

MEADOWBROOK OF BONITA SPRINGS HOMEOWNERS ASSOCIATION, INC.

A Deed Restricted Community

Community Information and Rules

This booklet includes community information and a summary of the Governing Documents of the Meadowbrook community.

The Declaration of Covenants, the Articles of Incorporation and the Bylaws of Meadowbrook of Bonita Springs Homeowners Association and this booklet are designed to keep the community a desirable place to live, enhance neighbor relations and protect the property values for all homeowners.

Please read this information carefully and keep it on hand to use as a reference guide.

This Booklet was adopted by the Board of Directors on

June 10, 2010

Updated May 16, 2013

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IMPORTANT TELEPHONE NUMBERS

All Emergency Calls	911
Sheriff's Office (non-emergency).....	239-477-1000
Estero Fire Dept. (non-emergency).....	239-390-8000
Florida Power & Light.....	239-334-7754
Bonita Springs Utilities.....	239-992-0711
Supervisor of Elections.....	239-533-8683
Lee County Animal Control.....	239-432-2083
Hurricane Shelter: Germain Arena - 11000 Everblades Parkway; Estero, FL 33928	

MANAGEMENT COMPANY

Pegasus Property Management
8840 Terrene Court, Suite 102
Bonita Springs, FL 34135
(P) 239-454-8568
(F) 239-454-5191

Property Manager:
Sara Catlett, CAM
Sara@pegasuscam.com

COMMUNITY INVOLVEMENT

Meadowbrook of Bonita Springs Homeowners Association, Inc. is run by the homeowners, with the assistance of a management company, for the benefit of the Community. The Board of Directors and Committees are all volunteers. If you are interested in helping, come to a Board meeting to meet the Board and Committee members.

NOTIFICATIONS AND NEWS

Meeting Notices: Notice of all Board meetings will be posted on the bulletin board at the front entrance 48 hours before the meeting. Board meetings and Committee meetings are generally held once a month in the evening. Notice of the Annual meeting and other membership meetings will be mailed to homeowners.

Voting: Each home, even if owned by more than one person, is entitled to one vote at Annual meetings or general membership meetings. Voting can be in person or by proxy. Only the official proxy issued by the Management Company will be counted. Duplicate copies will not be accepted unless validated prior to the meeting(s) by our Management Company.

Forms: Homeowners can request forms from Committee members, the Association Manager, or download them from the website. Completed forms for Architectural Modification should be returned to the Architectural Control Committee, or mailed to the Manager. Forms for purchase or lease should be completed and returned to the Manager. All forms have a deadline to be considered at Board or Committee meetings.

ASSESSMENTS

General Assessments: Assessments covering operating expenses are due and payable each quarter to the Management Company. The Management Company will send coupons to the billing address provided by the homeowner each year or automatic withdrawals. The assessment is payable January 1, April 1, July 1, and October 1 of each calendar year with or without further notice.

It is the responsibility of the homeowner to provide the correct billing address to the Management Company and to notify the Management Company no later than 15 days after a billing address change. Late fees and interest will be assessed after the 15th of each month they are due.

Special Assessments: Occasionally an extraordinary charge may be incurred in the operation of the Association and approved by the Board in accordance with the procedure described in the Covenants. This special assessment will be billed on pro-rata basis to each unit and are due and payable upon receipt of notice from the Manager.

PROPERTY MAINTENANCE

Homeowners must maintain their homes and lots in first class condition. Homes are to be kept painted and mildew free. Lawns, trees, and shrubs are to be kept trimmed and must not impose a safety or health risk upon neighboring homes. Homeowners are to prevent the accumulation of discarded materials and garbage. Homeowners are to avoid creating fire hazards such as shooting fireworks above houses, building bonfires or storing explosives.

By Resolution of the Board of Directors on June 10, 2010, commercial contractors are not permitted to work in Meadowbrook on Sundays or any major National Holiday as listed except in emergencies. The list of major holidays are the following: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

Flags: Flags must be clean, in good repair and displayed in a respectful manner.

Lawn Care

Under 2008 Lee County Ordinance 08-08 Section seven, the application of fertilizer during the “rainy season” from June 1 to September 30 is prohibited. Also, application of fertilizer in or within ten (10) feet from the top of the bank of any water body is prohibited at all times.

