

CCCA RULES AND REGULATIONS (2020)

A. AUTHORITY, PURPOSE and ENFORCEMENT

1. Article V, Section 6(a), of the Bylaws 1 authorizes the Board of Directors, with the approval of the majority of Owners, to adopt certain rules and regulations for the benefit of all Residents.
2. The purpose of these Rules and Regulations is to protect the safety, quiet enjoyment and well being of all Cumberland Circle Residents (Owners or Tenants in rented Units) and prevent unreasonable interference in the use of individual Units, common elements, and limited common elements.
3. Residents (Owners or Tenants in rented units) in violation of these Rules and Regulations, will be given written notice of such violations from the Board requesting their compliance, or when appropriate in the opinion of the Board, violations may be dealt with by the Board in accordance with Article XIV of the Declarations.
4. New Owners/Residents are required to register with, and be oriented by a member of the Board of Directors as soon as possible. At this time, the Association rules will be reviewed and the parking passes issued. (See Section G, Vehicles/Parking #11 and #12.)

B. EMERGENCY ACCESS TO UNITS

1. Article V, Section 5, of the Bylaws and Article IX, Section 2. (g) of the Declarations, states that Residents (Owners or Tenants in rented Units) must allow persons authorized by the Board the right of entry to Units for emergency purposes. To implement this, each Owner must provide the Secretary of the Association with name, address and telephone number of person(s) in Cumberland Circle who, in case of emergency and in the absence of the Resident, can provide access to the Unit.

(Should be updated annually)

2. It is also strongly encouraged that Owners and Tenants advise the Secretary of the Association when they will be absent from their Unit for an, extended time. This is for the purpose of receiving minutes of Association meetings or other written notifications from the Board which require action. Notification should also be given if guests will be occupying the unit during the absence of the homeowner.
3. It is also strongly encouraged that Residents (Owners or Tenants in rented Units) locate the water supply "shut-off valve" to their Unit, and identify its location on the concrete foundation near the valve. This is the valve that MUST be accessed in case of a plumbing leak within the Unit. Its early location in case of an emergency is critical. Some owners have experienced extensive damage to the interior of their Unit when they were not able to expeditiously shut off the water supply to the Unit when such a leak occurred. This valve is not the "water meter" valve, but is a separate valve located near (within a few feet) of the Unit foundation.

C. UNIT APPEARANCE

1. In order for the Association to efficiently carry out its obligations for repair and maintenance of the portions of the Units for which the Association has financial responsibility, (Article VII, Section 2. (e) of the Declarations), Residents (Owners or Tenants in rented Units) are requested to report any observed repair or maintenance needs for their Units or for clean-up of the common grounds adjacent to their Units. CCCA Work Order forms for this purpose and a "drop box" in which to put them in are available just outside the CCCA Office in the Pool area adjacent to the screen room. A more efficient process is to use the Work Order form available at the Cumberland Circle website (https://actiongainesville.appfolio.com/connect/online_work_orders/new). The Maintenance Chairman or Grounds Chairman will schedule such repairs or clean up as expeditiously as

possible.

2. Courtyards, patios and entryways are to be kept in a neat and presentable condition, free of debris.
3. Outdoor furniture, outdoor cooking devices and such items, are not to be kept on common grounds after their temporary use. Personal property left on common ground will be disposed of by the Board after proper notice.

THE FOLLOWING MODIFICATIONS WHICH AFFECT UNIT APPEARANCE MUST HAVE WRITTEN APPROVAL BY THE BOARD as allowed by Article V, Section 3. (b) of the Bylaws and Article IX, Section 2. (c) of the Declarations.

4. Permanent installations of exterior lighting (i.e. security lighting) that might disturb others must have the WRITTEN APPROVAL OF THE BOARD OF DIRECTORS. Such exterior lighting must not disturb other Residents. Owners proposing installation of such exterior lighting must first notify and gain the approval of all neighbors who are likely to be affected, and then present a written request for such modifications to the Board of Directors. This request must include the neighboring Unit Owners' written approval and the exact location, height, size, type of lights, and any other descriptive detail requested by the Board.
5. Changes to the appearance of any exterior wall, door, window, patio, patio fence, or any other exterior surface feature of the Units, must have the WRITTEN APPROVAL OF THE BOARD OF DIRECTORS. Owners proposing such modifications must present a written request for such modifications to the Board of Directors. This request must include the exact location, height, size, type of modification, and any other descriptive detail requested by the Board.
6. Placement of decorative items on the exterior walls of a Unit or on common grounds must have the WRITTEN APPROVAL OF THE BOARD OF DIRECTORS. Owners proposing such installations must present a written request for such modifications to the Board of Directors. This request must include the exact location, height, size, type of installation, and any other descriptive detail requested by the Board. It should not be visible from the street.

