

# Architecture Committee Rules

The purpose of this committee is to maintain visually appealing exteriors to housing in our community. This intent applies to new and existing residences. The committee, appointed by the Board of Directors, consists of a non-voting board member and up to three residents

## SPECIFIC AREAS OF CONCERN

1. Easement from the roadway to property line is to be maintained by the property owner.
2. No structures shall be built if it becomes any closer to the set-back line, property line or easement line, or 160 square feet, than any portion of the existing home. The only exception to this would be a carport that has been approved and permitted through the county re-zoning process. Any proposed exterior changes/additions are to be submitted to the Committee with a sketch attached showing property measurements as well as detailed plan of proposed change/addition for approval. Specifications must be reviewed prior to application for county building permits.
3. Trim on villas and “stand-alone” houses shall be a dark brown color. All villa and “stand-alone” house outside walls color shall be a shade of beige that matches existing villas.
4. Re-roofing of any villa/stand-alone houses shall be done to match existing colors. Metal roofing on villas shall be the same style and color as the adjoining villa and must be approved by the committee.
5. Placement of satellite dishes and removable outdoor clothes trees are to be approved by the committee.
6. Planting of trees, shrubs etc. shall not be done without written approval of the committee.
7. Proposed changes to property by landowner shall be presented to the Covered Bridge office. Upon receipt, the Architectural Committee shall view proposal via an on-site inspection at the property address within two weeks of request. Any property alteration shall be in accordance with “The Declaration of Restrictions and Maintenance Covenants for Covered Bridge, Article VI, section (d)

The Architectural Committee will then complete the Covered Bridge form for approval or denial. If denied, the committee will indicate reason citing Covenant article. This form will also require the signature of a committee member and the landowner. A copy of the signed document will be given to the landowner and a copy placed in the Covered Bridge file.

Appeals of the Architectural Committee decision must be submitted in writing to the Board of Directors within 30 days of decision. Covenant Article and Section that appeal is based on must be included.

\*\*Updated 9/15/2021

## **RULES FOR AD HOC COMMITTEES**

1. The Board of Directors determines the need for a committee.
2. A chairperson is appointed for every committee. A Board member will serve on each committee.
3. The committee shall prepare a written report with suggestions and recommendations.
4. When possible, specifications for the project will be drawn up.
5. The chairman will report findings to the Board at a regularly scheduled Board meeting.
6. The Board will review the project/recommendations and make changes or accept as presented
7. When appropriate, the committee shall solicit a minimum of three bids
8. The committee reviews the bids and makes recommendations or negotiates with the bidder if necessary.
9. Bids with detailed information from the committee are submitted to the Board of Directors for further action.
10. Upon approval by the Board, a contract is drawn up with specifications included.



# VILLA AND SINGLE FAMILY HOMES

## Carport Rules

1. Resident must first obtain approval of the Covered Bridge Architectural Committee before constructing a carport.
2. Proper permits must be obtained from the County Building Inspector and Zoning Commission, after Covered Bridge Architectural committee approval.
3. Carport must be constructed according to Highlands County Building Code and approved by the Highlands County Building Inspector. A copy of the approval then given to the Covered Bridge Board.
4. Carport is to be constructed of Bronze painted Aluminum except for the roof pan that may be white.
5. Carport will have a roof only. No Side Panels. No Screening.
6. Failure to have proper board approval or failure to follow these Rules will result in removal of the carport per the Covenants.

# PARKING RESTRICTIONS

1. Overnight parking of guest cars at the clubhouse requires approval from a Board Member. Name and address should be visible from outside the vehicle and the attached form must be completed and submitted to the office.
2. Cars and/or other vehicles may not be parked on lawns except for washing.
3. Motor homes and trailers may be parked in driveways for no more than 72 hours for loading and unloading.
4. Vehicles, boats, trailers and recreational vehicles may be stored in the compound area or the marina or within an enclosed carport or garage.
5. Overnight parking on streets is not permitted.
6. Recreational vehicles may be parked in a driveway for up to 72 hours for cleaning.

