

TO ALL OWNERS OF CRANE'S ROOST VILLAS

Experience has shown that if everyone living within a community is to enjoy all the benefits of the community, they must accept and abide by a common set of rules. To this end, the Crane's Roost Villas Homeowners Association, Inc. was established.

The Association Covenants, Articles of Incorporation, and By-Laws define for us just what the expectations are for each property owner, resident, and guest. As an owner of property within the Crane's Roost Villas, you are required to be a member of the Association and acknowledge the Association's governing role.

Investors are important property owners and should be equally as involved with their investments as resident owners. The appearance and care of a property are important factors in evaluating the overall value and well-being of the community. The expectation of the Crane's Roost Villas Board of Directors is that all investors and tenants will be held to the same high standards as resident owners.

The purpose of this handbook is to provide you with a compilation of the rules and regulations that more directly affect the day-to-day expectations of living within our community. These rules and regulations are derived from the content and context of the Association's documents cited above, and are considered an integral element of the comprehensive documentation set that governs our community.

The Rules and Regulations Handbook serves as an easy reference so that all of us can enjoy our lovely community. It is important that you read and become familiar with this handbook; and if you are an investor, you are responsible for providing a copy of the CRV Rules and Regulations to your tenant.

On behalf of the Board of Directors of the Crane's Roost Villas HOA, "Welcome to Crane's Roost Villas!"

IMPORTANT TELEPHONE NUMBERS

POLICE (Emergency).....911

POLICE (Non-emergency) (7:30 a.m. - 4:30 p.m.).....407-339-2441

FIRE DEPARTMENT.....911

AMBULANCE.....911

CITY OF ALTAMONTE SPRINGS

Building Department.....407-571-8435

Garbage/Recycling/Yard Waste.....407-571-8607

Water – Potable/Reclaimed.....407-571-8558

MANAGEMENT COMPANY

Sentry Management.....407-788-6700

POISON CONTROL CENTER.....1-800-222-1222

PROGRESS ENERGY.....407-629-1010

Power Outage.....1-800-228-8485

SEMINOLE COUNTY ANIMAL CONTROL407-665-5201

SUNSHINE STATE ONE CALL OF FLORIDA.....1-800-432-4770

Underground Wire Marking (call before digging).....811

CRV HANDBOOK OF RULES AND REGULATIONS

TABLE OF CONTENTS

SECTION #	PAGE#	TITLE
I	1-1	Board Meetings
II	2-1	General Conduct
III	3-1	Common Areas
IV	4-1	Motor Vehicles and Parking
V	5-1	Recreational Facilities
VI	6-1	Pets
VII	7-1	Gate Security System
VIII	8-1	Home and Property Upkeep
IX	9-1	House Repairs and Painting

SECTION I

Board Meetings

The Board of Directors of the Crane's Roost Villas Homeowners Association (Board) will meet in open session once a month in the community clubhouse, but may meet more or less often as appropriate. It is the responsibility of the Board to transact all Homeowners Association business. Meeting notices will be posted in a conspicuous location in accordance with the applicable Florida law. All owners are encouraged to attend the open meetings of the Board.

All meetings of the Board shall be conducted in accordance with procedures established in "Robert's Rules of Order," to the extent permitted by Florida law. Owners may express their views at the meetings. However, the Board shall regulate the conduct of the meetings to provide for order and effectiveness as the Board deems appropriate.

Minutes of the previous Board meetings are reviewed and approved at each monthly meeting.

SECTION II General Conduct

1. Residents of the Crane's Roost Villas (CRV) community, including their guests, shall not create or permit any disturbance that would interfere or conflict with the rights, comfort, or convenience of others. A disturbance would include, but would not be limited to, loud noise, music or electronic devices, and boisterous conduct.
2. All owners and tenants are subject to the Association's Rules and Regulations. Owners are responsible for ensuring that their tenants are made aware of the Rules and Regulations. Owners are ultimately responsible for any tenant violations up to and including the maximum fines and attorney's fees.
3. All motorized vehicles, including automobiles, vans, trucks, motor homes, motorcycles, etc., must be equipped with functioning mufflers. Lawn maintenance equipment may be operated only from 7:00 a.m. to 8:00 p.m.
4. No bright or unusual lighting may be used in any manner that interferes with the peace and comfort of the community or its residents.
5. Trash, recycling, and yard waste are to be stored in suitable containers out of public view except when properly set out for pickup. All recyclable materials such as newspapers, aluminum cans, plastic containers, and glass, should be placed in plastic bins provided by the City of Altamonte Springs for this purpose. Tree trimmings, lawn clippings, etc., should be bundled and tied or placed in containers or plastic bags at curbside. Bundles should be no longer than four feet. No trash container, recycling bin, or yard waste containers or bundles are to be placed at the street for pickup before 6:00 p.m. the day prior to the scheduled pickup. Trash, recycling, and yard waste containers shall be stored in locations that are not visible to street traffic or neighbors.