D. FAILURE TO MAINTAIN UNIT APPEARANCE

1. Owners' responsibilities for the maintenance of their Unit are stated in Article V, Section 2, of the Bylaws.
2. In the event that any courtyard, patio or entryway of a Unit, in the opinion of the Board, is not maintained in a manner consistent with the standards of safety and appearance of Units in Cumberland Circle, the Board may, after a written notice to the Owner giving reasonable time to correct such deficiencies, perform the needed maintenance, repair or clean-up at the sole expense of the owner as provided in Article VIII, Section 1 of the Declarations.

E. LAWNS, TREES, SHRUBS, and PLANTINGS

1. Lawns

- a. To avoid excessive maintenance costs to CCCA, Residents (Owners or Tenants in rented Units) are required to water the lawn, trees, and shrubs areas on the common grounds around their Units. This includes from the roadway to the back of the Unit. Special attention must be given to the watering of plantings under the eaves of the Units where they may not get adequate rain.

Should there not be sufficient watering, the board reserves the right to remove the dying vegetation and substitute drought-tolerant plants.

- b. CCCA provides water for irrigation, but residents must use their own hoses, sprinklers or irrigation systems to water. For this watering, use the hose faucet in the lawn area near your

Unit that is connected to the Cumberland Circle irrigation system. There is no charge to your Unit water bill for the well water.

- c. CCCA agrees to comply with the St. Johns Water Management Authority for watering of lawns. From March 13 to November 6 odd numbered addresses may water on Wednesday and Saturday, and even numbered units on Thursday and Sunday. During winter, watering is allowed only on Saturday and Sunday. See GRU Irrigation rules for more information. The individual homeowner is responsible for following these guidelines.
- d. As you water, consider the visits of the lawn service if your sprinkler is set for Wednesday morning. The lawns will be cut better if the grass is not wet, so you may want to water early on that day.

2. Trees and Shrubs

- a. Planting or removing trees or shrubs of any kind or size on the common grounds must have the written consent of the Landscaping Committee for the following reasons: (a) Digging a planting site may damage existing underground utilities to the Units; (b) New trees in landscaped areas require additional attention by the contracted landscaper's employees which is an added expense to CCCA, and (c) All new trees must be suitable to the overall landscaping plan.
- b. Trees of any kind or size must not remain in, nor be planted inside Unit atriums. Spreading roots from such trees will inevitably cause structural stress damage to the Unit foundation and may damage both Units adjacent to the atrium. The responsibility for such damage is the Unit Owner and the responsibility for payment to repair such damage (i.e. damage from planting or allowing such trees to remain) is provided for in Article V, Section 2 (a) and (c) of the Bylaws, and Article IX, Section 2 (i) of the Declarations.
- c. Before Board approved tree planting is done anywhere (including patios), a Board representative will contact GRU to identify underground utilities at the proposed site.
- d. To prevent damage to the exterior walls and roofs of Units, tree limbs and shrubs near the Units MUST be kept trimmed AT LEAST ONE FOOT FROM the UNIT SIDING and/or roofline.
- e. Volunteer trees should be removed before they begin maturing. Submit a work order to have saplings/unwanted trees removed.

3. Plantings in Flower Beds of Patios and Entryways

- a. Residents who have established plantings in entrance ways, patios, or other parts of the common areas near a Unit are responsible for their landscaping or beautification, including fertilizing, weeding, trimming and raking.
- b. VINES of any type MUST NOT BE PERMITTED TO GROW ON UNIT WALLS. This includes painted wood siding, stone/brick facade or other exterior surfaces. All "clinging vines" have the potential to destroy all types of exterior wall surfaces.
- c. Ground cover plants, such as "creeping fig," "asparagus grass," and bamboo are strongly discouraged because their growth is very difficult to control. Invasive and/or dangerous plants are discouraged.

4. Master Landscape Plan

The approved Master Landscape Plan adopted in 2014 should guide homeowners and the Board in selection of "Florida Friendly" (drought tolerant) plants for replacement trees, shrubs, and other plantings. The UF/IFAS Alachua County Extension Office will provide information on plant selection.

5. Common Areas

Before removing or planting in common areas, please contact the Landscape Committee and/or submit it on a work request.

