

The Plantation at Ponte Vedra		Section: 2
Policy:	Overview of the Processes for Issuing Sanctions for Violating the Association's Governing Documents and Appeals	
Date: 09/26/2023		Date Revised:

As used in Section 2, the term “Governing Documents” shall mean each of the following, individually and collectively, as they may be duly amended from time to time: The Seventh Amended and Restated Declaration of Easements, Covenants, Conditions, Restrictions and Limitations for The Plantation at Ponte Vedra Beach (the “Declaration”), the “Association Rules and Regulations and Policies”, as such term is defined in the Declaration, the Bylaws, and the Architectural Guidelines and Architectural Design Board Policies.

Strictly for orientation purposes and without modifying or affecting the provisions of the Policies included in this Section 2, the Policies in this Section generally operate as follows:

Policy 2.1 sets forth the general processes, practices and procedures to address violations of the Governing Documents, including any violations involving decorum violations.

Policy 2.2 sets forth the procedures and sanctions governing violations of certain specified provisions of the Association's Governing Documents, i.e., those that are most likely to occur with some regularity and that can be handled efficiently and effectively in accordance with the procedures stated therein.

Policy 2.3 sets forth the procedures to address violations of the Governing Documents that do not involve either decorum violations or the specific matters dealt with in Policy 2.2. By way of example and not by limitation, this Policy addresses matters such as unintentional damage to Association property by a Member; fishing in ponds in non-approved areas; violation of the Rules and Regulations concerning the use of the Association's amenities; and the like.

Policy 2.4 sets forth the process and procedures for any sanctioned Member who wishes to appeal a sanction imposed under any of the Policies in Sections 2.1, 2.2, and 2.3.

The Plantation at Ponte Vedra	Section 2.1
Policy: Guidelines for Member Violations Investigation; Sanctions; Board and Grievance Hearing procedures; Grievance Committee Limited Jurisdiction	
Date: 2/21/2008	Date Revised: 9/25/18, 12/20/22, 09/26/2023

This policy sets forth the procedures for receiving, investigating, adjudicating, sanctioning, and appealing Board imposed sanctions for violations or infractions (hereafter “violations”) of the Association’s Governing Documents, including but not limited to the Association’s rules, regulations, and policies. This Policy 2.1, Policy 2.4 and Policy 2.2 shall apply to all alleged violations of the Governing Documents including personal decorum and misconduct violations by a Member or the Member’s family, tenants, or invitees, as may have been previously addressed by Policy 2.3 which is now superseded by this Policy 2.1.

**Enforcement Sanctions and Penalties:** The Board may impose fines, now or hereafter provided in the Governing Documents, or as otherwise imposed by the Board not to exceed (\$200.00) per violation, against any Member, his or her family members, tenant(s) or invitee(s) (may be collectively referred to herein as “Member(s)” or “Member’s Responsible Parties”). The Board also has authorized the General Manager and his or her designees to issue certain fines for select covenant enforcement in accordance with the schedules in Policy 2.2. Such Board’s fine(s) may be levied on a daily basis for each violation, including continuing or repeated violations. Total fines for a continuing or reoccurring violation shall not exceed (\$2,000.00) in the aggregate in any calendar year per violation or continuing violations unless otherwise provided in the Governing Documents. An Association lien against the Member’s parcel may not be filed until the aggregate unpaid fines equal \$1,000.00 or more.

The Board of Directors also may, in its discretion suspend, for a period of time, the rights of a Member or the Member’s Responsible Parties to have or enjoy the use of the common areas, amenities or recreational facilities for failure to comply with provisions of the Governing Documents, including the Association’s rules, regulations and policies (hereafter “Governing Documents”)

#### 2.1.1. Reporting, Investigation and Recording of Governing Document Violations

Reports of alleged Governing Document violations shall be referred to the General Manager, or his or her designee for investigation. The General Manager shall notify the Member responsible for the asserted violation or infractions in writing and may attempt resolution with the responsible Member and all involved parties. The General Manager shall document and communicate any such resolution to each such party. The General Manager is responsible for suitably documenting and recording the results of each such investigation, together with a summation of the applicable facts and circumstances, including written statements or summaries of oral statements of the responsible Member, the complaining witness(es) and other reported witnesses to the incident as well as any physical evidence. The refusal of the Member to cooperate with the investigation, or the

refusal of any witness to provide a written or oral statement shall be noted in the investigation record.

The General Manager shall report all violations of the Governing Documents to the Board President on a monthly basis, including any proposed resolutions with the involved parties. The Board President shall report refer such matters to the Board for discussion of potential enforcement or other resolution. Any Board enforcement matter that is not resolved by the proposed resolution of the General Manager and that thereafter warrants Board consideration, shall be heard at the next regularly scheduled Board Meeting (or at a Special Meeting scheduled in the Board's discretion), provided that the Member whose conduct or omission (or the conduct or omission of Member's Responsible Parties) is the basis for the alleged violation shall be given a minimum of three (3) days' notice of the Board's hearing on the matter.

