

Fairfield Ponte Vedra Association, Inc.

Operating Rules



**Fairfield Ponte Vedra Association, Inc.
8 Fairfield Boulevard, Ponte Vedra Beach, FL 32082
(PO Box 1939, Ponte Vedra Beach, FL 32004)**

FEBRUARY 2021

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INTRODUCTION

Welcome to Fairfield Ponte Vedra Association, Inc.

The Association is a not-for-profit Florida corporation, governed by a Board of Directors (the “Board”). The Board is a voluntary position. The Association employs a property management company to oversee day-to-day operations. Fairfield Ponte Vedra Association, Inc., (the Master Association), was incorporated in 1988 and operates per By-Laws, Articles of Incorporation, Covenants and Operating Rules, and is comprised of five (5) incorporated sub-associations and nine (9) unincorporated subdivisions.

As provided in Fairfield’s Governing documents, the Board has established the following Rules and Regulations for the use, maintenance, and control of the property in Fairfield and the conduct of its residents and guests. Fairfield’s Covenants include much more material than procedures and ‘rules’. The Operating Rules document is intended to supplement the Covenants. These Rules and Regulations are subject to periodic change by appropriate actions of the Board. (Florida State Statute 720.305, and the Fairfield Ponte Vedra Association, Inc. By-Laws, Article VII, Section 7.3.9, “To make, amend, and rescind from time to time operating rules of the Common Property and the Association and to assess fines for violation of the Covenants and the operating rules”).

The rules were established for the benefit of the whole community. Operating Rules will be posted on the Fairfield website: www.fairfield-pvb.com

The Master Association Board meets on the 3rd Wednesday of the month, except July and December, 7:00 PM at the Clubhouse. The Association holds its annual meeting in March.

Fairfield’s unincorporated subdivisions fall under the Master Association’s Board of Directors and are guided by the Master Association’s Operating Rules and the subdivision Covenants. The incorporated sub-associations have their own Board of Directors and use their own Covenants and Restrictions, and may at their discretion refer matters to the Master Association board of directors for resolution. In such an event, the Operating Rules contained herein may be used to render a decision.

Homeowners/Residents, Family Members, Guests or other invitees are expected to comply with all St. Johns County and Florida State regulations.

This document refers to Homeowners and Residents (occupants of a parcel who lease or rent). Homeowners who lease or rent their dwelling forfeit their right to use the Fairfield amenities, including but not limited to tennis courts, RV Lot, pools, exercise room, and Clubhouse.

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WAIVER

In consideration of the amenities provided to all Homeowners, their Families and Guests, the Homeowner, for him or herself and on behalf of their Families and Guests, acknowledges and understands that there are certain risks of physical injury or property damage arising out of the use of Common Property, and by such use, the Homeowner, Family Members, Guests, and other invitees agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that may be sustained while using the Association's amenities. Accordingly, the Association shall not be responsible for any loss, damage or injury of any kind to any person or property arising from any access to or use of the Common Property by a Homeowner, Family Members, Guests, or other invitees, whether caused by or arising from any act or omission of a Homeowner, Family Member, Guests, or other invitees, or by or from any accident on the Common Property, or arising from any other cause whatsoever, except to the extent caused by the negligent or willful acts of the Association or its officers, directors or employees.

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DEFINITIONS

The following terms are considered synonymous: Guard House/Gate House; Access Control Committee/Security Committee; Access Control Guard/Security Guard/Guard; Architectural Review Committee/ARC.

The following terms are used throughout this document:

- **“Homeowner”** - person that owns in community
- **“Resident”** - person who rents/leases
- **“Family Member”** - persons who reside in home related to Homeowner
- **“Guests”** - friends/family that do not reside in FF who visit for a short period
- **“And other invitees”** - to cover all parties entering FF
- **“Common Property”** – this shall have the same meaning as defined in Section 1.6 of the Declaration

1. GENERAL

1.1. Private Roads & Traffic Enforcement. All roads within Fairfield are private and maintained by Fairfield. Activities such as rollerblading, jogging, bicycling and walking occur on our roads. Therefore, in the interest of safety, the speed limit for all vehicles and compliance with the standard “rules of the road” will be strictly enforced. All Homeowners, Residents, Family Members, Guests and other invitees are required to comply with the posted speed limits on traffic control signs, including speed, stop, and other signs. Enforcement is performed by the St. Johns County Sheriff’s Office through the court system, including issuance of applicable tickets. The Master Association may also enforce traffic violations by assessing fines.

1.2. Property Appearance/Architectural Review Committee (“ARC”). Fairfield Homeowners take great pride in the overall appearance of the community. The governing documents establish an Architectural Review Committee (“ARC”) that is responsible for reviewing and approving both the initial construction and subsequent modifications of homes within our community. Additional information concerning property appearance and the ARC can be found in Article 9 and the Architectural Review General Guidelines.

1.2.1. Landscape Materials. The entire lot is to be landscaped and maintained, using sod or Florida-friendly landscape materials, as defined in Florida Statute 373.185(1). Maintenance is defined as regular trimming, pruning, and edging, dependent upon growth patterns.

1.2.1.a. Reference: Senate Bill 2080 July 2009, “HOAs may not prohibit a property owner from implementing Florida-friendly landscaping on his or her land.”

1.2.1.b. Reference: 2008 FL Statute 720.3075(4) “Homeowners' association documents, including declarations of covenants, articles of incorporation, or bylaws, entered after October 1, 2001, may not prohibit any property owner from implementing Florida-friendly landscape, as defined in 2009 FL Statute. 373.185 f.s.(1), on his or her land.”

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1.2.2. **Hedges, Shrubs, Underbrush, Artificial Vegetation, Lawns and Landscaping.** Underbrush or other unsightly vegetation is not permitted on any occupied lot. Shrubbery and hedges must be maintained at a height and depth that is aesthetically consistent with the custom of the community. The hedge maximum height is eight (8) feet. The depth of any shrubbery or hedges should not encroach upon an adjacent lot. No artificial vegetation shall be placed or maintained on any lot visible from the street, except with the ARC approval. Lawns need to be kept mowed and weed-free. All landscape material needs to be kept trimmed and underbrush cleared away. Yard waste or refuse may not be stored on the property (other than out of sight while waiting for the next yard waste pickup day).

1.3. **Wildlife.** Local laws and the Association support removal of wildlife if improperly confined or if causing damage or nuisance complaints. Feeding of ducks and alligators is prohibited. *Reference Florida Statute 372.667, Feeding or enticement of alligators or crocodiles unlawful.*

1.4. **Nuisances/Noise.** Residents shall not do anything that will disturb or interfere with the reasonable rights and comforts of other Homeowners/Residents as defined by St. Johns County ordinance.

1.5. **Curfew.** There is an 11:00 P.M. curfew on Common Property for anyone under the age of 18 unaccompanied by an adult.

1.6. **Trash, Garbage, Recyclable Material, Dumping.** All garbage and trash containers must be stored in the garage or screened in a manner not visible from any road or adjacent property. Trash containers/bags may be placed for pick-up no earlier than 3:00pm the day prior to the pick-up. Trimmings and yard debris are to be bundled or sacked and placed curbside the day before pick-up (storm clean-ups are exempted). Dumping of refuse including vegetation anywhere within the community including lakes, storm drains, roads, and any other Common Property is prohibited. Outside burning of wood, leaves, trash, garbage or household refuse is prohibited.

