

# MILL CREEK FOREST HOMEOWNERS ASSOCIATION, INC.

## Rules & Regulations



The Board of Directors publishes the Rules and Regulations set forth below for information and guidance of all residents. In addition to the Rules and Regulations residents should read and understand the Covenants and Restrictions, Architectural Review Standards, Community Wide Standard, and Compliance Policy and Implementation Procedure, all of which constitute the governing documents of the Association.

Cooperation in observing the rules listed below will ensure that our community continues to be a pleasant and attractive place in which to live. In addition to the Associations rules, regulations and covenants, all residents, guests, and vendors must comply with federal, state, and local laws and ordinances at all times. A violation of such laws or ordinances will be considered a violation of the Rules and Regulations and such violation may result in a fine issued to the resident by the Association of up to the maximum fine allowable by Florida Statute per violation, as well as a loss of use of amenities and other repercussions as described below. Additionally, violators may be subject to fines imposed by the State of Florida or other government entity, court costs and imprisonment.

**RULE CHANGES** – The Board of Directors reserves the right to change, revoke, revise, or add to the existing Rules and Regulations from time to time.

### **ADMINISTRATIVE**

1. The Association management company is MAY Management Services, Inc. whose management office is located at 240 Canal Blvd. Suite 2, Ponte Vedra Beach, FL 32082. The phone number is (904) 273-9832. Office Hours are Monday through Thursday from 9:00 am to 5:00 pm and on Fridays from 8:30 am to 4:00 pm. After hours calls will be addressed and communicated to the appropriate parties. Documents can be delivered after hours to the drop box located at the entry doors.
2. All new owners/residents must register with the management by completing a “Resident Contact Information” and “Community Access” form and submit them to the management office. Owners and residents are responsible for keeping their contact information up to date with management, including mailing address (even seasonally), email and phone number changes. All changes must be made in writing.
3. All vehicle information (make, model, year, color, and tag number) must be on file for RFID stickers to be activated. New residents are provided with two (2) vehicle RFID stickers upon registration with the management office. Additional and/or replacement RFID stickers are available at the management office for \$20 each. RFID stickers are intended for residents only.
4. Two (2) key fobs providing access to portions of the community are issued to each homeowner. Lost key fobs should be reported to the property management office immediately for deactivation. Replacement or additional key fobs are available at the management office for \$20 each.
5. All management staff members and Association employees are to be treated with respect at all times. Residents may not direct, supervise, or in any manner attempt to assert control over the management company, staff or those employed by the Association.
6. Resident concerns regarding the maintenance and operation of the community shall be reported to the management company.
7. Those residents who violate these rules shall be responsible for all costs incurred by the Association, including court costs and a reasonable attorney’s fee, in the process of rectifying the non-compliance. These costs shall also include the removal of all articles, vehicles, and substances from the property, which were placed thereon in violation of these rules.
8. Any request for Homeowner Association records must be in writing, and in accordance with the

# MILL CREEK FOREST HOMEOWNERS ASSOCIATION, INC.

## Rules & Regulations

Florida Statutes and with the agreement that the requestor will pay copying and personnel costs as prescribed by law.

### ASSESSMENTS

1. Assessments are collected quarterly and are due on January 1, April 1, July 1, and October 1 of each fiscal year. Assessments are considered late if received after the 15<sup>th</sup> of the month in which they are due and a late fee will be assessed. Interest will be assessed to the account if assessments are not received by the 30<sup>th</sup> of the month in which they are due.
2. Non-payment of Homeowners Association Assessments and/or fines will result in the homeowner's amenity accessibility devices being disabled. After 90 days of non-payment gate RFID sticker and access key fobs are subject to being disabled. Additionally, use of the common area facilities by the homeowner may be suspended as well as voting rights. This does not relieve a homeowner from the financial obligations as set forth in the Association's governing documents. Homeowners will be subject to all fees, terms and conditions as set forth in the governing documents.