F. LAWN SPRINKLERS - IRRIGATION SYSTEM

1. Installation of a sprinkler system to water the lawns on the common grounds around your Unit is encouraged. However, it must have the APPROVAL OF THE BOARD.
2. The maintenance and repair of such a Board approved sprinkler system is the responsibility of the homeowner.
3. Watering times and duration of watering using a sprinkler system must comply with other CCA requirements for lawn watering.
4. It is strongly recommended that Residents have a diagram of their sprinkler system. It should show the location of solenoids, sprinkler heads, timers, shut-off valves, and filters.
5. To minimize damage to installed sprinkler heads as a result of lawn maintenance, all sprinkler heads in lawn areas should be installed flush with the ground.

G. VEHICLES/ PARKING

1. PARKING IS NOT PERMITTED ON THE GRASS AT ANY TIME because most common grounds have installed sprinkler systems, and vehicle tires frequently break the sprinkler heads. (NOTE F.2. above concerning owner responsibility for maintenance and repair of their sprinkler systems.) Residents are required to notify their guests and service people and require them to use the paved driveways or guest parking spaces.
2. The driveways and guest parking areas are common elements. A maximum of two cars may be in an owner's driveway at any one time (except for a temporary period of a few hours during which they are entertaining, etc.) PARKING ON THE STREET IS NOT PERMITTED AT ANY TIME.
3. Vehicles other than passenger vehicles (such as commercial vehicles, trucks, trailers, recreational vehicles, motor homes, boats, etc.) may not be kept on the premises unless stored in the Resident's garage or compound. Owners, tenants and visitors may park their passenger pickup truck in their driveway at any time.
4. For access of Resident, guests and emergency vehicles such as fire trucks and ambulances, common areas of travel such as driveways, sidewalks, parking areas, streets, etc., must not be continuously blocked or obstructed in any manner. Owners are encouraged to use their garages for parking vehicles.
5. **Any parking in violation of these Rules and Regulations shall subject vehicles so parked to towing, at the owner's expense.**
6. All Residents' vehicles must be registered annually and Cumberland Circle resident stickers must be displayed while parking on driveways. Vehicles must be registered at the time of occupancy. New vehicles must be registered upon purchase.
7. For the safety of Residents and guests, VEHICLES SHOULD OBSERVE A 20 MPH SPEED LIMIT.
8. Residents or guests may operate motorcycles, motorbikes, or similar vehicles on Cumberland Circle properties only for ingress or egress to and from their respective Units. Such vehicles or any other type of vehicle must be operated with a muffler system, which is in good operating condition and in a manner that minimizes engine vehicle noise.
9. Guest parking spaces are for the use of Residents' guests, employees or service people, and the office/screen room/pool parking area is for guests, household employees, service people and Residents while temporarily using the office, screen room, pool, tennis courts, or racquet ball court. Because such guest and office/screen room/pool parking areas are limited in number, these spaces should not be used by residents for regular parking of their own cars. All guest vehicles parked overnight in guest parking must display a "Cumberland Circle Guest Parking Permit" on the dashboard.

H. DOMESTIC ANIMALS

1. Bulletins from the Alachua County Office of Animal Services provide the following information concerning domestic animals in Alachua County:

"Alachua County Code chapter 72 requires the following:

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| Section 72.08 | All dogs and cats 3 (three) months of age and older must receive a rabies vaccination, by a licensed veterinarian. |
| Section 72.08 | All dogs and cats over 3 (three) months of age and older, must wear a current Alachua County License Tag at all times. |
| Section 72.09 | It is illegal to allow any dog to roam at large. All dogs must be kept under "direct control" at all times, when off their owners property, by means of a leash, cord, or chain of such strength to restrain the same. |
| Section 72.10 | It is illegal to fail to quarantine a biting/scratching animal." |

Additional Information:

"CATS Animal Services will impound cats, provided that they have been captured and contained. (You must catch them and put them in a cage). Cats running loose are subject to the same health risks as dogs that run loose. Owners are subjected to the same liabilities.

REPORTING ANIMAL BITES When a person has been bitten by any animal and the skin has been scratched or punctured, the Alachua County Health Department, Animal Services or the appropriate law enforcement agency must be notified immediately. The Health Department requires all dogs and cats that have bitten or scratched someone to be clinically quarantined. The owner of the animal is responsible for all quarantine expenses."

