

RULES AND REGULATIONS
OF
COACH LIGHT MANOR ASSOCIATION, INC.

March 15, 2017

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I. INTRODUCTION

- A. AUTHORITY – The Rules and Regulations Committee is charged by the Board of Directors to develop Rules and Regulations. Perform an annual review and submit recommendations for amendments to the Board for approval.
- B. PURPOSE – The purpose of the Rules and Regulations is to promote a sense of harmony, friendship and enjoyment among membership, respect for personal privacy and property, provide for the safety and general welfare of the membership and to contribute to the overall appearance and attractiveness of Coach Light Manor.
- C. APPLICATION – Unit owners/occupants (renters, visitors and non-paying temporary occupants) are subject to the provisions of the Rules and Regulations and amendments and revisions thereto as they may occur from time to time. (See Bylaw Article IV- 2. A.8)
- D. VIOLATIONS – Violation of the provisions of the Rules and Regulations will subject the unit owner to assessment of fines to the maximum permitted by law. The amount of the fine assessed will be determined by the Board of Directors based on the seriousness of the violation and/or repetitive violations. (See Bylaw Article XII- 8)
- E. AMENDMENTS – Suggested amendments to the Rules and Regulations may be submitted by unit owners to any member of the committee at any time. The committee will review the recommendation for suitability and adaptability and in turn, will submit the recommendation(s) to the Board of Directors for consideration and action. Copies of approved recommendation(s) will be provided to each unit owner. The copy will include an implementation date of the change which will be no sooner than 15 days from the date of notice.

II. ALTERATIONS

- A. To minimize damage to underground facilities, planting of trees, shrubs, etc., must be approved by the Maintenance Chairman, with the exception of a four (4) foot area around the perimeter of the home. Any damage to facilities caused by a resident will be paid by the resident. The Board may authorize the removal of unapproved plantings after the unit owner has been advised by the Maintenance Chairman to do so and has failed to take action. Cost incidental to removal of the plantings or damage caused by such plantings shall be borne by the responsible unit owner. (See attached Tree Policy)
- B. Fences are not permitted between individual residences.
- C. Architectural Committee Guidelines have been approved by the Board of Directors to facilitate making changes to the homes in Coach Light. **They are included in the Section XV.**
- D. Since surface water drainage and direction of water flow is a Park responsibility, no obstructions to the directional flow of surface water shall be made or erected

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without approval of the Board of Directors. Sprinkler systems require Lee County permits. Contact the Architectural Committee for applications to install sprinkler systems.

III. **APPEARANCE**

- A. The Board of Directors assumes the responsibility for mowing lawns around both mobile homes and common areas. Trimming and landscaping of plants is the responsibility of the owner. If the condition of plants becomes a detriment to the general appearance of the park, the Board of Directors reserves the right to have the work done and charge the owner. If the owner is on an extended stay from the park, (over 30 days), the owner will be notified by letter of the condition that exists and the action to be taken by the Board of Directors. The owner must pay for the costs incurred.
- B. Mobile homes, lots and carport driveways must be kept neat, clean and orderly at all times.
- C. No combustible material is to be stored under the home.
- D. Marine (mushroom type) TV antennae are permitted and must be installed no higher than 18 inches above the roof. Antennae must be located away from the street side of the home. Also allowed is the small size (18" or smaller) dish with the placement to be approved by the Maintenance Chairman to avoid damage to underground utilities. It must not be placed in a conspicuous place around the home nor be a distraction to the neighbors. Radio antennae are not permitted.
- E. Umbrella type outdoor clothes dryers may be used in an inconspicuous place and must be removed after each day's use. No other clothes lines are to be strung in carports, between trees, or attached to homes. Outside clothes dryers are banned on Sundays.
- F. "FOR SALE" or "FOR RENT" signs must be no larger than 10" x 12" and are limited to two signs posted on the front of the home. No other signs are permitted.
- G. PARKING/Selling of items at the front of Coach Light Manor property facing Highway 41 (cars, boats, campers, etc.) must be the personal property of a Coach Light Manor resident only. Permission must be given by the Board of Directors. Permission is limited to one week at a time.
- H. Coach lights in front of homes must be lit at night throughout the year even when the home is unoccupied. The Association is responsible for the replacement of tubes and ballasts without charge.
- I. Every unit in Coach Light Manor must use an approved sign on their coach light post with a minimum of their house number and last name. The state from which the owner is from is recommended, but is optional. The sign will serve to identify individuals in case of 911 emergency calls/responses. (No one is grandfathered on this rule.) Everyone has 14 days from closing on their home to order their new sign. Sellers are responsible for the removal of their old sign. Noncompliance may result

