

REGENCY RESERVE CONDOMINIUM ASSOCIATION, INC

c/o PMP of SW FL
75 Vineyards Blvd, Naples, FL 34119
Ph: (239) 353-1992 / Fax: (239) 353-1909

Instructions for Completing the Application for Approval to Purchase / Sale

Before submitting your Application for Approval of Purchase / Sale for processing you **MUST** have the following attached:

- ☐ Completed Application – **EVERYTHING** must be filled out in order to process.
- ☐ Application Fee- check made payable to **PMP of SW FL**
(applications will not be processed without the fee)
- ☐ References (if applicable)
- ☐ Sales Contract (signed copy)
- ☐ Other (all required documents are listed on page one of the purchase application)

Please do not submit partial packages. Applications are not considered received until all documentation is submitted. Incomplete applications will be reviewed and sent back.

Applications **must be submitted 20 days prior to Sales Closing (7 days for active Military as per statute)**. Any application(s) submitted less than 20 days (7 days for active Military) prior to the sales closing, may have their date of closing delayed.

Please Submit the Complete Application to:

PMP of SW FL
75 Vineyards Blvd. Naples. FL 34119.

If you have any questions, please feel free to contact us at 239-353-1992. You may drop off your application at the property management office Monday – Friday 8:30 am to 5:00 pm.

We cannot accept faxed or emailed applications. Incomplete applications will not be processed.

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_____ Applicant's Signature	_____ Co-Applciant's Signature	_____ Date
_____ Owner's Signature	_____ Phone# Email	_____ Date
_____ Realtor Signature	_____ Phone Email	_____ Date

This form needs to be signed and submitted with the complete application package

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REGENCY RESERVE CONDOMINIUM ASSOCIATION, INC

c/o PMP of SW FL
75 Vineyards Blvd, Naples, FL 34119
Ph: (239) 353-1992 / Fax: (239) 353-1909

Application for Approval to Purchase

Today's Date: _____

THE FOLLOWING ARE REQUIRED:

- * \$100 NON-REFUNDABLE PROCESSING FEE PAYABLE TO PMP of SW FL.
- *SALES CONTRACT (SIGNED BY ALL PARTIES)
- * SIGNED MOLD ADDENDUM
- *A COMPLETELY FILLED OUT APPLICATION FORM (Partially completely forms will not be considered.)

In accordance with the governing documents of the Association, an Owner of each unit may keep one or two small pets (cats or dogs only) which do not exceed 25 pounds each, and this application must be submitted along with required enclosures and \$100.00 application fee, twenty (20) days prior to closing (7 days for active Military per statute) to allow for, processing time. Applicants may not close until the Association has tendered official approval of their purchase, and further, that moving in prematurely constitutes grounds for disapproval.

Current Owner Name: _____

Current Owner Phone #: _____ Email: _____

Property Address: : _____ Unit # _____

Buyer Name: _____

Drivers License # _____ DOB: _____; SS # _____

Buyer Name: : _____

Drivers License # _____ DOB: _____ SS # _____

Current Address: _____ City: _____ St: _____ Zip _____

Closing Date: _____

Closing Agency: _____

Contact Person: : _____ Fax: _____

Address: _____ Email _____

State how names will read on Deed: _____

Please include a copy of the sales contract.

Email address of Buyer: _____

Employer: _____

If retired, former business or profession: : _____

Company or firm name: _____

Business address: _____

Phone: Home _____, Business _____, Cell _____

Please state the name and relationship of all other persons who will be occupying the unit on a regular basis:

....

Vehicles to be kept on the property by residents (owner/tenant):

Auto 1: Make: _____ Model: _____ Year: _____ Tag#: _____ State: _____

Auto 2: Make: _____ Model: _____ Year: _____ Tag#: _____ State: _____

Please check what applies:

_____ Reside here on a full-time basis; _____ Reside here on a part-time basis; _____ Lease the unit

In order to facilitate consideration of this, application I (we) represent that the following information is complete and true. I (we) agree that any misrepresentation in this application will justify automatic rejection. I (we) consent to additional inquiry concerning this application, including the background, credit check and check of references below.

Name of current of most recent landlord _____; Phone: _____
Address: _____; City _____; St _____; Zip _____

Person to be notified in case of an emergency:

Name _____ Phone _____
Address _____ City _____ St _____ Zip _____

Two personal references (local if possible):

Name: _____; Phone: _____

Address: _____; City _____; St _____; Zip _____

Name _____; Phone: _____

Address: _____; City _____; St _____; Zip _____

Two credit references (local if possible):

Name _____; Phone _____

Address: _____; City _____; St _____; Zip _____

Name _____ Phone _____

Address _____ City _____ St _____ Zip _____

Mailing address for notices & mailings after closing:

Name _____ Phone _____

Address _____

City _____ State _____ Zip Code _____

Cell # _____ Email address: _____

I (we) will provide the Association with a copy of our recorded deed within ten (10) days of closing.

I am aware of, and agree to abide by the Declaration of Condominium of Regency Reserve Condominium Association Inc., the Articles of Incorporation, By-Laws and any and all properly promulgated rules and regulations.

I acknowledge receipt of a copy of the Association rules.

The prospective purchaser will be advised by the Association office within a 20 day period (7 days for active Military as per statute) from the date of completed application, of whether this application has been approved.

AUTHORIZATION: I/We hereby authorize Regency Reserve and/or PMP of SFW FL to verify, if so desired, all information contained on the application.

BUYER SIGNATURE: _____ Date _____

BUYER SIGNATURE: _____ Date _____

For Office Use Only

_____ APPLICATION APPROVED. _____ APPLICATION DISAPPROVED.

BY: _____ (Director/Manager) Date _____

INSTRUCTIONS TO ASSIST IN ELIMINATING MOLD IN RESIDENTIAL UNITS

MOLD: Mold consists of naturally occurring microscopic organisms, which reproduce by spores. Mold breaks down and feeds on organic matter in the environment. The mold spores spread through the air and the combination of excessive moisture and organic matter allows for mold growth. Not all, but certain types and amounts of mold can lead to adverse health effects and/or allergic reactions. Not all mold is readily visible, but when it is, it can often be seen in the form of discoloration, ranging from white to orange and from green to brown and black, and often there is a musty odor present. Reducing moisture and proper housekeeping significantly reduces the chance of mold and mold growth.

CLIMATE CONTROL: Residents should use all air conditioning in a reasonable manner and use heating systems in moderation and to keep the premises properly ventilated by periodically opening windows to allow circulation of fresh air during dry weather only.

SMALL AREAS OF MOLD: If mold has occurred on a small non-porous surface such as ceramic tile, Formica, vinyl flooring, metal, or plastic and the mold is not due to an ongoing leak or moisture problem, Residents should clean the areas with soap (or detergent) and a small amount of water, let the surface dry, and then, within 24 hours apply a non staining cleaner such as Lysol Disinfectant, Pine-Sol Disinfectant (original pine-scented), Tilex Mildew Remover, or Clorox Cleanup.

Residents should do the following:

- KEEP THE PREMISES CLEAN AND REGULARLY DUST, VACUUM AND MOP
- USE HOOD VENTS WHEN COOKING, CLEANING AND DISHWASHING
- KEEP CLOSET DOORS AJAR FOR AIR CIRCULATION
- AVOID EXCESSIVE INDOOR PLANTS
- USE EXHAUST FANS WHEN BATHING/SHOWERING AND LEAVE ON FOR A SUFFICIENT AMOUNT OF TIME TO REMOVE MOISTURE
- USE CEILING FANS IF PRESENT
- WATER ALL INDOOR PLANTS OUTDOORS
- WIPE DOWN BATHROOM WALLS AND FIXTURES AFTER BATHING/SHOWERING
- WIPE DOWN ANY VANITIES/SINK TOPS AFTER USE
- AVOID AIR DRYING DISHES
- NOT DRY CLOTHES BY HANG DRYING INDOORS
- REGULARLY EMPTY DEHUMIDIFIER, IF USED
- OPEN BLINDS/CURTAINS TO ALLOW LIGHT INTO PREMISES
- HANG SHOWER CURTAINS WITHIN BATH TUB WHEN SHOWERING
- SECURELY CLOSE SHOWER DOOR WHEN SHOWERING
- LEAVE BATHROOM AND SHOWER DOORS OPEN AFTER USE
- WIPE DOWN WINDOWS AND SILLS, IF MOISTURE PRESENT
- USE DRYER FOR WET TOWELS
- USE HOUSEHOLD CLEANERS ON ANY HARD SURFACES
- REMOVE ANY MOLDY OR ROTTING FOOD
- REMOVE GARBAGE REGULARLY
- WIPE DOWN ANY AND ALL VISIBLE MOISTURE, INCLUDING SPILLAGE ON FLOORS
- INSPECT FOR LEAKS UNDER SINKS
- CHECK WASHER HOSES FOR MOISTURE AND LEAKAGE

- USE RADON MITIGATION SYSTEM ONLY WHEN NEEDED. EXCESS USE MAY RESULT IN HUMIDITY AND POSSIBLE MOLD PROBLEMS WITHIN LOWER BUILDING UNITS

REGENCY RESERVE CONDOMINIUM ASSOCIATION, INC.

