

World Golf Village
Turnberry Homeowners' Association

Rules and Regulations

and

Compliance Policy



May 22, 2024

www.turnberrywgv.com

To all Property Owners:

The Board of Directors (“Board”) as authorized by the governing documents for Turnberry Homeowners’ Association, Inc (“Association”), which we all accepted when we purchased our properties, has developed and approved the following Rules and Regulations for the Association. A copy of these Rules and Regulations will also be recorded in the public records of St. Johns County, Florida.

It is the intent of the Board of Directors to protect and enhance our individual property values and our shared assets and to continue to upgrade and beautify our community.

Homeowners found to be in violation of these Rules and Regulations who do not make corrections within the specified time period established herein may be subject to fines imposed by the Board for such violations. If a Homeowner is fined by the Board for failing to cure a violation, then the Homeowner will be provided with written notice of a hearing before the Community’s neutral Enforcement Appeals Committee. This committee has the legal right to approve or deny fines imposed by the Board of Directors for noncompliance (see Article X, Section 8, Covenants and Restrictions).

If there is a rule or regulation you strongly oppose, or there is one you think we should have but do not, we invite you to attend one of our posted Board meetings. The Board will certainly consider recommendations for changes.

Turnberry Homeowners’ Association. Inc
Board of Directors
May 2024

Turnberry Homeowners' Association, Inc

Rules and Regulations

Introduction

Rules and Regulations have been established to preserve the look and quality of life at Turnberry, protect property values, and assure pleasant and harmonious living for all Residents and their Guests. These Rules and Regulations are based on, and supplemental to, the Declaration of Covenants & Restrictions and Governing Documents of the Turnberry Homeowners' Association.

Article I (f) of the Declaration of Covenants & Restrictions provides for the Board of Directors to adopt rules, regulations, and policies. Article X, Section 8 of the Declaration of Covenants & Restrictions specifies the Enforcement procedure for violations. All Owners, as well as Residents, Renters, Guests, and Invitees shall be subject to and held responsible for compliance with the Declaration of Covenants & Restrictions, Articles of Incorporation, Bylaws of the Association, and these and all future Rules and Regulations.

Rules and Regulations

I. Common Areas

- Homeowners and their Guests using any common areas shall remove any trash or debris that they generate.
- Radios and music devices shall be set to a volume that does not disturb others in the area.
- Boating, swimming, wading, or playing in any of the ponds or lakes is strictly prohibited. All rules posted in the Common Areas must be followed.

II. Exterior Maintenance or Enhancement

- Each Owner is responsible for the maintenance of the exterior of their Home and Lot. Maintenance includes, but is not limited to, exterior paint, roof, siding, light fixtures, trim, gutters, mailboxes, mailbox posts, walkway, sidewalks by the road, driveways, cleaning street gutters and curbs, grass, landscape beds, bushes and shrubs (to be shaped), edging, and easements in front of property. If an Owner does not maintain the Property in a reasonable manner, the Association may provide maintenance to any home or lot to preserve the beauty, quality, or value of the Property. Such maintenance shall include, but not be limited to, painting, roof repair and replacement, repair of rain gutters, down spouts, exterior building surfaces, and yard clean up and maintenance. The cost of remedial maintenance undertaken by the Association shall be a lot assessment against the Owner of the lot upon which the maintenance is performed. Any such assessment shall be a lien upon the lot assessed and the personal obligation of the Owner of the lot and shall become due and payable, together with interest, late fees, attorney fees and cost of collection.

- The Architectural Review Board (ARB) is responsible for establishing standards and guidelines to assure a pleasing and consistent appearance for the neighborhood. The ARB Standards and Guidelines are posted on the website, www.turnberrywgv.com. Before any major exterior project is undertaken, the ARB should be consulted to determine if approval is required for the project. Some limited examples where approval is needed are house painting, driveway resurfacing or painting, landscaping that includes tree/shrub addition or removal, fencing, patios, porches/lanais, and installation of sporting equipment. An Owner will be subject to a fine if a project is started without proper ARB application and/or approval.