1.7. **Commercial Activity.** Commercial activity shall not be conducted on any lot that includes deliveries, client visits or other activities that may disrupt a residential area or have a negative impact on Homeowners/Residents, sub-association, subdivision, or Common Properties. A negative impact is described as, but not limited to vehicles parked on streets that are only wide enough for one vehicle, thus preventing egress of Fire Trucks and Emergency Vehicles, or vehicles parked on landscaped turf and irrigation systems.

Commercial activity, of any type whether or not money is transacted, will not be conducted in any of the recreational facilities, including RV Lot, Clubhouse Parking Lot, Tennis Courts, Exercise Room, or Patios and Pools without approval. Business and commercial activities may be defined as, but not limited to company gatherings of business associates, team meetings, financial planning seminars, or any event that may be related to a private or public business.

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1.8. **Contractor Work Hours – Exterior***. Contractors are limited to the hours they are allowed on the property, which shall be:

Mon-Fri 7am-Dusk
Sat 8am-5pm
Sun & National Holidays – no exterior work permitted

Admittance to contractors, service personnel, delivery or visitors must be through Fairfield’s North/Main entrance.

****Guidelines above suspended for repairs pertaining to extenuating circumstances such as Acts of God and instances that deem the home uninhabitable.***

1.9. **Signs, Billboards, Banners, Flags and Advertising Structures.** All signs, billboards, banners, and advertising structures are prohibited, except one that is legally required (e.g. building permits, insecticide treatment advisories, board meeting notices, etc.). Public political display of any kind, including but not limited to, any signs, banners, and/or flags in support or opposition to any political candidate or cause are prohibited in any Common Property and/or private residence. Only flagpoles and flags authorized under Florida Statute 720.304 are permitted. Other appropriate flag/signage may be permitted for a period not to exceed forty-eight hours. ‘Open House’ signs are provided for in Article 1.9.1. One “For Sale” or “For Rent” sign on the parcel to advertise the property during any sales period is allowed, as provided for in Article 1.9.2. No signs may be nailed or attached to trees.

1.9.1. **Open House Signs.** Open Houses are allowed between the hours of 10:00 AM and 5:00 PM. Signs are limited to two (2) directional signs placed at intersections on the road right-of-way and one (1) ‘Open House’ sign in the front yard of the house lot. A detailed description of the Open House procedure is available on the Website, at the guard house or from the property manager.

1.9.2. **‘For Sale’ and ‘For Rent’ Signs.** ‘For Sale’ signs shall not exceed 8" x 10" in size, is to be hunter green and cream in color, suspended at a height not exceeding 36" from a 2" x 4" crossbar and a 4" x 4" pole, both painted hunter green. Less obtrusive metal poles and crossbars, painted hunter green or black may be substituted for the wooden crossbar and pole.

1.10. **Leasing.** Homes may be leased or rented for periods of not less than four (4) months. A copy of the lease, signed by both parties and acknowledging the Fairfield Declaration of Covenants, must be delivered to the Sub-Association and Master Association Property Managers at the time or before the tenant takes possession of the home.

1.11. **Garages.** Garage doors are to be kept closed when not in use, meaning the period of time when persons/things are going in and out of the garage.

1.12. **Clotheslines,** clothing or cleaning articles shall be placed where not visible from any adjacent road or property lot.

1.13. **Garage/Tag Sales, Estate Sales** are prohibited.

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1.14. **Pets.** Only usual household pets shall be permitted. Residents shall not breed such animals as a hobby or for profit. (*St Johns County Land Code Article II Zoning District & Special Uses, Household Pets Section*). Pets must be leashed and restrained while on Common Property. Residents and their Guests bringing pets onto the Common Property are responsible for and bear the expense of any damage to person or property. Animals will not be permitted upon the recreational facilities except Guide and certified Service Animals.

Homeowners, Residents and Guests are responsible for removing all waste left by their pets. It shall be a violation for any handler of a dog to allow such dog to defecate on any Common Property or private property of Fairfield, other than the Homeowner/Resident's private property, without immediately removing such defecation with a suitable material, utensil, or container, and depositing the defecation in a trash container.

1.15. **Soliciting** is prohibited.

1.16. **Weapons & Firearms.** The possession, display or discharge of a firearm, BB gun, air gun, bow and arrow or crossbow outside a residence within the Fairfield Ponte Vedra Community is prohibited with the following exceptions: (a) by certified law enforcement officers, (b) individuals licensed by the State with a concealed weapons license, (c) unloaded weapons being transported, out of sight, in vehicles directly from or to a residence, and (d) used in self-defense. Hunting is prohibited within the Community.

2. COMPLIANCE

2.1. **Covenants and/or Rules Violations.** Each Homeowner and/or Resident (Renter or Leasee) is obliged to comply with the Covenants and Operating Rules, and is responsible for informing his/hers Family Members, Guests and other invitees of the obligations imposed by these documents. Violations include, but are not limited to, refusing to comply with Covenants and Rules and/or Operating Rules, starting a project without ARC approval or deviating from the plans that were approved by the ARC.

2.2. **Complaints & Inquiries.** Complaints, suggestions or inquiries shall be brought to the attention of the Property Manager or the Subdivision Director. Should a Homeowner choose to file a concern/complaint to be reviewed by the Board of Directors at the HOA Meeting, it must be done in writing/email a week prior to the Board of Directors (HOA) Meeting. It will be placed on the agenda for discussion. The Homeowner must be present at the HOA meeting. Review of complaints is the duty of each Committee who will receive complaints from the Property Manager on any matter involving Association functions, duties and activities in its field of responsibility. The Committee will dispose of such complaints as it deems appropriate or refer them to the Board of Directors. *Refer to By-Laws, Article X, Section 10.2.*

2.3. **Compliance.** Effective enforcement of the documents preserves the planned residential concept and standards of the community. The Master Association Board of Directors may assess fines for violation of the Covenants (Declarations) and the Operating Rules of the Common Property and of the Association.

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2.4. **Fines and Suspensions.** The Association will follow Florida Statute *720.305(former 617.305)*, “*Obligations of Members; remedies at law or in equity; levy of fine and suspension of use rights*”, and Fairfield Ponte Vedra Association, Inc. By-Laws empower the Master Board to assess fines for violation of the Covenants and the Operating Rules. *Refer to By-Laws, Article VII, Section 7.3.9*

NOTE: Florida Statute 720.305 supersedes the sixty (60) day period stated in Fairfield Declaration of Covenants, Article IV, Section 4.2.3.

2.5. **Dues and Assessments.** Dues for the Master and dues for incorporated sub-associations are paid quarterly, due April 1, July 1, October 1, January 1, payable to Fairfield Ponte Vedra Assn. *Separate checks are required if you pay dues for an incorporated sub-association.* Billings are sent 30 days prior to due dates. Homeowners are responsible for payment of dues and assessments. Fines will be levied for failure to comply, in accordance with the Declaration of Covenants, Article III, Section 3.8.

