

LMA RULES & REGULATIONS

These rules and regulations were adopted, and may be amended from time to time, by the LMA Board of Directors. Like the restrictions in the Declaration of Maintenance Covenants and other documents governing all residents, they are designed to preserve The Landings as a comfortable, pleasant, and safe place to live.

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DEFINITIONS

RESIDENT: Owner or renter of a residence in The Landings.

HOUSEHOLD MEMBER: A person (family member or other) who regularly resides with the *RESIDENT*.

INVITEE: A guest, service or delivery person who enters The Landings on the invitation or at the request of the resident.

COMPLIANCE

Compliance with these rules and regulations is enforceable by the Board of Directors of the Association by fines, in the same manner as is provided for enforcement of the Declaration of Maintenance Covenants, Articles of Incorporation and the By-Laws of the Association.

If a Landings resident household member or invitee shall be accused of or determined to be guilty of an infraction of the rules, regulations and/or restrictions set forth by the LMA Rules and Regulations or any of the other documents governing The Landings, all notices concerning such infraction shall be sent both to such renter, household member or invitee and to the owner of such residence. If any fine imposed because of such infraction shall not be paid by such renter, household member or invitee, such fine shall be levied against the owner of such residence.

LANDINGS SECURITY

LMA provides Main Gate security services 24 hours a day, 7 days a week. It also provides “roving patrol” services on a varying schedule:

In addition to normal security duties, the roving patrol checks for garage doors left open overnight, locks up meeting rooms and gates at The Landings Racquet club and opens and closes the North and South vehicle entrance gates and the Eagles Nest Area gate.

For emergency situations, the Main Gate should be called AFTER calling 911.

The Main Gate may be called for non-emergency situations, *e.g.* when the issue involves:

- Violations of LMA rules and regulations,
- Suspicious persons or vehicles,
- Noise,
- Parking and roadway hazards,
- Safety concerns,
- LMA property damage,
- Wellness checks, or
- Lost and Found items.

OWNER'S FILE

All owners must furnish their name(s) and names of all residents, addresses, telephone numbers and other information required for the confidential security records to the Main Gate. Such file information will not be released to unauthorized individuals without an owner's approval.

ACCESS GATES/VEHICLE BAR-CODE LABELS

A. RESIDENTS

A resident's vehicle may enter through the resident lane at the Main Gate and may enter or leave through the Main Gate or the North and South Gates. Using the North or South Gates requires a vehicle bar-code label affixed to the resident's vehicle. Bar-code labels are issued only to vehicles registered to a resident or tenant of a Landings property with a lease of longer than two (2) months duration. A resident who does not have a vehicle bar-code label, or is in a rented or invitee's vehicle, will be admitted only through the visitor's lane at the Main Gate after proper identification. A resident is responsible for reimbursement to LMA of any expenses incurred for repair or replacement of a gate or gate mechanism resulting from damage caused by a negligent or intentional act of the resident, household member or an invitee.

B. VEHICLE BAR CODES

Resident vehicle access to The Landings is controlled using bar-code labels affixed to the left rear window of a resident's vehicle. Bar-coded labels will be affixed by Gate House personnel by prior arrangement. Residents requiring a bar-coded label must complete a Bar-Code Request Form (available from the Main Gate) and submit the form with a check (no cash will be accepted) for \$5.00 for each label payable to LMA. New residents are exempt from this charge. Under no circumstances will bar code labels be issued to vehicles that do not belong to residents of The Landings.

Tenants of Landings properties are eligible for vehicle bar-code labels if their term of residence is longer than two months.

C. INVITEES

Invitees may enter only through the visitor's lane at the Main Gate, after properly identifying themselves, if the resident has notified the Main Gate to expect them, or if named on the non-call list (see "Non-Call List", below). An invitee will also be admitted if cleared by a phone call from the Main Gate to the resident at the time of arrival. Invitees may exit only through the Main Gate.

Admitted Invitees must go to the home of the authorizing resident or directly to the Racquet Club if so stipulated by the resident.