RULES & REGULATIONS

**REGENCY RESERVE CONDOMINIUM ASSOCIATION, INC.
RULES & REGULATIONS**

REVISIONS

The pages of this document are current if they have a "Document REVISED" date as 4-17-2018. Individual sections or pages have been revised according to the following dates:

<u>Page</u>	<u>Revision Date</u>
Pages 1 – 6, 9-10, 12-16	4-13-10
Pages 7-8, 11	4-17-18
 APPENDIX	
Page 17	4-17-18
 CHECKLIST FOR LEAVING - SHORT TERM	4-13-10
Page 18	
 CHECKLIST FOR LEAVING – LONG TERM	
Pages 19 – 20	4-17-18
 FORM 835	
Pages 21 – 23	4-13-10

**REGENCY RESERVE CONDOMINIUM ASSOCIATION, INC.
RULES & REGULATIONS**

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SECTION 1 – INTRODUCTION

We live in a community in which we benefit from shared ownership of beautiful property and recreational facilities. Such ownership necessarily requires Rules and Regulations that promote safe and considerate enjoyment of our community and facilities.

The following Rules and Regulations governing the use of our facilities are intended to protect the health and safety of those who reside here as well as to comply with insurance requirements designed to protect the Regency Reserve Condominium Association from liability exposure. The Rules and Regulations are also intended to preserve the use of the facilities for the enjoyment of all Unit Owners, Lessees and their guests and are based on common sense and courtesy to others who use the facilities.

These Rules and Regulations have been adopted pursuant to power granted the Regency Reserve Condominium Association Board of Directors by Section 7 of the Bylaws of the Regency Reserve Condominium Association. The Rules and Regulations are subject to revision and amendment at any time. Moreover, the Rules and Regulations contained herein supplement but do not supersede the Declaration of Condominium of Regency Reserve, a Condominium, the Florida Statutes, or the Bylaws of Regency Reserve Condominium Association.

SECTION 2 - RULES AND REGULATIONS

The following Rules and Regulations are effective as of the date of approval by the Board of Directors. This date is located on the bottom of each page and preceded by the words "Page Revised". (Example: Page Revised 12-15-08) Individual parts, pages and or sections may be revised by the board in lieu of a revision of the entire document. A "Revisions" page located on page 2 will reflect the dates of the most current approved pages.

These Rules and Regulations supplement those contained in the following documents:

- a. DECLARATION OF CONDOMINIUM OF REGENCY RESERVE, a Condominium ('Declaration')
- b. Articles of Incorporation of Regency Reserve Condominium Association, Inc. ('Articles')
- c. BYLAWS OF REGENCY RESERVE CONDOMINIUM ASSOCIATION, INC. ('Bylaws')
- d. Amended and Restated Declaration of Master Covenants, Conditions and Restrictions for the Vineyards of Naples ('Master Declaration')

These Rules and Regulations are applicable to the Regency Reserve Condominium Association, Inc. Properties and the Common Elements, Limited Common Elements and Units in Regency Reserve, a Condominium, and shall be deemed in effect until amended by the Regency Reserve Condominium Association Board of Directors of the Regency Reserve Condominium Association. They shall apply to and be binding

upon all Unit Owners and Lessees. The Unit Owners and Lessees shall at all times obey said Rules and Regulations and shall use their best efforts to see that these rules are faithfully observed by their families, guests, servants and persons over whom they exercise control and supervision.

SECTION 3 - BUILDINGS AND COMMON AREAS

1. The walkways, entryways and similar portions of the Common Elements shall not be obstructed and shall be used only for ingress and egress to and from the Condominium Property. No carts, bicycles, carriages, toys, shopping carts, chairs, tables, or other similar objects shall be stored or left thereon.
2. Each Unit Owner's and Lessee's personal property must be stored within the Unit. Unit Owners may keep normal porch furniture, plants and planters on their lanais.
3. No garbage cans, supplies, containers or other articles shall be placed in or on the walkways or entry ways, nor shall any linens, cloths, clothing, curtains, rugs, mops, laundry of any kind or other articles be shaken or hung from any of the windows, doors, walkways or entry ways, or exposed on any part of the Limited Common Elements. The Common Elements shall be kept free and clear of refuse, debris and any other unsightly material. Garbage cans and recycling bins can only be placed at curbside from 6 P.M. the night before collection until 6 p.m. the day of collection as per Collier County Regulations.
4. No Unit Owner or Lessee shall allow anything to fall from the windows of the premises, nor shall he or she sweep or throw from their Unit any dirt or other substances outside of their Unit.
5. Unit Owners, Lessees, their families, guests, servants, employees, agents or visitors shall not at any time or for any reason whatsoever enter upon or attempt to enter upon the roofs of the buildings.

In cases where exterior windows cannot be washed from the inside of the unit and/or for the installation or removal of hurricane shutters, second floor owners can hire qualified vendors to perform these tasks as long as these vendors supply a copy of their current liability and workmen's compensation insurance and a copy of their vendor's license to the Unit Owner. The liability insurance must be for a minimum of \$1,000,000 and must be effective to a date beyond the date of the hired activity. It is the unit owner's responsibility to obtain these documents before the work begins and to retain the documents after the work is completed and understand unit owner obligations under Regency Reserve Declaration of Condominium Article 11.2 (F) Use of Licensed and Insured Contractors. Article 11.2 (F) stipulates - "Whenever a unit owner contracts for maintenance, repair, replacement, alteration, addition or improvement of any portion of the unit or Common Elements, whether with or without Association approval, such owner shall be deemed to have warranted to the Association and its members that his or her contractor(s) are properly licensed and fully insured, and that the owner will be financially responsible for any resulting damage to persons or property not paid by the contractor's insurance".
6. Hurricane shutters must comply with the VCA specifications and be approved by the Regency Reserve Condominium Association Board of Directors.

7. The use of Common Areas shall be consistent with existing law, the Bylaws and the Governing Documents of the Regency Reserve Condominium Association and shall not constitute an unreasonable amount of annoyance or nuisance. No camping facilities shall be permitted on any Common Areas. Boating, swimming or wading in the lakes or ponds is prohibited. Common Areas shall not be obstructed, littered, defaced or misused in any manner.
8. With the exception of 'OPEN HOUSE' signs, no sign, advertisements, notices or lettering may be exhibited, displayed, inscribed, painted or affixed in, or upon any part of the Common Elements or any part of a Unit so as to be visible outside the Unit. 'OPEN HOUSE' signs may be displayed with one sign at the entrance to the Community and one sign in front of the Building/Unit. Approved signs may be displayed during the time of the Open House and removed no later than 5:00 P.M. each day. Open Houses are allowed one (1) day per week.
9. Unit Owners are specifically cautioned that their right to make any addition, change, alteration or decoration to the exterior appearance of any portion of the Condominium is subject to the provisions of the Declaration of Condominium. In addition, no Unit Owner may install screen doors or apply any type of film or covering to the inside or outside of window or door glass without the prior written approval of the Regency Reserve Condominium Association Board of Directors or designee. All such proposed additions, changes or alterations must be presented in writing to the Regency Reserve Condominium Association Board of Directors or designee for approval accompanied by written plans or drawings.
10. No flammable, combustible or explosive fluids, chemicals or other substances may be kept in any Unit or on the Common Elements, except such as are normally used for household purposes. Charcoal, propane and/or other compressed gas grills are prohibited from use or storage on any lanai or in any garage or Unit. No barbecuing or outdoor cooking of any type shall be permitted in driveways or on Common Areas except where the Regency Reserve Condominium Association designates a place or provides facilities for such cooking, and then such activity may be undertaken only in conformity with the rules established for the use of such facilities.
11. Employees or Contractors of the Regency Reserve Condominium Association are not to be engaged by Unit Owners or Lessees for personal purposes that are not within the scope of the applicable employee's duties during normal working hours. The Regency Reserve Condominium Association Board of Directors, through a Management Company engaged by the Regency Reserve Condominium Association, if any, shall be responsible for directing and supervising the Regency Reserve Condominium Association's Employees or Contractors.
12. No Unit Owner or Lessees shall have decorative lights on the outside of their Unit or within the lanai for a period of more than sixty (60) days within a one-year period. All decorative lights must be turned off by 11:00 P.M. each day.
13. The coverings and appearance of windows and doors, whether by draperies, shades or other materials visible from the exterior of the Unit shall be white or off-white in color unless otherwise specifically approved by the Regency Reserve Condominium Association Board of Directors.

14. No exterior radio or television antennae or other wiring shall be permitted on the Condominium Property without the written consent of the Regency Reserve Condominium Association Board of Directors.
15. Supervision of occupants less than eighteen (18) years of age shall be the direct responsibility of the Unit Owner or Lessee with whom they reside or are visiting.
16. All garage doors shall remain closed when not in use for ingress and egress to the garage.
17. Portable basketball hoops must be stored inside the Owner's Unit when not in use.

SECTION 4 – LANDSCAPING

All owners in Regency Reserve share the "common area" landscaping with all of the other residents in the community. While we tend to call the plantings and trees just outside our homes "our" trees or flowers, it is truly a shared ownership of all common areas including courtyards, driveways and the beds surrounding each building. Accordingly, all owners should respect and adhere to the landscaping rules and regulations for the benefit of the entire community.