2.6. **Procedure for Notification of Infractions, Fines, Suspensions, Grievance Committee**

2.6.1. **Purpose of Grievance Committee.** To determine if there are mitigating and/or extenuating circumstances as to why a fine should not be imposed. *Committee is established per State Statute 720.305(2)(b).*

2.6.2. The Board of Directors (“the Board”) will determine that a fine, and subsequent suspension after 90 days of unpaid monetary obligation(s), should be levied for Covenant and/or Rules violations. The Association will use reasonable means to enforce compliance with its own Covenants and Restrictions and Operating Rules. If no resolution is gained, the Board will determine whether a fine is to be imposed or to request legal intervention. If the Board imposes a fine, with subsequent suspension, the Property Manager will send written notice of intent to fine which will serve to provide at least fourteen (14) days notice, and suspension of rights for unpaid monetary obligations after 90 days; letter will notify the Homeowner/Resident of his/her right to a hearing before the Grievance Committee, except no hearing before the Grievance Committee is applicable for suspension of rights or use of facilities for failure to pay obligations to the Association that are more than 90 days past due. A fine schedule is available from the property manager.

2.6.3. Notice of fine and suspension of rights shall include a statement of the nature of the violation and shall be in writing, presented via U.S. Postal Service.

2.6.4. **Appealing Fines.** Fines under Florida Statute 720.305 may be appealed by contacting the property manager within fourteen (14) days. If owner appeals, owner will be notified in writing of the date, time and location of the Grievance Committee meeting. Owner may present evidence in person or in writing prior to the Committee meeting. If Homeowner/Resident chooses to not appear at the meeting or does not submit written explanation, the matter is considered closed, and the fine will stand as issued.

2.6.5. Board meetings occur on the third Wednesday of the month, except for July and December. Hearings of the Grievance Committee take place on the fourth (4th) Monday of the month, but not within the fourteen (14) days of a posted intent to fine.

2.6.6. The maximum fine is \$100 per day not to exceed an aggregate of \$1,000 for each specific violation.

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2.6.7. The Fairfield Grievance Committee shall consist of at least three members who are appointed by the Board. The Committee members may not be members of the Board, employees of the Association, or the spouse, parent, child, brother or sister of a Board member or Association employee.

3. ACCESS

ALL NEW HOMEOWNERS MUST PROVIDE EVIDENCE OF OWNERSHIP (DEED) AND ALL NEW RENTERS MUST PROVIDE EVIDENCE OF RESIDENCY (LEASE OR RENTAL AGREEMENT) TO THE PROPERTY MANAGER.

3.1. **Purpose and Application.** To ensure Homeowners and Residents are provided privacy, courteous response to visitors and restrict unauthorized access into the community.

3.2. **New Homeowner/Resident Vehicle Application and Temporary Access Pass.** A new Homeowner/Resident must submit a Fairfield Vehicle Registration Form to the property manager along with copies of all required documents. Vehicle must be registered to the Fairfield address to receive an RFID Tag. The new Homeowner/Resident will be issued a temporary pass from the Access Control Officer on duty, valid for thirty (30) days. The new Homeowner/Resident must show proof of home ownership or rental (deed, closing or leasing document). The thirty days will allow time to obtain a Florida driver's license and vehicle registration. *By Florida Law, a person has up to ten (10) days to obtain a vehicle registration and thirty (30) days for a driver's license.* Military personnel, including spouses, are exempt from Florida statute. In those cases the Homeowner/Resident need only show his/her active duty military ID and proof of purchase of a residence or rental agreement for the house in Fairfield.

3.3. **RFID Tag.** Homeowner/Resident vehicles, including golf carts that are State registered and street-legal belonging to Homeowner/Resident should display the Radio Frequency Identification (RFID) Tag under the rear-view mirror. Guests living with a Homeowner/Resident may obtain an RFID tag by providing their vehicle registration and driver's license to validate their Fairfield residence. The Homeowner/Resident is entitled to a one-time free RFID tag for each vehicle.

3.4. **Motorcycles or motor scooters** must enter at the north visitor gate controlled by the Access Control Guard.

3.5. **Guest and Vendor Access.** Resident may provide access for up to three (3) people in one phone call to the automated guest-entry, 285-4861.

3.5.1. **Creating Your Permanent Guest List.** Homeowners/Residents may authorize Guests, Family Members and other invitees to have permanent access into Fairfield to go to their residence. The Homeowner/Resident can obtain a copy of the Guest/Vendor List from the Gatehouse or create their guest list on the community website or by delivery to the Gatehouse.

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3.5.2. **Guest list for large or recurring event.** Within the Fairfield website, enter the names on your Events tab. If you do not have access to the website, then events of more than five people require the submission of a typed or written list of non-resident Guests (in alphabetical order by last name) to the Gate House 48 hours prior to the event. If the Homeowner/Resident does not provide a list for large groups, the guard will follow the procedure of calling the Homeowner/Resident's telephone number on record; if there is no response, entry will be denied.

3.6. **Restricted Access.** Homeowners/Residents are responsible for the conduct of their Guests. Guests who violate Fairfield's Covenants and Restrictions and Operating Rules may be subject to restricted access. Homeowners/Residents are responsible for damages to Common Property by their Guests and may be fined for violations. Fairfield may exercise its right to sue the Homeowner/Resident for an injunction to prevent said guest from entering the community.

3.7. **Pool Cards.** Homeowners/Residents who reside on a parcel in Fairfield that is current on its assessments are entitled to receive a free magnetic access card for entry to the Clubhouse Complex. Lost or stolen cards must be reported to the property manager so they can be deleted and replacements issued. There is a fee for replacement of lost, stolen or damaged cards.

3.7.1 **Abuse of Card.** If a pool card is used for the purpose of letting a non-resident enter the area, the Homeowner's/Resident's card will be deactivated.

3.7.2. **Additional access cards for the Clubhouse complex** only may be obtained for a fee.

3.7.3. **RFID tag and pool cards may be deactivated** for parcels that become delinquent for a period of 90 days or more on their assessments, fines, interest, late charges, penalties or other monetary obligations due to the association. Deactivation may be done fourteen (14) days after notice has been mailed to the Homeowner/Resident stating that if the parcel does not become current with assessments or other amounts due to the Association, deactivation will take place. If RFID tag and cards are deactivated, the Homeowner/Resident will be required to use guest access at the North Gate. A fee will be charged to reactivate cards that have been deactivated for non-payment of assessments or other amounts owed to the Association.

3.8. **Non-Resident Homeowners.** Homeowners who lease or rent their dwelling are entitled to enter Fairfield at any time through the North gate. The Access Control Guard will ask to see the Homeowner's driver's license to verify name and address. Upon verification in the computer database, the Homeowner will be admitted. If verification is not possible, entry will be denied. The intent is to allow the Homeowner to view their dwelling and property from the outside. Provisions for viewing the interior of their dwelling are to be covered in the lease or rental agreement. *Non-resident owners who lease or rent their dwelling forfeit their right to use of the Fairfield amenities, including but not limited to tennis courts, RV Lot, pools, exercise room, Clubhouse.*

3.8.1. Homeowners who reside in Fairfield for a portion of the year, but whose vehicles are not registered to the Fairfield address but have provided proof of Fairfield unit ownership, and unit is not a rental, shall be entitled to an RFID tag.

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3.9. **Company-Leased or -Owned Vehicle.** Homeowners/Residents must enter via the north gate at the guest entry.

3.10. **Realtor Entry.** Realtors may gain entrance by showing their Realtor's license card. The Access Control Guard is required to record the vehicle license plate number on the Access Control Gate Entry Log.

3.11. **Visitor Pass.** A Temporary Pass will be issued by the Access Control Guard to visitors for periods up to seven (7) days upon authorization by the host Homeowner/Resident. If a visitor's stay is longer than seven days, the Homeowner/Resident is required to notify the Access Control office and have the Pass revalidated on or after the expiration date.

