



Rules and Regulations

As approved by the Villages of Vilano Board of Directors, October 14, 2014 and Revised September 16, 2015, June 27, 2018, October 18, 2018, May 21, 2019, July 16, 2019, March 17, 2020, May 19, 2020, June 16, 2020, September 15, 2020, March 16, 2021, July 20, 2021 & December 14, 2021

VILLAGES OF VILANO HOMEOWNERS' ASSOCIATION, INC.

Rules and Regulations

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RULES AND REGULATIONS OF THE VILLAGES OF VILANO HOMEOWNERS' ASSOCIATION, INC.

OVERVIEW

The "Villages of Vilano" (VOV) is a Planned Unit Development (PUD) in St Johns County, Florida. Created in 1985, it is a 55-acre complex with a variety of residences, amenities, common areas, and a private marina. Residences include 142 single family homes (the Patio Homes), the 62-unit Beach Homes condominium, and the 24-unit Marina Homes condominium. In addition, there are 33 privately owned slips in the Marina. Operation of the entire community is controlled through four separate entities:

- Master Association (common areas and amenities, and also manages the Patio Homes)
- Beach Homes Association (Beach Homes Condos) Marina Homes Association (Marina Homes Condos)
- Marina Association (Boat Slips)

The Rules and Regulations are only one element in the governance of the Villages of Vilano community. All property is governed by the terms and conditions found in the VOV Declaration of Covenants and Restrictions, as amended from time to time, ("VOV DCRs"), our Bylaws, and the Articles of Incorporation. In addition, each separate sub-association (Beach Homes Condos, Marina Homes Condos, and Boat Slips) has its own governing documents.

Owners should have received the appropriate governing documents when they purchased their property. Replacement copies of the Villages of Vilano DCRs, Bylaws, and Articles of Incorporation may be obtained from the Master Association Property Management Company. Copies are available by email or on a computer disk, can be downloaded from the community website (www.villagesofvilano.wordpress.com), or hard copies can be obtained for a fee. It is recommended that each property owner and resident keep a copy of all appropriate governing documents for reference and review the provisions in each. Reference copies of the Master Association governing documents are available at the Clubhouse during office hours. Governing documents of the separate associations are available through their respective property management companies. The community is also governed by Florida law, as amended from time to time, including, but not limited to Chapters 718 and 720, Florida Statutes. You can review these and other Florida statutes online at www.leg.state.fl.us/jstatutes.

Requests for exceptions to any provisions of the VOV Homeowners' Association Rules and Regulations must be made in writing and submitted to the Board of Directors for consideration. Consistent with the Master Association DCRs (Article V, Section 5.5), the validity and reasonable enforcement of the Rules and Regulations are guided by "...a standard of reasonableness for the purpose of protecting the value and desirability of the property as a residential community." Residents will be responsible for their guests and for advising them of all VOV Rules and Regulations. The Board reserves the right to delegate the authority and responsibility for enforcement of these Rules and Regulations to the Master Association Property Management Company or to a Committee if appointed by the Board for such purpose.

All forms referenced in this document are available on the Villages of Vilano community website (www.villagesofvilano.wordpress.com) or from the Master Association Property Management Company.

ARCHITECTURAL CONTROL

Article VIII of the VOV DCRs established the Architectural Control Committee (ACC) and charged it with the responsibility and authority to review any desired exterior additions or alterations to individual homes (the Patio Homes) to determine if those additions or alterations meet the standards established to maintain the value and desirability of the overall property as a residential community. In essence, this means that any exterior change, including, but not limited to color changes, permanent additions, variations, or any landscape device and/or object added to the outside of a home must be cleared through and approved by the ACC PRIOR to implementing the change. The ACC serves at the pleasure of the Board and the Board may appoint or remove ACC members at its sole discretion.

Rules and Regulations for Architectural Control have been adopted. All owners are bound by, and shall comply with, these Rules. *Please refer to the separate document, "Rules and Regulations for Architectural Control of the Villages of Vilano Homeowners' Association, Inc.," for complete details and procedures.* Questions should be directed to the chairman of the Architectural Control Committee or the Master Association Property Manager.

BOAT RAMP AND MARINA COMMONS

The VOV boat ramp is for the exclusive use of Villages of Vilano residents and/ or Marina slip owners/lessees. Family members or friends who are not residents of Villages of Vilano are not allowed to use the boat ramp. Please use common sense and courtesy to limit excessive noise when using the boat ramp.

Residents may use the walkways on either side of the boat ramp to view the water. However, only Marina slip owners/lessees and their guests may go on the floating docks.

EXTERIOR MAINTENANCE STANDARDS

Under Article VII of the VOV DCRs, owners are responsible for the exterior maintenance and repair of their property and to replace elements when needed. Routine maintenance is necessary to keep the property in an attractive condition and appearance. Owners shall use only approved materials, paint, and stain colors when performing any repairs, replacements, or maintenance. A Resolution of the Board outlines procedures for enforcement of the maintenance standards.

Owners will be notified and are required to take action in a timely manner if any of the following conditions are found during routine inspections conducted by the Property Manager.

HOUSE SIDING

1. Siding that is discolored or moldy, over twenty (20) square feet.
2. Siding that is warped, cracked, or split over substantial areas.
3. Siding that is loose and uneven.
4. Siding that is missing.
5. Siding that overall is in generally bad condition.
6. Siding unpainted or in an unapproved color.

GARAGE DOORS

1. Unpainted garage doors or doors in an unapproved color.
2. Broken or warped panels.
3. Rotten or broken framing members.
4. Moldy garage doors.