All exterior landscaping is the sole responsibility of the Regency Reserve Condominium Association. The Association will remove, replace, relocate or install landscape materials and maintain or hire contractors to maintain the landscaping as determined by the Board of Directors. The maintenance includes but is not limited to, fertilizing, spraying, mulching, trimming/pruning, mowing, removal and replacement.

Except as noted in the foregoing, Unit Owners and tenants, renters and lessees are not to alter the landscaping in any way. Landscape issues should be identified first to the management company for documentation and logging for resolution.

Unit Owners must request Association approval to plant flowers or other plantings among the shrubs and plants in the landscape beds surrounding their unit. The board will consider whether such plantings infringe upon neighboring units, are in good taste, are not dangerous to pets or humans and not restricted by local, county, state or federal law or regulation. Board approval will not be unreasonably withheld.

Owners are not to plant any plant that will attach itself to the building structure as it grows. Such plants can cause extensive damage to the building and are therefore prohibited.

If the Association landscaper damages flowers planted by a unit owner, by trimming, spraying or in any other way in the course of performing the duties they have been hired to perform, it is not the responsibility of the Association or the landscaper to replace or compensate the owner for this damage in any way.

Owner pots or planters containing flowers or other small plants are allowed on a limited basis but should only be located on hardscape and may not be displayed in the landscape median between driveways or in any landscape bed where they may

interfere with maintenance by the landscape contractor, interfere with irrigation, infringe on walkways or create tripping hazards.

Owners may hang flowers or baskets from the garage light fixtures without prior Association approval but the owner will assume responsibility for any damage done to the light fixtures or to the building resulting from these items.

Owners may apply to the Association for permission to attach a flower box below the exterior garage window of their unit. The flower box must be constructed of non-rusting metal and must be professionally installed. If installed, it is the responsibility of the owner to maintain the box and the flowers in the box. If the owner fails to maintain the flowers or box appropriately then the association may remove the box and repair/repaint the damaged wall area and charge the owner for these costs. Owners are not permitted to attach any other object to the exterior of the unit without written approval by the Board of Directors.

All owner items noted above must be of such size and weight that they can easily be moved and all items must be removed and stored inside during extended unit owner absences. In the event of a storm emergency, any items the Association or the management must remove may be disposed and a service fee will be charged to the responsible unit owner.

Approval for landscape modification may be obtained by submitting to the Board a Landscape Modification Request Form which is located on the Regency Reserve website. Board approvals will not be unreasonably withheld.

The Association has the authority to consider whether owner plantings, pots, hanging flowers or baskets might infringe upon neighboring units, are in good community taste, are not dangerous to pets or humans and not restricted by local, county, state, federal law or regulation. The Association will notify owners of violations to this policy and required changes and any applicable fees or costs that the owner must bear.

SECTION 5 – PETS

Pets may be kept or maintained in or about the Condominium Property only in accordance with the provisions of the Declaration and the following Rules:

1. Pets which may be kept in the Units shall be limited in kind to domestic dogs and cats, caged birds and one (1) fish tank that does not exceed 55 gallons. Pets shall be limited in number to two (2) per Unit. Each pet may not exceed 25 pounds.
2. No dog or cat shall be permitted outside its Owner's Unit unless attended by a responsible person and on a leash or carried under the Owner's arm.
3. Each Unit Owner or responsible person shall immediately pick up, and remove pet waste and place in a trash container.
4. No dog or cat shall be left unattended in the garage or on the lanai.

5. Pets may not disturb the rights, comforts and conveniences of other residents. Pets may not become a source of annoyance to neighbors, whether the pet is inside or outside of its Owner's Unit. An Owner shall immediately and permanently remove a pet from Condominium Property, if the Regency Reserve Condominium Association Board of Directors, in the exercise of their reasonable discretion, determines that the pet has become a source of annoyance to other residents of the Condominium.
6. No pets are permitted in the Clubhouse or pool areas.
7. No pets of any kind are permitted in leased Units.

SECTION 6 - VEHICLES

Motor driven vehicles of every description operated on any street, roadway or common area shall comply with all of the requirements of the Vehicle and Traffic Laws of the State of Florida including but not limited to protective apparel, equipment, registration, emission and noise control devices and the like. The speed of all vehicles shall not exceed limits as designated and posted.

PARKING

1. No boats, trucks, commercial vans or other commercial vehicles or trailers, shall be placed, parked or stored upon the Condominium Property or in the Common Elements for a period of more than four hours unless such vehicles are necessary in the actual construction or repair of a structure, ground maintenance or the moving of household furniture and goods. Recreational Vehicles are permitted on the Condominium Property for only four hours for loading per use and for only four hours for unloading per use.
2. No maintenance or repair work shall be performed upon any boat or motor vehicle on the Condominium Property, except within a building where it is totally isolated from public view.
3. Parking on the street is permitted for up to four (4) hours. Parking any vehicle on the street overnight is prohibited. Additional overnight guest parking spots, if required, have been provided in the north lot, main entry lot, and the two lots adjacent to the pool and both mailbox areas. These additional parking spots are for temporary use only and not for long-term parking. Owners, lessees and guests may park in these areas on a temporary basis including overnight however due to high traffic in some areas, they are requested to not park for an extended period directly in front of the mailboxes or close to the gate entries to the pool or in the front clubhouse lot.
4. Parking on the grass is prohibited. The cost of any damage, including but not limited to the repair or replacement of broken sprinkler heads, will be assessed to the Unit Owner related to the identified, violating vehicle.
5. Guests of a private party held either at the Regency Reserve Clubhouse, or at the individual Unit Owner's home, must park in designated parking spaces only. Fire Department and Emergency Vehicles require there be no parking on the street near the pool or clubhouse during clubhouse events. The Hosting Resident is responsible for proper guest parking. If the Hosting Resident uses a Valet Parking Service, the Valet Service cannot prevent Regency Reserve Residents from parking at the Regency Reserve Clubhouse. In addition, the

Valet Parking Service must supply a copy of their current liability insurance, workmen's compensation insurance and their vendor's license. The liability insurance must be for a minimum of \$2,000,000 and must be effective to a date beyond the rental date for the Clubhouse rental. This must be submitted with the Rental Agreement (Form 835). A current insurance certificate must be resubmitted within 7 days of the rental date to confirm that the coverage is still in effect at the time of the rental.

6. **TOWING** – The Regency Reserve Condominium Association shall have the right, with or without notice, to authorize the towing away of any vehicles parked in violation of the Regency Reserve Condominium Documents and/or any posted signs, with all towing, storage and other costs charged by the towing company to be borne by the vehicle owner.

SECTION 7 - UNREASONABLE NOISE

1. No Unit Owner or Lessee shall make disturbing noises on Condominium property or permit his family, servants, employees, agents, visitors or licensees to do so. In particular, no Unit Owner or Lessee shall play, or permit to be played in his or her Unit or on the Common Element appurtenant to it, any musical instrument, phonograph, television, radio or the like at an unreasonable volume level that disturbs or annoys other occupants of the Condominium.
2. No radio or television installation or other electric equipment shall be permitted in any Unit if it interferes with the television or radio reception of another Unit.

SECTION 8 - CLUBHOUSE AND POOL AREAS

All obligations of Unit Owners under these Rules and Regulations apply equally to visitors, family members and tenants of Unit Owners. The Clubhouse and Pool areas are designated as non-smoking areas at all times. The Pool and Spa Rules that are posted, on the signs in the pool area and as outlined in this document must be observed.

Remember that the Clubhouse and Pool area are part of our homes and should be treated as such.

CLUBHOUSE, SPA AND POOL

1. Children thirteen (13) years of age or younger must be accompanied by an adult at all times while in the Pool or Clubhouse area. Children under thirteen (13) years of age are prohibited from use of the spa. Incontinent individuals are prohibited from the pool and spa.
2. No pets or animals are permitted in the Clubhouse/Pool area.
3. Grills may be used until 10:00 P.M.; they must be cleaned after using. For prolonged use during a private function the hosting Unit Owner must reserve the grill adjacent to the Clubhouse in the Rental Agreement (Form 835).

CLUBHOUSE

The Clubhouse shall be used only for private functions and events sponsored by the Regency Reserve Condominium Association, Inc. and by Unit Owners or Lessees

(who have a minimum of a six month lease) for their family, friends and houseguests. **THE HOSTING UNIT OWNER(S) MUST BE CURRENT WITH THEIR REGENCY RESERVE CONDOMINIUM ASSOCIATION FEES OR ANY OTHER AMOUNTS BILLED BY THE ASSOCIATION AND HAVE PROVIDED A KEY FOR THEIR UNIT TO THE PROPERTY MANAGEMENT COMPANY TO ALLOW FOR EMERGENCY ENTRANCE TO THEIR UNIT.**

The hours of use for the Clubhouse, including the fitness area, are from 6:00 A.M. to 11:00 P.M.

The Clubhouse is designated as a non-smoking area at all times.

The occupancy of any room is not to exceed legal posted safety limits.

Wet bathing suits and bare feet are only permitted in the restrooms and restroom hallway.

Except for bottled water, no food or beverage is allowed in the exercise room.

Use of any one piece of exercise equipment is limited to 30 minutes.

Exercise equipment is to be cleaned after each use.

No furniture, or parts thereof, is permitted to be removed from its designated Clubhouse room without prior permission of the Pool and Clubhouse Chairman or Regency Reserve Board representative.

