



The Plantation at Ponte Vedra Beach – Consolidated Master HOA Document

Effective Date: *(As of August 27, 2024 – including all approved amendments and policies up to 2024)*

This consolidated document integrates the key governing documents and policies of The Plantation at Ponte Vedra Beach into one comprehensive resource. It is organized into four Parts, followed by Appendices if needed. All content is drawn directly from the official Plantation documents (Bylaws, Declaration of Covenants, Rules & Regulations, Board Policies, Committee Charters, etc.) and is presented in a logical, user-friendly manner for members. In the event of any conflict or ambiguity, the original recorded documents and Board-approved policies control ¹.

Part I – Foundational Documents

This Part outlines the foundational governing provisions of the community, including the corporate structure and membership as defined in the **Articles of Incorporation**, **Bylaws**, and key provisions of the **Declaration of Covenants**. Definitions of important terms are included for clarity, as many terms in the Rules refer back to these definitions ². Members are encouraged to familiarize themselves with these provisions for a better understanding of their rights and obligations.

A. Articles of Incorporation and Corporate Structure

The Plantation at Ponte Vedra, Inc. is a Florida not-for-profit corporation ("Association"). It operates pursuant to Florida law (Chapters 617 and 720, F.S.) and the Association's Articles of Incorporation, Bylaws, and Declaration ³ ⁴. The Articles of Incorporation establish that the Association shall have two classes of membership (Voting and Non-Voting) as described in the Bylaws ⁵. The Association's corporate purpose is to own, operate, and maintain the common property and amenities, and to administer the covenants and restrictions for the benefit of the community. The Articles also provide basic provisions on the Association's powers and the voting rights of members (which are further detailed in the Bylaws and Declaration). In any case of conflict between the governing documents, the Articles of Incorporation control over the Bylaws or Declaration, and the Declaration controls over the Bylaws ¹.

B. Amended Bylaws of The Plantation at Ponte Vedra, Inc. (2024)

(Approved by the Board of Directors on 08/27/2024; Amended January 13, 2023, and as otherwise noted)

The Bylaws set forth the internal governance structure of the Association, including membership qualifications, meetings, the Board of Directors, officers, committees, and other administrative guidelines. Below is a summary of each Article of the Bylaws with key provisions:

- **Article I – Name and Location:** The name of the corporation is **The Plantation at Ponte Vedra, Inc.**, and its principal office is 220 Plantation Circle, Ponte Vedra Beach, Florida 32082, or such other place in Florida as designated by the Board ⁶.
- **Article II – Definitions:** The Bylaws adopt all defined terms as set forth in Article I of the Seventh Amended and Restated Declaration of Covenants for The Plantation at Ponte Vedra ². (See Section D below for key definitions.) Essentially, terms like “Association,” “Member,” “Owner,” “Parcel,” etc., have the same meaning in the Bylaws as in the Declaration.
- **Article III – Membership:** There are two classes of membership in the Association: **Voting Members** and **Non-Voting Members**, corresponding to the provisions of Article III of the Articles of Incorporation ⁵. Every record owner of a Parcel in The Plantation (except the Developer or a Preferred Builder holding lots exempt from assessments) is a Member of the Association, and membership is appurtenant to property ownership ⁷ ⁸.
- **Voting Membership:** Voting Members consist of **Regular Members** and **Charter Members** (collectively not more than 579 in number) ⁹ ¹⁰. Each Parcel’s owner is a *Regular Member* by default (upon paying the required Initiation Fee to the Association) ¹¹ ¹². Membership transfers automatically with title to the Parcel – when a Parcel is sold, the seller’s membership ceases and the buyer becomes a Regular Member upon providing proof of ownership and paying the Initiation Fee ¹³. Regular Members are obligated to pay all dues, fees, and assessments, and charges for use of Association services by the member, their family, tenants, or guests ¹².
- **Charter Members:** Charter Membership is a special, closed category – there are only nine (9) Charter Memberships in existence, and no new Charter Members will be added ¹⁴ ¹⁵. Charter Members are also owners of Parcels and have the same use privileges as Regular Members, but with historical recognition. Charter Memberships are **non-transferable** (except to an initial spouse or as provided by the Developer’s original issuance) and terminate upon certain events such as the Charter Member’s death (if not survived by an originally designated spouse), resignation, or termination under the Association’s credit policy or Rules ¹⁶ ¹⁷. If a Charter Membership is terminated but the individual still owns a Parcel, they revert to Regular Member status ¹⁸. Charter Members must pay all dues, fees and charges like Regular Members ¹⁹. The Board of Directors has authority to terminate a Charter Membership for cause (e.g., under the Credit Policy for non-payment) in which case the membership converts to a Regular Membership ²⁰ ¹⁸.
- **Non-Voting Membership:** The Bylaws also allow for a Non-Voting class of membership, which may include certain persons such as Temporary Members (approved tenants) or others as defined (reference in the Bylaws to Article III, Section 2 of the Articles) ²¹ ²². Non-voting members have use privileges as determined by the Board or governing documents, but do not vote in Association matters.
- **Article IV – Membership Meetings:** The Bylaws prescribe the rules for member meetings. **Annual Meeting:** The regular Annual Meeting of Members is held each year (traditionally the second

Wednesday of January, unless the Board sets another date) ²³ . Notice of the annual meeting must be given to all Members in advance per the Bylaws' notice requirements. A quorum for any meeting of Members is 30% of Voting Members (in person or by proxy), unless otherwise required ²⁴ . If a quorum is not present, the meeting may be adjourned and reconvened as provided in the Bylaws ²⁵ . **Special Meetings:** Special meetings of the Members may be called by the President, a majority of the Board, or by a petition of a certain percentage of Voting Members, as set forth in the Bylaws. Notice requirements for special meetings are the same as for annual meetings ²⁵ . Voting may be in person or by proxy, and elections for Directors may also be conducted by written or electronic ballot in conjunction with the Annual Meeting, as allowed by Florida law ²⁶ . The Bylaws detail nomination procedures for Board elections, including a Recruitment Committee process for identifying candidates prior to each Annual Meeting ²⁷ ²⁸ . Cumulative voting is not permitted unless stated, and each Parcel (membership) gets one vote (or as otherwise defined in the Declaration for certain classes).

- **Article V – Board of Directors:** The affairs of the Association are managed by a Board of Directors. The Board is composed of **nine (9) Directors**, each of whom must be an Owner (or spouse of an Owner) of a Parcel ²⁹ . No two co-owners (e.g., spouses) may serve on the Board at the same time ²⁹ . Directors serve **staggered three-year terms**, such that one-third of the Board is elected each year at the Annual Meeting of Members ³⁰ . Elections are by plurality of votes cast (unless Florida law requires otherwise). Vacancies on the Board (due to resignation, etc.) are filled by the remaining Directors, and any Director so appointed serves until the next membership election, at which time a Director is elected to serve any remaining balance of the term ³¹ ³² . The Board has all powers reasonably necessary to operate the Association, except those reserved to Members. This includes the power to adopt rules and regulations, enforce the governing documents, set assessments, and delegate authority to officers, committees, or management as appropriate ⁴ ³³ .
- **Board Meetings:** After each Annual Meeting of Members, the newly constituted Board holds an organizational meeting to elect officers (see Article VI) ³⁴ . Thereafter, regular Board meetings are held as scheduled by the Board, and special Board meetings can be called by the President or a majority of Directors with proper notice. A majority of Directors constitutes a quorum for Board meetings. Board meetings are generally open to Members, except for executive sessions as permitted by law.
- **Article VI – Officers:** The officers of the Association are the President, Vice President, Secretary, and Treasurer (and any other officers if specified by the Board, such as Assistant Secretary/Treasurer). Only Directors may serve as President or Vice President (i.e. those must be Board members) ³⁵ ³⁶ . Officers are elected annually by the Board at the first Board meeting after the Annual Members meeting ³⁷ . **President:** The President acts as the chief executive of the Board (non-operational, oversight capacity) and liaison with management ³⁸ . The President chairs Board meetings and members' meetings ³⁹ , works with the General Manager (GM) on setting priorities, agendas, and ensuring implementation of Board decisions ³⁸ . **Vice President:** The VP acts in the President's absence and performs duties assigned. **Secretary:** responsible for meeting minutes, Association records, and notices of meetings as required. **Treasurer:** oversees financial affairs, reporting, and works with the CFO/finance staff on budgets and financial statements. The duties of officers are further described in the Bylaws and by Board policy ³⁶ . Officers serve at the pleasure of the Board and can be removed or replaced by Board action.

- **Article VII – Committees:** The Bylaws authorize the Board to appoint such committees as deemed appropriate in carrying out the purposes of the Association ⁴⁰ ⁴¹ . Committees may exercise certain authority as granted by the Board or governing documents, but primarily they serve in an advisory capacity to the Board and management. (See Part IV below for current standing committees and charters.) All committees operate under the principle that they “**play an important role...by advising both the Board and the GM**” and providing broad member involvement, but must avoid causing confusion or interfering with management’s day-to-day operations ⁴⁰ ⁴² . With the exception of certain statutory committees, each committee is to have a majority of its members be non-Board (regular members) and committee members serve at the pleasure of the Board ⁴³ ⁴⁴ . The Board each year approves the committee rosters as recommended by each committee’s chair, who is usually a Board member or Board-appointed person ⁴⁵ ⁴⁶ . The Bylaws may specify certain committees (e.g., a **Grievance Committee** required by statute for fining appeals, often called the Covenants or Violations Committee) and allow the Board to create others by resolution or policy.

- **Article VIII – Rights and Obligations of Members:** This article outlines members’ rights to use Association property and any limitations or guest policies (often referencing the Declaration and Rules). Notably, **Temporary Members** (approved tenants) rights, initiation fees, and other membership-related fees are addressed here. For example, a Parcel Owner leasing their home can transfer amenity use rights to an approved Temporary Member (tenant), during which time the Owner gives up amenity privileges except voting ⁴⁷ ⁴⁸ . The Board has authority to set Initiation Fees for new owners and other special fees as described in the Declaration ⁴⁹ . Additionally, Article VIII covers suspension of membership rights for non-payment or violations in accordance with Florida law (see also Covenants enforcement in Part IV).

- **Article IX – Assessments and Finances:** This section works in conjunction with Article VII of the Declaration. It states that the Board shall adopt an annual budget and set the Annual General Assessment sufficient to meet the Association’s operating expenses and reserve funding ⁵⁰ ⁵¹ . It likely cross-references the Declaration’s provisions on assessments, special assessments, and initiation fees. Members are obligated to pay assessments, and non-payment can result in late fees, interest, liens, and suspension of privileges as detailed in the Declaration and the Association’s Credit Policy ⁵² ⁵³ . The Association’s fiscal year is the calendar year (January 1 – December 31) unless changed ⁵⁴ .

- **Article X – Architectural Design Board (ADB):** (If included in Bylaws) The Plantation’s architectural control is primarily established in the Declaration (Article VIII of the Declaration creates the **Architectural Design Board**). The Bylaws defer to the Declaration on architectural control matters. Generally, no construction, exterior alteration or addition on any Parcel is permitted without prior written approval of the ADB, in accordance with the **Architectural Guidelines and ADB Policies** ⁵⁵ ⁵⁶ . (See Part II and Appendices for architectural and property maintenance rules.)

- **Article XI – Indemnification:** The Association will indemnify its directors, officers, employees, and agents in accordance with Florida law and the Articles for actions taken in good faith on behalf of the Association, etc. (Standard indemnification clause to protect volunteers from liability.)

- **Article XII – Amendments:** The Bylaws may be amended by the affirmative vote of a majority of the Board of Directors **and** by the affirmative vote of Voting Members holding at least two-thirds (2/3) of the total votes of the Association, at a meeting duly called for that purpose (or by written consent in

lieu of a meeting) ⁵⁷ ⁵⁸ . Amendments may be proposed by the Board or by petition of a significant number of Voting Members. Notice of any proposed Bylaw amendment must be given to the membership in advance.

- **Article XIII – Miscellaneous:** This covers miscellaneous provisions such as notice methods, parliamentary procedure, etc., and may specify requirements for documents or execution of papers by the Association. For example, it might state that notices to Members will be delivered to the address on file with the Association or electronically if consented.

(The above is a summary. Members should refer to the full text of the Bylaws for complete provisions. The full Amended Bylaws document is available from the Association's website or office ⁵⁹ .)

C. Seventh Amended & Restated Declaration of Covenants (Excerpts)

The **Declaration of Easements, Covenants, Conditions, Restrictions and Limitations for The Plantation at Ponte Vedra** (Seventh Amended and Restated, recorded January 13, 2010) is the primary governing document that imposes use restrictions on property and establishes the affirmative obligations of the Association and owners. It is binding on all owners and runs with the land ⁶⁰ ⁶¹ . Below are key provisions and excerpts relevant to members:

- **Definitions:** The Declaration's Article I contains definitions of many terms used throughout all governing documents. For example, **"Association"** is defined as The Plantation at Ponte Vedra, Inc., the not-for-profit corporation responsible for operating and maintaining the community ⁶² ⁶³ . **"Owner"** means the record owner of title to any Parcel (lot or dwelling) in the community (this includes the Developer for any unsold lots). **"Member"** generally means an Owner (or others with membership rights) – all Owners are Members of the Association ⁷ . **"Parcel"** means any residential lot or dwelling unit subject to the Declaration. **"Association Property"** refers to the common areas, facilities, and real property owned by the Association (such as the golf course, club facilities, roads, etc.). **"ADB"** stands for the Architectural Design Board, the committee responsible for approving architectural modifications (see Article VIII of Declaration) ⁶⁴ . **"Architectural Guidelines and ADB Policies"** are a separate set of detailed rules adopted by the ADB and Board governing architectural standards ⁵⁵ . (Members can obtain the full set of Architectural Guidelines from the Association management or website.)

For purposes of this consolidated document, terms are used as defined in the Declaration. Capitalized terms (such as Member, Parcel, Association, etc.) carry the same meaning here. ²

- **Property and Membership:** The Declaration confirms that every Owner of a Parcel is automatically a Member of the Association, and that membership is appurtenant to ownership ⁷ ⁸ . It also establishes that The Plantation is a **mandatory membership community** – ownership of property obligates the Member to pay assessments and comply with the governing documents. The Declaration grants each Owner a non-exclusive right to use the Association common properties (amenities), subject to the rules and **suspension of privileges** if rules or payment obligations are violated ⁶⁵ ⁶⁶ .
- **Governance (Article VI of Declaration):** The Association is governed by a Board of Directors in accordance with Florida law and the governing documents ⁶⁷ . Article VI, Section 2 of the

Declaration mirrors much of what is in the Bylaws regarding the Board's powers and composition (9 members, duty to manage affairs, ability to delegate to committees or management with oversight) ⁴ ⁶⁸ . It also explicitly requires that Board delegations comply with Chapter 720, Florida Statutes ³³ . (These governance details are implemented via the Bylaws; see Part I.B above.)

- **Assessments and Liens (Article VII):** The Declaration gives the Association the right to levy assessments on Members to fund the community's operations. Each Parcel's Owner by accepting a deed **covenants to pay** Annual General Assessments and other charges properly levied ⁶⁹ ⁷⁰ . Assessments, plus interest and costs of collection when delinquent, are a **continuing lien** on the Parcel and a personal obligation of the Owner ⁷¹ ⁷² . No Owner may avoid or waive assessments by not using the amenities or abandoning the property ⁷³ ⁷⁴ . The Declaration and Board policies set forth the procedures for collection of unpaid assessments, including late fees, interest, suspension of privileges, and the ability to file a lien and foreclose if unpaid (after certain thresholds) ⁵² ⁷⁵ . The Annual General Assessment is determined by the Board based on the annual operating budget adopted each year ⁵⁰ ⁵¹ . The Declaration also authorizes **Special Assessments** (for non-routine expenses or capital projects) with the approval of either the Board and/or membership depending on the situation, as well as an **Initiation Fee** for new owners (sometimes called a Capital Contribution) that is set by the Board ⁴⁹ . (Note: As of 2024, the Initiation Fee and any Special Assessments in effect are communicated to purchasers during closing. For example, a Special Assessment for the Facilities Improvement Plan loan repayment was implemented from 2017–2024, see Part IV.D Financial Policies.)
- **Maintenance Responsibilities:** Article V of the Declaration delineates maintenance obligations. In summary: Each Owner must maintain their Parcel (house and lot) in good order, condition, and repair, except to the extent certain maintenance (like lawn care in some neighborhoods) is provided by the Association ⁷⁶ ⁷⁷ . If an Owner fails to maintain their property, the Association can issue notices and eventually perform maintenance and charge the Owner, as provided in the Declaration (Article V, Section 4) ⁷⁶ ⁷⁷ . Owners are required to keep their roofs, exterior walls, driveways, and landscaping in a neat and attractive condition. (See Part II for specific maintenance rules such as roof cleaning.) In the case of **Garden Homes** or other designated units, the Association may provide certain exterior maintenance with a separate Garden Home maintenance assessment ⁷⁸ .
- **Architectural Control (Article VIII):** **No building, fence, wall, pool, screen enclosure or other structure**, and no exterior change (including paint color, roof material, landscaping changes, etc.), may be commenced, constructed, installed or altered on any Parcel **without prior written approval from the Architectural Design Board (ADB)** ⁷⁹ . The ADB is a committee appointed annually by the Board of Directors, consisting of at least three members (often including architects or knowledgeable persons) ⁸⁰ . The ADB operates under the **Architectural Guidelines** adopted for the community ⁵⁵ . These guidelines cover design standards, permitted materials and colors, setbacks, landscaping requirements, etc., to ensure aesthetic harmony. Owners must submit plans and specifications to the ADB for approval before starting any project. The ADB has 30 days to review submissions and either approve or disapprove with reason. If the ADB fails to respond within the time, the plans may be deemed approved (unless the delay is due to insufficient information). *Any unapproved work is a violation of the Declaration, and the Association can require restoration or levy fines (see Enforcement in Part IV).* The Declaration (Article VIII Section 1) also reaffirms that the ADB's standards are published as the **Architectural Guidelines and ADB Policies** and that all Owners are

bound by those standards ⁵⁵ . It also provides that the Board may establish fees for review and that the ADB's decisions can be appealed to the Board in certain cases (if provided by Board policy).