### GENERAL

1. **Residents, guests, and vendors must also adhere to all posted rules on common property.**
2. The common property shall not be obstructed in any manner and shall be kept free and clear of rubbish, debris, and other unsightly or unsanitary material.
3. No articles shall remain unattended on any part of the common property (including, without limitation, sporting equipment, tables and chairs, etc.). Hammocks are prohibited at all times on common property.
4. Residents are responsible for the actions of their guests and contractors.
5. Skateboards and scooters are not permitted on the roadway.
6. For the safety and quiet enjoyment of residents and their property, fireworks are strictly prohibited.
7. No soliciting of any type is permitted without prior approval from the Board of Directors.
8. Excessive noise and/or nuisance by owners, residents, their guests and workers, and/or pets are prohibited. Everyone is expected to control loudness of group gatherings, TVs, radios/ stereos, and their pets at all times.
9. Contractors and/or vendors can perform work on residents' homes, from 7:00am to 7:00pm Monday through Saturday and 9:00am to 7:00pm on Sundays and Holidays.
10. Feeding of birds, alligators, snakes, squirrels, or other wild animals is not permitted. Fishing is prohibited from community lakes and ponds.
11. Those residents who violate these rules shall be responsible for all costs incurred by the Association, including court costs and a reasonable attorney's fee, in the process of rectifying the non-compliance. These costs shall also include the removal of all articles, vehicles, and substances from the property, which were placed thereon in violation of these rules.
12. No Owner may hold an "open house" without the prior written consent of the Board of Directors.
13. Trampolines are prohibited. Portable basketball hoops may not be left out overnight. Sports equipment and outdoor recreational equipment shall not be left out when not in use.

### LEASING

1. The Owner must submit a copy of the fully executed lease to the Board of Directors, via the management company, for the purposes of verifying the lease term. An administrative fee of \$100 is required when submitted a lease.
2. The lease must specifically state that the tenant acknowledges receipt of the Association's governing documents and understands they are subject to the document's terms and conditions. It must also state that if an Owner becomes delinquent in paying any monetary obligation due the Association (including but not limited to base, special, and specific assessments, fines, fees), that

# MILL CREEK FOREST HOMEOWNERS ASSOCIATION, INC.

## Rules & Regulations

the Association may demand that the tenant pay subsequent rental payments to the Association until the Association releases the tenant once the Owner's monetary obligations have been paid in full.

3. Owners that rent or lease their homes are responsible for the conduct of their tenants. Any infraction of the rules shall be directed to the owner of the property.
4. No Lot owner may lease a residence for less than twelve (12) months.
5. The Owner is responsible to provide the tenant with a copy of the Rules and Regulations, Community Wide Standard, and the Covenants and Restrictions.
6. The Owner is responsible to apply for and receive prior written approval from the Architectural Review Committee for any exterior modifications undertaken by the tenant.

### **BOARD OF DIRECTORS AND COMMITTEE MEETINGS**

1. All notices of Board of Directors meetings will be posted at the entry signage board at least 48 hours in advance of the meeting (except in emergencies). Notices will also be posted on the Community Website and provided via the Community Website's directory e-blast.
2. All notices of Committee meetings, in which the final decision on the expenditure of Association funds is made, or any Architectural decisions regarding an Owner's Lot will be posted at the entry signage board at least 48 in advance of the meeting (except in emergencies). Notices will also be posted on the Community Website and provided via the Community Website's directory e-blast. A Committee, meeting regularly, may publish an annual meeting schedule to be posted in a conspicuous location instead of posting in advance of each meeting.
3. Meetings may be held either in-person or via video/teleconference, which will be at the discretion of the Board or Committee.
4. Residents have a right to attend all Board of Directors (excluding Board Meetings in which proposed or pending litigation is being discussed with Association counsel or meetings of the board held for the purpose of discussing personnel matters) and Committee Meetings and have a right to speak on all agenda items. However, resident's comments will be restricted as follows:
  - a. A resident may speak on agenda items after Board discussion occurs, and only after being called upon. Residents may also speak on any matters during open forum at the end of each meeting.
  - b. A resident may speak for a maximum of three (3) minutes per item.
  - c. If a resident would like the Board to address an item of business, they must submit a request in writing at least one (1) week prior to the meeting. Committees holding meetings in person may require a sign in sheet for residents wishing to speak.

### **TRASH & RECYCLING**

1. Trash and Recycle bins shall be stored in containers, concealed from view from the street or neighbors' homes.
2. All garbage and refuse should be contained in tightly tied plastic bags and deposited in the trash/recycle container.
3. Trash/recycle containers are to be placed curbside at the end of the driveway and not in the street no earlier than 4:00 p.m. (preferably after sunset) on the night before pickup and must be stored away no later than the evening of pickup.
4. Landscaping debris street should not be placed at the curb until after 4:00 p.m. the night before collection and should never be placed onto a common area sidewalk or in the roadway. Residents should encourage their landscapers to remove debris from property after service. Yard debris may be placed in plastic or paper bags or for larger pieces, placed directly at curbside. Containers are not required for yard debris.
5. All boxes and cartons should be flattened by cutting and folding, or thoroughly crushing to reduce

# MILL CREEK FOREST HOMEOWNERS ASSOCIATION, INC.

## Rules & Regulations

bulk and should be placed in the trash container.