#### 2.1.2 The Board Hearing

The Board's hearing of the matter shall consist of the following:

- 1) A written and oral presentation by the General Manager outlining:
  - (a) The written or oral summary of the complaint submitted by a Member, employee or contractor setting forth the alleged violation(s) by the Member (hereinafter, the term Member(s) includes the "Member's Responsible Parties" where applicable).
  - (b) Copies of the General Manager's investigation report including any written investigative statements or summaries of verbal witness statements and correspondence received from the responsible Member, complainant(s) and other witnesses, as well as other investigation facts and circumstances. To the extent such circumstances exist or warrant, the General Manager shall report on the impacts of the alleged offending conduct on the Association's employees, Members, security personnel or contractors, safety and welfare and reputation of the Plantation.
  - (c) A statement of the provisions in the Governing Documents allegedly violated by the complained of conduct.
  - (d) A summary of any records of past violations of the referenced rule by any other Owner/Member including any sanctions that the Board has imposed.
  - (e) A statement of any past letters of reprimand, Board decisions and/or sanctions against the charged Owner/Member (or the Member's Responsible Parties).
  - (f) Any aggravating factors surrounding the alleged violation(s) including by way of example and not limitation, health, safety and serious decorum issues presented by the complained of conduct relative to other Association's Members, employees, security personnel and contractors, lack of remorse or a desire to remediate on the part of the accused Member, and the Member's non-compliance with prior sanctions.
- 2) The responsible Member may request the opportunity to make a concise presentation in response to the asserted violation and may call witnesses with direct knowledge of the facts and circumstances of the incident(s)/violation(s).

- 3) The Board may question the Member, the General Manager or hear from other witnesses with direct knowledge of the facts and circumstances of the incident(s)/violation(s).

The responsible Member's failure to appear at the hearing with or without the Member's submission of a written response will not prevent the Board from rendering a violation(s) finding, as well as enforcement and sanctions decisions.

One rescheduling, if requested, is permitted not to exceed thirty (30) days from the originally scheduled Board hearing date.

Absent unusual circumstances declared at the Board's discretion, it is intended that such hearings shall occur as appropriate during the Board Meeting and shall not exceed fifteen (15) minutes in duration, provided that the Board may at its discretion extend that time limit or defer the matter for further hearing at its next scheduled regular or special meeting.

At the conclusion of the hearing, the Board shall, by majority vote, determine what, if any, violations have occurred and if so, what enforcement or sanctions shall be imposed in accordance with its discretion and authority under the Governing Documents. The Board may elect but shall not be required to state orally or in writing, the reasons for sanctions imposed.

In choosing an appropriate sanction the Board may consider the following options, by way of example and not limitation: a letter of reprimand issued to the offending Owner/Member; a required letter of apology from the offending Owner/Member; a monetary penalty up to the limits established in the Governing Documents; a suspension of privileges, and/or other appropriate options contained in the Governing Documents, as well as other legal action.

The General Manager shall notify the responsible Member and the complaining party(ies) of the results of the hearing as well as the Member's right to accept or appeal the Board's sanctions determination to the Grievance Committee.

The Board's violation(s) findings shall be final and are not the subject to re-hearing or re-consideration by the Grievance Committee, whose sole authority is to determine whether the Board's sanctions decision was reasonable in light of the Board's violations findings and whether to confirmed or reject such sanction(s).

Prior to the Association's execution of the Board's sanctions, the sanctioned Member may request an appeal to the Grievance Committee of the Board's imposed sanctions.

The Plantation at Ponte Vedra	Section: 2.2
Policy: Enforcement of Select Rules, Regulations and Covenants; Fine Notification and Schedule	
Effective Date: 12/15/2016	Date Revised: 03/28/2017, 05/26/2020, 02/23/2021, 09/26/2023

**Purpose:**

To specify the process, fines schedule, and procedures governing enforcement of the below-specified violations of the Governing Documents.

Individual tickets will provide notice of daily or continuing violations, proposed fines, and the opportunity for the Member or their Guests, family members, Tenants, occupants, and their invitees (collectively referred to as “Member’s Invitees”) accused of a violation to be heard at a Grievance Hearing before imposition of same. The process will be administered by the General Manager through The Plantation Security and/or General Services Departments.

The Board of Directors has reviewed and approved this program, including the proposed fine schedule, and has authorized the General Manager and these Departments to implement and administer the fine enforcement program. The Board will receive a monthly report providing Member non-compliance status and the year-to-date and the past month’s fining activity.