D. GATE CLOSING TIMES

The North and South Gates are closed between midnight and 7:-00AM. The Main Gate is open 24 hours.

Note that the North and South Gates will be closed between 6:00PM and 7:-00AM on Halloween.

NON-CALL LIST

Residents, as defined in these regulations, may supply to the Main Gate a written list of not more than twenty (20) names including service personnel who are cleared for admittance without calling. Such lists shall be periodically updated as required by the Residents. Although the Gate is not required to call for those on the non-call list, they may confirm admission of an invitee at their discretion.

Residents may update their on-call list by logging into The Landings security web site. To exercise this option, e-mail

landings.security@gmail.com

You will receive usage instructions and temporary login information *via* return e-mail after access is authorized.

PHOTO IDENTIFICATION

For all vehicles using non-resident access lane(s) at entrances to The Landings:

- If not personally known to the officer on duty, a government-issued driver's license will be required from the operator of every vehicle (either from the resident's Non-Call List or by specific "one time" authorization). The information on the identification will be compared to the information on the resident's profile.

If no license is provided, the vehicles will be turned away:

- Marked common carrier, emergency, state, county, and public utility vehicles are admitted without photo-id verification. Process servers may be admitted upon presentation of credentials.
- Taxis without an occupant must be previously authorized by a resident or by telephone contact to the resident upon arrival. A driver's license of the driver is required.
- Residents arriving by taxi or in a vehicle not eligible to enter through a resident lane must provide a photo-ID for admittance if not personally known to the officer on duty in addition to the requirement that the driver present a driver's license.
- Residents arriving in a vehicle not eligible to enter through a resident lane must provide a driver's license for admittance if not personally known to the officer on duty.

Photo identification is examined by the officer on duty and returned to the person who provided the identification.

REAL ESTATE AGENTS

Individual real estate agents with whom a residence has been listed for sale or lease may be placed on the non-call list by the resident. Agents not on a non-call list must be known to the officer or produce a business card or real estate license and provide a photo-ID. Public "Open Houses" are to be held on Sundays. "Multiple Listing Service" viewings for on-sale property may be held Thursday from 9:-00AM to 4:00PM. Caravans for individual real estate companies are to be held on Monday, Tuesdays, Wednesday, or Fridays from 9:30 AM to 12:00 Noon.

SPECIAL EVENTS

A Special Event is defined as a gathering of 15 or more invitees. Invitees for a Special Event will be admitted only if their names have been submitted in writing to the Main Gate by the resident (and not by an agent of the resident) at least four hours in advance of the event. The list shall be in alphabetical order and shall contain the name, address and phone number of the resident, the approximate time of arrival of the invitees, and the location of the event if other than the resident's home. The Main Gate shall keep a record of each vehicle containing invitees. All occupants of a vehicle must be on the invitee list to be admitted. This procedure for granting admission takes precedence over other existing rules.

To avoid dangerous traffic conditions, residents should not permit large groups (greater than 6) to wander upon The Landings roads. Street parties are specifically prohibited unless prior approval is obtained from an LMA Director. Neither residents nor invitees are permitted to carry alcoholic beverages on Landings roads at any time. Residents will be held responsible for the conduct of their invitee's damages.

TRAFFIC RULES and VIOLATIONS

The speed limit is 20 or 15 miles per hour, as posted. All STOP, SLOW and CAUTION signs are to be observed. Islands are not to be passed on the left side unless the right side is blocked. Motor vehicles may be driven only on asphalt or otherwise paved surfaces. Vehicles may be parked only in designated asphalt or otherwise paved surfaces. However, no one may park in a resident's driveway without the resident's consent. Parking on roads is permitted only when actively loading or unloading vehicles, or when nearby designated parking areas are full. Motor vehicles are not permitted on the nature trail, any Nature Preserve or any grass area unless approved by a Director of LMA or authorized personnel.

To address the safety of our residents from drivers who repeatedly violate posted speed limits and stop signs, the LMA has adopted the following rule:

A. RESIDENT VIOLATIONS

If a resident drives 10-14 mph over the speed limit for the first time, they will receive a Warning Letter.