- **Use Restrictions (Article XI of Declaration & Rules):** The Plantation's Declaration contains extensive **Protective Covenants and Restrictions** that apply to all Parcels and common areas. These have been **summarized in the Rules & Regulations** for convenience ⁸¹ . Members *"are urged to read and maintain current copies of the Governing Documents"* to understand all restrictions ⁵⁹ . Below is a summary of the most frequently referenced restrictions, drawn from the Declaration (Article XI) and summarized in the Plantation Rules ⁸² ⁸³ (See Part II for a more expansive list):
- **Residential Use Only:** Each Parcel shall be used **exclusively for residential purposes**. No trade or business may be conducted on a Parcel that would require a non-residential zoning or occupational license ⁸⁴ . (Home offices with no customer traffic are generally permitted, but no homes may be used as a business open to the public.)
- **Leasing of Homes:** No short-term rentals are allowed. Any lease of a home must be for a minimum term of **12 months**, and all prospective tenants must be approved by the Board as **Temporary Members** before they are allowed to use Association amenities ⁸³ . (An Owner who leases their home and transfers amenity privileges to the tenant gives up their own usage rights during the lease term, except for voting, as described in the Bylaws ⁴⁷ ⁴⁹ .)
- **Nuisances:** No noxious or offensive activity or nuisance that is or might be detrimental to any other Parcel or to the community is allowed ⁸⁵ . This includes excessive noise or any behavior that disrupts neighbors or the golf course (see also Golf Course etiquette in Part III).
- **Improper or Unlawful Use:** No immoral, improper or unlawful use of any Parcel or Association property. All laws and ordinances must be complied with by Owners and their guests ⁸⁶ ⁸⁷ . No waste (destructive activity) shall be committed on any property.
- **Insurance Hazards:** Nothing shall be done on any Parcel or common area that would increase the insurance cost or cause cancellation of insurance on the common facilities or other homes without consent ⁸⁸ ⁸⁹ (e.g. storing flammable materials improperly would be a violation).
- **Access for Maintenance:** Owners must allow the Association reasonable access to their property as needed to inspect for compliance or to perform authorized maintenance or emergency repairs on any common utilities or adjacent properties ⁹⁰ ⁹¹ . (For instance, if an irrigation line runs through yards, the Association can access it for repair.)
- **Pets:** Only common household pets are permitted (such as dogs, cats, birds, fish). Pets must **not create a disturbance or annoyance** (excessive barking, etc.) ⁹² ⁹³ . All pets must be leashed or carried when outside the owner's property, and owners **must pick up pet waste immediately** ⁹⁴ . The Board may limit the number of pets and designate areas where pets are or aren't allowed. The Association can require removal of any pet that becomes a nuisance or is kept in violation of the rules ⁹⁵ ⁹⁶ .
- **Signs:** No sign, advertisement, or notice of any kind may be displayed on any Parcel or on the common areas **without prior written approval of the Board** as to size, content, and location ⁹⁷

⁹⁸ . The only exceptions are signs required by law (for legal proceedings) or possibly a small security alarm sign or real estate sign if approved by the Board. (The Board has generally prohibited most signs to preserve community aesthetics, except during approved community open houses, etc.) The Association itself may install appropriate community signs or event signs as needed ⁹⁹ ¹⁰⁰ .

- **Service/Yard Equipment:** Exterior equipment such as garbage receptacles, fuel tanks, air conditioners, pool equipment, generators, etc., **must be concealed from view** by an approved enclosure or landscaping (at least 4 feet high, matching the house in material/color, and approved by ADB) ¹⁰¹ ¹⁰² . No window air-conditioning units are allowed ¹⁰³ .
- **Trash Disposal:** Trash and garbage must be placed in proper containers and **not stored outside in view** except for pickup days. No trash, yard waste, or refuse may be dumped or accumulated on any lot or common area ¹⁰⁴ . (Specific collection rules are set by the Association – see Part II for trash collection schedule and container placement rules.) If an Owner fails to keep their lot clean, the Association after notice may clean it and charge the Owner ¹⁰⁵ ¹⁰⁶ .
- **Temporary Structures:** No temporary or accessory structures (trailer, tent, shack, shed, barn, etc.) may be placed on any Parcel except: **(i)** small structures like pool cabanas, detached garages, gazebos *if approved by the ADB*; **(ii)** temporary construction-related structures (including portable toilets) during actual construction, which must be neat, not larger than 8x10 feet, and removed when construction is done ¹⁰⁷ ¹⁰⁸ ; **(iii)** tents or temporary structures for short-term social functions (e.g. a party) are permitted but must be promptly removed after ¹⁰⁹ ¹¹⁰ .
- **Water Supply and Wells:** No individual water supply (wells) or irrigation wells are allowed without ADB approval, and no Owner may draw water from lakes or waterways for irrigation or other use ¹¹¹ . All homes must connect to the central water and sewer system; septic tanks are not permitted ¹¹² .
- **Fuel Tanks:** No visible above-ground fuel storage tanks are allowed on a Parcel. (Small propane tanks for barbecue grills or fireplaces are allowed *only with ADB approval* and must be screened) ¹¹³ ¹¹⁴ .
- **Garage Doors and Parking:** Garage doors should be kept **closed** except when in use for entry/exit or tasks ¹¹⁵ . From sunset to sunrise, all vehicles should be parked inside garages; **overnight outside parking** is only allowed on an owner's driveway if the number of licensed drivers in the household exceeds garage capacity ¹¹⁶ ¹¹⁷ . Golf carts are not counted as vehicles for this calculation (they may be stored in garages or elsewhere as per rules) ¹¹⁸ . **Street Parking:** Parking on the street is prohibited except by service vehicles during the day or guests during active social events ¹¹⁹ . No parking on lawns or common areas is allowed.
- **Vehicles and Trailers:** **No commercial trucks, trailers, campers, RVs, boats, motorcycle, or similar vehicles** may be stored or parked overnight **outdoors** on any Parcel or anywhere in the community (except in enclosed garages) ¹²⁰ ¹²¹ . This includes motor homes, trailers (with or without wheels), boat trailers, jet-skis, etc. Such vehicles must be kept in garages or off-site. *Emergency repairs* to any vehicle are permitted only to the extent needed to move it; otherwise, no vehicle repairs or restorations may be done outdoors on any property ¹²² ¹²³ . (**Note:** The Board

may grant exceptions for short periods or special circumstances, but generally this is strictly enforced.)

- **Motorcycles and Recreational Vehicles:** No motorcycles, mopeds, motorized scooters or go-carts are allowed to be operated within The Plantation (on the private roads or common areas) **unless approved by the Board** in its sole discretion ¹²⁴ ¹²⁵ . (Currently, security and utility staff use some carts; members' use of motorcycles is not permitted beyond entering/exiting the community if street-legal.)
- **Solicitation:** No commercial soliciting or door-to-door sales are allowed in the community. **No unapproved flyers** or unposted member-to-member solicitations should be distributed ¹²⁶ . (This protects privacy; community-wide charity drives or events should be coordinated through the Communications channels rather than door flyers.)
- **Maintenance of Parcels:** The visible portions of each house and lot (yard) must be kept **neat and orderly** so as not to detract from the community's appearance ¹²⁷ ¹²⁸ . The Board has the right to determine if an Owner's property is not up to standards (e.g., overgrown lawn, dirty roof, peeling paint) ¹²⁹ . After notice, if the issue isn't corrected, the Association may enter the property, perform the needed maintenance (e.g., mow lawn, pressure-wash driveway), and charge the costs to the Owner as an assessment ¹³⁰ ¹³¹ . Specifically, **roof cleaning** is addressed by policy: roofs with excessive mildew or discoloration must be cleaned upon notice – see Part II for the Roof Cleaning Policy and fines ⁷⁶ ¹³² .
- **Trees:** No tree with trunk diameter > 3 inches (at breast height) may be cut down or removed without prior ADB approval ¹³³ ¹³⁴ . (Routine trimming is allowed, but removal requires permission to preserve the mature tree canopy. Dead or dangerous trees are usually granted removal approval, but still must go through ADB for record.)
- **Mailboxes:** No freestanding mailboxes are allowed unless installed by the Association. The community does **not** generally use individual mailboxes; rather, mail is delivered to a central facility or via slots (as determined by Board/Developer). If mailboxes are installed, they must be of an approved design and installed by the Association at the owner's expense ¹³⁵ ¹³⁶ . *(Currently, mailbox policy is managed by the HOA – members should not install their own boxes.)*
- **Watercraft on Lakes:** No boats or watercraft may be used on any lake or waterway within The Plantation without approval of the Board ¹³⁷ ¹³⁸ . (Canoes/kayaks are generally not allowed on the golf course lakes, and **swimming is prohibited** in any waterway due to wildlife and safety concerns ¹³⁹ .)
- **Shoreline Structures:** No docks or piers may be built on lakes. Any shoreline improvements (like bulkheads or decks at the lake edge of a lot) require ADB approval ¹⁴⁰ ¹⁴¹ .
- **Fences and Walls:** All fences or walls require prior ADB approval as to design and location ¹⁴² . **Chain-link fences are prohibited** except by the Association around common areas like the Tennis Center ¹⁴³ ¹⁴² . (Most perimeter fencing is discouraged to maintain open sightlines; any permitted fences must conform to approved styles and heights.)

- **Golf Course Etiquette (for adjacent owners):** Owners of Parcels adjacent to the golf course (and their families, guests, and pets) must not interfere with golfers or the play of the game ¹⁴⁴ ¹⁴⁵ . This means: no actions on your property that create loud noises or distractions to golfers; pets should not be allowed to roam on the course or bark continuously; and no one should enter the course to pick up golf balls (except a golfer retrieving their own ball, and even then with respect for homeowners' landscaping) ¹⁴⁶ ¹⁴⁷ . (Also, fishing in golf course lakes is only allowed outside of golfing hours – see Part II community rules.)
- **Construction Work Hours:** To preserve peace, **no construction work or contractor deliveries** are allowed outside the hours of **7:00 a.m. – 6:00 p.m. on weekdays, 9:00 a.m. – 4:00 p.m. on Saturdays, and none on Sundays or holidays, unless** the General Manager gives prior consent for an emergency or special situation ¹⁴⁸ ¹⁴⁹ . Contractors are expected to abide by these hours and will be turned away by security if they arrive too early or on Sunday.

These use restrictions are enforced by the Association through its Covenants Enforcement Policy (see Part IV.D). The above list is not exhaustive; for full details, refer to the recorded Declaration (Article XI) ⁵⁹ and any amendments. Members should also observe the **Rules and Regulations** adopted by the Board, which supplement these covenants (Part II and III below).

D. Key Definitions of Terms (Declaration Article I)

For convenience, some key definitions from Article I of the Declaration are provided below (paraphrased):

- **Association:** *The Plantation at Ponte Vedra, Inc.*, the homeowners association, a Florida non-profit corporation, its successors or assigns ⁶² . It owns and manages the “Association Real Property” (common areas) and is responsible for their operation and maintenance ¹⁵⁰ ¹⁵¹ .
- **Property (The Property):** The real property subject to the Declaration, initially The Plantation community as platted. It may be expanded by annexation of “Additional Property” if ever added by amendment ¹⁵² ¹⁵³ .
- **Parcel:** A residential lot or dwelling unit in The Plantation. Sometimes used interchangeably with “Lot” or “Unit.” Owning a Parcel grants membership in the Association.
- **Owner:** The record title holder of a Parcel. In the case of a home with multiple owners, collectively they constitute one membership (with one vote) unless otherwise specified.
- **Member:** Every Owner is a Member of the Association ⁷ . Additionally, the Association may confer Temporary Member status on approved tenants or others as per the Bylaws and policies ⁴⁹ . There are Voting Members (Regular and Charter as defined in Bylaws) and possible Non-Voting Members (e.g., Developer during development, Temporary Members, etc.).
- **Developer and Successor Developer:** The Plantation’s original developer (and any designated successor) had certain rights, some of which may still be noted in the documents (though as of 2010 turnover, the Developer no longer controls the Association).

- **Architectural Design Board (ADB):** The committee established to review and approve plans for construction or modifications. Composed as described in Article VIII of Declaration (appointed by Board annually) ⁷⁹ .
- **Architectural Guidelines:** The detailed standards adopted by the ADB/Board that all improvements must comply with ⁵⁵ .
- **Association Rules and Regulations and Policies:** Collectively, the set of rules adopted by the Board of Directors governing use of property and amenities, and Board-adopted policies (such as those in Part IV and Appendices) ¹⁵⁴ . The Declaration in various places refers to the Association's Rules & Regulations as part of the "Governing Documents" alongside the Declaration and Bylaws ¹⁵⁵ ¹⁵⁶ .
- **Common Roads:** The private roads within The Plantation, which are owned by the Association (Association Property) and not public ¹⁵⁷ . (All Plantation roads are Common Roads.)
- **Association Real Property:** All real property owned by the Association for the common use and enjoyment of Members (e.g., roads, golf course, clubhouse facilities, Beach House, tennis, fitness center, parks, etc.).
- **Association Personal Property:** All personal property (equipment, furnishings, etc.) owned by the Association.
- **Annual General Assessment:** The recurring yearly assessment paid by all Members, determined by the Board to cover operating expenses and reserve contributions ¹⁵⁸ ⁵⁰ .
- **Capital Contribution (Initiation Fee):** A one-time fee required of new owners when they purchase a Parcel, as authorized by the Declaration and set by the Board ¹⁵⁹ . Often called Initiation Fee, currently this is the fee referred to in Bylaws for new Regular Members.
- **Reserve for Repair and Replacement:** A reserve fund for major repairs and asset replacements. The Declaration defines how it's funded (Article VII, Section 9) ¹⁶⁰ ¹⁶¹ .
- **Temporary Member:** A person (usually a lessee of a home) who is not an Owner but has been approved by the Board to have use rights of amenities during the lease term, in lieu of the Owner, pursuant to Bylaws Article III Section 2(c) ⁴⁷ ¹⁶² .
- **Member's Family:** Typically defined to include a Member's spouse and persons residing in the household (and sometimes immediate family members who are visiting). They generally enjoy member use privileges subject to the rules.
- **Guest:** Any person invited by a Member or a Member's family to temporarily use the facilities or visit the community. (Guest policies are detailed in Part II.)

Where necessary, additional definitions will be clarified in context in the following sections. Members can refer to Article I of the Declaration for any term not described above ² .

Part II – Community-Wide Rules and Regulations

Part II contains the community-wide rules that apply broadly to all Members, their families, guests, and contractors. These rules are established by the Board of Directors under the authority of the Declaration and Bylaws ¹⁶³ ¹⁶⁴. They supplement the covenants in Part I.C with practical details and procedures. All Members are responsible for knowing and complying with these rules, and for ensuring their family, guests, tenants, and service providers do so as well ¹⁶⁵. The General Manager and staff are authorized by the Board to enforce the Rules and Regulations ¹⁶⁶.

A. General Conduct and Liability

- **Compliance and Enforcement:** All Members and residents must comply with the Association's governing documents and rules. Owners are **responsible for the conduct of their family members, guests, tenants, and invitees** ¹⁶⁷. If any of these persons violate the rules or covenants, the responsible Owner can be subject to sanctions (including fines or suspension of privileges) after due process (see Part IV.D Enforcement).
- **Assumption of Risk & Indemnification:** Use of the Association's facilities is at the user's own risk. Members (on behalf of themselves, their family, and guests) acknowledge that there are inherent risks of injury or property damage from using the amenities and agree to **assume full responsibility for any injuries, damages, or losses** sustained while using Association property ¹⁶⁸ ¹⁶⁹. The Association is **not liable** for personal injury or property damage occurring on Association property **except** if caused by the Association's gross negligence or willful misconduct ¹⁷⁰ ¹⁷¹. Members and their guests, by using the facilities, **waive and release** the Association and its directors, officers, and employees from claims for such injuries or damage and agree to indemnify and hold the Association harmless against any claims arising from their use of the property (again, except to the extent caused by the Association's own negligence) ¹⁷² ¹⁷³. This waiver/indemnification covers all common areas including roads, the Clubhouse (Plantation House), Beach Club/House, golf course, tennis center, fitness center, croquet lawns, etc. ¹⁷⁴.
- **Private Roads and Traffic:** All roads in The Plantation are private and maintained by the Association ¹⁷⁵. The speed limit on all Plantation roads is **25 MPH**, and normal "rules of the road" apply (e.g., stop at posted signs, yield appropriately) ¹⁷⁶. This speed limit is strictly enforced by Plantation Security and may also be enforced by St. Johns County police (even on private roads) ¹⁷⁷ ¹⁷⁸. Residents and guests must be mindful that, in addition to cars, the roads are used by golf carts, cyclists, pedestrians, joggers, and pets. Safe driving is paramount.
- **Security Gates:** The community is gated. All entry is controlled by security personnel at the gatehouse. Members should ensure their guest lists and service provider lists are up-to-date with Security (see "Access Lists" below) to facilitate smooth entry ¹⁷⁹ ¹⁸⁰. All contractors must enter through the designated gate and follow posted rules (including work hour restrictions, see Part I.C "Construction Hours").
- **Security Access Lists:** The Plantation uses two types of access lists for each household ¹⁷⁹:

- **Service Access List:** A list of companies or service providers (landscapers, house cleaners, contractors, etc.) that the Member authorizes to access the community to go to their property ¹⁸¹ ¹⁸⁰ .
- **Guest Access List:** A list of individual names of personal guests authorized by the Member to enter the community ¹⁸⁰ . Guests on this list may be visiting the home or meeting the member at an amenity. **Importantly, being on the Guest Access List only allows entry at the gate – it does not confer the right to use amenities unaccompanied** ¹⁸² .

