



CobbleField Owners Association, Inc.

Revised Rules, Regulations,
Policies and Procedures 04.10.19

CobbleField Owners Association, Inc.

Rules, Regulations, Policies and Procedures

Version 1 January 2019

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1. PREAMBLE

The following Rules and Regulations are set in accordance with the CobbleField Owners Association, Inc. Covenants & Restriction; publicly recorded with the Clerk of Circuit Court, Alachua County, December 7, 2001. The Rules, Regulations, Policy and Procedures may be superseded by Florida Statute Chapter 720, Homeowners Association. **Owners or occupants of individual lots shall hereinafter be collectively referred to as "Owners" or "Lot Owners".**

2. RULES AND REGULATIONS

The following Rules and Regulations have been created by the Board of Directors ("Board") in accordance with the powers and duties established in Article IV (e) 2. Establish Rules and Regulations. It is intended that these Rules and Regulations and their enforcement will enhance the living environment for all Owners and their guests.

A. LOT RESTRICTIONS

- a) **Residential Use.** All lots shall be used for private single-family residential purposes only, no trade or business of any kind may be carried out that will increase traffic in the development. Lease or rental of a residence shall not be a violation of the covenant.
- b) **Indemnity for Damage.** Nothing shall be done or kept on any lot or the Common Area, or any part therefor, which would be in violation of any statute, rule, regulation, permit or other validly imposed requirement of any governmental body.
- c) **Noxious Activities.** Except with the prior written approval of the Community Association, no noxious or offensive trade or activity shall be carried on, upon or within the Properties, nor shall anything be done therein or thereon which may be or become an annoyance or nuisance to the neighborhood. No burning of any trash and no accumulation or storage of litter, lumber, scrap materials, waste, new or used building materials, or trash of any other kind shall be permitted on the Properties.
- d) **Flags.** Flag placement and specifications is also controlled by the Florida Statute.
- e) **Holiday Decorations.** The Covenants prohibit Owners from making any alterations to lot exteriors without prior approval from the Board. However, Owners may display tasteful and appropriate decorations. Decorations must be removed no later than 15 days after the date of the holiday or celebrated day. If any concerns arise from an Occupant's decorations, the Board will review the items and may request and/or enforce the removal of the items.

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- f) **Signs.** No signs of any kind shall be displayed to the public view on the properties without the prior written consent of the Community Association, except the name and address signs approved by the Board of Directors. When any residence and/or lot is for sale or rent the Owner thereof shall be permitted to advertise same by erecting on the Lot one "For Sale" or "For Rent" sign approved by the Association, and it will be erected further than fifteen (15) feet from the roadway adjoining the Lot. No signs above may be erected off of the premises or on any Common Area or easement.

CobbleField Off Property "Open House" Sign Rules

The placement of "Realtor" and by Owner; "OPEN HOUSE" signs are permitted to be placed off property, with the following restrictions:

No more than five (5) OPEN HOUSE signs are permitted to be placed off your property within the CobbleField development (common areas and public right of ways). This does not include an OPEN HOUSE sign placed upon the property.

The posting of the OPEN HOUSE sign(s) may not occur earlier than on the morning of the day of the open house (posting of the sign(s) cannot occur prior to the day of the open house).

OPEN HOUSE signs must be removed no later than 2 hours after the scheduled end time of the open house, or by 7:00 PM, whichever is earlier.

The size of the open house sign must be no larger than 24" x 24".

COBBLEFIELD

Garage/Yard Sale Signage

The placement of Garage/Yard Sale signs along the main roads is now permitted, with the following regulations:

- 1) No more than 2 sales per calendar year per owner/resident.
- 2) Sales are allowed on the 1st and 3rd Saturdays of the month only.
- 3) Residents are required to submit a Request for Signs form.
 - a) Allow up to 7 days for reply after the request is submitted.
 - b) Replies are sent via email.
 - c) Approval is not guaranteed.
- 4) Permits will be assigned for approved signs and must be attached to the stand of each sign placed within the boundaries of CobbleField.

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a) A \$40.00 deposit is required when the permits are picked up (from a CobbleField location). See below for additional information regarding deposits.