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in the imposition of a fine to homeowners as provided in the Association By-Laws (Article XII, Sec. 8).

- J. There must be a barrier between the homes and the grass to keep grass trimmers from hitting the house. The barrier may be stone, shells, masonry or many other materials that would not be harmed by the grass trimmers. Coach Light manor and the mowing crew will not be held responsible for damage to the house or shed, if grass is allow to grow up to the house or shed. December 16, 2015

IV. CONDUCT

- A. All residents and visitors must observe rules posted at swimming pool, shuffleboard courts, and recreation hall.
- B. Consider your neighbors' comfort and privacy. Residents must observe reasonable quietness in conducting themselves in the park. Radios, stereos and TV's should be operated at a level that is not a nuisance to the neighborhood.
- C. No noise making power equipment shall be used on Sundays, or before 8 AM or after 8 PM Monday through Saturday.
- D. Do not cross through yards without permission of owner. Always walk on streets.
- E. No one is allowed to pick fruit from neighbors' trees without their permission.

V. GENERAL

- A. Trash will be picked up as indicated in the current schedule published by Lee County by their indicated hauler. Garbage, recyclables, and yard waste should not be put out in front of unit before 6 pm the day prior to pick-up. Trash and recycle containers must be stored out of sight.
- B. No type of soliciting may be conducted in the park except that approved by the Board of Directors.
- C. Complaints must be submitted to the Complaint Chairman in writing in order to be presented to the Board of Directors. (See attached Procedure Article XV).
- D. "Hold Harmless" agreements (available in the park office) must be signed by all persons doing voluntary labor in the park.
- E. Animals running at large should not be fed or encouraged to remain on park property. They could be rabid or unhealthy, and so pose a threat to residents and properly restrained pets.
- F. Individual carport sales must be approved by the Board of Directors prior to the event.
- G. A copy of the **Rules and Regulations** must be provided to renters by the owner.
- H. Owners are responsible for costs of any damage or for the infraction of the Rules and Regulations by renters, visitors, or temporary occupants. The contents of any complaint will be sent to the renter or visitor and to the owner by the Complaint Chairman.
- I. Requests for exceptions to any of the rules must be submitted in writing to the Board of Directors for approval.

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VI. PETS

- A. Unit Owners in Units 1 through 30, 93 through 115 and 170 through 180 (the "Outer Perimeter ") may have one (1) cat or one (1) dog. Units 31 through 92 and 116 through 169 (the "Inner Perimeter") may only have one (1) cat and may not have any dogs.
- B. Domestic house pets cannot be over twenty-five (25) pounds in weight.
- C. Pets must be kept on leash at all times when outdoors, or confined in a carrier designed for transport of animals. Pet owners are responsible for cleaning up after their pets.
- D. All cats must be spayed or neutered. Recreational area and Marina area are off limits to all pets.
- E. Pet owners must register their pets with the Park office, and once each calendar Year must provide the office with proof of all pets having been vaccinated against rabies.
- F. All the above rules also apply to pets belonging to renters, visitors or temporary occupants.

VII. SAFETY

- A. Posted speed limit of 15 MPH and stop signs must be obeyed.
- B. Children must be instructed to use care when playing in the streets. They must also be instructed to ride bicycles and tricycles carefully, and to watch for pedestrians and cars. The owners are responsible for all problems.
- C. Golf carts must not be driven by children under the age of 14 without being accompanied by an adult. All golf carts must have lights on in front and back when driven at night.
- D. All bicycles used at night must have a light at the front and at the rear.
- E. No children under the age of 18 are allowed in the Pool area or the Marina area unless accompanied by an adult.
- F.