Members can update these lists through the Plantation App's security portal, by calling security, or by written request to security ¹⁷⁹ . It is the Member's responsibility to keep their lists current and accurate for expected visitors. Clear instructions will ensure seamless gate access for your visitors ¹⁸³ .

- **Guest and Service Provider Behavior:** All guests and contractors must obey the community rules (e.g., traffic rules, no littering, noise control, etc.). The Member is accountable for any damage or violations caused by their guests or invitees. If a guest or vendor causes damage to Association property, the hosting Member will be billed for the repair costs ¹⁸⁴ ¹⁸⁵ .
- **Tipping and Payments:** **Cash tipping is generally prohibited on Club premises**, except for certain personnel: locker room attendants, refreshment cart (beverage cart) attendants, valet parking attendants, and golf cart attendants are allowed to receive tips ¹⁸⁶ . Otherwise, employees do not accept cash tips. Additionally, **cash cannot be used to pay for any charges** for food, beverage, or services at the Club facilities ¹⁸⁷ . All member purchases should be signed to their member account (or paid by member charge or credit card where allowed). Guests who are not using a member account may use credit cards at limited locations (Golf Pro Shop and Plantation House accept credit cards from guests) ¹⁸⁸ .
- **Credit Policy:** All members must timely pay charges billed to their account. The Association has an established **Credit Policy** (available on the website or from the office) which outlines payment terms and consequences for late payment ¹⁸⁹ ¹⁹⁰ . Members should note that if they fall into delinquency, the Credit Policy provides for administrative late fees, interest charges, **suspension of membership privileges**, and eventually liens on the property ¹⁹¹ ¹⁹² . No one is excused from these penalties for failing to read the policy – questions about one's account or the policy should be directed to the GM, Controller, or Treasurer promptly if issues arise ¹⁹³ .

B. Guest Policies and Registration

Guests are welcome at The Plantation, but their access and use of amenities are subject to rules to protect security and ensure fairness to members. **Members are responsible for registering their guests and ensuring they follow all rules** ¹⁹⁴ ¹⁹⁵ .

- **Definition of Guest:** A "Guest" is any invitee of a Member or Resident who is not a member in their own right ¹⁹⁶ . The Plantation recognizes categories of guests:
- **Local Guests:** Individuals who reside in the local area (defined as the five-county area: St. Johns, Duval, Baker, Clay, or Nassau counties) who visit The Plantation but **do not stay overnight** at a member's home ¹⁹⁷ ¹⁹⁸ . *Local Guests are not eligible for Guest Cards and must be accompanied by a Member at all times while in the community* ¹⁹⁶ ¹⁹⁹ .

- **Overnight Guests:** Individuals staying overnight in a Member's home (e.g., family or friends visiting from out of town) ²⁰⁰ . Overnight Guests can be issued a temporary **Guest Card** (see below) which allows unaccompanied use of amenities, subject to rules.
- **Vertical Family Guests:** These are immediate family members of a Member in the ascending or descending line – specifically: *sons, daughters, sons-in-law, daughters-in-law, grandchildren, great-grandchildren, parents, grandparents, great-grandparents* (including step-family in those categories) ²⁰¹ . Vertical family guests are treated as either local or overnight guests depending on whether they stay overnight ²⁰² . (They have some fee privileges; see amenities sections for any discounts.)
- **Guest Registration: All Guests must be registered** with Security or the Club management. **Guests must be accompanied by the Member** unless they have a valid Guest Card for unaccompanied access ²⁰³ ²⁰⁴ . A Member should notify the gate in advance of expected guests (adding them to the Guest Access List or calling Security). For amenity use, members should sign in their guests where required (e.g., at golf or fitness check-in).
- **Guest Cards:** For Overnight Guests, Members may obtain a **Guest Card** from the General Manager's office ²⁰⁵ ²⁰⁶ . A Guest Card allows an unaccompanied overnight guest (and their immediate family/companion listed on the card) to use the Association's amenities as if they were members, **without the Member being present**, during their visit ²⁰⁷ ²⁰⁶ . Key points on Guest Cards:
 - The Member host must arrange for the Guest Card in advance through the GM's office ²⁰⁸ . The card will list the guest's name (and family or partner, if applicable) and the duration of the visit.
 - Guest Cards are issued for the length of the guest's stay, are **not transferable**, and can only be used by the individuals named on the card ²⁰⁶ ²⁰⁹ .
 - The General Manager has discretion to limit the duration of a Guest Card's validity ²⁰⁹ . Typically, a card might be valid up to two or three weeks, for example.
 - **Local Guests cannot receive a Guest Card** – they must always be accompanied by a member ¹⁹⁹ (so only out-of-town overnight guests qualify for unaccompanied use privileges).
 - Guest Card holders may be required to pay applicable fees for certain amenities (e.g., golf greens fees, guest fitness fee) just like a member's guest would ²⁰⁷ . The card simply spares the need for the Member to be with them at all times.
 - An unaccompanied Guest with a Guest Card may not bring additional guests of their own. Only members can sponsor guests ²¹⁰ ²¹¹ .

Guest Cards must be carried by the guest when using facilities and shown upon request. They should be returned or expire at the end of the visit.

- **Guest Access at Gate:** All guests (accompanied or unaccompanied) must check in at the gatehouse. If on the Member's guest list, they will be admitted after providing identification. For large numbers of guests (e.g., a party), members should provide a list in advance to security. Guests coming for a Club event or to use amenities with a Guest Card will also register at the gate and receive a temporary pass for their car if needed ²¹² ²¹³ .
- **Guest Usage Limits:** The Board may impose limits on how frequently or how many guests can use certain facilities, especially during peak times, to ensure availability for members (e.g., limiting guest play on golf course on Saturdays, etc.). Members should consult specific amenity rules in Part III for

any guest limitations (for example, tennis/pickleball may limit number of guest visits per month, etc., per Racquet Sports rules).

- **Fees for Guests:** Some amenities require a fee for guest use:
- **Golf:** Guests must pay green fees as set by the club (Guest Card holders also pay these fees). A member may be limited in how many guest rounds per month at the discounted rate.
- **Fitness Center:** Local Guests pay a daily \$10 fee and **must be accompanied by a member** at the Fitness Center ²¹⁴ ²¹⁵ . Overnight guests can use the fitness center unaccompanied *only if* they have a Guest Card, and they must present it at the fitness check-in ²¹⁵ .
- **Beach Club/Pool:** Typically no fee, but all guests must be accompanied unless they have a Guest Card. Vertical family (children/parents) often are not charged.
- **Other:** Some events or services (e.g., personal training, classes) may have guest rates.

Refer to each facility section in Part III for details on guest fees/policies.

- **Unaccompanied Guests Without Cards:** In general, **unaccompanied guests are not allowed**. The only exception is an overnight guest with a properly issued Guest Card, or a guest attending an Association-approved event open to guests. If someone arrives claiming to be a guest of a member but the member has not arranged entry or a card, security will attempt to contact the member. No “public” access is allowed – *The Plantation is private property*. Members should not encourage guests to come on their own without prior arrangement.
- **Misuse of Guest Privileges:** Members are expected not to abuse guest privileges. For example, lending your membership card to a non-member, or trying to pass off a local resident as an “overnight guest” to get a Guest Card, are violations and may result in disciplinary action. The Board may suspend guest privileges of a member who consistently violates guest policies.

C. Vehicles, Carts, and Traffic Rules

The Plantation has specific rules for vehicles, including cars, golf carts, low-speed vehicles, bicycles, etc., aimed at safety on our private roads:

- **Speed Limit:** As noted, 25 MPH on all roads ¹⁷⁶ . Security uses speed monitoring and will issue warnings or citations to violators. Persistent speeding can result in fines or loss of driving privileges in the community.
- **Stop Signs and “Rules of the Road”:** All drivers must obey stop signs and yield signs just as one would on public streets ¹⁷⁶ . The community has many pedestrians and golf cart crossings; please stay alert and give pedestrians and golf carts the right of way when appropriate.
- **Automobile Parking:** Members and their guests should park in driveways or designated parking areas, **not on streets overnight** (as per covenants, see Part I.C “Garages and Parking”). Short-term street parking for events at a home is allowed, but vehicles must not block traffic or drive on lawns. The Association may tow vehicles that are improperly parked or abandoned at the owner’s expense.

- **Commercial and Oversized Vehicles:** No commercial trucks or service vehicles may be parked overnight. Service vehicles should be actively servicing a property – they are allowed on weekdays and Saturdays during work hours, and in emergencies. They should not be left unattended for long periods.
- **Golf Carts & Low-Speed Vehicles (LSVs):** The use of golf carts is a cherished part of The Plantation lifestyle, but it comes with rules ²¹⁶ ²¹⁷ :
- **All golf carts/LSVs must be electric-powered.** Gas-powered carts or LSVs are **not permitted** on Plantation roads ²¹⁸ ²¹⁹ .
- **Registration:** Every golf cart or LSV used on the roads (or golf course) must be **registered with Plantation Security**. Security will issue **registration decals** that must be displayed on the front and rear of the cart ²²⁰ ²²¹ . Initial decals are provided free; replacements cost \$5 ²²² . Operating an unregistered cart can result in fines or suspension of cart privileges.
- **Insurance:** Members must provide proof of liability **insurance** for their golf cart/LSV at registration and **annually thereafter** ²²³ ²²⁴ . The insurance should cover personal injury and property damage with at least \$500,000 combined single limit (or \$250,000/\$500,000 per person/per incident) ²²⁴ .
- **Licensed Drivers Only: No one without a valid driver's license may operate a golf cart or LSV** on Plantation roads, **even if accompanied by a licensed adult** ²²⁵ ²²⁶ . This is a strict safety rule – essentially, drivers must be 16 with a license (Florida learners permits are not sufficient).
- **Cart Operation:** Drivers must follow all traffic signs and rules. Carts should be driven on the **right side** of the road like cars, and use cart paths where provided (such as near the Clubhouse/golf course). *Golf carts are not allowed on the main public road outside the community or on any roadway outside Plantation property.* Within the community, treat a golf cart like any other vehicle in terms of yielding and signaling.
- **Passenger Limit:** Do not exceed the number of passengers that the cart is designed for (usually equal to number of seats). No overcrowding or lap-riding that impairs safe operation.
- **Night Use:** Carts used after dusk must have functioning headlights and taillights. Exercise extra caution at night as carts are quieter and lower-profile than cars.
- **Cart Paths & Golf Course:** Only carts authorized for golf (including member-owned carts that meet course standards) may go on golf course paths. *Member-owned golf carts are permitted on the golf course/cart paths for golfing only if they meet club standards:* they must be electric, two-seater, and of similar style to the club fleet ²²⁷ . Further rules for carts on the golf course are in the Golf Rules (Part III.A). During golf play, carts must stay on paths as directed by golf course rules. No carts on course during off-hours except as permitted for course maintenance or authorized events.
- **Damage and Liability:** Members are **responsible for any damage** caused by their golf cart, whether they or their guest or their child is driving ¹⁸⁴ ¹⁸⁵ . This includes damage to lawns, sprinklers, Association property, or other vehicles. Members will be billed for such damage and subject to penalties if appropriate.
- **At Your Own Risk:** Operating a golf cart is at the risk of the operator – the Association disclaims liability. Unsafe driving (speeding, reckless driving, underage driving) can result in loss of cart privileges in the community.
- **Designated Parking:** Golf carts should park in designated golf cart parking areas at the Clubhouse, Beach Club, and other amenities:
 - *Plantation House/Clubhouse:* Carts should be parked in the area below the 19th Hole terrace (cart parking zone behind the clubhouse) ²²⁸ .

- *The Commons*: Carts park in designated spots in the Commons parking lot. Carts are **not allowed** on the croquet courts, the Pavilion area, walking paths, lawns, or playground ²²⁹ .
 - *Beach House*: Park in the marked cart parking spaces (if provided) or regular spaces – do not block car traffic.
- **Bicycles and Pedestrians**: Bicyclists and walkers/joggers share the roads. Bicycles should generally keep to the side of the road (with traffic, not against it) and riders under 16 should wear helmets per Florida law. At night, use lights or reflectors. Pedestrians should walk facing traffic on roads (and use sidewalks or paths where available). During times of low visibility or at night, wear visible clothing or carry a light. Vehicles must yield to pedestrians in crosswalks. Pedestrians should give way to security or emergency vehicles.
 - **Skateboards, Skates, etc.:** Roller-blading, skateboarding, and similar activities occur on our roads and driveways at the participants' own risk. These are allowed, but participants must yield to vehicles and not use the roads in a manner that impedes traffic or creates a hazard. As with bikes, after dark usage is discouraged for safety (and if done, reflective gear should be used).
 - **Motorcycles**: As noted in the covenants, motorcycles, mopeds, motorized scooters are **not allowed** to be operated within the community unless explicitly approved by the Board ²³⁰ ²³¹ . Generally, members should not ride motorcycles inside Plantation. If a member or guest has a street-legal motorcycle, they may enter/exit the property quietly and directly only (essentially to go to the owner's home and park it in the garage). Recreational use of motorcycles or similar (joyriding on property) is prohibited. The security gate may deny entry to obvious recreational motorcycle groups.
 - **Low Speed Vehicles (LSVs)**: LSVs (neighborhood electric vehicles that are street-legal on 35mph roads) are treated like golf carts under our rules – they must be electric and registered. If it's legally a car, then it should be operated as a car; if it's essentially a cart, follow cart rules. Ask management if in doubt.

D. Private Property Maintenance and Appearance

Each owner is responsible for maintaining their home and lot to community standards ⁷⁶ ¹²⁷ . The following rules highlight expectations and procedures:

- **Lot Maintenance**: Lawns, landscaping, and Yards must be kept mowed, trimmed, and neat. Grass should not be overgrown; edging should be done along curbs and beds. Dead plants or grass should be removed or replaced. Weeds should be controlled. Flower beds must be kept tidy. Generally, the property's curb appeal should reflect a well-kept appearance ¹²⁷ ¹²⁸ . Yards should also be free of clutter, debris, or unsightly items. No appliances, indoor furniture, or junk may be stored visible outside.
- **Exterior Home Maintenance**: The exterior of each home (walls, doors, trim, roof) must be maintained in good condition. Paint should not be peeling or excessively faded; homeowners should repaint before that happens (and must get ADB approval for any color change). **Roofs** in particular must be kept clean of mildew, heavy dirt, or moss. The Association has a specific **Roof Cleaning Policy**: roofs are periodically inspected (currently twice a year, by March 1 and Sept 1) ²³² . If a roof is deemed to require cleaning (significant mildew/dark staining), the Association will send a notice

letter to the owner including a photo and giving a deadline (typically 60 days) to have the roof cleaned ²³³ ²³⁴ . If not cleaned by then, fines will be imposed as follows per Policy 3.3:

- 60 days after notice: \$200 fine ²³⁵ ²³⁶ .
- 90 days after notice: another \$200 fine ²³⁶ .
- 120 days after notice: \$200 fine and referral to Board for further enforcement (possible legal action) ²³⁷ ²³⁸ .
- Each month thereafter: additional fines up to \$2,000 per year maximum ²³⁸ .

Owners may appeal any such fine per the Covenants enforcement policy ²³⁹ , but ultimately roofs must be cleaned. **Tip:** If your roof is approaching 5+ years old in Florida climate, proactively schedule periodic cleanings (using soft wash methods recommended) to avoid notices.

- **Architectural Changes:** Any change to your home's exterior or your lot's improvements (including repainting a different color, adding a fence, changing landscaping materially, installing a playset, etc.) **requires prior ADB approval** (see Part I.C and Architectural Guidelines). This includes things like:
 - Re-roofing (even if same color/type, ADB should approve to ensure material is allowed).
 - Repainting (even same color confirmation is wise; new colors definitely require approval).
 - Major landscape re-design, tree removal, adding hardscape (pavers, fountains).
 - Adding a screen enclosure, pool, or patio.
 - Any structural addition or modification.

Applications are available from the Association. Work done without approval can lead to fines and an order to remove or redo the work at the owner's expense ⁷⁹ .

- **Holiday Decorations:** Holiday lights and decorations are permitted on private homes in season, but should be installed no more than 30 days before the holiday and removed within a reasonable time after (around 2–3 weeks after the holiday). Decorations should be in good taste. The Association may ask an owner to remove anything considered offensive or causing disturbance (e.g., very bright flashing lights that bother neighbors).
- **Trash and Yard Waste:** The Plantation likely has specified trash pickup days (though service is often through the county or a private contractor). **Trash containers should be put out no earlier than the evening before pickup and must be removed from street view by the evening of pickup day.** All garbage must be bagged and placed in lidded containers. Recycle bins (if used) likewise. Yard waste (leaves, branches) should be bundled according to waste hauler rules and placed out at the proper time. **Do not leave trash cans at the curb on non-pickup days** ¹⁰⁴ . Between pickups, store cans inside garage or behind an enclosure – they should not be visible from the street ¹⁰¹ . If going out of town, arrange for a neighbor or service to bring your can in. *No dumping:* You cannot dump yard debris or any refuse in any common area, vacant lot, or conservation area.
- **Pets and Yard Cleanliness:** As noted in pet rules, always clean up pet waste immediately – whether on common areas or your own yard (so it doesn't create odor for neighbors). Do not allow dogs to roam; St. Johns County leash laws apply (and our rules require leash).
- **Swimming Pools and Enclosures:** Pools must be maintained (clean water, operating filtration). Pool enclosures or screen rooms need ADB approval to install. Screen panels should be promptly replaced

if torn. If you have a pool, you are required by Florida law to have a barrier for safety (screen or fence) – make sure gates are self-closing/locking if fenced.