III. Animals

- No animals except common domestic household pets may be kept, maintained, or cared for on any Lot or within the Property. The number of pets per household shall not exceed three (3).
- Animals may not be kept outside; outside cages or kennels are not allowed.
- No pets shall be loose in the neighborhood for any reason and are to be leashed when they are off the Owner's property. Collection and proper disposal are required for pet's waste either on the Homeowner's property or when the pet is off the Homeowner's property.
- Owners are responsible for always supervising their animals, keeping their dogs from barking unnecessarily, and ensuring their animals are not a nuisance to their neighbors and the Common Property. Pets need to be kept off the front lawns and bushes of other Owners.
- Pets are not permitted in the community pool, playground, or picnic areas for health reasons.

IV. Home Business

- No business or commercial building may be erected on any lot.
- No business shall be conducted from a single-family residence that may cause nuisance to the Community or its Members.
- No signs advertising a business may be posted or displayed on any residential lot or vehicle parked on the lot.

V. Noise & Nuisance

- Exterior noise and noise emanating from buildings or other Lot improvements shall be inaudible beyond the boundaries of the Lot from which it originates. All noises such as radio, blue tooth speakers, TV and similar equipment, loud parties, and conversations shall be kept at such a volume as not to constitute a nuisance or unreasonable annoyance to the neighbors.
- Quiet Hours 10 pm until 7 am on weeknights (Sunday thru Thursday)/11 pm until 8 am on weekends (Friday & Saturday).
- Exterior lighting, flood lighting, security lights, outdoor lanai lights, and unshaded lighting from within buildings or other Lot improvements shall not illuminate another Lot or disturb the peace and enjoyment of surrounding lots.

- In accordance with Article VII, Section 7 of the C & Rs, no illegal, noxious or offensive activity shall be conducted or carried on, in or upon any Lot or any other portion of the property.

VI. Outdoor Equipment

- All sporting equipment, including but not limited to basketball backboards, trampolines, and skateboard ramps, must be portable and movable. The location is to be approved by the ARB prior to placement on the Lot.
- All toys, kiddie pools, bicycles, strollers, and portable sports equipment (except for portable basketball backboards) must be stored out of view from the street when not in use. Portable basketball backboards may not be placed at the end of the driveway or at the curb. The net and backboard must be maintained and replaced as necessary.
- Furniture, equipment, tents, or other objects placed on the Common Property shall be removed at the end of each day.
- No swings are to be hung from any tree(s).

VII. Temporary Special Event Structures

- Temporary event structures, such as canopies, tents, and inflatable play structures are permitted. These structures may only be erected and used in the back yard of a residence and may be left in place for a maximum of 72 hours. Temporary event structures in the front or side yards of a residence are never permitted.
- Temporary holiday event items may be erected in rear, side, and front yards. These items may be placed 4 weeks prior to the holiday and left in place a maximum of 3 weeks following the date of the holiday.

VII. Parking

- The overnight parking or storage of a commercial vehicle, boat, RV, or trailer of an Owner or Renter, including any vehicle with commercial signs affixed, is prohibited, unless such vehicles are housed in a garage. Owners will be given a one-time violation notice. For subsequent violations within a 90-day period, the Owner will be fined.
- Vehicles parked in driveways must not block the sidewalk at any time. Owners will be given a one-time violation notice. For subsequent violations within a 90-day period, the homeowner will be fined.
- Overnight parking on the street is prohibited between 11:30 pm and 6:00 am. Violators (Owner) will receive a one-time violation notice. Owners will be fined for subsequent violations which occur within a 90-day period.
- Vehicles that have received multiple parking violations may be subject to towing.
- Parking on lawns and Turnberry Common Area grass is prohibited.
- Parking in the pool area is for temporary visits to the pool and playground.
- No vehicles shall be parked overnight in the pool parking lot without prior approval. To obtain approval, contact the Property Manager and provide the vehicle tag #. Overnight parking at the pool lot is subject to a maximum limit of 72 hours. If additional time is required, please contact the Property Manager. Owners parked

in the pool lot will be given a one-time violation notice. For subsequent violations within a 90-day period, the Owner will be fined.