DRIVEWAYS & SIDEWALKS

1. Driveways and sidewalks that are covered with considerable amounts of mold.
2. Driveways with severe conditions that are aesthetically detracting to the neighborhood.
3. Driveways that have large stains from oil or other sources.
4. Sidewalks that have major cracking or unevenness that would represent a tripping hazard.
5. Homeowners should be aware of any unsafe surface conditions on their driveway or sidewalk which are their responsibility.

LAMP POSTS, LAMPS, & HOUSE NUMBERS

1. Lamp posts and lamps must be a style as close to the original as possible.
2. All houses must have house numbers visible from the street.
3. Posts must be in a vertical position.

GABLE VENTS

1. Trim boards are cracked or loose.
2. Slats are loose, broken, or missing or inside screening material is exposed.
3. Trim or slats unpainted.

ROOFS

1. Must not have large (3 square feet) areas which are without shingles or areas where the shingles do not match the existing shingles.
2. Must not have large (5 square feet) areas where the covering material has worn off the shingles.
3. Must not have areas of loose shingles.
4. Roofs should be replaced on a schedule based on the warranty.
5. Vegetation should not be growing on the roof.

GUTTERS

1. Clogged or perforated gutters.
2. Hanging or loose gutters.
3. Vegetation should not be growing in the gutters.
4. Crooked or loose down spouts.

CHIMNEYS

1. Cracked or loose horizontal (siding) boards.
2. Cracked or loose trim.
3. Unpainted or unapproved color on chimney siding and/or trim.
4. Lack of a spark arrestor.

WINDOWS & TRIM

1. Trim must not be rotten, split, or broken.
2. Trim must not be missing.
3. Trim must be painted in an approved color that matches the rest of the trim on the house.
4. Glass must not be broken, and screens must not be torn.

FRONT PORCHES & DOORS

1. Porches should be kept clean.
2. Front doors should be kept clean and painted/stained in an approved color.
3. Rusty spots on doors should be cleaned, repaired as needed, and painted in an approved color.

PATIO ENCLOSURES & LANAIS

1. Enclosures and doors that are moldy or show worn paint.
2. Enclosures with torn screens or broken windows.
3. Enclosures where vegetation is growing on the roof.

AWNINGS

1. Awnings are faded, mildew-discolored, dirty, or torn.
2. Awnings of an unapproved color or material.

FENCES FACING STREETS OR COMMON AREAS

1. Fences unpainted or in an unapproved color.
2. Fences or sections remaining unpainted after allowing four (4) weeks for curing of new lumber.
3. Boards with insufficient paint coverage to hide the underlying green of the treated wood.
4. Boards found crooked and loose from the horizontal support member.
5. Boards that are cracked, split, rotten, and broken.
6. Boards which are rotten three inches (3") or more from the bottom.
7. Boards with mold on them.
8. Sections that are leaning more than five degrees (5°) out of plumb.
9. Gates that have broken, spilt, or crooked boards.
10. Gates with broken or rusted brackets or hardware.

LANDSCAPING

1. Landscaping shall be well maintained if not performed by the Association.
2. No weeds, underbrush, or unsightly vegetation is permitted, and no artificial grass or plants may be used.
3. An approved Variance Request is required for replacement of mulch with natural decorative stones (limited to white and brown river stones, marble chips and lava stones) within existing garden beds or borders alongside of fences or foundations or around owner planted trees with an area no larger than 5' in diameter. Where the new stones meet grass areas a restraining border of heavy-duty plastic or metal edging material or bricks or concrete blocks must also be installed not to exceed 3" above the ground. All existing decorative stone beds must be compliant by October 1, 2018.

FENCES

PERIMETER FENCES

fences are installed to prevent unwanted intrusion onto the Villages of Vilano property and are not to be used for entering or exiting the property. Any non-resident entering the property in such a manner will be considered a trespasser and treated accordingly.

OTHER FENCES

The Master Association's DCRs specify that maintenance of all fences and gates on side lot lines and between units is the joint responsibility of the adjoining property owners. (See VOV DCRs, Article III, Section 3.4) The maintenance of fences and gates facing a community roadway is the responsibility of the property owner.

MASTER ASSOCIATION MEETING PROCEDURES

DEFINITIONS

Board and Committee Meetings:

1. Meeting of the Board of Directors is defined as a quorum of Directors gathered to conduct Association business. The term "meeting" does not include gatherings of less than a quorum of Directors engaged in fact-finding investigations, legal inquiries, or gatherings of any number of Directors and its attorney with respect to proposed or pending litigation where the contents of the discussion would otherwise be governed by attorney-client privilege.
2. Meeting of a Committee is defined in the same terms as contained in paragraph (1) above. The term "Committee" as used herein is defined as an official body created by the Board of Directors when that body will make a final decision regarding the expenditure of funds, and including anybody vested with the power to approve or disapprove architectural decisions with respect to a specific parcel or residential property owned by a member of the community.

ATTENDANCE AT BOARD AND COMMITTEE MEETINGS

Every member shall have the right to attend Board of Directors and Committee meetings except as may be provided by law. No person other than a member may be permitted to attend such meetings, except for a person invited or permitted to attend by the Board or Committee chair. With the exception as outlined below, members shall NOT have the right to speak at Board of Directors or Committee meetings.