The Clubhouse, but not the pool area, card room, TV room or the fitness area may be reserved for functions but not on Holidays (New Years Day, Valentine's Day, St. Patrick's Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve Day, Christmas Day and New Year's Eve Day). A function is defined as a private party as covered by The Regency Reserve Condominium Association, Inc. Clubhouse Rental Agreement (Form 835). Form on website and in Appendix.

The following procedure shall apply.

1. The Hosting Resident shall register with the Regency Reserve Property Manager's office at least 30 days prior to the date of the function, giving all particulars of the function as requested by the Property Manager and completing a Regency Reserve Condominium Association, Inc. Clubhouse Rental Agreement (Form 835). See Appendix or download Form from the website.
2. The Hosting Resident agrees that: (1) neither the Hosting Resident or their guests will utilize the Clubhouse for any purpose or undertake any activity which might be considered in violation of county, state and/or federal law or ordinances or Vineyards Community Association or Regency Reserve Rules and Regulations; (2) Hosting Resident will be liable and responsible for the legal service and consumption of alcoholic beverages by the host(s) and their guests; (3) the Regency Reserve Condominium Association, its Board of Directors and representatives assume no liability for damages to property or bodily injury resulting from the consumption of alcohol on the premises. The Hosting Resident agrees to hold the above mentioned harmless and indemnify them in the event of any loss or injury occurring due to the use of alcoholic beverages.
3. The Property Manager shall collect two (2) checks:

- (1) A nonrefundable fee in the amount of \$100 for functions for Regency Reserve Resident's personal use, or \$400 for functions for Regency Reserve Resident's sponsored outside events.
- (2) A refundable security deposit in the amount of \$250 for functions for Regency Reserve Resident's personal use, or \$500 for functions for Regency Reserve Resident's sponsored outside events, both made payable to Regency Reserve Condominium Association, Inc.
4. The Property Manager and/or a designated Pool and Clubhouse Committee Member will conduct with the Hosting Resident a joint inspection of the condition of the facility before and after the function with the understanding that, upon conclusion, the facility must be returned to the condition it was prior to the event
5. The Property Manager will notify the Clubhouse Committee of the time and date of the function. The Property Manager will also advise of any changes. The Clubhouse Committee will then post a notice of the event on the Clubhouse doors.
6. The Hosting Resident must supply a complete list of the guests (1) week prior to the event to the Property Management Company and notify the North Gate of the event in accordance with Vineyards Community Association procedures.
7. The Regency Reserve Condominium Association Clubhouse cannot be reserved by family or friends who do not reside in Regency Reserve.
8. Unless approved in advance by the Regency Reserve Condominium Association Board of Directors, any function, no matter when it begins, must be completed no later than 11:00 P.M. of the day it begins.
9. The Hosting Resident must be present at all times during the function and be over 21 years of age and is responsible for the actions of all guests or invitees.
10. The Hosting Resident is responsible for cleanup and for restoring the facilities to the condition found at the beginning of the function. Clean up is to be completed immediately following the function and no later than 11:00 P.M. of the day it is scheduled. The cost of any required non-routine cleanup or repairs will be deducted from the Refundable Security Deposit prior to refund to the Hosting Resident. Any additional funds above the required deposit needed for cleanup and/or repair or replacement of facilities will be levied upon the Hosting Resident.
11. The Hosting Resident must follow all the Rules and Regulations stated in the Regency Reserve Condominium Association Rental Agreement (Form 835).

SPA

1. WARNING - NO LIFEGUARD ON DUTY, RESIDENTS AND GUESTS USE THE SPA AT THEIR OWN RISK.
2. ALL PERSONS MUST SHOWER BEFORE ENTERING THE SPA.
3. CHILDREN UNDER 13 ARE NOT PERMITTED IN THE SPA.
4. INCONTINENT INDIVIDUALS AND ANYONE WITH AN INFECTION OR OPEN WOUND IS NOT ALLOWED IN THE SPA.
5. NO FOOD, GLASS OR ANIMALS ARE PERMITTED IN THE SPA OR ON THE SPA DECK. FOOD AND DRINK IS RESTRICTED TO THE TABLE AREAS.
6. PREGNANT WOMEN, SMALL CHILDREN, PEOPLE WITH HEALTH PROBLEMS AND PEOPLE USING ALCOHOL, NARCOTICS OR OTHER

DRUGS THAT CAUSE DROWSINESS SHOULD NOT USE THE SPA WITHOUT FIRST CONSULTING A DOCTOR.

7. MAXIMUM USE-15 MINUTES.
8. MAXIMUM WATER TEMPERATURE 104 DEGREES.
9. BATHER LOAD-8 PERSONS.
10. TELEPHONE IS LOCATED IN THE NEAREST UNIT OR IN THE CLUBHOUSE KITCHEN AREA. FOR AN EMERGENCY DIAL 911.
11. SPA HOURS - DAWN TO DUSK.
12. NO SPA USE AT NIGHT.
13. NO DIVING.

POOL

1. WARNING - NO LIFEGUARD ON DUTY, RESIDENTS AND GUESTS USE THE POOL AT THEIR OWN RISK.
2. ANY CONDUCT THAT ENDANGERS THE SAFETY AND COMFORT OF OTHERS IS PROHIBITED.
3. POOL AREA OCCUPANTS MUST WEAR PROPER SWIMMING ATTIRE AND SHOWER BEFORE ENTERING THE POOL.
4. CHILDREN UNDER 13 MUST HAVE ADULT SUPERVISION.
5. ALL DEPTH MARKERS ARE MEASURED IN FEET.
6. INCONTINENT INDIVIDUALS AND ANYONE WITH AN INFECTION OR OPEN WOUND ARE PROHIBITED FROM THE POOL.
7. INFANTS MUST WEAR A SWIM DIAPER.
8. NO SMOKING IS PERMITTED IN THE POOL AREA.
9. NO FOOD, GLASS OR ANIMALS ARE PERMITTED IN THE POOL OR ON THE POOL DECK. FOOD AND DRINK IS RESTRICTED TO THE TABLE AREAS.
10. CLIMBING OR JUMPING FROM THE WATERFALL OR ROCKS IS STRICTLY PROHIBITED.
11. USE OF ALL CHAIRS AND LOUNGES IS ON A "FIRST COME FIRST USE BASIS".
12. NO LARGE AIR-INFLATED ITEMS OR FLOATING CHAISES ARE ALLOWED IN THE POOL.
13. NO BALL PLAYING, FRISBEE THROWING, SCOOTERS, ROLLER BLADES OR BIKES ARE ALLOWED IN THE POOL AREA.
14. NO RADIOS, PERSONAL HEADSETS ONLY.
15. BATHING LOAD 52-PERSONS.
16. TELEPHONE IS LOCATED IN THE NEAREST UNIT OR IN THE CLUBHOUSE KITCHEN AREA. FOR AN EMERGENCY DIAL 911.
17. POOL HOURS - DAWN TO DUSK.
18. NO NIGHT SWIMMING.
19. NO DIVING.

SECTION 9 - UNIT OWNER ABSENCE

When a Unit Owner, Lessee, Renter or Guest plans to be absent two (2) weeks or longer at any time it is strongly suggested that the Unit Owner designate a firm or individual to be responsible for regular inspection and care of the Unit during the

absence. The Unit Owner must furnish the Regency Reserve Condominium Association with the name and contact information of the designee for quick access to their unit in the event of an emergency.

All unit owners are required to provide a key and alarm codes (if an alarm is installed) to the Association so that in the event of an emergency the unit can be entered to take whatever action is required to prevent or minimize property damage or otherwise handle the emergency.

The Regency Reserve Condominium Association has the right to enter the Unit when allowed by law to protect the Common Elements or other Units.

CHECKLIST FOR LEAVING

A suggested checklist for leaving the unit is provided in the Appendix. These checklists may not include every item that should be addressed as each Unit could have different equipment or the Owner may have different furnishings which would require additional steps or preparation before leaving. The Owner should supplement the list as necessary to handle other items or tasks required. The Owner should make sure that Lessees, Renters, and/or Guests are familiar with the necessary steps required before leaving the unit.

See the Appendix for:

- CHECKLIST FOR LEAVING – SHORT TERM
- CHECKLIST FOR LEAVING – LONG TERM

PLEASE NOTE: All units are not identical and the equipment and appliances in each unit may be different or operate differently. If you are unsure of how any of these systems work you should contact either the manufacturer for the equipment in question or the company that installed the equipment. Properly setting these items is critical for controlling mold, mildew, water and temperature damage in your unit.

SECTION 10 - LEASING OF UNITS

Any Unit Owner intending to lease a Unit shall notify the Regency Reserve Condominium Association Board of Directors in writing, in accordance with procedures as given in the Declaration, of any Contract for Lease. An Owner intending to lease shall give notice at least thirty (30) days prior to the first day of occupancy. Notification shall be accompanied by a completed 'Application for Approval to Purchase or Lease a Condominium Unit' information form, an executed copy of the Lease Agreement and by payment of a non-refundable Processing Fee of \$100.00. Blank forms will be available from the Regency Reserve Condominium Association Board of Directors or the Property Management Office.