VIII. VEHICLES

- A. Only two (2) motor vehicles are allowed per mobile home space, and must be kept in the carport or driveway.
- B. Overnight parking of automobiles is permitted only in driveways or designated parking areas. These areas are on the north side of the Recreation Hall and at the Marina area. Parking at the Recreation Hall must be from 9 pm to 9 am only. Parking at the Marina requires approval of the Dock Master.
- C. Driving and parking on lawns is not permitted. On street parking is permitted only on special occasions for a short duration. Parking on the grass on the north side of the clubhouse is permitted only during clubhouse functions, as necessary.
(Approved 4/13/2011)
- D. Unnecessary sounding of automobile horns in the Park is discouraged.

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- E. Commercial vehicles, boat trailers, motor homes, boats and campers must not be parked in carports or in residential areas except for periods approved by the Board
- F. of Directors.
- G. Residents owning motor homes may park on the street for one night only if necessary while unloading or loading vehicle upon arrival or preparing for departure.
- H. Major repairs on any vehicle or boat are not permitted to be made in the driveways of homes or anywhere else in the Park unless approved by the Board of Directors. Normal repairs of boats or vehicles are not permitted Sundays.
- I. If a resident wishes to leave a vehicle parked in another resident's driveway for more than one day, they must have permission of the driveway owner. The owner of the vehicle must give written notice to the office that permission was given. (Approved 4/13/2011)
- J. Golf carts must be kept in car ports overnight. No repeated use of golf carts that destroys lawns is permitted. (Approved 4/13/2011)

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IX. VISITORS/GUESTS AND NON-PAYING TEMPORARY OCCUPANTS

1. Visitors/Guests present in home for a limited stay of less than 30 days
 2. Visitors/guests staying overnight or longer in the Park must be registered in the Park office by the host, in accordance with Florida State Law, before or upon their arrival. Registration information must include host's name and lot number, name and address of each visitor, date of arrival and expected date of departure.
 3. Visitors/guests are welcome in the Park and are required to comply with the Rules and Regulations
 4. Visits in excess of fifteen (15) days by persons 18 years old and younger must be approved by the Board of Directors.
- B. Visitors/Guests present in home for a limited stay of more than 30 days.
1. Will be required to provide credit and criminal background check at their own expense, using the Coach Light Manor approved system, before their stay begins. (Approved by the Board November 16,2016)
 2. Guests older than 85 years will not be required to provide a background check.
 3. Requires approval of the Board of Directors.

1) RENTERS (Owner is not present)

Subject to same rules listed under Visitors/guests.

- A. If a renter is guilty of an infraction, it is the owner's responsibility to address the problem. A warning may be given and the renter must then take care of the issue. If the issue is not resolved and a second warning is given and the same problem is repeated in the future, then the lease may be terminated and the owner of said unit may not rent again for a period of three years. (Approved 4/13/2011)
- B. All renters, for the 2013-2014 season and forward, will be required to provide credit and criminal background check at their own expense, using the Coach Light Manor approved system, before their applications to lease will be approved. (Approved 03/20/2013)

2) OWNER REPORTED LEAVE

- A. Any owner absent from the Park for 5 days or more must register this absence at the office and make sure that the coach light or the Street light (if applicable) is not turned off at time of departure.