Current Scheduled Pickups are:

-Household Trash:	Tuesdays and Fridays
-Recycling:	Tuesdays
-Yard Waste:	Wednesdays

All trash, recycling, and yard waste containers must be removed from public view by 7:00 p.m. on the day of their respective pickup.

6. The entrance, front yard areas, driveways, parking spaces, and other common area property must be kept free of all extraneous items including trash containers, toys, hoses, lawnmowers, barbeque equipment, bicycles/tricycles, lawn chairs, etc.
7. Clothes lines, clothes poles, or hanging clothes must not be visible to street traffic or neighboring properties.
8. No resident shall use the roof of any residence for sunbathing or other recreational purpose.
9. Barbecue grills and devices must be attended at all times when in use and may not be used in a manner which could create a fire or smoke hazard.

SECTION III Common Areas

1. The common areas in Crane's Roost Villas are for the exclusive use of property owners, tenants, and their guests. All trespassers should be reported to the Altamonte Springs Police Department and then to a member of the Board or the Association's property manager.
2. The greenbelt or general common areas are maintained by the Homeowners Association for the benefit of the residents. All greenbelt or general common areas, except the paved roads and streets within the Crane's Roost Villas community, are to be used only by pedestrian traffic. No wheeled vehicles, except wheelchairs, baby carriages or strollers, are permitted in these areas. Pets are permitted provided that they are kept on a leash.
3. No fireworks or explosive devices of any type are permitted anywhere within the confines of Crane's Roost Villas.
4. No devices that eject a projectile, including, but not limited to, bows and arrows, slingshots, BB guns, boomerangs, or weapons of any kind, are allowed in the common areas of the Crane's Roost Villas community.
5. To prevent injury to persons or damage to property, no one is permitted to hit golf balls, bat baseballs, or strike any other kind of ball within the community.
6. No one is allowed to play baseball, football, or similar types of games on the streets and common areas of the community.
7. No one is permitted to ride bicycles, skateboards, motorized scooters, all terrain vehicles, or like vehicles on the unpaved common areas. Dirt bikes and go karts are strictly forbidden for use on the paved or unpaved common areas of the community.

SECTION IV
Motor Vehicles and Parking

1. All motor vehicles shall observe the posted speed limit of 15 MPH or such speed as may be designated by the Board. Vehicles repeatedly violating this rule will be reported to the Altamonte Springs Police Department.
2. No motor homes, buses, campers, trailers, boats, boat trailers, recreational vehicles, or trucks and commercial vehicles of any kind exceeding 3/4 ton, may park overnight in residential driveways or within the confines of Crane's Roost Villas without the specific permission of the Board of Directors.
3. No vehicle may be parked on any grass area.
4. Overnight parking on the street is prohibited.
5. There shall be no repairs, assembling, or disassembling of motor vehicles or similar equipment on any portion of the common areas. Minor repairs shall be confined to the driveway area of a residence only and repairs should be made only during the hours of 8:00 a.m. to 8:00 p.m. At the end of each day, the vehicle being repaired must appear to be in normal operative order.
6. Any motor vehicle which is illegally parked, or is inoperative, or does not have a current valid registration, will be towed away upon order of the Board of Directors and at the owner's expense.
7. All vehicles parked within the community must have a current tag and registration. Storage of vehicles is prohibited.
8. No inoperative vehicles shall be left in driveways or in common parking areas. Vehicles that are parked on private property are to be operational. Vehicles may not be left unmoved for more than 30 days on the common areas. Such inoperative vehicles will be towed at owner's expense.