MEMBERS RIGHT TO MAKE COMMENTS DURING A BOARD MEETING

Members are hereby granted the right to make comments during the Board meeting subject to the following rules:

1. A member wishing to speak should raise their hand, or stand, and be recognized by the chair as having the exclusive right to be heard at the time, and each speaker will be given an orderly opportunity to address the issue before the Board.
2. Members may only address the chair and may address each other only through the chair.
3. Speakers should rise when speaking and speak in a clear voice so that all can hear.
4. Members must confine their remarks to the merits of the pending question and each matter will be taken up separately as needed.
5. Statements by members at Board meetings shall be restricted to comments solely on agenda items and other matters that may properly come before the Board. When a speaker is acknowledged by the chair, the speaker will not pose questions to the Board and may only make comments related to the pending question.

Questions must be forwarded to the Secretary of the Board in writing so that a proper and fully researched answer can be provided.

6. No member shall speak until recognized by the chair. A member will be permitted to speak only once on each agenda item or any other topic properly before the Board, and the member's statements/comments shall not exceed three (3) minutes. The chair of the meeting shall open the floor to member statements subsequent to the calling of the agenda item and discussion by the Board and prior to the vote of the Board on the agenda item.

TAPE RECORDING OR VIDEOTAPING OF BOARD OR COMMITTEE MEETING

Any member may tape record or videotape a Board or Committee meeting subject to these rules:

1. Any audio or video equipment must be completely assembled and placed in position not less than fifteen (15) minutes prior to the scheduled time for commencement of the meeting unless the equipment is handheld and small in size. The Association may direct the location to be used for this purpose which shall allow for effective recording by the member while preserving the rights of other members to observe, hear, and participate at the meeting with minimal distraction.
2. No equipment shall produce distracting sound or light emissions.
3. Any member wishing to record a meeting must give not less than twenty-four (24) hours advance written notice to the Secretary or Master Association Property Manager. Any member who records a meeting does so based upon the understanding and condition that the member must provide an unedited copy of the audio or videotape within thirty (30) days after the meeting to the Association if requested by the Association, or within five (5) days of the meeting and at Association expense.

ENFORCEMENT OF MEETING RULES

A person shall be subject to ejection from any meeting under the following conditions:

1. Any person who is not a member of the Association, or not lawfully holding the proxy of a member, or who is not an attorney representing a member or group of members, shall be prohibited from attending meetings and/ or shall be ejected from those meetings.
2. Any member who fails to comply with these rules shall be subject to ejection at the sole discretion of the chair. The chair shall give any non-complying person one (1) warning regarding ejection and thereafter may call for immediate ejection of that person, and the removal of the person's recording equipment, if any.
3. The chair of the meeting may appoint a sergeant at arms who, at the direction of the chair, shall either remove the unauthorized person or contact a law enforcement representative to remove such person.

LEGAL ACTION

The Board of Directors may take whatever action is appropriate by law or in equity against any person who fails to comply with these rules.

AMENDING MEETING PROCEDURES

The Board of Directors reserves the right to amend these rules from time to time as deemed necessary.

PARKING RULES AND USE OF ROADS

Garages and driveways should be used as primary parking areas. Off-street parking areas are intended for overflow and guest parking¹. Parking of resident boat/trailers, RVs, motorhomes, and other trailers in any driveway is prohibited.

Parking on the unrestricted (curbs not painted yellow) Village of Vilano (VOV) streets is permitted only during daylight hours. Vehicles **MUST NOT** be parked in such a manner that would restrict safe passage of any vehicle including but not limited to garbage trucks and especially all types of emergency vehicles. Vehicles **MUST NOT** be parked on a VOV street opposite another vehicle parked directly opposite on the other side of the street.

Overnight on-street parking is prohibited. Parking on sidewalks and grass at any time is not permitted.

Parking at the clubhouse lot is for automobiles and overnight parking is prohibited.

Resident RVs may park on the street one (1) night only for the purpose of loading or unloading. Fire hydrants or a neighbor's entry or exit must not be blocked.

Trailers or U-Hauls® rented for household moving may be parked in a driveway for twenty-four (24) hours for the purposes of packing and moving.

A Commercial vehicle is defined as: Any vehicle that transports tools, ladders, materials or supplies which are used to provide services of any kind to a company or individual and/ or any vehicle with a company logo or slogan permanently installed/ magnetically or otherwise attached on any surface of said vehicle where the logo is visible. Commercial vehicles shall not be parked within public view overnight.

Construction trailers may be parked only during construction phases. Only one (1) construction trailer may be parked overnight in the residence driveway while the job is in progress unless other arrangements are approved by the Board. A construction trailer cannot block a neighbor's entry or exit.

BOAT RAMP PARKING

There are five (5) parking spaces at the marina boat launch ramp. These spaces are reserved for the slip owners (or their lessees) when using their boats. One slip owner (or lessee) using their boat shall use one boat ramp parking space only, not to exceed 24 hours. Vehicles must have proper stickers. Parking is on a first come, first served basis.

Visitors and guests, including those of Boat Slip owners or Marina Homeowners, are not allowed to park in these spaces. They are to be directed to another visitor parking.

Spaces are not for regular parking by slip owners, but for the times they are using their boats. Marine service vehicles may use a parking space on the Marina ramp when working on a slip owner's (or lessee's) boat provided the slip owner (or lessee) is not or will not also be parking in a marina ramp parking space at the same time. Slip owners are responsible for adhering to this rule and communicating this rule to their Marine contractor.

¹ See the Villages of Vilano Handbook for a map of overflow parking areas.

The five (5) boat ramp spaces may be used for general parking from sundown to sunup to permit better utilization of the spaces.