5) Residents must provide their own signs.

a) Signs placed within the boundaries of CobbleField are limited to the red and white corrugated plastic signs available at Home Depot, Lowes and Walmart. Sign style should be similar to:



Stands are limited to the "H" wire stands available at the same locations

b) Signs may be placed between the street and the sidewalk only, between the nearest main entrance and the entrance to your subdivision.

i) A neighborhood map showing suggested locations will be included with the sign permits.

ii) No signs may be placed in yards other than the address on the request form.

c) Signs may be placed no more than 2 hours before the scheduled start of your sale and must be taken down no later than 2 hours after the sale ends.

6) Unless instructed otherwise, the permits should be returned to the same CobbleField location no later than the first Monday after the sale ends.

a) Assuming compliance of the above, deposits will be returned at that time.

g) Animals. No animals, livestock or poultry of any kind shall be raised, bred or kept on the Properties or the Common Properties, except dogs, cats or other common household pets may be kept at each residence, subject to rules and regulations adopted by the Community Association, provided that such animals are not kept, bred or maintained for any commercial purposes. Pets shall always be attended and shall be registered, licensed and inoculated as may be required by law. No animal of the Owner, his family, guests or invitees may leave the fenced premises of the Owner, unless such animal is on a leash and under control of the owner, or person handling the animal. No animal shall be allowed to make noise in a manner or volume, or behave in any manner, as to annoy or disturb other Owners.

h) Air Conditioning Units. Solar Collectors. No air conditioning unit may be installed in any window visible from any public street. No solar collector may be installed that will be visible from any public street without the approval of the Architectural Control Committee. Said Committee shall have the right to refuse permission for all solar collectors.

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- i) **Land Use and Building Type.** Unless otherwise specifically allowed or permitted under these covenants, no structures shall be erected, altered, placed or permitted to remain on any lot other than single-family dwellings not to exceed two stories. No duplex residence, garage apartment, or apartment house shall be placed on or allowed to occupy said land. No structure of a temporary character, trailer, tent, motorized home, shack, garage, barn, or other outbuilding shall be used at any time for a residence either temporarily or permanently. Nothing here shall prevent use of a temporary structures or vehicles during construction

Portable Storage Containers

Portable Storage Containers, including but not limited to PODS, are permitted for placement upon your property (driveway) for a maximum period of 15 days, for the purpose of loading/unloading of personal belongings during the moving process only.

You must contact the Management Company to receive permission from the Board of Directors PRIOR to placing the storage container upon your property. The 15-day period will begin on the first day the storage container is placed upon the property. The Board may, at its own discretion, approve additional time for the storage container to remain on the property, however such an instance will be determined on a case-by-case basis, and shall require a request be made to the Board in writing, prior to the expiration of the original 15 days.

Failure to comply with this rule shall result in a fine being imposed on the homeowner.

- j) **Window/Door Coverings.** No structure shall have any aluminum or reflective foil or other material placed in any window or glass door or any reflective substance placed on any glass. Within thirty (30) days of taking possession of a residence, the Owner shall cause all windows facing the street to be furnished with lined draperies (no colors) or blinds (no colors) for providing a harmonious outside appearance.

- k) **Decorative Trim.** No Owner or tenant shall install shutters, awnings, or other decorative exterior trim, except with the consent of the Architectural Control Committee.

- l) **Basketball Hoops/Backboards.** No basketball hoop/backboards shall be affixed on the street side of any home. No permanent basketball hoop/backboard shall extend beyond the portion of the home closest to the street. No temporary or portable basketball hoop/backboard shall be placed on any portion of the road right-of-way. Typical road right-of-way is 11 feet behind the curb.

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m) Utility Lines. All water, sewer, electrical, telephone, television, gas and other utility lines shall be placed underground. No antennas or satellite dishes of any kind shall be placed outside of any dwelling except with the written consent of the Architectural Control Committee. Please refer to **Article VIII Restrictive Covenants Section 1. (o) for further restrictions.**

n) Trash. No accumulation of trash shall be allowed except during construction. All trashcans or containers shall be substantially shielded from view except when placed curbside on garbage pickup day. No lot shall be used or maintained as a dumping ground for rubbish, trash, garbage or other waste.

- a. Trash cans, containers or yard debris may not be placed curbside sooner than 5 p.m. the day prior to the scheduled day of pick up and must be put away no later than 9:00 a.m. the following day after a scheduled pick up.

