



## ***Maplewood Isle Association, Inc.***

### **Common Rules and Regulations**

**As of  
September 2007**

Please note that these Rule and Regulations are subject to revision by the Board of Directors of Maplewood Isle in the course of normal business. Updated information will be sent to individual homeowners. Changes will also be posted on the website at [www.maplewoodisle.com](http://www.maplewoodisle.com)

**It is the responsibility of any Realtor, wishing to gain access to Maplewood Isle, to inform the prospective homeowners of the Rules and Regulations herein contained. Additionally, the Realtor must present the prospective homeowner with the name, address, and telephone number of the Association Management Company for Maplewood Isle Association, Inc. from which the prospective homeowner may obtain a copy of the By-Laws.**

**A copy of the Rules and Regulations and the By-Laws may be obtained from the Management Company. The Management Company's name, address, and telephone number is clearly posted at the front and back guardhouses.**

### **Architectural Control Standards:**

According to the By-Laws of the Homeowners Association, the Architectural Review Committee must approve any and all changes contemplated for the exterior of a homeowner's residence prior to commencing with said changes. These changes include but are not limited to:

1. Changes in roofing, roofing materials, externally visible roofing materials such as stacks, flashings, metal chimney caps, and vents;
2. Changes in or addition of exterior materials such as stucco, stone brick, and wood;
3. Changes in elevation or additions or extension to the home;
4. Changes or addition of windows, window screens, and louvers;
5. Changes to exterior trim, doors, screened porches, patios, driveways, mailboxes, pool screens, and walkways;
6. Changes or additions of exterior lighting;
7. Changes or addition of walls, fences, mailboxes, and gates;
8. Changes to current exterior paint colors, stains, or exterior trim colors;
9. Changes or addition of garage doors;
10. Changes or additions to trees and shrubs.

Prior to commencing work, the homeowner is obligated to seek approval from the Architectural Review Committee by completing appropriate form found at the front gate; submitting samples and/or professional drawings of intended changes; and awaiting approval from the Board.

The Board will not unreasonably withhold approval but will not automatically grant approval to construction completed or in the process of being completed that was not approved by the Board prior to commencement of construction. The Board has 30 days from completed submission by the homeowner including the form and samples to approve or deny the request. The Board can legally force the homeowner to reverse the unapproved changes and have the homeowner pay for any expenses that are necessary to make that change.

The City of Coral Springs requires all paint colors to be approved by the City and a City permit obtained before submitting to the Architectural Review Committee (ARC). The Architectural Review Committee reserves the right to request of the homeowner that actual samples of the paint be applied to the home for review. Furthermore, approval by the City does not constitute automatic approval by the Architectural Review Committee. A palette of approved colors is available from the Association.

### **Commercial Activity:**

**Commercial selling of items to the public by residents as part of a business is not permitted when purchasers require entrance to Maplewood isle.**

## **Construction:**

Any new construction in Maplewood Isle requires adherence to the Maplewood Isle Architectural Control Standards – Basic Design and Planning Criteria - that may be found in the By-Laws of Maplewood Isle Association, Inc. The name, address, and telephone number of the Management Company may be found at either the front or back guard gates for further clarification on construction issues.

Construction may not begin before 8:00 am Monday through Friday and must be completed for the day with construction crews gone from the homeowner's premises by 6:00 pm. On Saturdays, construction may take place from 9:00 am until 1:00 pm. There is no construction allowed on Sunday or any federal holidays.

In the event that heavy construction equipment (backhoes, cranes, front loaders, bobcats, etc.) or other vehicles that do not normally use the public roads will be entering Maplewood Isle then the homeowner will be required to post a \$1000 damage bond with the Association Management company so that any damage that occurs to the common areas by the construction company may be promptly repaired. Upon completion of all construction on your property you may request that any unused funds be returned to you. The security guards have been instructed to refuse entry to heavy construction equipment unless it is authorized by the Association Management Company. The homeowner is responsible to the association for any damage to the common elements. It will be up to the homeowner, not the Association, to pursue reimbursement from the construction company if necessary.

All contractors and sub-contractors are expected to adhere to common courtesy and minimize as much as possible disturbances to the neighbors. This includes no loud music, using proper restroom facilities, proper cleanup of trash and waste, no alcohol, no pets, and observation of all other rules of Maplewood Isle.

