



COUNTRY CLUB EAST

AT LAKEWOOD RANCH



Homeowners Manual

(Including additional rules and regulations for Country Club East)

The most current version of the Homeowners Manual can always be found on www.countryclubeast.org, or copies are available at the Property Management Office.

Approved by the Board of Directors at its meeting of May 23, 2024. This amended version of the Homeowners manual replaces the current homeowner's manual dated May 27, 2023.

Welcome

As a resident of Country Club East, you'll want to know how to enjoy your time here in the Community. This Manual will help you learn about the best ways to live in CCE as a homeowner. We are a deed-restricted community and there is a lot to know about how things work around here.

In these pages you'll find helpful facts and tips about such topics as:

- Association Rules & Regulations
- Access to the community
- How the HOA works
- Use of the amenities
- Making modifications to your property
- Where to find answers to the most often asked questions
- How to use the HOA's website to your best advantage

In addition to the Property Management Company which administers operations of the HOA, you'll find that your neighbors and neighborhood committees can be an invaluable source of information about how things work in the Community.

The HOA website www.countryclubeast.org is also a valuable resource with a wealth of information on the details of living in Country Club East. For example, the website provides answers to dozens of the most Frequently Asked Questions, details of your HOA account, information regarding the CCE Board of Directors and other appointed committees, and the ability to reserve a CCE amenity for meetings, social clubs, or other activities.

Whether this is your first HOA community or your third or fourth, learning about how things work here in CCE can prove to be very helpful.

Regards,

The Country Club East Board of Directors



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AT LAKEWOOD RANCH

HOMEOWNERS MANUAL

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I. ABOUT COUNTRY CLUB EAST



Country Club East (CCE) was incorporated in 2007. The community has 20 separate neighborhoods ranging in size from 35 to 115 homes, all interconnected by boulevards and streets.

Country Club East is organized as a Homeowners Association and is governed by our Declaration of Covenants, its By-Laws and a Board of Directors composed of five residents elected for staggered two-year terms. We are located within the Lakewood Ranch Stewardship District, which is a special infrastructure financing and maintenance district created by an act of the Florida legislature. It includes about 22,000 acres of SMR land in Manatee and Sarasota Counties. Assessments for bond debt service, maintenance and operations of the Stewardship District appear on your annual real estate tax bill.

CCE is a Deed Restricted Community

CCE's Declaration of Covenants, Conditions, Restrictions and Easements describe the requirements and limitations of what you can do with your property. While this means there are some usage restrictions upon homeowners, this designation also protects the aesthetics, character, and property values of the community. Your Welcome package includes information on where to find a copy of the Declaration and other governance documents.

Please use this manual as a guide and reference to learn your responsibilities as a homeowner in Country Club East. If there are any inconsistencies between this manual and the Declaration of Covenants, the provisions in the Declaration of Covenants will prevail.

How it all got started

In 1905, John Schroeder of Milwaukee had the foresight to purchase 48 square miles of land straddling Sarasota and Manatee counties to begin operating what was then known as SMR, The Schroeder-Manatee Ranch. In 1922, the Uihlein family, one of the original owners of the Schlitz Brewery, purchased SMR and started a wide-ranging ranch operation, managing cattle, citrus, turf, shell mining, tree farming and other natural resources that continues to this day.

The first homes in what was to become "Lakewood Ranch" were built in Summerfield Village in 1995. Edgewater Village followed in 1996. In 1997, the Country Club neighborhood, the Legacy Golf Course, Corporate Park and the Out-of-Door Academy upper school opened. Today, Lakewood Ranch has 41,000 residents living in 24 villages and is home to a wide range of living opportunities as well as shopping centers, schools, churches, office parks and a hospital.

Important Contact Information

Property Management

The Country Club East Homeowners Association is run by a Property Management Company, Castle Group. The Management Office is located at:

6311 Atrium Drive, Suite 209
(Above the Bank of America building)
Lakewood Ranch FL 34202
(941) 210-4390

The most current list of Castle Group Contacts can be found on the HOA website Home page under Contact Us/Castle Property Management
[Country Club East - Management Contacts](#)

Board of Directors

The most current listing of Board of Directors can be found on the HOA website Home page under Contact Us/Board of Directors [Country Club East - Board of Directors](#)

CCE Board-Appointed Committees

The most current listing of Board-appointed committees can be found on the HOA website Home page under Contact Us/Board-Appointed Committees [Country Club East - Board-Appointed Committees](#)

II. GOVERNANCE

Every Owner of a Lot in Country Club East is a member of the Country Club East Homeowners Association, Inc. (the "HOA"). The HOA is responsible for enforcing the Declaration of Covenants that governs all the land within Country Club East. Country Club East's Declaration of Covenants, Conditions, Restrictions and Easements as well as its Bylaws and amendments are accessible via the website www.countryclubeast.org.

All HOA Board members are elected by residents. The term of each Board member will be for two years. Three (3) Board members and two (2) Board members are elected on alternating years. For additional information regarding governance of Country Club East's HOA, please see "How the HOA Works" on the next few pages or on the HOA website.

Each neighborhood (or part of a neighborhood in the case of large neighborhoods) will elect a neighborhood committee. The role of the neighborhood committee is advisory. However, the members of the neighborhood committee will decide which of them will serve as the Voting member for the neighborhood. Voting members cast votes on behalf of their neighborhoods (based on the number of homes in their respective neighborhoods) on matters brought before them, such as changes to governing community documents like the By-Laws and the Declaration.

The Board of Directors establish various committees from time to time. Meetings of the Board of Directors and of committees are open and may be attended by residents. Residents may speak at Board and committee meetings, subject to time limits and procedural rules established from time to time.

Two committees important to the governance of the community include:

- Modifications Committee (MC). Most exterior modifications require Modifications Committee approval. An Owner may not make any alterations to the exterior of the home, including changing paint color, nor make any alterations to the landscaping on the Lot, without first submitting a request and receiving approval from the MC.
- Compliance Committee (CC). Violations of the Declaration of Covenants and the rules established thereunder by an Owner or an Owner's guest, or renter can be punished by the imposition of a monetary fine. Fines will only be upheld after a review by the Compliance Committee, owners may attend if they wish to be heard by this committee.

The following pages offer additional and more detailed information on how the HOA is governed and administered.

The Budget Process

Every year, starting in the summer, the Finance Committee meets with the Board Treasurer to create and propose a budget for the following year. After numerous iterations, the budget is presented to the Board of Directors for review and finalization. The final budget is voted on by the members of the Board at the Annual Meeting of the HOA, usually held sometime in October.