It is understood that the Marina Homes Association members, Marina Association members, and other Villages of Vilano residents will work cooperatively to see that the spaces are available to slip owners when using their boats as originally dedicated and to prevent the use of these spaces for guest parking during daylight hours.

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NORTH BOAT/TRAILER PARKING

These spaces are for use only by residents launching their boats from trailers. The spaces are not to be used for guest car parking during daylight hours.

The North Boat/Trailer Parking spaces are designated for trailers with vehicles attached. Both the vehicle and the trailer must have proper VOV stickers. Overnight parking (24 hours) for an empty trailer with vehicle attached is allowed. For longer periods, the trailer should be returned to its regular parking space.

These spaces are not to be used for "routine" storage of trailers with boats on them. Once the boat is hauled, the trailer and boat should be returned to their normal parking space.

Villages of Vilano residents who normally park their boats off premise may use these spaces for a period of 48 hours if space is not available in the RV lot. The trailers and boats must have proper VOV stickers.

These five (5) spaces may be used for general parking from sundown to sunup to permit better utilization of the spaces.

It is understood that the Marina Homes Association members, Marina Association members, and other Villages of Vilano residents will work cooperatively to see that the spaces are available to residents to park trailers after launching their boats as originally dedicated and to prevent the use of these spaces for guest parking during daylight hours.

TOWING VEHICLES IN VIOLATION

Any violation of the VOV parking rules will subject the violator's vehicle(s), including boats and trailers, to towing at the owner's expense. Towing of a vehicle or boat/trailer will only be used under certain circumstances to promote the safety of the community or to enforce parking rules when absolutely necessary.

Abandoned vehicles will be towed. An abandoned vehicle is a vehicle without a valid VOV sticker or without a valid visitor pass that has been left for three (3) days in a common area parking lot. A Board member will check with the guard house for the license number to see if a guest pass was issued. If so, they will try to reach the host as a courtesy to request removal of the vehicle. If unable to reach the host or owner, an orange "Warning" sticker will be placed on the vehicle on the second day indicating it will be towed the following day. A Board member will notify the towing company and issue an email request to tow.

Vehicles parked in front of a fire hydrant will be towed. A Board member will attempt to notify the owner to move the vehicle immediately. If the owner cannot be reached or fails to respond to moving the vehicle, the Board member can issue a towing order by phone with a follow-up email.

Vehicles that block entry or exit from a homeowner's property or are blocking a common area facility will be towed. The homeowner or a Board member will try to notify the vehicle owner to move the vehicle. If the vehicle owner cannot be reached or fails to respond to the request, a Board member can issue a towing order by phone with a follow-up email.

Vehicles in violation of any normal parking regulation will be towed. A Courtesy Parking Violation Notice² will be placed on the vehicle by a Board member. This notice will state the violation, request the vehicle be moved, and to refrain from parking in violation again. Pertinent information about the vehicle and/or the guest pass will be noted. An attempt will be made to notify the vehicle owner and/ or host (in the case of a guest) requesting the vehicle be moved immediately.

A log of notices placed on vehicles will be kept by a designated Board member.

The Board of Directors for the Villages of Vilano Homeowners' Association, at its discretion, may take further action, including towing as a last resort, if a particular vehicle is guilty of numerous violations and has refused to comply voluntarily after repeated notices and personal attempts to obtain compliance have been tried, including written letters.

SPEED LIMIT

The speed limit on all VOV streets is 15 miles per hour. Please be careful and watch for pedestrians, people riding bicycles, children, pets, and wildlife. Use caution when approaching the guard gate either upon entry or when exiting the community. Please come to a full and complete stop at all intersections posted with a stop sign.

PETS

The VOV DCRs prohibits residents from having more than two (2) pets per household (cats, dogs, caged birds or any combination thereof). Pets do not include reptiles, poultry, or livestock. (*See VOV DCRs, Article III, Section 3.10*) Pet owners are expected to abide by the following rules:

1. Dogs must be leashed at all times when outside your home.
2. Dogs must not be allowed to intrude on another resident's property, even when leashed.
3. Anywhere within the boundaries of the Villages of Vilano, each dog's attendant **MUST** clean up and dispose of the pet's droppings. The dumpsters and lakes may not be used for this disposal.
4. Cats must not be allowed to roam freely through the property.
5. Breeding of animals is not permitted.

RECREATIONAL FACILITIES

ACCESS

The following rules and guidelines apply to all recreational facilities in the Villages of Vilano (VOV). They have been formulated to ensure the safety of all and to maximize the pleasure of as many as possible for the common good.

The term "resident" as used herein includes homeowners in residence and tenants. It does not include property owners who have leased their property and have thus transferred their privilege to use the common amenities to a tenant for the duration of the rental.

All facilities are for use at each person's own risk. In an emergency, call 911. All facilities will be available to residents, houseguests, or accompanied visitors from 6:00A.M. to 11:00 P.M. unless otherwise stated. All facilities utilize the same entry key for security purposes and the convenience of residents. Non-residents are not to be given or loaned a facilities key under any circumstances.

² See the Villages of Vilano Handbook for a sample parking notice.

Residents will be held accountable for actions of their guests and visitors. Due to the high demand for the amenities in the community and with the exception of the conditions contained in the clubhouse lease agreement, residents will be limited to a maximum of six (6) guests using the amenities during any given period. Residents will be assessed costs and a \$25.00 fine for any repair or additional clean-up resulting from their actions or those of their guests.

