those items that are the responsibility of the Architectural Control Committee & RV Compound Control Committee.

An Enforcement Officer can order individuals from Community Facilities for just cause.

Door Hanger. Door hangers will be issued when applicable to allow residents time to come into compliance for violations. A Warning Letter will be issued.

#### Incident Report.

- a. Any Enforcement Officer or resident who witnesses a violation of a regulation by any resident or renter may complete an Incident Report.
- b. The Incident Report is turned into Administration where the complaint is documented, including witnesses' statements and other corroborating evidence.
- c. In the situation where one resident files an Incident Report against another resident, there must be a corroborating statement by another witness to the incident.

#### Investigations.

- a. Upon receipt of an Incident Report, the General Manager or Authorized designee shall designate a BCPO manager to initiate a thorough investigation of the allegations as described in said Incident Report, within five (5) business days of receipt of the designation from the General Manager or authorized designee.

- b. The investigation conducted by the BCPO manager shall include but not be limited to interviewing and identifying by name, all parties to the alleged incident as well as all witnesses to the alleged incident.
- c. Upon conclusion of the investigation, the BCPO manager shall submit his/her findings, in writing, to the General Manager or Authorized designee, together with a recommendation regarding the disposition of the alleged incident.
- d. The General Manager or Authorized designee will review the recommendation submitted by the BCPO manager and will determine whether to issue a Violation Notice to the alleged violator(s).

#### Violation Notices.

- a. Violation Notices issued by the BCPO will specify the regulation violated and shall clearly state the offense.
- b. Recipients of Violation Notices, excluding traffic violations and personal conduct, and expired/missing Renter lease or no background screening for tenants have a reasonable amount of time to correct the violation.
- c. Copies of the Violation Notice and supporting documentation shall be filed in the Administration Office.
- d. Recipients of Violation Notices have the right to file an appeal per Section 2 – Appeal Process.

#### **Section 2. Appeal Process.**

1. Violators may appeal the Violation Notice within fourteen (14) calendar days from the date of issue. An appeal letter must be completed and delivered to Administration where it shall be forwarded to the Appeal/Violation Review Committee and a hearing date will be scheduled.
2. The Appeal/Violation Review Committee will conduct an appeal hearing at its next meeting.
3. Residents may be represented by legal counsel and should so indicate in the appeal letter.
4. The decision of the Appeal/Violation Review Committee will be by majority vote. The decision of the Committee is subject to review and approval by the Board of Directors. The decision of the Board of Directors is final and is not subject to further appeal other than through civil court.
5. Failure to appear without prior acceptable notification for the appeal hearing at the scheduled time will result in an automatic denial of the appeal.
6. Penalties subject to the appeal process will be held in abeyance until the Appeal/Violation Review Committee has made a ruling and the ruling is approved by the Board of Directors.
7. Any penalty or fine associated with the appealed Violation Notice shall become effective and due immediately upon the Board's ruling.

8. A/VRC Administrative fee of \$25 may be imposed through the recommendation of the A/VRC. Board approval required before imposing fee.

**Section 3. Explanation of Penalties.**

1. Penalties for violations of Regulations are summarized and listed in Section 6 below. These penalties are arranged in tables by categories as follows:

- A. Architectural Control
- B. Parking and Vehicle Control
- C. Personal Conduct and Pet Control
- D. Protection of Community Property
- E. **RV Compound Control**
- F. Deed Restrictions
- G. General Rules and Regulations

2. The categories of penalties and associated fines are listed below:

<u>Category</u>	<u>Fine*</u>	<u>Loss of Privileges (including barcode)</u>
1	\$10	1 Week
2	\$25	2 Weeks
3	\$50	1 Month
4	\$100	2 Months

\* Unless otherwise stated in the BCPO governing documents, a flat fine or fine per day will be recommended to the BCPO Board of Directors by the A/VRC.

Repeat offenses of the same regulation by a resident will result in double the previous fine and loss of privileges described in this sub-section for each repeated violation. A maximum of \$100 per day not to exceed \$1,000.00 fine is established in accordance with Florida Statute F.S.720.305 (2). There is no limit to the length of time a resident may lose privileges and use of facilities.

3. In the example below, **C.1** is the designation that will appear on the Citation. The middle section is the Regulation. The number 2 is the penalty category, which carries a twenty-five dollar (\$25) fine and two (2) weeks loss of privileges.

C.1	Abusive, offensive or threatening language or actions is prohibited on Community Property.	2
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4. Penalties are not negotiable.

**Section 4. Late Payment.**

1. Non-payment of fines in arrears for two (2) months or more will result in an additional Citation and loss of privileges issued from the Board of Directors.
2. A fine may be levied on the basis of each day of a continuing violation with a single notice and opportunity for a hearing. No fine shall exceed One Thousand Dollars (\$1,000) in the aggregate.

**Section 5. Damage to Property or Loss of Revenue.** The payment for damage to the property shall be in addition to the penalty. If revenue to BCPO is lost, the penalty shall be in addition to the lost revenue.