Alachua County Curbside Pickup -

<http://www.alachuacounty.us/depts/solidwaste/residential/curbside/pages/curbsidepickup.aspx>

You can also call 352-338-3233 to request their guidebook. The County's key rules are as follows:

- Yard trash such as leaves, weeds, grass clippings, and small branches must be placed in approved brown paper leaf bags or separate yard trash cans. Plastic bags containing yard trash are prohibited.
- Yard trash can should weigh no more than 40 pounds each and must be put away the same day they are emptied.
- Loose yard trash such as tree limbs must be less than 5 ft. in length, smaller than 8 inches in diameter, and no heavier than 40 pounds each. Yard trash does not include boards or lumber.
- Do not place loose yard trash, bags, or cans where they will obstruct the flow to storm drains, or on top of the storm drain.

o) Clotheslines. No exterior clotheslines shall be permitted if they are exposed to view from any other lot or common property.

p) Garages. Unless an alternative storage area is approved in writing by the Architectural Control Committee, each home shall have an attached two or three-car garage. No garage shall be permanently enclosed or converted to another use without substitution of another enclosed automobile storage area being previously erected on said lot. No carports shall be permitted, and all garages shall contain at least 400 square feet of usable space appropriate for parking automobiles. All garages must have doors that shall be maintained in a useful condition and shall be kept closed when not in use.

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Parking Restrictions

Overnight “on street” parking is not permitted for the following; RVs, motorhomes, trailers, boats, personal watercraft or campers.

On property parking of a motorhome or boat is permitted for a maximum of a 24-hour period, in order to load or unload items.

q) Recreational, Commercial and Other Vehicles. No travel trailers, motorized homes, commercial vehicles, boats, trailers of any type shall be permitted to be placed upon any lot subject to these covenants, unless such shall be placed or parked in a fenced sided yard or fenced rear yard lot, but not placed in the side yard of a corner lot on the side abutting a street. No wheeled vehicles of any kind or any offensive objects may be kept or parked in a state of repair between the paved road and the residential structures. No automobiles, trailers, or boats shall be parked in the roadways or on the right-of-way adjoining lots. For purposes of the paragraph, a vehicle that is a one ton or less truck used as transportation to and from the lot Owner’s employment shall not be considered a commercial vehicle. No offensive advertising shall be permitted on any vehicle, private or commercial, parked in CobbleField.

r) Repairs and Restoration. No repairs or restoration of any automobile, motor vehicle, boat, camper, trailer or other vehicle shall be permitted on the Properties except for an emergency repairs thereto and then only to the extent necessary to enable movement of such vehicle to a proper repair facility, unless such repairs or restorations are done in the garage.

s) Speed Limit.



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t) Fences.

The Architectural Control Committee shall adopt rules pertaining to fences. The right of the committee to require fences to be set back from the property lines and to require vegetative screening and provisions for watering is expressly reserved.

The Architectural Committee of the CobbleField owners Association Inc., has established the following requirements for the construction and installation of a perimeter fence on individual lots: Shadow Box Design

Six (6) feet in height, 1 x 6 -1/2 or 3/4 inch thick boards, ACQ or arsenic-free wood. For fences on lots that back up to a retention basin, four (4) foot fences are permitted, solely on the portion of the property line that borders the retention basin.

A layout of your home defining the location of the fence and gate on a copy of the survey must be submitted to the Architectural Committee for approval prior to proceeding with fence construction. Construction of a new fence installation must be approved by the Committee, submitting a Request for "Exterior Change" form, **Attachment "A"**.

The following are maintenance and repair guidelines for our CobbleField fences:

When repairing a leaning fence, the construction side (4"x4" fence posts) must face the interior of your property. Support posts are not permitted to be installed on the outside of the fence.

- Missing boards must be replaced with same type boards and thickness, ACQ or arsenic-free wood.
- The wood fences are to be maintained in their natural wood state. Painting of fences is not permitted.
- Vines and weeds must be maintained and prevented from growing over the top of through the fence and onto the side facing the outside of your lot.

Homeowner's whose properties are immediately adjacent to the HOA common area wall along SW 8th Avenue and SW 86th Street (Lot's 3 -13 and Lot's 43 – 50), are not to allow plants or vines to attach to the wall facing the interior or exterior of your property.

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- u) **Maintenance of Lots.** All lots shall be kept mowed, maintained, and free of debris at all times. All improvements shall be kept in a condition comparable to the condition existing at the time of its construction, excepting only normal wear and tear. It is expressly stated that different standards may be adopted for unimproved lots and those lots where construction is underway

Lawns/Landscaping:

Mowing, Trimming and Edging. All Lots shall be mowed, trimmed and edged to keep up with the standard appearance throughout the CobbleField Community. Blowing debris from lawns, hedges, etc. into the street without proper pickup is NOT ALLOWED. Do not leave large piles of clippings behind. Please either utilize a mulching mower or rake out over lawn.