A Recommended Lawn Care Schedule

- Apply “Weed and Feed” February and October
- Apply fertilizer only, March and November
- Apply Grub Worm Killer end of March and first week of October
- Do not overwater

County Watering Restrictions

Landscape irrigation for all property types and sizes is allowed two days a week on this schedule:

Odd number address: Wednesday and Saturday, 12:00am to 9:00am and/or 5:00pm to 11:59pm

Even number address: Thursday and Sunday, 12:00am to 9:00am and/or 5:00pm to 11:59pm

Watering is not allowed between 9:00am and 5:00pm

Times are subject to change based upon dry season conditions

COMMON AREAS IN MEADOWBROOK

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Common areas such as sidewalks are for the use of homeowners, their house guests and lessees. A house guest is defined as one who is on the premises at the specific invitation of the member or lessee. It is expected that such use of the facilities does not interfere with the rights of others. Homeowners are prohibited from improving, modifying or maintaining any common area without prior approval of the Board.

Fishing: Fishing is allowed in the lakes as catch and release either at the entrance of the Community or by permission of the homeowner. Trespassing is not allowed.

Lakes: Lakes are maintained by the Association. Please report any shoreline erosion problems to the management company. Homeowners must not attempt repairs or alterations to the shore line without express approval from the Board of Directors. Swimming is not allowed in association lakes. Alligators and other wildlife have been reported in the lakes.

Street Lights: If a street light is out, please notify FPL (239) 262-1322. Give them the address of the nearest house or the number which is on the pole.

Easements: There are four types of easements in Meadowbrook. The Common Easement includes all areas owned by the Association. The easements below belong to the homeowner but do have some restrictions:

Utility Easement: The area running parallel with the street between the sidewalk and the house for a distance of 10 feet back toward the house. No shrubs or trees should be planted in this area so that the utility companies will have access if needed.

Drainage Easement: The area 7 feet on either side of the property line on certain properties where a storm drain runs from the street to the lake. Nothing may be planted in this area that will interfere with access to this storm drain.

Lake Maintenance Easement: this is the area bordering the lakes. The homeowners property starts from the inside edge of the sidewalk and measures 125 feet. The last 12 feet of the property is the Lake Maintenance Easement upon which the homeowner must allow access for the maintenance people. The final 8 feet buffer is Common Area and part of the littoral zone governed by SW Florida Water Management District.

EXTERIOR PROPERTY MODIFICATIONS

Any EXTERIOR changes to a homeowner's property **MAY REQUIRE** written approval from the Meadowbrook HOA Board of Directors through the Architectural Control Committee.

The most common types of changes or additions that **REQUIRE** written approval are:

1) painting of house/trim, driveways, and walkways (there is a list of approved colors), 2) significant redesign of landscaping including removal/addition of trees, significant alteration of beds and addition of curbing, 3) lawn sprinkler wells, 4) drives, walkways and patios, 5) window, door, roof, wall and/or gutter, 6) pool and/or cage, 7) satellite dish, 8) additional screening, 9) relocation of HVAC/pool filter/pool heater units, and 10) free-standing flag pole. This list is not all-inclusive and is presented for example purposes.

The most common types of changes or additions that **DO NOT REQUIRE** written approval are:

1) minor landscaping replacement/expansion, 2) small, decorative yard art/benches/bird baths and fountains, 3) house numbers, 4) landscape and house lighting and 5) like-original replacement and/or maintenance of the existing structure (including pool, deck and cage).

If you are planning a project that may require approval please contact a member of the Architectural Control Committee. The ACC should have helpful advice for you based upon similar work that has been done for other homeowners and can also provide the form you will use to request approval of your project.

Since the Board meets once a month it is recommended that you contact the ACC as early in your planning process as possible so that the time required for Board approval doesn't jeopardize your desired completion date. The members of the ACC, the form for requesting approval and other helpful information can be accessed on the Meadowbrook HOA website or through the management company.

PARKING

Vehicular use in Meadowbrook is governed by the following regulations, which will be strictly enforced.

Passenger vehicles can be parked within a garage, on a driveway and with the following restrictions may also be parked in the street. Care must be taken to not block a neighbor's driveway, road travel, emergency vehicles, and mailboxes before mail delivery for the day. No parking of any vehicles is permitted on the street between 1:00 am and 6:00 am except for emergency vehicles which may park anywhere and at any time.