CLUBHOUSE

The clubhouse is normally locked. It is unlocked during office hours when the representative of the Master Association Property Management Company is on-site, currently on Tuesday and Thursday from 9:00 A.M. until 12:00 P.M. The library is also open during these hours.

No business or commercial activity is permitted in the clubhouse at any time. Subject to that restriction, the clubhouse is available, without charge and as a first priority in the event of conflict, for all functions of the VOV Homeowners Association, including Board meetings, Committee meetings, and functions sponsored by the Association or any of its Committees.

With the prior approval of the Board, the clubhouse is available, without charge or deposit, to affinity groups composed primarily of Association members drawn together through a common interest in a particular activity. It is understood that the prohibition of commercial activity does not preclude such affinity groups from hiring an outside instructor, facilitator, or other service provider (a square dance caller, a water aerobics instructor, bridge teacher, caterer, or the like), nor does it preclude such groups from assessing themselves a fee to pay for such assistance. Resident affinity groups using the clubhouse must clean up the facilities including bathrooms, restore the premises to their previous condition, lock up, and turn out all lights. Failure to comply with this requirement may result in termination of the group's use privileges.

With the prior approval of the Board, the clubhouse is available, on the following terms, to individual association members for private functions, i.e. functions primarily intended for the personal enjoyment of the individual member and his or her family. Examples of this type of activity are birthday parties, wedding receptions, and family reunions. It is understood that the prohibition of commercial activity does not preclude a private Lessee from hiring caterers, entertainers, and the like.

An adult resident sponsoring a private function shall be present at all times during the function. Sponsors of private functions will agree to abide by all State laws, in particular the laws relating to consumption of alcoholic beverages by minors. Occupancy of the clubhouse for private functions is limited to fifty (50) persons. Use of the pool, sauna, and exercise room during the private function is prohibited. Sponsors will provide a list of expected guests to the gate guard who will be instructed to admit only those persons listed. Parking for private functions is limited to fifteen (15) spaces in the area adjacent to the clubhouse. Additional parking may be available in the public parking area outside the VOV property and located immediately north of our community. Use of the clubhouse by non-residents is not permitted other than as guests of a resident.

Requests to reserve the clubhouse for a private function must be addressed to the Board of Directors through the Property Manager at least two (2) weeks prior to the proposed function.

Approval of such requests is at the Board's discretion and the Board reserves the right to deny any such request. In making a determination, the Board will consider such factors as noise levels, potential disruptiveness, the potential for offense to residents and neighbors, and the like.

At least one (1) week prior to the function, the sponsor(s) of the private function will sign a lease agreement, in a form specified by the Board, acknowledging and accepting these Rules and Regulations and releasing the VOV Homeowners' Association of all responsibility and liability for damages and personal injury both at and after the private function. The Board will require the sponsor to demonstrate adequate insurance coverage to assure the

forgoing release. At the time the contract is signed, the sponsor will pay a usage fee of \$10.00 and a clean• up/damage deposit of \$150.00. Violation of the terms of the lease shall cause the deposit to be forfeited to the VOV Master Association. If the premises are returned in good order, this deposit will be returned within three (3) business days. If the Association incurs costs in returning the premises to their pre-function condition, part or all of the deposit will be applied to such costs, and the sponsor will be billed for any excess. If such excess is not paid, it may become a specific assessment against the sponsor's property, in accordance with Article VI, Section 6.7 of the Declaration of Covenants and Restrictions for Villages of Vilano.

The clubhouse is not available for private function rental during national holidays, over a three-day weekend, or from the week prior to Easter Sunday to the week following Easter Sunday. The lease period shall not exceed a period of four (4) hours during any given day. Access to the clubhouse in advance of the specified lease period, regardless of the reason, must be requested by the sponsor /lessee in writing and approved in advance. The Board reserves the right to deny access in advance of the specified lease period.

The regulations applicable to all clubhouse activities are:

1. Personal attire should be appropriate for the occasion. Wet or sandy swimsuits and bare feet are not permitted in the clubhouse.
2. Smoking is not permitted in the clubhouse.
3. Pets are not allowed in the clubhouse.
4. Air conditioning is preset and should not be adjusted.
5. All illegal activities, including illegal use of drugs and alcoholic beverages, are prohibited.
6. Authorized activities and approved private functions in the clubhouse exclude the use of the pool, sauna, and exercise room.
7. Excessive noise, loud music, or rude behavior is not permitted.

There are additional rules for each recreational amenity at Villages of Vilano. Certain age restrictions and hours of operation are in accordance with state and local regulations, as amended from time to time.

PATIO AREA

1. The patio area is available for use from 8:00 A.M. until 11:00 P.M.
2. All trash and debris must be placed in a trash container or dumpster.
3. Only earphone radios should be used to ensure the tranquility of the area.
4. No furniture may be removed from this area.
5. To protect the chair strapping, place a towel or covering over the chair when using suntan lotions or oils.

INDOOR POOL AND SPA

1. Remove beach sand and tar at the exterior shower before entering the indoor pool area. Shower before entering the pool.
1. Food, alcohol, smoking, or ceramic or glass containers are prohibited.
2. No pets are allowed in the pool area.
3. No loud noises or raucous behavior.
4. No diving is permitted because of the shallow depth of the pool and the possibility of severe injury.
5. Proper bathing attire is required at all times. No jeans or other street clothes are permitted in the pool or spa.
6. Wet suits and surfboards are not permitted in the pool.
7. Other than personal flotation devices for children, no oversized inflated objects, rafts, or flippers are permitted in the pool.
8. No soaps, oils, or other skin cosmetics should be used by those in the pool and spa.
9. No children under the age of 14 are permitted in the spa.
10. Radios are not permitted in the pool area except as authorized by the Board.
11. Children not toilet trained must wear "swimmer" pants when in the pool.
12. An adult in the pool area must supervise children under the age of 14 and those who cannot swim.
13. Patio doors must be locked when leaving the pool area.
14. Residents are responsible for their guests.