Lawns shall be maintained in a healthy, well- maintained condition, including grass, shrubs, flower beds and trees. Flower/shrub beds must be maintained by having a defined edge and adequately covered with approved bark/mulch to prevent weed growth. No lawn shall go longer than two (2) weeks without attention to mowing, trimming and edging. In the event a homeowner is out of town for longer than the two (2) weeks, arrangements must be made for lawn maintenance.

No weeds, underbrush, other unsightly growth, trash, rubbish, or unsightly objects will be allowed to accumulate on any lot. Irrigation systems must be maintained in good working condition to assure lawn and shrub maintenance. Hedges must be maintained and trimmed to a height of no more than 10 feet.

Landscaping Replacement. An Architectural application is not required to replace landscape provided they comply with the following guidelines:

- a. Replacing plants in an established planter bed.
- b. Replacing existing hedges or bushes with the same or similar plants.
- c. Replacement must be compliant with the local, county, and state ordinances and CobbleField Owners Association Declaration of Covenants, Conditions and Restrictions.
- d. No planting of invasive or destructive plants such as Ficus Trees, Brazilian peppers, and certain running bamboo. This is not a comprehensive list of the invasive or destructive plants and the Board of Directors reserves the right to determine what is destructive or invasive.

*If the landscaping plan varies from the above approved guidelines, you must submit a "Request for Change" form. **Attachment "A"**.

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v) Decorative Pots. Decorative pots are permitted in the front of the lots as long as they do not exceed a total of four (4) pots. Decorative pots and plants must architecturally compliment the rest of the landscaping and be maintained. Vegetable plants are not permitted in the front of the home. These types of plants are permitted where they are not seen from street view. Numerous potted plants of varying type, size or color, arranged with no architectural value in view from the street, is not permitted.

Maintenance of Exteriors and Lots: Each Owner shall at all times maintain in a slightly manner the exterior of all structures on the Owner's Lot and any and all fixtures attached thereto, including but not limited to roofs, doors, windows, garage doors, siding, walls, fascia, driveways, fences, and light fixtures. All lots in the subdivision shall be kept in a good state of repair and appearance, and no waste or damage to the premises shall continue unremoved or unrepaired.

Note: If a lot is not maintained as required, the association may after 10 days' notice by mail or posting on property, have the yard mowed and or cleaned and impose a lien on the lot for the costs thereof (each mowing and or cleaning shall not exceed \$100).

w) Trees. Removal and Restrictions.

Cobblefield Requirements for Tree Removal

In order to comply with Alachua County Unified Land Development Codes and the Cobblefield Covenants & Restrictions, the following information must be provided on the Request for Exterior Change form when seeking approval for removal of any tree(s) on a homeowner's property:

- The species of each tree to be removed
- The number and location of trees on the property to be removed (provide a map)
- The circumference (in inches) of each tree at 4¹/₂ feet above the ground, for each tree to be removed
- The reason for tree(s) to be removed
- If a diseased tree is requested to be removed, a document from a licensed arborist declaring the tree diseased, if it is not readily obvious.
- If a healthy tree is requested to be removed, a replacement tree recommended to be planted on the property, from the "high and medium wind resistance" tree list below. The replacement tree choice must be provided on the Request Form. Selected trees not on the list must be approved by the Architectural Control Committee. It is the goal and the request of the Association to maintain the canopy that CobbleField is known for.

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Full-size Tree

Small/Medium Trees

Carya floridiana, Florida scrub hickory

Ilex vomitoria, yaupon holly

Magnolia grandiflora, southern magnolia

Ilex opaca, American holly

Taxodium ascendens, pond cypress

Chionanthus virginicus, fringe tree

Carya glabra, pignut hickory

Magnolia x soulangiana, saucer magnolia

Fraxinus, americana, white ash

Magnolia virginiana, sweet bay magnolia

Quercus virginiana, live oak

Carya tomentosa, mockernut hickory

Ostrya virginiana, American hophornbeam

Quercus shumardii, Shumard oak

An “on property” inspection of the tree(s) to be removed may be required prior to review and approval of the “Request for Change” form, **Attachment “A”**.

