

# **CAREFREE COUNTRY CLUB**

## **SECTION EIGHT (8)**

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# Carefree Country Club Boat Docks

1. The BOD and/or their designee has the sole responsibility for the management and assignment of dock use privileges.
2. The Association, its members and BOD assume no responsibility for loss through fire, theft, collision, or other damage to boats, their contents, and structures in the area set aside for the docks. Additionally, the Association assumes no responsibility for personal injury or death to the owner, family, or guests anywhere on the premises or docks, whether due to negligence of the Association, its members, and/or the BOD.
3. The Association owns the docks and provides liability insurance for the docks/slips. All owners using the slips must have adequate liability insurance on their boats.
4. Rule infractions are to be reported to the Lakefront Chairman first, then the CAM or the BOD and loss of dock privileges can be imposed by the CAM and/or BOD.
5. These rules can be amended from time to time by the BOD as deemed necessary.
6. The Association reserves the right to move a boat when required or when a boat is in violation of these rules in a manner which negatively impacts the Association. The Association may have the boat removed, and the costs associated with such a removal and subsequent storage shall be at the offending owner's sole expense. Boat owners shall hold the Association, its members and BOD safe and harmless from any and all liability, injury, loss or damage caused by relocation.
7. Lot numbers must be displayed on the front of the owner's boat and trailer.
8. A limited number of dock slips are available. Initially, slip assignments were assigned using a first come, first serve lottery system. Slips are assigned to a unique user or group. The CAM and Lakefront Chairman may reassign slips if needed. Slip assignments can be switched among slip users if approved by the CAM.
9. To initially pay for the slips, users made a donation toward their construction. This donation allows the donator use of a slip for 7 years. After that period, an annual fee determined by the BOD will be charged.
  - 1a. Maintenance assessments may be made when deemed necessary by the CAM, Committee Chairman and/or BOD.
11. Some slips may have more than one user sharing the slip. Those users

must be identified up front to the CAM and one individual must be annually designated as responsible for the slip.

12. If the designated user of a slip sells their Carefree membership certificate or no longer wants to use the slip or does not pay the required fees, the slip will be reassigned by the CAM to the next person on the waiting list. Slips cannot be transferred or sold to a new user by the previous user. Anyone desiring a new or additional slip must apply to the CAM and be added to the waiting list. Slips will be assigned on a first come, first served order.
13. When a transfer (not a switch between existing users) of a slip occurs, the new slip user will donate to Carefree a prorated fractional amount based on the current cost of a slip. The charge shall be  $1/7$  for each of the remaining 7 years. For example, if a slip changes hands after 3 years, the new user would pay a fee of  $4/7$  of the current cost, and have use of the slip for the remaining 4 years. This process can be used, and adjusted as necessary, up to the time that Carefree can begin charging slip fees, which is after 7 years from the time the dock is built per the Florida DEP.
14. The donation provided to Carefree for construction/ maintenance of the dock is not refundable.
15. Users cannot install items on the dock floor (i.e., dock boxes).
16. Cleats will be installed on the dock by the Lakefront Committee.
17. Any dock structure or appurtenances damaged or destroyed by negligence or improper use shall be replaced at the offending user's expense.
18. The outer two spaces of the docks will be designated for loading and unloading only, except in low water conditions where 1 and 2 slips are not usable. All other slips are private and not available for general use.
19. Overnight stays on the boats in the slips are not allowed.
20. Boat size is limited to 22 feet.
21. Users cannot leave things on the shoreline while boating.
22. No debris, equipment, articles or other items brought to the docks shall be on the docks upon departure. Removal of trash from the docks is the responsibility of the boat owner or guest.
23. No charcoal grills or open flame devices are allowed on the docks.
24. The playing of music, television or other sound-generating equipment shall be limited to normal conversational levels on the dock.
25. No children under the age of 16 years shall be permitted anywhere on the

dock without close supervision of a responsible adult.

26. No glass containers of any kind are permitted on the docks.
27. Boaters must minimize speed and wake while entering and exiting the dock areas so as to do no harm to the docks or other boats.
28. Smoking is not allowed anywhere on the docks or in boats secured to the docks.
29. To the fullest extent possible, it shall be the responsibility of each slip user to ensure that their boat is not moored at the dock when severe weather threatens the area. Boat owners will be held responsible for any damage caused by their boat.
30. Slip users desiring trailer storage must secure a trailer storage space through the **CAM**. (Due to limited space, it is strongly recommended that this be done in advance of their arrival at Carefree.)

**12/02/2018**

# Carefree Country Club

## Building Permits - Carefree & Polk County

Carefree has an internal permit requirement that is needed for all project and/or construction jobs at your home. A Carefree permit is required for replacing existing equipment such as mechanical units, water heaters, etc. You will also need a Carefree permit for reroofs, minor electrical and plumbing and the installation of pavers or concrete of less than 100 square feet. In the case of pavers, steps or concrete work a drawing is required when applying for a Carefree permit. Getting a Carefree permit takes only a matter of minutes and can be completed in the office. When you turn in your request you will be issued a Carefree Permit for you to place in your window with all the pertinent information for your job including the completion date.

It is suggested that a lot survey (\$25.00 charge) be completed if you think your job might infringe on the Carefree setbacks requirements in the "Blue Book", page 20, in the By-Law section.