If a resident drives 15 mph or more over the speed limit OR 10 mph or more over the limit within 60 days of the date of a Warning Letter, they will receive a Speed Violation Letter, which must be acknowledged as set forth below. The letter states that a subsequent infraction within 60 days of the acknowledgement of a Speed Violation letter will result in a Decal Suspension Letter (see details on this process below).

If a resident household has 3 or more speed violations of 10 mph or more over the speed limit within a 60 day period, (even if the violations are by different vehicles), the decals of all vehicles in that household that were in violation within that 60 day period shall have their

decals suspended for 30 days. A subsequent violation during the decal suspension period by any of those vehicles shall add 60 additional days to the decal suspensions of said vehicles.

Acknowledgements:

- The resident must acknowledge receipt of Speed Violation Letter within 30 days.
- If the resident does not acknowledge their Speed Violation Letter within 30 days, they will be sent a Second Chance to Acknowledge Letter, which will be sent certified.
- If the Second Chance to Acknowledge Letter is still not acknowledged within 30 days of the date of said letter, the resident will receive a Decal Suspension Letter.

Resident Review & Hearing Process:

- a) LMA board will review and, if appropriate, approve the proposed decal suspension at the next regular or special Board meeting.
- b) If approved, an LMA Hearing Committee meeting will be scheduled so that the resident has at least a 14-day-notice of the hearing date.
- c) A letter is sent to the resident, providing the 14-day notice as required, and informing the resident of the opportunity to attend the hearing.
- d) The Hearing Committee can only uphold or reject the Board's decision to impose the suspension. They cannot impose any other sanction or modify the Board's action.
- e) If the decal suspension is affirmed at the Hearing Committee meeting, the resident's decal will be inactivated for thirty (30) days, requiring them to use the visitor entrance to The Landings.

If a resident has a subsequent 10+ mph violation within 60 days of the prior decal suspension date, their decal will be suspended for an additional 60 days. The same review and hearing process described above must be followed.

B. GUEST VIOLATIONS

If a guest drives 10-14 mph over the speed limit for first time, the associated resident (if applicable) and guest (if we have an address) will receive a Guest Warning Letter.

If the same guest drives 15 mph or more over the speed limit or 10 mph or more over the limit again within 60 days of the date of their Warning Letter, the guest will receive a Guest Speed Violation Letter. The letter states that a subsequent infraction within 60 days of the Speed Violation letter will suspend that guest's driving privileges within the Landings for 30 days.

If the same guest drives 10 mph or more over the limit again time within 60 days of the Speed Violation Letter, the associated resident (if applicable) and guest will receive a Guest Driving Suspension Letter, which states that the guest will not be able to drive within the Landings for 30 days.

Guest Review & Hearing Process:

- a) LMA board will review and, if appropriate, approve the proposed driving suspension at the next regular or special board meeting.
- b) If approved, an LMA Hearing Committee meeting will be scheduled so that the guest and associated resident (if applicable) have at least a 14-day notice of the hearing date.
- c) A letter is sent to the guest and associated resident (if applicable), providing the 14-day notice as required, and informing them of the opportunity to attend the hearing.
- d) The Hearing Committee can only uphold or reject the Board's decision to impose the suspension. They cannot impose any other sanction or modify the Board's action.

- e) If the driving suspension is affirmed at the Hearing Committee meeting, the Main Gate security staff will deny the guest vehicle access to The Landings for thirty (30) days.

If the same guest has a subsequent 10 mph or more violation within sixty (60) days of the prior suspension date, their driving privileges within the Landings will be suspended for an additional sixty (60) days. The same review and hearing process described above must be followed.

C. **VENDOR VIOLATIONS**

If the driver of a vendor/service provider vehicle drives between 10 and 14 mph over the speed limit for the first time, Landings security staff will contact the company and give them a verbal warning that subsequent violations may result in that driver not being allowed to drive within the Landings.