- Storage PODs are allowed upon approval from the Property Manager for a period not to exceed 72 hours. PODs must be located in the driveway and cannot block any portion of the Common Area or sidewalk.
- Construction/commercial vehicles and trailers will be allowed only at a home site under construction or an existing home while undergoing renovation. The Property Manager needs to be notified of any vehicle to be parked at a home site for more than 3 days or if the vehicle will be on site over a weekend. No construction material is allowed on the street overnight or to block the community sidewalk.
- Refuse dumpsters are allowed for a period not to exceed 5 business days for an existing home under renovation. If overnight parking is required, the dumpster must be located in the driveway and cannot block any portion of the Common Area or sidewalk.
- When using street parking, vehicles should be parked so they do not block traffic, neighboring driveways, or mailboxes. Parked vehicles should not face against the flow of traffic (St. Johns Ordinance). Excessive street parking that impedes the flow of traffic is not allowed.
- Parking unregistered vehicles in driveways and streets is prohibited; they must be parked in the garage. Covering vehicles in driveways with custom covers is permissible. Use of tarps, plastic, and related materials is prohibited.
- *All parking violations will be documented by the Security Officer with a violation report and photos which include the vehicle tag number. Documentation will be forwarded to May Management. Florida Statute 493 prohibits Security Officers from the pursuit or restraint of an individual.*

IX. Swimming Pool, Play & Picnic Areas

- The Turnberry pool facility (including basketball court) hours are dawn to dusk year-round.
- The swimming pool and surrounding recreation area is for private use of Owners and their Guests.
- For safety's sake, children under the age of 14 years shall not be permitted in the pool area unless accompanied by an adult over the age of 18.
- Personal furniture, equipment, or other objects used on the pool property shall be removed at the end of each day. Owners and their Guests shall be responsible for the removal of trash and debris they generate.
- Up to 4 Guests per household may accompany Residents to the pool at one time. 5 or more Guests constitutes a "Party" requiring a special reservation and deposit.
- The pool cabana area may be reserved by residents. Contact the Property Manager for private parties; the pool itself, however, will remain open to all Residents. Owners reserving the cabana area are responsible for cleaning the area and removing all trash or debris they generate.
- Please remember – pool furniture is your furniture; maintain it as such. All umbrellas must be closed before leaving and pool tables are not to be moved or rearranged.

- Bicycles, roller blades, hoverboards, or skateboards are not permitted within the pool area.
- Residents and their Guests must adhere to all the posted rules. Owners, Residents, and Guests are subject to loss of any amenity for not adhering to all Rules and Regulations pursuant to FL Stat. S 720.305.
- To ensure only Residents and their Guests are using the Turnberry Pool, each resident is provided a key fob card and colored wristband (red for Owners and yellow for Guests) at no cost. Every resident aged 14 or older is provided with a red wristband. The wristbands and key fobs are the property of Turnberry and must be turned into the Property Manager when the current Resident leaves the community. If the pool key fob is lost, the replacement cost is \$25. Replacement wristbands are \$10 each. Each time a Resident or Guest uses the pool, the Pool wristband needs to be brought to the pool and worn. Children under 14 do not have to wear a wristband.
- The Board of Directors authorizes Security to do periodic checks of persons at the pool. If a person does not have their key fob and wristband, their state issued identification with a Turnberry address may serve as proof of residency. Without proof of Turnberry residency, the person(s) will be asked to leave the pool until a key fob and wrist band are obtained. If the person will not leave per Security's direction, the Sheriff will be called.
- Residents should not challenge those people using the pool but should let Security know if there is someone in question.
- Persons who enter the pool area without bringing a pool key and wristband will be sent a letter of violation informing them that a key fob and pool wristband are required and must be obtained.
- Please contact the Property Manager to obtain yellow Guest wristbands (maximum 4).

X. Trash & Garbage

- All trash, garbage, and other waste containers shall be stored within the confines of the building or behind an approved fencing screen.
- Trash and recycling containers shall not be placed at the curb prior to 3 pm on the day before collection. All containers shall be returned to their storage area by the end of the day of the collection.
- Pruning debris and yard waste shall not be placed at the curb prior to 3 pm on the day before pickup (hurricane debris exempt).
- No lot or portion of the common property shall be used or maintained as a dumping ground for rubbish or any waste, including garden waste.
- The storage or collection of rubbish of any kind and materials that emit foul or noxious odor is prohibited.
- Overflowing garbage bins, which allow trash to be scattered, are not allowed.