### **PETS**

1. Whenever outside of a residence, pets must be on a secure leash and shall not be allowed to run free at any time unless the pet is within a resident's securely fenced in yard.
2. All pets and animals must always be under the control of their owner or owner's designee. Aggressiveness, viciousness, biting or any behavior causing injury to any person or other pet is grounds for immediate removal of the pet from the community. Any of these incidents must be reported to the management company who will report the incident to County Animal Control Services for their handling.
3. Pets and animals must not be left unattended or tethered in yards, garages, porches, lanais, or any other area outside of a residence. Pet and animals must not be left unattended within a residence (including garage) under circumstances where the pet can escape.
4. No pet shall roam free through the community at any time or relieve itself on private property. All pets shall be walked on the sidewalk when in front of a residence and shall only walk and relieve themselves within in the grassy area between the street and the sidewalk.
5. Owners or owner's designees must clean up after their pet every time the pet defecates and properly dispose of their waste bags without exception including without limitation, while using the Dog Park. Proper disposal includes placing waste bags in one of the marked animal waste trash pails around the community or discarding in the resident's trash pail at their residence.
6. Pets and animals shall not be permitted to make disturbing noises such as continuous barking or crying that interfere with other residents' quiet enjoyment of their properties.
7. No pets are allowed in the clubhouse, fitness center, on the pool deck, or covered lanai area. This rule is not applicable to service animals.
8. Violations of these pet rules shall be reported to the management company during office hours and for emergencies. In case of emergency, contact 911 and/or county animal control.

### **MOTOR VEHICLE RULES & PARKING**

1. Motor vehicles shall be operated within the Association in accordance with all laws of the State of Florida except as otherwise permitted by these rules. Any motor vehicle operated within the Association must bear a valid license plate and registration sticker issued by a state in the United States. The driver of any motor vehicle must have a valid, state issued operator's license.
2. Vehicles may not block right of ways, fire hydrants, dumpsters, sidewalks, pedestrian or bike paths, mailboxes or driveways.
3. Non-street legal vehicles are prohibited from operating in the Association.
4. All speed limits and traffic signs shall be strictly observed. The speed limit within the Association is posted.
5. Garages are used for parking cars and not exclusively for storage and/or home gyms. Garage doors must be closed when not in use.
6. Owners shall park only in their garages, in the driveways servicing their lot, or in appropriate spaces designated by the Board. Only the number of cars exceeding occupied garage spaces shall be parked on the driveway.
7. No vehicle which cannot operate on its own power or is wrecked shall remain on the community property/homeowner's driveway for more than forty-eight (48) hours.
8. No vehicle shall be repaired on the community property.
9. NO OVERNIGHT PARKING OF THE FOLLOWING: Trailers, commercial vehicles, motor homes or any vehicles which bear any markings visible from outside or any vehicle which carries commercial equipment, tools, ladders, paint cans, or supplies within the bed, with fifth wheel set-up, dual rear wheels, with camper provisions for external hook-up and/or other living accommodations,

# MILL CREEK FOREST HOMEOWNERS ASSOCIATION, INC.

## Rules & Regulations

any pick-up that extends beyond the boundaries of a parking space or overhangs the curb. Pick-up trucks that are used as personal transportation shall be permitted. Under no circumstances may a van or other vehicle be lived in overnight.

10. Also prohibited are boats, motorcycles, water equipment, bicycles, sails, canoes or rafts stored unless parked in a garage, and vehicles with raised or lowered suspension that emit excessive noise, fluids or smoke. No non-operational, unlicensed vehicles or those with expired license may be parked for repair or restoration.
11. No parking in the streets overnight (between the hours of 11:00 PM to 6:00 AM).

### **CONSERVATION AREAS**

1. Encroachment into any conservation area (including but not limited to wetlands and upland buffers) is strictly prohibited. Residents, guests, nor contractors may enter onto or alter a conservation area in any manner.