If the same driver goes 15 mph or more over the speed limit or 10 mph or more over the limit again within sixty (60) days, the company will be called again and warned that subsequent violations *will* result in that driver not being allowed to drive into the Landings. Depending on the circumstances of the second speed infraction, a company representative may be requested to come to the Landings to discuss the violation and ways to prevent these speeding incidents in the future.

The following will be in effect:

- All violations will be verified by security personnel;
- the property manager will maintain a record of all violations.

GOLF CARTS

The use of golf carts on the roadways in The Landings is governed by the following regulations:

- The golf cart must be registered with the LMA, with the name, address, a picture of the golf cart, and proof of liability insurance. A registration form may be obtained from the Main Gate.
- A golf cart may be operated only during the hours between sunrise and sunset unless it is equipped with headlights, taillights, and turn signals.
- There must be a seat for all riders on the golf cart.
- The driver of the golf cart must be a licensed driver, or at least the age of 14 accompanied by a licensed driver.

Golf carts may not be operated in the Eagles Nest Area or on the Nature Trail.

A first violation will result in a warning letter; a second violation will result in a 30-day suspension of all the automobile decal privileges of the owner; and each subsequent violation will result in a 90-day suspension of all decal privileges.

DELIVERY AND SERVICES

A. HOUSEHOLD EMERGENCY SERVICES

Household emergency services, such as plumbing, air conditioning, telephone, electrical and roofing, will be admitted for emergency repairs at any time. The Main Gate must be notified in advance of their arrival.

B. UPS, FEDERAL EXPRESS, AND OTHER COMMON CARRIERS

Entry is allowed at any time.

C. HOLIDAYS

With respect to vendor access, the following are considered holidays and no non-emergency vendor or delivery access is permitted:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

D. DELIVERY HOURS

Except as stated below, delivery hours are 8:-00AM to 5:00PM Monday through Saturday, except holidays (see below). Deliveries of landscape material or other exterior use material are not permitted on Saturdays. Caterers may enter to perform catering services on Sundays and holidays provided the resident has notified the Main Gate in advance.

E. SERVICES

Inside services, except in an emergency, are only permitted Monday through Saturday, 8:-00AM to 5:00PM, except holidays. Routine pool service is considered an inside service. Inside work involving construction is to be done on weekdays between 8:-00AM and 5:00PM, except holidays.

Emergency services comprise all utilities and repairs requiring immediate attention by plumbing, electrical or air conditioning contractors.

Exterior services are allowed Monday through Friday, 8:-00AM to 5:00PM. Exterior services are not permitted on Saturday, Sunday, or holidays.

F. DELIVERIES AND EXTERIOR SERVICES EXCEPTIONS

Deliveries are permitted only between 8:-00AM and 5:00PM weekdays and Saturdays.

Exterior services are allowed Monday through Friday, 8:-00AM to 5:00PM. Exterior services are normally not permitted on Saturday, Sunday, or holidays. However, routine exterior services, if prevented by unusual weather conditions during the preceding weekdays, may be done on Saturday, 8:-00AM to 5:00PM, except on holidays with an exception approved by a board member of the association.

An exception to these delivery and service rules will be allowed in hardship situations when approved by a board member of the association whose resident is requesting the exception AND the Main Gate is so notified in writing or via e-mail before 5:00PM the preceding day.

CONSTRUCTION ACTIVITIES

- A. Vehicles for construction activity will not be admitted until a condominium or homeowner association notifies the Main Gate that construction has been approved by that association. The names of the contractor and subcontractors must be furnished to the Main Gate along with the names of those who may be called to authorize personnel or vehicles not listed for admittance. Unless permission is granted by a board member of that association, construction vehicles may not enter the Landings prior to 8:00AM. If permission is granted for earlier entry, work may not begin before 8:00AM. Vehicles must exit by 5:00PM unless approved by an individual association director. **No construction work may take place on weekends or holidays.**

- B. Vehicles for construction or delivery of construction materials must enter and leave through the Main Gate on weekdays between 8:-00AM and 5:00PM, unless directed by the Main Gate to use another entrance. No deliveries or other vendor activities are permitted on holidays.
- C. The Landings roads are configured for vehicles of limited size. The trucker, contractor and the owner or the residence served by a large vehicle shall be liable for reimbursement to LMA for any damage to roads, islands, signs, trees, plantings, etc. caused by such vehicle.
- D. Large vehicles may be directed to use the North or South Gate for deliveries to certain portions of The Landings.