SECTION V Recreational Facilities

1. The Crane's Roost Villas recreational facilities, including the pool, spa, pool area, clubhouse, and tennis courts, are for the exclusive use of owners, tenants, and their guests. Property owners are responsible for ensuring that tenants and guests are fully aware of the rules and regulations regarding the recreational facilities. Trespassers will be reported to the Altamonte Springs Police Department and to a member of the Board or the Association's property manager.

2. Pool hours are from 8:00 a.m. to 10:00 p.m. or as the Board may direct. Children under the age of 14 years **must be accompanied by an adult** over the age of 18 who is responsible for the child's care in the swimming pool and in the pool area.

PLEASE NOTE: *A Pool/Tennis Pass is not required at this time. However, the Board reserves the right to impose and enforce the requirement that anyone at the pool and tennis courts possess a valid CRV HOA Pool/Tennis Pass.*

3. All persons entering the swimming pool area must read and obey the rules posted on the fence within the pool area.

4. All persons should use the rinse showers before entering the pool. A child who is not toilet-trained must wear the appropriate waterproof diaper or covering designed specifically for swimming pool use. Used disposable diapers may not be discarded in the recreational facilities trash cans.

5. The following are specifically forbidden within the pool area or in the pool:

- a. Running on the pool deck.
- b. Dunking someone's head in the water.
- c. Diving on or near a swimmer.
- d. Loud or boisterous talking, yelling, or shouting.
- e. Bringing food into or near the pool or spa.
- f. Glass containers of any kind.
- g. Loud music or electronic devices.
- h. Wheeled devices except for baby carriages/strollers and wheelchairs.
- i. Large flotation devices.

6. Food and beverages are allowed only at tables on the pool deck. No food or beverages may be brought into or near the pool and spa. All serving items must be paper or plastic. Beverages must be in paper, plastic, or aluminum containers only. Anyone bringing food and/or beverages to the pool area must take home all trash items.

7. The spa is not to be used, under any conditions, by anyone under 14 years of age.

8. No pets of any kind are permitted within the pool or tennis areas. Pets are not to be tied or chained to the outside of the pool area or tennis courts.

9. Tennis courts are to be used for playing tennis only. No other activities are permitted, including, but not limited to, the use of roller-skates, in-line skates, scooters, skateboards, or bicycles. No food is permitted on the tennis courts; beverages must be in paper, plastic, or aluminum containers only; no glass is permitted. Proper tennis attire, tennis shoes and shirts, are to be worn at all times. Tennis courts may be used from 8:00 a.m. to 10:00 p.m. The tennis court lights must be turned off and the gate locked when the last players leave the courts. Court access keys can be obtained through the management company and are registered to the property owner.
10. No person is allowed to boat, swim, wade, or fish in the retention pond.
11. All persons use the common areas and recreational facilities at their own risk. Parents and guardians are responsible for the risks and actions of their children or persons under their charge.
12. The clubhouse may be used by owners and tenants only, and exclusively for private parties and events of a non-commercial/business nature. Any exception to this policy must be submitted in writing to the Board of Directors for its approval or rejection.
13. No activity may be conducted in the clubhouse by either owners or tenants that in the opinion of the Board of Directors will increase traffic or cause a disturbance to neighbors.
14. Use of the clubhouse is on a first-come, first-served basis. Application for use may be obtained from the person(s) appointed by the Board and must be accompanied by a deposit. The amount of the deposit is determined annually by the Board of Directors. The deposit will be returned after a post-event inspection of the premises demonstrates that no extra costs will be incurred as a result of poor cleanup, breakage, damage, misuse, or theft. The resident(s) reserving the clubhouse will be responsible for all damages or costs incurred by the Association arising from their use of the clubhouse, including any damage or costs caused by the resident(s), their guests, or invitees. Reservation of the clubhouse does not constitute reservation of the pool area. Poolside parties are not permitted.
15. All persons use the recreational facilities at their own risk and in conformance with all CRV Rules and Regulations. Any person may be barred from the pool and pool area and the tennis courts at the discretion of the Board of Directors. This can be done for a violation of the Rules and Regulations, or for any other reason which, in the judgment of the Board, constitutes a hazard to others or to the Association. No person may be barred for more than 60 days per violation.
16. The HOA possesses and may exercise the right to suspend use of the recreational facilities by an owner, tenant, or guest for any period during which any assessment against a residential unit remains unpaid.