For all major work on your property, you will need a Polk County permit. Most contractors will pull the permit for you. Should you decide to pull the permit yourself be prepared to be at the County Office in Bartow, Florida for three or four hours. Once you or your contractor has the permit you must bring a drawing and the County executed permit to the office so that you can be issued a Carefree Permit.

Examples of jobs requiring a Polk County Permit:

Air Conditioning replacement, roof replacement, new shed, window replacements, major plumbing, and electrical rework, Florida room addition, and sanitary line and drain replacement, duct system, and ventilation.

Attached is a printout from Polk County explaining when and what you need a permit for.

If you are unsure about your job requirements you can call a county permit technician at 863-534-6080 and they would be glad to guide you through the process.

<https://www.facebook.com/polkcounty.govfl>

<https://twitter.com/PolkCountyFL>

<https://www.youtube.com/user/polkcountyfl>/(contact-us)

<https://tmember.everbridge.net/Index/892807736724723#/overview>/(social-media-wall)

Search the Site

## Do I Need a Permit?

### **What work does and does not require a permit?**

A: Section 105.1 of the Florida Building Code states that a permit is required to construct, enlarge, alter, repair, move, demolish or change the occupancy or occupant content of a building or structure or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the technical codes.

Work that requires an inspection to verify compliance with the applicable technical code requires a construction permit.

Separate electrical, mechanical or plumbing permits may be required even if a building permit is not required. Following are examples of work that does and does not require a permit. These examples are not all inclusive and there will be situations that are not addressed here. If you have a question as to permit requirements, call our Bartow office at 863-534-6080 and ask to speak with a plans examiner.

### **Work Requiring a Construction Permit**

- All new construction, including additions and any alterations, renovations or remodels involving structural elements or involving any electrical, plumbing, fuel gas, fire systems, pollutant storage tanks, on-site underground utilities, signs or mechanical systems.

-Alterations, renovations, remodels or modifications to any commercial structure affecting occupancy classification, means of egress, fire resistance ratings or handicap accessibility.

-The Installation, alteration, replacement, extension or repair of any irrigation, electrical, plumbing, mechanical work, fuel gas, fire systems, solar systems or any associated electrical work (low voltage). Including the change out of *A/C* equipment, electrical service changes or the addition of electrical outlets or circuits.

-Conversion of any non-habitable space to habitable space including the enclosure of garages, carports, porches or similar structures and the replacement of screening or vinyl windows with glass or solid walls.

- Screening of any space, which requires structural or infill framing to be added.
- All foundation remediation work to assure that an engineer is overseeing the work.
  - Any change in occupancy as defined by the building code.
- Commercial and residential docks, piers, sea walls, boathouses, bulkheads and boat ramps.
  - All masonry walls and fences with masonry pilasters. All solid fences over eight feet high retaining walls required for structural support, protection or erosion.
- Decorative retaining walls. Call 863-534-6080 and ask for a plans examiner for information.
- Concrete slabs adjacent to a principal or accessory structure, intended for support of a structure, elevated slabs, sidewalks and portions of driveways in the right of way or within the minimum setbacks. Note: All slabs shall meet minimum setbacks from property lines and easements, except sidewalk and driveways. Building Code and Land Development Code drainage requirements shall be met.
- Pavers installed within the required setbacks or adjacent to structures. Note: Shall meet Building Code and LDC Requirements.
  - Tents over 900 square feet or larger for public assembly or use or having electrical lighting.
  - Pre-manufactured storage buildings, residential buildings and commercial buildings.
- Additions, repairs, alterations or accessory structures to mobile homes or park trailers. Owners of a mobile home or park trailer situated on a rented lot will not be able to permit additions as owner builders without notarized landowner consent.
  - **Mobile home and park trailer set-ups.** Owners of a mobile home or park trailer situated on a rented lot will not be able to permit additions as owner builders without notarized landowner consent.

- o Pool/spa repairs, renovations, demolitions and remodels involving structural elements, electrical, gas, solar, geothermal work or additional equipment.
- o All re-roofing including mobile homes and park trailers and including installation of insulated **roof** coverings.
- o Decks, walkways, platforms, stairs and landings. All shall meet setbacks and shall not encroach in easements.
- o All carports or similar structures with rigid roofs.
- o All flagpole foundations and poles greater than 50 feet high.
- o Replacement of skylights, windows and doors including garage doors.
- o Installation or replacement of vinyl or acrylic windows.
- o Plumbing re-pipes and water heater change outs.
- o Installation or replacement of security bars or permanently installed window and door shutters.
- o Siding and soffit replacement or installation.
- o Handicap ramps require a permit and must meet setbacks.
- o Tree houses require a permit with sealed engineered plans. Exception: residential tree houses that meet the following criteria:
  - o 1) Tree houses with maximum floor area of 32 square feet.
  - o 2) May have up to a 30 inch knee wall.
  - o 3) Shall meet minimum LDC Accessory Structure setback requirements.
  - o 4) Shall be totally supported by tree.
  - o 5) Shall have no electrical or plumbing.
  - o 6) Shall have no roof.
  - o 7) Maximum of one tree house per residential lot.

### **Work Not Requiring A Construction Permit**

- o Minor roof repairs - less than 25 square feet.
- o Replacement of screening with like material in an existing structure.
- o Interior remodels, interior renovations or interior repairs on **ANSI** units or RVs.
  - o Minor electrical, plumbing, mechanical repairs only, no extensions or modifications.
  - o Chain link fences of any height and stockade fences up to eight feet high. Check Polk County



Land Development Code for prohibited materials for fencing.