3.12. **Denying Access.** If a Homeowner/Resident wishes to deny access to a Family Member, Friend, or vendor, the Homeowner/Resident can do so by editing his/her guest list.

3.13. **Service Vehicles.** Specific service vehicles, such as, but not limited to, AT&T, Comcast, St Johns County utilities, school buses, waste collection, will be allowed entry without prior notice. The specific list of services will be available to the Gate House.

If services on the Association's listing, including florists, do not have a marked vehicle, the Access Control Guard is required to call the Homeowner/Resident to validate entry unless the vendor has been previously identified by the Access Control Guard as a valid vendor.

3.14. **Exceptions / Requests.** The Board or property manager is charged with the responsibility for evaluating and approving exceptions to the procedure in Article 3. The Access Control Committee shall meet as needed to address requests submitted by Homeowner/Resident. The Committee's decision shall be directed in writing to the Property Manager for dissemination. Decisions issued by the Committee are specific for an individual case and shall not be construed as a blanket policy.

3.15. **Tailgating.** Tailgating at entry points is a violation. Homeowners, Residents, Family Members, Guests, and non-residents will be liable for damages to Fairfield property, including but not limited to gate arm and gate mechanisms. Fairfield will not be held liable for damage to the tailgating vehicle.

4. CONSERVATION AND DRAINAGE EASEMENTS

4.1. The preserve areas on personal and Common Property, known as conservation wetlands, are almost all protected under conservation or drainage easements, granted to Fairfield through permits with the State of Florida and the Army Corps of Engineers. Activity in these areas is RESTRICTED and ENFORCEABLE BY LAW, as well as by the HOA through the Covenants & Restrictions. This means NO DUMPING OF ANY MATERIAL including storm debris and yard clippings. Homeowners/Residents must comply with all local and state laws pertaining to conservation wetlands adjacent to their parcel.

4.2. Branches that grow over or fall into your usable property can be cut back and removed by you to the property line, but no further. If a tree in the preserve area appears damaged, diseased, or has died and poses a threat to your property, please contact the property manager to request a review and removal. When in doubt about an area that borders your property, consult your appraisal/plot survey. The easement areas should be noted.

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4.3. Drainage flow shall not be obstructed or diverted from drainage easements. Existing and original drainage shall not be altered so as to divert the flow of water onto an adjacent Lot or into sanitary sewer lines. Do not construct anything on or what would obstruct an easement. The Association has the right to remove, at the expense of the Homeowner, any wall, fence, pavement, planting or other improvement placed on an easement by the owner or any previous owner of the property on which the easement lies if it obstructs access.

5. LAKES AND WATERWAYS

5.1. **Lakes & Fishing.** Fairfield's lakes and lagoons form an interconnected storm water management facility used for irrigation to designated homes in Fairfield. Due to the presence of alligators, snakes and pollutants, *swimming is prohibited in any waterway of Fairfield.* Our lakes are stocked with carp for the purpose of algae/vegetation removal, and therefore fishing is permitted only on a catch and release basis.

5.2. **Boat Restrictions.** Boats not exceeding fourteen (14) feet in length and canoes not exceeding sixteen (16) feet in length are permitted in Fairfield's waterways. Boats and canoes may only be propelled whether by hand or by electric motors. Other types of boats may be employed for repair and maintenance upon authorization of the Master Association. All persons in boats must wear flotation gear approved by the United States Coast Guard. Boating is only permitted during daylight hours. An agent/employee of a fire/emergency rescue service or a licensed alligator trapper responding to a documented complaint is exempt from this restriction while performing his/her official duties. No person under the age of 14 is permitted to operate a watercraft.

5.3. **Mooring, Storage of Boats** Boats, as described in Article 5.2, may be moored on a lake or waterway only if securely attached to a dock. Boats may be stored upside down (to prevent mosquito breeding) on authorized docks if kept in a serviceable condition (not an eyesore) and securely fastened to the dock (in case of windstorm). **Boats may not be stored on the banks of any lake or waterway, on driveways or on any lots or Common Property except in specifically designated areas. Refer to RV Lot Procedure.**

5.4. **Docks.** Docks are allowable only by written approval of the Sub-Association Architectural Review Committee AND the Master Association Architectural Review Committee as provided for in Article 9.8.13.

6. RECREATION FACILITIES

The recreation areas and facilities are for the exclusive use of Homeowners/Residents, Family Members, and their Guests as further defined below, who reside on a parcel that is current with all monies owed to Fairfield, as determined by the Property Manager, including but not limited to quarterly assessments (dues), special assessments or any other costs, fees or charges owed to Fairfield; the facilities will not be used for commercial purposes. Any exceptions will be permitted only with the prior written consent of the Master Association Board of Directors or the Property Manager and will be granted based on the event's impact on the entire community.

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6.1. **Amenity Access & Keys.** Keys for the recreation facilities, including the clubhouse, restrooms, saunas, Fitness Room*, RV Lot, Tennis Courts* will be issued only to a Homeowner/Resident who resides on a parcel that has not been determined to be delinquent on its assessments by the Property Manager. An exception may be made with the RV Lot for vendors picking up an RV to be taken for repair if the Homeowner/Resident submits the request in writing authorizing the key to be issued and stating the Homeowner/Resident will be responsible for any damages caused by the vendor, including failure to lock the gate. Vendor will be required to provide his Florida driver's license to the Access Control Guard for photocopying for Fairfield's records. Regardless of joint ownership of a recreational vehicle in the RV Lot, only the Homeowner/Resident can obtain the key. The key to the Clubhouse will be issued only to the Homeowner/Resident who has reserved it.

*There may be extenuating circumstances (e.g., incapacitated-Homeowner/Resident) when the key may be issued to a guest. Exceptions will be reviewed by the Access Control Chairperson with the concurrence of either the President or the Property Manager, and if appropriate, approved in writing and noted on the Homeowner's/Resident's computer file at the gatehouse.

6.2. **Loitering.** Loitering in and around the recreational facilities and Common Property is prohibited.

6.3. **Skateboards, Skates, Bicycles, or Roller Blades** are prohibited within the Clubhouse facility, the pool complex which includes the pool deck areas and inside the fenced area of the pool complex, including the entrance ramp and covered carport, the Exercise Room, and Tennis Courts. Bicycles are to be parked in the rack located in the Clubhouse parking area.

6.4. **Clubhouse**

The Clubhouse facility consists of the small and large meeting rooms (combined capacity of 77) and the outside patio deck immediately adjacent to the large meeting room. Adult Homeowners/Residents may reserve the Clubhouse, subject to the rules in effect for scheduling and use, which may be used for private, personal social events reserved and hosted by a Homeowner/Resident. The Homeowner/Resident who is reserving the facility must supervise the event. The key to the Clubhouse will be issued only to this Homeowner/Resident. Refer to "Clubhouse Reservation Request & Agreement", for complete terms and conditions found on the Fairfield website. The Clubhouse is not to be used for commercial or business activities. Use of the Clubhouse does not entitle Guests to use the pools except in accordance with Article 6.6.1. of the Operating Rules (*maximum of 6 non-residents per household accompanied by Homeowner/Resident at any one time*).

6.4.1 **Adult Supervision.** Organizations, such as the Scouts, whose activities are solely for children, must have a minimum of two adults in attendance, one of whom is the Homeowner/Resident reserving the Clubhouse.