Alachua County Ordinance

Removal of any Heritage tree will require the approval and a permit from Alachua County in addition to approval from the Architectural Control Committee;

<https://growth-management.alachuacounty.us/formsdocs/BLDTreeRemAppl.pdf>

On residential properties 2 acres or less, all trees over 20" diameter ("63" circumference) measured at 4.5' above ground require a tree removal permit from the County. Non-native trees, laurel oaks and water oaks, require a permit at 30" diameter ("94.25" circumference) and larger.

Any homeowner that fails to obtain a permit for trees that meet this criteria, and subsequently have tree(s) removed, may be subject to a significant fine by the County.

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B.COMMON AREAS

a) **Usage Etiquette.** Common areas are intended for the peaceful enjoyment of all Lot Owners and their invited guests or tenants. Please respect the privileged use of these areas and adhere to the operating hours of the amenities. Do not utilize any of the common areas for vehicle repairs, large gatherings, parties or other nuisance related activities.

C.AMENITIES

a) **Pool Pavilion.** All Owners must register for a pool fob. Only one is assigned per Lot. A replacement fee may apply for any lost fobs not to exceed \$25.00.
Attachment "C"

RESERVATIONS. The pavilion may be reserved by lot Owners for parties and special events. Please go to mycobblefield.com to check the availability on the community calendar and download the "Pavilion Reservation" form or see **Attachment "B"** for further instructions.

b) **Pool.**



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POOL RULES

- No lifeguard will be on duty. Swim at your own risk.
- Pool Hours: Dawn to Dusk
- Pool capacity: 40 persons
- Shower before entering pool. Reminder: Shower not to be used for personal showers, washing hair, etc.
- Guests must be accompanied by a Cobblefield homeowner
- Children under the age of 14 must be accompanied by an adult
- NO horseplay allowed
- Life ring and shepherd's hook are for emergency use ONLY
- NO eating in the pool area. There are tables provided for this purpose.
- NO glass bottles or glass containers allowed
- NO diapers allowed in pool
- Proper swimwear must be worn in the pool
- NO bicycles, skateboards or rollerblading in the pool pavilion area
- NO alcoholic beverages of any kind allowed on the pool deck
- NO pets are permitted within the fenced area of the pool.
- Group Parties — Size of party shall not exceed 25 people. Parties must reserve the pavilion. Authorization to have a group party is not granted to the exclusion of other residents and their guests.
- The pool may be closed by the Association Board of Directors and/or the management company at any such time that it is determined the pool is not safe for use.

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3. COMPLIANCE/VIOLATION POLICY

CobbleField Covenant Enforcement Provisions

The management company performs drive-thru covenant inspections for compliance two times a month. In addition, any Owner who wishes to report a potential violation can contact the management company.

Courtesy Notice – First Friendly Reminder

If this is the first violation of an offense that is not an architectural violation, per Covenants Article IX (2) the management company will mail a Courtesy Notice with a cure period. The cure period can vary based on the offense but should be applied consistently (typically 15 days).

The Courtesy Notice is not required for repeat infractions by the same Member/Owner, as the initial Courtesy Notice states “This Courtesy Notice applies to future infractions of the above violation. Future infractions of the above violation will lead to a **Second Friendly Reminder or Notice of Violation**, without a Courtesy Notice”.

For an Architectural violation (building, fence, wall, mail or other improvement or structure or plant material), the management provides a written Courtesy notice to owner with a 30-day cure period. If violation is not terminated within 15 days from receipt of a written notification, per *Covenants Article VII (4)* the Board of Directors may authorize an agent to enter upon and inspect the lot to verify that the still violation exists.

Notice of Violation/Fine

If the violation continues past the courtesy period, or is a repeat violation, the management company will ask for board’s permission to send Notice of Violation to the owner. The board will ratify the Notice of Violation decision at the subsequent Board Meeting.

Two copies are sent to the owner - one by certified mail and one by first class mail. If the residence is occupied by a tenant, the notice is sent to owner’s last known address and a copy of the Notice is mailed to the tenant (the fine, if assessed will be imposed on the owner).

The owner has the ability to appeal the fine before it is assessed. Per *FS 720.305(2)(b)* the Notice of Violation will be mailed at least 14 days prior to the next hearing of the Fine & Appeals committee.

Appeals Hearing

Florida Statute 720.305(2) supersedes Covenants Article IX (4)(a) and (4)(b).