2. Domestic animal pets in Cumberland Circle properties are limited to dogs, cats, or other such domestic animals, in such numbers and of such types, as may be approved by the Board of Directors. All such animals must comply with the Alachua County Codes and other directives. Homeowners in Cumberland Circle do not have private property on which a dog may run without a leash.
3. Stray animals (includes any dog or cat off a leash) may be reported immediately to the Alachua County Animal Shelter and Pick-Up at local Phone Number (352) 955-2333 or if the animal is contained, it may be taken to the Alachua County Animal Services Facility, 3400 NE 53rd Avenue, Gainesville FL.
4. Owners shall indemnify the Association and hold it harmless against any loss or liability of any kind or character whatever, arising from or growing out of keeping or maintaining any animal on Cumberland Circle properties.
5. If, in the reasonable judgement of a majority of the Board of Directors, it is determined that a pet is causing excessive disturbance or annoyance to other Residents, the owner of such animal must immediately remove it from the Community.
6. Dog owners who walk their dogs on Cumberland Circle common grounds must, without delay, clean up any feces deposited by their dogs, as required by Alachua County Codes.

I. COMPOUND

Rules and Regulations for Use of the Compound

The purpose of these regulations is to establish guidelines for the use of the compound area by CCCA residents. We have owners who use the compound to keep recreational equipment now and it seems reasonable to maintain control of the compound use as it best suits the CCCA.

1. Any use of the compound requires CCCA board approval in accordance with approved regulations.
2. The CCCA shall take no responsibility for the security of any items placed in the compound. The CCCA may require anyone making use of the compound to sign a waiver stating their understanding of this.
3. Use of the compound shall be limited to CCCA members who reside in their unit. This use can be assigned to a tenant in the unit for their exclusive use.
4. Use of the compound shall be limited to the keeping of items associated with active use such as recreation and utility. For example boats and/or trailers that move in and out of the compound with owner's use. The intended use shall not be for the long-term storage of large static items.
5. CCCA members who make use of the compound shall be liable for any and all damage they may cause to the property of others in the compound and/or damage to CCCA property such as landscape, fence, etc.
6. Objects in the compound shall not be higher than the fence so as to be visible above the fence.
7. The CCCA will provide some type of markings (landscape logs, stones, etc) to mark assigned parking areas. CCCA members making use of the compound shall respect this assignment so owners can have free access in and out of the compound for the use of their equipment.
8. The CCCA may request that items be moved from time to time so it can perform maintenance such as mowing and weeding.
9. Items deemed in violation of the regulations shall be removed on request of the CCCA board or the board may take action to have them removed. This may include vehicles with expired registration, flat tires or other visible signs of neglect. Owners will be responsible for the cost of removal if done by the Association.
10. The CCCA board reserves the right to modify these regulations in the future to address unexpected issues that may come up.

J. RENTAL OR LEASE OF UNITS

1. Owners wishing to lease or Rent their Units must submit an informational sheet to the AGENT OF THE BOARD OF DIRECTORS, along with a copy of the rental agreement/contract. The informational sheet must contain the names and telephone numbers of the proposed tenants. (Lease or Rental agreements must comply with Article V Section 3. (a) of the Bylaws and Article IX Section 2. (c) of the Declarations, concerning "Use of Units")
2. In addition to the informational sheet, Owners must also deposit a sum of not less than \$500 with the Treasurer of the Association. This deposit will be held by the Association in a non- interest bearing account. It may be used, if necessary, by the Association for the immediate payment for repair of damages caused by the tenants and/or their guests, to the portions of the rental Unit, other buildings, recreational facilities, or other common elements for which the Association has financial responsibility.
3. Rental of a Unit does not relieve the Owner of their obligations of Annual, Monthly or Special Assessments approved by the Association. Prospective Tenants must receive an orientation by a Board member, pursuant to Section A4 above.
4. OWNERS must provide tenants with a copy of these "Rules and Regulations" and instruct them concerning their obligations to the Community as required by Article I Section 3. of the Bylaws which states the following:

"All present or future Owners, tenants, or their employees, or any other person that might use the facilities of the project in any manner, are subject to the regulations set forth in these Bylaws, the Articles of Incorporation of the corporation operating the project, and the Declaration of Protective Covenants and Restrictions, Cumberland Circle. The mere acquisition or rental of any of the Residential Units (hereinafter referred to as "Units") of the project or the mere act of occupancy of any of said Units will signify that these Bylaws, Articles provisions and provisions in the Declaration are accepted, ratified and will be complied with."

5. At termination of the rental agreement, a representative of the Board of Directors will thoroughly inspect the rental Unit for damage to portions of the Unit for which the Association has financial responsibility, and report this to the Board. The Board of Directors will then return to the Unit Owner, the original deposit, less any expenses paid out to repair damages caused by the tenants and/or their guests, to the portions of the rental Unit, other buildings, recreational facilities, or other common elements for which the Association has financial responsibility.
6. Tenants/Non-Owners must, upon taking residency follow rules A4, G11 and G12.