This policy does not replace or amend any existing Plantation Governing Documents addressing enforcement or fines or sanctions, and the procedures relating thereto, concerning violations not specified in this Policy. This policy provides additional clarification of the process to help effective and efficient administration of enforcement regarding only the specific items listed below. By way of further clarification, this policy and the specific steps and other procedures included herein with respect to the identification of violations and the fines associated therewith shall be Board findings and actions as contemplated by and for purposes of Policy 2.1. Thus, members who wish to appeal such findings and actions may utilize the procedures set forth in Policy 2.4.

Item covered by this Policy 2.2:

1. Traffic Speed Control
2. Unauthorized and unsafe driving of Golf Cart and other motorized vehicles
3. Garages and Parking
4. Garbage, Trash and Debris
5. Construction Rules and Regulations
6. Property Appearance
7. Roof Cleaning
8. Recycling Center
9. Such other select Covenants, rules and regulations that have been established by the Governing Documents from time to time by the Board

in accordance with the Governing Documents and applicable law and as to which the Board renders them subject to this Policy 2.2.

Note: See supportive reference materials attached to the Policy. Additional items may be added to this list as approved by the Board of Directors. Requests for exceptions to these requirements may be considered on a case by case basis and must be approved in advance by the General Manager or General Services Manager.

**Notice of Violation and Daily Fine Schedule for:** Enforcement of Select Covenants, Rules and Regulations set forth in the Governing Documents:

- First Violation Courtesy e-mail
- Second Violation Warning ticket
- Third Violation \$200.00 fine
- Fourth Violation \$200.00 fine
- Fifth and continued Violations \$200.00 fine and the matter shall be referred to the Board for consideration of further enforcement action and sanctions which may include suspension of the Member or Member's Invitees privileges and/or other legal action pursuant to the Governing Documents and/or applicable law. Any such Board action shall be deemed action under Policy 2.1 and may be appealed under Policy 2.4. Only Traffic Speed Control violations occurring within the preceding two (2) years shall be considered for purposes of determining the number of prior violations of Traffic Speed Control that have occurred at the time a Traffic Speed Control violation is ticketed. Although Members are ultimately financially responsible for Traffic Speed Control violations committed by themselves or their Member's Invitees, the number of prior Traffic Speed Control violations shall be determined whenever possible by each driver.
- Any egregious violation, including but not limited to conduct that threatens the health or safety of other Members or persons on Plantation grounds or that risks or causes significant harm to the Association, will be promptly referred to the General Manager and the Board in accordance with Policy 2.1 above for further action, which may include other fines, suspension of privileges and/or legal action in accordance with the Governing Documents and/or applicable law. The foregoing schedule of courtesy and warning letters and fines will not limit the Board's discretion and actions with respect to such egregious violations.
- Daily Violation Fines assessed against a Member shall not exceed \$2,000.00 in the aggregate in any one calendar year for the same violation.
- Non-payment of fines when due shall constitute a new \$200 violation and the Board may impose additional fines every 30 days such fine remains unpaid.

**Note:** A repeated or egregious violation of the Governing Documents, may be referred at any time to the Board of Directors for consideration of appropriate further action which may include suspension of privileges and/or legal action per the Governing Documents.

Any charges incurred by the Plantation for remediation of any violation, by way of example and not limitation, charges for clean-up of illegally disposed materials on the Member's Parcel or at the Recycling or Garbage Dumpster containers or facilities, and charges for property maintenance, will be charged to and be the responsibility of the responsible Member.

**Enforcement and Notice Administration:**

- The General Services Manager shall monitor owner conduct regarding those items identified herein for compliance with the Governing Documents.
- Violations observed will result in tickets being issued via e-mail and mailed to the Member (and to the Tenant in the case of leased properties) the next business day.
- The ticket will serve as notice of the occurrence, the proposed fine, and due date, and include information concerning the appeals process available to the Member or Member's Responsible Parties accused of a violation. (Sample ticket attached.) The notice shall also inform the Member that failure to pay an assessed fine, following unsuccessful appeal (if any) to the Grievance Committee, shall constitute a separate violation subject to fines as herein provided and determined by the Board.

**Appeals Process:**

- Per the Governing Documents and applicable law, any Member may appeal the aforesaid enforcement actions in accordance with the provisions of Policy 2.4. For clarity, a Member may present any evidence to the Grievance Committee concerning the matter that would have been allowed to be presented to the Board of Directors if the matter were being handled pursuant to Policy 2. 1..
- Members are ultimately responsible for Member's Invitees.