COUNTRY CLUB EAST

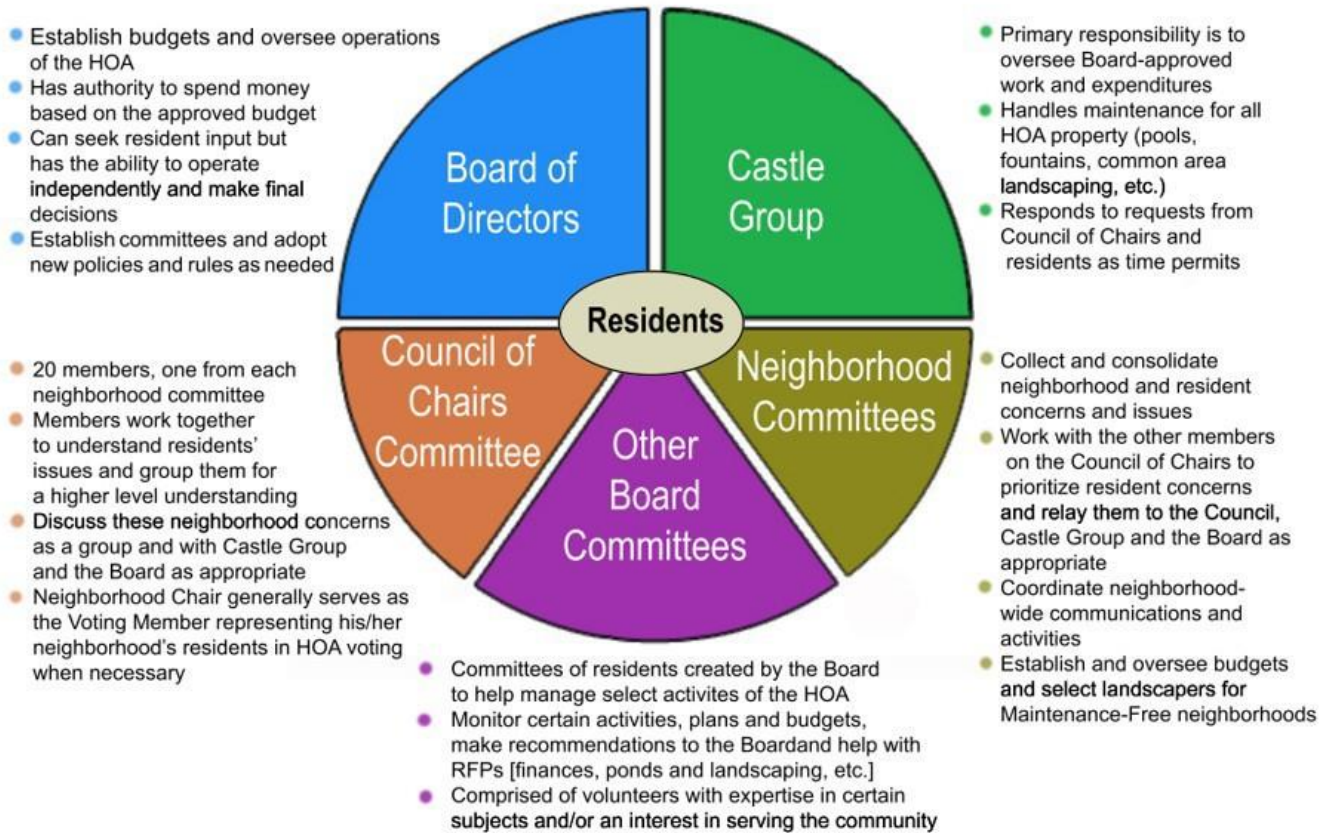
AT LAKEWOOD RANCH

How the HOA Works




- Resident members fund the Homeowners Association (HOA) through Common Assessments, elect the Board of Directors, and grant it the authority to manage our affairs in accordance with the HOA's governing rules.
- Under HOA bylaws, the Board governs the HOA and a Property Management Company (PMC) hired by the Board handles administration.
- The Board is authorized to make decisions and approve expenditures within the budget voted on at the Annual Meeting. All members of the Board are residents of Country Club East and are elected for terms of two years. The Board makes every effort to study all aspects of a situation before making a decision and looks for resident input where it is feasible.
- Our Property Management Company (PMC) is Castle Group. They are hired by the Board as its agent to undertake specifically defined tasks, primarily related to financial reporting and administration, vendor engagement, common area maintenance, resident issues and other elements that affect the entire community.
- PMC also responds to ad hoc issues and reviews questions, concerns and requests received from residents and advises the Board as necessary.
- Residents pay an annual fee to the HOA to support the budget. In the case of single-family home neighborhoods, the amount of the fee is based on the measurement of your lot's street frontage, which ranges from 45 to 125 feet. Residents living in Maintenance-Free neighborhoods also pay a quarterly fee for various landscape services. Residents in Non-Maintenance-Free neighborhoods (about 25% of the 20 neighborhoods) hire their own landscapers.
- A portion of residents' annual Manatee County property taxes help pay off the bonds that financed the Lakewood Ranch Stewardship District's building of Country Club East's infrastructure – roads, common areas, water management and other related elements.

HOA Resident Service and Support

Understanding how and when groups in the HOA support residents



Governing Responsibilities

County	Stewardship District	CCE HOA
<ul style="list-style-type: none"> ▪ General purpose government ▪ Constitutionally mandated responsibilities <ul style="list-style-type: none"> - Law enforcement, tax collection, property appraisal, jail administration, state court administration, elections, etc. ▪ Other responsibilities as established by the state and/or a charter <ul style="list-style-type: none"> - Roads, public health, solid waste, libraries 	<ul style="list-style-type: none"> ▪ Special purpose local government area designated by Florida law ▪ CCE is approximately 5% of the District's 23,000 acres located within LWR ▪ Plans, finances, constructs, operates and maintains infrastructure and services specifically for the benefit of those residing within the District ▪ Maintains portions of the common areas of the community <ul style="list-style-type: none"> - Storm water ponds, irrigation, street lighting, parks, entrance roadways and signage 	<ul style="list-style-type: none"> ▪ Responsible for issues directly related to homeowners' properties ▪ Deed restriction enforcement ▪ Administer architectural and landscaping modification request process ▪ Maintenance-free neighborhood and common area maintenance (i.e., neighborhood pools) ▪ The Board of Directors "governs" the HOA and Castle Group, the property management company, "administers" it  <p style="text-align: center;">COUNTRY CLUB EAST AT LAKEWOOD RANCH</p>

Southwest Florida Water Management District

- Frequently referred to as SWFMD (pronounced "swif mud")
- Their mission is helping to supply the 3 billion gallons of water used every day in central and southern Florida by 8.1 million residents and millions of visitors – for drinking, bathing, watering lawns, growing crops and servicing business and industries
- They are not the agency responsible for delivering or treating the water you use in your home or business.
- Their plan to address the challenge of present and future shortages is through water supply planning, conservation and the development and use of alternative water supplies
- SWFMD provided permits for the CCE Ponds and have ongoing authority over their functionality and are responsible for inspecting them regularly with the Stewardship District required to fix anything issues they find



The Stewardship District and your taxes

The district funds its operations via annual property tax billings to property owners within its boundaries. As shown below, there are two components to the district's charges on property tax billings which appear under Non-Ad Valorem Assessments: "Interest and Sinking" (I&S) and "Operations and Maintenance" (O&M).

Sample Stewardship assessment as shown in your tax bill

NON AD VALOREM TAX:		
Code	Fund	Amount
FD10	EAST MANATEE FIRE RESCUE DIST	245.89
LR40	LAKEWOOD RANCH STEWARDSHIP O&M	581.95
LR41	LAKEWOOD RANCH STEWARDSHIP I&S	2,171.60
TOTAL NON-AD VALOREM TAX:		2999.44

Interest and Sinking (I&S) is the cost of funds borrowed to finance the infrastructure of the community such as roads, water, irrigation, sewer, etc. This is a set amount allocated to each lot and paid back over several years. This amount can be prepaid

Operation and maintenance (O&M) are the cost for continuing maintenance of the master community for landscaping, tree trimming, irrigation, streetlights, pond functionality and flow maintenance, and parks.

III. GENERAL INFORMATION

Gate House Residents require transponders to enter through the residents' gates. Please purchase a transponder at the Property Management Company (PMC) Office on (941) 210-4390

Transponders and Key Fobs Contact the Property Management Company (PMC) Office at (941) 210-4390 or complete the required form on the HOA website Home page under Contact Us/Castle Property Management [Country Club East - Management Contacts](#) to obtain transponders for vehicle access and key fobs to gain access to Country Club East (CCE) amenities and enter walk-in gates

Registering Guests Please remember to register all your guests to include family, friends, vendors, delivery trucks, etc. by utilizing the TekWave Visitor Management app. This saves your guest time and helps eliminate delays for all guests entering the gate. The TekWave Visitor Management app also offers a more advanced method using QR codes called a "Visitor Pass" for faster entries during hours when CCE's gatehouses are not manned by onsite attendants (Masters: 11pm-7am M-Sun, Players: 3pm-7am M-F, all day Sat-Sun). For more information on the TekWave Visitor Management app expedited entry system, visit the HOA website at www.countryclubeast.org and go to Documents/Securitas Gate Access.