OUTDOOR POOL

1. Pool is open from dawn to dusk according to Florida laws for unlighted swimming pools.
2. The rules listed above for the indoor pool are also applicable for the outdoor pool.
3. Since the outdoor pool is near several home sites, loud noises and raucous behavior are not appropriate as this would disturb the close neighbors.
4. Tree Climbing in the Common Areas is prohibited.

SAUNA

1. No one 18 years or younger is permitted in the sauna.
2. Food, beverages, and smoking are prohibited.
3. No soap or oils allowed.
4. Ensure the unit is turned off properly when use is complete.

EXERCISE ROOM

1. Use is for persons 16 or older unless accompanied by an adult.
2. Equipment is not to be moved from this area.
3. Please note the windows cannot be opened and the thermostat is set and locked.
4. Food, beverages, smoking, and wet clothing prohibited.
5. When leaving, please lock the door and turn off the lights.

LOBBY AREA & LOCKER ROOMS

1. Keep doors to the pool, locker rooms, and exercise room closed.
2. No permanent locks are permitted on the lockers.
3. Please leave the area in a neat and orderly manner. Turn off lights when leaving.

BEACH WALK-OVER & BEACH CABANA

1. Gate is to be locked immediately after entering or leaving the walkway.
2. St Johns County regulations prohibit alcoholic beverages on all beaches.
3. Glass and ceramic containers are prohibited.
4. Dispose of trash properly.
5. Use of the beach cabana and surrounding area for weddings and other large functions requires the prior approval of the VOV Board of Directors.

TENNIS, PICKLEBALL & BASKETBALL COURTS

1. The tennis courts are available for use from 8:00 A.M. until 11:00 P.M. and must be locked after use.
2. All lights should be turned off when leaving the courts after dark.
3. Wear tennis shoes on the courts.

4. The courts are only for tennis, pickleball or basketball, as appropriate respectively. Bicycles, roller blades, and skateboards are not permitted since they damage the court surface.
5. Children under 14 years must be accompanied by an adult.
6. Play is limited to one (1) hour if others are waiting.
7. No pets are permitted on the courts.

RV/BOAT STORAGE PARKING AREA

GENERAL

The VOV Homeowners Association has assigned storage spaces available for use by resident owners of Villages of Vilano who own, or are in the process of acquiring, property suitable for storage therein. The spaces located within the Phase III enclosure may be used to store roadworthy vehicles, either self-propelled or towed, such as boats on trailers, boat trailers, RVs, campers, tow dollies, storage trailers, and the like. The spaces located adjacent to the tennis courts are for boat and/or boat trailer storage only.

Only VOV resident owners are eligible to lease spaces in the RV/Boat Parking Area. Resident owners are defined as owners who live full-time or part-time at their VOV dwelling, but do not lease their property at any time.

APPLICATION, ASSIGNMENT, AND WAIT LIST

All spaces are assigned by the RV/Boat Committee and are available on a first come, first served basis. Applications can be obtained from the Master Association Manager or the RV/Boat Committee ~~member~~ Chairperson. If no vacancy exists, or no space of appropriate size for the equipment is available, the applicant will be placed on a waiting list. **No resident owner may be assigned more than one (1) space.** Once a space has been assigned, that person has forty-five (45) days to occupy the space or provide a copy of the contract to purchase property suitable for storage.

The RV/Boat Committee will have the ability to move units of equipment as deemed necessary to make the best use of the parking facility. If a request is received and the space required for that piece of equipment is not available, the Committee may assign a larger size, if available, until the appropriate size becomes available. If a larger size space is accepted by the applying VOV resident owner, than the fee assigned to that space is applicable until a smaller space is available.

If the applicant who is at the top of the waiting list has refused an assignment of a space three (3) times within a year, that person's name will be removed from the top of the list and placed at the bottom.

FEES AND LEASE AGREEMENT

Fees shall be set by the VOV Board of Directors and may be changed by the Board at any time. All fees are based on storage space size (extra small, small, medium, large, or large with 50amp power). The fee is due on the first of the month in advance, or may be paid by direct debit with Association dues.

All storage space users will execute a lease agreement identifying the space to which they are assigned, and containing an express agreement to pay the applicable fee and to abide by these rules. If a change occurs in the equipment in the assigned space, fee, and/or terms and conditions of the lease, a new lease

agreement will be executed. All lease agreements renew each calendar year upon receipt of annual RV/Boat Storage Parking Area Lease Agreement and equipment registration(s).

A storage space occupant shall enjoy exclusive use of the assigned space so long as the lease agreement with the Association is in effect. When the occupant no longer owns equipment qualified to place in an assigned storage space, they must notify the RV/Boat Committee and/or Master Association Property Manager and terminate the lease agreement within 48 hours.

Non-payment of fees, or violation of these rules or amendments, will result in termination of the lease agreement by the Board on thirty (30) days advance notice. Any storage space occupant whose lease is terminated for cause by the VOV Board shall not be considered for reassignment to the RV/Boat Storage Parking Area for a period of time not to exceed two (2) years.