**Fines and Penalties:**

- The maximum per calendar year cumulative fine per violation that may be assessed against a Member is \$2,000.00. The accumulation of fines will start anew on January 1 of each year. The end of a calendar year will not impact any already imposed sanctions.
- As per the Plantation Governing Documents, if compliance is not forthcoming, the matter may be referred to the Association's Board of Directors for handling, including referral by the Board to its legal counsel for further action including, but not limited to, a lawsuit for specific performance, declaratory relief, injunction or damages. Any said action by Association counsel shall also seek relief for reimbursement from the Member for the Association's attorneys' fees and costs.

The Plantation at Ponte Vedra		Section: 2.3
Policy:	General Covenant Enforcement Policy	
Date: 01/30/06		Date Revised: 11/14/2023

The Board of Directors has authorized the General Manager to take the following actions upon determination by authorized Association Staff that a violation of the Governing Documents of The Plantation at Ponte Vedra, Inc. (the "Association") has occurred or exists, including any violation of the Seventh Amended and Restated Declaration of Easements, Covenants, Conditions, Restrictions and Limitations and the subsequent amendments thereto (the "Declaration"), and the Association's Policies, Rules and Regulations, and the same is neither a personal decorum issue covered by policy 2.1 nor covered by Policy 2.2:

1. The General Manager or his/her designee will contact the Member responsible for the violation, either by reason of the Member's conduct or by reason of the conduct of a family member, tenant, guest, or other invitee of the Member ("Member's Responsible Parties"). The Member will be advised of the violation, any repair obligations, or other damages where appropriate, and of what corrective action must be immediately initiated, if applicable. In matters not involving damages, the Member will be warned against further violations.
2. If the corrective action, including payment of repair costs or damages, as required by the General Manager is not initiated within (10) days or completed within a satisfactory timeframe as set by the General Manager, or if the Member or Member's Responsible Parties violates the same provision(s) of the Association's Governing Documents, the General Manager shall refer the violation to the Board of Directors for handling in accordance with Policy 2.4. Appeals of any sanctions or penalties imposed by the Board of Directors may be made in accordance with Policy 2.2.
3. The procedure contained herein does not in any way limit, alter, or modify Architectural Design Board matters, or those rights of the Association and its Members in accordance with other provisions of the Governing Documents.
4. In the event a suspension of privileges is imposed against a Member or a Member's Responsible Parties, or both, in accordance with Association's Governing Documents, once the violation has been corrected, said suspension may be withdrawn upon the approval of the General Manager if the Board of Directors has so provided in its determination of suspension.



The Plantation at Ponte Vedra	Section 2.4
Policy: Guidelines Grievance Hearing procedures; Grievance Committee Membership; Grievance Committee Limited Jurisdiction	
Date: 02/21/2008	Date Revised: 09/25/2018, 12/20/2022, 09/26/2023

#### 2.4.1 The Grievance Committee Process

Any sanctioned Member who is aggrieved of and desires to appeal the Board's (or a Policy 2.2 fine) sanctions decision may appeal such sanctions decision to the Grievance Committee. Such an appeal request must be submitted to the General Manager in writing no more than fourteen (14) days following the Board's decision. The Grievance Committee shall hold a hearing on the matter within thirty (30) days following notice of such appeal and provide the Member with no less than fourteen (14) days' notice of the Grievance Hearing.

The full record of the investigation of the violation and the Board's consideration of the matter relevant to its sanction decision shall be furnished in a timely fashion to the Grievance Committee. The appealing Member may submit a concise written statement and may make an oral presentation not to exceed 15 minutes to the Grievance Committee, which may elect to ask questions of the Member. The General Manager or his/her designee shall attend and shall be available to respond to questions, if any, of the Committee.

The appealing Member shall under no circumstances present any facts or information to the Grievance Committee that was not furnished by the Member or otherwise available to the Board at its hearing prior to or during the Board's consideration of the matter. If, following the Board's decision on the matter, the Member believes that material information was not available to or considered by the Board during its hearing of the matter, the ONLY recourse of the Member for reconsideration of the Board's violation decision is to submit such material information in writing to the Board no less than seven (7) days after the Board's decision, together with a request for reconsideration of its decisions in light of that new information. In such an instance, the time within which the Member can seek an appeal to the Grievance Committee shall be extended until fourteen (14) days after the Board notifies the Member of its decision relative to the Member's reconsideration request. The Board shall so notify the Member within seven (7) days of receiving the Member's new information submittal.

The Grievance Committee hearing shall be held before a committee of at least three (3) Members of the Association appointed by the Board who are not current officers, directors or employees of the Association, nor the spouse, parent, child, sibling of a current officer, director or employee of the Association.

#### 2.4.2 Membership of Grievance Committee

A resource pool of at least six (6) Members will be established annually by the Board of Directors to serve as committee members. The resource pool may also be increased or modified during the year at the discretion of the Board. The Board may also appoint from the resource pool designated chairpersons who will preside over each Grievance Committee hearing in alternating fashion.