XI. Garage Screens

- Garage screens are not permitted.

XII. Homeowner's Sales (i.e. Yard, Garage, Estate, etc.)

- The Master Association typically organizes Community Yard/Garage Sales each year. All other events of this nature must receive prior written approval by the Turnberry Homeowners' Association Board of Directors.
- If a resident is leaving Turnberry due to moving into a nursing/assisted living residence or has died, the Turnberry HOA Board of Directors may grant permission for an Estate Sale. Written application must be made to the Board no less than 10 days before the requested sale date. If an Estate Sale is approved, the following rules will apply and be agreed to in writing by the operator of the Estate Sale.
 - The sale can be no more than 2 consecutive days.
 - Sale hours cannot begin before 8 am and must end by 3 pm.
 - No advertising signs can be on the property in advance of the sale.
 - On the day(s) of the sale, up to 3 signs are allowed within Turnberry, one at the entrance (see Section XIII). Any signs placed on Royal Pines Parkway must conform to the HOA regulations. NO signs are ever allowed on International Golf Parkway.
 - Parking will only be allowed on one side of the street. Vehicles are to park with the flow of traffic.
 - Temporary "No Parking" signs will be erected by the sale manager a minimum of 2 hours before the sale. The Turnberry Board will decide and inform the sale manager of the area that the signs need to cover. All signs need to be removed each day at the end of the sale hours.
 - A Traffic/Security officer must be provided by the sale manager to ensure safety and compliance with the rules.
- If any Homeowner type sale occurs without the approval of the Turnberry HOA Board of Directors, the matter will be referred to the Property Manager for appropriate action including the levy of fines.

XIII. Signs

- All signs, including but not limited to, House for Sale/Rent, name identification, address identification, security and alarms must be approved by the ARB and conform to WGV standards.
- The ARB has the right to establish criteria for sign types, location, size, and color.
- House for Sale/Rent signs are to be on the front lawn of the home and are not permitted in the easement areas between the sidewalk and street. The edge of the pole/sign nearest the sidewalk (or the street curb where there is no sidewalk) must have a minimum setback of 4 feet.
- Lawn signs celebrating milestones are allowed for no longer than 72 hours.
- Political signs are prohibited.
- **Contractor Signs**
 - One sign may be displayed.
 - Signs may be displayed starting the day work begins on a Home and must be taken down the day the job is completed.
 - Signs cannot be larger than 18" x 24".
 - Signs are to be on the front lawn of the Home and not permitted in the easement areas especially between the sidewalk and street. The edge of the pole/sign nearest the sidewalk (or the street curb where there is not a sidewalk) should be setback so as not to interfere with the sidewalk/road.
- **Open House Signs**
 - Realtors or Homeowners selling their own home may display "OPEN HOUSE" signs in Turnberry under the following guidelines.
 - One sign may be displayed in the yard of the Home for sale but not within the easement as established above.
 - One sign may be displayed at the entrance of Turnberry.
 - Signs may be displayed 1 hour before the start of the open house and must be removed ½ after the end of the open house.
 - Signs cannot be larger than 18" x 24".

XIV. Speed Limit

- 25 mph is the speed limit established by the Board of Directors on all streets throughout the community.

XV. Hurricane & Other Hazardous Conditions

- All loose outdoor furniture and other objects that could endanger people and property if they are blown into the air should be stored or secured in advance of a storm if reasonably possible. If you are not in town when a storm is approaching, it is your responsibility as a Homeowner to make the necessary arrangements to secure your property. Hurricane shutters should be removed and stowed as soon as feasible after conditions return to normal.

XVI. Safety Issues

- Playing in the streets is discouraged. Use of the basketball court at the pool area or World Golf Village playing fields is recommended.
- Golf carts must be driven by a licensed driver and registered.
- Bicycle and scooter riders must yield to pedestrians on the sidewalks.