It is the Homeowner's job to make sure these rules are followed. If a complaint is received by any board member, then that board member is authorized to halt construction for the rest of the day at that site and will ask all contractors/subcontractors asked to leave Maplewood Isle.

Permission for re-entrance will be approved only after the board is assured that all contractors have been instructed as to proper behavior.

### **Decals:**

All vehicles registered to current homeowners or children of current homeowners of Maplewood Isle must have a Board approved decal affixed to the driver's side windshield. Vehicle registration forms may be obtained from the front guardhouse. Once completed, a Maplewood Isle decal will be issued.

Vehicles without approved decals will be stopped; asked to produce appropriate identification; and necessitate contact with homeowner before gaining access to Maplewood Isle.

Maintenance companies, housekeeping personnel, or non-residential family members may gain access to Maplewood Isle on a routine basis, if the homeowner places the individual or company name on the access log maintained by the security guards. Homeowners assume full responsibility for these individuals or companies while on their respective premises.

### **Electrical Generators:**

Electrical generators with a noise intensity of 100db at 16 ft. may be used during periods of power outage between the hours of 6AM and 12AM. This is the equivalent of a Lawnmower engine or a standard 5000-6000 Watt portable generator.

We understand that some portable generators need to be placed close to the electrical panel so that they can be connected to an "Electrical Transfer Switch". Please be considerate of your neighbors when placing and using a generator so as to minimize unnecessary disturbances.

Whole house Residential standby systems are permitted provided that all procedures of the Architectural Review Committee are followed as well as all following all city code requirements and permit procedures. The Architectural Review Committee will review the placement of these permanent structures and consider the impact on neighbors, and sightliness from the street. All permanent generators must be concealed behind bushes and other natural landscaping so that they are not visible by neighbors or from the street.

Hours of operation of permanent generators will be the same as that for portable generators, unless there is noise abatement in place so that they will not disturb any neighbors during the 12AM-6AM period where the neighborhood should be silent. Consult with your neighbors prior to using any unit during these hours. If any neighbor objects to usage, then you will be required to switch off the operation.

### **Emergency Procedures:**

The Board has the right to grant immediate relief, regarding construction or maintenance, to a homeowner when emergency repairs are necessitated by acts of nature.

### **Fencing:**

Perimeter fencing is not allowed. Fencing of pool or fencing for safety is allowed with the Architectural Review Committee's approval. Fencing must be start at least 1/3 back from front of home; be three feet off the surveyed property line; be no higher than 4 feet tall; be clear of any easements; be fully landscaped; and be constructed of approved materials. The Architectural Review Committee's approval must be obtained. Wood fences are not allowed.

### **Guests:**

If a homeowner leaves written instructions at the guardhouse regarding who is to be allowed or not to be allowed entrance to Maplewood Isle, those written instructions cannot be overruled by anyone except the person or spouse who wrote the original instructions. Children do not have the authority to verbally modify the original instructions. The homeowner assumes full responsibility for the actions of their guests while on Maplewood Isle premises.

### **Hedges:**

All hedges must be kept trimmed and neat. Hedge height may not exceed 12 feet.

### **Hurricanes:**

When a hurricane warning is issued by the Broward County, guards at the front and rear entrances will secure the guardhouses, board the windows, give access keys to a specified board member, and they will leave the front guard gates in the open position and shut off electricity to the gates and the guardhouses.

Security personnel will not return until after the "all clear" has been issued. Since there is no restriction in entrance to the community during this period, homeowners are urged to be extra vigilant to the safety of their property.

After the storm, the board members will assess the cleanup required and designate areas where debris should be piled up. It is expected that homeowners will adhere to these locations so as to minimize damage to common areas and other property. The board will make every effort to have government provided clearance services clean up Maplewood Isle debris.

It is imperative that all utility boxes and other access points (water, electrical, telephone) be kept clear of debris so that restoration activities can take place as needed.

### **Landscaping :**

All landscaping must meet minimal guidelines set forth in the By-Laws of Maplewood Isle. The Landscaping Committee must approve any changes to visible landscaping and/or street side landscaping. Proposed drawings of any changes must be presented to the Committee including:

type, size, and any other materials intended for use including but not limited to sculptures, birdbaths, and fountains.