# GUEST OVERNIGHT PARKING PERMIT

NAME \_\_\_\_\_

VEHICLE – MAKE, MODEL & YEAR \_\_\_\_\_

LICENSE PLATE NUMBER & STATE \_\_\_\_\_

DATE(S) IT WILL BE PARKED AT THE CLUBHOUSE \_\_\_\_\_

NAME OF RESIDENT YOU ARE VISITING \_\_\_\_\_

# RV and Boat Storage Area/Compound Rules

1. Must show proof of Ownership.
2. Items that require registration must be current. Any item with more than 90 days expiration must be removed from the compound and/or marina.
3. Covered Bridge must have the name, address and phone number of all owners with items stored in the storage area/compound.
4. The owner of stored items is responsible for keeping the area around said items neat and trimmed. If you fail to do so, the Board of Directors will hire someone and charge you for the service.
5. One space in the fenced in storage area/compound will be issued on a first come, first served basis. Every residence will be limited to **ONE** space in the storage area/compound. **Residents that now have two spaces are Grand Fathered and are required to pay \$10.00 per month for the extra space.** The fenced in storage area/compound is for boats, trailers and RV's only.
6. The items stored must belong to a resident of Covered Bridge - as shown by proof of ownership. Owners name must be displayed on item.
7. Items not identified or claimed by a resident within 90 days will be removed at the owner's expense.
8. The Covered Bridge HOA insurance policy does not cover damage or theft for items stored in the fenced in storage areas/compound. Your property will be covered under your personal insurance.
9. Owners will sign a waiver relieving Covered Bridge HOA of any liability for damage, theft or any other problems that may be encountered with stored items.
10. PENALTY - failure to comply with the Rules as set forth by the Covered Bridge Board Of Directors will result in item being towed away at owner's expense and possible loss of storage privilege in the future.
11. Residents will sign necessary papers for key and pay a \$10.00 deposit.

NOTE: Covered Bridge is covered under the following Florida Statutes. Title XL, Chapters 715.07 Real and Personal Property General Provisions and 713.78 Liens for Towing 7

**REVISED 9/15/2021 BY COVERED BRIDGE BOARD OF DIRECTORS**

ADOPTED 8/20/2019 BY COVERED BRIDGE BOARD OF DIRECTORS



# COVERED BRIDGE STORAGE WAIVER AND KEY DEPOSIT FORM

I, \_\_\_\_\_ (please print) agree to hold Covered Bridge Association, Inc. harmless for any damage, theft or any other problems that may be encountered with the storage items listed below. I agree to abide by all the rules laid out by the Board of Directors, in the name of the Association.

Listing of stored items:

ITEM	REGISTRATION STATUS
_____	_____
_____	_____
_____	_____
_____	_____

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ISSUED BY \_\_\_\_\_

# Bridge Gate Card Rules

1. Gate Cards are for the sole use of Covered Bridge residents **only**.
2. A maximum of two (2) cards per residence, must have two (2) vehicles (i.e. cars, trucks, motorcycles and/or golf carts.)
3. Fee for first card is twenty-five (\$25.00) dollars.
4. Fee for second card is twenty-five (\$25.00) dollars.
5. Fee for replacing a lost card is **non-refundable** fifty (\$50.00) dollars.
6. Fee for a card for a renter is fifty (\$50.00) dollars. The 2 card maximum applies.
7. Fee will be refunded when the card is returned.
8. Gate cards **MUST** be returned for refund upon the sale of a residence

**PLEASE NOTE:**

**Abuse of card Rules will result in deactivation and confiscation of card.**

# Gate Opening Rules

The Bridge Gate will be opened to the public on the following occasions.

1. Pancake Breakfast
2. Covered Bridge Annual Fair
3. Bingo
4. For Special occasions approved by the Board of Directors

## **Policy for Memorial Donations** **Covered Bridge Association, Inc.**

The Board of Directors took action at the regular scheduled meeting today to establish Rules for donating trees or other items in memory of loved ones who have passed away.

1. The donation must be approved by the board.
2. The placement location must be approved by the board.
3. If a plaque is desired, it must be of the same type and size as those already installed and must also be approved by the board and provided by the donor.

Should other issues arise, the board will be the final authority.

# SWIMMING POOL AND SPA

## Rules and Regulations for bathers

1. Residents using the pool must complete a Consent, Waiver and Hold Harmless agreement.
2. No food or beverages in pool or on pool wet deck.
3. No glass containers in fenced pool area.
4. Bathing load: 14 persons.
5. Pool hours: Dawn to dusk.
6. Shower before entering the pool.
7. No diving.
8. Oils, body lotions and minerals not associated with chemicals used for water chemistry are prohibited in pool or spa.
9. Users under the age of 18 must be accompanied by an adult resident.
10. Residents are responsible for the behavior of all guests in public areas.

## Additionally for spa users

11. Maximum water temperature – 104 degrees.
12. Must be 18 years or older to use the spa.
13. Pregnant women, people with health problems and people using alcohol, narcotics or other drugs that cause drowsiness may not use the spa.
14. Maximum use – 15 minutes

Alarm indicates spa pumps are off. Do not use spa when alarm sounds until advised otherwise.