- o Structures intended for storage use only (prefabricated and of a “Closet” use). You may reach in only, not walk-in. These exempt structures are limited to a maximum 5 ft. height (mean height), 50 sq. ft. maximum area and a maximum 250 cubic ft. with no electrical or plumbing.

Polk County Board of County Commissioners

330 W. Church St.  
PO Box 9005  
Bartow, FL 33831-9005  
(863) 534-6000

# Request for Carefree Country Club Building Permit

**Owner:** \_\_\_\_\_ **Lot#:** \_\_\_\_ **Phone#:** \_\_\_\_ **Date** \_\_\_\_ \_

## Section One: New Home

Single Wide: \_\_\_\_\_ Double Wide: \_\_\_\_\_

Dimensions \_\_\_\_\_ Dimensions \_ \_ \_ \_ \_

**Circle either Yes or No:** Skirting: **Y N** Planter: **Y N** Siding: **Y N**

**Removing Old Home Y N** Company removing home: \_\_\_\_\_

## Section Two: Exterior

**Circle either Yes or No:** Cart path/Sidewalk: **Y N** Widen Driveway: **Y N**

Steps or Ramp: **Y N** Shed Slab: **Y N** Other: \_\_\_\_\_

## **Section Two: Exterior Material**

**Circle one or more:** Concrete Gravel Wooden Other

Dimensions \_\_\_\_\_ Location of the Work \_\_\_\_\_ "

## **Section Four: Replacements**

**Circle one or more:** Roof Replacement Roof Repair Roof Over

Patio Cover Gutters Railings

Awnings/Shutters/Windows: Dimensions & Location: \_\_\_\_\_

Shed (Roof/Siding or New): Dimensions & Location \_\_\_\_\_

Fence (Rear Only): Dimensions & Material \_\_\_\_\_

Air Conditioner (Location) \_\_\_\_\_ A/C Enclosure **Y N**\_\_

Other (Describe) \_\_\_\_\_

**Carefree Permit Number** \_\_\_\_\_ **County Permit Number** \_\_\_\_\_

# **Carefree Country Club**

## **Community Communications and Boil Water Information**

In order to communicate any alerts within the Carefree community, we are utilizing a combination of:

1. Carefree Facebook and the Carefree Website
2. Written flyer advisories posted at the Club House, Office, Golf Centre, Mailbox bulletin board and Sandwich Board at the Mailbox area
3. Use the Red Flag system on Stop signs in resident street areas
4. Individual residents notifying others personally regarding the initial alert

We will continue to post Boil Water notices at the Office, Club House, Golf Center and the Bulletin Board at the Mail Center. We will take down the Red Flags when we receive an all-clear from our water testing laboratory. It would be a good idea to call the office for the verbal OK when you see that we have removed the Red Flags.

We have attached the boil water guidelines from Florida's Department of Health which covers all the various aspects of a Boil Water Notice.

## **BOIL WATER NOTICE, By Authority of Section 381.006 and 403.855-857, Florida Statutes**

These procedures **must** be observed while a "BOIL WATER NOTICE" is in effect:

### **TAP WATER**

- Do not serve water from faucets until local health authorities advise the water is safe for consumption. Use only bottled water from an approved source and/or boiled tap water. Boil water at a rolling boil for one minute to kill infectious organisms.
- An alternative method for areas without power is to mix eight drops (one eighth teaspoon) of unscented household bleach per gallon of water and allow to stand for 30 minutes. If the water is cloudy in appearance, add 16 drops (quarter teaspoon) and let stand for 30 minutes. (Water will not be toxic, but may have a chlorine odor and taste.) Note: Using bleach will not kill parasites that may be present, however boiling will kill parasites.

### **ICE, ICE-MAKING, BEVERAGE, & WATER VENDING**

- Ice bagged or made prior to the issuance of the boil water notice may be used.
- Ice produced in ice machines after the issuance of a boil water notice must be discarded and machines not restarted until the water supply is deemed safe by local health authority. Sanitize the interior of the ice machine, ice trays, and built-in ice-makers with two teaspoons (100+ ppm) of household bleach in one gallon of water prior to restarting the ice machine or ice-maker.
- Disconnect or turn off water vending machines, drinking fountains, misters, ice-making units, and soda machines and prevent their use.
- Filters in water lines should be replaced if the water supplier detected bacteria in the water samples or if debris accumulation is observed in the filter(s). Information regarding the presence of bacteria will be provided by your water supplier or through the news media.

### **HANDWASHING**

- Do not use tap water for handwashing. Use only bottled water from an approved source and/or boiled (and safely cooled) tap water. After proper handwashing, use a sanitizing solution on the hands. This may be accomplished by using a commercial hand sanitizing lotion that requires no rinse or a chlorine bleach solution of two teaspoons of household bleach in one gallon of water. Single-use gloves may be used to provide additional protection after proper handwashing.
- No bare hand contact with ready-to-eat food is allowed while boil water notice is in effect.

### **COOKING & CLEANING**

- Food equipment and utensils and food-contact surfaces that must be cleaned in place (does not fit into a three-compartment sink), may be cleaned with steam with no additives, a sanitizing mix of bottled or boiled water and bleach (50-100 ppm), or other approved sanitizing solution.
- Do not use tap water for food processing or food preparation until the BOIL WATER NOTICE is lifted by local authorities. Use only bottled water from an approved source and/or boiled tap water for these purposes.