XVII. Contractor Restrictions – Work Hours

The Turnberry C & R’s expressly restrict contractors from working on projects within the community on Sundays or nationally recognized Federal holidays. If you have contractors employed to complete your project, please remind them that they cannot work on your project during those times. Our security firm has been instructed to stop any contractor observed working on a job site within the community on a Sunday or recognized Federal holiday.

Contractors are permitted to work only during the following hours.

Time of Year	Monday – Friday	Saturday	Sunday & Holidays
Daylight Savings Time	7:00 am to 7:00 pm	8:00 am to 3:00 pm	None Allowed
Eastern Standard Time	7:00 am to 6:00 pm	8:00 am to 3:00 pm	None Allowed

Restricted Holidays include New Years Day, Easter Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Day, and other nationally recognized Federal holidays.

Outside contractors that do lawn cutting, power washing, pool maintenance, sprinkler maintenance, and other non-emergency services for homeowners are subject to these workdays and hours.

XVIII. Updates on Rule Changes and other relevant Community Information

Please visit our community website, www.turnberrywgq.com, for the association’s most recent updates. A copy of Turnberry’s governing documents, the Rules and Regulations for the neighborhood, Notices, Agendas, and Meeting Minutes, as well as other relevant information for Homeowners are all available on our website.

Turnberry Homeowners' Association, Inc Compliance Policy and Implementation Procedures

Purpose: To establish a comprehensive, community-wide policy and implementation procedure for the Board of Directors (BOD), Enforcement Appeals Committee (EAC), and Architectural Review Board (ARB) in partnership with the Association's Property Manager to remediate non-conformance with the Association's Covenants and Restrictions (C & R's) and other governing documents.

Scope: The Turnberry Compliance Policy and Implementation Procedures outlines several categories of covenant violations in order to communicate to the Association membership what would be considered enforceable actions in response to identification of non-conformance. Additionally, this document describes procedures to be followed when violations occur; fines or suspensions that may be imposed, and the basic responsibilities of the BOD, EAC, ARB, and the Property Manager in this process.

I. Categories of Non-Conformance

- A. C & R's Non-Conformance** – The term “C & R's Non-Conformance” refers to violations of the Turnberry Governing Documents, which include the Declaration of Covenants and Restrictions, Articles of Incorporation, Bylaws, and Rules and Regulations of the Association as amended and supplemented (Governing Documents). The BOD is responsible for ensuring the provisions of the Association's Governing Documents are followed. Violation of the Association's Governing Documents may result in fines levied by the BOD. Fines due to the Association in the amount of \$1,000 or more may result in a lien being placed against the subject property pursuant to the provisions of the Governing Documents and Chapter 720 of the Florida Statutes.
- B. ARB Non-Conformance** – The term “ARB Non-Conformance” refers to violations of the Association's ARB Standards and Guidelines. All ARB approved projects must be completed within six months of said approval as described in the Governing Documents. The ARB is responsible for determining whether work is completed according to the specifications in the Homeowner's approved plan. The BOD will typically only become involved in violations that occur when work that requires ARB approval is done without an approved ARB request; when work is done despite being denied ARB approval; or if a Homeowner refuses to correct work that was not performed in accordance with an approved ARB request.
- C. Significant instances of non-conformance** – On rare occasions, if a Homeowner fails to correct a significant violation, as determined in the sole discretion of the BOD, and despite appropriate notification or as otherwise may be required in an emergency, it may be necessary for the BOD to authorize the Property Manager to make such correction or cure such violation. In such an

instance, the required work will be performed by the Association and the costs for the same shall be levied against the Homeowner as a Lot Assessment. If the assessment is not paid, a lien may be placed on the property pursuant to the provisions of the Governing Documents and Chapter 720 of the Florida Statutes.

- D. Single Event Non-Conformance** – The BOD has established several categories of single event non-conformance for uncommon violations and/or one-time events that occasionally occur in the community. In such instances, along with notifying the Association, Residents should contact St. Augustine Police or Security as they feel fit. Such categories include (but are not necessarily limited to) the following.
1. Dog that has attacked people or other animals.
 2. Loud parties or loud music.
 3. Parking violations, speeding violations, or unsafe driving (note: FL Statute 493 does not allow Security Officers to pursue or restrain an individual).
 4. Behavior that threatens the safety of the other Residents or their Guests, for example unsafe driving of golf carts, go carts, or motorized scooters, or use of firecrackers within Turnberry.
 5. Trash, recyclables, and/or lawn waste at the curb before the allotted time.
 6. Garbage or debris in the yard or in the street.
 7. Unleashed dogs or cats off Owner's Property.
 8. Violating Common Property rules.
 9. Unapproved material stored on Lot including hazardous/noxious materials.
 10. Persistently barking dog(s) that disrupts the harmony of the community.