6.4.2. **Reservation and Fees.** A deposit and use fee must accompany Reservation Request & Agreement. The deposit will be refunded subject to compliance with the conditions and terms of the Agreement. Only the Clubhouse and adjoining patio may be reserved. The Homeowners Associations, the Master Association Board of Directors and the Association's designated Committees may reserve the Clubhouse on a regular basis.

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6.5. **Exercise Room.** PERSONS UNDER THE AGE OF 15 ARE NOT ALLOWED IN THE EXERCISE ROOM. The Access Control Guard will issue the key to Homeowners/Residents only; the exercise room will remain locked when not in use. Any exceptions would have to involve a hardship whereby the Homeowner/Resident is not physically able to obtain the key. Any exceptions would require approval of the Property Manager or Chairperson of the Access Control Committee and documented in writing with a copy placed in the Homeowner's/Resident's file in the guard house. Guests of a Homeowner/Resident may use the exercise facility while staying overnight in the home of a Homeowner/Resident or if not an overnight guest, then only infrequently. A Homeowner/Resident may not receive compensation in any manner from a guest to use the facility because to do so would make the transaction a commercial activity which is a prohibited use of the facility.

6.6. **Community Pools.** Pool hours are Dawn to Dusk. There is no Lifeguard on duty and the use of the pools is at your own risk. *Diving and running are prohibited.* Please observe posted pool cleaning hours.

6.6.1. Guests using the pools must be accompanied by a Homeowner/Resident. Homeowners/Residents may bring a maximum of six (6) non-resident Guests, per household, at any one time to the pools and the adjacent pool deck areas.

6.6.2. Animals are not permitted inside the fenced area of the pool/Clubhouse complex, with the exception of Guide and Assistance animals.

6.6.3. Glass containers are prohibited in pools, patio and pool deck areas. The open patio and two gazebos are the areas to be used for food. *All trash must be deposited in the designated trash bins prior to leaving the pool area.*

6.6.4. Umbrellas are to be lowered and secured after use for the safety of others and to prevent wind damage. Umbrellas are not to be moved from the location they are in.

6.6.5. Swim Diaper Policy - All children age 3 and under must wear an approved swim diaper or the combination of a diaper and elastic leg rubber pants regardless of whether or not potty trained.

6.6.6. **Family Pool.** Bathing capacity is 77 people. An adult must accompany children under age 13.

6.6.7. **Adult Pool.** Bathing capacity is 20 people. Adult pool and adjacent area is for the exclusive use of people aged 18 or older.

6.6.8. **Spa (Hot Tub).** Bathing capacity is 11 people. Children under age 18 are not permitted under any circumstance.

6.7. **Tennis & Pickleball Courts.** The courts are open for play daily. Play is allowed from 6:00 AM until 11:00 PM. Proper footwear must be worn when using the courts, including non-marking tennis or athletic shoes. Maximum play time is one hour if Homeowners/Residents are waiting to use the courts. Homeowners/Residents are limited to six (6) Guests. Homeowners/Residents **must** be present while their Guests are using the courts. The Access Control Guard will issue the key to a Homeowner/Resident only; courts are to remain locked when not in use.

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7. VEHICLES, PARKING, SPECIAL VEHICLES, BOATS

St Johns County Land Development Codes apply, including but not limited to Sec. 2.04.03 Parking, Repairing and Storage of Certain Vehicles Without Current License Plates and Recreational Vehicles. Vehicles without current plates/registration or inoperable vehicles shall not be parked or stored on any residential property other than in a completely enclosed building. Vehicle covers are not permitted except in RV Lot.

Special vehicles (motor homes, RVs, buses, travel trailers, boats, trailers, vehicles with more than two axles, commercial vehicles, etc.) cannot be parked or stored outdoors on Fairfield property or on residential property. Parking of these vehicles, if not in the garage, must be in the RV Lot if there is space, or elsewhere off Fairfield property.

7.1. **Mechanical Repairs** to any type of recreational vehicle, automobile, truck, golf cart or similar vehicle are prohibited on Common Property.

7.2. **Golf Carts** may be driven on roadways only and operated by persons 16 years of age or older who have a valid driver's license. Night driving is permitted if the cart is equipped with proper lights. County Ordinance 2010-48; FS 316.1995.

7.3. **Motorized Vehicles.** Two-, three- or four-wheeled motorized vehicles not licensed to travel on public roadways are prohibited, with the exception of golf carts that are in compliance with Article 7.2. This prohibition includes motorized trail bikes, off-road vehicles, go-carts, skateboards and scooters.

7.4. **Parking** Vehicles are to be parked in garages and driveways designated for the parking of motorized vehicles, defined as four-wheeled cars, family passenger vans, and small pickup trucks (1/2 ton payload or less) with noncommercial registry and bearing no advertising, logos, design or other commercial identification. (Refer also to Rule 8.1.) Vehicles may not be parked on lawns, grassy areas, hardscape, or Common Property not designated as a parking area other than in garages or driveways. On-street parking by Homeowners/Residents, Family Members, Guests, and other invitees are permitted between 6AM and 2AM provided vehicles do not prevent access of vehicles including fire rescue ladder truck, emergency medical and/or utility company vehicles, or by Homeowners/Residents entering or leaving their driveways. Such restrictions of access may result in the vehicle being towed at the Homeowner's/Resident's expense. ***Parking is prohibited at all times on one-lane streets.*** Overnight parking, (2:00AM - 6:00 AM), on any street in Fairfield is prohibited. ****Parking on a street opposite another vehicle at any time is prohibited.*** Extenuating circumstances, on a non-recurring basis, may require overnight street parking, without blocking access noted herein, and the guard house must be notified by the Homeowner/Resident to avoid receiving a ticket. The Master Association, on June 15, 2011, approved fines for overnight parking violations, as observed and recorded by the Security company. Violations will incur fines as set forth in Fairfield's procedures and in accordance with State Statute 720.305. ****Reference St Johns County Ordinance 2006-58.***

7.4.1. Vehicles blocking street access by emergency vehicles, including fire rescue, emergency medical and/or utility company vehicles will be cause for the Sheriffs Office to be called to handle the violation. If the safety issue cannot be resolved by the Sheriffs Office, the vehicle(s) will be removed, *at owners expense.*

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7.5. **All Other Vehicles** Other motorized vehicles that do not meet the specifications of Article 7.4, such as but not limited to Ford F-250 and F-350s or comparably sized trucks, as well as boats, trailers, campers, motor homes, travel trailers, trucks, golf carts, scooters, motorcycles, commercial vans/panel trucks with solid panels seating more than nine (9) people, and commercial vehicles may be parked in the Homeowner/Resident's garage.

Parking of RVs (including Class A & C motor homes), travel trailers, fifth-wheel travel trailers, pickup truck campers, tent trailers, boats and boat trailers, ATVs and trailers, and utility trailers used for recreational purposes (ref. RV1.3) is permitted in sub-association/subdivisions only for brief periods (a maximum of five hours, before and after trips) for the purpose of loading/unloading/cleaning.

7.6. **Vehicles without advertising or logos on the vehicle shall be permitted to be parked in driveways and garages. Vehicles with advertising or logos are prohibited from being parked in sub-association/divisions unless parked in garages.**

7.7. **Passenger Vans.** Passenger vans not outfitted for recreational purposes may be parked in driveways and garages. A passenger van is defined as weighing less than 5,000 pounds, having seating for more than two (2) persons and having non-commercial license plates. 'Outfitted for recreational purposes' shall mean a van that has running water, LP gas and/or sanitary waste facilities.