The Leasing of Units by their Owners shall be restricted as provided below. A Unit Owner may lease only his entire unit after receiving the approval of the Regency

Reserve Condominium Association. Part of the approval process will include criminal and financial background checks.

A proposed lease shall be disapproved only if a majority of the entire Regency Reserve Condominium Association Board so votes.

Appropriate grounds for disapproval shall include but not be limited to the following:

- a. The Unit Owner is delinquent in the payment of assessments at the time the application is considered or has not provided a key for their unit to the Property Management Company to allow for emergency entrance to their Unit.
- b. The Unit Owner has a history of leasing his or her Unit without obtaining approval or leasing to troublesome lessees and/or refusing to control or accept responsibility for the occupancy of his or her Unit.
- c. The Real Estate Company or Leasing Agent handling the leasing transaction on behalf of the Unit Owner has a history of screening lessee applicants inadequately, recommending undesirable lessees or entering into leases without prior Regency Reserve Condominium Association approval.
- d. The application on its face indicates that the person seeking approval intends to conduct himself in a manner inconsistent with the Covenants and Restrictions applicable to the Condominium.
- e. The prospective Lessee has been convicted of a felony involving violence to persons or property, a felony involving sale or possession of a controlled substance, or a felony demonstrating dishonesty or moral turpitude.
- f. The prospective Lessee has a history of conduct, which evidences disregard for the rights and property of others.
- g. The prospective Lessee evidences a strong probability of financial irresponsibility
- h. The Lessee, during previous occupancy in this Condominium or another, has evidenced an attitude of disregard for the Regency Reserve Condominium Association Rules
- i. The prospective Lessee gives false or incomplete information to the Regency Reserve Condominium Association Board as part of the application procedure, or the required transfer fees and/or security deposit is not paid.
- j. The Unit Owner fails to give proper notice of his intention to lease his or her Unit to the Regency Reserve Condominium Association Board of Directors.
- k. The Regency Reserve Condominium Association Board shall have the power to evict the Lessee without securing consent from the Unit Owner if the Lessee violates any of the Regency Reserve Condominium Association Rules.

A written copy of these Rules and Regulations will be provided by the Property Manager for every sale or lease of a Unit.

No lease may be for a period of less than 30 days or more than one (1) year. A Unit may not be leased more than three (3) times in one calendar year. A request by the Lessee to extend or renew an approved lease must be submitted in writing and shall be subject to approval by the Regency Reserve Condominium Association Board of Directors. Subleasing is not permitted.

Occupancy of a Leased Unit is limited to the Lessee and the Lessee's family, servants and guests. No pets of any kind are allowed in Leased Units.

The total number of overnight occupants of a Unit is limited to four (4) persons in a two-bedroom Unit, and six (6) persons in a three-bedroom Unit.

All Units are for living quarters only. Occupants shall not use any Unit for any other purpose.

A Condominium Unit Information form is required to be furnished to the Property Manager if any person(s) occupy or utilize a Unit during a Unit Owner's absence. If proper notice to Lease a Unit is not given, the Regency Reserve Condominium Association Board, at its election, may approve or disapprove the lease. Any lease agreement entered into without approval may at the option of the Regency Reserve Condominium Association Board be treated as a nullity, and the Regency Reserve Condominium Association Board shall have the power to evict the Lessee with five (5) days notice without securing consent to such eviction from the Unit Owner.

SECTION 11 - ENFORCEMENT OF RULES AND REGULATIONS

1. Every Unit Owner and Lessee shall comply with these Rules and Regulations as set forth herein, in addition to any Rules and Regulations that from time to time may be adopted, and the provisions of the Declaration, Bylaws, and the Master Covenants (all as amended from time to time) to the extent applicable. Failure of a Unit Owner or occupant to comply shall be grounds for legal action which may include, without limitation, an action to recover sums due for damages, an action for injunctive relief, and any combination of such actions.
2. In addition to all other remedies, at the sole discretion of the Regency Reserve Condominium Association Board of Directors, as provided under Section 8 of the Bylaws, a fine or fines may be imposed upon an Owner for failure of an Owner, Lessee, Family, Guests, Invitees or Employees to comply with any covenant, restriction, Rule and Regulation herein or in the Declaration, Articles of Incorporation, Bylaws or the Master Covenants. Violations shall be handled in accordance with existing enforcement and fining procedures as specified in the Declaration.
3. Fines shall be paid not later than thirty (30) days after notice of the imposition thereof. All monies received from fines shall be allocated as directed by the Regency Reserve Condominium Association Board of Directors. Each day that an infraction or violation occurs after the applicable party has received notice thereof shall be deemed a new infraction or violation.
4. Fines shall not be construed to be exclusive and shall exist in addition to all other rights and remedies to which the Regency Reserve Condominium Association may be otherwise legally entitled. However, any penalty paid by the applicable party shall be deducted from or offset against any damages that the Regency Reserve Condominium Association may otherwise be entitled to recover by law from such party.

These Rules and Regulations shall apply to all Owners, Lessees and Guests of Units. The Regency Reserve Condominium Association Board of Directors may at its sole option, grant relief to one or more Unit Owners from specific rules and regulations upon written request demonstrating good cause for such relief.

APPENDIX

APPENDIX

CHECKLIST FOR LEAVING – SHORT TERM

A Unit Owner or lessee who plans to be absent for a short time, less than 2 weeks, should prepare their unit prior to departure as follows:

1. Stop newspaper
2. Place "Hold Mail/Forward Mail" notice in mail box
3. Phone answering machine – edit message
4. Bring the front door mat inside
5. Turn off radon system if your unit has one. Power switch is located on wall in the laundry room.
6. Turn off re-circulating hot water pump if your unit has one.
7. Set Air Conditioner to "On" or "Cool" and set "Hold" – Temp to 78 degrees.
8. Hot water heater – Turn "Off" at circuit breaker – 2 breaker switches (which may be connected).
9. Turn "Off" water – Water shut off is located in different places on different units. The unit owner/lessee should acquaint themselves with the location on the unit they occupy.
 - a. Most units will have it located outside of the front door in a box located in the ground
 - b. On some units, this valve is raised above ground level outside the front door.
 - c. On some units this valve is located outside of the garage wall on the walkway to the front door.
 - d. On some units this valve may be in the garage.
10. Turn off water valves under sinks and on the supply line to toilets.
11. Close and lock all windows and patio doors.
12. Close all window blinds.
13. Lock front and garage doors.

All units are not identical and the equipment and appliances in each unit may be different or operate differently. If you are unsure of how any of these systems work you should contact either the manufacturer for the equipment in question or the company that installed the equipment. Properly setting these items is critical for controlling mold, mildew, water and temperature damage in your unit.

APPENDIX

CHECKLIST FOR LEAVING – LONG TERM

A Unit Owner or lessee who plans to be absent for a longer period of time, more than 2 weeks, should prepare their unit prior to departure as follows:

1. Stop newspaper
2. Place "Hold Mail/Forward Mail" notice in mail box
3. Phone answering machine – edit message
4. Bring the front door mat inside
5. Turn off radon system if your unit has one. Power switch is located on wall in the laundry room.
6. Turn off re-circulating hot water pump if your unit has one.
7. Set Air Conditioner to "On" or "Cool" and set "Hold" – Temp to 78 degrees.
8. Hot water heater – Turn "Off" at circuit breaker – 2 breaker switches (which may be connected).
9. Turn "Off" water – Water shut off is located in different places on different units. The unit owners/lessees should acquaint themselves with the location on the unit they occupy.
 - a. Most units will have it located outside of the front door in a box located in the ground
 - b. On some units, this valve is raised above ground level outside the front door.
 - c. On some units this valve is located outside of the garage wall on the walkway to the front door.
 - d. On some units this valve may be in the garage.
10. Turn off water valves under sinks and on the supply line to toilets.
11. Close and lock all windows and patio doors.
12. Close all window blinds.
13. Bring all lanai furniture inside.
14. Lower or install Hurricane shutters
15. Bring all flower pots, hanging planters, hoses, flags and ornaments inside
16. Change furnace filter(s)
17. Set ceiling fans on lowest speed
18. Empty your freezer and refrigerator
19. Turn off ice maker in refrigerator
20. If you empty and turn off refrigerator, leave doors open and turn off water supply
21. Open dishwasher and leave door open
22. Pour ¼ cup of cooking oil or spray Pam in garbage disposal
23. Open washing machine, turn off water
24. Leave all doors and drawers slightly open for air circulation
25. Unplug all TV's, lamps, etc.
26. Disconnect TV from cable box but leave cable box & modem plugged into the wall (for Summit updates)

27. Close/Lock all drains – kitchen sinks, bathroom sinks, tubs and laundry room sink
28. Pour ½ cup bleach in toilet bowls, place plastic wrap over toilet bowl and leave seat and seat cover up
29. Secure garage door(s) and unplug openers (unless your home watch uses the garage door opener for access)
30. Consider putting phone, cable and internet service on vacation rate
31. Secure a home watch service and have bi-weekly inspections completed for water leaks, mold issues, insects, and operation of the air conditioning system
32. Lock front and garage doors

All units are not identical and the equipment and appliances in each unit may be different or operate differently. If you are unsure of how any of these systems work you should contact either the manufacturer for the equipment in question or the company that installed the equipment. Properly setting these items is critical for controlling mold, mildew, water and temperature damage in your unit.