The Fine & Appeals committee consists of three members appointed by the board who are not officers, directors, or employees of the association, or the spouse, parent, child, brother, or sister of an officer, director, or employee. At the meeting the owner (or their representative) is provided the opportunity to provide reasons why the fine should not be imposed.

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If a majority of the committee members approve of the proposed fine, the fine is assessed. A written decision of the committee shall be submitted to the owner by mail or hand delivery not later than twenty-one (21) days after the hearing. The fine shall be paid no later than 30 days after the notice assessed fine.

Note: The owner or their representative must be present for the Fine Appeals Committee to consider waiving the fine. The Board of Directors may also waive fines at their discretion, including deeming the fine to be uncollectible.

Fine Amounts

FS 720.305(2) supersedes Covenants Article IX (4)(c).

For a single day violation (non-continuing violation), the fine is \$100

For multi day violations (continuing violation), a fine of \$100 may be levied for each day of a continuing violation, with a single notice and opportunity for hearing, except that the fine may not exceed \$1,000 in the aggregate. Continuing offenses includes violations that are continuous in nature without a break, such as an unpermitted fence, unapproved color, landscaping issues, dirty fascia etc.

Access to recreational facilities may be suspended after the Appeals Hearing, as long as the violation still occurs. *FS720.305(2)(a)*

Additional Remedies for Violations *Covenants Article XII*

If any person continues violate any of these covenants or restrictions, the association may maintain a proceeding in a court of competent jurisdiction against those so violating or attempting to violate any such covenants or restrictions, for the purpose of preventing or enjoining all or any such violations or attempted violations.

In any action to recover a fine, the prevailing party is entitled to reasonable attorney fees and costs from the non-prevailing party as determined by the court.

4. CobbleField Elections & Committees

The association is always encouraging member participation. We may have openings on the Board of Directors, the Architectural Control Committee, the Fine & Appeals Committee, or the Landscaping Committee. Please inquire at the next meeting.

All members of the association are eligible to serve on the Board of Directors. Elections are held in January. If a quorum is not present, the election cannot occur, and the current board sits.

If you would like more information on how you can help serve on a committee, please contact the association manager.

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5. Architectural Control Committee

Per the covenants, owners should request ACC approval via the management company for improvements to their structures and land. The ACC approval or disapproval shall be in writing. In the event the Committee fails to approve or disapprove within 30 days after the plans and specification have been submitted, approval will not be required. An ACC representative should ratify decisions at the subsequent Board of Directors meeting.

The Architectural Control Committee is separate from the Board of Directors, *per Covenants; Article VII (2)*.

The committee is composed of three persons, and a majority of the committee may designate a representative to act for it. In the event of death or resignation of any member, the remaining members have the full authority to designate a successor. The owners of a majority of the lots shall have the power and the right to elect members of the committee *Covenants; Article VII (3)*. No guidance of the election processes is in the covenants.

The Architectural Control Committee may from time to time adopt and promulgate such rules and regulations regarding the form and content of plans and specifications of policy, standards, guidelines and/or establish such criteria relative to architectural styles or details. *Covenants; Article VII (2)*

6. ASSOCIATION CONTACTS

Board of Directors

CobbleField Board of Directors as of January 2019 - board@mycobblefield.com

Judy Gookin, Neil Patel, Lymaris Barger, Anne Banks, David Gagne

7. MANAGEMENT CONTACTS; Leland Management Inc.

5220 SW 91st Terrace

Gainesville, FL 32608

Ph. 352-653-3450

Website: www.LelandManagement.com

Association Manager

Penny Myers

Phone: (352) 204-8175, [Email: pmyers@lelandmanagement.com](mailto:pmyers@lelandmanagement.com)

Emergency After Hours Number:

1-866-263-3987

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Resident Support: (For assistance with your account)

352-433-1656

residentsupport@lelandmanagement.com

Payment Center:

CobbleField Homeowners Association

Leland Management Processing

P.O. Box 621055

Orlando, FL 32862

8. ATTACHMENTS

- REQUESTS FOR CHANGE, ATTACHMENT "A"
- PAVILION RESERVATION, ATTACHEMENT "B"
- REGISTRATION FOR POOL FOB, ATTACHEMENT "C"

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REQUEST FOR EXTERIOR CHANGE

Deliver/Mail/Fax/Email completed and signed form to Leland at 5229 SW 91st Terrace

Karen Coullias (kcoullias@lelandmanagement.com)

Name(s): _____

Address: _____ Lot Number: _____

Home Phone: _____ Work Phone: _____

Contractor's Name: _____ Phone: _____

I request that the Architectural Control Committee approve the following change(s) to my property per the Covenants and Restrictions and Rules and Regulations of CobbleField Owners' Association, Inc.