USAGE

Each storage space is intended for use by the individual identified in the specific lease agreement and is limited to the storage of that individual's personal property. All stored property must display a current VOV access sticker. Access stickers are obtained through the Master Association Property Manager. Failure to obtain and affix/display a VOV access sticker will be considered a violation of the storage lease agreement and may result in the loss of the assigned space, or other actions as determined by the VOV Board of Directors and set forth in the lease agreement.

All stored property must be fully confined within the boundaries of the assigned space. All property is to be neatly maintained and kept in good repair. Storage of derelict vehicles and/or equipment is prohibited.

Washing, cleaning, minor overhaul, adjustments, and repair of stored property is permitted to the extent that it can be put away overnight. Major work that cannot be secured or cleaned up nightly is prohibited within the assigned storage areas.

Camping or overnight occupancy of any vehicle in a storage space is strictly prohibited. The Board may grant an exception to this prohibition for a limited time in an emergency or unusual circumstance.

Equipment must be moved out of the RV/Boat Storage parking area a minimum of once every six months.

Notification must be made to the RV/Boat Committee or the Master Association Property Manager any time an assigned space will be unoccupied 14 days or more. During such periods of vacancy, the storage space occupant remains responsible for compliance with all rules and payment of all required fees for his assigned space, but allows the RV/Boat Committee to utilize his space on a temporary basis. No storage space occupant may sublet or turn over the use of their assigned space directly to another person. In all cases, the assignment of any unoccupied space is under the control of the RV/Boat Committee.

Any assigned space left vacant for a period of 14 days or more without notice to the RV/Boat Committee or Master Association Property Manager shall be deemed in violation of the lease agreement.

The RV/Boat Committee will determine the circumstances of the vacancy and recommend to the VOV Board if the lease should be terminated.

ELECTRICAL SERVICE

Electrical outlets are for use by any occupant of an assigned space in the Phase III lot. It is the responsibility of the storage space occupant to check voltage use for their equipment. Use of the outlets and any issues with equipment resulting from such use are at the risk of the user. The Association has no liability for injury or damage arising from use of the electrical service.

Additionally, the following spaces; 5, 6, 12, 15, 16, 17, 18 and 24, each have an outlet for 50amp power. Occupancy of these spaces by an RV with a 50amp connection constitutes acceptance of the additional monthly fee regardless of actual use of the power available. The added electrical fee is subject to change based on electrical consumption, as determined by the VOV Board, but the fee will always be the same for all such spaces.

Any action or decision by the RV/Boat Committee or challenge to the Rules and Regulations may be appealed in writing to the VOV Board of Directors for determination and disposition. These rules may be amended by the Board by a majority vote.

VEHICLE REGISTRATION AND REGULATIONS

All residents and owners are required to register their vehicles and obtain access stickers for entry into VOV facilities. **"Vehicles" include automobiles, motorcycles, RVs, and boat/trailers.** New access stickers are issued every calendar year or at the discretion of the Board of Directors. Information will be sent to all residents and owners regarding the procedures and the required documentation to obtain new access stickers. There is a fine of \$10.00 per vehicle, boat and trailer sticker that is requested after the 5th of February.

RESIDENT OWNERS AND RESIDENTIAL LESSEES

One (1) sticker will be issued for each vehicle registered to resident owners or residents who are renting from an owner (lessees).

IMMEDIATE FAMILY COURTESY STICKERS

Up to four (4) immediate family stickers per resident household may be issued as a courtesy to family members who visit frequently or routinely. Immediate family members are defined as parents, children, grandchildren, brothers, and/ or sisters of residents. They are **not** intended for family members who visit occasionally. There is a \$10 handling fee for each immediate family courtesy sticker. No immediate family courtesy stickers will be issued for RVs or boats/trailers.

NON-RESIDENT SLIP OWNERS OR SLIP LESSEES

One (1) sticker will be provided for each boat and/or trailer per slip. One (1) sticker will be issued for each vehicle registered to a slip owner or slip lessee.

OWNERS LEASING THEIR PROPERTY

One (1) sticker for an automobile will be provided to each owner who is renting out their unit (dwelling or boat slip) for the purpose of inspecting their premises or slip. Access stickers and visitor passes will **not** be issued for the boats/trailers and RVs of owners leasing their property and these vehicles will not be allowed to enter VOV premises. Immediate family courtesy stickers will not be issued to any family members of owners leasing their property.

NEW RESIDENTS

To obtain stickers, new residents must show proof of purchase or a rental lease for a dwelling. New property owners and tenants living in the Beach Homes condominium are required to obtain prior approval for any vehicle other than an automobile by the Beach Homes Board of Administration in compliance with their governing documents³ and rules. The Master Association will issue community access stickers after approval is received from the Beach Homes Board.

PLACEMENT OF ID STICKERS

All access stickers are to be permanently affixed to the inside of the windshield on the lower corner on the driver's side of motor vehicles. For motorcycles, place the sticker on the back of the left side rear view mirror in a position easily visible to the VOV gate guards. Stickers for boats, watercraft, and trailers must be visible to inspection by the VOV gate guard upon entering VOV. Please position access stickers on the port bow of boats and watercraft. For trailers, place stickers at the trailer hitch and tongue.

PROOF OF OWNERSHIP

Proof of ownership is required before any access sticker can be issued for any vehicle. A current, valid registration from a state motor vehicle licensing authority is the accepted proof of ownership. Registration must be in the name of the titled property owner/VOV member, residential lessee, boat slip lessee, or immediate family member applicant, or must have the VOV address on the registration.