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SWIMMING POOL RULES

EMERGENCY NUMBER 911 AMBULANCES

CHILDREN UNDER 18 MUST BE ACCOMPANIED BY AN ADULT

LIMIT OF 14 PEOPLE IN THE POOL AT ONE TIME

SHOWER BEFORE ENTERING POOL

POOL AND AREA LIMITATIONS:

NO RUNNING

NO DIVING

NO PETS

NO TANNING LOTION

~~NO FOOD~~ Deleted at December 20, 2017 Board Meeting

NO GLASS OBJECTS

NO JUMPING OR DIVING

ONLY INFLATABLE DEVICES ATTACHED TO BODY ARE PERMITTED

LONG HAIR MUST BE TIED UP OR COVERED BY BATHING CAP

ADULTS ONLY 2 – 4 pm

Added 12/20/17 Except during the week of Thanksgiving, the week between
Christmas and New Year and the week of Easter

SWIM AT OWN RISK

USE OF POOL MAY BE DENIED ANYONE VIOLATING ANY OF THE ABOVE

MANAGEMENT NOT RESPONSIBLE FOR ACCIDENTS OR INJURY

NO SWIM SUITS IN REC HALL

POOL HOURS ARE DAWN TO DUSK

(Added April 15, 2015)

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XIII

MARINA RULES

1. All parking spaces must be assigned for boats and trailers by the Dock Master. No parking without assignment.
2. There will be one boat with trailer space allotted to each Park homeowner for their personal boat, subject to availability. Remaining homeowners will be on a waiting list.
3. Each boat, while in the marina, must be on a trailer.
4. Boat must have a current license and proof of insurance. A file must be kept in the office with this information. Also, boat owners must sign and say that Coach Light Manor is not responsible legally or financially if they damage any other members' boat.
5. Boat owners leaving the Park seasonally may store their boat on a trailer in their carport while they are absent from the park, and must insure that the boat and trailer are secured with proper tie-downs. Anyone leaving a locked trailer in a carport or Marina area must leave a key, with the owner's name and telephone number, in the park office. (4/17/2013)
6. Users are requested to notify the designated Dock Master if they do not plan to use assigned space in the future.
7. Parking spaces at the Marina are for boats and boat trailers only. ~~The only RVs permitted are the ones already in place as of this date.~~ No parking of motor vehicles in the Marina area, except vehicles of boaters or fishermen while out boating. Guests may be assigned a parking space by the Dock Master temporarily if space is available for up to (7) days. (4/17/2013)
8. All changes in Marina area are subject to the Dock Master's and Marina Committee's approval. Final approval is needed from the Board of Directors. The Marina Area is squared off west of Unit 180 to the fence line, and south of Unit 180 to water line including dock area. Only empty boat trailers may be stored behind units 176-180, along the fence. (Approved 03/20/2013) Any further use of common ground must be by CLM member vote. (Approved 11/17/2010) Guests may be assigned a parking space by the Dock Master temporarily if space is available up to (7) days. (4/17/2013)
9. No children under the age of 18 are allowed in marina area unless accompanied by adult.
10. No pets are allowed in the Marina area.
11. Fees for boat storage in the Marina area are designated by the Marina Committee and approved by the Board of Directors as per Section XVII, paragraph 4, of the current Association By-Laws. All owners of boats or trailers stored in the Marina Area must sign "HOLD HARMLESS" agreements (available in park office). Renters

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cannot store a boat in the Marina Area if they are renting in CLM and the boat is not in the unit owner's name.

12. Fees for: boat storage at the marina are nonrefundable and nontransferable. If fees are unpaid by January 1, the Marina space may be released by the Dock Master for use by the first person on the waiting list. Billing of the assigned space in the Marina will be included with the January invoice and due by January 5th. Fees not paid by January 5th will result in the space being considered vacant and available. No prorating of fees will be allowed. Homeowners requesting a parking space in the Marina for their boat or empty open trailer will be placed on Marina Request List with the provision that :

1. The homeowner delivers proof of ownership through the current year's registration for the boat and boat trailer or empty opener trailer to CLM office with 7 calendar days of parking space request.
2. The space is occupied with the properly registered boat or empty open trailer of the grantee within 3 days of arrival to CLM.