Garbage/ Recycling Garbage pick-up is on Tuesday and Friday. Recycling picks up on Friday. Recycling bins can be picked up at the Manatee County Public Works Department when you open your utilities account. Yard waste is picked up on Wednesday

Mailboxes Maintenance of mailboxes will be done by the Association

Registering for the HOA Website Residents can register to access CCE's HOA website www.countryclubeast.org by following instructions on the HOA website's pre-login page under "Resident Login Information" [Country Club East - Resident Log-In Information](#). See instructions below on how to register to access the HOA website

How to log on to the HOA website www.countryclubeast.org

Registered Users - use the "Login" button at the top right-hand side of the home page










New/Unregistered Users – use the "Login" button at the top right-hand corner and choose NEW USER

1. "Create New User" screen will appear, and you should complete the following requested information:
 - Last Name: just your last name unless your home is registered in a Trust and then you need to input last name and Trust
 - Create Username: We suggest you use your own email address
 - Email: repeat your email address
 - Verification Code: this is case sensitive. It may have already been provided to you. If not, you can obtain it by going to the HOA website Home page under Contact Us/Castle Property Management and completing [this form Country Club East - Contact Us – CCE Castle Team](#)
 - Create Password and Confirm Password
2. Once you have completed this information press "create user" at the bottom right-hand corner and a screen will appear asking if you consent to receive emails from the HOA. If you confirm this, you can then log in to look around the website.

Information available to Users after log-In

- Report a Landscaping/Irrigation issue
- Documents
- Information on how to submit requests for modifications to your property
- Contact information
- New Resident/Orientation information
- FAQs (Frequently Asked Questions) and links to online forms for submission of unaddressed questions or issues
- Rules, Regulations and Guidelines
- Calendars for Committee Meeting Dates and Reservation of Amenities
- Links to manage your CCE HOA My Account personal information, Pay on-line, and Autopay
- Information regarding CCE's gate access service and procedures
- How to access CCE's online voting system MyHOASt
- Estoppel Request
- Resident Directory
- Monthly Newsletters
- How the HOA Works

Frequently Asked Questions on the HOA website – answers to most everyday inquiries.
[Country Club East - FAQs](#)

<p>AMENITIES</p> 	<p>BOARD OF DIRECTORS</p> 	<p>CONTACTS</p> 
<p>FINANCE</p> 	<p>LANDSCAPE/IRRIGATION & OTHER SERVICES</p> 	<p>MODIFICATIONS TO MY HOME</p> 
<p>NEW RESIDENTS</p> 	<p>PONDS</p> 	<p>RULES & REGULATIONS</p> 

IV. GENERAL POLICY STATEMENTS

- A. All property shall be maintained in accordance with the provisions contained in the *Declaration of Covenants* and the *Supplemental Declaration* for each neighborhood, Design Criteria Manual, Homeowners Manual or other rules and regulations.
- B. Nothing shall be done or maintained on any lot that is a nuisance. This shall include but not be limited to, loud TV or sound systems and barking dogs. Loud parties, vulgar language and any activity that interferes with TV or cable reception would also be included.
- C. Business on premises - While a member of the family may conduct business from the home, at no time shall such activities provide services or manufacture goods for sale on the premises. The business may not cause an increase in foot or vehicle traffic of any sort except for deliveries such as Federal Express or UPS. There shall be no signs erected on the property to advertise business activities within the home.
- D. A resident shall not create any obstruction to visibility at the street or common area intersections. The HOA shall not be liable for damages, injuries or deaths in any manner to any person or entity arising from violations of this section. This includes owners and their guests.
- E. When enhancing or making changes to the landscape, neighbor friendly planting is encouraged. Species, quantity, character, and design should be carefully considered when planning the appearance of a lot. Front yard plant selections should be ornamental in design and quality. All changes must be consistent with the character of Country Club East. Landscaping in the rear yard can reflect personal taste by providing for special gardens and natural landscape arrangements. Side yard plantings should be neighbor friendly. Natural planting layouts are encouraged. Modifying existing beds, creating new beds, and using shrubs or perennial flowers not on the approved palette all require MC approval in advance, but changing out annual flowers or replacing plants with others from the approved palette do not require MC approval.
- F. Failure to follow any of the policies or restrictions set forth in this Manual may subject the homeowner to possible fines and or the expense of returning unauthorized modifications to the original state.
- G. Assessments. All Association Assessments are due on the first day of each calendar year except assessments for maintenance-free neighborhoods, which are due on the first day of each calendar quarter.

V. RESTRICTIONS AND OPTIONS

Address treatments – Numbers or letters must be not less than three inches nor more than five inches in height and must be displayed on the home's front wall near the entry or garage. No address treatments shall be attached to the yard light post.

Awnings - Require Modifications Committee Approval -Must match or contrast with the color of the house. Retractable awnings are not allowed except within a screened enclosure. **See Guideline #12.**

Basketball Hoops – Require Modifications Committee Approval – Only one 1) basketball hoop may be installed on a property. All basketball hoops must be permanent and affixed to a separate, free-standing post, not attached to the home. It must be placed next to the driveway as close to the home as possible. **See Guideline #2.**

Birdhouse and bird feeders - Homeowner option in rear yard.

Boating is permitted only on Lake Haddington in non-motorized craft as outlined in the guideline. **See Guideline #6.**

Communication Devices – Require Modifications Committee Approval - Satellite dishes one meter in diameter or less are permitted in accordance with the F.C.C. Telecommunications Act of 1996. Owners are required to provide a site plan indicating the location of such devices. **See Guideline #3.**

Decorations, Flags, and Signs - Homeowner option – Decorations, lights, flags, and other decorations customary for holidays and special events are welcome. They must be temporary in nature and can be regulated as to quantity and how long they may remain in place. Christmas decorations may be displayed from Thanksgiving Day to January 15th. All other holiday decorations may be displayed two weeks before the holiday and one week after the holiday. **See Rules & Regulations- Flags & Signs.**

Decorative yard items

- a. May be placed in the planting beds adjacent to the home. This is a Homeowner Option. They may not be more than ten feet from the front of the house. There should be no more than three such items in front of the house (without Modifications Committee approval) and the maximum height is thirty inches (30") in earth tone colors, i.e., shades of brown, gray or white.
- b. Decorative fountains and birdbaths. Require Modifications Committee Approval. They will be considered on a case-by-case basis. A color picture of the fountain or birdbath must accompany the homeowner's request. They must supply information on the dimensions and material. A picture of the proposed location, which clearly shows the color of the house and the surrounding landscape, must also be submitted. If it is determined that the fountain or bird bath is in good taste and in keeping with the home and surrounding landscape, the (30") thirty-inch height limit may be waived. Garden Globes are not permitted in the front of the home.
- c. Any wall ornaments outside the entry of the home and visible from the street require Modifications Committee approval. **See Guideline #11.**

Door and Window treatments

- a. Homeowner option - Doors and windows may have protective film or tinting if it is non-reflective. Reflectiveness must not exceed 23%. If reflective film or tinting is installed, the homeowner may be required to remove it at his/her expense. Modifications Committee approval is required for any reflective treatment.

- b. Homeowner - Non-traditional window treatments (for example, old sheets) may be used for a maximum of six weeks from the date the owner moves in. Owners may apply to the Modifications Committee for a one-time thirty-day extension. Windows on garage walls that face the street must have window treatments such as blinds, curtains, shades, or shutters. Tinting is not a window treatment for garage windows.
- c. Storm doors are not permitted.

Driveways and Walkways

- a. Driveways and walkways may be improved from the original design with Modifications Committee approval. See **Guideline #9**.
- b. Owners are required to keep their driveway and walkway relatively free of stains such as grease, oil and rust.

Equipment / Mechanical – Walls or landscaping are required to screen above ground utility access equipment and mechanical equipment, such as pool pumps, heaters, water softeners, air conditioners, etc., from public and neighbor view. Refer to Design Criteria Manual.

Fencing/Walls - See **Guideline #8**.

- a. Require approval
- b. Invisible fencing is not permitted.
- c. Free Standing arbors, fences and trellises – **Guideline #11**
- d. Fences are not permitted in Maintenance Free Neighborhoods

Fishing – Permitted but there are restrictions. See **Rules & Reg -Boating, Fishing, & Swimming**

Flags – On HOA website, go to Rules & Regulations – Flags & Signs

- a. Homeowner option- Brackets may be attached to the house or garage to hold a pole for an American Flag which is no larger than (4 ½' x 6') four- and one-half feet by sixfeet.
- b. The American Flag will be flown in accordance with Federal Statutes.
- c. For other flags, signs and decoration uses please refer to the Flags & Signs Rules & Regulations.