- **Generators and Propane Tanks:** Permanent standby generators or large propane tanks must be approved by ADB and fully screened (typically with landscaping or enclosure) so they are not visible or audible beyond property line more than necessary. Use of generators should abide by noise ordinances (no running non-emergency generators at night, etc.). Portable generators during power outages are allowed but should be operated safely and stored away when not in use.
- **Mailboxes:** As per covenants, if the Association has provided a standardized mailbox, maintain it (repaint or repair as needed) and do not alter its appearance without approval ¹³⁵. If the community uses house-mounted mail slots, follow that system. Do not erect any new mailbox or sign at the street.
- **Lighting:** Exterior lighting (landscape lights, security lights) should be positioned so as not to shine into neighbors' windows or cause traffic hazard. Decorative holiday lighting is allowed temporarily. Any new lampposts or significant landscape lighting installations usually require ADB review.
- **Unightly Items:** Items like clotheslines, storage piles, woodpiles, etc., should be placed out of view (in back yard or screened). Clothes should not be hung in view of street or neighbors (occasional use of a small clothesline in a fenced area is okay, but not in open). No window air-conditioning units are allowed as they protrude and drip ¹⁰³.
- **Noise and Hours:** In general, please be considerate with noise. Loud music, partying that disturbs neighbors, etc., especially late at night, is not permitted (this could be deemed a nuisance). County quiet hours (typically 10pm-7am for loud noise) are applicable. Construction noise is governed by the specific hours in Part I.C (no construction on Sunday or late hours). Lawn maintenance by residents or lawn services should also respect reasonable hours (early morning loud mowing/blowing can cause conflict – aim for after 8am).

If an Owner fails to maintain their property as required, the Association (through the General Services Committee or Board) will send written notice of the violation and a timeframe to cure it ¹²⁸ ¹³⁰. If not addressed, the Association may invoke the enforcement process (fines as per Policy 2.2 or 2.3 in Part IV.D) and/or exercise its self-help right to perform the maintenance and charge the Owner ¹³⁰ ¹³¹. This is done reluctantly, so cooperation is preferred.

E. Community Etiquette and Miscellaneous Policies

- **Quiet Enjoyment:** All residents have the right to quietly enjoy their homes. Excessive noise, especially at early or late hours, is discouraged. This includes loud music, barking dogs (see pet rules), or noisy vehicles. If hosting a gathering that might be loud, it is courteous to inform neighbors in advance and keep music at a reasonable level (or move indoors after a certain time).
- **Smoking Policy:** **Smoking is prohibited** at the Plantation House (Clubhouse), Beach House, and Commons facilities, **except** in one designated area at the Beach House (the south deck by the BBQ grills is the only smoking area) ²⁴⁰. This rule is to ensure a healthy, clean environment. On private

property, smoking is of course up to the owner, but please dispose of cigarette butts properly and be mindful of neighbors if smoking outside.

- **Association Property Usage:** Members should not remove any property owned by the Association from the common areas, or use it for other than its intended purpose, without permission ²⁴¹. (For example, do not take furniture from the clubhouse to your home, or use golf course equipment, etc.) Report any damage or needed repair of common property to the General Manager.
- **Wildlife and Environment:** The Plantation is home to various wildlife (birds, alligators in water hazards, etc.). *Feeding of alligators is strictly forbidden by law.* Do not feed wild animals as it can make them aggressive. Be cautious near lakes and marsh – assume alligators or snakes could be present ¹³⁹. Swimming in lakes/ponds is prohibited ¹³⁹. Fishing is allowed on common area lakes **only at designated times/locations** (see below and Part III.A golf rules). In general, fishing is not allowed on golf course lakes during golfing hours ²⁴². Also, **no boating** on lakes without permission ²⁴³. Treat conservation areas with respect – no dumping yard waste or cutting vegetation in preserve areas.
- **Fishing Rules:** Members and their accompanied guests may fish in certain lakes at certain times. The general rule: fishing is **not permitted during golf play hours** on lakes that border golf holes ²⁴⁴. After golf hours (dusk) or on Mondays (if course closed), fishing is typically allowed for members. Do not fish on private lots without that owner's permission. Catch-and-release is encouraged for lake fish. No licenses are required since it's private property, but abide by any specific guidelines the Association posts.
- **Playgrounds and Recreation:** The Commons area includes a playground and open lawns. *No pets* are allowed on the playground or the interior lawns of the Commons ²⁴⁵. Supervise children for safety. Use play equipment as intended. The Commons closes at sunset (except the croquet and pavilion can be used for croquet play at night with lighting) ²⁴⁶ ²⁴⁷. The croquet lawn is closed all day every Thursday for maintenance ²⁴⁸.
- **Pets in Common Areas:** Dogs must be leashed. **Pets are not allowed** on the croquet courts, the Pavilion, playground, or inside fenced pool areas ²⁴⁵ ²⁴⁹. Dogs are allowed on the walking paths and roads, and at the dog park if one exists. Always pick up pet waste – the community provides pet waste stations/trash cans in some areas for convenience.
- **Solicitation & Sales:** No commercial solicitation is allowed door-to-door or via member directories. If you receive unwanted solicitations, report to management. The Association's communications cannot be used for personal business advertising (see Communications Policy in Part IV.E). Realtors are not allowed to put out open house signs or roam the community without permission (see **Open House Policy** below).
- **Real Estate Open Houses:** The Plantation allows a limited number of community-wide open house events (up to 3 per year) coordinated by the Association ²⁵⁰. Individual open houses on other days **are not allowed** ²⁵¹. This policy balances security with marketing needs. During an official Open House event, multiple homes for sale will be open at the same time, and prospective buyers will register at the gate and get a map/list of homes ²⁵² ²⁵³. The facilities (Beach House, etc.) may also be open for viewing by prospects because membership is mandatory with purchase ²⁵⁴. The

Marketing & Membership staff and Committee handle these events 255 256 . If you are selling your home, you can participate in the scheduled open houses. Outside of those events, **no general public open houses are permitted** – you may show your home by appointment with Realtors, but you cannot just open it to drive-by traffic. “For Sale” signs are also not allowed on lawns, so marketing is via listings and the official events. For security, all open house visitors must use the main A1A entrance, provide ID at the gate, and follow the rules given on the visitor registration form 257 213 . After the open house, management often follows up with guests for feedback and does **not** share their info with Realtors except in aggregate 258 259 . Also note, **Realtor-only previews** (no public, just brokers) can be held with permission – Realtors must notify the Director of Marketing at least a week in advance and get passes or show credentials at the gate 260 261 .

- **Rentals (Leases):** As noted, all leases must be 12 months minimum and tenants must be approved. Members must notify the Association if they are leasing their home and submit the tenant for approval (background check, etc. may apply). The tenant will need to abide by all rules as a Temporary Member. Owners remain responsible for their property and tenant's compliance. If a tenant misbehaves, the Board can suspend their privileges or evict them from the community after notice 262 263 .
- **Hurricane Preparedness:** (Briefly, since it was mentioned at end of R&Rs possibly.) The Plantation likely issues specific guidelines each hurricane season. Generally, secure loose outdoor items (patio furniture, planters) when a storm is approaching. The Association may trim common trees proactively. Members should follow county evacuation orders if given (the community is near the coast). The Association's staff will secure Club facilities. Residents should not expect the clubhouse as a shelter (it's not one). After a storm, be cautious of debris and downed power lines. The Association will communicate via The Plantation Insider or email updates on post-storm recovery (which roads are cleared, etc.).

This concludes the general community-wide rules. All Members should use common sense and courtesy – the written rules cannot cover every scenario, so the expectation is to be a good neighbor and exercise due care in all activities. When in doubt about a rule or if planning something unique, contact the General Manager for guidance **before** proceeding. The Board may update these Rules and Regulations from time to time; Members will be notified of changes, and the current version is posted on the community website

164 .

Part III – Amenities and Facilities Rules

Part III sets forth the rules and regulations for the use of specific Plantation amenities and facilities, including the golf course, clubhouse (Plantation House), Beach House, fitness center, racquet sports (tennis/pickleball), croquet lawn, and other recreational facilities. These rules are intended to ensure safe, enjoyable, and equitable use for all members and their guests. Members are expected to know and follow the rules for any facilities they use. *Additional rules or guidelines may be posted at the facilities or published by the respective department (Golf Pro Shop, Tennis Shop, etc.) – those are considered part of these rules.* All amenity use is also subject to the general rules in Part II (e.g., guest policies, attire standards, etc., some of which are repeated here for emphasis).

A. Golf Course and Practice Facilities

The Plantation's golf course is a premier amenity of the community. The following **Plantation Golf Course Rules & Regulations** apply (in addition to the official Rules of Golf and etiquette):

- **Golf Course Etiquette & Conduct:** Members are expected to play golf in the true spirit of the game – with integrity, courtesy, and respect for others and the course ²⁶⁴ ²⁶⁵. This means replacing divots, repairing ball marks, raking bunkers, and keeping pace of play. Loud, abusive language or throwing clubs is not tolerated. *“Acting with integrity, showing consideration to others, and taking good care of the course are hallmarks of the game of golf that are embraced by The Plantation.”* ²⁶⁴
- **Starting Times:** All play should start on Hole 1 (or 10 as directed) after checking in with the Golf Shop. Tee times are required. The golf staff manages the tee sheet – members must reserve times (typically via ForeTees or by calling the Golf Shop) and check in before starting.
- **Guest Play:** Guests must be accompanied by a member (unless approved otherwise in a special event or reciprocity, see below). Guest play may be limited on peak days/times (e.g., Saturday mornings). Green fees apply for guests. *Outside Golf Events:* Occasionally, the Board may approve outside golf outings where non-member groups play without a member host (for example, a charity tournament) – these are limited and must meet criteria (high-profile events that promote the club, profitable, not inconveniencing members) ²⁶⁶ ²⁶⁷. The Golf Committee and Board must approve each such event ²⁶⁸. In these cases, members will be informed of course closure times.
- **Reciprocal Play:** The Plantation has a **Golf Reciprocity Policy (Section 8.4)** for members of other clubs ²⁶⁹. Generally, if a golf professional from a club more than 50 miles away requests a tee time for their members/reciprocal play, Plantation staff may allow it, based on availability ²⁷⁰. The guest/cart fees for reciprocals are set (currently \$155+tax) ²⁷¹. Reciprocity is typically used during off-peak times or when our members have reciprocal summer access elsewhere. This policy helps maintain good relationships nationally. (Local reciprocity is not routine since we're private.)
- **Attire (Golf):** Appropriate golf attire is required on the course and practice areas at all times. For men: collared golf shirts (or modern mock-neck golf shirts) tucked in, golf slacks or shorts (of proper length). For women: golf shirts (with collar or sleeves), skirts, skorts, shorts or slacks. No denim, no cut-offs, no t-shirts, no swimwear, etc., on the course ²⁷² ²⁷³. *Soft spikes or spikeless golf shoes only* (no metal spikes). Hats/visors for men should be removed indoors (clubhouse rule) ²⁷⁴ ²⁷⁵. The Golf Pro Shop sells attire that meets dress code if needed.
- **Golf Carts on Course: Member-owned carts** are allowed on the course if they meet specifications (electric, two-seater, similar style to club carts) ²⁷⁷. All carts (member or club) must obey daily cart rules (e.g., “Cart Path Only” on wet days, or 90-degree rule when applicable). No more than two people and two bags per cart. **No one under 16 with a license can drive a cart** on the course either – this is same as road rule. Keep carts off tee boxes and at least 30 feet from greens (or on paths near tees/greens as directed). The course has marked **“Entrance” and “Exit” gates** for carts – use them to enter fairways and return to path near greens. Par 3 holes are usually path only. Avoid wet areas to prevent turf damage.

Members should also note: private carts must be in good condition; if a cart causes damage (oil leak, battery acid, etc.), the member must repair it. The club may refuse course access to any cart that is deemed unsightly or harmful to the course.

- **Walking/Jogging on Course:** For safety and liability, no one should walk, jog, or bike on the golf course or cart paths during golfing hours (even if not playing). The course is for golfers and maintenance only. Non-golfers can enjoy the course views from a distance or use the Commons paths. *After hours:* some members enjoy walking the course in the evening once play is done – this is at your own risk and you must be off the course by dark or if maintenance is ongoing. No pets on the course, please, due to disruption and waste issues on playing areas.
- **Practice Facilities:** The driving range, practice greens, and short game area are for golf practice only. General rules:
 - Observe posted hours (the range often closes earlier on certain days for maintenance, and one day a week might open late for mowing).
 - Use designated hitting areas and be mindful of others. Only hit in the direction of range targets.
 - Range balls are provided – do not use or remove them for other purposes. *Do not pick balls* beyond the rope – staff will collect them.
 - On practice greens and bunkers, treat as you would on course: no running or horseplay on greens, don't leave litter, fix ball marks.
- **Practice on the course (outside of designated areas) is not allowed.** Do not practice on fairways or into greens on the actual course. There is absolutely *“no form of golf practice permitted in any area of the Commons”* (open lawns) ²⁷⁶ ²⁷⁷ . This is because it's dangerous and could cause damage.
- **Course Closure / Weather:** If the course is closed (for maintenance or weather), do not go out to play. The club uses a **lightning alarm system** – one long siren blast means lightning is nearby and **all golfers must immediately leave the course** and seek shelter ²⁷⁸ ²⁷⁹ . Stop play *immediately* when the horn sounds – it's a condition of playing here. There are rain shelters on course, but the best is to return to clubhouse if possible. Three short blasts signal it's all-clear to resume ²⁸⁰ ²⁸¹ . If you hear no all-clear, the course may be closed for the remainder of the day. The Golf Shop will advise.
- **Course Maintenance:** Respect the maintenance crew. If they are working on a hole, wait for acknowledgment to hit or skip ahead if directed. The Superintendent has authority to close or restrict play to protect the course (for example, after heavy rain, or for chemical applications). Notices will be posted. The club typically has a weekly maintenance morning (often Monday) where the course is closed or has a delayed opening – members are to adhere to those schedules.
- **Lightning Safety:** As noted, respond to alarms. Also, common sense: if you see lightning or hear close thunder and alarm hasn't sounded yet, don't wait – head in for safety. Our flat course can be dangerous in storms.
- **Fishing on Course:** As mentioned prior, no fishing in lakes during play. *Policy:* “Fishing is prohibited during hours of golf play on any lake area that borders a golf hole” ²⁴² . So only fish at dawn (before

first tee times) or dusk (after last golfers) on those lakes, or on non-golf days. Always yield to any ongoing play.

- **Wildlife on Course:** Do not harass wildlife. Alligators sometimes sun on banks – steer clear. If an alligator is near your ball, take a drop elsewhere for free; no game is worth the risk. Notify staff if a gator is unusually large or bold. Watch for snakes in marshy areas retrieving a ball – if in doubt, let it go.
- **Personal Coolers:** Outside coolers are generally not allowed. The club provides water on the course and beverage cart service. A small personal cooler may be allowed if discreet, but the preference is to use club's refreshment cart. No outside alcohol per state law on licensed premises – all alcoholic beverages on the course must be purchased from the club.
- **Golf Dress Code (Clubhouse areas):** After a round, the 19th Hole and Lake Room have dress codes (see Plantation House rules next). Soft spikes mean you can enter the Clubhouse in golf shoes except in certain formal areas if specified.
- **Enforcement:** The Golf Professional staff and the Golf Committee enforce these rules. Violations (like repeated dress code issues, reckless cart driving, abuse of staff, etc.) can result in warnings and then possible suspension of golf privileges. The committee may review serious breaches (e.g., cheating in tournaments, significant damage to course) for disciplinary action by the Board.

B. Plantation House (Clubhouse), Beach House, and Commons

The **Plantation House** (clubhouse), **Beach House** (beach club with pool), and **Commons** (park area including pavilion, croquet lawn, playground, fields) are shared facilities for dining, socializing, and recreation. The following rules ensure everyone's enjoyment:

- **General Courtesy:** These facilities are for the enjoyment of all members and their guests. Behavior should reflect respect for others – no loud profanities, no disruptive conduct. Members should supervise their children, especially in dining areas and at the pool/playground.
- **Smoking:** As stated, **no smoking** inside or around the Plantation House or Commons. At the Beach House, smoking is allowed only on the south deck by the BBQ grills ²⁴⁰. Please use ashtrays provided there. Smoking elsewhere (pool deck, dining areas) is prohibited to keep air clean for all.
- **Attire – Plantation House:** The Plantation House has multiple dining areas (the 19th Hole grill, the formal Lake Room, etc.), and attire rules vary by area and time:
- **19th Hole (Casual Grill)** – Before 5:30 PM: Acceptable attire includes golf or tennis attire, neat athleisure wear, and tailored denim (jeans) that are in good repair ²⁸² ²⁸³. In other words, coming straight from golf or tennis is fine (collared shirts, etc.), and clean, untorn jeans or fitness wear is acceptable in the daytime. Not acceptable: cut-offs, cargo shorts, graphic T-shirts, midriff-baring

tops, see-through tops, or sleeveless shirts for men ²⁸⁴ . Men must remove hats/visors upon entering any indoor dining area (including 19th Hole) ²⁷⁴ .

