

Provence Bay Homeowner's Association - Basic Rules & Regulations

Listed below are a few helpful hints and some important basic Rules and Regulations listed in the Associations governing documents to help guide you in keeping Provence Bay a community where all residents can enjoy a pleasant living environment.

TRASH

Trash days are Wednesdays each week. ALL waste is to be confined within the waste receptacles. You must call for a special pick up of items that will not fit into the waste receptacle. Waste bins must be stored in garages and not outside. Waste bin check will begin on Fridays, if they are outdoors a violation will be issued.

PARKING

Homeowners and residents living in Provence Bay must park their vehicles within their garage and/or paved driveway per association By-laws. Overflow GUEST parking is limited to only one side of the road, with the flow of traffic, in designated marked areas, so that emergency vehicles can gain access as needed. This should be adhered to both **DAY** and **Night**. Parking is not permitted on any portion of the grass or sidewalks or in a tow-away-zone at any time. Florida Statute § 316.1945 (1)(a)2 states that if a parked vehicle blocks any portion of the sidewalk in a neighborhood (public or crossing a driveway), it violates the state law.

Overnight guest parking passes can be obtained by calling Elliott Merrill Community Management at (772) 569-9853 or by emailing hannah@elliottmerrill.com twenty-four (24) hours in advance of your guests' arrival. Parking passes will be issued from 9:00 AM until 4:30 PM - Monday thru Friday. The Guest Pass must be visible and placed on the front dashboard of your guest's vehicle. Further enforcement and violations are as follows: On the first violation a friendly written warning will be issued. If a second violation occurs the vehicle will be towed at the owner's expense. NOTE: NO warnings will be issued for a vehicle parked in a TOW-AWAY-ZONE. Overnight parking begins at 11pm and will require a PASS to avoid a violation.

It is the homeowner's responsibility to utilize their garage and driveway for maximum parking for you and your guests. The guest pass is intended for times when family or friends come to visit and there is not enough room to accommodate at your residence. Please remember that when you purchased or leased you signed and acknowledged to abide by the parking rules of Provence Bay HOA.

Parking Rules from our Bylaws Exhibit C Section 2(a):

Parking of any vehicles on streets or thoroughfares, and parking of commercial vehicles or equipment, mobile homes, campers and similar recreational vehicles in places other than enclosed garages, except temporarily during loading and unloading is prohibited.

POOL

The pool is for the enjoyment of the homeowners and residents of Provence Bay from sunrise to sunset. We ask that all guests and children under 16 years of age be accompanied by the homeowner and/or resident at all times. No glass, food or alcohol is permitted while in the gated pool area. Homeowners and residents are required to clean up after themselves i.e., put umbrellas down after use...tying them down securely, and must remove all personal items from the pool area before leaving for the day.

HURRICANE SEASON

Each homeowner or resident who intends to be absent from their unit during Hurricane Season, which begins June 1st and runs through November 30th each year, shall prepare for departure by adhering to the following safety measures:

1. Remove all furniture, potted plants, and other movable objects from patios, deck and yard.
2. Designate a responsible person or firm to care for the unit when a hurricane advisory is posted. Only association approved storm shutters are permitted and can be utilized between 72 hours before the storm and must be removed within 72 hours after the storm.

LANDSCAPING

Homeowners and residents are not permitted to perform any landscaping, plant or cut down, or trim any trees, shrubs or flowers or place any ornamental material upon the Common Area without express written permission from the Board of Directors.

PETS

All pets shall be registered with the Association at all times. No more than three (3) pets are permitted per household. Dogs shall be kept on a leash whenever outside their dwelling and anyone walking their pet(s) is required to pick up and clean up their pets' waste and dispose of it in an appropriate manner. Pets which roam free, or, in the sole discretion of the Board, which make objectionable noise, endanger the health or safety of, or constitute a nuisance or inconvenience to other residents, shall be removed upon the request of the Board.

GARAGE/GARAGE SALES

Assembly or disassembly of motor vehicles are prohibited except within the confines of the resident's garage. Residents are required to remove any oil or other fluid discharge from vehicles on driveways.

Any yard sale, garage sale, moving sale, rummage sale, or similar activity is prohibited including signage for the same, except on such dates as the Board may designate for such activities to be conducted on a community wide basis.

LAKES

All homeowners and residents are prohibited from disturbing or removing any vegetation within the lake bank areas without the prior written approval of SJRWMD. Swimming, boating, fishing and use of personal flotation devices in ponds, streams, or other bodies of water are strictly prohibited within the Community. The Declarant, Association and the SJRWMD shall not be responsible for any loss, damage, or injury to any person or property arising out of the authorized or unauthorized use of the rivers, lakes, ponds, streams, or other bodies of water within or adjacent to the Community.

RULE ENFORCEMENT

Exhibit "E", Article III, Section 3.23 of the Association's Bylaws provide for monetary fines when there is a violation of the governing documents, and existing Rules and Regulations of the Association. The process for notification of violations are as follows:

- a. **NOTICE** - Notice of the violation must be delivered personally to the Homeowners or mailed via First Class and/or Certified Mail. The notice shall contain the provision violated, together with a factual description of the alleged offense.
- b. **OPPORTUNITY TO DEFEND** - The offending Homeowner shall have an opportunity to appear before at a scheduled Covenants committee hearing where the fine will be determined or submit a written response to the Notice of Violation and offer evidence in defense of the alleged violation within 14 days of receipt of violation.
- c. **DEFAULT**- Failure to respond to the Notice of Violation shall constitute a default.
- d. **HEARING AND DECISION** - Upon appearance by the Homeowner before the Board and presentation of evidence of defense, or in the event of the Homeowner's default, the Board shall, by majority vote of a quorum of the Board, decide whether a violation has occurred. The Board's decision is final.

** I acknowledge I have received, read and agree to the Rules & Regulations of the Provence Bay HOA.

Signature: _____

Date: _____