**Section 6. Penalties.**

A. Architectural Control Violations

#	Regulation	Penalty Category
A.1	No exterior modification to a dwelling or improvement upon a lot shall be started until Architectural Control Committee approvals have been obtained.	2
A.2	Deviations from the approved modifications are not permitted.	2
A.3	Any work started or continued after a request is denied shall stop immediately upon notification by the Architectural Control Committee or enforcement officer.	4
A.4	Disapproved work shall be removed within 30 days and the dwelling and/or lot shall be returned to the original condition at the Owner's expense. If not, fines may be imposed @ \$100.00 per day up to \$1000.00 and privileges suspended until compliance is met and fines are paid.	4
A.5	Approved work must be completed within the timeframe specified in the Architectural Control Guidelines	2
A.6	Other violations of the Architectural Control Committee Guidelines	2

B. Parking and Vehicle Control Violations

#	Regulation	Penalty Category
B.1	Any person operating a Vehicle (motorized) on community property shall drive the vehicle in a careful and prudent manner, so as not to endanger the life, limb or property of any person	2
B.2	Vehicles (motorized) on community property shall be parked in designated parking areas. Illegally parked vehicles may be towed at the Owner's expense.	2
B.3	All persons operating a golf cart on community property must be at least sixteen (16) years of age and maximum occupancy must not be exceeded.	2

B.4	No occupants of a golf cart shall stand at any time while the golf cart is in motion. No occupants shall ride in the golf bag storage area.	2
B.5	Vehicles shall not obstruct sidewalks, driveways, dumpsters, fire hydrants, or other community property.	2
B.6	All vehicles shall comply with all posted traffic signage.	2
B.7	Any golf carts operated on community property must display a current permit.	2
B.8	No vehicle shall be parked on the street between the hours of 1:00 a.m. & 6:00 a.m.	2
B.9	Vehicles are required to display appropriate State-issued handicap designations in order to park in handicapped parking areas.	2
B.10	The speed limit for all vehicles within Brookridge is thirty (30) miles per hour unless otherwise posted. Violations of excessive speed shall be determined by the enforcement officer's use of calibrated radar.	2
B.11	Violations in excess of 15 miles per hour above the speed limit	3
B.12	Parking shall be on approved parking surfaces only (concrete or concrete pavers).	2

#### C. Personal Conduct and Pet Control Violations

#	Regulation	Penalty Category
C.1	Abusive, offensive or threatening language or actions are prohibited on community property.	2 – 4 To be Determined by A/VRC
C.2	Instructions of an Enforcement Officer must be followed.	2
C.3	Proper identification must be provided when requested by an Enforcement Officer.	2
C.4	A resident shall not use another resident's account number.	2
C.5	No firearms, air guns, bows and arrows, slingshots, or any other projectile-firing device may be discharged on Community Property. None of the above will be permitted in BCPO Buildings.	4
C.6	Smoking is prohibited in any community building in accordance with the Florida Clean Air Act. Smoking is only allowed in designated areas.	2
C.7	There shall be no solicitation by any person or organization anywhere on community property unless specifically authorized by the Board of Directors.	2
C.8	There shall be no garage or yard sales on private property. Estate sales are permitted in accordance with Article I, Section 10 of the BCPO Rules and Regulations.	2
C.9	All pets must be physically leashed and under control when outside the home, or fence (to include radio controlled) or enclosure. Pets may not be tethered outside alone, unless the owners are directly monitoring their pets. No pets shall be permitted to create a nuisance, nor to threaten, harass or annoy other residents (even when pet is on pet owner's property).	2
C.10	Any feces deposited by a pet on any property within Brookridge must be removed by the individual in attendance.	2



#### D. Protection of Community Property Violations

#	Regulation	Penalty Category
D.1	Vehicles, boats, trailers, RVs, etc. shall not be stored or left on community property (other than the RV Compound) except as specifically authorized by management.	2
D.2	Community property shall not be obstructed, littered, defaced, or misused in any manner.	2
D.3	Community property must not be removed from any facility without the written consent of the Board of Directors or in accordance with Article IV, Section 3 of the BCPO Rules and Regulations.	2
D.4	No accumulation of rubbish, debris or unsightly materials by residents shall be permitted on community property.	2
D.5	In addition to penalty and fines, any Owner responsible for damaging any community property must reimburse BCPO for all costs associated with the repair or replacement of such property. Owners and renters are responsible for any damages caused by their guests.	2
D.6	Records of the Association shall not be marked up, mutilated, or otherwise damaged in any way. In addition to penalty and fines, all costs of document repair or replacement shall be invoiced to the owner involved.	2
D.7	The list of owners shall not be sold or given to any outside agency, organization or individual.	2
D.8	No person shall disturb, hunt, fish or trap any wildlife occupying community property without prior authorization.	2
D.9	No person shall feed any wildlife occupying community property.	2

#### E. RV Compound Violations

#	Regulation	Penalty Category
E.1	Must have & maintain a current license & registration.	2
E.2	Registration renewal must be submitted to BCPO within 60 days from date of renewal.	2
E.3	Units shall be parked in their assigned space.	3
E.4	Units must be properly maintained in good working order. Unit's owner must demonstrate unit can be moved.	3
E.5	All Other Violations of the Rules & Regulations for the RV Compound.	2
E.6	Habitual offender (Article I, Section 22 to be determined by A/VRC).	2-3-4

#### F. Deed Restriction Violations

#	Regulation	Penalty Category
F.1	Use Restrictions (Article III)	2
F.2	Lot and Home Maintenance (Article IV)	2
F.3	Parking (Article V)	2
F.4	Use of Community Entrance, Streets, Roads and Other Common Areas (Article VI)	2
F.5	All Other Violations of Deed Restrictions	2
F.6	1. Deed Restrictions Article III, Section 14: Leasing	4

	2. Rules & Regulations Article I, Section 15: Leasing/ New Owner Fine shall be a \$100 Per day/60 day suspension	
F.7	Age Certification (Restrictions Art. III- Section 12)	2

G. Other Rule and Regulation Violations

#	Regulation	Penalty Category
G.1	General Rules and Regulations (Article I)	2
G.2	<del>RV Compound (Article II)</del>	<del>2</del>
G.32	BCPO Swimming Pool (Article III)	2
G.43	BCPO Equipment (Article IV)	2
G.54	BCPO Facilities (Article V)	2
G.65	All Other Violations of the Rules & Regulations	2
G.76	Habitual Offender (Article 1, Section 22)	2 – 4 To be Determined by A/VRC