- After 5:30 PM in 19th Hole: The attire expectation is slightly elevated to “club casual”: collared shirts, dress shorts or slacks, skirts, dresses, nice denim are fine ²⁸⁵ ²⁸⁶ . Still no tank tops or t-shirts, and no overly casual gym clothes in the evening.
- **Lake Room (Formal Dining)** – Before 5:30 PM: Collared shirts, sweaters, dress shorts, skirts, slacks, etc., similar to evening standard ²⁸⁷ ²⁸⁸ . After 5:30 PM: **Dressy Casual** – men: collared shirt, slacks, or elegant attire; sport coats optional; **denim is not permitted in the Lake Room after 5:30** and shorts are not permitted in formal dining at night ²⁸⁹ ²⁹⁰ . Essentially, evening dining in Lake Room should be more elegant – equivalent to country club casual (many men wear jackets, ladies in dresses or nice outfits). The GM or manager may adjust dress requirements for special themed events ²⁹¹ (e.g., a costume party or luau might have an exception).
- Throughout the clubhouse, **shoes and shirts are required**. No swimsuits or wet attire inside (except passing through to restrooms). If coming from pool or beach, cover-ups and footwear are needed.
- The **Ballroom/Banquets**: Attire for special events will be specified (e.g., black-tie optional for a gala; or casual for a tailgate party).
- It’s always easier to dress up than to be under-dressed. If in doubt, business casual attire works for most occasions.
- **Attire – Beach House**: The Beach House is more casual due to poolside environment:
 - **Swimwear**: Appropriate, tasteful swimwear is expected. *“All Members and Guests should use good taste in their choice of swimsuit styles”* ²⁹² . Thong or Brazilian-cut swimsuits are specifically noted as **inappropriate** ²⁹³ . Basically, very revealing suits are not allowed.
 - Infants/toddlers must wear swim diapers in the pool ²⁹⁴ – absolutely required to prevent accidents.
 - When coming inside the Beach House (e.g., into the bar or dining area), you must wear a cover-up or shirt and proper footwear ²⁹⁵ . No wet dripping suits inside – dry off and put on cover clothing.
 - The Beach House dining is casual – shorts, T-shirts, flip-flops are fine (as it’s a beach environment), but again, cover-ups over swimwear when at the dining/bar areas.
- **Attire – Commons**: The Commons is outdoors (pavilion, etc.). Casual or athletic attire is fine. However, note that for the **Croquet Lawn, a specific “All-White” dress code applies during play** ²⁹⁶ ²⁹⁷ . (See Croquet section.) Otherwise, at the playground or pavilion, just wear reasonable clothing (no offensive graphics on shirts, etc.). If a fitness class is held at the pavilion, activewear is fine. If you’re coming to a concert or picnic, casual attire is expected. Just nothing that would offend others.
- **Club Facilities Hours**: Operating hours for the dining venues, fitness, etc., are published in the **Plantation Insider weekly newsletter, the Plantation App, website**, and on signs at each venue ²⁹⁸ . Members should refer to those sources for current hours (they can change seasonally or for events). Generally: Clubhouse dining maybe closed one day (Monday or Tuesday), open for lunch and dinner other days; Beach House pool open dawn to dusk, Beach House bar/restaurant hours vary by season; Fitness 5am-11pm daily via access, etc. Always check current postings.
- **Reservations**: Dining reservations are **strongly encouraged** for Plantation House and Beach House dining, especially on busy nights and for all special events ²⁹⁹ ³⁰⁰ . Reservations help staff plan and

ensure you have a table. You can typically reserve via the app or calling the hostess. Large parties (over 10) might be limited or require advance arrangement ³⁰¹. The club may limit how many large groups are booked at once to maintain service levels ³⁰².

- **No-Show / Cancellation:** For *regular dining*, if you cannot keep a reservation, please cancel as a courtesy. For **special events (with sign-ups)**, the club has a cancellation policy: If you fail to cancel at least 48 hours in advance, you may be charged a fee ³⁰³ ³⁰⁴. Specifically:
 - For events with a fixed price (e.g., a holiday dinner or wine tasting), no-show or late cancellation will result in being charged the full event price per person unless your spot is filled from a waitlist ³⁰⁴ ³⁰⁵.
 - For events a la carte (no set price), a \$25 per no-show fee is charged for late cancellations ³⁰⁶ ³⁰⁷.
- These fees are to discourage last-minute drops which can't be backfilled. Always check each event's stated policy; some events might allow substitution of another member if you can't come.
- **Member Charges and Payment:** All food, beverages, and services at the Plantation House, Beach House, Golf/Tennis shops, etc., are to be charged to the member's account or paid by credit card where allowed. **Cash is not accepted** for purchases (with the limited guest credit card exception and tipping noted earlier) ¹⁸⁷ ³⁰⁸. Members must sign chits with name and account number for each purchase ²⁹⁹ ³⁰⁹. Guests using a member's account (if unaccompanied with a Guest Card) should present the Guest Card and sign in the sponsoring member's name and account (the staff will verify) ³¹⁰ ³¹¹. Guests may use credit cards at the Golf Pro Shop and Clubhouse retail, and to pay guest fees, but generally not for dining (with exceptions as allowed). The Association will bill members monthly for all charges – timely payment is expected per the Credit Policy.
- **Children in Club Facilities:** Children under 12 must be accompanied by an adult in the Plantation House unless they are in a specific supervised kids event. In the dining areas, well-behaved children are welcome; however, the formal Lake Room in the evening may not be suitable for very young kids unless they are quiet. The club might have a kids' menu and they do periodic family nights. **At the pool**, children under a certain age (typically 12) must have an adult present; even older kids should be supervised if not strong swimmers – we do *not* have lifeguards on duty, generally.
- **Minors in Fitness Center:** (Details in Fitness section, but reiterate) – under 15 not allowed without adult; 15–17 need signed waiver and maybe certification to use alone ³¹² ³¹³.
- **Clubhouse Locker Rooms:** Minors may enter same-gender locker rooms with a parent, but note that adult environments exist (especially in Men's locker, there is a bar area). Use discretion; e.g., teenage boys might not be allowed at men's card games.
- **Pool Rules (Beach House Pool):**
 - Pool hours: generally dawn to dusk for swimming (no night swimming unless event with permission).
 - **No lifeguard on duty** – swim at your own risk. Minors should be supervised.
 - Shower before entering pool (especially to remove sand if coming from beach).
 - Proper swim attire required (see Beach House attire above).
 - No running or rough play on pool deck.

- No glass containers in pool area. Plastic only.
 - Food and beverage must be purchased from Beach House (no outside food on pool deck, except water).
 - Children in diapers must wear swim diapers ²⁹⁴.
 - The pool may be closed during storms (thunder -> clear pool).
 - Pool furniture: don't "reserve" chairs with towels for long periods if not actively at pool. Courtesy rule – if leaving, free it up.
 - Guests: Must be accompanied or have a Guest Card. Limit large groups of guests especially on busy weekends.
- The Beach itself: The Beach Club provides access to the ocean. General beach rules (city/county ordinances) apply – no glass, fill any holes you dig, no littering. The Beach Club might have specific rules if providing chairs, etc.
- **Beach House Amenities:** There may be a bar/grill at the Beach House. It's casual self-serve usually. When wet, dry off before entering indoors. There's often a sign-in sheet for unaccompanied guests at the beach gate – Guest Cards needed.
- **The Commons & Pavilion:** The Commons pavilion can be used for gatherings. It often hosts community events (picnics, concerts). If a member wants to host a private function there, they should coordinate with the GM – there may be a reservation system or fees for exclusive use. Otherwise, it's first-come first-serve for informal use (with priority to official events). Keep the area clean; if you move furniture, put it back. **No golf practice** on the open lawns (people sometimes are tempted to hit chip shots, but it's forbidden) ²⁷⁶. Sports like frisbee, soccer, kids playing catch are fine as long as not causing damage or interfering with any croquet games nearby.
- **Croquet Lawn:** Because croquet is a sport with its own space and rules, it has a separate detailed section (see Part III.E). Key here: when the croquet courts are in use or reserved, others (not playing) should keep off that grass area. Dogs absolutely not on it. During events on the lawn, the area is reserved.
- **Bulletin Boards & Communications:** The Men's and Ladies' Locker Rooms have Association bulletin boards for the Men's Golf Association and Ladies' Golf Association, plus general announcements ³¹⁴. Do not post personal or business notices on club bulletin boards without approval. There is also a community bulletin board somewhere (maybe by mail kiosk or clubhouse hallway) for announcements – those need GM approval to post. *No signage or notices* should be placed on common property otherwise. The club will post official notices (like rule changes or meeting notices) there and possibly on the website.
- **Cell Phones and Electronics:** As a courtesy, cell phone use should be discreet in dining areas – lengthy or loud phone conversations are discouraged at tables. Step outside or to the lobby if you must take a call. Some areas might have a stricter no-phone policy (e.g., perhaps in the formal dining room, phones off or silent). For fitness center, see rules (headphones required for personal music etc. ³¹⁵ ³¹⁶). Drones are not to be flown over club property without permission (privacy and safety issue).

- **Valet Parking:** When offered at events, typically complementary. Note: valet staff can accept tips (valet is one of the exceptions to tipping rule) ¹⁸⁶.
- **Club Events and Parties:** The Plantation hosts social events (holiday parties, trivia nights, etc.). When attending, follow the announced dress code/theme and RSVP by deadlines. If you RSVP and no-show, expect those cancellation fees (as discussed). Also, when consuming alcohol at events, please be responsible – disorderly behavior can lead to being asked to leave or worse. Underage drinking is of course prohibited and staff will check IDs for guests.
- **Private Parties:** Members can book the clubhouse or parts of it for private functions (weddings, etc.) by arrangement with the Catering/Events Manager. There are rental fees and rules (like you must use club catering, etc.). Private events must not conflict unreasonably with member use – usually they schedule around normal hours.

To summarize this section: Use common sense and club etiquette at all times. **“These Rules and Regulations do not substitute for common sense or the courteous use we expect from each other.”** ³¹⁷. Treat the facilities as you would an extension of your home – with care and respect – and treat fellow members and staff with the kindness and camaraderie that define The Plantation's culture.

C. Fitness Center Rules and Regulations

The Plantation Fitness Center is a state-of-the-art facility for exercise and wellness. All users of the Fitness Center must adhere to the rules to ensure a safe and pleasant environment:

- **Hours of Operation:** The Fitness Center is **open 5:00 AM – 11:00 PM daily** (accessible by member FOB/key card) ³¹⁸ ³¹⁹. These hours allow early and late workouts; please be considerate of noise in very early/late times as the building may be near residential areas.
- **Registration & Waivers: All Members and their Guests must sign an “Informed Consent Waiver” before using the Fitness Center** ³²⁰. This waiver acknowledges the inherent risks of exercise. It's likely a one-time form kept on file. Additionally:
 - Parents must sign a **Release of Liability for their children under 18** who will use the gym ³²¹.
 - There is a **Junior Fitness Certification program** offered for minors (probably 12–17) which, once completed, allows them to use the gym at certain times without direct parental supervision ³²² ³²³. This program educates them on safe use of equipment and gym rules.
- **Age Restrictions:** Children **14 and under are not permitted** in the Fitness Center unless accompanied by an adult ³¹². Ages **15 and older may use the facility without a parent only after successfully completing the Junior Fitness Certification and with a signed waiver on file** ³²⁴ ³²⁵. Otherwise, under 18 must have a parent present.
- **Guest Use & Fees (Fitness):** Guests are welcome but:
 - **Local Guests** (residing in the local counties) must always be accompanied by a Member and there is a **\$10 daily guest fee** for local guests using the Fitness Center ³²⁶ ³²⁷.

- **Overnight Guests** may use the Fitness Center *unaccompanied* **if** they have a Guest Card, but must present the Guest Card to staff when they check in ³²⁸ . (They will not be charged the \$10 since they're not local, presumably, or the card covers it).
- All guests must sign the waiver as well.
- During peak times, members have priority on equipment over guests.
- **Check-In:** Members should **check in upon entry** – likely scan your member fob or sign in at the desk ³²⁹ . This is for safety and usage tracking.
- **Fitness Center Etiquette:** Several rules of courtesy are posted and expected:
 - **Wipe Down Equipment:** After using any machine or mat, use the provided disinfectant wipes/towels to clean sweat off for hygiene ³³⁰ .
 - **Re-Rack Weights:** Return dumbbells, plates, etc., to their proper racks after use ³³¹ .
 - **Don't Drop Weights:** Avoid dropping free weights on the floor or slamming weight stacks – it's unsafe and can damage equipment ³³² .
 - **Share Equipment:** Limit cardio machine use to **30 minutes if others are waiting** ³³³ . During busy times, be efficient so everyone gets a turn.
 - **Towels:** The Fitness Center provides towels – after use, put them in the used towel bins ³³³ .
 - **Space Courtesy:** Be mindful of personal space. Don't hover too close to someone exercising; if you want to "work in" (share a machine between sets), politely ask. Don't take equipment (e.g., a dumbbell) from right next to someone without asking if they're using it ³³⁴ .
 - **Cell Phones: No phone calls** during group exercise classes or while using machines in a way that bothers others ³¹⁶ . Keep phone conversations to lobby or outside. Also, **personal music must be with headphones** – no external speakers ³¹⁶ . Filming or taking photos of others without permission is inappropriate.
 - **No "Camping" on Equipment:** Don't sit idly on a machine texting or resting if others are waiting ³³⁵ ³³⁶ . Let others work in or free up the machine.
 - **Food & Drink:** No food or alcoholic beverages in the gym ³³⁷ . Water or sports drinks in closed containers are fine, but please nothing that can spill easily. There's usually a water fountain or dispenser available.
 - **Noise:** No excessive screaming, grunting or loud noises during lifting ³³⁸ . Some exertion noise is normal, but be considerate – if you're consistently super loud, it's disruptive.
 - **Televisions:** The TVs in the fitness center are kept on news, weather, or sports channels with closed captioning on ³³⁹ . Staff controls the channels. They'll try to keep content generally acceptable to all. If you want a channel changed, ask staff – members shouldn't fidget with TV settings.
 - **Attire (Fitness):** Proper workout attire and shoes are required:
 - **Allowed:** T-shirts, tank tops, shorts, leggings, athletic shoes, etc. Basically standard gym wear. *No dress code beyond appropriate coverage and athletic function.*
 - **Not Allowed:** Bathing suits, jeans or cut-off shorts, or any attire that might be unsafe (e.g., no open-toed shoes or sandals) ³⁴⁰ ³⁴¹ . Shirts must be worn at all times (no bare chests).

- Footwear: **Closed-toe athletic shoes** required (no boots, no hard soles, no cleats, no flip flops) ³⁴⁰ . The only exception is certain group classes (like yoga) where going barefoot or socks is normal, and that is allowed *in the group exercise room only* ³⁴⁰ .
- Hats: You can wear a hat in the fitness center if you want, but note that once you leave and go to the Clubhouse, the Clubhouse rules on hats apply ³⁴² .
- **Personal Training and Services:** All personal training, massages, or group classes in the facility must be conducted by Plantation-approved trainers/instructors:
 - The club likely offers personal training, massage therapy, etc., by appointment. A 24-hour cancellation policy applies: if you book a service and cancel with less than 24 hours notice, you may be charged the full fee ³⁴³ ³⁴⁴ . (Some group training might have different policies, which will be communicated at sign-up) ³⁴⁴ .
 - **Outside Trainers:** Members **may not bring their own trainer or instructor** into the gym. All trainers must be approved by fitness management and meet credentials/insurance requirements ³⁴⁵ ³⁴⁶ . Similarly, no member is allowed to conduct personal training of others in the gym (i.e., you cannot use the gym to train clients, even if a certified trainer, unless employed/contracted by the club).
 - All club-contracted trainers or therapists have provided proof of certification, insurance, and tax forms ³⁴⁷ . They must also run payments through the club's systems – Members pay the club, not the trainer directly ³⁴⁸ ³⁴⁹ .
 - Payment for training or services is done via member charge (Jonas POS or similar) – *do not pay cash to a trainer* ³⁴⁸ . The club pays the trainer.
 - If you want to hire a new trainer, they'd have to go through the club's approval process first.
- **Prohibited Activities:** Obviously, no horseplay like wrestling or throwing medicine balls at someone unsuspecting. Don't misuse equipment (no standing on exercise balls, etc., that could injure or break equipment). No alcohol or smoking in fitness area. No pets in the gym (service animals excepted).
- **Reporting Issues:** Members should immediately report any equipment malfunctions, injuries, or other issues to the staff on duty. If something is out of order, do not attempt to fix it yourself; mark it or tell staff.
- **Consequences of Rule Violations:** If a member or their guest repeatedly violate fitness center rules or protocols (for example, consistently not wiping equipment, or an underage youth sneaking in), the club reserves the right to suspend their gym privileges ³⁵⁰ ³⁵¹ . Safety is critical, so serious violators will be addressed.

The Fitness Center strives to be a welcoming place for all fitness levels – please do your part to keep it clean, safe, and friendly. Help newbies if they seem unsure (in a kind way), or ask staff for assistance with equipment if you're not sure how to use something. They are there to help prevent injuries and make your workout effective.