Garage Doors – Must remain closed at all times except when in actual use or during reasonably limited periods when the garage is being cleaned or other activities are being conducted which reasonably require the door(s) to be left open. Each garage must be sufficiently free of storage that it can accommodate the parking of at least one car.

Garage Sales - All individual sales are prohibited except for private estate sales by appointment only.

Garbage and Trash Disposal Containers - Must not be placed out for pick up sooner than twelve hours before scheduled collection. They must be removed within twelve hours after collection.

Generators, Emergency – Permitted but installation and operation must comply with specified guidelines and restrictions. See **Guideline #7**.

Golf Carts - See **Guideline #13**

Gutters - May be added at any time as a Homeowner Option -. The color must match the approved fascia color or be white. Special conditions exist in Haddington. Lots 54-61 need Modifications Committee approval for gutters due to the wetlands.

Irrigation - Owners are responsible for providing proper irrigation. The irrigation system and its usage must comply with existing Southwest Florida Water Management District (SWFMD), Lakewood Ranch, and Governmental regulations. There is a time schedule for watering in

each neighborhood. Your irrigation timer must be set in compliance with the Master Irrigation Schedule (MIS) that is published on the web site page for your neighborhood. Overwatering is a violation of the Declaration, MIS policy, Manatee County and SWFMD.

Landscape - Owners of all properties are required to maintain their landscape in a manner that is in keeping with the standards of Country Club East. This maintenance requirement includes plantings, mowing of grass, edging, trimming and fertilizing on a regular basis. Weed control and insecticide applications must be done as needed. The size and shape of trees and shrubs must be maintained so as not to pose a safety hazard by restricting visibility or hanging over public sidewalks. Consult **Guideline #6** prior to planning any landscape changes.

- a. Shrub and flowerbed edging must be properly installed and maintained.
- b. Changing plants in the original beds, if using plants from the approved planting palette is a Homeowner's option. Modifying existing beds, creating new beds and using shrubs or perennial flowers not on the approved palette all Require Modifications Committee Approval.
- c. White marble chips and white stones are not permitted. **See Guideline #15**
- d. When changing, adding or removing trees, Modifications Committee approval is required.
- e. Flora, coco brown and pine bark are the only approved types of mulch. Coco Brown Mulch is required in all maintenance free neighborhoods. (See Design Criteria Manual)
- f. Artificial grass, plants and vegetation are Strictly Prohibited on the exterior portion of any lot. (Note: The Modifications Committee may approve artificial rocks.)
- g. Buffer planting - Vegetable gardens and screen enclosures must be screened by the use of landscape materials of at least (24) twenty-four inches in height when planted.
- h. Fertilizer - 50% slow-release granular fertilizer is strongly recommended. Please note homeowners are responsible for fertilizers applied to their turf by professional lawn service companies.
- i. Mowing - Owners of lakefront property are responsible for mowing and maintenance of the lake bank down to the water line. Owners adjacent to a preserve buffer will be required to maintain any buffer planted in grass. Landscaping may not be added to the wetland buffers.
- j. Street trees – Street trees that are in the County easement may not be removed by the owner. The lower canopy of all trees (both in and outside rights-of-way) must be kept a minimum of eight (8) feet above all sidewalks. **See Guideline #6**
- k. Empire Zoysia is the only grass allowed. Dead Grass must be replaced within 30 days.
- l. Any plant material that dies shall be removed and replaced with plant material of the same variety and size within 60 days.
- m. County Requirement - Where no sidewalk exists, trees to be planted must be a minimum of five (5) feet behind curbs or edge of pavement and shrubs or foliage must be a minimum of two (2) feet behind curbs or edge of pavement. Where sidewalk exists, trees should be planted outside of the walk (6' typical), unless waived by the Department due to unreasonable dimensions or insufficient right-of-way.

Lighting (exterior) - Additional low-voltage lighting may be added to highlight sidewalk and planting beds. This is a Homeowner Option. Any exterior light that is determined to be a nuisance to neighbors will be considered a violation. The owner will be required to adjust or remove the light. See Rules & Regulations – Outdoor Lighting.

Moving PODS, U-Hauls and Construction Dumpsters – Temporary PODS or U-Hauls or Dumpsters may be parked in a driveway (not the street) for one week (7- days) to facilitate moving. If extenuating circumstances require a longer term, permission should be requested

from the Property Management Office (PMC), which will evaluate requests on a case-by-case basis.

Open Houses- Permitted the 1st and the 3rd Sunday of every month unless it is a holiday in which case the open house date would either be a week earlier or later.

See **Rules & Regulations -Open House**. Note: One sign may be placed on property only. No directional signs are permitted.

Painting (exterior of home)

- a. Same color - Homeowner option
- b. Change to another color - Requires Modifications Committee Approval. See **Rules & Regulations - Exterior Painting**.

Parking

- a. Parking any vehicle on the street overnight is Strictly Prohibited. A violation occurs if the same vehicle is observed parked in the street at 11:00 pm and the following morning at 7:00 am. Parking spaces adjacent to neighborhood pools are considered “streets”.
- b. There must be at least one space in the garage available at all times for parking a vehicle.
- c. No commercial or public service vehicle may be parked in a driveway overnight (11pm – 7am).
- d. The intent is to allow, with minimal restrictions, standard size vehicles the purpose and use of which is predominantly for personal transportation, and to restrict vehicles which by design, nature, use or appearance are clearly commercial or limited use recreational vehicles, the parking of which within the neighborhood would tend to degrade the appearance and values of the community.
- e. Parking a vehicle of any sort on dirt or grass areas, whether private property or common area is Strictly Prohibited.
- f. Vehicles cannot be parked so that they obstruct public walkways, driveways or block fire hydrants.

Patio and Patio Extensions - Require Modifications Committee Approval. Must be Mansard cage and the color of screen and cage must be bronze. Only single-story screen enclosures are permitted. See **Guideline #5**.

Pets See **Rules & Regulations – Pet**

- a. Leash rule - In accordance with Manatee County code and HOA regulations, cats and dogs outside of the home must be leashed unless they are confined in a fenced rear yard. Pets may not be unattended except in a fenced rear yard.
- b. Keeping of more than 2 pets per household, Strictly Prohibited.
- c. Fish and household birds may be kept, provided that they are indoors and do not become a nuisance to neighbors.
- d. Pet excretions - Owners are responsible for the immediate clean-up of pet solid waste.
- e. Dog Houses or cages are Strictly Prohibited.
- f. Keeping pets outdoors overnight is Strictly Prohibited.
- g. The keeping of livestock including potbellied pigs, reptiles, wildlife or poultry for any purpose is Strictly Prohibited.
- h. Dogs must not be allowed to remain outdoors, whether confined in a screened area or in a fenced yard, if they bark excessively and annoy neighbors.

Pools (swimming), Spas, Hot Tubs - The setback lines are the maximum boundaries of such attachments. Screening metal supports must be white or bronze and can only be single story. All pools shall be in ground. Pools, Spas and Hot Tubs may not be visible from the

front street and must either be fenced or within a screened cage. *(It is suggested that child safety fencing also be used)*. Privacy screening for spas and hot tubs must be mounted within the screened enclosure. It must be painted bronze or tinted to match the metal of the cage. All electrical utilities, pumps and piping must be screened from view. Must be Mansard style roof cage. See **Guideline #5**.

Porch. (front)

- a. Homeowner Option - May contain furniture designed for outdoor use. Flowerpots intended for outdoor use are also permitted.
- b. Screening front porch - Strictly Prohibited

Home/Leasing Rules - There are several very specific requirements that must be met prior to leasing your property. They relate to lease agreements, registration with HOA, owner deposits, escrow accounts, landscape and irrigation. See **Rules & Regulations- Home Leasing** before entering into any agreements.