II. Compliance Implementation Procedure

This section describes the timeline and order of correspondence made between the Property Manager, which serves as the Association's agent in matters of non-conformance notification, and the Association member in violation of the C & Rs, Rules, or ARB Guidelines.

A. Notification Process of Non-Conformance

1. Notice of Violation – Upon discovering a violation of the Governing Documents, the Property Manager shall send a written Notice of Violation to the Homeowner and any tenants of the Homeowner, as applicable, to the Property address and the official address of record for the Homeowner. Said notice shall describe the violation(s) or non-conformance of the Governing Documents and state what the Homeowner must do to cure said violation(s). This notice shall provide the Homeowner with 28 days* (including weekends and holidays) to cure the violation and notify the Property Manager of same in writing. If a Homeowner fails to remedy the violation within 28 days of said notice, the matter will be subject to escalation up to and including a fine or suspension of amenity privileges which may be imposed by the BOD. A record of all notices sent to the Homeowners will be maintained by the BOD and the Property Manager as part of the official records for Turnberry. Homeowners are responsible for

any violations of the covenants or damage to Association Property caused by a Homeowner's Tenants, Guests, or Invitees. * Lawn maintenance (mowing) 14 days.

2. Notice of Fine – If after 28 days* from the date of the Notices of Violation, the violation in question has not been cured, the Homeowner will be notified in writing that the BOD has levied a fine or suspension as a result of the violation. A record of the violation is kept on file for 90 days and subsequent violations are subject to receiving an Intent to Fine. Violations of the Governing Documents are subject to suspension of amenity privileges or fines in the amount of \$100/day not to exceed \$1,000 in aggregate per violation. This notice shall describe the violation of the Governing Documents, how same can be cured, and also provide the Homeowner with the time, date, and location of a hearing before the EAC where the Homeowner may present reasons as to why the fine or suspension should not be imposed. The notice must be sent to the Homeowner and their Tenant, where applicable, at the Property address and official address of record a minimum of 14 days before the date of the EAC hearing. A record of all notices sent under this provision and the proof of mailing same will be maintained by the BOD and the Property Manager as part of the official records for Turnberry. The EAC has the power to either approve or disapprove a fine or suspension levied by the BOD. If the fine is approved, the Association shall send written notice of the fine having been approved by the EAC, including a description of the fine amount approved or suspension period/scope approved, the violation(s) of the Governing Documents and how said violations may be cured to the Homeowner and their Tenants, as applicable, at the Property address and official address of record for the Homeowner. *Lawn maintenance (mowing) is 14 days.

B. Notification Process of Single Event Non-Conformance

1. Notice of Violation Fine and/or Suspension – The Homeowner will be notified of the violation and the fine amount or suspension imposed by the BOD. The Homeowner will also be notified of the EAC hearing date where the Homeowner may present reasons for why the fine or suspension should not be imposed by the EAC. The EAC hearing date must be scheduled a minimum of 14 days after the date the Notice of Violation/Fine was mailed or otherwise sent to the Homeowner and Tenant of the Property, as applicable. A record of the mailing will be maintained by the Property Manager.

C. Fine for Non-Conformance

1. Current Florida Statutes allow for “reasonable fines up to \$100 per day per violation” up to a maximum of \$1,000 per violation. Fines shall be levied

only by the BOD and shall be within the range of \$100/day up to \$1,000 per violation in compliance with the provisions of the C & R's and current Florida Statutes.