SECTION VI

Pets

1. Each residence is restricted to ownership of a maximum of two pets. A pet is defined herein as a dog, cat, or other common household pet and, except as approved by the Board in writing, no other animals, reptiles, or insects shall be kept or maintained within the Crane's Roost Villas community. Pets shall also be subject to applicable Rules and Regulations of the Association and the pet's owner shall be held accountable for their pet's actions. In no event shall such permitted pets be kept, bred, or maintained for sale or any other commercial purposes.
2. All pets shall be duly licensed and vaccinated in accordance with city, county, and state ordinances and laws. Proof of license and vaccination shall be produced upon request by the HOA.
3. No known vicious dogs are permitted on common areas. Any dog that is known to snap at or bite an individual shall be immediately and permanently removed from the Crane's Roost Villas community. Violators will be reported immediately to the Altamonte Springs Police Department and Seminole County animal control.
4. All pets shall be kept on a leash at all times when not inside a house or fenced yard. No pet shall be allowed to run freely through neighboring yards, streets, or the common areas. No permitted pet shall be allowed to make excessive noise in a manner or of such volume as to annoy or disturb other CRV residents. Violators will be reported to the Seminole County animal control officer.
5. All solid waste produced by pets must be picked up by the owner or person in charge of the pet and disposed of appropriately. The soiled area must be completely free of contaminating solid waste. No pets are to be allowed on property belonging to other residents.

SECTION VII Gate Security System

1. Pedestrian Gate: A four-digit number has been assigned to the pedestrian gate. This number is for residents only and should not be given to anyone outside of your family.
 2. Vehicle Entry: There are three methods for entry into the community through the security gate:
 - a. Access Card. Each owner is entitled to one gate access card at no cost. Additional access cards may be purchased for a nominal fee through the management company. Gate access cards are registered to the owner.
 - b. Remote. Owners may purchase a remote control device through the management company. Gate remotes are registered to the owner.
 - c. Call Board Keypad. Visitors will use the communication call board to request entry. This is done by following the call board instructions to access the resident's three-digit ID and entering it on the call board keypad. This action dials the resident's telephone. If the resident wishes to admit the caller, they will press '9' on their telephone keypad and the gate will open. If entry is to be denied, the resident can simply hang up the phone.
- PLEASE NOTE:** *A touch-tone telephone must be used to initiate the signal that opens the gate.*
- Owners are responsible for gate access cards and remotes given to tenants. Gate access cards and remotes can be deactivated by calling the management company.
3. All residents are urged to notify the management company or a member of the Board if they observe any unauthorized usage or abuse of the security system.
 4. Crane's Roost Villas has a well-organized Neighborhood Watch program. Every resident in the community should know about and actively participate in this program. Any suspicious person or act within the community should be promptly reported by calling either 911 or the Altamonte Springs Police Department at 407-339-2441. Always be alert to possible intruders on both your own and your neighbors' premises.

SECTION VIII

Home and Property Upkeep

1. All residential property shall be kept in a neat and visually pleasing manner. No weeds, tall grass, leaves, unsightly growth, etc., shall be permitted to grow or remain on any lot. No refuse pile, waste matter, debris, or other unsightly matter shall be allowed to stand on the property. The Board and/or their appointed committee will do periodic inspections of all properties to ensure that the community standards are maintained.
2. No radio or television antennas shall be placed or installed on or allowed anywhere on the greenbelt or general common areas without the written consent of the Board. Outdoor television or other transmitting or receiving antennas are prohibited on the exterior of any residence or anywhere on a lot except to the extent permitted by Section 207 of the Telecommunications Act of 1996 and the rules promulgated thereunder, as the same are amended from time to time.
3. Building exteriors shall be maintained in good order. Nothing may be done on any lot which becomes an annoyance or nuisance to the community.
4. No structure shall be erected on any lot without the written consent of the Board.
5. No fence, shutters, or other projections shall be attached to or placed upon the outside walls, roofs, or lot of a residence unless approved by the Board.
6. No window treatment, including, but not limited to, drapes, curtains, and blinds, shall be visibly in disrepair.
7. No covering or shading device shall be used around any air conditioning unit unless it has been approved for such purpose by the Board.
8. Trees and plants shall be trimmed and maintained properly and safely. Leaves and grass are not to be blown into the street as it affects the community drainage system.
9. No sign, advertisement, or notice shall be placed on the common areas, unless approved by the Board.
10. No sign, advertisement, or notice, except "For Rent" or "For Sale" signs, shall be displayed or be visible from the exterior of any unit.
11. The gates will be open between the hours of 8:00 a.m. and 5:00 p.m. both Saturday and Sunday on designated "Garage/Yard Sale" and "Open House" weekends. These weekends occur on the second weekend of every other month. The gates will not be opened unless the management company is notified of your planned activity.