No street side trees, trees that line the main streets of Maplewood Isle, may be removed or trimmed without consent of the Landscaping Committee. This includes the Maple, Oak, or Black Olive trees that line the streets of Maplewood Isle forming the canopy. A certified arborist must do any removal or trimming of street-side trees. The Management Company or the Landscaping Committee has a list of certified arborists available. If a street side tree must be removed, the homeowner is required to replace tree with like tree in both size and species.

Lawn maintenance companies are the responsibility of the homeowner. The homeowner is responsible to make sure that the maintenance company removes all lawn debris blown into the street; into the catch basins (gutters); or into the sewers. Lawns must be kept free of weeds and debris with grass trimmed at regular intervals weather permitting.

Maintenance hours are permitted from 8:00 am until 6:00 pm Monday through Friday and from 9:00 am to 1:00 pm on Saturdays. No routine maintenance is allowed on Sundays or federal holidays. All maintenance companies must enter through the back guard gate and are not permitted to park on the curved portions of the cul-de-sacs blocking access to driveways, streets, or egresses.

### **Mailboxes:**

Per the By-Laws of Maplewood Isles, all mailboxes must meet minimum construction standards in size and architectural motif. The Architectural Review Committee must approve any changes to mailboxes.

The Board of Directors has approved a “standard” mailbox that may be installed without Architectural Review Committee approval. Consult the Association Website at <http://maplewoodisle.com> for details of this approved mailbox and instructions on how to order it.

Free access to mailboxes must be allowed at all times. No trucks, vans, or cars may block access to mailboxes.

### **Movers:**

Moving companies are allowed access to Maplewood Isles during the hours of 8:00 am through 6:00 pm Monday through Friday and on Saturday from 9:00 am to 1:00 pm. All trucks must enter and leave Maplewood Isle through the back gate. Any damage incurred by the moving trucks or vans to the streets, tree canopy, or other property of Maplewood Isle will be the responsibility of the homeowner.

If the moving company is unable to accommodate the above times, the Management Company must be contacted in advance so that special consideration can be obtained.

The moving trucks or vans may not block access to driveways, cul-de-sacs, streets, or other common egresses. While parked, moving trucks or vans may not idle their engines for any prolonged period of time.

### **Parking:**

Maplewood Isle residents are not allowed to park their cars on the street for any prolonged period of time. All cars belonging to the homeowner or children of the homeowner are to be parked in the resident's driveway. No commercial vehicles may be parked on the premises except to provide goods or services to residents.

If a resident is having a large number of guests at their home, cars **must be parked on alternative only one side of the street** so that emergency vehicles can navigate freely. Any car found blocking access to a street, driveway, or egress will be towed immediately with the cost to be borne by the car owner. It is the responsibility of the homeowner to ensure free and clear access to streets, driveways, or egresses during a function at their residence.

### **Parties or Other Functions:**

Homeowners wishing to have a function at their residence with at least 20 adult guests in attendance must present the front security guard with an alphabetical listing including first and last name of attendees. This list must be presented to the security guard at least two hours in advance of guest's arrival.

If any homeowner is having a function at their residence where it is expected that at least 15 unaccompanied teenagers ranging in age between 12 to 18 years of age will be in attendance, it will be required for that homeowner to arrange for private security to ensure the safety of those children in attendance and the neighborhood at large. No one will be granted access into Maplewood Isle for a party thrown by a teenager without a list posted at the front guardhouse and which the homeowner has signed agreeing to accept responsibility for the actions of those on the list.

Between 8PM and 8AM the homeowners will have sole responsibility for authorizing guests into Maplewood Isle unless written instructions are provided to the front security guard giving that responsibility to someone else over the age of 18. This means that if someone presents themselves to the front guardhouse and a call is made to the residence and the homeowner is not home and no other written instructions are at the guard house, the guest will be refused entry. The homeowner is not permitted to delegate this responsibility to anyone under the age of 18 during these hours. If the Homeowner is not at home after the first call, and no written instructions have been provided, the security guards will refuse entry to all guests that arrive later, without calls, until the homeowner contacts the security staff. The security guards may also request that a homeowner present themselves at the front guardhouse with identification to ensure that they are talking to the homeowner and discuss any security needs the guards feel are warranted. These rules are intended to limit parties that may quickly get out of hand with uninvited guests. To avoid guests being refused entry, simply provide a written list of invited guests to the guards before the party.