2. Fines of \$1,000 may be subject to lien, if not paid in the specified time.
3. The EAC will schedule a hearing no less than 14 days prior notice to consider any fine or suspension imposed by the BOD and either approve or disapprove same. The EAC's decision is final. In order to present evidence at the EAC hearing, the Homeowner must be present for the EAC meeting or otherwise provide written correspondence stating why the Homeowner believes the fine should not be imposed by the EAC. Any email correspondence from the Homeowner must be emailed to the Property Manager at least 24 hours before the hearing to ensure timely receipt by the EAC.

D. Parties Responsible for Making Non-Conformance Determinations

1. The BOD has directed and authorized the Property Manager to make weekly drive-through observations of the community by inspecting individual Homeowner Lots to ensure they are maintained in accordance with the Governing Documents and ARB Guidelines. When violations are observed, the notification process of non-conformance is initiated as stated herein. Also, Security may report violations to the Property Manager.
2. Individual members of the BOD may forward observations of violations through the President of the BOD to the Property Manager, which also initiates the notification process of non-conformance.
3. The Chairperson of the ARB may forward observations of violations to the Property Manager, which also initiates the notification process of non-conformance.
4. Any Resident or Homeowner may make the Property Manager, any member of the BOD, or the Chairperson of the ARB aware of a violation, but Resident observations may not necessarily initiate the notification process of non-conformance. Rather, the observation made by the community Resident shall allow the Property Manager, Director, or ARB Chairperson to make such determination in his/her judgment.

E. Responsibilities of the Board of Directors in the Compliance Process

1. To create a comprehensive program for Compliance in accordance with the Association's Governing Documents, ARB Guidelines, and Florida Statutes incorporating such elements as:
 - a) Establishing fines within limits established by Florida Statutes and the C & R's.
 - b) Delineating notification of violations including number, content, sequence, and frequency.

- c) Identifying matters of non-conformance that will be enforced and inspection standards and transmitting this information to the Property Manager to follow during property inspections.
 - d) Developing a procedure for Owners and others to report matters of non-conformance.
 - e) Periodically informing the community of the importance of all Owners complying with the C & R's and the BOD's process to remedy instances of non-compliance.
2. To establish an Enforcement Appeals Committee (EAC) of at least 3 members pursuant to Florida Statute 720.305(2)(b) so that members of the EAC shall not be officers, directors, nor employees of the Association, nor the spouse, parent, child, brother, nor sister of an officer, director, or employee. The members of the EAC are to be independent and have the ability to review cases in an impartial light.
 3. To appoint the EAC Chairperson.
 4. To create a charter for the EAC as determined to be necessary from time to time in the BOD's sole discretion.

F. Responsibilities of the Property Manager in the Compliance Process

1. To make weekly, routine drive-through observations of the community.
2. To send notification letters to residents in a timely manner (within the prescribed time periods outlined in this document).
3. To provide copies to the BOD of all Notices sent to the Residents.
4. To schedule times for EAC Hearings that follow notification guidelines and assure availability of a quorum of the EAC.
5. To provide EAC Members with all relevant information on each case to be heard, at least one week prior to the EAC hearing so that they may accomplish their work in an effective manner. Included in this information shall be a status report of each Property in violation immediately preceding the scheduled hearing for that case.
6. To prepare an Enforcement Appeals Committee Action Form summary of each EAC Hearing and to forward same to the BOD to insure effective communication between these Association bodies. It is the responsibility of the Property Manager to maintain records of all hearing meetings.

Note:

Compliance Guide prior to 2017 referenced the Enforcement Appeals Committee (EAC) as the Rules Enforcement Committee (REC). The name of the committee was changed effective January 2017.

Daily Fines for Common Violations

C & R Non-Conformance or ARB Non-Conformance fine is \$100 per day up to \$1,000. Subsequent violations within 90 days of a violation notice are subject to fines of \$100 per day up to \$1,000. A Single Event Non-Conformance fine will be \$100 per occurrence.