### **DISHWASHING/WAREWASHING**

- Manually wash, rinse, and sanitize dishes, food equipment, and utensils with bottled water from an approved source and/or boiled tap water utilizing a three-compartment sink in the approved manner. Use single-service articles when possible.
- Mechanical dishwashers may be used only to remove food residue and debris, if followed by a manual wash, rinse, and sanitization as described above.

### **RESCINDING THE BOIL WATER NOTICE**

- You will be advised by the local Health Department directly or through the news media when a "BOIL WATER NOTICE" has been rescinded (lifted). AFTER the "BOIL WATER NOTICE" is lifted, allow water to run for five minutes at each tap to flush the lines with safe water. Remember to include misters, drinking fountains, ice makers (discard the first binful), soda machines, etc., when flushing the lines.

If you require further information, please contact your local water supplier. If you have questions about the Boil Water Notice Guidelines, please contact your licensing agency.

**Florida Department of Agriculture and  
Consumer Services:** 850-245-5520

**Florida Department of Business and  
Professional Regulation:**  
850-487-1395

**Florida Agency for Persons with  
Disabilities:** 850-488-4257

**Agency for Health Care  
Administration:** 850--412-4356

**Ron Desantis, Governor**

**Department of Children and  
Families:** 850-487-1111

**Florida Department of Health:  
Local County Health Department**

[www.MyFloridaLicense.com](http://www.MyFloridaLicense.com)  
[apd.MyFlorida.com](http://apd.MyFlorida.com)  
[www.FreshFromFlorida.com](http://www.FreshFromFlorida.com)

[www.Myflorida/Accessflorida](http://www.Myflorida/Accessflorida)  
[ahca.MyFlorida.com](http://ahca.MyFlorida.com)  
[www.FloridaHealth.gov](http://www.FloridaHealth.gov)

# **Code of Ethics for Carefree Board and Committee Members**

Goal: To establish a set of principles and practices for the Board of Directors (BOD) and Committee Members at Carefree Country Club.

BOD will set parameters and provide guidance and direction for board conduct and decision-making.

**Code: Members of the BOD/Committees are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities for Carefree Country Club.**

**Board/Committee members pledge to accept this code as a minimum guideline for ethical conduct and shall:**

## Accountability

1. Faithfully abide by the Articles of Incorporation, By-Laws, Administrative Rules, and policies of Carefree Country Club.
2. Exercise reasonable care, good faith and due diligence in Carefree Country Club affairs.
3. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.
4. Fully disclose, at the earliest opportunity, information of fact that would have significance in Board/Committee decision-making.
5. Remain accountable for prudent fiscal management to Carefree Country Club Members, the Board or Committee, and where applicable, to government bodies.

## Professional Excellence

6. Maintain a professional level of courtesy, respect, and objectivity in all Carefree Country Club activities.
7. Strive to uphold those practices and assist other Members of the Board/Committee in upholding the highest standards of conduct.

### Personal Gain

8. Exercise the powers invested for the good of all Members of Carefree Country Club rather than for his or her personal benefit.

### Equal Opportunity

9. Ensure the right of all association members to appropriate and effective services without discrimination or harassment in respect to gender, sexual orientation, national origin, race, religion, age, political affiliation or disability in accordance with all applicable legal and regulatory requirements.

### Confidential Information

10. Respect the confidentiality of sensitive information known due to Board/Committee service.

### Collaboration and Cooperation

11. Respect the diversity of opinions as expressed or acted upon by members of the Board, Committees and Carefree Country Club Members, and formally register dissent as appropriate.

12. Respect and support decisions made by the Board/Committees even if you disagree with those decisions.

13. Promote collaboration, cooperation, and partnership among Carefree Country Club Members.

Name: (Print) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Fining Procedures of Carefree Country Club

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This document was produced with the authority of the Carefree Board of Directors. It is to be used by the Manager, the BOD and the Violation Appeals Committee to administer the correct and proper procedure when a Carefree Member has violated a rule/bylaw. This document is a guide and is not meant to supersede Florida Statute Chapter 719, Carefree Bylaws, Administrative Rules, or Covenants.

Version Dated April 5, 2018

## **Carefree Policy for Fining Procedure**

### Introduction

The following is provided to properly establish a fines procedure. A proper procedure in place will help foster a healthier community through consistent and fair enforcement. This is a process of last resort and will be used to enforce Carefree's Bylaws/Rules if all other avenues to correct a violation fail.

### Authority

The procedure for fining a homeowner is mandated by Florida Statue Chapter 719.303(3). The fine is limited to maximum of \$100 per day up to a maximum of \$1,000 for a continuing violation. If the fine procedure is followed correctly the fine process may begin over again for the same violation which could result in a substantial amount of money owed (beyond \$1,000) for the same violation. The key to this is making sure the appeal process is followed as outlined below.