Damage created by any guest, to either private property or common property, will be the sole responsibility of the homeowner. The homeowner also assumes full responsibility to clean up debris left by their guest or guests on any common property of Maplewood Isle or other's private property. Immediately following the function, all private and common property must be returned to initial state.

### **Pets:**

The actions of all pets are the responsibility of the individual homeowners. Dogs must be leashed at all times while outside the home. The dog owners are responsible to pick up their dog's solid waste.

Electronic dog fencing is **permitted with** the approval of the Architectural Review Committee. No electronic perimeter fencing is allowed. All fencing guidelines are applicable including fencing for dog runs.

If a dog or other pet is left unattended or is found roaming the neighborhood, animal control will be notified immediately. This is done to insure the safety of the residents, children, and other pets on Maplewood Isle. If a dog or other pet creates a nuisance or is an annoyance, due to incessant barking, howling, or other actions, the homeowner will be notified immediately. If the homeowner fails to take immediate action, animal control will be notified and a complaint will be filed.

### **Property Auction Rules:**

It has come to the board of director's attention that homeowners in Maplewood Isle have arranged for private companies to Auction off their property in place of using a traditional Real estate companies.

This is intended to clarify the Rules to be used by the homeowner and the Auction Company. It is the homeowners responsibility to obey the current Rules and Regulations document and to ensure that all companies under contract obey the Rules and Regulations of Maplewood Isle.

Home Auctions fall under the rules detailed above. Reviewing these rules:

- No Open houses for the general public
- No Signs advertising the Property in Maplewood Isle or on the roads leading up to Maplewood Isle.
- All prospective buyers must be accompanied by a licensed Real estate Agent for showing the property
- All showings must be pre-arranged with the Security posts (i.e. guards must be notified in advance of the scheduled time of the showing, with names of the Real estate agent and the prospective buyer)

With these rules in mind, we would like to clarify how they pertain to auctions in the form of "Frequently Asked Questions".

#### 1. I want to hold an auction of my property. Who should we notify?

As a courtesy the board of director's should be informed in writing of the name and address of the Auction company, the proposed date of the auction, and the representatives of the Auction Company who will be showing the property.

In addition we request that the auction company representatives introduce themselves to the security staff and provide a business card with contact numbers.

#### 2. The Auction company wants to advertise the home. Is this permitted?



There are no restrictions on advertising the home in print, TV or Internet. It is expected that these advertisements would be similar to normal Real Estate advertisements.

3. The Auction company wants to hold an open house so that they can expose the property to prospective bidders. How can this be arranged.

There are no open houses permitted. If the auction company wishes to have repeated showings on a single day, then each prospective bidder must be accompanied by a representative of the Auction Company from the time they enter the gate until they depart. The Auction company representative may escort a maximum of four prospective bidders at any given time. They must enter the gate together in a single vehicle and depart together.

Only one Auction company representative may show prospective bidders the property at any given time. The homeowner must notify the security post in advance of the arrival of the Auction company representative and provide the name of the representative who will be arriving and the prospective bidders. If an auction company representative arrives at the security post without having advanced notification they will be turned away.

4. How many showings can we have in a single day.

No more than 10 groups of prospective bidders (40 in total) may view the property in a single day. This is so that the security staff is not overly burdened with arrivals and departures of Auction Company representatives.

5. What information needs to be provided to the prospective bidders?

As with all prospective buyers, the Auction Company must provide prospective bidders with copies of the Maplewood Isle Association Common Rules and Regulations (this document) and the Maplewood Isle Association by-laws. These important documents give information on how the association operates.

These documents may be obtained from the association management company whose name, and telephone number are available at the security posts.

6. What about the day of the auction? How do the bidders attend?

The auction MUST be held off site. We recommend a nearby Hotel Banquet room or other venue. Prospective bidders should have previously arranged a showing with the Auction Company. Residents have expressed concern with previous occurrences where large numbers of people unknown to either the Homeowner or the Action company gained entrance to the community in order to attend the Auction.