- a. The homeowner may lease the property, provided that the lease terms conform to the requirements of the Declaration. The minimum lease term will be one year (unless the unit is located in a condominium where the condominium documents allow a shorter time). The lease form must state that the tenant is obligated to comply with the Declaration and any Rules and Regulations adopted for Country Club East. A copy of each lease must be registered with the PMC and the landlord must deposit a refundable security deposit with the HOA. See **Rules & Regulations – Home Leasing**
- b. Other than an approved lessee, no person other than the owner(s) shall occupy any lot on a regular basis. For purposes of this manual, a family shall consist of a spouse, children, parents, brothers, sisters, grandchildren and other persons permanently cohabiting the unit as or together with the Owner or permitted occupant thereof and shall refer to any group of individuals occupying the home as one household unit subject to the occupancy limitations described above. To determine the maximum number of people who may occupy the unit at any one time, (excluding temporary occupancy by guests), simply add the number of bedrooms, multiply by 2 and add 1 to the total. A space designed as a den may have only 1 occupant. A guest shall include a person who has a principal residence other than the unit. A person occupying a unit for more than 1 month (other than a family member as defined above) shall be deemed a lessee, (regardless of whether a lease exists, or rent is paid).
- c. If a tenancy has gone onto a month-to-month basis, tenant information must be updated with the HOA every six months.

Roofs - Please refer to **Design Criteria Manual** and **Guideline #10**.

Scooters. Miniature Cars. Bicycles (motorized) – Motorized vehicles including golf carts are strictly prohibited on sidewalks by Florida law. Motorized vehicles of any type may be operated on roadways only by licensed drivers. Motorized vehicles such as dirt bikes are strictly prohibited on common areas.

Sheds. (Storage) Auxiliary buildings

- a. On a screened lanai they are a Homeowner Option. However, they may not be visible to a neighbor or public view. If privacy screening is used, it must be installed inside the screened area and must be painted white or tinted to match the metal of the screened enclosure.
- b. Storage sheds or auxiliary buildings not on a screened lanai require Modifications Committee approval.

Shutters - Require Modifications Committee Approval

- a. Decorative shutters must match or contrast with the color of the house.
- b. Hurricane shutters may remain in place from the time the storm watch is issued until (7) days after the storm warning is lifted. See **Guideline #12**.

Sidewalks - (public) - Changing material or color is strictly prohibited unless a continuation of the driveway. HOA is responsible for repairs to all sidewalks. HOA is responsible for cleaning all common area sidewalks once per year only. Owner is responsible for cleaning sidewalks in front of the home during other times. See **Design Criteria Manual**.

Signs – Most signs are prohibited. For all regulations regarding signage, go to the HOA website, Documents/Rules & Regulations & Homeowners Manual/Miscellaneous Policies/Flags & Sign Policy. **Rules & Regulations** [Flag & Sign](#)

Solar Panels - Require Modifications Committee Approval - Solar panels are permitted as a matter of law; however, the County Club East Homeowners Association has the right to place certain conditions on their installation and to require that a modification request form be submitted prior to installation of the panels. See **Guideline #1**.

Spas and Hot Tubs - See “Pools”

Street Trees – See **Guideline #6**.

Swing Sets and Children’s Playground Equipment - Require Modifications Committee approval. See **Guideline #2 before purchasing any equipment**. Portable play equipment and playhouses must be stored when not in use.

Tents - Tents for celebrations or for children’s overnight activities may stay up for a twenty-four-hour period. *Note: Manatee County requires a permit for any tent larger than (10) ten ft by (10) ten ft.*

Walkways – Changing Materials and Color – Require Modifications Committee approval

Yard lamps – They must be maintained and in good working order. Repairs are the responsibility of the homeowner. Maintenance of the lamps, including glass cleaning and pole painting, is provided three times per year by the HOA. Blinking and/or colored bulbs are not permitted. See **Rules & Regulations- Outdoor Lighting**.

VI. GUIDELINES, RULES & REGULATIONS

The most current listing and versions of Guidelines and Rules & Regulations can be found on the HOA website www.countryclubeast.org under Documents/Rules & Regulations & Homeowners Manual/Guidelines or by clicking on the link shown after each Guideline description below.

[Guideline #1 – Solar Panels](#)

[Guideline #2 – Playground Equipment](#)

[Guideline #3 – Communication Device Modifications](#)

[Rules & Regulations – Exterior Painting](#)

[Guideline #5 – Pool/Pool Cage addition, remodel or Lanai Extension with or w/o Screen Pool and Cage addition](#)

[Guideline #6 – Landscape Modifications Including Tree Removal/Addition](#)

[Guideline #7 – Emergency Generator Modification](#)

[Guideline #8 – Fences \(non-maintenance free lots only\)](#)

[Guideline #9 – Home and Driveway Modification \(including home additions\)](#)

[Guideline #10 – Roof Modifications](#)

[Guideline #11 – Fountains/Trellis/Gazebo/Birdbath/Decorative Yard Items](#)

[Guideline #12 – Hurricane Shutters, Awning, and Decorative Doors](#)

[Guideline #13 – Golf Carts](#)

[Rules & Regulations– Transponders and Fobs](#)

Guideline #15 – [Landscaping Rocks - Ground Cover for Residential Homes Regulations](#)

Guideline #16 – [Deed Restriction Violation Form](#)

Rules & Regulations- [Boating, Fishing & Swimming Restrictions](#)

Rules & Regulations – [Pet Policy, Requirements and Restrictions](#)

Rules & Regulations – [Home Leasing](#)

Guideline #20 – [Request for Special Attention to Non-Emergency Items](#)

Rules & Regulations – [Open House](#)

Rules & Regulations – [Outdoor Lighting](#)

Guideline #23 – [Landscape Edging](#)

Rules & Regulations – [Flags & Signs](#)

Rules & Regulations – [Collection & Payments Policy](#)

Rules & Regulations- [Modifications Committee Decision Appeal Process](#)

Rules & Regulations - [Irrigation of Homes](#)

VII. MISCELLANEOUS POLICIES

The most current listing and versions of Miscellaneous Policies can be found on the HOA website www.countryclubbeast.org under Documents/Rules & Regulations & Homeowners Manual/Miscellaneous Policies or by clicking on the link shown after each policy listed below.

Gate Operations Policy – [Gate Operations Policy](#)

Records Request Policy – [Records Request Policy](#)

Board of Directors Meetings Policy – [Board of Directors Meetings Policy](#)

Electronic Voting Resolution – [Electronic Voting Resolution](#)

VIII. VIOLATION ENFORCEMENT PROCESS

The HOA Board has delegated to the Property Management Company (PMC) and the Compliance Committee (CC) the authority to investigate observed or reported violations of the Declarations and Rules and Regulations to dispose of situations determined not to be violations, to communicate with a resident deemed in violation and demand compliance or negotiate a timetable for the resident to come into compliance, and to take such actions regarding violations that are authorized by the Declaration of Covenants, Article X and Florida Statute 720. Such actions may include the suspension of privileges to use Common Areas and the imposition of monetary fines.

Residents should report a potential violation to the PMC. See **Guideline #16**.

As mandated by Florida law, fines will only be imposed after a hearing of the Compliance Committee. The hearing or committee meeting shall occur in front of a panel composed of at least three or more members of the Compliance Committee and in compliance with the following procedures.

The purpose of the Hearing Panel is to provide a hearing for a resident appeal of a fine levied by the Board of Directors through the PMC for a violation of the Covenants, rules regulations, guidelines or other official documents of the HOA. The Hearing Panel may not review or overturn any decision made by the Modifications Committee. That power shall reside solely with the HOA Board of Directors.

Composition:

From time to time the Board of Directors shall solicit resident volunteers to serve on the Compliance Committee. The Compliance Committee members shall be the representative to serve on each hearing Panel.

Organization

The Committee consists of a chair, a secretary, and at least 3 other members or as appointed by the Board of Directors.

Conduct

The members will conduct themselves in a professional manner and remain neutral and objective while reviewing all pertinent facts. The members will keep all discussions confidential.

The Hearing

The hearing shall be informal. Both the PMC and the person appealing shall be afforded the opportunity to present evidence and arguments on all issues involved and to cross-examine all witnesses who have testified. Any Committee member may question any party or witness.

Any relevant evidence is admissible without regard to whether such evidence is hearsay or otherwise inadmissible in a court of law. The Committee may exclude irrelevant, immaterial, or unduly repetitious evidence.