Guest parking is permitted after hours provided a "placard" is visible on the dashboard. Placards can be obtained from the Management Company or any Board Member.

Vehicles belonging to persons providing services to Unit Owners may park on the street during normal business hours provided that the vehicles are not parked in the no-parking areas. If service vehicles can park in a driveway without obstructing the sidewalk it is recommended that they park in the Unit's driveway to which they are providing service.

Vehicles violating the Meadowbrook street parking rules may be towed. Florida law requires that all vehicles park with the right wheels within 1 foot of the edge of the street and in such a manner as to not obstruct access by emergency vehicles. Those violating Florida Statutes may be ticketed.

No Parking Areas: Any vehicles parked on the street, but overlapping the grass or sidewalks to any degree may be towed. Unit owners with vehicles parked in a driveway but infringing on the sidewalk access are subject to other actions such as fines or injunctive action. Vehicles cannot be parked on the grass even if they are entirely off the street.

Vehicles which must be parked in a garage: The following vehicles must be parked inside a unit's garage:

- All trucks
- Boats, other water vessels
- Motor homes, mobile homes, etc.
- Recreational vehicles, motorcycles, motor scooters, etc.

- Any vehicles with signs, commercial letter advertising, exterior covers and vehicles storing personal property which is visible from the street such as cooking equipment, toys, chairs, couches, refrigerators, tools (e.g. rake, shovel, buckets, hose, ladder, pump) and crates, except vehicles providing service to the Unit during normal business hours.
- Any vehicle which is unlicensed or severely damaged so as to markedly degrade the appearance of the vehicle e.g. broken windows, large holes, twists or dents in the body or bumper, flat or missing tires, large areas of large areas of discolored or damaged paint. All vehicles in Meadowbrook must be fully operational.

NUISANCE

No nuisance or any use or practice that is a source of annoyance to other Owners shall be allowed.

Noise: In order to ensure your own comfort and that of your neighbors, noise from parties and the use of radios, television, stereo, musical instruments, and any loud- speaker devices, must be kept at a minimum volume and sounds generated or reaching outdoors must be done without annoying neighbors at any time. Designated quiet hours are from 11 pm to 8 am, during which time the use of all outdoor sound generators such as speakers and musical instruments which can be heard by a neighbor are prohibited.

Pets and Wild Animals: Pets are to be kept on a leash when outside of your Unit (house and lot). Homeowners are required to pick up after their pets. NO animal waste is to be disposed of in the storm drains or lake. No animals can be kept, raised or maintained outdoors. Household animals such as dogs, cats, birds and other pets may be maintained in moderate numbers if their presence causes no disturbance to others. Feeding of wild animals, birds and fish is strictly prohibited since this might attract alligators and rodents. Problems with pets such as barking dogs should be handled by filing a formal complaint with Lee County Pet Control.

PROHIBITED USES

The following uses are prohibited:

Outdoor additions: No temporary (e.g. sheds, tents, swings sets, above ground pools, hot tubs, dog houses) or permanent buildings, structures or other additions shall be constructed, erected or maintained upon any lot without ACC approval.

Outside storage: No barbeque grills or other outdoor cooking equipment, bicycles, toys or other personal property such as covers, ladders and tools may be kept or stored outside of a screened enclosure so as to be visible from any street. Benches, tables and chairs may be stored outside with Architectural Committee approval.

Trash: Each owner is responsible for depositing trash in trash containers sufficient for pick-up by the appropriate authorities. To deter the nuisance of smell and attraction of wild animals, trash cans cannot be stored outside of a house or garage. Empty garbage cans and trash containers shall not be allowed to remain curbside overnight. Trash cans and yard waste should be placed on the driveway near the street in a manner that does not obstruct the sidewalk and should not be placed upon the sidewalk. Normal trash pick-up is Tuesday of each week. Yard waste and recyclables is picked up on Mondays. **Curb side placement of trash cans, recycle bins and yard waste should be placed at the curb AFTER SUNSET the DAY BEFORE PICK-UP or BEFORE 7am THE DAY OF PICK-UP.** Holidays coinciding with pickups may cause a one day delay.

Garages: Garage doors shall be closed at all times when not in use. No garages shall be converted into living or habitable area. Hobby related activities are allowed provided noise level from various machinery does not impose a nuisance on fellow homeowners.