Upon a Grievance Committee Hearing being duly requested, the Board of Directors, the General Manager, or his or her designee will appoint a panel of at least three (3) members from the resource pool to serve as the Committee. If a chairperson has not already been designated by the Board for that hearing, then a chairperson for that Hearing shall be selected by the panel of committee members as soon as the panel is chosen.

Members of the Committee may not be current officers, directors, or employees of The Plantation at Ponte Vedra, Inc., or a relative of any current officer, director, or employee of The Plantation. Selected Members must recuse themselves from any hearing where they have a conflict of interest with the accused Member or the matter to be heard before the Grievance Committee, and an alternate Member from the pool shall be appointed for said hearing panel.

#### 2.4.3 Hearing Schedule

The Grievance Committee will conduct the hearing to confirm or reject the Board's sanctions no earlier than 14 days from the vote of the Board of Directors to impose sanctions. There is no appeal from the decisions of the Grievance Committee.

#### 2.4.4 Hearing Date, Time, and Location Notification

Hearing notification will be by letter and email, in accordance with the statute, to the appropriate parties to include the Member(s) responsible for the violation(s) being sanctioned. The hearing location, unless otherwise noticed, shall be in the Gate House Conference Room, 101 Plantation Drive, The Plantation at Ponte Vedra, Inc.. The notice shall include the Hearing Time.

#### 2.4.5 Conduct of Hearing

A minimum of at least three (3) Committee members must be present at each hearing.

The Committee will be provided a copy of all correspondence, statements, summaries, Board hearing report, and other written submissions concerning the violation and the Board's sanctions decision rationale as well as a certification by the Secretary of the Association of the action taken by the Board at least 48 hours in advance of the Grievance hearing. The Member shall also be provided with a copy of the materials given to the Grievance Committee at the same time.

The Association's representative(s) may make a presentation to the Committee prior to or after the Member's presentation. The Member may present to the Committee, orally or in

writing, an argument as to why the Board imposed sanctions should not be imposed for the violation.

Failure of the Member to appear at the hearing or submit written argument will not disqualify the Committee from deciding to uphold or overturn the action of the Board. Failure of the Member to appear after having submitted a written argument should not prejudice the Committee. One rescheduling, if requested, is permitted not to exceed fourteen (14) days from the originally scheduled hearing date.

The Committee may ask questions from the Member, the Association's representative or witnesses.

The Committee has the right to limit the time provided for each hearing. The goal of the hearing procedure is that the hearing shall not exceed one hour in length.

After the Member and the Association's representative(s) have completed their presentations within the allotted time, the Committee may ask questions of the participants. The Committee will then excuse the participants and go into executive session to consider and render a decision.

#### 2.4.6 The Grievance Committee Decision

The responsibility and authority of the Grievance Committee, consistent with Florida Statute 720, is strictly confined to determining whether the sanction(s) imposed by the Board are reasonable in light of factors that formed the Board's findings, rationale and justification for the Board's sanctions decision and whether those sanctions should be confirmed or rejected. The Committee shall not consider nor seek to re-evaluate whether a violation has occurred. That determination was made by the Board and shall neither be open to Grievance Committee reconsideration nor to further contention before the Grievance Committee by the appealing Member.

In considering whether to confirm or reject the Board's sanction(s) decision, the Committee may take into consideration any number of factors, including but not limited to the: intentional/egregious nature of the violation as determined by the Board; the prior record of the Member with respect to similar or repeated violations; the Member's disregard or failure to comply with prior sanction determinations; whether the violation was directed in a derogatory and disrespectful way at any Association Member, employee, contractor or security personnel; and whether the Board gave mitigating weight to the Owner/Member's genuine expressions of regret or remorse to the Board, the Member's prompt and genuine apology to the complaining parties, and the Member's expression to the Board of his or her genuine desire to remediate.

The Committee shall vote to confirm or reject the Board's proposed sanction(s). The Committee will act by vote of the majority. The Committee shall render its decision within 24 hours of the hearing unless it advises the Association and Member of extraordinary circumstances requiring more time or additional data gathering.

The decision of the Grievance Committee shall be final (except as provided herein or by applicable law) and shall be furnished promptly to the Board, the responsible Member,

and the complaining witness(es). The Grievance Committee may, but is not required to, express orally or in writing the basis for its decision. If the Grievance Committee does not approve the sanction imposed by the Board, the Board, in its discretion, may reconsider its sanctions decision one time and one time only. Upon such reconsideration, if the Board elects to impose sanctions different from those determined at its initial hearing, the decision to do so shall be subject to the same Member rights and procedures of appeal to the Grievance Committee as available for an original Board sanctions decision.

#### 2.4.7 Notification of Hearing Results

Members may contact the Administrative Offices, General Service Manager 24 hours after the Hearing to obtain the decision of the Grievance Committee.