Each party has the right to representation by counsel at his or her own expense.

The hearing may be tape recorded and either party may cause the hearing to be transcribed at his or her own expense.

The Committee may expel any party or attorney from any hearing for improper, disorderly, or contemptuous conduct.

Failure to Appear

Failure of one party to appear at a scheduled hearing does not preclude the Committee from receiving evidence from and hearing arguments by the other party. The Committee may make a finding notwithstanding the absence of one of the parties.

Conflict of Interest

The party appealing may challenge the impartiality of any Committee member by presenting an objection in writing to the Board of Directors within 48 hours of receipt of the verdict. The Board of Directors shall consider and determine such objection and, if warranted, order a new hearing.

Finding

At the conclusion of the hearing and prior to adjournment, the Committee must make a finding based on the evidence whether or not a violation has occurred and whether or not the proposed fine is warranted. The findings must be approved by a majority of the Committee members. No penalty can be levied without the approval of a majority of the Committee members.

Written Report

The Committee secretary will detail the results of the meeting and findings (minutes of the meeting) and verdict (vote) to be delivered to the Property Management Office for posting to the HOA website within 48 hours.

Administrative Fee

An administrative fee of up to the highest amount allowed by Florida law may be imposed to defray some of the expense related to the enforcement process.

IX. MAKING MODIFICATIONS TO YOUR PROPERTY

Application for Modification Requests Process and Form

A copy of the Application for Modification Requests form may be obtained from the Property Management Company (PMC) or by going to the HOA website under Documents/Modifications Documents/Modification Requests, Instructions, and check lists [Application for Modification Requests](#).

Completed applications should be mailed or delivered to the PMC at 6311 Atrium Drive, Suite 209, Lakewood Ranch, FL 34202. Alternatively, the Modifications Application can be emailed to: modificationrequest@countryclubeast.org. Properly completed forms will be forwarded to the Modifications Committee (MC) for review at the next available scheduled meeting.

For some homeowners, the most difficult part of the application is adequately describing their requests. If a request is not clear, the MC may defer its decision and request that the homeowner resubmit a clarified application. To avoid this situation, it is recommended that homeowners review the application with a PMC representative prior to submission. When appropriate the following items should be included with the application.

1. Lot Survey

A Lot survey is a diagram of the property showing the location of the residences and the boundaries of the property. In all cases, show the location of the residence in relation to the adjacent residences. Proposed changes should be indicated including dimensions and distances from adjacent residences, open spaces, lakes, wetlands, wetland preserve areas and streets.

To obtain a copy of your survey site plan, please contact the Manatee County Division of Records by calling (941)-748-4501, ext. 6860 or visiting their office.

2. Materials and Color

Samples of the materials and colors to be used and an indication of the existing colors and materials should be provided. In most cases, a statement that a proposed modification is to be painted to match the existing residence trim or major residence color is sufficient. Where materials and/or colors are compatible but different from those of the existing structures, samples or color chips must be submitted.

3. Drawings and Photographs

A graphic description should be provided. Homeowners should not be intimidated because they are not draftsmen. A graphic description may be in the form of the manufacturer's literature or photographs, as well as freehand or mechanical drawings. The amount of detail should be consistent with the complexity of the application. The sketches or photographs should be accompanied by a written description.

4. Third Party Comments

Written comments from neighbors about proposed modifications may be sent to the PMC. These comments will be considered during the review process. The MC, however, still must make its decisions based on these major policy guidelines and procedures and the Guidelines set forth in the Covenants.

When a proposed modification has a possible impact on adjacent properties, it is suggested that the applicant discuss the proposal with his/her neighbors prior to submitting the application to the Modifications Committee (MC). It may be appropriate in some cases to provide a neighbor's comments along with the MC application. If the modification is deemed to adversely impact adjacent properties, the impacted neighbor's must be informed. The MC, at its discretion, can require neighbors' approval.

Modification Request Form Instructions

1. The Modification Request Form can be completed online and saved as a PDF and submitted to the property Management Company. The Modification Request Form can also be printed, filled out by hand. The Property Management Company can also send homeowners the form or help the homeowner complete the form.
2. Submit the completed Modification request and all supporting documents to the Property Management Company. It can be submitted by email, modificationrequest@countryclubeast.org, it can be mailed or brought to the Property Management Company's office at 6311 Atrium Drive, Suite 209, Lakewood Ranch, FL 34202.
3. Attached is a list of modifications that require Modification Committee approval and the supporting documents required.
4. The Modification Committee normally meets every other Wednesday at 9 a.m. at the Resident's Club, 7300 Belleisle Glen, Lake Wood Ranch, FL 34202.
5. To be on the agenda for the next Modification Committee meeting the deadline for submitting the Modification Request is noon the Wednesday prior to the meeting. The meeting dates, times and location are posted on the Country Club East website calendar.
6. Requests must be submitted by the homeowner. Requests submitted by contractors will not be accepted.
7. Incomplete Modification Requests will result in delayed decisions.
8. Any questions regarding Modification Requests should be directed to Property Management Company by email, modificationrequest@countryclubeast.org or by calling 941-210-4390.
9. Resubmittal is required if work is not started or completed within six months.
10. Homeowners must notify the Property Management Company when the modification has been completed.
11. If you don't know your lot number you can get it from the Property Management Company by email modificationrequest@countryclubeast.org or calling 941-210-4390.
12. If you do not have a copy of your survey site plan you can obtain it by calling or emailing Manatee County Division of Records at 941-748-4501 x 6860 – records@MyManatee.org – 1112 Manatee Avenue W., 2nd Floor, Bradenton, FL.

Modifications Committee Appeals Process

In accordance with the Country Club East Homeowners' Association (HOA), Declaration of Covenants, Restrictions and Easements and Bylaws, the Board of Directors has enacted these Rules and Regulations Modifications Committee Decision Appeal Process on July 27, 2023 which supersede all previous guidelines.

Appeal Process

1. If the Modifications Committee (MC) does not approve a homeowners Modification Request, the homeowner has the right to appeal the MC decision to the Board of Directors. However, prior to submitting an appeal, the homeowner should first contact the Association's Property Management Company (PMC) to discuss the reason why the request was not approved and determine what changes need to be made for the request to be approved.
2. The revised Modification Request should be submitted to the PMC to be added to the next Modifications Committee Meeting Agenda. The homeowner may attend the Modifications Committee Meeting to discuss their modification request with the committee.
3. If the revised modification request is still not approved by the Modifications Committee and the if the homeowner feels that the request meets all of the requirements of the Country Club East Homeowners' Association (HOA) Declaration of Covenants, Restrictions and Easements, Bylaws, and the Design Criteria Manual, the homeowner can appeal the Committee's decision to the Board of Directors.
4. The appeal should be submitted in writing to the PMC and include the original request with all supporting documents, the revised request with all supporting documents, and the reason for the appeal including any addition information for the Board consideration.
5. The PMC will forward the appeal to the Modifications Committee Board Liaison and the Board Secretary so it can be added to the agenda for the next Board Meeting.
6. The homeowner will be notified when the Board will consider the appeal and the homeowner may appear before the Board to present the appeal or answer Board questions regarding the appeal.
7. The PMC will notify the homeowner in writing within ten (10) days of the Board Meeting. All Board decisions are final.

Enforcement

Each homeowner, and his or her family, tenants, guests, and invitees, shall at all times comply with all of the covenants, conditions and restrictions in the Declaration, the Bylaws and any Rules and Regulations adopted by the Board of Directors. Violations may result in fines up to \$100 per day per occurrence, and suspension of the right of a homeowner and his or her family, tenants, guests, and invitees to use the Common Areas and facilities including transponder use for the resident's gates.

This amended and revised Modifications Committee appeal process replaces the previous appeal process. Approved by the Board of Directors at its meeting of July 27, 2023.

Major Policy Standards

1. Evaluation

The MC evaluates all submissions based on the individual merits of the application. Besides evaluation of the particular design proposal, the MC includes consideration of the characteristics of the housing type, the individual Lot, its impact on the surrounding residences and the resulting appearance of the streetscape. What may be an acceptable design for a modification on one lot may not be appropriate for another lot.