7.8. **Trucks and Non-Passenger Vans.** All other trucks, not described in Article 7.4, or non-passenger vans used as the Homeowner's/Resident's usual form of transportation, are required to be parked in the garage or in specially designated areas, regardless of whether they bear commercial tags and/or have advertising or logos. Specially designated areas are available in the Clubhouse parking lot but may not be left unused or stored; guest use of the Clubhouse parking lot is for short periods of time, cleared through the Property Manager.

7.9. **Utility Trailers, Mobile Homes** or any other vehicle not specifically permitted by this Section 7 shall not be parked in the sub-associations/divisions or on Common Property at any time.

8. CLUBHOUSE PARKING LOT

8.1. A Homeowner/Resident may park one non-commercial or commercial vehicle in the Clubhouse lot if owned and used regularly by the Homeowner/Resident or used as the Homeowner's/Resident's usual form of transportation.

Parking will be limited to the spaces on the westerly side adjacent to the RV Lot, space permitting. Vehicles in the clubhouse lot must be road-worthy and display a current Florida State License Plate and a current Fairfield RFID tag, or 30-Day Pass (displaying expiration date, Homeowner's/Resident's name and telephone number) for new Homeowners/Residents to obtain their tag and plate.

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8.2. Homeowner/Resident Recreational Vehicles temporarily parked in the Clubhouse Parking Lot (waiting for plate and sticker and site in RV Lot) will be permitted for up to thirty (30) days and **MUST DISPLAY A PASS** issued by the Access Control Guard. Pass will display expiration date, Homeowner's/Resident's name and telephone number. If there is no availability in the RV Lot, Recreational Vehicles parked beyond the 30-day limit are subject to the towing procedure noted herein.

8.2.1. **The Clubhouse Parking Lot is not to be used for vehicle storage.** Exceptions (e.g., hardship, military service) will be determined by the Board or the Property Manager. Exceptions will be recorded and maintained by Access Control and/or the Property Manager.

8.3. Neither the Clubhouse parking lot nor the RV Lot will accommodate flatbed or box trailers associated with 16- or 18-wheel trailers and shall not be parked in either the Clubhouse Parking Lot or the RV Lot. Vehicles must not exceed six (6) wheels or appear aesthetically unpleasing. ***Reference SJC Ordinance, Section 7-6, Parking of Heavy Vehicles in Residential Districts.***

8.4. Homeowners'/Residents' RV's, with an assigned site in the RV Lot, may be parked in the Clubhouse parking lot for periods of up to forty-eight (48) hours, for the purpose of loading or unloading prior to or after a trip; refer to RV Lot Procedure.

8.5. **Guest Vehicles and Guest RVs Parked in Clubhouse Parking Lot must display a dated Visitor Pass issued by the Access Control Guard, in a visible location on the unit.** For the purposes of this section, a "guest" is someone staying overnight in the Homeowner's/Resident's house for each night the guest vehicle is parked in the Clubhouse parking lot. The sponsoring Homeowner/Resident must provide a written statement the guest is staying overnight in their house each night the vehicle is parked at the Clubhouse parking lot. A "visitor" is considered someone who is visiting for less than 24 hours and may be issued a visitor pass, to be displayed in a vehicle that is parked in the Clubhouse parking lot. Visitor passes will be issued for seven (7) days renewable for a maximum of 30 days. Passes may be renewed for extenuating circumstances.

8.6. **Occupancy or sleeping in vehicles and RVs is prohibited.** *St Johns County Codes apply, specifically Sec. 2.04.04 Parking, Storage or Use of Major Recreational Equipment, "No recreational equipment shall be used for living, sleeping, or housekeeping purposes when parked or stored in a residentially zoned Lot or in any other location not approved for such Use".*

8.7. **Peripheral parking areas** contain mailboxes, serve the North Playground and St. Johns County Sewer Lift Stations. *Refer to Article 7 for parking guidelines.*

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9. ARCHITECTURAL CONTROLS

9.1. **Statements of Principles and Purpose.** The purpose of the ARC, which administers aesthetic and environmental control over individual properties, is not to stifle design freedom, but rather to ensure that individual residences reflect the overall design objectives within an evolving community and that the unique natural setting is preserved by a thorough review process. Improvements subject to review include, but are not limited to, dwellings, garages, outbuildings, construction, dumpster/PODs/porta-potties, mailboxes, driveways, decks, patios, swimming pools, lanai/patio/pool enclosures, awnings, fences, lights, windows, doors, landscaping, trees (planting and removal), exterior addition to or change or alteration to the existing structures, and the painting or staining of any exterior surface.

9.2. **Administration of the ARC.** The Board of Directors of Fairfield (the “Board”) shall establish and appoint the members of the Architectural Review Committee (the “ARC”). The ARC shall consist of a Chairperson and at least 2 members, and shall include a member of the Board of Directors. The ARC is empowered to engage, after approval of any expenditure by the Board, outside paid professionals (architect, landscape architect, engineers) to assist the Board with its reviews.

9.3. **Scope and Application.** The architectural criteria will serve both unincorporated subdivisions and incorporated sub-associations who defer to the Master Association’s Architectural Review Committee (ARC). Details on the application submission and review process, submittal standards and requirements, as well as accepted neighborhood aesthetics can be found in the Architectural Review General Guidelines.

9.4. No plan or specification shall be deemed approved unless an approval is granted by the ARC. It is the Homeowner’s responsibility to be sure they have received final ARC approval **before** the contractor is scheduled and work commences. The ARC shall approve or disapprove plans and specifications properly submitted and deemed in good order within thirty (30) days of each submission. **Approval or disapproval of any change, addition, modification or alteration by the ARC is final.** However, decisions rendered by the ARC may be appealed to the Master Association at a HOA meeting.

9.5. **Compliance with ARC Controls / Violations.** Any improvements, modifications, and/or changes outside the scope of the approved application plans and provisions shall be removed or remediated - as determined by the Association - **at the expense of the Homeowner.** This does not include modifications which are necessary for compliance to building permits and/or Local, State or County codes, where applicable.

9.6. The ARC’s review does not include any review to determine compliance with applicable Local, County, and/or State codes.

9.7. Plan Submission Procedure.

9.7.1. It is the Homeowner’s responsibility to submit the required ARC request and documents a minimum of thirty (30) days before work is scheduled and commences. Requests for missing documents and information will be deemed not in good order until all documents are submitted. Once the request is deemed in good order, the ARC will have no longer than 30 days to review and approve or disapprove.

9.7.2. **Documents and Specifications.** Required documents shall include all drawings necessary to clearly display the exterior addition or modification and shall meet the standards described in the Architectural Review General Guidelines.

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9.7.3. **Final Plans.** Final plans, in complete form, must be submitted and approved in order to gain approval to commence any construction on a parcel, including the removal of trees, grading, etc.

9.8. **Guidelines**

9.8.1. **Codes and Specifications.** The Association shall not be responsible for defects in plans or specifications or for defects in the improvements. The ARC's review of plans is limited solely to appearance of the improvements and does not include any review to determine compliance with applicable building codes. Building Permit applications can be obtained from St. Johns County Building Services in St Augustine (www.co.st-johns.fl.us/buildingservices).