The physical Marina space, if available, will be granted and assigned by the Dock Master upon satisfaction of the above provisions #1 and #2. Any assigned Marina space not occupied by the properly registered boat or empty open trailer during the calendar year will be considered vacant and available for a homeowner on the request list. (1/17/2013)

13. Boats may be left tied up to the dock only for loading and unloading. In the case of a breakdown, and the boat owner is unable to trailer his boat, the Dock Master must be notified. The boat owner then must make effort to trailer his boat as soon as possible.
14. Parking spaces in the marina are for their boat or empty open trailer to the registered owner of the vehicle assigned and in no way are associated with said vehicle owner's home lot number. (Approved 2/14/ for their boat or empty trailer)
15. Marina parking spaces do not convey with the sale or transfer of ownership of the vehicle assigned to the marina nor does the space convey with the sale of the assigned vehicle owner's home. (Approved 2/14/2011)

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XIV. TREE POLICY

GOAL:

To assure that the large trees, both native and non-native that add beauty to the park are cared for, removed and replaced as needed.

To encourage residents to plant trees and shrubs so that Coach Light Manor will continue to be a pleasant place to live.

POLICY:

Any tree which is already planted and expected to reach a height greater than twenty-five feet at maturity is the responsibility of the Park under the following conditions:

1. The Park will plant trees from a list of more desirable trees supplied by the Lee County Forester, or others selected by the Tree Committee;
2. The resident will care for these trees until they reach a height of twenty-five feet. Should these trees die at any age, they will be removed and replaced by the Park.
3. Any tree in the park over twenty-five feet in height will be pruned, cared for, and removed by the Park. Palm trees less than twenty-five feet, but too tall to be cared for by the resident, shall be the responsibility of the Park.
4. Permission of the Park Tree Chairman, under the direction of the Board, is required for the removal of any tree expected to attain a height greater than twenty-five feet. No live tree will be removed unless it is causing structural damage to streets, driveways, utilities, or to an adjacent building.
5. The goal of the Park shall be to plant at least one tree for each tree removed.
6. Requests for the removal of dead or overhanging branches of large trees will be directed to the Tree Committee chairman in writing. Should the Tree Committee deny the resident's request; the resident will be notified in writing within thirty days. A resident not satisfied with the decisions of the Tree Committee may appeal to the Board of Directors in writing.
7. Residents wishing to plant a tree must have the location and species approved by the tree committee. Also, if it is to be planted between homes, you must have written approval of the residents in the adjacent home. All trees and shrubs under the height of twenty-five feet are the responsibility of the resident. All fruit trees are the responsibility of the resident. They must not be planted closer than fifteen feet apart and lower limbs must be kept clear for mowers.
8. Residents are encouraged to avoid planting trees having environmental problems as identified by the Lee County forester. The following trees are prohibited in Coach Light Manor: Banyan, Pepper tree, Malaleuca, Spanish Bayonet Bush, Coconut Palm, and Carrot Woods.
9. Residents wishing to plant smaller trees are encouraged to do so. Residents are required to obtain written approval of the Tree Chairman and the Park Maintenance Chairman to avoid planting over buried utilities. Small trees as defined in this policy, which are causing damage to

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utilities or otherwise creating a problem shall be removed by the resident at his expense.

Should the resident fail to take appropriate action, the tree will be removed by the Park, and the cost of removal billed to the resident.

10. The Park will remove any Melaleuca trees in the Park at Park expense when funds are available with the approval of the resident adjacent to the tree. Park policy prohibits planting of any new Melaleuca trees in the Park.
11. The Park will maintain information on desirable trees and shrubs in the office to help in making wise selections. The services of the Lee County Forester are available by calling 690-3500, ext. 118.

XV. Architectural Committee Guidelines

(approved November 16, 2016)

The Architectural Committee shall be an ongoing committee of the Board of Directors of Coach Light Manor Association, Inc. with the authority to act as shown in the following guidelines. The Committee shall consist of at least three people.

Purpose: To maintain the beauty of our community and to avoid unintentional encroachment on neighboring property.

The following guidelines should not be construed to be all encompassing, but guidelines for the committee's recommendations to the Board of Directors.