D. Racquet Sports – Tennis and Pickleball

The Plantation boasts top-notch **Tennis** courts and new **Pickleball** courts, overseen by the Director of Racquets. The following rules apply to all racquet facilities:

- **Court Hours:** The **tennis and pickleball courts are open daily from 8:30 AM until 10:00 PM** (under lights) ³⁵² ³⁵³ . Players must turn off court lights after nighttime play (if staff hasn't already set an automatic timer) ³⁵² . Generally, quiet hours after 10 pm mean play should conclude by then.
- **Court Reservations:** All court use must be scheduled. The **Tennis & Pickleball Committee or Pro Shop handles court reservations**. Courts are not to be used without authorization or when nets are down ³⁵⁴ ³⁵⁵ . If a "Closed" sign is posted on a court (due to maintenance or weather), do not use that court ³⁵⁵ . During times of high demand, there may be sign-up sheets or online booking. *The Professional's Court:* Typically one tennis court is reserved for the club's Tennis Pro for lessons and clinics – members cannot book that court during the pro's lesson hours ²⁷³ ²⁷² .
- **Guests:** Guests must follow general guest rules. Typically, a member can host up to 3 guests on a court (so foursome doubles). If a guest wants to play without the member (like two guests using a member's reservation), that's not allowed unless they have a Guest Card and even then usually a member should be present. Unaccompanied outside players are not allowed except possibly during inter-club league matches or approved events. The Racquets Shop can clarify guest fees (some clubs charge a guest fee per session).
- **Attire (Tennis/Pickleball):**
 - **Footwear:** Only **smooth, non-marking, soft-soled tennis shoes** are allowed on courts ³⁵⁶ . This is to protect the clay/Har-Tru or hardcourt surface. Running shoes or other aggressive-tread shoes are not allowed as they can damage the courts or cause injury.
 - **Clothing:** Proper tennis attire must be worn. That generally means athletic clothing suitable for tennis. *No bathing suits or blue jeans on court* ³⁵⁶ . Men must wear shirts; women should wear appropriate tops (no sports bras alone, for instance). Shorts, skirts, tennis dresses, collared or non-collared tennis tops all fine. Avoid overly casual stuff like cutoffs. Basically if you could buy it in a tennis pro shop, it's acceptable ³⁵⁷ . Pickleball has similar attire expectations.
- The club might allow light-colored T-shirts on very hot days for practice, but generally prefer a neat athletic look.
- **Etiquette on Courts:**
 - **Quiet and Sportsmanship:** Loud, boisterous conduct or profanity is not allowed on the courts ³⁵⁸ . Players should refrain from excessively loud outbursts. This doesn't mean you can't cheer a good shot or groan on a bad one, but be respectful of adjacent courts.
 - **Court Entry:** Do not walk behind or across another court during an active point. Wait until their point is over, then quickly and quietly move to your court.
 - **Balls:** If your ball strays to another court, wait for their play to stop and politely ask for it or retrieve it with minimal interruption. Likewise, if a ball comes onto your court, call "Let" and replay the point if it interfered.

- **Children:** Young children not playing should not be on the courts. If they are taking a lesson, they must be supervised by the pro or parent. *"Children participating in organized racquets program activities shall be supervised by Racquets Staff"* ³⁵⁹. Outside of programs, don't let kids just run around courts.
- **Court Rotation:** When players are waiting, limit play to specified times (often 1.5 hours for doubles, 1 hour for singles if others are waiting).
- **Reservations and Cancellations:** If you reserve a court and cannot use it, cancel as soon as possible so others can play. Repeated no-shows can result in loss of advance booking privileges. The Racquets Director may establish specific booking rules (e.g., how many days in advance, or max bookings per week).
- **Lessons and Clinics:** Only Plantation's Racquets Staff (the Director or assistants) may conduct lessons on our courts ³⁶⁰. *No outside tennis or pickleball teaching professionals are allowed* unless approved by the Director of Racquets ³⁶¹. If you have a friend or relative who is a pro, they can't teach you on our courts unless special permission is given (rarely). Participate in club clinics or private lessons with our pros.
- **Court Maintenance:** The courts (especially clay courts) require regular maintenance (watering, grooming). If staff comes to groom a court you're on at an assigned maintenance time, please cooperate and vacate for them to do it. Typically, there will be posted times for daily maintenance. If the court is dry and needs water, you might ask staff rather than doing it yourself to ensure consistency.
- **Pickleball Noise:** Recognizing pickleball can be noisy (paddle/ball pop), the club might schedule pickleball play times or designate certain courts for pickle vs tennis to minimize disturbance. Follow any such scheduling.
- **Lighting:** If you're last out at night, be sure to turn off the court lights before leaving (unless they go off automatically) ³⁵². This saves energy and cost.
- **League Play:** Plantation might field teams in local tennis leagues. During league matches, certain courts will be reserved and non-league members should avoid those times unless as spectators. Spectators should remain in seating areas, not on the courts.
- **Pro Shop Rules:** The Racquets Pro Shop may have loaner equipment or require sign-out. Demo rackets should be returned promptly. If you break a string on a club demo, you should inform staff (you might be charged for restringing). Always check in at pro shop before heading to your court so they know you're there.
- **Drills machine/Ball machine:** If the club has a ball machine for practice, there might be a reservation and a small fee. Clean up all balls after use. Don't hog it if others have signed up.

By following these tennis and pickleball rules, members ensure that everyone can enjoy time on the courts. The Racquet Sports Committee and Director will address violations if needed (for instance, if someone

consistently shows up in improper attire or is rude to others). Thankfully, most infractions are solved with a friendly reminder.

E. Croquet Lawn and Pavilion Rules

Croquet is a distinctive amenity at The Plantation, complete with a **beautiful croquet lawn** located at the Commons. The croquet program has specific traditions and rules, overseen by the Croquet Committee and professional staff. All members and guests are expected to adhere to the **Plantation Croquet Rules and Regulations** for use of the courts:

- **Croquet Facility:** There are two full-size croquet lawns (which can be configured as one full court and two half courts), allowing play for up to 24 players at once (8 per full court, when using six-wicket doubles, etc.) ³⁶² ³⁶³ . The lawns are manicured and thus protected by many rules similar to a golf green.
- **Hours:** The croquet courts are generally open daily from morning until sundown (and can be used after dark for night play with lights, typically by arrangement) ²⁴⁶ . *The croquet lawn is closed all day Thursday for maintenance* ³⁶⁴ , and may be closed other times as needed (if “Court Closed” sign is up, no play – see below).
- **Court Reservations:** All croquet play must be scheduled. **Reservations are made online via the ForeTees system** (same app used for golf/tennis) ³⁶⁵ ³⁶⁶ . Guidelines for booking:
 - A member can reserve only *one court at a time* for up to four players (one game) ³⁶⁷ ³⁶⁸ .
 - If organizing a larger group or multiple simultaneous games, a member may book multiple courts to accommodate – listing all participants’ names in the reservation ³⁶⁹ ³⁷⁰ .
 - If someone in your reservation can’t attend, please update the reservation to remove their name so others know a spot opened ³⁷¹ ³⁷² .
 - Do not “stack” consecutive bookings to monopolize courts – be fair to others.
 - **Entering Courts:** Only enter your assigned court at your reservation time. Do not walk onto a court early if another game is finishing – wait until they are done (respectful distance) ³⁷³ ³⁷⁴ .
 - If courts are marked “Closed” (e.g., due to wet conditions or maintenance), absolutely no play. *“When the ‘Court Closed’ sign is displayed, the court shall not be played on under any circumstances, and do not move the sign.”* ³⁷⁵ ³⁷⁶ .
- **Equipment:** The Plantation provides all necessary croquet equipment (mallets, balls, wickets) for members and guests to use ³⁷⁷ ³⁷⁸ .
- Equipment is stored in a locker by the courts (combo code provided to members: currently 2582) ³⁷⁹ ³⁸⁰ .
- Members may also use their own mallets if they have them. *Mallets for children* are available (smaller size) in the locker as well ³⁸¹ ³⁸² .
- After play, **return all equipment to the storage locker** and lock it ³⁸³ ³⁸⁴ . Members are responsible for any loss or damage to equipment caused by them or their guests ³⁸⁵ ³⁸⁶ . (Mallets are expensive, so please handle them carefully – don’t leave them out in rain or misuse them.)

- Do not bring food or drink onto the courts (water is okay on sidelines). Certainly **no smoking or beverages on the lawn** – these can damage the grass 387 388 .

- **Lawn Protection Rules:** To keep the croquet lawn in top condition:

- **Use only croquet equipment on the lawn.** (No golf practice, no spike heels, etc.)
- **No Pets** on the courts, as noted 388 .
- If any damage (like a chunk of turf comes out due to a bad swing), notify staff so it can be repaired. If a member or their guest causes damage by negligence, they will be responsible for costs 385 386 .
- Generally, avoid running on the courts or any action that tears the grass.

- When moving wickets or setting up, follow staff guidance – typically staff will set up the course.

- **Dress Code – “Whites”:** One unique aspect: **“White Attire Only” is required for players on the croquet lawn** 296 389 . Specifically:

- All clothing must be white or predominantly white (minimum colored trim is acceptable) 390 391 .
- Collared shirts are preferred but not strictly required 390 . Still, many choose a collared polo for tradition.
- Clothing should not be see-through and should cover midribs and backs (so a plain white T-shirt is okay if modest) 392 393 .
- Shorts and skirts must be an appropriate length (past mid-thigh) 394 395 .
- **Jeans are not permitted**, even if white 396 397 .
- **Footwear:** White, flat-soled shoes are required. No heels or spikes. No bare feet (except maybe small children if allowed). *White flat sandals are permitted* for those who cannot do closed shoes, but generally tennis shoes or sneakers that are white are standard 398 399 .
- Hats, if worn, should ideally be white as well to complete the ensemble.
- **Exceptions:** The Pro staff can allow exceptions, especially for:
 - New players learning (they may allow them to play once or twice before investing in whites) 296 389 .
 - Younger children or family play days might be more lenient.
 - Special themed events where a different attire is part of the theme can override the whites rule.
 - These exceptions are at the discretion of the professional or noted on the schedule 400 401 .

- **Monitoring:** Management and the Croquet Committee will monitor adherence to dress code, especially during official play times.

- **Guest Policy (Croquet):**

- All Plantation members can play croquet for free 402 403 .
- **Non-Vertical Guests** (friends or extended family not in the vertical list) must pay a \$10 guest fee each time they play 404 405 .
- Vertical family guests (children, etc.) are counted as guests but fee is waived if they fit vertical definition – the \$10 fee is specifically for “non-vertical family members and guests” 402 .
- All guests must be **registered on ForeTees before play** (for documentation) 406 . Essentially, include them in your reservation names.

- Guests must be **accompanied by the hosting member** on the lawn ⁴⁰⁶ . So you can't just send your friends to play croquet without you.
- Children under 12: may play only with adult member supervision. If younger kids want to play, the croquet pro can allow exceptions based on the child's ability and knowledge of etiquette ⁴⁰⁷ ⁴⁰⁸ . Generally, croquet is more adult-oriented, but kids can learn with close supervision.
- **Game Play and Court Conduct:**
 - The Croquet Committee governs conduct and play on the courts ⁴⁰⁹ . They maintain the detailed Croquet Rules & Regulations and enforce etiquette ⁴¹⁰ .
 - **Etiquette:** Croquet has a code of behavior:
 - Don't walk through someone else's game.
 - **Do not distract players** about to shoot – *"Respect the player about to play a stroke. Do not walk in front of them, talk, make loud noises, or deliberately distract them."* ⁴¹¹ . Essentially, silence when someone is preparing a shot.
 - Players waiting for their turn or spectating should stay still and quiet while someone shoots.
 - **No throwing or abusing equipment:** never toss or slam mallets or balls in frustration ⁴¹² ⁴¹¹ .
 - Be a gracious winner and loser – congratulate opponents, no gloating or sulking.
 - **Scoring and Rules of Play:** These are taught in clinics – beyond scope here, but if you're playing, ensure at least one person knows official rules.
- The Committee or staff may organize matches, ladders, or tournaments – follow their instructions for format.
- **Court Rotation & Usage:** If others are waiting and courts are full, games should be limited in duration or format so everyone gets a chance. Often, organized play sessions (like Golf Croquet mixers) are scheduled – join those to meet players.
- **Facility Use:** The Pavilion adjacent can be used by croquet players for seating, shade, and socializing. Please keep food/drinks off the court but feel free to use pavilion tables for refreshments (many bring tea or cocktails to enjoy – croquet often has a social aspect).
- Clean up any glasses or bottles – *remember, glass should be kept off the lawn to avoid breakage on grass.*
- The Croquet Association (sub-group of members) often holds socials – abide by any additional guidelines they set (like where to park golf carts when a croquet event is on – typically not on grass, use parking lot).
- **Instruction:** The Croquet Pro (if we have one) is available to give lessons. Newcomers are encouraged to take an intro lesson to learn strokes and strategy as well as these etiquette points. Often, there might be designated newcomer times.
- **Enforcement:** The Croquet Committee has authority to enforce these rules and can report violations to the Board if needed ⁴¹⁰ ⁴¹³ . They may also adjust rules as needed (e.g., if usage grows, they might institute time limits).

Croquet at The Plantation is meant to be a genteel, enjoyable experience reminiscent of the game's traditions. Dress in your whites, mind your manners on the lawn, and have fun – it's a unique part of our community life. The vision is to see croquet thrive as an "integral facet of The Plantation's amenity offerings" ⁴¹⁴ ⁴¹⁵ , so all members are encouraged to give it a try!

(At this point in the document, detailed rules for any other specific amenities would follow if applicable, e.g., if there were a gymnasium, playground rules, dog park rules, etc. The above covers those amenities listed in the structure.)

Part IV – Governance, Administration, and Enforcement

Part IV addresses how the community is governed and administered, including the roles of the Board and various committees, key financial and administrative policies, and the procedures for enforcing the covenants and rules (covenant enforcement and dispute resolution).

A. Board of Directors and Committees

Board of Directors: As outlined in Part I, The Plantation's Board of Directors is a 9-member body elected by the membership to oversee the Association's affairs ²⁹ . The Board operates largely as a policy-making and oversight board, not managing day-to-day operations directly ⁴¹⁶ ⁴¹⁷ . Day-to-day management is delegated to the **General Manager (GM)** and professional staff, consistent with Board policies ⁴¹⁸ ⁴¹⁹ . The Board focuses on governance, financial stewardship, long-term planning, and enforcement of the governing documents.

- The Board typically meets monthly. These meetings are open to members (except executive sessions for sensitive matters). Summaries of Board meetings are published in *The Plantation Insider* newsletter ⁴²⁰ ⁴²¹ . Members can attend and may usually speak during a designated Members' open forum portion.
- **Officers:** The Board elects from among themselves the President, Vice President, Secretary, and Treasurer (see Part I.B Article VI). Additionally, the Board can create other officers or assistant officers if needed (for example, Assistant Treasurer). The **Election of Corporate Officers** policy likely simply reiterates this process and perhaps some timeline (e.g., at first Board meeting after annual meeting) ⁴²² .
- **Board Policy on Management:** Policy 1.0 "Organization and Management" (cited earlier) codifies that the Board is an oversight and policy body, while the GM handles operations ⁴¹⁶ ⁴²³ . It emphasizes a clear line: Board sets strategy and policies; GM executes them with staff. It also outlines that the President acts as liaison and works with GM on agendas, reports, etc. ³⁸ .

Committees: The Plantation has a number of standing committees that advise the Board and, in some cases, have decision-making authority in defined areas (like the Architectural Design Board). The use of committees is intended to involve member expertise and feedback in governance ⁴⁰ ⁴²⁴ , but committees must operate within the scope set by the Board and not interfere with management or staff inappropriately ⁴²⁵ .

Major committees include (but are not limited to):

- **General Services Committee:** Often oversees common property maintenance, security, and infrastructure. For example, the Roof Cleaning inspections are determined by General Services Committee's schedule ²³².
- **House Committee (Clubhouse or Food & Beverage Committee):** Gives input on clubhouse operations, events, dining, etc.
- **Golf Committee:** Works with Director of Golf on golf operations, tournaments, outside events recommendations (like which outside events to allow) ²⁶⁶ ²⁶⁸. They recommend outside event approvals to Board ⁴²⁶. They also coordinate member tournaments and Golf Associations.
- **Racquets Committee:** Advises on tennis/pickleball operations, rules (like the ones we listed).
- **Croquet Committee:** Already referenced; it governs croquet conduct and rules ⁴⁰⁹ and is advisory to GM on croquet ⁴²⁷. It maintains the Croquet Rules & Regulations and ensures they are up to date ⁴¹⁰.
- **Finance Committee:** Very crucial – assists Board in financial oversight, budget preparation, reserves, and policy development. For instance, the Finance Committee oversees preparation of the Annual Capital Budget ⁴²⁸. They also review monthly financials and make recommendations on assessments or capital expenditures.
- **Strategic Planning/Land Use Committee:** Develops and updates the Strategic Plan for the community ⁴²⁹ ⁴³⁰. It ensures long-term goals remain on track and that the community is considering future needs (amenities, property use) ⁴³¹ ⁴³². They coordinate with other committees to monitor execution of strategic action items ⁴³⁰ ⁴³². They also consider real property utilization and acquisitions to best enhance membership value ⁴³³.
- **Capital Improvements Committee:** (If separate from Strategic Planning) possibly looks at major capital projects or land use in detail. There was mention of **Capital Land Use Committee** ⁴³⁴ and **Strategic Planning**; perhaps they are combined or sequential in our docs:
- The document references **Section 1.8.15 Strategic Planning/Land Use** ⁴³⁵ and **Section 1.8.16 Capital Land Use** ⁴³⁴, implying two related committees.
- **Human Resources Committee:** Possibly helps with issues regarding the GM and key personnel or advises on employee policies, though not sure if one exists formally in HOA context.
- **Architectural Design Board (ADB):** A special committee defined by Declaration Article VIII. It consists of members appointed by Board annually ⁸⁰, including at least one Board member typically, and others who may be architects, etc. The ADB has independent authority to approve or deny architectural applications. Board involvement is limited to appointing members and hearing appeals if provided. The ADB meets regularly to review submissions. They also maintain the

Architectural Guidelines document ⁵⁵ . Membership on ADB is crucial and often they have a staff liaison (maybe the ADB Coordinator on staff).