The foregoing notwithstanding, the Committee's decision will be provided to the responsible Member by email and USPS mail not later than seven (7) days after the Hearing.

Should the Board's sanctions or part thereof be rejected by the Committee, the Member involved should understand that this is not a finding that no violation occurred, only that the particular sanction(s) or part thereof as imposed by the Board has been rejected. Should the Board's action to impose a fine, suspension or both not be upheld by the Grievance Committee, the Board may elect to pursue all other remedies available to the Association for enforcement of the provisions of the Governing Documents as provided by Florida law.

The Plantation at Ponte Vedra	Section 2.8
Policy: Security Cameras	
Date: 04/26/2016	Amended: 01/04/2023

## Monitoring Camera Policy

1. To facilitate and modernize The Plantation's efforts to monitor portions of the community with greater traffic of both individuals and vehicles, cameras have been installed in the following locations:
  - 1.1. AIA (the "Front Gate")
  - 1.2. 210 (the "Rear Gate")
  - 1.3. Mickler (the "Construction Gate")
  - 1.4. The Plantation House
  - 1.5. Amenity Park / Croquet Courts
  - 1.6. Beach Club
  - 1.7. The Gatehouse
  - 1.8. Recycling Facility
  - 1.9. Tabby Lane Maintenance Facility
2. The cameras are being used to assist with monitoring the ingress and egress to The Plantation properties, status of the facilities, and the use by residents, guests, and employees.
3. The systems will record certain data about each ingress and egress of The Plantation property and provide enhanced monitoring capability of the facilities.
4. The following policies shall control the collection and use of the information captured by these systems:
5. Ingress and Egress:
  - 5.1. Data is being collected solely for the purpose of monitoring ingress and egress onto The Plantation property for proper and authorized purposes.
  - 5.2. The data being collected includes the following:
    - 5.2.1. Time of Entry/Exit
    - 5.2.2. Vehicle License Plate
    - 5.2.3. Owner Name Associated with The Entry/Exit
    - 5.2.4. Use of Facilities

6. The cameras will allow monitoring of key Plantation facilities that typically experience a higher volume of traffic of both individuals and vehicles to assist those with responsibility for making certain the use is consistent with the Association's governing documents, the rules, and regulations, and to prevent property damage.
7. The data will be preserved for no more than 60 days after it is collected.
8. The data will only be accessible to Plantation security personal, the General Manager, General Services Manager, and the Executive Committee of The Plantation's Board of Directors.
9. The information is not accessible to Owners or others to the extent permitted by Florida law.
10. The information collected about Plantation residents will not be shared with local law enforcement unless a valid subpoena is first received and/or an appropriate order from a court of lawful jurisdiction.
11. The cameras and systems are intended to promote or enhance safety and security within The Plantation, however, The Plantation, its employees, its agents, and its Board of Directors are not in any way to be considered insurers and/or guarantors of safety and/or security within The Plantation.
12. No representation and/or warranty of any kind is made that any systems or measures, including the cameras, surveillance systems, and/or any other security monitoring system installed and/or utilized cannot be compromised or Circumvented, nor that any such systems or measures undertaken will prevent loss, damage, theft, injury, and/or provide the detection or protection for which the systems or measures are designed or intended. The Plantation, its employees, its agents, and its Board of Directors shall not be liable in any way for the actions of third parties.

The Plantation at Ponte Vedra	Section: 2.9
Policy: Recycling Center Policy	
Effective Date: 05/26/2020	Revised Date:

This policy is to ensure proper use of the Plantation recycling center. Security cameras are located in the recycling center due to excessive improper dumping by some Owners and contractors.

- **Owners/Tenants** – Violations by owners/tenants of a single household will be accumulated on a household basis.
- **Guests** - Owners are ultimately responsible for their Guests. Owners will receive written warnings and fines for violations incurred by their Guests. The tickets will provide notice of the violation, proposed fine, and the opportunity for the Owner to be heard at a Grievance Hearing before imposition of the Guest's fine to the Owner.
- **Employees/Vendors/Contractors** - Imposition of warnings and/or fines to Plantation employees, vendors and contractors, etc. shall be administered by Plantation professional staff.

The recycling center is for homeowner use only. Homeowners may only dispose of items accepted by St. Johns County. A list of items accepted is posted in the recycling area. A more detailed list can be found on the St. Johns County website at <http://www.sjcfl.us/SolidWaste/Recycle.aspx>.

Items listed below are commonly incorrectly placed in the recycling containers.

- **Cardboard Boxes must be flattened** to 2 ft by 3 ft sections
- **Plastic bags cannot be recycled.** All cans and bottles must be removed from plastic bags before being placed in the recycling containers.