APPLICATION FORMS

Application forms may be obtained from the Master Association Property Management Company or at the VOV clubhouse during office hours, currently on Tuesday and Thursday from 9:00A.M. until 12:00 P.M. The VOV DCRs specify that a copy of all executed leases shall be provided to the Master Association. (*See Article III, Section 3.14*) The following information is required for all access stickers.

Resident owners:

- Name, address, and phone number
- Type of vehicle(s), year, make, color, and tag number/state
- Copy of the registration for each vehicle (proof of ownership)

Residential lessees:

- Name, VOV address, and phone number
- Type of vehicle(s), year, make, color, and tag number/state
- Copy of the registration for each vehicle (proof of ownership)
- Name, address, and phone number of dwelling owners
- Copy of completed lease agreement

Slip lessees:

- Name, address, and phone number
- Type of vehicle(s), year, make, color, and tag number/state
- Copy of the registration for each vehicle (proof of ownership)
- Copy of boat/trailer registration (proof of ownership)
- Name, address, and phone number of slip owner
- VOV slip number
- Copy of completed lease agreement

Immediate family member applying for courtesy stickers:

- Name, address, and phone number

- Type of vehicle(s), year, make, color, and tag number/state
- Copy of the registration for each vehicle (proof of ownership)
- Name, address, and phone number of resident (owner or lessee)
- Relationship to resident

³See Section XIII, Paragraph K, Declaration of Condominium of Beach Homes at Villages of Vilano.

Non-resident slip owners:

- Name, address, and phone number
- Type of vehicle(s), year, make, color and tag number/state
- Copy of the registration for each vehicle (proof of ownership)
- Copy of boat/trailer registration (proof of ownership)
- VOV slip number

Owners leasing their property:

- Name, address, and phone number
- VOV dwelling address or slip number
- One (1) vehicle, year, make, color, and tag number/state
- Copy of one (1) vehicle registration (proof of ownership)

RETURN OF VEHICLE STICKERS

Residents who are no longer members of the VOV Homeowners' Association are to return their vehicle access stickers (whole or portion with number). If you delete any vehicle from your ownership, please remove and return the old access sticker. Owners of dwellings or boat slips have the responsibility to make certain that vehicle access stickers issued to any lessees are returned at the end of the tenancy.

GOLF CART PERMIT STICKERS

All residents and owners are required to register their golf cart and obtain a Permit sticker for the use of golf cart in the Villages of Vilano. The Golf Cart Permit form may be obtained from the Master Association Property Management Company or at the VOV clubhouse during office hours, currently on Tuesday and Thursday from 9:00A.M. until 12:00 P.M. The Permit Sticker must be adhered to lower left-hand corner of windshield or lower left side of cart. Failure to obtain a permit sticker will be Noticed as a Violation of the Rules and Regulations.

VISITOR ACCESS AND PASSES

A visitor will not be admitted to the community unless the guard has authorization from a resident. Authorization can be in writing or by telephone if the telephone calls can be authenticated. It is strongly recommended that authorization be made prior to the arrival of visitors as this will limit delays experienced by everyone coming through the gate.

Authorized visitors will be issued a dated "day" pass by the guard. All passes are always to be visibly displayed when the vehicles are on VOV property. If visitors are remaining overnight or longer, passes for the length of the stay may be obtained from the Master Association Property Management Company. Passes will be issued for a maximum of thirty (30) days. Continual renewal of individual visitor passes on a rolling basis is not permitted. Passes should be turned in at the gatehouse when guests leave at the end of their stay.

GENERAL VEHICLE RULES

Please do not transfer a previously issued access sticker to a newly acquired vehicle or boat/trailer. Any change of

vehicle or boat/trailer requires a new access sticker be obtained. The old access sticker or piece of sticker is to be returned. The guard will admit new vehicles without access stickers only after showing proof of ownership (actual registration or copy of the registration) by the resident or slip owner.

Anyone obtaining access stickers fraudulently will have the sticker confiscated. Additionally, VOV membership privileges may be revoked.

Lost or stolen day /visitor passes or VOV vehicle access stickers should be reported immediately.

Under no circumstances will non-resident RVs, boats, or trailers be allowed to enter the premises. Exceptions require prior approval of at least two (2) VOV Board members. Parking will be limited to the clubhouse lot, will not exceed two (2) nights, and will not be permitted during holidays.

WASHING RVS OR BOATS

Washing RVs or boats in the clubhouse lot is prohibited. They may be washed in the designated area of the RV /boat parking lot in Phase III.

OPEN HOUSES

Real Estate Agents and their Clients

1. Unless authorized by two or more Villages of Vilano Board of Directors, real estate Open Houses shall only be allowed on Saturdays and Sundays between 1am and 4pm and will require authorization by the Member Owner by communicating in writing or verbally in advance to the Access Control Personnel.
2. Open House signs may only be placed on Village of Vilano property adjacent to the AIA Coastal highway during the hours of the Open House. No additional Open House signs are permitted within the Villages of Vilano property.
3. Any selling agent or prospective buyer arriving to view an Open House shall be met at the Villages of Vilano gate by the listing agent and then escorted to the property. The Access Control Officer shall call the listing agent to notify them of the new arrival.
4. All real estate personnel shall provide his/her Driver's License and business card to the Access Control personnel. All real estate agents, clients and prospective buyers will be issued a Visitor Pass before allowing entry. Each real estate agent will be issued the orange Notice regarding Deed Restricted Community by the Access Control Officer.
5. Persons inquiring about purchasing a patio home or condominium or boat blip shall be directed by the Access Control Officer to contact any licensed real estate agent. General access to "look around" shall not be permitted.