2. General Criteria

The following guidelines are general in nature and apply, with some modifications depending on product type, to all of the residences in Country Club East. Each application for modifications will be reviewed based on the following:

a. Relation to the open Spaces, Lakes, Wetlands, Wetland Preserve Areas and Streets

The proposed modification should relate favorably to the landscape, the existing structure, and the neighboring elevations. The primary concerns are access, view and drainage. Fencing or walls, removal of trees, planting of new landscaping materials, disruption of the natural topography and changes in rate of direction of storm and/or irrigation water run-off can have adverse effects on open spaces, lakes, wetlands, wetland preserve areas, adjacent properties and streets. As appropriate, modifications will be reviewed with these factors in mind.

b. Conformance and Covenants

All applications are reviewed to confirm that the request is in conformance with all applicable Covenant, including the Neighborhood Supplemental Declarations, as recorded in the records of Manatee County.

c. Design Compatibility

The proposed improvement must be compatible with the architectural characteristics of the applicant's residence and adjoining residences. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color, construction details and materials.

d. Location and Impact on Adjacent Properties

Fences or walls may obstruct views or access to neighboring property; enclosures, additions or placement of landscaping may cast unwanted shadows on an adjacent patio or infringe on a neighbor's privacy. Play equipment may cause a noise problem to the adjacent residence.

When a proposed modification has a possible impact on adjacent properties, it is suggested that the applicant discuss the proposal with his/her neighbors before submitting application to the MC. It may be appropriate (in some cases) to provide a neighbor's comments along with the MC application. The MC, in its sole discretion, can require a neighbor's approval, if the modification is deemed to adversely impact adjacent properties.

e. Scale

TBD

f. Color

Color should be used to soften or intensify the visual impact of a modification. Parts of the modification that are similar to the existing residence, such as roofs and trim, must be matched in color to the existing residence. When color is part of a modification application, a house/trim color palette will be made available as the PMC to assist in the selection within three days of a written request. The MC will take into consideration the colors of adjacent residences in their review process.

g. Materials

Continuity is established by use of the same or compatible materials as were used in the original construction of the residence.

h. Workmanship

Workmanship is another standard which is applied to all modifications. The quality of work must be equal to, or better than, that of the existing residence. Poor construction, besides causing the homeowner problems, is visually objectionable to others. Poor workmanship can also create safety hazards. The MC assumes no responsibility for the safety or design of new construction by virtue of its approval, however poor workmanship will not be tolerated.

i. Time to Complete Construction

Modifications that remain uncompleted for long periods of time are visually objectionable and are a nuisance and safety hazard for neighbors and the community. All applications must include estimated start and completion dates. The MC has established the maximum length of time to complete a modification as six months. Failure to commence the work within this time frame will cause cancellation of the approval and require re-submittal to the MC. At no time shall a homeowner be allowed to start a modification and cease construction without its completion.

j. Construction Damage

Any damage to street and curbs, drainage inlets, sidewalks, street signs, or utility lines including telephone, cable television, electrical, gas, water or other utility lines cut in error must be reported to the PMC office, appropriate utility company or county immediately. The homeowner will remain responsible for adverse physical effects that are caused by modifications (i.e., erosions, pooling of water on adjacent property, etc.). The repairs will be made as soon as possible, and the cost will be the responsibility of the homeowner. If repairs are not made in a timely manner (30 days), the HOA may proceed with the repairs and such costs will be billed to the homeowner.

k. Job Site Conditions

1. All job sites will be kept in a neat and orderly condition. Construction materials shall be placed inside the residence or garage.
2. During Daylight Savings Time, construction hours are weekdays 7:00 AM to 7:00 PM, and on Saturdays from 8:00 AM to 5:00 PM. When Eastern Standard Time occurs, construction hours are weekdays 7:00 AM to 5:30 PM, and on Saturdays from 8:00 AM to 4:00 PM. The PMC may adjust these hours from time to time after notification of homeowners.
3. All Construction operations must be performed in accordance with local government ordinances.
4. No signs of any kind shall be permitted on the construction site.
5. No Sunday construction is permitted.

Homeowners Checklists for Common Modifications Requiring Modifications Committee (MC) Approval

This is not a complete list of modifications subject to MC approval. If your modification is not listed below, please contact the Castle Management Office prior to the start of the project to determine if a Modifications Request is required.

All requirements for modifications in Country Club East (CCE) can be found in your CCE Design Criteria Manual. The Guidelines included in this manual contain detailed information about some specific modifications. The committee's decisions are based on the information provided in these Guidelines as well as the Design Criteria Manual.

Most exterior modifications require Modification Committee approval. Each request must include a completed *Modification Request Form* and a signed *Homeowner Agreement* specific to the modification being requested. Below is a check list to help ensure submission accuracy.

COMMUNICATION DEVICES AND OUTDOOR ANTENNAS

- Survey site plan showing location of satellite dish or antenna
 - Diameter of the satellite dish
 - Landscaping plan to screen from public view
 - Color of bracket and exterior wiring
- See Guideline #3*

DRIVEWAY MODIFICATIONS

- Survey site plan showing location and dimensions of driveway modification
 - Property Access Form* signed by neighbor(s)
 - Current sq. ft. of driveway and added sq. ft.
 - Brochure/picture of existing and proposed driveway material
- See Guideline #9*

EXTERIOR PAINT MODIFICATIONS

- Color picture of home, adjacent homes, and home across the street
 - Photo of your roof that clearly shows the color (when choosing paint colors based on roof color)
 - Current and proposed color changes on *Color Table*
- See Rules and Regulations - Exterior Painting*

FENCES

- Brochure/pictures showing materials design and color
 - Survey site plan showing location, dimensions and height
 - Landscaping plan to screen from public view
- See Guideline #8*

FOUNTAINS, TRELIS, GAZEBO, BIRDBATH, AND DECORATIVE YARD ITEMS

- Brochure/picture of fountain/trellis
 - Picture of home with landscaping
 - Dimensions, height, and color
 - Survey site plan showing location
- See Guideline #11*

GENERATORS AND OUTDOOR EQUIPMENT

- Survey site plan showing location of generator or outdoor equipment
- Brochure/pictures and specifications
- Landscaping plan to screen from public view
- Sound level in dbA at 23 feet

See Guideline #7

HOME MODIFICATIONS

- Survey siteplan showing home addition with dimensions
- Property Access Form* signed by neighbor(s)
- Rear and side elevations of home
- Current sq. ft. and added sq. ft.
- Contractor specification sheet and architectural drawings
- Permits required by Manatee County

See Guideline #9

HURRICANE SHUTTERS

- Location and means of attachment
- Color picture of home showing installation sites
- Color sample, color brochure preferred
- Type of Hurricane shutter

See Guideline #12

AWNINGS AND DECORATIVE ITEMS

- Location and means of attachment
- Submit color picture of the home showing installation sites
- Color sample, color brochure preferred
- Type of awning/shutter/door or screen

See Guideline #12

LANDSCAPE EDGING

- Survey site plan showing location of edging or curbing
- Brochure/pictures and specifications to include type of material, color, and height

See Guideline #23

LANDSCAPE MODIFICATIONS

- Current and proposed landscape plan
- Completed *Plant/Tree Inventory Table*
- If changing size of plant beds, include survey site plan showing size and location
- Irrigation changes or modifications
- Color pictures of the area of proposed changes are recommended but not required.