Items listed below are commonly mistakenly placed in the recycling containers and are not acceptable for recycling.

- Plastic bags
- Pizza boxes
- Styrofoam
- Electronics
- Food Waste & garbage
- Hazardous waste
- Construction material

A list of items not accepted at the recycling center is posted in the recycling area. A detailed list may be found on the St. Johns County website at <http://www.sjcfl.us/SolidWaste/Recycle.aspx>.

Fines and or suspension of privileges for recycling policy violations will be assessed as follows:

- First Violation – Written warning
- Second Violation - \$100 fine
- Third Violation - \$100 fine
- Fourth and subsequent Violations – \$100 fine and the matter will be referred to the Board for consideration of appropriate further action which may include suspension of privileges and/or legal action per the Covenants.
- Any charges received from Republic Services for container cleanup of illegally dumped items will be charged to the member or vendor associated with the illegal dumping.
- Any Egregious violation will be referred to the Board for consideration of appropriate further action which may include suspension of privileges and/or legal action per the Covenants.



The Plantation at Ponte Vedra	Section: 2.10
Policy: Traffic Speed Control	
Effective Date: 07/27/2017	Revised Date: 05/26/2020

Use of the Traffic Hawk system to monitor excessive speed within the Plantation was approved by the Board of Directors at its November 2016 meeting and was implemented in March 2017.

This policy addresses enforcement of the 25 mile per hour speed limit rule for all vehicles on all roads within The Plantation.

- **Owners** - Violations are treated by license plate traced back to the Owner's vehicle registration.
- **Guests/Tenants** - Owners are ultimately responsible for their Guests, Tenants and or Occupants. Owners will receive tickets for speeding violations incurred by their Guests. The tickets will provide notice of the violation, proposed fine, frequency of the fine to be imposed and the opportunity for the Owner to be heard at a Grievance Hearing before imposition of the Guest's fine to the Owner.
- **Employees/Vendors** - Imposition of speeding sanctions and/or fines to Plantation employees and vendors, contractors, etc. shall be administered by the professional staff.
- **Fine Schedule** -
  - First Violation - Courtesy e-mail
  - Second Violation - Warning ticket
  - Third Violation - \$100 fine. Once an Owner has accumulated two violations, no further warnings will be issued. Fines will accumulate from year to year to the statutory maximum amount.
  - Fourth and subsequent Violations – \$100 fine plus the matter will be referred to the Board for consideration of appropriate further action which may include suspension of privileges and/or legal action per the Covenants.
  - Any egregious violation will be referred to the Board for consideration of appropriate further action which may include suspension of privileges and/or legal action per the Covenants.

The Plantation at Ponte Vedra, Inc.		Section: 6.1
Policy:	Access to Official Records of the Association	
Date: 12/21/2005, 12/20/2017	Date Revised: 11/14/2023	

Official documents of the Association will made available for inspection and copying as currently or hereafter provided by Florida law (e.g., 720.303, F.S.).

The process by which an Association Member may request access to and copying of those documents is set forth in this Policy 6.1

The Official Records are available in the Administration Building and may be inspected and/or copied in the following manner: provided, however, that any Official Records that are not accessible to a member pursuant to Section 720.303(5)(c) of the Florida Statutes or as otherwise established under Florida law shall not be made available for inspection and/or copying by the Association:

1. A member desiring to inspect or copy any of the Association's Official Records shall submit a written request by either U.S. Mail or Certified U.S. Mail, Return Receipt Requested, to the Association at the official address of the Association, pursuant to the most recent on-line records of the Florida Secretary of State, Division of Corporations, or by electronic mail (e-mail) to the following address: 101 Plantation Drive, Ponte Vedra Beach, FL 32082 or emailing the Association Administrative Assistant.
2. The written request must specify the particular Official Records the member desires to inspect or copy, including pertinent dates or time periods. The specification of the particular Official Records must be sufficiently detailed to permit the Association to retrieve the exact records requested.
3. The member must sign in with the appropriate person when the member arrives at the Association's administrative office and that staff will indicate where the requested Official Records are filed and/or kept.
4. If a member would like to have copies of any Official Records, that member must indicate what pages and/or records that member would like copied and the Association's staff will arrange to have them copied at their earliest convenience. If the location where the Official Records are being inspected or stored has a photocopy machine capable of making copies of the Official Records designated by the member, then copies of those Official Records shall be available within two (2) working days subsequent to the designation of such Official Records by the requesting member. If, however, the Official Records to be copied are so voluminous that it is not practicable for them to be copied where they are kept (exceed twenty-five (25) pages) or there is no photocopy machine at