Signs: Only one standard rental or sale sign may be placed on the exterior (or in the window) of a house. No signs may be placed on the common areas. Advertising and political signs are prohibited.

Exterior Appearance: No clothing, bedding or other similar items shall be aired or dried in any outdoor area so as to be visible from any street.

Commercial Business: The Declaration of Covenants provides for use of houses as a single family PRIVATE RESIDENCE ONLY and may not be used for commercial business.

Occupancy: There are no restrictions with regard to children in residency. Occupants under the age of eighteen (18) years shall conduct themselves in accordance with these Rules under parental or guardian supervision.

Garage Sales: Garage sales are allowed with written approval from the Board, so as to control congestion and ensure that guidelines are clearly understood. Hours are 8 AM to 4 PM. All signage and goods for sale must be removed by 5 PM.

COMPLIANCE ENFORCEMENT

Complaints and requests for information should be directed to the Manager in writing by e-mail, fax or regular mail. Verbal requests may not be acted on. The Board of Directors has assigned the responsibility for taking the initial step in the enforcement of rules and regulations to the Manager. The Manager is also responsible for providing Association information to homeowners. For issues regarding complaints, violations and fines, the Manager is responsible for forwarding all written communications from the Unit Owners to the Board and the Manager must respond to Unit Owner in writing.

In order to expedite the solution, the complaint letter written to the Manager or Board should

- a) Describe the problem
- b) Suggest the solution
- c) Suggest actions the Manager or the Board may take.

Individual problems with utility services such as water, power, cable and telephone should be directed to the appropriate utility and not to the Manager or the Board members.

Fines: Pursuant to Article XII of its Declaration of Covenants, the Association has, through its Board, the right to assess fines and penalties against an owner or the owner's tenant for violation of the governing documents for Meadowbrook, including these Rules and Regulations. No penalty or fine will be levied against a party without reasonable notice and an opportunity to be heard.

Fining Process:

The fining process is initiated by the Manager when a complaint letter is filed with the homeowner. In the complaint letter the owner will be given a time and place at which he or she may present the Covenants Enforcement Committee with evidence demonstrating compliance. If the homeowner prefers to send a letter of defense to the Manager instead of attending the designated meeting, the Manager will forward such a letter to the Covenants Enforcement Committee for consideration at the time and place specified in the complaint letter.

With or without a defense from the homeowner, the Covenants Enforcement Committee will decide whether a violation has occurred, and make a corresponding signed written recommendation to the Board which includes evidence of the violation and cites the rule (s) broken.

The Board may then levy a fine against the unit. Any fines not paid when due will incur late fees, interest, reasonable Administrative cost, for which the owner will be responsible, along with any collection costs. Fines can be levied up to \$50.00 for each day and each violation that occurs. Failure to pay fines and correct violation can result in other legal remedies.

SECURITY AND SAFETY

The voluntary cooperation of the occupants is a necessity. It is suggested that homeowners KEEP ALL UNIT DOORS AND VEHICLES SECURED at all times whether you are home or not. Keeping garage doors closed when not in use also helps prevent theft and pest infestations. The discharge of firearms is strictly prohibited. Please report any suspicious activity or emergencies to the proper authority or call 911.

SALES AND RENTALS

Sales: Buyers must submit a Sales Application form to the Manager indicating that they are joining the Association at least 20 days before settlement. The form is available from the Manager or on the community website.

Leasing: Owners or agents shall request a Lease Application form to lease and a copy of these rules and regulations from the Management Company or download a copy from the community website. The completed form must be returned to the management company no later than 20 days before the start of the rental period. Failure to get Board approval can result in an invalid lease agreement.

Approval forms will not be considered complete until the fee is paid and all requested information is received, including confirmation that the buyer or lessee has been given a copy of these rules. No unit may be leased for a term of more than one (1) year or for less than ninety (90) days, and no option for the lessee to extend or renew the lease beyond one (1) year without Association approval shall be permitted. No subleasing or assignment of lease rights by the lessee is allowed. Copies of all lease agreements must be made available to the Board for its records prior to occupancy by tenants. The Board or designated representative may, in its discretion, approve the same lease from year to year without an additional fee. Homeowners are responsible for any fine incurred by a lessee that is not paid by the lessee.