See Guideline #6

STREET TREE (CANOPY TREE) REMOVAL OR REPLACEMENT

- Reason for removal of the Street Tree
 - Current and proposed landscape plan
 - Completed *Plant/Tree Inventory Table*
- See Guideline #6*

LANDSCAPE ROCKS AND GROUND COVER

- Survey site plan showing location
 - Current and proposed landscape plan
- See Guideline #15*

PLAYGROUND EQUIPMENT

- Survey site plan showing location with dimensions
 - Color picture of equipment and color picture of house
 - Landscaping plan to screen from public view
- See Guideline # 2*

POOL AND/OR CAGE ADDITION OR REMODEL

- Survey site plan showing location of pool, deck, cage, pool equipment, and pad including dimensions
 - Property Access Form* signed by neighbor(s)
 - Rear & side elevations
 - Contractor Specification sheet for pool & cage
 - Landscape plan
- See Guideline #5*

LANAI EXTENSION WITH OR WITHOUT SCREEN, AND POOL & POOL CAGE

- Survey site plan showing extension with dimensions
 - Property Access Form* signed by neighbor(s)
 - Rear & side elevations
 - Color of cage and screen
 - Material used on decking/patio
 - Landscape plan
- See Guideline #5*

ROOFS

- Brochure showing color and style of material
 - Submit sample of roof tile being used
 - Color photograph of home and current tile
- See Guideline #10*

SOLAR PANELS

- Survey site plan showing location with dimensions
 - Size and number of panels
 - Licensed contractor's proposal
 - Drawing or satellite picture of roof showing location of panels
- See Guideline #1*

YARD LAMP AND CARRIAGE LIGHT INSTALLATION OR REPLACEMENT

___ Brochure showing color and style

___ Survey site plan showing location

See Rules & Regulations-Outdoor Lighting

Submitting with ALL required information with your application will help expedite the review and approval process.

X. POND AND WETLAND PRESERVE MAINTENANCE

This section clarifies the Ponds and Wetland Preserve maintenance practices as performed by Lakewood Ranch Stewardship District and Pond vendor contracted by Country Club East (CCE) Homeowners Association.

Regulations

The Wetlands and Lakes within Lakewood Ranch are Lakewood Ranch Stewardship District (District) property and part of the Master Stormwater Management System (MSMS) and are monitored closely by the Environmental Consultant, District Personnel, Southwest Florida Water Management District (SWFWMD), and Manatee County. The maintenance programs and policies that are implemented by Lakewood Ranch are developed in a manner that conforms to strict regulations imposed by Local, State, and Federal agencies. Those laws and regulations are subject to frequent updating and change by the regulatory agencies.

Wetland Maintenance

- Wetlands are monitored regularly for ecological balance and stability as well as hydrology and drainage. Removal of exotic nuisance plant species such as Brazilian Pepper is currently not mandated by the regulatory agencies except in mitigation and designated enhancement sites.
- The district does implement routine removal of exotic vegetation as permitted by the regulatory agencies on a quarterly basis as dictated by necessity and budgetary limitations.
- All activities within the wetlands including, but not limited to, trimming, weeding, and general maintenance is performed by the District Environmental Consultant only. Activity in the wetlands by any other individual is strictly prohibited and such action could result in fines imposed by the regulatory agencies.
- Cuttings and other organic debris that is generated as a result of maintenance activities is typically left within the wetland environment to decompose except in cases whereby aesthetics is an issue.

Buffer Zones

- Wetland Buffers are areas of land, typically grassy vegetation 30'-50' wide that surround the wetlands. Many of the same restrictions that apply to the wetlands also apply to their associated buffers.
- The district is permitted, but not required, by the regulatory agencies to perform limited maintenance within the buffers, typically by high mowing twice per year to eliminate germination of weeds. Organic biomass resulting from mowing activities is typically removed in cases whereby "clumping" occurs.
- Buffer Zones typically begin at the back boundaries of adjacent properties.
- Mowing activities within the buffers by property owners is strictly prohibited and regularly inspected by Manatee County.
- Violations will result in fines imposed by the County.

Ponds

CCE has many ponds within its boundaries. They are all stormwater retention ponds catching rainwater and runoff before entering wetlands and other water bodies. Some of our ponds are owned by the LWR Stewardship District and some by the LWR Golf and Country Club. The LWR Stewardship District is responsible for the functionality of the CCE ponds. The HOA has the right but not the obligation to maintain the aesthetics. A map showing these ponds can be found on the HOA website.

The HOA has 60 ponds on a maintenance program/Contract. These ponds are visited twice per month by the contracted pond vendor. Pond maintenance activities consist of inspection of pond water, algae, aquatic grasses, submerged vegetation, and trash removal that is in the water. Appropriate corrective measures are implemented as needed. The pond vendor provides weekly reports detailing all work undertaken on the 60 CCE ponds. These can be found on the HOA website. Once per year manual removal of algae may be considered if it is excessive and unable to be controlled by other measures.

Littoral Zones

Littoral Zones are the areas within the ponds that are planted with aquatic vegetation as required by SWFWMD. The plants are beneficial to the ponds by absorbing nutrient run-off from fertilizers and other organic and inorganic materials before storm water is deposited into the environmentally- sensitive wetlands. Littoral plants that have spread beyond the designated littoral zones may be removed by the district upon request by the Neighborhood Committees and as dictated by budgetary constraints.

We have provided detailed information about CCE ponds and the workings of stormwater retention ponds on the HOA website at www.countryclubeast.org under Documents/Ponds.

APPENDIX A – Administrative Costs and Expenses

EXHIBIT D

COSTS AND EXPENSE REIMBURSEMENTS

The Management Agent acknowledges that the Association maintains a fully functioning on-site office equipped for handling copying and mail out of certain correspondence to the membership. However, to the extent that printing/ mailing are generated at the office of the Management Agent, (including official mail-outs as required by Florida Statutes, annual and budget mailouts, late letters) the Association agrees to reimburse the Management Agent for those costs as indicated below, in addition to certain other costs and expense reimbursement as follows:

Association costs:

Printing/Photocopying	\$0.15 per page
Postage/courier	actual cost
Envelopes	\$0.10 per envelope
Coupons and statements/Autopay	\$5.00 per book/unit
Special assessment administration charge	the lesser of \$2.00 per payment per unit and 1% of special assessment amount not to exceed \$5,000
Microsoft licensing fees	actual cost (currently \$22 per user per month)
Web Services	\$195/month

Pass through charges(*):

NSF handling fee	\$45.00 per check
Late fee administrative charge	\$20.00 per late letter
Collection administration charge	\$95.00 per file

(*) these charges are passed through to the unit owners.

Any and all such office expenses shall be substantiated with documentation itemizing each charge.

The above referenced list of costs is provided for informational purposes only and represents the costs charged by the Management Agent at the time the contract is signed. The cost reimbursements are subject to change. The Association will be notified, in advance, of any changes in the cost reimbursement schedule noted above.

Litigation, court appearances, depositions, evictions and research regarding legal matters and/or insurance claims are an additional expense and not included in the monthly charge. There will be an hourly charge of seventy-five dollars (\$75.00) for these services (if performed by other than the on-site staff identified in this contract or if performed other than during such on-site staff's regular working hours unless the staff member is a named litigate in the proceeding) and other services not specifically detailed in this Agreement. This provision shall survive the expiration and/or termination of this Agreement.



ESTOPPEL CERTIFICATE FEES REVISED

Chapter 2017-93, Laws of Florida

In accordance with Chapter 2017-93, Laws of Florida, the Department of Business and Professional Regulation shall periodically calculate the fees for estoppel certificates, rounded to the nearest dollar, and publish the amounts, as adjusted, on its website. The next update will be released by July 1, 2027.

Currently, the fees for the preparation and delivery of an estoppel certificate are noted below for condominiums, cooperatives, and homeowners' associations:

Estoppel Certificate Request	Authorized Fee
Preparation and delivery of an estoppel certificate	not more than \$299
Estoppel certificate requested on an expedited basis and delivered within 3 business days	an additional \$119
If the unit/parcel is delinquent to the association	an additional fee not to exceed \$179
For multiple units/parcels owned by the same owner which are simultaneously requested from the same association, and there are no past due monetary obligations owed to the association, the total fee the association can charge may not exceed, in the aggregate	25 or fewer units/parcels, \$896 26 to 50 units/parcels, \$1,194 51 to 100 units/parcels, \$1,791 more than 100 units/parcels, \$2,985

Please follow this [link](#) to read the law regarding estoppel certificate fees.

This is to advise that the DBPR has raised the maximum amount that associations may charge for an estoppel letter. The DBPR raised the basic estoppel fee from \$250 to \$299, the expedite fee from \$100 to \$119, and the delinquent assessment additional fee from \$150 to \$179. These fee increases are effective July 1, 2022.