Please describe in detail. **Drawing(s) and/or plan(s) must be submitted with this request.**

Additional information is also required for tree removal. See the details at <http://mycobblefield.com/docs#trees>

Description of Change:

Structure – New (Structure, swimming pool or other improvement: _____)

Structure – Existing (Modification to or addition of shutters, house numbers, etc.): _____

Satellite Dish/Antenna, Solar Panels: _____

Fences: _____

Landscape changes/Tree removal: _____

Other (Describe in detail): _____

Note:

- 1) Owner must obtain all necessary permits and licenses.
- 2) The Architectural Control Committee will forward approval/denial of your request within thirty days of written submission of plans.

Date: _____ Owner Signature: _____

No electronic signatures.

COMMITTEE USE: Approved Not Approved

Comments: _____

Date: _____ Signed: _____

CobbleField Pool/Pavilion Reservation Request

Complete this form and send/deliver to

Leland Management

5220 SW 91st Terrace

Karen Coullias (kcoullias@lelandmanagement.com)

Homeowner Name:

Address:

Email

Phone/Cell:

Reservation Date:

Start Time:

End Time:

(4 Hours Maximum)

Please note:

1. You are responsible for cleaning up after your party. Any trash which will not fit completely inside the provide trash bins must be removed from the pool/pavilion property.
2. The HOA policy does not permit any resident to host a party or event at the pool/pavilion which is directly or indirectly associated to, or, on behalf of, a resident's business.
3. This reservation does not grant exclusive use of the pool, pavilion, tables or chairs. There will likely be other residents using the pool/pavilion during your event.
4. Your event setting may not block access to the restrooms, water fountain or either gate.
5. The maximum number of persons attending your event may not exceed 25.
6. You will be responsible for any damages to the pool/pavilion caused as a result of your event.
7. Neither of the entrance gates may be propped open at any time.
8. "Bounce Houses", petting zoo's, etc are not permitted.
9. Failure to abide by the Rules may result in the homeowner's key fob being disabled, whereby denying access to the pavilion for a specified length of time.

Your signature below indicates that you have read and accept the above, and have also read and understand the *Pool Rules* and *Pool Access Rules* which are available on the CobbleField website at

<http://mycobblefield.com/docs>

Homeowner
Signature:

Date:

CobbleField Owners Association

5220 SW 91st Terrace, Gainesville, FL 32608

Karen Coullias (kcoullias@lelandmanagement.com)

Attachment "C" - POOL KEY FORM

Homeowner Information

Name:

Telephone: Email:

Address:

Closing Date: Renter's Lease Date (if applicable):

Renter Name (if applicable):

Acknowledgement of Understanding

I understand: that as a resident of CobbleField, I am subject to all of the **RULES AND REGULATIONS** included in the Association's governing documents and those promulgated by the members, through their Board of Directors. I understand that penalties for non-compliance are strictly enforced and agree that all occupants of my home will abide by said **RULES AND REGULATIONS**.

I understand: that all of the information provided in this application will be held in strict confidence. **I/WE REPRESENT THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE AND AUTHORIZE VERIFICATION OF SAME BY REASONABLE MEANS. I/WE UNDERSTAND THAT FALSE INFORMATION GIVEN HEREIN MAY BE GROUNDS FOR REJECTION OF THIS APPLICATION. I/WE ACKNOWLEDGE THAT I/WE HAVE BEEN PROVIDED WITH A CURRENT COPY OF THE DECLARATION, ARTICLES OF INCORPORATION, BYLAWS, RULES AND REGULATIONS. A copy of said documents, rules, regulations, policies and procedures can be found online at <http://mycobblefield.com/docs/>**

All Owners must register for a pool fob. Only one key fob is assigned per address/lot. The fee for any key fob, be it original or replacement, is \$25.00.

Access to recreational facilities may be suspended for any Lot that is at a delinquent status with the HOA in reference to fees and/or fines.

Issued FOBS can be picked up at the Leland Office; Monday – Friday 9:00a – 5:00p.

Owner Signature: _____ Date: _____

BOD Signature: _____ Date: _____

FOB Number: _____