- **Covenants (Grievance) Committee:** Florida law requires an independent committee (of at least 3 members who are not Board or relatives of Board) to hear appeals of fines or suspensions. In our policies, it's referred to as **Grievance Committee**. Policy 2.1 and 2.4 cover how grievances and appeals are handled ⁴³⁶ ⁴³⁷ . The Grievance Committee's role is to provide an impartial hearing when a member is sanctioned and appeals. They can confirm or reject fines/suspensions (cannot reduce or modify them otherwise).
- **Marketing, Membership & Communications Committee:** Mentioned in context of the Plantation Insider newsletter ⁴³⁸ ⁴³⁹ . They assist in internal communications, member surveys, welcome of new members, etc., and support staff on marketing initiatives. They oversee policy like the Communications Policy ⁴⁴⁰ ⁴⁴¹ , ensuring consistent information flow, planning Town Halls, etc. They also help plan events for prospective buyers like Open Houses (they assist the Director of Marketing on open house events) ⁴⁴² ⁴⁴³ .
- **Recruitment Committee:** The Bylaws mention a Recruitment Committee for Board nominations ²⁷ ⁴⁴⁴ . It's basically a Nominating Committee that finds candidates for Board elections. According to Bylaws excerpt, it has 7-9 members and works annually to propose a slate ²⁷ . It likely falls under Board oversight and is appointed annually (often chaired by a Board member not up for election).

Each committee typically operates under a Board-approved **Charter** that defines its purpose, composition, and duties. For example: - The **Croquet Committee Charter** (Section 1.8.13) defines its purpose to foster croquet, its composition (chair appointed by GM, 5-8 members including at least one Board member) ⁴⁴⁵ ⁴⁴⁶ , meeting schedule (they set and publish in newsletter) ⁴⁴⁷ , and duties (governing conduct of play, maintaining rules, advising GM, etc.) ⁴⁴⁸ ⁴¹⁰ . - The **Strategic Planning Committee Charter** outlines mission, goals (annual review of Strategic Plan, monitor execution of actions) ⁴⁴⁹ ⁴⁵⁰ , composition (must include at least two Board members, President selects chair) ⁴⁵¹ ⁴⁵² . - The **Racquet Committee Charter** likely covers similar (though not excerpted, we saw mention at Section 1.8.18) ⁴⁵³ . - There are also charters for various **Search Committees** (Director of Golf search, GM search, etc.) in sections 1.8.20-1.8.23 ⁴⁵⁴ ⁴⁵⁵ , which are convened as needed when hiring senior staff. These charters provide guidelines on how to conduct the search process in a fair way. - The **Fitness Committee Charter** (Section 1.8.24) likely exists to support fitness operations ⁴⁵⁶ but details not shown. It presumably advises on fitness programs and equipment needs.

Committee Member Selection: Each year, committees are populated. According to Policy 1.0 Section 1.3: - Each Committee Chair (or Board liaison if chair isn't Board member) recommends non-Board members to serve, considering their background, skills, etc., to benefit the committee's mission ⁴⁰ ⁴⁵ . - The Board must approve all committee appointments ⁴³ . Serving on a committee is a privilege, not a right; the Board can remove members if needed. - Aside from perhaps ADB or Grievance which might have fixed criteria, committees generally require a majority of members to be non-Board to get broader input ⁴³ .

Committee service terms are typically one year (from one Annual Meeting to the next). Members can volunteer via a form or to the GM. The Board tries to involve many members while keeping committees effective in size (most charters specify 5-9 members range, etc.).

Member Open Forum Policy: There is a Policy 1.x about Member Open Forum ⁴⁵⁷, which likely formalizes how members can speak at Board meetings. It probably sets that at each Board meeting, the agenda includes an Open Forum where members can address the Board for a few minutes on relevant topics, in an orderly way.

Voting Procedures & Elections: The Association has policies guiding fair elections: - **Guidelines for Member Voting Procedures** ⁴⁵⁸ presumably outline how ballots are handled, proxies, use of electronic voting if any. - **Annual Meeting Voting Procedure (Policy 1.6)** ⁴⁵⁹ possibly details the timeline and method for counting votes at the Annual Meeting. - They might mention that a third-party (like an accounting firm) may receive proxies or tally votes to ensure neutrality. The aim is transparency and member confidence.

Communication and Transparency: - The Board and committees communicate with members via the weekly newsletter (Plantation Insider) – e.g., publishing meeting agendas and summaries ⁴²⁰. - The **Communications Plan** (Policy 7.4) calls for consistent information flow: GM messages, President's updates, Town Halls, surveys ⁴⁴⁰ ⁴⁶⁰. Each year they plan how to keep members informed about board decisions, strategic progress, etc. ⁴⁶¹ ⁴⁶². The Board encourages feedback loops – maybe the website or app has a feedback form ⁴⁶³ ⁴⁶⁴.

Important: Conflicts of Interest and Conduct: Board and committee members must adhere to ethical standards. Likely, there's an internal policy or at least state law requiring disclosure of conflicts of interest (if a Board member's company is bidding on a contract, etc., they recuse themselves). Also, there may be a decorum code – treat each other and staff respectfully.

B. Financial Management and Policies

The Plantation's financial management is governed by both the Declaration (Article VII) and a series of Board-adopted **Financial Policies**. These ensure sound fiscal practices, transparency, and compliance with Florida law.

Key aspects of financial governance:

- **Budgeting:** Each year, the Board must adopt an **Annual Operating Budget** and **Annual Capital Budget** ⁴⁶⁵.
- The Operating Budget covers routine expenses (maintenance, staffing, utilities, etc.).
- The Capital Budget covers expenditures for capital additions, major repairs, and replacements (often funded by reserves or separate capital contributions) ⁴⁶⁵.
- **Process:** Department heads prepare lists of needed capital items for the coming year (with description, cost, timing, priority, justification) ⁴⁶⁶ ⁴⁶⁷. These are reviewed by the GM and respective committees, then consolidated by GM/CFO ⁴⁶⁸. The Finance Committee then reviews the proposed capital budget and makes recommendations ⁴⁶⁹ ⁴⁷⁰. Finally, the Board reviews and approves the annual budgets ⁴⁷¹.
- The Board is required to set assessments at a level to fund the adopted budgets ⁵¹ ⁴⁷². If the budget would require an increase beyond certain limits (if any are in covenants), membership approval might be needed (the Declaration might require membership approval if budget increases beyond some percentage, but not explicitly seen above).
- The **Capital Expenditure Policy (Policy 4.1)** codifies this budgeting and approval process ⁴⁷³ ⁴⁶⁵. It also addresses **Emergency Capital Expenditures** – if something urgent arises not in the budget (like

a major equipment failure), the GM with approval of two officers can initiate an emergency capital spend, drawing on contingency funds first ⁴⁷⁴ ⁴⁷⁵ . The policy sets aside an annual \$50,000 contingency in the capital budget for such needs ⁴⁷⁶ .

- Once budgets are approved, any changes require trade-offs: except the \$50k emergency fund, adding a new capital project means removing or deferring another to free funds, with Board approval ⁴⁷⁷ ⁴⁷⁸ . If capital funds needed exceed total budget, GM must propose a budget increase to Board for approval ⁴⁷⁹ ⁴⁸⁰ .
- **Reserves:** The Association maintains **Reserve Accounts** for future repair and replacement of capital assets (roofs, roads, equipment, etc.). The Declaration mandates reserves and the Board's budgets include reserve funding ⁴⁸¹ ⁴⁸² . Financial Policy likely details how reserve studies are done and funds segregated.
- Florida HOA law requires reserves for certain items or explicit waiver by members each year. The Plantation presumably maintains fully funded reserves. The CFO provides reports on reserve balances.

- **Spending Authority & Controls:**

- **Check Signing Policy (Policy 4.8):** defines who can sign checks on behalf of Association and at what thresholds ⁴⁸³ ⁴⁸⁴ . According to it:

- Authorized signers: President, Vice President, Treasurer, Secretary (the executive officers) **and** the GM and the General Services Manager or Clubhouse Manager ⁴⁸⁵ . These people can sign checks.
- All checks require the GM's signature (he signs all payments) ⁴⁸⁶ .
- Checks over \$5,000 require a second signature by either the General Services Manager or Clubhouse Manager (i.e., one of the senior staff) ⁴⁸⁶ .
- Checks over \$100,000 must be countersigned by an *executive officer* (Board officer) ⁴⁸⁷ .
- No one can sign a check made out to themselves – those must be signed by others ⁴⁸⁸ ⁴⁸⁹ . E.g., a reimbursement to GM must be signed by someone else.
- In absence of GM, the Gen. Services or Clubhouse Manager signs, plus an officer for >\$5k ⁴⁹⁰ .
- Essentially always two signatures for >\$5k, and two officer signatures for >\$100k if GM and ops manager aren't available ⁴⁹¹ ⁴⁹² .
- Policy note: Checks under \$5,000 only need one signature ⁴⁹³ .

- **Purchasing Policy (Operating Expense Contracts) – Policy 4.12:** Controls procurement for operating expenses like supplies, services ⁴⁹⁴ . It states:

- All purchases \$10,000 and over must be approved by the GM prior to ordering ⁴⁹⁵ .
- All purchases over \$100,000 must be approved by an authorized executive officer of the Board ⁴⁹⁶ .
- This likely means any big contract (e.g., a \$150k landscaping annual contract) must get a Board officer's sign-off.
- Repair & Maintenance invoices are reviewed weekly by GM while signing checks ⁴⁹⁷ .
- If something booked to operating should be capital or vice versa, accounting will adjust it ⁴⁹⁸ .

- **Capital Expenditure thresholds:** The policy requires **3 competitive bids for any capital expenditure \$25,000 or more** ⁴⁹⁹ . Board can approve exceptions (perhaps if it's a sole-source item) ⁵⁰⁰ . This ensures we get best value. This is in line with sound governance.
- **GM Spending Limit:** The policies likely set a limit for unbudgeted expenditures the GM can approve without Board – possibly up to a small amount or if within budget categories. Anything outside budget or large likely needs Board okay or at least Treasurer/President okay.
- **Initiation Fee / Capital Contributions:** The Board has instituted an Initiation Fee (called a Capital Contribution in Declaration) for new owners. Currently, (for example) it might be around \$20,000 (just hypothetical, actual not stated above). The Declaration authorized it to fund capital needs ⁵⁰¹ . All new Regular Members must pay it ⁵⁰² . The amount can be adjusted by Board resolution ⁵⁰³ .
- Also, in 2017 a **Facilities Improvement Plan (FIP) Special Assessment** was launched to repay a loan for major projects (golf course renovation, Beach House improvements, new Amenities Park & croquet lawn) ⁵⁰⁴ ⁵⁰⁵ . The policy (4.10) on this special assessment:
 - Members pay \$121/month for 96 months (Jan 2017 – Dec 2024) ⁵⁰⁶ ⁵⁰⁷ .
 - New members who buy in during that period must start paying from closing through end of 2024 ⁵⁰⁸ ⁵⁰⁹ ; it runs with the property (seller doesn't get refund for prepaid, buyer takes over) ⁵¹⁰ ⁵¹¹ .
 - The funds and expenses for FIP are tracked separately in reports ⁵¹² .
 - In May 2021, the Association offered a prepayment option for remaining FIP installments, net of interest, and 64 members prepaid ⁵¹³ . If the loan payoff ends up less than expected (due to refinance savings), those who prepaid will get a pro rata refund of overpayment when loan ends (likely Fall 2024) ⁵¹⁴ ⁵¹⁵ .
 - This policy ensures clarity on how the special assessment works and promises refunds if needed.
- **Delinquent Accounts / Credit Policy:** The Association's Credit Policy (as referenced in R&Rs and likely a formal Board policy) spells out late fees, interest, and the timeline for collection actions ¹⁹¹ ¹⁹² . Florida law allows 18% interest per year on late assessments and administrative late fee up to \$25 or 5% of each installment. The policy likely:
 - Payment due by X date each month/quarter. If not paid, at 30 days send reminder, at 45 days late fee/interest applied, at 90 days escalate to lien notice etc.
 - If unpaid >90 days or threshold, amenities use can be **suspended** (no use of club, no charging, etc.) ⁵¹⁶ ⁵¹⁷ .
 - At \$1000 of delinquent assessments, a lien can be filed on the property ⁵¹⁸ ⁵¹⁹ (per Florida law).
 - The Board has authorized management to issue certain fines for late payments per policy 2.2 (though usually late fees cover it).
 - The key is that members must not fall behind or they risk collections and legal fees (prevailing party can recover attorney fees in collection suits per Declaration) ⁵²⁰ ⁵²¹ .
- **Monthly Financial Reporting:** The GM and CFO provide the Finance Committee and Board with **monthly financial status reports** ⁵²² ⁵²³ . This includes budget-to-actual figures, balance sheet,

cash flow, etc. The Capital Budget Status is reported monthly as well 522 . This keeps Board informed of any variances or issues.

- **Audit:** The Association likely has an annual external audit or at least a review by CPA as required by Florida Statutes (HOAs over certain revenue must). The audited financial statements are made available to members typically at or after the Annual Meeting.

- **Capital Improvement/Asset Policies:**

- The **Capitalization threshold:** defined in policy 4.1's definition – any project or asset with cost \$2,000+ and life 3+ years is considered a capital expenditure 524 525 . This means things under \$2k are expensed, not capitalized.
- Emergency Capital Spending: Already mentioned, GM + two officers can approve if urgent (like storm damage repair), but they then formalize funding by either using contingency or Board retrospective approval 474 475 .
- The idea is to handle urgent needs without full Board meeting but with officer oversight.
- **Insurance and Risk Management:** The Association carries insurance (property, liability, D&O for Board, etc.). Members should maintain their own home and liability insurance too. The Board's policies would ensure adequate coverage and periodic review of insurance (maybe via Finance or separate Insurance Committee).
- **Investments:** If the Association has significant reserves, they often have an investment policy (safe instruments, laddering CDs, etc.). Not explicitly mentioned but maybe encompassed in Finance Committee duties.
- **Purchasing & Conflicts:** The policies likely require competitive bids as noted and that Board/Committee members with conflicts abstain. Possibly a requirement that major contracts are reviewed by counsel or that any contract over X years or Y dollars gets Board sign-off.
- **Financial Statements to Members:** Usually, the annual budget is mailed to members or presented at a budget meeting, and year-end financials are made available. Florida law also requires providing an annual financial report to members (audit or statement).
- **Fiscal Year:** January 1 – December 31 (calendar year), unless changed 54 .
- **Taxes:** The HOA is a non-profit but must file tax returns (likely under 528 or 277, with separate social/club part under 277 maybe). Not a member concern, just internal.

In summary, the Association's finances are run with checks and balances: Board oversight via Finance Committee, formal policies for spending, requiring dual signatures and bids for accountability, and planning ahead through budgets and reserves to avoid surprises.

C. Communications, Records, and Community Policies

This section covers policies on official communications, member records, and miscellaneous community guidelines that don't fit elsewhere.

- **The Plantation Insider (Newsletter) – Policy 7.1:** The weekly newsletter “*The Plantation Insider (TPI)*” is the primary vehicle for internal communication ⁵²⁶. It is prepared by staff under direction of the Marketing/Membership/Communications Committee ⁵²⁷. Key content of TPI includes:
 - Upcoming club dining events and menus ⁵²⁸.
 - Upcoming sports and social events ⁵²⁹.
 - Results of recent events (golf/tennis tourneys, etc.) ⁵³⁰.
 - New Member introductions (quarterly, with their permission) and notable member news (anniversaries, achievements) ⁵³¹.
 - General notices/updates on security, grounds, rule reminders, etc. ⁵³².
 - Notices of upcoming Board, Committee, and Member meetings (dates/times) ⁵³³.
 - Agendas and summaries of Board meetings (once reviewed/approved by Board or President) ⁴²⁰.
 - Sometimes separate flyers are sent as supplements for special announcements ⁵³⁴.
 - Obituaries for current members (to inform community) ⁵³⁵.
 - Promotion of Plantation's sanctioned charitable efforts (like Plantation Foundation events, Navy Day, etc.) ⁵³⁶.

The Newsletter is **not** to be used for: - Editorial opinions about community issues (no letters to editor spouting off) ⁵³⁷. - Political campaigns or advocacy ⁵³⁸. - Solicitations for outside charities (except Plantation-approved ones) ⁵³⁹. - Naming any members facing fines or discipline (no shaming) ⁵⁴⁰. - Sensitive employee matters that shouldn't be public ⁵⁴¹. - Real estate advertising or classifieds (no ads of homes for sale/rent) ⁵⁴². - Personal sales (no listing your car or furniture for sale) ⁵⁴³. - Vendor recommendations or commercials ⁵⁴⁴.

The Committee and Board reserve the right to decide what content is appropriate ⁴³⁹. “Morning Line” was the old name of TPI, so any references to Morning Line in docs now mean TPI ⁵⁴⁵.

- **Communications Plan – Policy 7.4:** As touched in Board section, each year the President, GM, and Marketing dept. create a plan to keep information flowing ⁴⁴⁰. It may include:
 - GM's messages (as warranted, e.g., project updates).
 - President's messages (frequency at President's discretion) ⁴⁶⁰.
 - Town Hall meetings or Member Forums as directed by Board ⁵⁴⁶.
 - Member Survey (timing decided by GM/Board) ⁵⁴⁷ – e.g., satisfaction survey.
 - Use of various channels: TPI email blasts, the community website, mobile app, maybe video messages ⁵⁴⁸.
 - Ensuring there's an easy feedback tool for members to voice comments to Board (maybe a dedicated email or form as mentioned) ⁴⁶³.

The goal is transparency: day-to-day ops updates from GM, and strategic/decision updates from President ⁵⁴⁹ ⁵⁵⁰, so members feel informed.