No animals are permitted in the pool area.

# Rules for the Lowering of the Flag

The American flag flying in front of the Clubhouse will be lowered to “half-staff” as required under Section 7M of the U.S. Flag Code.

1. The Covered Bridge Memorial Flag will be raised upon the demise of a resident.

Note: For more information about the flag and how to properly display it refer to the [military.com/flag](http://military.com/flag).

# Rules for Clubhouse Use

1. Only Covered Bridge Residents may reserve the clubhouse for their use. No fund raising activities are permitted.
2. Do not enter the clubhouse with wet bathing suits.
3. No animals are permitted in the clubhouse except for official service dogs.
4. Personal items may not be kept in the refrigerators.
5. In the event of a disaster, please refer to the Disaster Preparedness Plan.
6. Reservations must be made in accordance with Rules for Reserving and Agreement for Rental of Clubhouse facility. See attachment
7. A one hundred (\$100.00) dollar deposit by check made payable to Covered Bridge must accompany the reservation request.
8. Bring your own supplies, i.e. plates, napkins, cups, etc.
9. Covered Bridge equipment may not be used with the exception of the coffee pots.
10. Trash is to be taken out to bins.
11. The deposit will be returned if the following conditions are met:
  1. Tables and chairs are wiped clean.
  2. Floor is dry dust mopped and stains removed.
  3. The kitchen is left clean and neat.
  4. Tables are returned to their original locations.
  5. Trash is removed.

It will be the responsibility of the scheduler to approve the retention or return of the deposit

# Rules for Reserving and Agreement for Reservation of Clubhouse Facility

The Clubhouse facility may only be reserved by a Covered Bridge resident. No renter is permitted to reserve the clubhouse. The facility is available for personal private and social events only, subject to the terms and conditions below.

- No fundraising activities are permitted.
- The reservation consists of the clubhouse only. The party may not “spill over” to the pool deck.
- Use of the coffee pots and refrigerator are permitted, provided the pots are left clean and all perishables are removed from the refrigerator at the end of the reserved time.
- Reservations are for one day only and must be scheduled by the person in charge of scheduling.
- Smoking is not permitted in the clubhouse, this includes all forms of electronic cigarettes as well as tobacco products.
- Food, beverages, plates, napkins, cups and any other supplies needed must be provided by the event host.
- Use of the clubhouse does not include the sound system. If needed the event host must provide their own.

Event Host \_\_\_\_\_ Number of Attendees \_\_\_\_\_

Reservation Date \_\_\_\_\_ Beginning and ending time \_\_\_\_\_

Event Description \_\_\_\_\_

- A deposit of \$100 must accompany this request. The deposit is refundable subject to compliance with the conditions contained in this agreement as well as the Rules for Clubhouse Use.
- All items brought in by the event host and guests, must be removed from the clubhouse at the close of the event.
- It is the responsibility of the event host to see that the floor is dry mopped and any stains removed using vinegar and water.
- Tables and chairs must be wiped clean and returned to their original locations.

The Social Director is responsible for inspecting the facility after scheduled events

- Costs not covered by the deposit for cleaning or damages will be assessed to the event host.



# **COVERED BRIDGE ASSOCIATION, INC.**

## **PROCEDURE FOR AD HOC COMMITTEES**

1. When the need for a temporary committee is determined, the Board will select a chairperson for each committee. One board member will serve on the committee.
2. The committee will investigate the problem/situation and prepare a written report for the Board of Directors with their suggestions and recommendations.
3. When appropriate, the committee will draw p specifications for the project.
4. The chairman will report the findings of the committee at the next available regularly scheduled Board meeting.
5. The members of the board will review the project, make changes to or except the project as presented.
6. When appropriate, the committee will solicit bids for the proposed project with a minimum of three bids being acceptable.
7. The Board will open the sealed bids at a special or regularly scheduled Board meeting and make a decision on whether or not to proceed with the project.
8. Upon approval, the Board will have a contract prepared with all the specifications included.

**COVERED BRIDGE ASSOCIATION, INC.**  
**PROCEDURE FOR PURCHASING MAJOR GOODS AND SERVICES**

**All goods and services which exceed \$1,500 either in a lump sum or over the course of one year requires the preparation of a requests for proposal (RFP. The only exceptions to this requirement are for goods or services at retail for which prices can be compared in advertising or in sore signage and are available for a very limited period of time, also in an emergency situation. Both of the preceding must be approved by the President of at the Board and confirmed at the next board meeting by the Board of Directors.**

1. An ad hoc committee of residents experienced with the nature of the project is appointed. One board member will serve on the committee.