APPENDIX**FORM 835****Regency Reserve Condominium Association, Inc.
Clubhouse Rental Agreement****Requested Date of Rental** _____**Time of Rental from:** _____ **to:** _____

(NOTE: Activities must be concluded, including clean up, no later than 11:00 P.M.)

No. of Guests: _____

(NOTE: Grand Salon not to exceed 80 people and Kitchen not to exceed 8 people.)

Purpose of Function: _____
_____**INITIAL EACH ITEM BELOW: To indicate that you have read, understood and will comply with these requirements.**

_____ The Clubhouse Grand Salon and Kitchen are to be used only for events sponsored by the Regency Reserve Condominium Association, its residents, and approved rentals sponsored by its residents for their family and friends.

_____ Guests attending functions are not permitted to use the exercise room, TV room, card room, pool or spa. These areas and all parking spaces are open for use by all residents and their guests during Clubhouse hours, including the time of Grand Salon/Kitchen rental. All Clubhouse and Parking Rules are to be followed. A copy of these rules is attached hereto.

_____ Residents may rent the Grand Salon and Kitchen for private functions. They must contact the Property Management Company at least 30 days prior to the event to clear the date they wish to rent, and complete the Clubhouse Rental Agreement. In addition, two checks are to be submitted: a Refundable Security Deposit of **\$250** (Residents' Personal Use) or **\$500** (Resident sponsored outside event) at least 30 days prior together with a Non-refundable Rental Fee Check along with this application in the amount of **\$100** (Residents' Personal Use) or **\$400** (Resident sponsored outside event); both made payable to " Regency Reserve Condominium

Association, Inc." Allow 5 working days to receive approval. A copy of the Rental Agreement is to be submitted to the designated representative of the Regency Reserve Board for approval.

_____ All outside vendors must supply a copy of their current liability and workmen's compensation insurance and a copy of their vendor's license. The liability insurance must be for a minimum of \$2,000,000 and must be effective to a date beyond the rental date for the Clubhouse rental. This must be submitted with the Rental Agreement. A current insurance certificate must be resubmitted within 7 days of the rental date to confirm that the coverage is still in effect at the time of the rental.

_____ Any function must be completed and the premises cleaned no later than 11:00 PM of the day it is scheduled. Total time shall not exceed 4 hours for the event plus 60 minutes set up and 60 minutes clean up.

Example: For an event scheduled from 5 PM-11 PM. Set Up from 5 PM - 6 PM, Event from 6 PM - 10PM, Clean Up and Lock Up from 10 PM - 11 PM

_____ Fire Dept. and Emergency Vehicles require there be no parking on the street near the Pool or Clubhouse during Clubhouse functions. The Hosting Resident is responsible for proper guest parking.

_____ The Hosting Resident must be present at all times during the function and must be 21 years of age and is responsible for the actions of all guests or invitees. The Hosting Resident must supply a complete list of the guests (1) week prior to the event to the Property Management Company and notify the North Gate of the event in accordance with Vineyards Community Association procedures.

_____ The Hosting Resident agrees that: (1) the Hosting Resident or guests will not utilize the Clubhouse for any purpose or undertake any activity that is in violation of county, state or federal law or ordinances or Vineyards Community Association or Regency Reserve Regulations; (2) the Hosting Resident will be solely responsible and liable for any and all claims arising from the consumption of alcoholic beverages by the host(s) and their guests and not allow any underage drinking. The Hosting Resident agrees that the Regency Reserve Board of Directors, representatives and the Regency Reserve Condominium Association assumes no liability for damages to property or bodily injury resulting from the consumption of alcohol on the premises. The Hosting Resident agrees to hold the Regency Reserve Condominium Association harmless and indemnify them in the event of any loss occurring due to the use of alcoholic beverages in accordance with this Rental Agreement.

_____ The Hosting Resident agrees to bear sole and complete responsibility for any (a) personal injuries sustained by them or their guests and shall hold the Regency Reserve Condominium Association harmless from any claim(s) which arise out of this Rental Agreement; (b) for any lost, damaged or stolen personal articles and hold the Regency Reserve Condominium Association harmless; and (c) all damages to the Clubhouse, adjacent area, and/or its contents and furnishings. The Hosting

Resident(s) must submit proof of current Liability Insurance coverage.

_____ The Hosting Resident is responsible for clean up and restoring the facility to the condition it was in prior to the scheduled function. Any required clean up or repairs will be deducted from the Security Deposit. Any additional funds above the required Security Deposit needed for clean up and/or restoring the facility will be levied upon the Hosting Resident. Hosting Resident must be present to accompany a designated Regency Reserve representative and/or a management representative to do a pre-clubhouse check the day of the event and also a post-clubhouse check the day immediately following the event to determine the condition of the facility. This will be accomplished with the aid of a Regency Reserve Checklist prepared by members of the Regency Reserve Clubhouse Committee and Regency Reserve Board, which is attached hereto.

_____ The Hosting Resident is responsible for providing all supplies needed for the function. It is not permissible to use any of the following to decorate the walls, tables or chairs: staples, tacks, safety pins, nails, scotch/duct/electrical tape. In addition, remove all garbage from the Clubhouse upon completion of the function and place in proper containers as supplied at the Clubhouse. Note: User must provide all cleaning supplies.

REQUEST:

Hosting Resident's Printed Name

Unit #

Hosting Resident's Signature

Date

APPROVAL:

Regency Reserve Condominium Association, Inc.
Representative's Printed Name

Date

Regency Reserve Condominium Association, Inc.
Representative's Signature

Date

FREQUENTLY ASKED QUESTIONS AND ANSWERS SHEET

Regency Reserve Condominium Association, Inc.

As of January 1, 2022

Q: What are my voting rights in the condominium association?

A: In any meeting of the members, each Unit shall be entitled to one vote to be cast by its Owner. For additional information see Sections 2 and 3 of the Bylaws.

Q: What restrictions exist in the condominium documents on my right to use my unit?

A: Each unit is restricted to residential single-family use. The Rules and Regulations unit restrictions are detailed in Section 12 of the Declaration of Condominium of the Association and the Rules and Regulations, together with the restriction as set forth in the Declaration of Master Covenants, Conditions and Restrictions for the Vineyards (the Master Declaration).

Q: What restrictions exist in the condominium documents on the leasing of my unit?

A: The leasing of Units is restricted or controlled according to Section 12 of the Declaration of Condominium. No unit may be leased more often than three (3) times per calendar year, with the minimum lease being thirty (30). No pets are permitted in leased units.

Q: How much are my assessments to the condominium association for my unit type and when are they due?

A: Regular assessments will be based on the Association's budget and are payable quarterly, in advance, due on January 1, April 1, July 1 and October 1 of each year. The Condominium Association quarterly assessment is \$2,070.00, which includes \$612.00 per Quarter per unit assessment to cover the Vineyards Community Association assessment.

Q: Do I have to be a member of any other association? If so, what is the name of the association and what are my voting rights in this association? Also, how much are my assessments?

A: The record owner of a Unit is also automatically a member of Vineyards Community Association, Inc. (the Master Association). The assessment payment is as indicated above and is collected by Regency Reserve Condominium Association, Inc. Voting rights are detailed in the Master Declaration.

Q: Am I required to pay rent or land use fees for recreational or other commonly used facilities? If so, how much am I obligated to pay annually?

A: No.

Q: Is the condominium association or other mandatory membership association involved in any court cases in which it may face liability in excess of \$100,000.00? If so, identify each such case.

A: No, there are no such court cases.

NOTE: THE STATEMENTS CONTAINED HEREIN ARE ONLY SUMMARY IN NATURE. A PROSPECTIVE PURCHASER SHOULD REFER TO ALL REFERENCES, EXHIBITS HERETO, THE SALES CONTRACT AND THE CONDOMINIUM DOCUMENTS.

Regency Reserve Condominium Assoc., Inc.
Board of Director's 2022 Budget
For the Period of January 1, 2022 through December 31, 2022

Approved 11/9/2021

GL Code	Income	2021 Approved Budget	9/30/21 Actual	12/31/21 Estimate	2022 Proposed Budget
4145	Operating Assessments	1,074,843	806,133	1,074,843	1,073,825
4150	Reserve Assessments-Deferred revenue	325,000	243,750	325,000	325,000
4151	VCA Master Fees	173,520	130,140	173,520	170,458
4152	VCA Access Control Fees	114,960	86,220	114,960	115,200
4153	VCA Vintage Colony Blvd Fees	32,880	24,660	32,880	33,667
4155	Bulk Communication Fees	265,997	199,497	265,997	269,059
4199	Bad Debt Contra revenue	(500)			(500)
	Total Assessment Income	1,986,700	1,490,400	1,987,200	1,988,700
4200	Late Fees/Interest	400	55	750	375
4240	Interest Income - Operating	100	22	25	25
4250	Interest Income - Reserves	32,000	16,022	22,000	12,000
4295	Lease/Purchase Income	800	1,033	1,200	900
4296	Miscellaneous Income (Expense)		275	205	
4297	Clubhouse Rental				
4499	Prior Year Surplus / (Deficit)				50,000
	Total Income	2,020,000	1,508,303	2,011,380	2,050,000
	Administrative Expenses				
6020	Contingency	25,000			25,000
6021	Holiday Decorations	2,000	75	1,800	2,000
6022	Social	2,000		500	2,400
6025	Corporate Filing Fee	62	6	61	61
6028	Fees to Division	960	960	960	960
6040	Management/Accounting	47,205	35,404	47,205	47,206
6044	Storage	1,120	563	817	840
6046	Website	1,500	1,335	1,700	1,850
6047	Licenses/Fees	910	910	910	910
6048	Federal/State Tax	10,000	1,873	4,800	2,400
6050	Office Expense	7,500	2,759	4,200	6,000
6056	Legal and Professional Fees	5,000	450	1,200	2,500
6057	Legal Fees Condo Document Update				5,000
6060	Safety Classes and Services	1,800			3,500
6070	Accounting/Audit/Tax Preparation	5,750		5,750	5,750
6080	Reserve Study	150	149	149	149
	Sub-Total Administrative	110,858	44,539	70,053	106,526
	Utilities				
6100	Electricity	34,000	25,346	34,000	35,000
6102	Propane Gas	600		200	200
6104	Alarm Monitoring	400	335	340	350
6105	Inigation Water	23,500	12,411	21,000	28,000
6110	Trash Removal	1,350	826	1,360	1,450
6120	Water/Sewer	105,000	77,611	105,000	108,000
	Sub-Total Utilities	164,850	116,529	161,900	173,000