the location where the records are being inspected or stored capable of making copies of the records designated, the Association may send the records out for copying by an outside source, such as a commercial copying company. Copies made by an outside source shall be available as soon as a copying service can pick-up, copy and return the Official Records to the location where the Official Records are being inspected or stored. Photocopies will be available at the place where Official Records are kept. Members requesting copies must arrange for pick-up of those copies. The Association shall have no obligation to mail, e-mail, and/or otherwise deliver copies to any place, provided however if the request is small in scope the Association staff may, in their sole discretion, agree to send such requested document(s) electronically to the Member. In the event the copies of the requested records are so voluminous, or a copy machine or copy service is not available or too busy, or the records are in such condition or form that copies cannot be made available within the above-stated time periods, then copies will be made available to the requesting member as soon as practical, as determined by either the General Manager, the President, the Board, or the person designated by the Association to oversee the inspection or copying of Official Records

5. Copy Charges: There will be a charge per page for all pages copied. The following Official Records will be copied or provided at no charge to the member:
  - First time copies of the current Bylaws, Articles of Incorporation and Declaration of Covenants of the Association for new members.
  - The latest Annual Financial Report.
  - The latest Annual Financial Audit Report.
  - A copy of the Member Directory in a .pdf format (read only) to members requesting a copy of the Member Directory.
6. Staff Charges: Occasionally staff or outside labor may be required to find, organize, prepare and copy documents for inspection and/or copying, the costs of expenses of which will be billed to the requesting member.
7. A list of the current copy and staff charges that may be incurred is available from the Association.
8. The Association shall allow a member or that member's authorized agent to use a portable device, including a smartphone, tablet, portable scanner, or any other technology capable of scanning or taking photographs, to make an electronic copy of the Official Records in lieu of the Association's providing the member or that member's authorized agent with a copy of such records. The Association may not charge a member or that member's authorized agent for the use of a portable device.
9. Payment in advance for the cost of a copy of any portion of the Association's Official Records shall be required. In the event payment is made in form other than cash, cashier's check, money order or certified check, payment shall not be deemed received unless and until payment has cleared
10. At the Association's option, the Association may make any of the Association's Official Records available to a member or that member's agent electronically via the Internet and/or by allowing the Association's Official Records to be viewed in an electronic format on a computer screen and printed upon request. Any such print request from the

member or member's agent shall be subject to and shall follow the same requirements, procedures, and/or charges as set forth or described in this Policy 6.1.

11. Please note that no documents are to be removed at any time from the room in which they are kept or made available. In addition, no marks, highlighting, and/or alterations of any kind shall be made on any original Official Records. If a member wants to designate an authorized agent to inspect or copy any Official Records, that member must provide a signed, notarized letter of authorization in advance. If a member has designated an authorized agent, either the member or the authorized agent may inspect the Official Records; however, both parties may not inspect the Official Records together. However, this shall not preclude a member from inspecting the records with the member's agent if such agent is a Certified Public Accountant licensed to practice in Florida, or an Attorney at Law, then-currently admitted to practice in Florida.

12. All persons inspecting or requesting copies of any of the Association's Official Records shall conduct themselves in a courteous manner and shall not interfere with the normal operation of the Association office and the duties of the Association's personnel, or the office where the Official Records are otherwise inspected or copied or the duties of the Association's personnel. The Association office may assign a staff person or other person to assist in the inspection and all requests for further assistance and copying during the inspection shall be directed to that staff person.

13. **The Association's Official Records are corporate documents of the Association, and must not be shared, distributed, provided, and/or given to any non-member of the Association for any purpose, regardless of how obtained by any Member.** However, this shall not preclude a Member from providing the records to an Attorney at Law, then-currently admitted to practice in Florida, and/or as may be ordered by a court of competent jurisdiction or otherwise required by law.

14. Any violation of this Policy 6.1 may result in the immediate suspension of the inspection and/or copying until such time as the violator agrees in writing to comply herewith. The Association may also handle any violation of this Policy 6.1 in the same manner as any other violation of the Association's Governing Documents, as set forth in Policy Sections 2 et seq. of the Association's Policies and elsewhere provided in its Governing Documents.

(Document-requests) (revised-12/21/2017)

### **2023 STAFF CHARGES FOR OFFICIAL DOCUMENT PREPARATION & COPYING**

The following will be charged to the member for finding, organizing, retrieval, preparing, and copying documents for inspection and/or for subsequent copying:

- Association Personnel: \$25 per hour (if the time spent retrieving and/or copying the Official Records exceeds one-half hour and more than twenty-five (25) pages are being copied).
- Association Copier Costs: \$.25 per page.
- Outside Vendor: Actual cost of copying billed to member.

(NOTE: All labor billing rates will be rounded up to the nearest 15-minute increment.)

These charges are effective through 2028. For subsequent years, the office of the General Manager will provide you with the current charge rates.

(Document-requests) (revised-xx/xx/2023)