1. Brown Patches/dead grass in lawn/tire tracks in lawn
2. Lawn needing mowing, edging, and/or trimming
3. Shrubs need trimming
4. Trees and/or Palms need trimming
5. Overgrown vines
6. Weeds in gardens, mulch beds, and/or lawn
7. Driveway needing Pressure Washing
8. Home exterior needing cleaning (includes roof, soffits, trim, & chimney)
9. Home needing Painting
10. Mailbox and/or column that needs replacement, numbers repair, or painting
11. Unapproved play and/or temporary structures (after 72 hours)
12. Noxious or hazardous material stored on lot
13. Trash, recyclables, and/or yard waste on curb at unauthorized times
14. Persistent or habitually barking dog(s)
15. Decorations (after time frame) and/or signs
16. Unapproved Garage or Estate sales
17. Not cleaning up animal waste – *Incident must be reported by Homeowner to Security who prepares an incident report listing offender's name (if available) and address (if available).*
18. ARB project not completed by stated "Completion Date" and/or the Property Manager not notified of completion.
19. ARB project "not approved" in accordance with ARB approved criteria
20. Garage door kept open when not in use
21. Loud parties, loud music, loud TVs, or similar equipment
22. Violating Common Property Rules
23. Unauthorized material in front yard, side yard, or driveway

Daily Fines for Parking Violations

Subsequent violations within 90 days of a violation notice are subject to fines of \$100 per day up to \$1,000 and/or towing.

1. Vehicle parked at unauthorized times on the street (vehicle will be towed on a third violation within 90 days).
2. Vehicle parked unauthorized at the pool overnight.
3. Parked vehicles blocking the sidewalk or parking in the street for an extended period.
4. Unauthorized vehicle on site, such as boat, POD, RV, U-Haul, etc.
5. Expired or no tags on vehicle parked in driveway.
6. Illegal parking (impeding traffic flow, on grass, on easement, against flow of traffic, etc.).

**Charter of the Enforcement Appeals Committee (EAC)
&
Responsibilities of the EAC in the Compliance Process**

WHEREAS, the Board of Directors has determined that the best interests of the Association and its members would be served if certain of the Association's activities in achieving compliance with the Association's Covenants and Restrictions (C & Rs) and Rules and Regulations were supervised by a committee of members; and,

WHEREAS, the Board of Directors within their authority has the responsibility to establish such committee and charge those committees with duties and responsibilities; and,

NOW THEREFORE LET IT BE RESOLVED that there shall be a standing committee chartered as the Enforcement Appeals Committee.

The primary responsibility of the Turnberry Enforcement Appeals Committee (EAC) is to facilitate compliance with the C & Rs, Rules and Regulations, and ARB Guidelines that have been established to enhance the beauty, safety, and value of property within the Turnberry neighborhood. The goal of the EAC is to serve as an owner's hearing/appeal committee where an owner may present facts to ask for relief from a BOD imposed fine or suspension for violations of the C & Rs, Rules and Regulations, or ARB Guidelines.

The Committee Chairperson will be appointed by the Board of Directors (BOD). A minimum of two additional members will be recommended by the Chairperson and approved by the BOD. No Committee member can be an officer, director, or employee of the Association, or a relative of a member of the BOD. Neither the Committee Chairperson nor any Committee members shall be held legally responsible as a result of their legal actions in enforcing the approved C & Rs, Rules and Regulations, and ARB Guidelines of the Turnberry Community.

Responsibilities

1. Be knowledgeable of the C & Rs, Rules and Regulations, and ARB Guidelines of the community. Article X, Section 8 of the C & Rs details responsibilities.
2. Be knowledgeable of the Compliance Policy and Implementation Procedures and the responsibilities of the EAC, BOD, and Property Manager in each phase of the process.
3. When notified by the Property Manager, conduct a Compliance Violation Hearing and either vote to approve or disapprove any fine or suspension imposed by the BOD as the result of any violation of the C & Rs or the Rules and Regulations.
4. Make all decisions by majority vote.

5. Review all decisions regarding fines and suspensions with the goal that the same are fairly applied to all residents and are in accordance with the provisions of the C & Rs and applicable Florida Statutes.
6. Complete an Enforcement Appeals Committee Action Form for each case heard at each Compliance Violation Hearing and submit it to the Property Manager who will be responsible for maintaining records of all hearings.
7. As appropriate, recommend modifications to the Compliance Policy and Implementation Procedures to enhance the effectiveness of the program.

Note:

Compliance Guide prior to 2017 referenced the Enforcement Appeals Committee (EAC) as the Rules Enforcement Committee (REC). The name of the committee was changed effective January 2017