### Procedures

- **Step One:** As specified in Carefree Bylaw Article VIII Section 1, para B, and in Carefree Administration Rule Chapter XI, the President of the BOD shall appoint a "Violations Appeals Committee". The Committee will be an Ad Hoc Committee formed to consider a particular violation. The Committee will consist of three (3) Members of Carefree drawn from a list of pre-screened volunteers. Florida Statute 719 stipulates that committee Members may not be officers, directors, or anyone residing with a Board Member. Remember, the Manager may recommend, the BOD may assess and the Violations Appeals Committee may ratify or reject the levy of a fine.
- **Step Two:** Ensure all Carefree Members have access to our community documents. Carefree has given each Member a "Blue Book" containing these documents which they acknowledged receipt of, plus they are available on the association's web site. A fine may not be levied unless the violation is clearly stated in Carefree's documents.
- **Step Three:** When a violation occurs notify the Member of the violation via a letter or e-mail (sample letter attached). The notice must contain a description of the violation, the authority in Carefree's governing documents to cite the issue as a violation, and a time frame for correction. It is up to the Board of Directors to establish reasonable time frames for various violations. See the attached "Carefree Country Club Violation Fining and Cure Schedule" for cure by times.
- **Step Four:** If the violation is not corrected in the time allowed in **Step Three**, it is time to fine. The statutes afford the Member an appeals process and if that process is not properly adhered to the fine is not legal. The Member must be notified by regular and certified mail that the BOD itself, or through the recommendation of the Manager, is levying a fine (sample letter attached). Calculation of the fine starts upon the Member's receipt of this notification. State the reason/violation and the amount of the fine. Notify the President of the Board so a Violations Appeals Committee can be appointed, remembering to give no less than 14 days notice.



**Note:** If a circumstance warrants it and to accommodate immediate action, the fining process may begin at **Step Four**.

• **Step Five:** If the Member responds and requests a hearing, the hearing is coordinated with the Violations Appeals Committee. At the hearing the Manager will present the case first and the Member will follow with the case for appeal. A question and answer session by the Committee follows. After all parties have sufficiently presented their cases and answered all questions, the Manager and Member will be dismissed. The Committee will discuss and make its decision. After the decision is made, the Committee Chair will immediately notify the Manager who will in turn notify the Member (sample letter attached). The committee will also provide a report of their actions to the Board of Directors (example attached).

If the Member does not respond and/or does not request a hearing, the fine is automatically applied to the account.

#### Collection

After a fine is ratified by the Violations Appeals Committee, the Manager will send the Member the response and invoice. The fine must be paid within 30 days of this notification. If the obligation owed by the Member exceeds 90 days, the Member may be suspended from using common elements, common facilities, or any other association property plus the Member's voting rights may be suspended until the obligation owing is paid. Carefree will be entitled to reasonable interest, costs, and attorney fees incurred incident to the collection of fines.

**SAMPLE FIRST NOTICE**

FIRST NOTICE VIA REGULAR MAIL AND OR E-MAIL

January 1, 2017

Member Name

Address

City, State Zip

Subject: **Overgrown Hedge**

Dear Member Name:

Carefree Country Club is charged with maintaining the common property and enforcing the governing documents to preserve and protect its Members and property values. In keeping with this, the Board of Directors and Manager routinely review the use and condition of Member property and adherence to Rules and Bylaws and to to ensure compliance with said Rules and Bylaws for the benefit of the Carefree community as a whole.

It has been observed that your hedge is not in compliance with Carefree Bylaw Article XIV, Section 3, para L, sub para (3).

Please bring your hedge into compliance within 5 days from the date of this letter. Please note that failure to comply could result in fines being levied against your account.

Sincerely,

Manager Name

Carefree Country Club

9705 Lake Bess Rd.

Winter Haven, FL 33884

CC: President BOD

**SAMPLE OF FINAL NOTICE**

VIA REGULAR AND CERTIFIED MAIL

January 5, 2017

Member Name

Address

City, State Zip

Subject: **Overgrown Hedge**

Dear Member Name:

I have previously written you regarding the condition of your hedge. To date it appears no work has been performed and it is still in violation of Carefree Bylaw Article XIV, Section 3, para L, sub para (3).

Therefore, a fine has been recommended for failure to comply. A hearing before the Violations Appeals Committee will be scheduled on January 30, 2017 at 1 PM. A fine of \$100 per day up to a maximum of \$1,000 per occurrence will be recommended to the committee. If you dispute the violation and fine you must attend this hearing or a default decision against you may be made in your absence. In addition, any fine that is ratified by the committee must be paid within 30 days to avoid additional collection and legal consequences.

Sincerely,

Manager Name

Carefree Country Club

9705 Lake Bess Rd.

Winter Haven, FL 33884

President BOD

Violation Appeals Committee members

**SAMPLE OF FINE NOTICE**

VIA REGULAR AND CERTIFIED MAIL

February 15,  
2017 Member  
Name Address  
City, State Zip

Subject: **Fine Imposed for Overgrown Hedge**

Dear Member Name:

At the hearing held on January 30, 2017 your case was presented for appeal of the fine and/or dispute of the alleged violation. It was the decision of the Violation Appeals Committee that a fine of \$ \_\_\_\_\_ recommended by the BOD will be charged against your account. Accordingly, a statement is attached herein. Your payment is due within 30 days.

Failure to pay the fine within Ninety (90) days may result in the suspension of your park privileges in accordance with Carefree Bylaws and Rules.