Prospective bidders may view the property on the day of the auction provided that all the rules above are followed (accompanied, no more than 4 at a time, security notified in advance)

7. I would like to auction the contents of my property as well. Can I do that?

You can auction the contents of your property provided that is done off site. All contents must be removed at the same time in one vehicle either prior to or after the auction. There will be no "pickups" by the winning bidders after the auction.

Viewing of the contents can be either:

- During the showing of the property following the above rules
- Move the contents to an off-site location for viewing, auction, and immediate removal.

8. When and How can the contents be removed?

Following the rules for moving vans, contents can be loaded into a single vehicle on Weekdays from 8AM-6PM and on Saturday from 9AM-1PM. There will be no removal outside these hours or on Federal Holidays.

9. After the auction, is the winning bidder permitted to enter the community?

When the property sale is closed, the new homeowner must register with the management company and that time they will be authorized to receive decals for their vehicles. Prior to closure of the sale, winning bidders are regarded in the same manner as any other buyer with a signed sales contract.

10. What about Property inspections?

This is handled in the exact same fashions as with traditional real estate sales. The current homeowner will notify the security staff that the inspector will be arriving.

11. I have some more questions. Who can help me get answers?

The current board of director's can answer all questions. Inquire at the Security post for the names and telephone numbers of the board of directors.

### **Recreation:**

Out door recreation is permitted from 9:00 am until 10:00 pm.

Motorized (electric or gas powered) go-carts, mopeds, or other like items are not permitted on the streets of Maplewood Isle.

### **Sales:**

Garage sales, Estate sales, Moving sales or other types of publicly advertised sales are also not permitted when buyers require entrance to Maplewood Isle.

### **Signs and ornaments:**

All signs listing or advertising Realty Companies, Service Vendors, or **other commercial or non profit organizations** are not permitted to be displayed in Maplewood Isle.

Political election signs may be displayed in Maplewood Isle. The signs are to be no larger than 12 inches by 12 inches and no resident may have more than 6 signs in Maplewood Isle at any given time. Political election signs are permitted in the period from 60 days before the election to 3 days past the election.

### **Solicitations:**

There is no solicitation or door-to-door sales allowed in Maplewood Isle with the exception of school age children, of Maplewood Isle residents, who wish to sell school approved sale items such as candy bars, wrapping paper, or cookies.

Any vendor who wishes to advertise in Maplewood Isle may do so through the Maplewood Isle Web Site or by means of individually addressed advertising **delivered by the US Postal Service.**

The Maplewood Isle Resident Directory may not be given or addresses and other pertinent information disclosed to solicitors.

### **Speed Limits:**

All speed limits are clearly posted and are to be observed in Maplewood Isle. **The board has the option of prohibiting guest's vehicles from re-entering if a complaint has been made regarding the speed of the vehicle though Maplewood Isle.**

### **Trash:**

Trash items, garden clippings, trash bags, trash or recycling cans may not be left by the curb in anticipation of trash pick-up day. All trash items may be brought to the street on the morning of the scheduled trash pick-up. All trash items must be bagged or placed in appropriate containers.

All trash and/or recycling cans must be removed from the curb following trash pick-up. Any trash items, garden clippings, trash bags, trash or recycling cans left by the curb for more than 24 hours prior to scheduled trash pick-up or after scheduled trash pick-up will be subject to removal by private hauler. If a private hauler is called to pick-up items remaining by the curb, the Resident will be billed for its removal.

### **Vehicles:**

Vehicles belonging to the Residents of Maplewood Isle must display approved decal. Decals are available at the Front Security Gate.

All vehicles, remaining on the Isle for more than 24 hours, must be parked in the Resident's driveway and may not block any Resident's mailbox, driveway, or access way including cul-de-sacs.

**Wild Animals:**

Maplewood Isle is not responsible for wild animals such as raccoons, opossums, or others that inhabit a resident's private home or yard. However, if these animals are located or nesting in a public or common grounds area of the Isle and their presence poses a safety or health hazard for the Residents of Maplewood Isle, then the Board of Directors will direct removal of such animals.