K. COLLECTION OF TRASH. GARBAGE AND YARD TRIMMINGS

1. Household garbage and trash must be placed in the "black" containers, which are provided by the City of Gainesville. Such containers are to be placed at curbside for pick-up on the days set by the City. (See Article VII, Section 2 (h) of the Declarations)
2. "Black" garbage containers and "Blue and Orange" recycling containers, are not to be placed at curb-side earlier than the evening prior to scheduled pick-up and should be returned to the Unit as soon as possible after pick-up.
3. Yard trimmings yard trash, and other disposables, packaged according to city regulations, are to be placed at the curbside for pick-up on the scheduled days. (www.gru.com or 352-334-3434)

L. HOUSEHOLD EMPLOYEES

1. Owners should advise full time or part-time household employees of these "Rules and Regulations" and instruct them of their obligations to the Community as required by Article I Section 3. of the Bylaws (Note Paragraph J. 4., above)

M. RECREATIONAL FACILITIES

1. The recreational facilities of Cumberland circle are open to residents and houseguests. Children under the age of 13 must be supervised by an adult resident when playing in the street, at the pool, or using any other portion of the Association common properties or facilities.
2. Swimming Pool Rules
 - a. Pool hours are posted at the pool deck. RESIDENTS AND GUESTS USING THE POOL DO SO AT THEIR OWN RISK.
 - b. In agreement with paragraph M.1 above, the use of the pool is open to residents and houseguests.
 - c. Children less than 13 years old may not use the pool unless accompanied by an adult.
 - d. Radios and electronic devices are not allowed in the pool area unless the sound is transmitted through earphones.
 - e. Pets are not allowed in the pool.
 - f. For the safety of all pool users, diving into the pool or running and "horseplay" in the pool area are not permitted.
 - g. The *lifesaver buoy*, the *loop pole* placed on the pool area fence, and the *center float rope* separating the shallow and deep areas of the pool are safety equipment required by the State of Florida regulations. They are for emergency use only and must not be sat upon or played with, nor used for purposes other than those for which they are installed. On occasions when the center float rope is placed aside to permit lap swimming, it must be replaced when the swimming is complete.
 - h. Glass containers or food are not allowed in the pool area.
 - i. Cigarette butts, paper, and similar objects must be placed in the receptacles provided.
 - j. Air mattresses or large floats are not allowed when they bother or interfere with others in the pool.
 - k. Sound and noise levels must not create a nuisance for nearby residents.
 - l. Pool furniture must not be removed from the enclosed pool area.
 - m. Large groups using the pool area must reserve in advance. Forms are available in the box on the office door.
 - n.
3. Recreational Court Rules
 - a. Tennis shoes must be worn on the courts at all times.
 - b. Courts must be left in a clean condition and the gates locked.

N. FIRE HAZARDS

1. Residents (Owners or Tenants in rented Units) must not keep any material or permit any activity in a Unit, storage area, or common element which in any way will increase the risk of fire or create a health hazard or nuisance, or will increase insurance rates on the Units. (See Article IX, Section 2. (e) of the Declarations)

O. LIABILITY FOR DAMAGES

1. When damage to buildings, recreational facilities, or other common elements for which the Association has financial responsibility is caused by a Resident or their guest(s), that Resident will be solely liable for such damages and will be responsible for expenses incurred to repair or replace such damage as provided by Article V, Section 2. (c) of the Bylaws and Article IX, Section 2. (f) of the Declarations. Failure to pay for all such expenses may be dealt with by the Board in accordance with Paragraph A.3. in these Rules and Regulations or Article XIV of the Declarations.

P. COMMUNITY COURTESY

1. Courtesy is a fundamental obligation among neighbors in the community. All Owners/Residents are reminded to conduct themselves in a manner that will not annoy or harass other Owners/Residents or injure the health or well-being of the Community at-large or become manifestly injurious to the morals or manners of other Residents in Cumberland Circle. (Reference Article IX, Section 2. (e) of the Declarations)
2. Residents (Owners or Tenants in rented Units) must exercise extreme consideration with the use of amplified musical instruments such as radios, stereos, televisions, etc., that may cause or permit objectionable or bothersome sounds or noises which disturb or annoy the occupants of other Units. Objectionable sounds or noises include sustained noise or loud sounds from pets (i.e. dog barking).
3. No advertisement, sign or poster of any kind may be installed in or on the Units or the common grounds of Cumberland Circle unless authorized by the WRITTEN APPROVAL OF THE BOARD OF DIRECTORS. Real Estate signs may be displayed only during the hours of an open house.