9.8.2. **Landscaping Plans.** Any major landscaping plan changes or alterations must be submitted for ARC approval. Minor landscape changes do not need ARC approval.

9.8.3. **Trees.** Planting and removal of trees requires ARC approval. In an effort to preserve the aesthetics of the community, any tree approved for removal must be replaced as specified in the ARC approval.

9.8.4. **Drainage & Irrigation.** All provisions for drainage, movement, and water storage or collection of rain water must have ARC approval prior to any work commencing. Owners who undertake, without ARC approval, any change, alteration, addition or modification to anything impacting drainage or which could be visible from the street or adjoining lots will be required to return the property to its original state or to a mutually agreeable state, at the Homeowner's expense or be considered a violation with attached fines.

9.8.5. **Fences.** Requests for installation of fences must be submitted to the Master Association ARC or to the appropriate incorporated sub-association's ARC for approval prior to installation. The ARC will require that the appearance, composition and color of any fence be consistent with fences of surrounding homes, or if no precedent, recommend a maximum four (4') ft. height black iron/aluminum see-through that does not obstruct sightlines. Privacy fences are restricted to a maximum height of six (6') feet constructed by either natural or stained wood or composite material in a neutral or wood-like tone. Fences, or any other structures, are not permitted in drainage easements or Common Property lake maintenance easements. Construction must not interfere with Common Property underground irrigation lines. Chain link fences will not be allowed in residential areas of the community.

9.8.6. **Driveways/Walkways/Patios.** All exterior hardscape must get approval prior to scheduling contractor and commencing of work. Materials for review and approval would include pavers, concrete, composite or wood decking. Concrete stain is permitted.

9.8.7. **Mailboxes.** Mailboxes require ARC approval for paint or replacement.

9.8.8. **Outbuildings.** Requests for outbuildings (sheds, play equipment, tree houses, doghouses, decks, pools, docks or other structures) must be submitted to the Master Association ARC or to the appropriate incorporated sub-association's ARC for approval prior to installation. The ARC will require that the appearance, composition and color be compatible with the house and have limited visual impact from the street view. Outbuildings or any other structures are not permitted within Common Property lake maintenance easements.

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9.8.9. **Dumpsters, Temporary Storage Containers (PODs), Porta-Potties, Bagsters.** Use, location, and length of time of dumpsters, PODs or Porta-Potties must be approved by the ARC prior to placement on property. These items must be staged on the surface of the private property (unless scope of work prohibits such placement) and removed promptly after completion of the associated construction project or activity with the total duration of the project not to exceed sixty days unless an extension is ARC-approved.

9.8.10. **Recreational Equipment** will not be placed on roadways or any other Common Property or overhanging the roadways, and must be kept in garages or out of sight of the street and adjoining lots when not in use, except basketball goals which are not considered very portable. Permanently installed basketball goals require ARC approval. All equipment must be in working condition (for example a basketball goal must have a complete backboard and rim) and properly maintained or must be removed.

9.8.11. **Satellite Dishes.** Requests for installation of satellite dishes must be submitted to the Master ARC or to the appropriate incorporated sub-association's ARC for approval prior to installation to ensure that size and placement is not offensive to neighbors. Satellite dishes should not be seen from the street if at all possible. FCC regulations allow satellite dishes of less than one meter in diameter (39.37") within homeowner association guidelines that do not impair reception, unreasonable delay or prevent installation or unreasonably increase the cost of installation. A site plan needs to be submitted with the ARC application identifying where the dish and/or antennae will be placed and landscaped to buffer it from sight from neighbors and the street.

The ARC has prioritized placement preferences for the installation of dishes and antennas on property:

- a. Highest priority location: short pole in landscaping
- b. Second location: under eave
- c. Third priority location: behind chimney
- d. Fourth priority location: just below apex of roof

Reference FCC regulations and St Johns County Code, Article II Section 2.02.04.B.7,C.

9.8.12. **Antenna.** When an antenna is required along with the Satellite Dish, the antenna must be in accordance with FCC Regulations. Placement should follow the rules for locating the Satellite Dish on the property, making every effort to minimize impact to the area. Requests for installation of satellite dishes and antennae must be submitted to the Master Association ARC or to the appropriate incorporated sub-association's ARC for approval prior to installation to ensure that size and placement is not offensive to neighbors.

9.8.13. **Docks.** Docks are allowed only with the written approval of both the sub-association ARC and the Master Association ARC. Maximum size is 4' x 6'.

Approval by the Master Association ARC is required to ensure that a dock is not placed in such a manner as to interfere with Common Property underground irrigation lines. Because certain lots extend into the waterways, and others end a number of feet from waterways, it is important that site plans be submitted with a request.

9.8.14. **New Bulkheads or Modifications to Existing Bulkheads.** All new bulkheads or modifications to existing bulkheads must be approved by the Master Association ARC.

9.8.15. **Signs, Billboards, Banners, Flags and Advertising Structures.** *Please refer to Article 1.9.*

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9.9. All Exterior Additions and Alterations Require ARC Approval

The requirements for submission for approval of the ARC relate to anything visible from the street or adjoining lots. A partial listing follows:

Air Conditioners, window-type, prohibited	Mailboxes
Air Conditioning Condensers, replacements of a different size, color or location	Ornaments - yard
Antenna – <i>refer to Article 9.8.12.</i>	Paint - exterior, even if color is not changed
Awnings	Patios
Barriers	Planting – trees, shrubs, hedgerows
Basketball Backboards	Play Units - structural not portable
Bulkheads	Pools and Spas
Construction – Addition or New Build	Pool Enclosures
Decks	Porch Enclosures
Docks (limited to 4' x 6')	Roof Shingle Replacement - needs approval even if type or color is not changed
Doghouse	Satellite Dish - <i>refer to Article 9.8.11.</i>
Doors	Screen Enclosures
Drainage	Sheds, outbuildings, storage
Driveway replacement, alteration, addition	Shutters - storm or decorative - replacement, alteration, addition, type or color change
Dumpsters/Bagsters/PODs/Porta-Potties	Siding of house
Fence	Signs
Garage Doors	Solar Collectors
Gazebos	Trellis
Generators	Tree House
Grass – changes	Tree Removal
Hockey Nets	Trampoline
Lattices	Walkways
Landscape - change or addition	Walls/Dividers
Lighting – exterior	Windows
Lighting – landscape	

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HISTORICAL RECORD – Fairfield Information Manual and Operating Rules

June 17, 1998, Access Control Standards, Board Approved (original issue date).

August 19, 1998, Access Control Standards, amended to add new section, “Exceptions”.

September 24, 1998, amended to add new section, “Access Cards for Leased or Loaned Vehicles”.

January 20, 1999, Board Approved ‘Information Manual and Operating Rules’, incorporating Security Standards.

November 17, 1999; amended to add new Section 8, “Weapons and Firearms”.

October 18, 2000, amended Section 7.7, “Enforcement Procedure”; added Contractor Hours, Section 2.16. Added Grievance Procedure.

February 21, 2001, amended Section 6.4, “Authorized Guest List”.

January 16, 2002, amended Section 2.2, “Satellite Dishes” to include reference to FCC Rule 37 C.F.R.

Section 1.4000 regarding placement; amended Section 4.3, “Motorized Vehicles” to include the prohibition of unlicensed two-wheeled motorized vehicles; amended Section 5.10 regarding landscape description and materials; amended Section 6.4, “Guests & Authorized Guest List”; added new Section 6.5, “Restricted Access”; amended Section 6.6, “Access Cards”.