Sincerely,  
Manager Name  
Carefree Country Club  
9705 Lake Bess Rd.  
Winter Haven, FL 33884  
cc: President BOD  
cc: Violation Appeals Committee Chair

### Carefree Country Club Violation Fining and Cure Schedule To be Used in Step 3 and 4

The BOD has approved the following schedule of fines and cure by dates. When informing the Member of a violation, the Manager will calculate the appropriate fine and cure by date utilizing these tables. Depending on the severity of the infraction, violations will be assessed in three escalating Levels.

Level 1 fines are for minor infractions and assessed at \$25.

Level 2 fines are for more severe infractions to be assessed at \$50, and

Level 3 fines are for the most severe to be assessed at \$100.

If a violation is ongoing, a per-day rate shall apply accruing at \$25 per day for Level 1, \$50 per day for Level 2, and \$100 per day for Level 3 up to a maximum of \$1,000 per occurrence.

#### Violations Fining Level and Cure Schedule

<b>RULES VIOLATIONS</b>	<b>CUREBYTIME</b>	<b>LEVEL</b>
Registration/Identification/Members/Guest	24 Hours	2
Vehicles and Safety	3 Days	2
Storage	5 Days	2
Recreational Facilities/Activities	24 Hours	1
General/Waste Disposal/Noise	3 Days	2
Attire	24 Hours	1
Golf (As approved by Golf Committee)	24 Hours	2
Swimming Pool	Immediately	2
Harassment/Interference	Immediately	3
<b>BYLAWS VIOLATIONS</b>		
Unit Use/Members/Renters/Guest	24 Hours	2
Water Conservation/Light Poles	5 Days	2
Parking Vehicles/Safety	24 Hours	2
Business Activity	48 Hours	1
Signs/Notices	24 Hours	1
Pets	3 Days	2
Living Unit/Construction/Maintenance/Restrictions	5 Days	3

**Violation Appeals Committee Report**

Date of Hearing: \_\_\_\_\_

Name of Committee Members: \_\_\_\_\_  
\_\_\_\_\_

Name of Member: \_\_\_\_\_

Violation: \_\_\_\_\_

Rule or Bylaw: \_\_\_\_\_

Mitigating Circumstance: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Disposition of Violation: Guilty\_\_\_ \_ Not Guilty\_\_\_ \_

Fine Levied: YES \_\_\_\_\_ NO \_\_\_\_\_

Amount of Fine: \$ \_ \_ \_ \_ \_

Fine Due: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Distribution:

- Manager Carefree Country Club
- President BOD Carefree Country Club
- CC Members BOD Carefree Country Club



# Carefree Country Club

## Hurricane Plan

### **OFFICE - Prepare Critical Information Package**

- staff contact information office-863-324-3892, manager-941-724-5916  
attorney, accountant, insurance agent contact information
- up-to-date membership list & contact information
- current list of residents in the community, their lot numbers, phone numbers, and email address
- current vendor contact list
- up-to-date governing documents  
financial statements and reports  
insurance policies
- current contract information
- emergency powers reference (TECO-863-299-0800)  
confirm the evacuation plan
- make a backup of computer data -portable hard drive/thumb drive  
FEMA contact information (FEMA Survivors-800-621-3362)  
confirm communication plan
- Ensure all generators are working and in place with additional fuel  
Confirm supplies: batteries, flashlights, water and food.
- Secure and put away all loose items outside your home. Ready storm shutters, shelter area.
- Confirm staff ready
- Establish staff roster for storm and mitigation duties.



## **OWNERS/RESIDENTS & STAFF - Prepare for the Disaster**

- prepare contact information - insurance agent, family, vendor(s)
- pack insurance policy, property tax statement, passport, cash (if there is no power, you can't get cash) and all other important documents. make a backup of computer data - portable hard drive/thumb drive charge mobile devices (consider an external battery)
- confirm batteries, flashlights, car gassed up, water & food consider evacuation route/destination (don't wait until it's too late) secure premises - loose exterior articles, valuables
- Have a three days survival food kit.
- If you have a pet you must have a carry-all. Remember to have dog food, leash, and food bowls.

### **STORM WATCH/WARNING/EVENT- STAY SAFE**

- Advise residents to prepare
- Disseminate shelter locations - on-site and in the local area Encourage evacuation, especially for those with mobility challenges Residents to advise management where they are staying if leaving Carefree
- Establish/identify street/block captain and "buddy" list - Identify residents needing assistance.

### **MITIGATION - STAY SAFE**

- Check to ensure all "buddies"/residents/staff safe.
- Survey community to identify, photograph and isolate dangerous areas - damaged lines, equipment, trees, and structures.
- Protect against further damage, theft.
- Pre-set electrical & mechanical systems for a start-up. Open insurance claim with an agent- contact adjuster. Prioritize recovery activities.
- Establish mitigation/repair teams - contractors and volunteers.

**Please remember: People in manufactured and mobile homes CANNOT use the option of staying in their home. Mobile homes and manufactured home are not built to withstand the high winds associated with tropical storms and hurricanes.**

## **Carefree Country Club Lawn Maintenance Policy**

### **Carefree's Responsibility:**

1. Mow, edge, string trim and blow resident's lawns.
2. Apply fertilizer, weed control and insect control three times per year.
3. String trim or chemically control the growth around sprinkler heads.
4. Pick-up residents yard waste Tuesday and Friday, November through April, Friday (only) May through October.
5. Water timers are set by community personnel and cannot be changed by the contracted care person or the homeowner. Section 4 - Water Conservation - Blue Book By-Laws
6. All bushes, vines, hedges and flower gardens and trees must be approved by the community and issued a planting permit before installation.