1. The following exterior changes DO NOT require approval of the Board of Directors.
 - a. Replacement windows and doors of similar size to existing windows and doors
 - b. Siding or replacement of roofs
 - c. Patio blocks or plantings that lie within the four foot perimeter of the footprint of the home.
2. All other changes to the exterior of your home, within the footprint as shown on Lee County Property Appraiser webpage, require approval of the Architectural Committee. All changes or additions must be submitted in writing using the Addition/Change request form (available in the office) and must have drawings or plans attached. All other requests will be given to the Board with the committee's recommendation(s).
3. If a request will require Board approval, the Change/Addition Request forms are due to the Committee Chair two weeks prior to the regularly scheduled Board meeting.
4. It is the responsibility of the committee to get the forms with their recommendation to the Board Secretary one week before the regularly scheduled meeting.
5. The original form with all signatures must be sent to the office to be maintained in the permanent file.
6. Changes approved by the Board of Directors are valid for 12 months from the date of approval.
7. Any renovation under the carport must leave a remaining vehicle parking space no less than 10 feet wide and 25 feet long.
8. The footprint of the home that the Architectural Committee will use for guidance is what is shown on the Lee County Property Appraisal website. www.leepa.org

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9. All home site boat lifts and docks must be approved by Lee County.
10. FPL service lines will be used as a guideline to prevent unintentional encroachment between homes.
11. Patios may not exceed 150 sq. ft. and garbage enclosures may not exceed 4 ft wide and 4 ft high. No concrete will be approved. Patio blocks are acceptable.
12. The footprint of a replacement home may not exceed the footprint of the original home. All replacement homes must be approved by the Board.
13. Approval by the Board of Directors should not be construed to mean that the request has been approved by Lee County.
- 14. It is the responsibility of the homeowner to get any required building permits from Lee County.**
15. The Summer Architectural Committee will consist of any year-round committee members and year-round Board members to make a committee of three. The Summer Architectural Committee may only approve Change Requests that fall under Item 2 above.

If the committee has reasons to reject your plan, they will attempt to achieve a workable solution, acceptable to all parties. The Board has responsibility for final approval.

If a project is completed without Architectural Committee or Board approval, as required, the homeowner may be subject to fines and/or removal of the addition or changes at their own expense.

XVI. PROCEDURES FOR IMPLEMENTATION AND ENFORCEMENT OF RULES AND REGULATIONS

1. All complaints of violation must be in writing, and given to the Complaint Chairman.
2. The complaint Chairman will contact the violator to see if the problem can be resolved. If it can, then the complaint is filed and no further action is taken. If the problem cannot be resolved or if it happens again, then the procedure outlined is followed.
3. The written complaint will be read to the Board of Directors along with a recommendation for resolving.
4. The Board then writes to the violator and directs corrective action to the complaint to be accomplished within ten (10) days. (Copy of sample letter is attached, Exhibit A)
5. If the violator refuses to comply with the letter within 10 days, he is requested to attend a personal meeting with the Board of Directors, of Executive Committee, to discuss the problem. (See attached sample letter, Exhibit B)
6. If the violator refuses to meet with the above as requested, or refuses to correct the problem within another 10 days, the Board of Directors will take legal action and the violator will be informed in writing, advising that the action being taken will be at the expense of the violator. (See attached sample letter, Exhibit C) This information will be posted.

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If you observe an infraction of these rules, don't take it to the office. Take it to the violator or to complaint chairman.

LETTER EXHIBIT A

Dear (Name and Lot No.)

You have been contacted by the Complaint Chairman regarding violation of

The Board of Directors expects that you will correct this violation within ten days. Your cooperation in this matter will be appreciated.

Sincerely,

LETTER EXHIBIT B

Dear (Name and Lot No.)

As of this date you have not corrected the violation named in our letter of (date). The Executive Committee would appreciate a meeting with you on (Date, time place) to discuss the violation of Coach Light Manor Rules and Regulations.

Sincerely,

LETTER EXHIBIT C

Dear (Name and Lot No.)

Your non-compliance of the Rules and Regulations has not been corrected. As of our next Board meeting, it will be voted to turn to legal means as of that date. Should this violation have to go before the Small Claims Court, or require other legal action, you will be required to pay all charges.

Sincerely,