- **Official Records Access:** Florida law (FS 720) gives members right to inspect association official records (minutes, financials, contracts, etc.). The Association likely has a procedure: member submits a written request, and within 10 days records are made available. Some policies might exist for

copying costs, etc. Sensitive records (personnel files, individual account info) are protected. The communications policy doesn't mention records, but maybe an internal policy does.

- **Social Media:** Not explicitly in our source, but many HOAs have guidelines for social media usage. Possibly the Communications Committee monitors any official social media accounts. Members probably can have a Facebook group, but it's not official. The Association might caution Board/comm members from debating on social media.
- **Community Policies Document:** The file titled "COMMUNICATIONS COMMUNITY GENERAL POLICIES" suggests it includes other miscellaneous policies beyond communications:
 - We saw "Outside Golf Events & Guests – Section 8.1" ⁵⁵¹ ⁵⁵² which we covered under Golf (Part III.A).
 - "Real Estate Open House Policy – Section 8.2" ⁵⁵³ , which we covered in Part II.E.
 - "Golf Reciprocity – Section 8.4" ⁵⁵⁴ , covered Part III.A.
 - Possibly Section 8.3 (not seen) could be something like "Community Appearance" or "Charitable Solicitation" but not sure. We have 8.1, 8.2, 8.4 from find results. If 8.3 is missing, maybe it was intentionally omitted or is an internal reserved number.
- **Rule Development and Amendments:** The Board can adopt and amend rules (like those in Part II & III) by Board resolution. Generally, they might solicit input via committees or member comment before changing major rules (especially ones like dress codes or big amenity changes). Once adopted, new rules are published to membership (through TPI or special notice) ¹⁶⁴ . The document states rules "are subject to periodic change by appropriate action of the Board" ⁵⁵⁵ .
- **Charitable and Community Relations:** The Plantation is engaged in the local community and has its own Plantation Foundation (as hinted). There may be a policy how the Association supports or doesn't support causes. Possibly the Board gave guidelines:
 - Official support limited to Plantation Foundation and maybe one or two local causes like a local school or "Navy Day" (perhaps an event honoring military).
 - Use of club facilities or communication channels for outside charities likely requires Board approval (as newsletter said only Plantation-approved efforts).
- **Member Directory use:** Usually the Membership Directory (names, addresses, emails) is to be used only for personal community purposes, not for commercial solicitation or political campaigning. The Board likely has a policy or at least a note in directory about that. That aligns with "no solicitation" rules.
- **Community Aesthetics:** Possibly some general policies about holiday decorations (timing, as we covered), flags (Florida law allows US flag, state flag, etc., HOAs can't ban; likely allow tasteful seasonal decorative flags but not signs), mailbox uniformity, etc. Much covered in Declaration restrictions.

- **Safety and Security:** The Association likely coordinates with county law enforcement for any criminal activity. We have gate security policies covered earlier. Also a **Hurricane Prep** plan likely exists (the General Services or Security committee would have that). Possibly a guideline that when a storm is coming, the GM sends out an e-blast with preparation tips. After a storm, the Association coordinates debris removal on common areas; owners do their lots. The communications plan might mention emergency communications.
- **Dispute Resolution:** If members have grievances not about rule enforcement (like a neighbor dispute or an issue with staff), there might be a process: first go to GM for operational issues; if not resolved, appeal to Board (but Board doesn't micromanage staff, though they handle GM's performance). Florida law provides for pre-suit mediation for certain disputes (e.g., covenant enforcement or access to records disagreements). The Covenant Enforcement Policy covers fining disputes (with Grievance Committee hearings, see next section). For other disputes, e.g., between two neighbors (like tree overhang or noise), the Association may encourage them to mediate privately or may step in if it violates rules.
- **Member Decorum:** There's mention in enforcement policy of "personal decorum and misconduct violations" ⁵⁵⁶. So if a member acts in a harassing or extremely inappropriate manner (towards other members or staff), the Board can sanction them (fine or suspend usage rights) under Policy 2.1 now (they moved those from old 2.3 into 2.1) ⁵⁵⁷ ⁵⁵⁶. For example, if someone verbally abuses staff or another member at an event, that could lead to a hearing and potential suspension from clubhouse for some time. It's rarely needed, but good that it's in policy.
- **Records Retention:** Possibly an internal policy on how long to keep records (7 years financial, etc.). Not explicit in sources, but an HOA best practice.

D. Covenant Enforcement Procedures

One of the most important governance aspects is enforcing the covenants and rules fairly. The Plantation has a comprehensive set of enforcement policies (Section 2 policies) that outline how violations are handled, how fines or other sanctions are imposed, and how members can appeal.

Overview of Enforcement Policies (Section 2): ¹⁵⁵ ¹⁵⁶ The policies in Section 2.1 through 2.4 collectively create a graduated enforcement system: - **Policy 2.1** – General guidelines for handling *all* violations (except those covered by simplified process in 2.2), including investigation, notice, Board hearings, and appeals. - **Policy 2.2** – Specific procedures and fine schedules for certain common violations that “are most likely to occur regularly and can be handled efficiently” ⁵⁵⁸ ⁵⁵⁹. Think of things like minor infractions (e.g., trash can left out, dirty roof, etc.), where a ticket system might apply. - **Policy 2.3** – A process for violations that don't fit 2.2 and are not personal decorum (which now goes to 2.1). e.g., other one-off issues like damage to common property, fishing in wrong area, rule violations at amenities ⁵⁶⁰ ⁵⁶¹. (However, note that the text says personal decorum and those previously under 2.3 are now under 2.1 after update in 2023 ⁵⁵⁷.) - **Policy 2.4** – The *Appeals* process for any sanctions imposed under 2.1, 2.2, or 2.3 ⁵⁶² ⁵⁶³.

In late 2022, it appears they updated Policy 2.1 to consolidate things (superseding some parts of old 2.3) ⁵⁵⁷.

Key points from Policy 2.1 (Guidelines for Violations): - The policy covers receiving, investigating, adjudicating, sanctioning, and appealing violations of any governing documents (Declaration, Bylaws, Rules) ⁵⁶⁴ ⁵⁶⁵ . This includes personal conduct issues or any other violations (except those streamlined by 2.2). - **Enforcement Powers:** The Board may impose fines up to \$200 per violation (the statutory max per day) and these can be levied daily for continuing violations, up to \$2,000 total for one violation in a year ⁵⁶² ⁵⁶⁶ . These amounts align with Florida law. - If fines reach \$1,000 and are unpaid, the Association can record a lien on the property ⁵⁶⁶ ⁵⁶⁷ (again per law). - The Board may also suspend a member's rights to use common facilities for a reasonable period for violations, following the law ⁵⁶⁸ . Suspension can apply to the member and their family/guests (meaning they could, for example, suspend a member from the Club for 30 days for a serious rules breach) ⁵⁶⁹ ⁵⁷⁰ . - **Procedure for violations:** - **Reporting:** Alleged violations are referred to the GM or designee for investigation ⁵⁷¹ . - **Investigation:** The GM will notify the Member in writing of the alleged violation and may try to resolve it informally with them ⁵⁷² ⁵⁷³ . If resolved, it's documented and done. - **Documentation:** The GM must document the incident, facts, statements from complainant and member, etc. ⁵⁷⁴ ⁵⁷⁵ . - If the Member refuses to cooperate or the issue isn't resolved, the GM passes it to the Board for enforcement action. - **Board Hearing:** The Board can then send a formal violation notice and possibly call the member for a hearing before the Board (or an Covenants Committee if Board delegates initial hearing). In practice, often HOAs have the Grievance Committee as the hearing panel (which is required if imposing fines). - For fines/suspensions, Florida law requires a **Grievance Committee Hearing** (3-member independent committee) to approve or reject the fine/suspension after the Board levies it, by majority vote. The policy likely follows that: Board decides on sanction, then Grievance Committee meets (with member given opportunity to attend) to uphold or reject. - **Notice:** The member will receive notice of the violation and at least 14 days notice of the hearing to consider fines ⁵⁷⁶ (per 720.305). - **Appeal:** If the Board itself held the hearing and decided the sanction, the member can appeal via Policy 2.4. If a Grievance Committee was used, their decision is final (Board can't override if they reject a fine).

Policy 2.2 (Ticketing for Common Violations): - It addresses routine violations that happen often and can be handled with preset fines ("ticket" system) ⁵⁵⁸ . Likely examples: - Trash cans out too early/late, - Yard maintenance issues like dirty roof or uncut lawn (like roof cleaning fines we saw), - Unauthorized golf cart (not registered), - Minor decorum issues (like one-time loud party maybe). - The exact list would be in Policy 2.2. The structure might be: - 1st offense: warning or small fine, - 2nd offense: bigger fine, - continuing: daily fines or referral to Board. - We know from Roof Policy, they cited "fines will be assessed by 'ticket' in manner provided in Policy 2.5.1" ²³⁵ . Possibly they renumbered policies at some point (maybe old numbering, or maybe 2.5.1 refers to something else). - Since roof fines schedule was given explicitly (3 increments of \$200 at 60, 90, 120 days...), it matches a ticket approach where they automatically fine at those intervals if not corrected. - So likely 2.2 includes schedules for: - Roof cleaning timeline fines, - Maybe lawn not maintained (fine after X days of notice), - Improper parking (if someone parks boat trailer in driveway: immediate fine each day), - Pet violations (not picking up waste: maybe an immediate fine), - Architectural violations (if do something without approval: maybe immediate referral to Board anyway). - The idea is 2.2 allows certain violations to be handled by management issuing a fine notice (subject to after-the-fact hearing by Grievance Comm if contested). Possibly these are ones where factual situation is usually clear and straightforward, so they don't need Board meeting each time.

Policy 2.3 (Other Violations not covered by 2.2): - This would catch things like accidental damage or more unusual issues (like someone breaks an HOA fence, or illegal fishing, etc.) ⁵⁶¹ . For those, the Board (or GM) would handle under general procedures: send notice, maybe a demand to correct, if not, escalate to Board hearing. - It said 2.3 covers matters like "unintentional damage to Association property, fishing in ponds in non-approved areas, amenity rule violations, and the like" ⁵⁷⁷ ⁵⁷⁸ . - Now personal misconduct was there

but moved under 2.1 in update ⁵⁵⁶. So 2.3 now is purely for miscellaneous violations that aren't constant ones or decorum.

Policy 2.4 (Appeals): - If a member is sanctioned (fined or suspended) under any policy, they can appeal via Policy 2.4 which likely sets: - Appeals must be submitted in writing within X days of notice of sanction, - A hearing (perhaps before the Grievance Committee or Board) will be scheduled, - The Appeals process ensures the member gets to present their case. - Possibly the Grievance Committee itself is considered the appeal body. Or if Board did initial, Grievance is the appeal basically. - However, 720 requires Grievance to approve fines *before* they are final, which is akin to an appeal but actually a prerequisite. - The doc says 2.4 is process and procedures for any sanctioned member wishing to appeal any sanction from 2.1, 2.2, 2.3 ⁵⁶².

In summary: Enforcement flow might be: - **Observation/Complaint** -> **Management Review** -> possibly resolved quickly (then no record or a note). - If not, -> **Violation Notice** from GM (with time to cure if applicable). - If cure period passes or immediate sanction needed -> **Board imposes fine/suspension** (via vote in meeting). - **Grievance Committee Hearing** is set (member gets at least 14 days notice) to approve/reject. - If approved, fine gets imposed (member billed; if doesn't pay, handled like assessment). - Member can **Appeal suspension** maybe to Board? The law says fines/suspensions from common areas must go to Grievance first, and their decision is final on fine/suspension. - Possibly appeals are more for non-fining decisions like if Board required an owner to take an action, etc., the member might appeal that to Grievance? Usually Grievance only deals with fines/suspensions. - The actual text suggests any sanction can be appealed, implying if Board told someone "remove that unapproved structure or we will fine," the owner could appeal the directive? Or perhaps they mean appeals of fines only.

- **Decorum/behavior issues:** these are handled similar to other violations. If someone is repeatedly rude or disruptive, the Board can treat it as a violation of rules (the rules likely have a "Members shall not engage in offensive conduct" general clause). They then use same fining/suspension powers. Possibly immediate suspension for a day or event (like if someone is drunk and disorderly, staff/Board can remove them immediately under club rules, then formal process later for longer suspension).

- **Examples:**

- **Dirty Roof:** Routine enforcement – letter from General Services Manager citing roof policy with 60-day deadline. If not cleaned, at 60 days, \$200 fine (ticket #1), letter stating now 30 days to next fine; at 90 days another \$200; 120 days \$200 + turned over to Board for further enforcement (which could mean Board considers doing self-help or legal action) ⁵⁷⁹ ⁵⁸⁰. Member can appeal fines at each stage, I suspect they accumulate though. Possibly they treat each fine as separate violation for appeals.
- **Unauthorized Tree Removal:** If someone cuts a big tree without ADB ok, that's a violation. Board could impose say a \$500 fine (or \$200 if that's max per violation) and require remedial action (like replant tree). If not, daily fines maybe until fixed. Quite serious, they could also sue for damages if covenant breach.
- **Short-term rental violation:** If someone tried Airbnb in violation of 12-month lease rule – immediate violation. Board likely would fine maximum (\$200/day each day home is rented short-term) and possibly suspend membership rights. If continued, legal injunction. (Though Plantation is gated, hope no one tries.)

- **Major Delinquency:** If someone doesn't pay assessments, that goes to collections not via fining (fines are separate from assessments). They suspend amenities after 90 days delinquent by law (and policy likely does so if not earlier).
- **Rules Violation at Amenity:** Suppose a guest was caught in fitness center without paying or with no member, or a member consistently doesn't wear white in croquet – first a reminder, then maybe the Board can impose a suspension from that amenity for some time after notice. They'd go through same process albeit perhaps expedited.

Enforcement Philosophy: The policies show a structured approach: encourage voluntary compliance first, use fines when needed, escalate to suspension or legal action if necessary. The presence of a Grievance Committee ensures fairness so Board isn't judge, jury, executioner – an independent group of peers hears the case. This aligns with Florida's requirement and fosters a sense of due process.

Members should always have the opportunity to correct a violation after being informed (except serious ones needing immediate action). Communication is key – many violations (like maintenance issues) are solved when the member is politely reminded. The enforcement policy is there for the minority of cases where that doesn't work.

If an issue reaches formal enforcement, it's documented in the **Covenant Enforcement Records** (hence the file name). The Association likely keeps a log of violations, actions taken, and outcomes. This ensures consistent treatment and a record if future boards or committees need context on a repeat offender.

Note on Attorneys Fees: Declaration says prevailing party in an enforcement suit gets attorneys fees ⁵⁸¹ ₅₈₂. So if it goes to court, if HOA wins, owner pays fees, and vice versa. That motivates settlement or compliance without court.

In conclusion, Part IV has outlined how the community is managed at the leadership level, how finances are responsibly overseen, how information flows to members, and how rules are enforced. By following these processes, The Plantation at Ponte Vedra Beach functions smoothly, protecting property values, ensuring enjoyable use of amenities, and upholding the community's high standards and friendly, respectful atmosphere.

(If needed, appendices with detailed tables or forms could follow, e.g., a fine schedule table, an architectural application form sample, etc., but per instructions, we include appendices only if necessary for schedules or procedures. It seems we've covered most content in the body in a comprehensive manner, so appendices might not be required. If the user wanted, we could attach the full text of key policies or guidelines as appendices, but it's likely not needed because we've integrated them.)

3 4 29 30 31 32 33 50 51 54 55 56 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 78 79 80
85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113
114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 133 134 135 136 137 138 140 141 142
143 144 145 146 147 148 149 150 151 152 153 158 159 160 161 230 231 243 262 263 472 481 482 501 503 520 521

569 570 581 582 **SeventhDeclaration.pdf**

file:///file-TYEHpDRQoBke7TS85cs7vx

35 36 38 39 40 41 42 43 44 45 46 76 77 132 232 233 234 235 236 237 238 239 416 417 418 419 422 423
424 425 457 458 459 579 580 **ADB PROPERTY ORG MGMT.pdf**

file:///file-6Ffj7QA3iSSdzMqBH6WoRj

52 53 75 154 155 156 436 437 516 517 518 519 556 557 558 559 560 561 562 563 564 565 566 567 568 571 572 573
574 575 576 577 578 **COVENANT ENFORCEMENT RECORDS.pdf**

file:///file-RtD5aARuKeJa7W7hCtcuwo

59 81 82 83 84 139 157 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183
184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210
211 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 240 241 242 244 245 246 247 248 249 264
265 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297
298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324
325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351
352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378
379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405

406 407 408 411 412 555 **RULES AND REGULATIONS.pdf**

file:///file-XiLk1qtWMB9sgKiWADxFe

212 213 250 251 252 253 254 255 256 257 258 259 260 261 266 267 268 269 270 271 420 421 426 438 439 440 441
442 443 460 461 462 463 464 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545
546 547 548 549 550 551 552 553 554 **COMMUNICATIONS COMMUNITY GENERAL POLICIES.pdf**

file:///file-KTyC1mFvV8Tz3WSb6CWPQa

409 410 413 414 415 427 429 430 431 432 433 434 435 445 446 447 448 449 450 451 452 453 454 455 456 **CHARTERS**
2.pdf

file:///file-DmDxLvDraCMpkpBZyPELhF

428 465 466 467 468 469 470 471 473 474 475 476 477 478 479 480 499 500 522 523 524 525 **FINANCIAL POLICIES**

1.pdf

file:///file-B58Xhe7DieUooYgJ25Y6nM

483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 504 505 506 507 508 509 510 511 512 513 514
515 **FINANCIAL POLICIES 2.pdf**

file:///file-JGexghYQSKb5ijoCa5tLyO