



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

### **Common Rules and Regulations As of May 2016**

Please note that these Rule and Regulations are subject to revision by the Board of Directors of Maplewood Isle in its effort to maintain the safety and cleanliness of, for the preservation of good order in, aesthetic enhancement thereof and the efficient operation of Maplewood Isle.. Updated information will be sent to individual homeowners. Changes may 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 Management Company of 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 guard Gates.**

## **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.
11. Changes or additions to any exterior ornamental, statuary, artwork or general decorative objects regardless of size.

Prior to commencing work or installation, 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 or photos 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 or installation. 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 board will not consider any applications for homeowners that are in arrears with the Maplewood Isle Homeowners Association.

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. 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.

## **Construction:**

Any new construction or major remodeling 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.

It is incumbent upon the homeowner to make sure that the following construction rules are enforced while construction is taking place.

1. No dogs or pets are allowed on any construction site.
2. No loud playing of radios, music, or electronic devices.

3. Contractors or sub-contractors while on the construction site may not consume any alcoholic beverages or engage in any illicit or illegal behavior.
4. Contractors or sub-contractors must enter and leave through the back guard gate .
5. No vehicles or heavy-duty equipment may be parked overnight on any construction site or common area without permission from the Board of the Maplewood Isle Homeowner's Association.
6. Speed limits and traffic rules on all streets must be adhered to. Repeated failure to adhere to this will result in denial of re-entry.
7. All construction maintenance and repairs shall be limited to between the hours of 8:00 am to 6:00 pm Monday through Friday and between 9:00 am and 1:00 pm on Saturday. There will be no work allowed or persons permitted by contractors on any construction site at any other times. There will be no work on any national holidays including but not limited to: Christmas Day, New Year's Day, Labor Day, Thanksgiving Day, Independence Day, and Memorial Day except for emergency repairs.
8. There must be proper trash containers and construction toilets upon each construction site. Anyone using other areasas toilets will be asked to leave immediately and not permitted access to Maplewood Isle again.
9. All contractors and sub-contractors are only allowed access to the assigned site. Workers are not allowed to trespassor otherwise infringe on the rights of other residents, park, or leave trash on any other property or upon any common areas. All construction sites must be kept neat and orderly at the end of each workday.
10. Violation of any of the above rules will result in the suspension and/or revocation of any contractor's privilege to work in Maplewood Isle.
11. New or major construction will require a bond of \$5,000.00 payable to Maplewood Isle Homeowners Association that will be valid until all work is completed.

### **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.

### **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 5 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 12feet without the approval of all homeowners of the adjacent properties and the Board of the Maplewood Isle Homeowners Association.

### **Hurricanes:**

It is incumbent upon each homeowner to safely secure their homes when given warning of an impending hurricane. When a hurricane warning is issued by the Broward County Emergency Management Authority, all security personnel will secure the front and back guard gates appropriately; board the windows of theguardhouses; give the access keys to a specified Board member; shut off electricity to the guard houses and gates; and leave the front guard gates in an open position. Security personnel will not return until such time as an "all clear" is issued in BrowardCounty.During this period, homeowners will be responsible for the safety of their individualproperty.

Additionally, those homeowners who have generators will be allowed to run their generators daily from 6:00 am until 12:00 am. At midnight, all generatorsmust be turned off unless a homeowner has a medical condition that requires power generation.

During a storm, all roads and cul-de-sacs in Maplewood Isle must be free and clear of any vehicles, machinery, boats, or obstacles. Clear and complete access must be maintained for emergency vehicles at all times. After Broward County issues the "all clear", all vehicles, machinery, boats, or obstacles must remain in the homeowner's driveway until such time as all debris is removed from the roads, cul-de-sacs, and common areas.

After the "all clear" is issued, the Board will make every attempt to quickly and efficiently remove obstacles from the roads, cul-de-sacs, and common areas of Maplewood Isles. The Board requests that each homeowner safely, and in accordance with approved standards by FEMA, pile debris curbside. Homeowners may not pile debris curbside that impedes the flow of traffic or emergency access. Homeowners may not pile debris on another homeowner's property unless mutually agreed upon by each party. The Board does not share in any individual homeowner's agreement or responsibility regarding collection and removal of debris.

In the event that the city, state, or federal debris removal is not approved, then it will be the responsibility of each homeowner to have debris removed expeditiously or within 15 days of the “all clear” issued by Broward County. Those not removing their debris in the approved time period will be subject to removal of the debris by the Board and charged accordingly. Additionally, in the event of destruction of a homeowner’s street-side trees these trees must be replaced with like trees. The Board will notify homeowner’s of replacement time period.

The Board will make every effort to keep homeowner’s apprised of any notices, events, or changes. If possible, update notices will be posted at each guard gate daily. The Board reserves the right to temporarily modify access and work rules within Maplewood Isle in the event of a natural disaster.

### **Landscaping :**

All landscaping must meet minimal guidelines set forth in the By-Laws of Maplewood Isle. The Board 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 Mahogany, 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. It is strongly suggested that homeowners only use vendors that are licensed, bonded and insured.

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.

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. Fees may apply.

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:**

All streets and public areas in Maplewood Isle are owned by MWI Assoc. and are subject to these rules.

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 sides 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.

Homeowners are responsible for Vendors, Sub-Contractors following the rules and regulations concerning parking. All vendors and sub-contractors are required to park in front of the home where work is being performed. If that is impossible they must use the homeowner's driveway. In order to prevent damage and provide access to the cul-de-sac, no parking in a cul-de-sac is permitted. Instead they must find the nearest straight area leaving enough space for school buses, garbage trucks, emergency vehicles, etc. to get through without difficulty. (If under special circumstances, a vendor or sub-contractor needs to park in the cul-de-sac, the driver of that vehicle must be immediately available to move the vehicle). Vendors or Sub-contractors may not park in front of a neighbor's property or block any driveway or mailbox. They may not park on both sides of the street. If vehicle is parked on one side they need to park on the same side to allow clearance for other traffic. No overnight parking is permitted nor may any construction vehicles or equipment be left on any property overnight.

### **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. Parking must be supervised to ensure that alternative parking rules are enforced.

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.

### **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 and dispose of the waste at their

residence. Failure to do so will result in a warning for the first notice and a fine of \$100.00 for additional offenses.

Electronic dog fencing is not permitted without 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 any 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.

Maplewood Isle does not allow any animals to be kept that are considered or classified as livestock or exotic.

### **Recreation:**

Outdoor recreation is permitted from 9:00 am until 10:00 pm Monday through Sunday.

Motorized go-carts, mopeds, or other motorized recreational vehicles are not permitted in Maplewood Isle.

### **Signs and ornaments:**

All signage listing or advertising Realty Companies, Service Vendors, or others is not permitted in Maplewood Isle.

Law permits campaign signs, for local, state or national elections to be displayed in Maplewood Isle. Maplewood Isle requires that the signs are no larger than 12 inches by 12 inches.

### **Solicitations, Sales:**

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.

Garage sales are not permitted in Maplewood Isles.

Open-gate estate auctions are not permitted in Maplewood Isle. Private-by-invitation auctions are permitted as long as a list of attendees is provided to security personnel. This event will be considered a "Party/Other Function" and all attendee, security, and parking provisions will apply as outlined above.

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.

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

### **Speed Limits:**

All speed limits are to be observed as posted in 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 hired by consent of the Board to pick-up items remaining by the curb, the homeowner will be billed for its removal.

Trash cans must be placed in an area not able to be seen from the street.

## **Vehicles:**

Vehicles belonging to the Residents/Homeowners 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.