### **POOL RULES**

1. **Residents and guests must also adhere to all posted rules at the pool facility. Anyone not following the rules will be requested to leave the pool area.**
2. **No lifeguard on duty at any time. Residents and their guests using the pool area do so at their own risk.**
3. The pools and pool deck area are open from 8 am until dusk Tuesday through Sunday; closed Monday for cleaning and maintenance.
4. Each resident may have up to 6 guests at the pool area. Residents are required to be present during the entire use of the pool by guests.
5. Children under the age of 16 must be supervised by an adult resident or guest over the age of 21.
6. No smoking/use of smoking products in the pool/spa, wet deck or within the enclosed pool area.
7. Food and beverages (including alcohol) are prohibited in the pool and on the pool wet deck.
8. Animals and glass containers are prohibited within the pool enclosure and pool lanai.
9. Everyone must shower before entering pool. Suntan lotions and oils must be removed before entering the pool.
10. Children must be fully potty trained or must be wearing swimmer pull-ups. Absolutely no diapers are allowed in the pool.
11. Rubber rafts & noodles are to be used with discretion. These will not be allowed if the pool is crowded or they are impeding the use of the pool.
12. Balls and blow-up items, except for water wings/floaties, are not permitted in the pool.
13. Do not place deck chairs in pool or spa.
14. Proper swimming attire is requested when using the pool.
15. No running, jumping, diving or rough horseplay in pool/spa or on pool deck.
16. Radios/Electronics around the pool are prohibited, except when earphones are used.
17. Tables and chairs cannot be reserved.
18. Please return all furniture to their original location when you depart the pool deck.
19. Swimmers swimming laps in the lap area have the right of way.
20. Residents who hire sports trainers or instructors (swim instructors, water aerobics, etc.) must remain with the instructor during the entire time the instructor is utilizing the pool and amenities. Only residents may utilize the community pool for instruction or training sessions. Other residents are free to utilize the pool during instruction.

**IF THERE IS AN EMERGENCY, CALL 911.**

**Report any issues or concerns to the management company (904) 273-9832**

# MILL CREEK FOREST HOMEOWNERS ASSOCIATION, INC.

## Rules & Regulations

### CLUBHOUSE

1. Anyone reserving the Clubhouse must be a current resident, at least 21 years of age, and **MUST BE PRESENT FOR THE ENTIRE EVENT**. Children under the age of 16 **MUST** be accompanied by an adult resident or guest over the age of 21 for the entire event at the Residents' Club.
2. Pets are prohibited (except service animals) inside of the Clubhouse.
3. Proper attire, including shoes and shirts, must be worn in the Clubhouse at all times. Wet bathing suits, wet towels or bare feet are not permitted except in the locker room.
4. There is no smoking including vaping or use of tobacco products anywhere within the Residents' Club property.
5. A completed Club Room Reservation Form should be submitted a minimum of seven days in advance to the management company. A reservation does not include the use of any exterior spaces of the building, the pool, lanai, lawn, playground, pool, pool deck area, and fitness center which are open to all Residents at all times.
6. Homeowners are expected to have the Clubhouse cleaned and vacated in the allotted time frame. Homeowners are expected to bring their own cleaning supplies. See Club Room Reservation Form for more details.
7. Reservations are on a first come first serve basis.
8. Please refer to additional requirements stated in the applicable Clubhouse Reservation Form.

### FITNESS CENTER

1. Open 4:00 a.m. to 11:00 p.m.
2. Exercise at your own risk.
3. No one under the age of 16 is permitted to enter the fitness room or use the fitness equipment.
4. Proper workout attire and athletic shoes are required when using any part of the fitness center. Wet bathing suits, bare feet, and flip flop-type or another non-protective footwear are not permitted.
5. Machines/benches must be wiped down after use.
6. Proper decorum must always be maintained. Foul language is prohibited.
7. Only two (2) guests of a resident are permitted to use the facility at a time. Resident must be present.
8. When people are waiting to use cardio equipment, use of the cardio equipment is limited to 20 minutes at a time. Please allow those waiting to use strength equipment to work in between sets.
9. Please treat the equipment with respect and proper care. This includes not dropping the free-weights or letting go of machine arms, causing the weight stack to drop.
21. Residents who hire sports trainers or instructors (Fitness Instructors, physical therapists, etc.) must remain with the instructor during the entire time the instructor is utilizing the Fitness Center and amenities. Only residents may utilize the Fitness Center or other common areas for instruction or training sessions. Other residents are free to utilize the Fitness Center during instruction.
10. Food and glass containers are prohibited.
11. All equipment must be returned to its proper place. This includes returning weights to the racks. Free weights, exercise balls, bands, etc., cannot be removed from the Fitness Center.