

# **Summer Lakes Adopted Board Policies/Rules**

## **SIGNS**

1. Only the approved style “for sale” sign is permitted, one per unit. These signs must be placed within 15 feet of the sidewalk and removed within 15 days of the sale of the property. “For rent” signs are not permitted.
2. No signs, billboards or advertisements are allowed, including those for realtors, contractors and subcontractors without advance approval of the ARC.
3. No signs, flags or banners are allowed. Advertising activities should be outside the Summer Lakes property.
4. No signs may be attached to trees.

## **CONTRACTOR WORK TIMES FOR RESIDENTS**

1. Permitted times for residents’ contractors to work on their properties is 7AM to 7PM Monday through Friday.
2. Contractors whose work is noisy and/or involves the use of powered tools and equipment, such as lawn mowing, construction, etc., shall be prohibited on the weekend (Saturday and Sunday). Other contractors whose work can be done inside the resident's home and is not distracting to neighbors may conduct work on the weekend between the hours of 8:00 a.m. and 3:00 p.m. Vehicles used by such contractors shall be parked in the resident's driveway.

## **GOLF CARTS & OTHER MOTORIZED VEHICLES**

- No motorized vehicles are permitted to be used on the sidewalks, pathways or Common Areas of Summer Lakes. Golf carts may be driven on the streets or along the pathway over the bridge only. All golf cart drivers must follow Brevard County and Florida State laws for golf carts which includes a minimum age for driving a golf cart.

## **GATES**

- The front gate cannot be fixed in an open position for private events. Owners must be prepared to open gates for guests as they arrive.

## **PARKING ON WINDSONG WAY**

- In recognition of the shortened access road into Summer Lakes (named Windsong Way) will be prohibited. Parents waiting for the school buses should keep their cars inside the gates on Bellwind Drive.

## **SPEED LIMIT AND STOP SIGN**

- The speed limit inside Summer Lakes is 20 MPH. Please adhere to the speed limit and stop signs within the community

## **NO TRESPASSING BEHIND HOUSES**

- Your property extends to the waterline. Our covenants prohibit others from trespassing onto your property on the Recreational Lake. This rule extends that prohibition to all residential properties in Summer Lakes. Residents may access common areas throughout our subdivision.

## **ESTATE SALES**

1. Notice to be given to management 7 days in advance of a sale and it is to be emailed to all.
2. Sales will only be permitted upon a change of occupancy.
3. Sale to be no longer than 2 consecutive days.
4. No more than 5 hours per day between the hours of 9 AM and 4 PM.
5. Contents to remain in the house or garage.
6. No posting of gate codes. Owner to operator responsible for having someone at gate or having telephone working so people can call for admission.
7. Signage within the community limited to directions and to be removed at the end of each day.

## **CONTRACTED WORK BY THE BOARD OF DIRECTORS**

- Work cannot be started nor checks printed for any non-recurring contracted work without approval by at least two Board members. Landscape and Maintenance Committee for recommendations must be in writing and approved by the Board in advance of work starting.

## **MEETING SCHEDULE**

- Board meetings are scheduled as needed by the BOD.

## **COLLECTION POLICY**

- **POLICY STATEMENT:** The Summer Lakes District Association, Inc. recognizes that prompt payment of assessments and fines by all homeowners is critical to the financial health of the Association and to the enhancement of the property value of homes within the Association and the care and upkeep of community amenities. It is the fiduciary responsibility of the Board of Directors to collect all assessments for the maintenance and replacement of common area property and other association expenses in a timely fashion.
- **POLICY/PROCEDURE:** As authorized in the By-Laws and the Declaration of Covenants, Conditions, Easements, Reservations and Restrictions for Summer Lakes District Association, Summer Lakes hereby adopts the following policy and procedure with regard to collection of assessments due Summer Lakes.

### Regular Assessments

1. All Association Regular Assessments are due on the first day of each calendar year (January 1<sup>st</sup>) and the first day of July.
2. Payments are payable with 31 days of the due date without penalty. On February 1<sup>st</sup>, and on August 1<sup>st</sup>, all unpaid assessments are considered past due and are subject to any interest and/or fees which may be imposed by Summer Lakes. At this time, a twenty dollar (\$20.00) late charge is assessed and a Balance Due Reminder is sent to the Owner's address of record.
3. If payment is not received on or before March 15<sup>th</sup>, and September 15<sup>th</sup>, any interest owed on the account will be applied. Interest is assessed up to the maximum amount allowed by and calculated from January 1<sup>st</sup> forward and/or July 1<sup>st</sup> forward. A "Final Notice" of Balance Due will be sent the owner of record which will include notice that legal fees will be incurred if not paid in full.
4. If payment is not received by April 15<sup>th</sup>, and October 15<sup>th</sup>, The Owner's ledger of assessments, late charges, fees, interest and fines are forwarded to the Association's Attorney for the Intent to Lien Notice and all subsequent collection activity. The Intent to Lien Notice is sent with one (1) to four (4) days depending on the volume. All attorney's fees incurred will be assessed to the Owner's account. The certified Intent to lien Notice is to the property address and mailing address (and the renter if applicable).

5. If payment is not received with forty-five (45) days after sending the Intent to Lien Notice, the Claim of Lien is filed.
6. Covenant enforcement fines are considered to be special assessments. Only those fines reaching one-thousand dollars (\$1000.00) or over will be referred to the Attorney for collection. All violation notices will be forwarded to the Attorney at the time the account is referred to the Attorney.
7. The collection of the lien is now the responsibility of the Attorney and all homeowners inquiring about their account or payment shall be directed to the Attorney and/or Fairway Management for handling. All payments must be made directly to the Attorney or Fairway Management.
8. Upon consultation and recommendation by the Attorney, the Board of Directors will consider additional collection actions including, but not limited to, lien foreclosures and personal judgements, on a case-by-case basis.

### Special Assessments

1. Special Assessments may be levied and collected from time to time for any purpose related to the discharge of Summer Lakes' duties and obligations. Special Assessments shall be payable in such manner and at such times as determined by the Board of Directors.
2. Payments for Special Assessments are due within thirty (30) days.
3. If payment is not received on or before the 30<sup>th</sup> day, the assessment is considered past due and is subject to any interest and/or fees which may be imposed by Summer Lakes. On or before the 31<sup>st</sup> day, a twenty dollar (\$20.00) late charge is assessed and a Balance Due Reminder is to the Owner's address of record.
4. If payment is not received on or before sixty (60) days of the original due date, the Owner's ledger of assessments, late charges, fees, interest and fines are forwarded to the Attorney for the Intent to Lien Notice and for all subsequent collection activity. The Intent to Lien Notice is sent within one (1) to four (4) days depending upon the volume. All attorneys' fees incurred will be assessed to the Owner's account. The certified Intent to Lien Notice is sent to the property mailing address (and the renter if applicable).
5. If payment is not received within forty-five (45) days after sending the Intent to Lien Notice, the Claim of Lien is filed.
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