### **Resident's Responsibility (owners):**

1. All homes must have a contracted person to care for the property in the absence of the owner. The owner must register the name and telephone number of the contracted care person with the Carefree Office.
  - A. The resident, renter or contracted care person is responsible for weeding: i.e., flowerbeds, driveways, cart paths, sidewalks, and boundaries year-round.
2. The homeowner and/or the contracted care person is responsible for the maintaining of their shrubbery year-round. All hedges and bushes must be maintained at a level no higher than 6 feet (1.83 meters). Section 3.L. - Border Plantings, Trees and Hedges - Blue Book By-Laws
  - A. All trees must be limbed up to at least a height of seven feet (2.13 meters) at its lowest branch.
  - B. Fruit from fruit trees must be picked up year-round by either the owner or the contracted care person.
3. All home irrigation systems must have a working automatic rain shutoff. Section 4 - Water Conservation - Blue Book By-Laws
4. Owners are responsible for the repair of malfunctioning irrigation including water lines, sprinkler heads, and timers.
  - A. The homeowner or the contracted care person is responsible for notifying the office if irrigation repairs are needed.
5. Owners are responsible for cleaning out the sprinkler heads. Sprinkler heads get clogged with sand, dirt and grass particles which cause the heads not to pop up or not to drop down after coming on.
6. The owner is responsible for trimming their back yard if Carefree mowers cannot access the rear of the home. Carefree will not string trim the back yard.
7. Report any yard problems to the Carefree Manager or office for corrective action.

July 2019

# **Carefree Country Club**

## **How Do I Start a Petition?**

Carefree Country Club's By-Laws allow members to petition the Board of Directors to propose a change to the By-laws. The petition must have 50 signatures of designated voters (10% of the homes) plus one additional (51 signatures). This petition is presented at an agenda meeting with a request to be placed on the agenda for a duly noticed meeting of the Board. The board would then vote to have it be voted on at the annual meeting or by use of a limited proxy. Our By-Laws require a 75% yes vote to be amended.

Some general guidelines for writing and running a petition campaign:

1. The petition preamble should be short, have clear logic and sound arguments and refer to the By-Law in question, if appropriate.
2. The petition should start with a phrase like, "We the undersigned.....".
3. You should lay out any concerns voters might have and you should speak from the heart to create a story that is both personal and believable.
4. You can present your petition at Town Hall Meetings and Board Meetings.
5. If you need help in writing the petition, general information or in making copies the office would be pleased to assist.

# Carefree Country Club - Petition Sign Up Sheet

Petition Description:

Date:

	Name Designated Voter (Print)	E-mail/Telephone	Signature & Lot #
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

# Carefree Country Club

## Unit Rental Process

The renting of your home is a personal matter between you and your renter. What you rent your home for and what your rental agreement states are something you as the owner decide.

Things to know:

1. Complete a Carefree Country Club transfer agreement (sample attached) and submit to the office with a check for \$100.00 at least two weeks before your renter arrives at Carefree. This is a two-page document and must be signed by the owner and the renter. (forms are available at the office)
2. You must inform your renters of Carefree's Rules and Regulations and By-laws.
3. You must inform your renters of the pet policy.
4. You can only rent to two persons and one of those persons must be older than 55 years. The other person must be over the age of eighteen.
5. You must inform your renters that they must go through an orientation before they receive their badges. A renter must go through orientation, no matter how many times they have rented.
6. The owner must be up to date on their quarterly maintenance fees and have no charges in order to be able to rent their home.
7. You may only rent your home twice in one fiscal year and each rental must be for at least 30 days. The Carefree rental year is from October 1st through September 30th the following year.
8. You may want to advertise your rental home on the Carefree Website. Our website is: [www.carefreecountryclub.org](http://www.carefreecountryclub.org). View the current rentals to get an idea of what information you might want to include and then email that information and pictures to [rentals@carefreecountryclub.org](mailto:rentals@carefreecountryclub.org).

**CAREFREE COUNTRY CLUB OF WINTER HAVEN, FLORIDA**

This form, with \$100.00 (BOD motion 1-27-05) Registration Fee, must be submitted to the Manager, Carefree Country Club, 9705 Lake Bess Road, Winter Haven, FL 33884 either by US Mail or hand delivered at least two weeks prior to the arrival of renters. If needed, I give my permission for the renter to obtain my keys from the office. I know that if this is a repeat renter of the below listed lot the \$100.00 Registration Fee is not required.

(Owners and Renters are required to read **By-Low XI/I, Unit Use General, Section 1-Members, Renters and Guest Responsibilities**, which is printed on the back of this form, before signing the Transfer Agreement.

**TRANSFER AGREEMENT**

LotNumber \_\_\_\_\_

Date In: \_\_\_\_\_ Date Out: \_\_\_\_\_

I, \_\_\_\_\_ (Unit owner(s) hereby rent to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

(Print Occupant's Name, Address and Home Telephone & Email address)

**During the period stated above, I understand the occupant has all the user rights in and of association property. I relinquish all use rights of Park Property for the above-stated period of time. I hereby certify that at least (1) one person of the two (2) persons occupying this unit, is at least fifty-five (55) years of age or older. A maximum of two (2) persons can be residents in the lot at one time.**

**I am aware that it is my responsibility to obtain Rental Insurance, Occupational License and pay Tourist Taxes associated with renting my unit.**

**I acknowledge my responsibility to surrender the ID badges within 48 hours of the date indicated on the transfer agreement to the office of Carefree. I understand they will be returned when unit is no longer occupied.**

\_\_\_\_\_  
UNIT OWNER SIGNATURE

\_\_\_\_\_  
DATE

This agreement is:  Approved.  Forwarded to the Board of Directors for consideration.