	Grounds					
6130	Lake Fountains Maintenance (Contract)	1,550	1,250	1,550		1,625
6131	Lake Fountains Repairs	1,200	-	300		410
6140	VCA Lake Maintenance	2,397	1,798	2,397		2,397
6141	Irrigation Repairs - Not Contracted	27,000	16,692	20,000		20,000
6142	RRCA Lake Maintenance	1,000	-	-		-
6160	Landscape Contract excluding Mulch	201,188	154,288	201,188		204,207
6161	Landscape Annuals Replacement*	4,800	2,033	4,067		6,200
6162	Landscape Trees/Shrubbery*	74,000	49,305	83,000		63,000
6163	Additional Tree Trimming*	10,000	13,840	14,000		14,000
6164	Mulch-Contract	30,700	-	30,701		31,162
6165	Grounds- Hurricane	-	-	-		-
	Sub-Total Grounds	353,835	239,206	357,203		343,000
	Buildings					
6170	Pool/Spa Maintenance Contracts	20,400	15,879	21,000		20,700
6171	Pool/Spa Repairs - Not Contracted	5,000	5,228	6,000		5,000
6190	Building Maintenance & Repair	55,000	19,169	30,000		50,000
6192	Building Supplies	2,400	1,782	2,100		2,200
6193	A/C Clubhouse	2,500	733	1,800		2,300
6194	Janitorial Contract	31,000	21,766	30,000		32,000
6195	Building Gutter Cleaning	6,000	-	5,600		6,000
6196	Grill Maintenance & Repair	1,500	476	1,000		1,300
6198	Exercise Equipment	1,200	630	900		1,200
6215	Fire Alarm/Sprinkler Inspection	4,000	3,266	5,200		5,400
6230	Pest Control	11,000	7,051	9,500		10,000
6240	Budget Maint - Hurricane	-	-	-		-
	Sub-Total Building	140,000	75,880	113,100		136,100
	Sub-Total Building & Grounds	493,835	315,186	470,303		479,100
	Master Association					
6300	Vineyards Community Association (VCA)	173,520	130,320	173,520		170,458
6302	VCA - Access Control	114,960	86,400	114,960		115,200
6303	Vintage Colony	32,880	24,725	32,880		33,667
6304	Bulk Communication Fees	265,997	199,441	265,997		269,050
	Sub-Total Master Association	587,357	440,886	587,357		588,375
	Insurance Policies					
6310	Insurance - Package & Appraisal	306,000	245,335	324,000		366,000
6310	Sub-Total Insurance	306,000	245,335	324,000		366,000
	Total Operating Expenses	1,863,000	1,162,475	1,613,613		1,713,000
6440	Reserve Transfer - Funding	325,000	243,750	325,000		325,000
6430	Reserves Transfer - Interest	32,000	16,022	22,000		12,000
	Total Common Expenses	2,020,000	1,422,247	1,960,613		2,050,000
	Net Income	0	88,056	50,787		(0)

[illegible]

Regency Reserve Condominium Association, Inc.

2022 Approved Budget 11.9.2021

Reserve & Operating Assessment Schedule

For the Period of January 1, 2022 through December 31, 2022

	Annually	Quarterly	% of Total
Operating Assessment	4,474.27	1,118.57	54%
Reserve Assessment	1,354.17	338.54	16%
Regency Reserve Assessment	5,828.44	1,457.11	70%
V.C.A. Master Fee	710.24	177.56	
V.C.A. Access control Fee	480.00	120.00	
V.C.A. Vintage Colony Blvd Fee	140.28	35.07	
Bulk Communication Fee	1,121.04	280.26	
Subtotal VCA Assessment	2,451.56	612.89	30%
Total Assessment Due	8,280.00	2,070.00	100%

**REGENCY RESERVE CONDOMINIUM ASSOCIATION,
INC.**

Page: 1

Balance Sheet
As of 12/31/21

ASSETS

CURRENT ASSETS:

Cash:

1010	Fidelity Investments #9198	\$	304,317.19
1012	Iberia Bank Operating #1448		81,319.43
Sub-Total Cash			\$ 385,636.62

Reserves:

1016	Fidelity Investment Res #5522	\$	59,849.58
1018	Regions Bank #7705		2,920.00
1020	Fidelity Investments R#9201		147,305.81
1021	1st Foundation Bank #2545		248,897.43
1152	City Nat'l Bank Of FI MM .20%		245,665.02
1156	Wintrust Beverly 5/24/22 .45%		200,901.86
1157	Wintrust Aurora 5/24/22 .45%		200,901.86
1158	Wintrust Crystal 5/24/22 .45%		200,901.86
1159	Wintrust State 5/24/22 .45%		200,901.86
1160	Wintrust MM #3258 .14%		552,920.81
1161	Lake Michigan 8/8/22 .70%		248,302.00
1162	Lake Michigan Savings		15.27
1164	Bank United 4/5/22 .20%		246,510.25
1165	Valley Nat'l MM .39%		248,245.97
1166	Bank Of OZK 09/30/22 .40%		248,414.46
1167	Wintrust Barrington 1/5/23 .45%		248,373.23
1168	Wintrust Schaumburg 1/5/23 .45%		248,373.23
1169	Wintrust Wrigleyville 1/4/23 45%		248,373.23
1170	Wintrust LkForest 11/5/22 .50%		248,308.66
1171	CIT Bank 3/9/23 .60%		248,371.25
1172	NYCB 7/14/22 .40%		248,044.09
Sub-Total Reserves			\$ 4,542,497.73

Accounts Receivable:

1452	Payables Credit	\$	175.00
Sub-Total Accounts Receivable			\$ 175.00
Total Current Assets			\$ 4,928,309.35

OTHER ASSETS:

1685	Prepaid Federal Taxes	\$	1,745.00
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**REGENCY RESERVE CONDOMINIUM ASSOCIATION,
INC.**

Page: 2

Balance Sheet
As of 12/31/21

1690	Prepaid Insurance	117,695.00	
1695	Prepaid Expense	1,970.50	
	Total Other Assets		\$ 121,410.50
	TOTAL ASSETS		\$ 5,049,719.85
			=====

LIABILITIES & EQUITY

CURRENT LIABILITIES:

2110	Accounts Payable	\$ 96,763.97	
2250	Owners Prepaid	206,114.54	
	Subtotal Current Liab.		\$ 302,878.51

EQUITY & RESERVES:

RESERVES:

3030	Contract Liability Def. Assmts	\$ 4,330,698.40	
3040	General Reserves	151,952.95	
3041	Reserves- Roof Insurance Claim	19,725.06	
	Subtotal Reserves		\$ 4,502,376.41

EQUITY:

3300	Retained Earnings	\$ 188,692.83	
	Current Year Net Income/(Loss)	55,772.10	
	Subtotal Equity		\$ 244,464.93

	TOTAL LIABILITIES & EQUITY		\$ 5,049,719.85
			=====

These financial statements are for management
use-only and not intended for third party use.

REGENCY RESERVE CONDOMINIUM ASSOCIATION, INC.