SECTION IX

House Repairs and Painting

1. Easements within the Crane's Roost Villas community are reserved for utility and drainage purposes and are as indicated on the recorded plat. Any wall, fence, building, paving, planting, or other improvements placed therein by the owner of the property on which the easement lies shall be removed, if requested by the Board, at the expense of said owner.
2. Any alterations to a residence (examples of such work shall include, but are not limited to, patio enclosures, decks, fences, and irrigation systems) must first have approval of the HOA Board of Directors. That request must be in writing and submitted to the HOA Architectural Review Board (ARB) for their review and recommendations to the HOA Board. The Board and ARB will approve or disapprove the request within sixty (60) days from the time it receives, from the owner, all materials necessary to review the request. The ARB form is available from the ARB members and the management company. All alterations must be completed within six (6) months from the date of approval.
3. Building permits may also be required by the City of Altamonte Springs. You must have HOA approval in writing before the City will issue permits. Information regarding permits may be obtained by calling the City Building Department at 407-571-8433.
4. Guidelines regarding residential modifications, additions, or repairs are as follows:
 - a. Gutters must conform to the color and design of the existing gutter. Gutters may be added to the front and back of buildings if desired. Color must conform to the color of the house or trim.
 - b. Storm doors shall conform to the color of the house or trim.
 - c. Replacement sliding glass doors, windows, and window screens shall conform in size and color to those already in place.
 - d. Wooden fences may be added or removed. If fences are erected they must conform in design and material to those already in existence within the Crane's Roost Villas community. The color of any fence shall be as set forth in paragraph 5 (c) below. No fence shall exceed a height of 6 feet. The outside of a fence must be painted all the way around regardless of where it faces.
 - e. No fence shall be erected on a property line. Fences shall be set back 5 or 10 feet from the property line in accordance with the easement requirements for the property. When the rear of the property has a wall, the fence shall be set back 10 feet from the property line. When a property is not along a wall, the fence setback must be at least 5 feet from the property line.
 - f. Patio enclosures must be designed to complement the overall design of the residential units existing within the Crane's Roost Villas community. Each design request should carefully consider these requirements and include detailed specifications in the submission.

- g. Roof replacements shall continue the existing design, material grade, quality and color to harmonize with the adjacent residential units.
 - h. Exterior lighting shall not interfere with the harmony of the neighborhood or cause an annoyance to neighbors.
5. The approved colors for exterior painting of residences, front doors, fences and mailboxes/posts are as follows. No other colors will be permitted.
- a. **For Stucco:** The all-stucco houses and the stucco on the wood houses shall be painted the original taffy color. The trim on the stucco houses shall be painted the original yellow chiffon color.
 - b. **For Wood:** The original cedar stain (brown color) or the stucco taffy color can be used. All wood areas of the house must be painted in one of these colors.
 - c. **Mailboxes/Posts and Fences:** The original cedar stain (brown color) should be used.
 - d. **For Front Doors Only:** The original cedar stain (brown color) and the stucco taffy; or Deep Forest Green, Totally Teal, Red Delicious, Black and Dark Brown Stain can be used.

The approved colors are available at:

Color Wheel Paint Co.
180 North Highway 17-92
Longwood
407-695-5887

Crane's Roost Taffy
Yellow Base Cedar
Yellow Chiffon

Sherwin-Williams
851 E. State Road 434
Longwood
407-260-6161

Taffy #085
Brown #084

Home Depot 263
882 W. State Road 436
Altamonte Springs
407-865-5410

Front Doors Only:

Glidden Paint
Deep Forest Green GLG32
Totally Teal GLB23
Red Delicious GLR30

Black (any manufacturer)
Dark Brown Stain (any
manufacturer)

Please Note: All paint should be tested on a small area to ensure that it is the correct color.