November 17, 2004, amended to add additional paragraphs to Article 3.2 Boat Restrictions, compatible with 2004 Florida State Statutes, Chapter 327, Vessel Safety.

November 16, 2005: added Swim Diaper Policy Article 1.6; new Article 1.7 Keys to recreation facilities; new Article 5.2 Thirty-Day Pass for resident parking in Clubhouse Parking Lot; new Articles 5.3 and 5.7 re RV parking; new Article 9.7 resident parking of new RV in Clubhouse Parking Lot (30-day limit); modified wording of Articles RV9.9 and RV9.11

January 17, 2007, Clubhouse Reservation Deposit increased to \$150 (User Fee of \$50 remains the same).

June 28, 2008, amended Clubhouse Reservation Form to state that if the function involves non-resident guests, an Access List of non-residents names must accompany the Clubhouse Rental Agreement, both to be provided to the Property Manager.

June 2009, amended and clarified wording, including: 1.3 Exercise room usage; 2.6 Fences to provide definitive guideline; 2.8 Commercial activity; 2.14 Recreational Equipment; 4.4 and 4.5 amended to reflect Florida Court Decision, Case 20000-7647-80/truck parking; 5.5 guest vehicles; 6.11 Landscape material; 7.5 Restricted Access; 7.6, 7.11 amended wording; 7.16 tailgating; RV Lot/one site only to resident/owner; Clubhouse Rental Agreement, modified alcohol use clause and function guest list; updated Vehicle Registration Form.

January 2010, amended as follows (in abstract):

Rule #1 adds requirement that a parcel be current on assessments to use recreation facilities.

#1.7 keys to recreational facilities can only be issued to residents current on assessments. Also adds allowing a vendor to obtain a key to remove a vehicle from RV lot if owner authorizes in writing and provides drivers license.

#2.1 imposes a fine of \$50 for each instance in which a resident does not pick up after their pet.

#3.3 allows storing boats upside down on approved docks.

#5.4 refers to Rule RV9.6 regarding owners with RV spaces may only park in the recreation center parking lot up to 48 hours before a trip and up to 48 hours after a trip.

#6.11 removes the term “Xeriscape”.

#7.6 adds requirement that parcel be current on assessments to receive access cards; provides for deletion of access cards for said parcels; implements a \$25 fee to reactivate.

#8.4 adds an abstract of 2009 Florida Statute 720.305

Att. I adds provision to Clubhouse Use Agreement that requestor must be an adult and reside on a parcel current on assessments.

Att. I changes the term “Renter” to “User” on Clubhouse Use Agreement.

RV1.2 adds that owner/residents are limited to one spot in the RV lot for each parcel owned in Fairfield; vehicle must be registered to the Fairfield address or other evidence of the residency be provided.

Fairfield Ponte Vedra Association, Inc. Operating Rules

RV2.5 improvements to RV Lot requires Board approval for compliance with State/County regulations. User must be current on assessments and if vehicle is not timely removed, provides for towing.

RV6.1 clarifies documentation to be submitted.

RV7.1 and 7.2 clarifies correction of violation within 30 days of notification followed by a Fourteen-day Notice of Towing. Vehicles not registered to an individual owner or grantor trust are not allowed and considered commercial.

RV9.3 allows vendor to obtain the RV lot key to remove a vehicle if the owner provides written authorization; vendor will also provide his drivers license for copying by guard.

Att.3 provides that owners of RVs less than 14' are required to annually submit an RV Lot Registration Form. Vehicle Registration Form adds optional emergency contact section.

March 2011 amended to include County and/or State Codes. Removed redundancy in 8.7 and Grievance process.

Pool use hours modified per State Code lighting requirements. Increased Clubhouse non-refundable deposit to \$75 (from \$50).

May 2011 amended rule 1.3, Exercise Room usage for 15 years of age and up.

June 15, 2011, approved fines for overnight parking violations.

September 2011 added 2.19, Traffic Control; amended 4.4 Parking; amended 5.1, 5.2, 5.5, 5.6 for clarity; added first paragraph to Section 7 requiring evidence of ownership/residency. 7.2 amended for clarity. 7.2.2 includes motorcycles/motor scooters which may receive a decal but no access card due to liability issues with card-activated access gates. 7.11 requires hard copy of non-resident guests in alphabetical order if more than ten names. 8.4 amended to reflect State Statute 720.305. 8.7 in its entirety amended to reflect State Statute 720.305. Clubhouse reservation form includes maximum of six (6) guests. Changes reflect attorney's review July 26, 2011,

January 2012 removed dollar fining amounts; wording clarification in 4.4.

August 2012 added Bulkhead guidelines for new or existing modification, Article 6.13 and Attachments 7, 8, 9 and 10. Clarified 2.4 by removing specific times.

September 2012 added guidelines for Open House signage.

October 2012 amended no parking procedure; warning letters will no longer be issued.

November 2012 amended RV1.2, 3.1.a and 3.1.c to include 'grantor trust' and clarify that commercial vehicles (dump truck, commercial trailer, etc.) re not permitted in RV Lot. Amended 4.4 to remove procedure of issuing first-time warning notice for parking violation.

November 2013 amended Access Control section 7 to include golf carts in Articles 7.3 and 7.9 in addition to 4.2; entire section renumbered.

November 2016 amended RV Lot rule 1.2 to state that parcel must be current on its assessments. Modified 7.15 clarifying Event Guest List to not be limited to Clubhouse only. RV 7.1 and 7.2 updated to provide a minimum of sixty (60) days notification of towing.

January 18, 2017 amended RV Lot rule 5.1 to permit one unit only to resident/house.

May 17, 2017 amended RV Lot rules to state that a one-time 30-day notice of infraction(s) will be issued to the Lot user and/or homeowner. Registrations are due to the property manager prior to expiration and current tags must be on units. Validation of Use – a new RV Lot Sheet will record the unit going through the North Entry at least once in twelve months. When violation(s) confirmed and referred to attorney, user permanently forfeits right to use the RV Lot for the remainder of residency.

October 18, 2017 amended 2.18 contractor hours to reflect no contractor exterior work on Sunday and national holidays; Saturday work to end by 5pm. Added 2.20 porta potties, PODs, dumpsters. Added 5.8 Peripheral parking lots to state purpose. Added 6.11.c Hedges, underbrush; no artificial vegetation visible from the street except with ARC approval. Added 6.11.d Trees, stating that removal requires ARC approval. 6.13 Bulkheads, to be approved by the ARC and added the property manager as a signatory, and removed the Lakes Committee because committee is non-existent. 7.1 added that vehicles must be registered to the Fairfield address to receive an RFID tag (this reflects current procedure). 8.1 and 8.6 reworded to remove redundancies; no change of intent. Attachments such as ARC guidelines, RV Lot guidelines, Bulkhead and Docks are now stand-alone documents.

February 17, 2021 Added the Waiver. Clarified Definitions. Amended section 1.6 to allow trash at 3pm day prior to pick-up. Amended Section 1.9 to restrict political signage and clarify permitted flags. Added language to 2.2 on how to submit complaints/inquires to Association. Added 6.6.4 to lower umbrellas. Clarified various ARC provisions. Re-organized sections to make document more accessible. Made grammatical corrections.