Page: 1

Income/Expense Statement
Period: 12/01/21 to 12/31/21

INCOME:								
Account	Description	Actual	Current Period		Actual	Year-To-Date		Yearly
			Budget	Variance		Budget	Variance	Budget
INCOME:								
04145	Maintenance Fees	89,570.40	89,570.25	.15	1,074,844.00	1,074,843.00	1.00	1,074,843.00
04150	Deferred Reserve Fee Revenue	27,083.33	27,083.37	(.04)	325,000.00	325,000.00	.00	325,000.00
04151	V.C.A. Fees	14,460.00	14,460.00	.00	173,520.00	173,520.00	.00	173,520.00
04152	Access Control Fees	9,580.00	9,580.00	.00	114,960.00	114,960.00	.00	114,960.00
04153	Vintage Colony Drive Fees	2,740.00	2,740.00	.00	32,880.00	32,880.00	.00	32,880.00
04155	Bulk Communications	22,166.40	22,166.38	.02	265,996.80	265,997.00	(.20)	265,997.00
04199	Bad Debt Allowance Contra Rev	.00	(500.00)	500.00	.00	(500.00)	500.00	(500.00)
04200	Late Charge Fees / Interest	.00	33.37	(33.37)	771.30	400.00	371.30	400.00
04240	Interest Income - Operating	2.24	8.37	(6.13)	29.29	100.00	(70.71)	100.00
04250	Interest Income - Reserves	2,658.29	2,666.63	(8.34)	20,997.07	32,000.00	(11,002.93)	32,000.00
04295	Lease/Purchase Income	150.00	66.63	83.37	1,389.05	800.00	589.05	800.00
04296	Miscellaneous Income	105.00	.00	105.00	485.00	.00	485.00	.00
TOTAL INCOME		168,515.66	167,875.00	640.66	2,010,872.51	2,020,000.00	(9,127.49)	2,020,000.00
EXPENSES:								
ADMINISTRATIVE								
06020	Contingency	.00	25,000.00	25,000.00	.00	25,000.00	25,000.00	25,000.00
06021	Holiday Decorations	.00	1,500.00	1,500.00	1,665.00	2,000.00	335.00	2,000.00
06022	Social	(623.81)	600.00	1,223.81	1,076.49	2,000.00	923.51	2,000.00
06025	Corporate Filing Fee	.00	.00	.00	61.25	62.00	.75	62.00
06028	Fees to Division	.00	.00	.00	960.00	960.00	.00	960.00
06040	Management/Bookkeeping	3,933.83	3,933.87	.04	47,205.96	47,206.00	.04	47,206.00
06044	Storage	63.19	93.37	30.18	752.42	1,120.00	367.58	1,120.00
06046	Website	.00	125.00	125.00	1,644.00	1,500.00	(144.00)	1,500.00
06047	Licenses/Dues	.00	75.87	75.87	910.00	910.00	.00	910.00
06048	Federal/State Tax	1,200.00	833.37	(366.63)	3,073.00	10,000.00	6,927.00	10,000.00
06050	Office Expense	2,044.00	625.00	(1,419.00)	6,131.95	7,500.00	1,368.05	7,500.00
06056	Legal & Professional Fees	900.00	416.63	(483.37)	1,350.00	5,000.00	3,650.00	5,000.00
06060	Safety Classes	.00	.00	.00	.00	1,800.00	1,800.00	1,800.00
06070	Accounting/audit/Prepare Ta	.00	.00	.00	5,750.00	5,750.00	.00	5,750.00
06080	Reserve Study	.00	.00	.00	149.00	150.00	1.00	150.00
SUB-TOTAL ADMINISTRATIVE		7,517.21	33,203.11	25,685.90	70,729.07	110,958.00	40,228.93	110,958.00
UTILITIES								
06100	Electricity	5,458.86	2,833.37	(2,625.49)	36,658.01	34,000.00	(2,658.01)	34,000.00
06102	Propane Gas	.00	.00	.00	.00	600.00	600.00	600.00
06104	Alarm Monitoring	283.55	33.37	(250.18)	618.29	400.00	(218.29)	400.00
06105	Irrigation Water	1,253.92	1,958.37	704.45	18,018.64	23,500.00	5,481.36	23,500.00
06110	Trash Removal	103.32	112.50	9.18	1,359.19	1,350.00	(9.19)	1,350.00

**REGENCY RESERVE CONDOMINIUM ASSOCIATION,
INC.**

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Income/Expense Statement
Period: 12/01/21 to 12/31/21

Account	Description	Actual	Current Period		Actual	Year-To-Date		Yearly Budget
			Budget	Variance		Budget	Variance	
06120	Water & Sewer	17,945.11	8,750.00	(9,195.11)	112,244.76	105,000.00	(7,244.76)	105,000.00
	SUB-TOTAL UTILITIES	25,044.76	13,687.61	(11,357.15)	168,898.89	164,850.00	(4,048.89)	164,850.00

REGENCY RESERVE CONDOMINIUM ASSOCIATION, INC.

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Income/Expense Statement
Period: 12/01/21 to 12/31/21

FUND 120121 TO 120121								
Account	Description	Actual	Current Period		Actual	Year-To-Date		Yearly Budget
			Budget	Variance		Budget	Variance	
GROUNDS/BLDG. MAINTENANCE								
06130	Lake Fountains Maint. Contrac	.00	175.00	175.00	1,550.00	1,550.00	.00	1,550.00
06131	Lake Fountains Repairs	.00	100.00	100.00	.00	1,200.00	1,200.00	1,200.00
06140	VCA Lake Maintenance	.00	.00	.00	2,397.00	2,397.00	.00	2,397.00
06141	Irrigation Repairs-No Contrac	4,324.10	2,250.00	(2,074.10)	23,571.42	27,000.00	3,428.58	27,000.00
06142	RRCA Lake Maintenance	.00	83.37	83.37	.00	1,000.00	1,000.00	1,000.00
06160	Landscape Contract-No Mulch	17,646.67	17,647.28	.61	201,187.39	201,188.00	.61	201,188.00
06161	Landscape Annuals Replacement	2,161.46	.00	(2,161.46)	4,194.79	4,800.00	605.21	4,800.00
06162	Landscape Trees/Shubbery	28,251.81	6,166.63	(22,085.18)	77,556.72	74,000.00	(3,556.72)	74,000.00
06163	Additional Tree Trimming	.00	833.37	833.37	13,839.40	10,000.00	(3,839.40)	10,000.00
06164	Mulch Contract	(3,377.16)	.00	3,377.16	27,324.25	30,700.00	3,375.75	30,700.00
06170	Pool/Spa Maintenance Contract	1,600.00	1,700.00	100.00	20,679.25	20,400.00	(279.25)	20,400.00
06171	Pool/Spa Repairs-Not Contract	.00	416.63	416.63	5,448.22	5,000.00	(448.22)	5,000.00
06190	Building Maintenance	1,043.50	4,583.37	3,539.87	25,155.29	55,000.00	29,844.71	55,000.00
06192	Building - Supplies	256.37	200.00	(56.37)	2,143.27	2,400.00	256.73	2,400.00
06193	A/C Clubhouse	39.90	208.37	168.47	1,777.80	2,500.00	722.20	2,500.00
06194	Janitorial Contract	2,397.84	2,583.37	185.53	28,959.08	31,000.00	2,040.92	31,000.00
06195	Building Gutter Cleaning	.00	.00	.00	5,600.00	6,000.00	400.00	6,000.00
06196	Grill Maintenance & Repairs	150.00	125.00	(25.00)	626.32	1,500.00	873.68	1,500.00
06198	Exercise Equipment	.00	100.00	100.00	840.00	1,200.00	360.00	1,200.00
06215	FireAlarm/Sprinkler Inspectio	480.00	333.37	(146.63)	6,546.19	4,000.00	(2,546.19)	4,000.00
06230	Pest Control	1,382.00	916.63	(465.37)	8,433.00	11,000.00	2,567.00	11,000.00
SUB-TOTAL GROUNDS/BLDG.MAIN		56,356.49	38,422.39	(17,934.10)	457,829.39	493,835.00	36,005.61	493,835.00
MASTER ASSOCIATION								
06300	VCA Master	14,480.00	14,460.00	(20.00)	173,760.00	173,520.00	(240.00)	173,520.00
06302	VCA Access Control	9,600.00	9,580.00	(20.00)	115,200.00	114,960.00	(240.00)	114,960.00
06303	VCA Vintage Colony	2,747.20	2,740.00	(7.20)	32,966.40	32,880.00	(86.40)	32,880.00
06304	VCA Bulk Communications	22,160.00	22,166.38	6.38	265,920.80	265,997.00	76.20	265,997.00
SUB-TOTAL MASTER ASSOCIATIO		48,987.20	48,946.38	(40.82)	587,847.20	587,357.00	(490.20)	587,357.00
INSURANCE								
06310	Insurance-Package & Appraisal	26,154.50	25,500.00	(654.50)	323,798.79	306,000.00	(17,798.79)	306,000.00
SUB-TOTAL INSURANCE		26,154.50	25,500.00	(654.50)	323,798.79	306,000.00	(17,798.79)	306,000.00
RESERVE TRANSFERS								
06430	Reserves Transfer - Interest	2,658.29	2,666.63	8.34	20,997.07	32,000.00	11,002.93	32,000.00
06440	Reserves Transfer - Funding	27,083.33	27,083.37	.04	325,000.00	325,000.00	.00	325,000.00
SUB-TOTAL RESERVES		29,741.62	29,750.00	8.38	345,997.07	357,000.00	11,002.93	357,000.00

REGENCY RESERVE CONDOMINIUM ASSOCIATION, INC.

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Income/Expense Statement
Period: 12/01/21 to 12/31/21

Account	Description	Actual	Current Period Budget	Variance	Actual	Year-To-Date Budget	Variance	Yearly Budget
	TOTAL EXPENSES	193,801.78	189,509.49	(4,292.29)	1,955,100.41	2,020,000.00	64,899.59	2,020,000.00
	Current Year Net Income/(loss)	(25,286.12)	(21,634.49)	(3,651.63)	55,772.10	.00	55,772.10	.00
		=====	=====	=====	=====	=====	=====	=====

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