MAIN GATE SERVICES

- A. Envelopes and small, nonperishable and non-valuable packages for or from resident's may be left at the Main Gate, provided the names and phone numbers of the sender and recipient are legibly shown on the package. Security personnel will determine whether an item conforms to these requirements. Residents will be notified by phone of items received for them. The Gate will notify the sender to come for any item not picked up within 72 hours.
- B. Any items received or held at the Main Gate will be at the risk of the resident being accommodated or the person or company leaving it. LMA, those employed by LMA and its agents, shall not be liable for items held at the gate.
- C. Residents are not to leave any key at the Main Gate. Security personnel are not permitted to receive or hold keys for or from residents and are not permitted to perform services for hire for residents.

LMA FUNCTIONS

The LMA occasionally has functions at which refreshments are served by other than the LMA itself. To equitably manage the process of granting permission for such refreshments, the following policy applies:

- An individual or group shall express their interest to the Property Manager.
- Permission will be granted on a first come basis, if the group or individual can demonstrate that they have the capability to perform acceptably.

PETS

Pets must always be under control . Residents are responsible for cleaning up and properly disposing of pet excrement.

EMPLOYEES

Personnel employed at the Main Gate or performing other services for LMA are to be treated with appropriate consideration and respect. Residents should not give directions or criticize an LMA employee or contractor. If a resident is dissatisfied with the performance of a contractor or employee, the complaint should be made to the Property Manager.

COMMON AREAS

The LMA has several Common Areas that may be accessed, with restrictions, by Landings residents and their guests. Some of these areas are ecologically protected. No vehicles or bicycles are permitted, and pets must be on a leash and their waste picked up in all Common Areas. Fires, parties, and alcoholic beverages are not permitted. All trash must be removed upon leaving.

The Nature Trail is open for the enjoyment of residents, household members and invitees between sunrise and sunset only. Loitering in the parking areas near the Nature Trail entrance is not permitted.

The Eagles Nest Area is open 7:00AM to dusk only. Access may be limited for some periods due to County, State and Federal regulations related to the protection of eagles as an endangered species.

STAGNANT WATER AND SWALES

The drainage from each property must be maintained by the owner to avoid accumulation of stagnant water that might be a breeding place for mosquitoes.

To assure the speedy flow of surface water into catch basins, ditches, and other run off elements of the drainage system, swales along properties owned by the condominium associations and homeowners must be maintained by the respective owners at proper grades and free from obstruction.

HAZARDOUS CONDITIONS

A storm-weakened or overhanging tree or other condition hazardous to the safety of neighboring properties or passing traffic, such as a tree blocking a street light, must be removed or corrected as promptly as possible by the owner of the property on which the condition exists, at the owner's expense.

OVERNIGHT PARKING

Overnight parking of boats, trailers or any other motor vehicle on the roads is not permitted.

ALLIGATORS

Alligators may appear in The Landings lakes at any time during the year. They are dangerous to pets, children and adults, and care should be taken to keep clear of them at all times. Generally, alligators over six feet in length pose a particular hazard and a trapper will be contacted to remove the animal. Notify the Main Gate of its presence and location.

POSTINGS

Posting of announcements, notices, posters, flyers, For Sale signs or statements of political preferences is prohibited without the approval of an LMA director or president of the association on whose property the posting is to take place. However, the posting of an announcement of an Open House which shall take place on a specific date within specified hours to attract prospective purchasers of a property is permitted, provided such sign is removed immediately after the Open House hours.

SOLICITATION and TRESPASSING

Solicitation is prohibited in The Landings by both vendors and residents. No Trespassing signs are posted at The Landings gates that provide the legal basis for the removal of such trespassers by law enforcement. Residents who become aware of solicitation or trespassing should report it by telephone to the Main Gate.