\_\_\_\_\_  
Date

\_\_\_\_\_  
CAREFREE ADMINISTRATIVE MANAGER

**I agree to read the "Blue Book" Rules and Regulations and to abide by the same. I understand that any rules violations that occur can be cause for eviction. Orientation will be done for all renters.**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
OCCUPANT

**II • UNIT USE GENERAL**

**SECTION 1- Members, Renters and-Guest Responsibilities.**

8. Members' Responsibilities to Renter Occupancy

When a member rents, or allows others to occupy a unit/lot, that member relinquishes all use rights in the association property available for use generally by the members and the member does not have such rights except as a guest.

(1) Members' responsibilities to Renter Occupancy

- a. No subleasing will be permitted.
- b. A site may be rented a maximum of two times from October 1 to September 30.
- c. A rental agreement may not extend beyond 12 months or less than 30 days.
- d. Provide a signed rental agreement and registration fee to the corporate office prior to renter's arrival.
- e. Verify a renter(s) compliance with housing for older person regulations regarding age restriction.
- f. Instruct renters to register at office, obtain and sign a copy of the rules and regulations, provide age verification, and complete the orientation process.
- g. Members are responsible for any violation of park rules and regulations or damage to common property by renters. Members can be subject to fines and assessments, in accordance with procedures outlined in Article VII.
- h. An individual or family is allowed to rent a maximum of five seasons (October 1 - September 30) in Carefree regardless of the duration of the two rental periods. [Amended 15-3-14][Amended 25-3-17]

Member's Responsibilities' to Guest Occupancy

- a. Register guests in the office giving date of arrival and dates of departure.
- b. Make guests aware of rules and regulations that govern the use of the park. Members may be subject to fines and assessments in accordance with procedures as outlined in Article VIII.

(3) Renter Responsibilities

- a. A renter must conform to all general rules that apply to all residents.
- b. A renter in residence who violates a rule or rules may be evicted after being given 24 hours written notice from the manager's office.
- c. Renters must conform to occupancy regulations of one person at least 55 years of age and must provide age verification.
- d. Renter's Guest. The limit of stay of each guest is 14 days.
- e. Renters vacating the park for more than 24 hours are to check out with the office.

I have read and understand the above By-Laws pertaining to Members, Renters and Guest Responsibilities.

Unit Owner: \_\_\_\_\_

Date: \_\_\_\_\_

Occupant: \_\_\_\_\_

Date: \_\_\_\_\_

## Water Conservation, Lawn and Unit Maintenance

Carefree's responsibility for lawn maintenance of the residential portion of the community includes mowing, string trimming, edging, blowing and trimming or spraying around sprinkler heads. Carefree will spray or drop spread fertilizer, weed and insect (chinch bug) control on each lot three times a year. Schedules for this may be obtained through the office.

The resident's responsibility for unit maintenance and water conservation **YEAR ROUND**. Residents have an individual and financial responsibility to maintain their lot, unit and irrigation. With this in mind, please read and review the following.

**Absent** residents must register a person(s) with the office who will oversee yard/house during their absence. This person will have the right to request work orders on the resident's behalf for their unit/lot and the resident has monetary responsibility. The office will verify the caretaker(s) for each lot. When leaving the unit for a period of time; i.e., week to several months or more, members must be responsible to leave NO loose items outside. Items must be stored in a shed or unit. **Especially during the hurricane season.** Failure to comply may result in charges to remove/store items by park personnel, fines or loss of privileges. See Carefree By-laws, Section 3, Paragraph B, page 17. Small loose items will be thrown in the trash.

**Irrigation and water conservation:** Section 4 Page 17 of Carefree By-laws.

Irrigation timers will be set by park personnel ONLY. Tampering may result in fines and/or loss of privileges. Variances for use of sprinklers may be approved by the office upon request.

A resident is required to insure working, automatic rain sensors (shutoffs) are installed on the lots sprinkler system.

Sprinkler heads must be cleaned of sand and debris to assure proper operation.

Separate water valves must be installed to the unit and irrigation system.

Electricity maintained year-round to irrigation/timer and lamp post.

Addition of irrigation zone and/or sprinkler heads to zones/system must be approved by management.



**All landscaping**, shrubs, trees and grass plantings, require a Carefree permit, approved by management. Please be aware that Carefree lawn care is designed to maintain St. Augustine grass. If the resident chooses to plant other varieties of grass, they may have a negative response to our lawn care. The resident retains the right to maintain their own lawn care with proper notice to Carefree via the office.

**Exterior Maintenance:** All units should be maintained to Carefree expectations; including power washing yearly and the physical maintenance of structure(s). Failure to maintain the appearance, condition, and improvement of a unit in a manner satisfactory to the BOD and Association is subject to the rights to improve, clean, repair, restore at a cost to the unit owner as stated in Carefree Declarations of Covenants, Article 4, Section 9.