

TIMBER CREEK CONDOMINIUMS

ASSOCIATION, INC.

AND

TIMBER CREEK GOLF COURSE

RULES AND REGULATIONS

REV. 7/6/93

RULES AND REGULATIONS

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TIMBER CREEK CONDOMINIUMS ASSOCIATION, INC.

RULES AND REGULATIONS

EXHIBIT K

This exhibit is to provide all owners/residents with rules and regulations to follow while enjoying the facilities of Timber Creek. These rules and regulations are not intended to replace the legal documents of Timber Creek. They are prepared to provide a simplified reference which incorporates current practices and procedures, as well as interpretation of the condominium documents. We encourage you to become familiar with our Rules and Regulations. Section I is referred to as ASSOCIATION RULES and Section II is for GOLF COURSE RULES. Enforcement procedures will be found on page 8 and 9.

SECTION 1

ASSOCIATION RULES

1. DEFINITIONS

RESIDENT: An owner or lessee living in a condominium unit, including members of his/her immediate family who normally reside with the owner or lessee.

RENTER/LESSEE: Any person or persons who contract for the rental of a unit. Lease periods must be for one month or longer. No unit owner may lease a unit except with the approval of the Board of Administration.

CORPORATE OWNER: Since Timber Creek is a residential community, this type of owner can only lease for residential purposes.

GUEST: Any person other than a resident who is on the condominium property at the invitation of a resident or owner. This also applies to golf course customers who are extended golfing privileges only.

NON RESIDENT OWNER: A unit owner not living at Timber Creek. When unit is vacant, owner still enjoys all privileges. While the unit is leased, applicable privileges apply to lessee, and the owner and his/her family and friends forego these privileges. Reduced Golf Membership fees will be made available to Renters. These fees are established by the Board of Administration and are posted in the Golf Shop.

CHILD: Any person under age 18.

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## 2. REGISTRATION

Registration is required for all residents. The registration book is maintained at the Timber Creek Association clubhouse. Registration acknowledges compliance with the Rules and Regulations of Timber Creek. All resident lessees and guests are required to register within 24 hours of arrival. Failure to register may be cause for denying the use of the recreational facilities and clubhouse to lessees and guests. It is the responsibility of owners to advise their agents, renters, and guests directly of this requirement and to furnish them with a clubhouse key.

## 3. NOISE

In order to insure your own comfort and that of your neighbors, televisions, radios, stereos, and tape players should be operated at a reasonable volume level at all times. The hours between 11 P.M. and 7 A.M. are "quiet hours" at Timber Creek. During this time the above equipment must be turned down to minimum volume. Our quiet hours would preclude the running of dishwashers, washers and dryers, disposals, and vacuums if possible. Your neighbors will appreciate this thoughtfulness.

## 4. USE OF RECREATIONAL FACILITIES

The recreational facilities and clubhouse are for common use by residents, registered lessees and authorized guests. Since Timber Creek is primarily a community for adults, certain restrictions apply to children. See Rules and Regulations paragraph 11, CHILDREN, on Page 4.

When a unit is leased, the owner forgoes all rights to the use of recreational facilities and common elements. Golf Course Rules and Regulations follow these Association Rules in Section II. Golf Course Green Fees and Membership Fees are established by the Board of Administration and are posted in the Golf Shop.

## 5. CLUBHOUSE

The clubhouse is available for the enjoyment of all registered occupants of Timber Creek Condominium units and their guests. Scheduled events have priority over residents wishing to reserve the entire clubhouse meeting room, kitchen and/or conversation pit for their exclusive use for a period not to exceed twenty-four (24) hours. An application form can be obtained from the Association for approval to use these facilities. The completed application for personal exclusive use should be submitted at least 10 days in advance of any desired function along with a refundable security deposit in an amount designated by the Board of Administration. In addition, a non-refundable payment in an amount determined by the Board will be charged to defray Association expenses for this exclusive use.

Proper attire must be worn inside the clubhouse. Swim suits, wet or dry, are not allowed in the clubhouse except for access to the rest rooms. Pets are not allowed in the clubhouse or other recreation areas. Lights in the rest rooms and showers are to be turned off after use.

6. SAUNAS AND EXERCISE ROOM

The saunas are restricted to adults only. Children are permitted in the exercise room only when accompanied by a responsible adult. Turn off the equipment and lights when leaving.

7. BILLIARD ROOM

Children using this facility MUST BE ACCOMPANIED BY A RESPONSIBLE ADULT. Replace table cover, close and lock any opened windows, and turn lights off when leaving.

8. POOL AREA

- A. Hours are from 9 A.M. to 10 P.M.
- B. Children must be accompanied by a responsible adult at all times.
- C. Posted rules and regulations must be followed.
- D. Pool parties (as exclusive use) require prior approval of the Board.
- E. Glass and other breakable items are not allowed in the pool area.
- F. Chairs and lounges must be covered to protect them from lotion and oil.
- G. All refuse is to be placed in covered receptacles.
- H. Umbrellas should be returned to down position upon departure; and chairs, tables, and chaise lounges should be returned to normal arrangement before leaving.
- I. Pets are not allowed in the pool area.

9. TENNIS COURTS

Court-time availability is during daylight hours. Proper tennis attire, including non-marking shoes, is required when using the courts. Shirts must be worn; swim suits are not considered proper tennis attire. Entrance to the courts is afforded by the clubhouse key in possession of residents or guests. Lock the court gate when leaving.

10. SHUFFLEBOARD

Court-time availability is during daylight hours. Equipment can be obtained at the pro-shop and must be returned after use.

11. CHILDREN

Since Timber Creek is primarily a community for adults, certain restrictions apply to children.

- A. Reasonable supervision of children must be maintained by parents or whoever is responsible for the children's presence.
- B. The clubhouse, billiard room, swimming pool, tennis courts, shuffleboard courts, and exercise rooms are available to children only when accompanied by a responsible adult.
- C. Children in diapers or not toilet trained are NOT permitted in the pool.
- D. Children under 18 are not permitted in the jacuzzi or the saunas.
- E. Golf course rules are set forth in Section II.

12. PETS

- A. Renters, lessees, their guests, and invitees are prohibited from having pets at Timber Creek as specified in the Declaration of Condominium. Pet owners must comply with the provisions of the Declaration (refer to paragraph 15.3).
- B. Pets must be registered with the Association accompanied by proof of immunization. Also, pet owners must keep their pets on a leash and walk them in designated areas. Droppings must be bagged and disposed of in the dumpsters..not left in wetlands, tree areas or in ponds.
- C. Pets are not allowed in the clubhouse or any recreational area around the clubhouse, tennis courts, or on the golf course.
- D. Pets must not be noisy or allowed to be a nuisance or disturbance in any portion of the condominium or grounds.

13. ROADS AND PARKING

- A. Driving speed on condominium roads should not exceed 15 miles per hour.

- B. Each unit owner has one (1) assigned covered parking space. Lessees have the same entitlement and should be informed by the owner or his/her representative as to the parking rules and space assigned. PARKING ON GRASS AREAS IS NOT PERMITTED.
  - C. Any resident having more than two (2) cars should check with the Board of Administration for parking options.
  - D. Temporary use of another's covered parking space must be at the discretion of the owner. A record should be on file with the Board of Administration as to this authorization, (refer to Declaration of Condominium 4.1).
  - E. Residents shall not park anything other than conventional passenger vehicles on condominium property, unless exceptions have been authorized. No trucks, commercial vans, trailers, boats, boat trailers, motor homes, campers, house trailers, motorcycles, mopeds or golf carts shall be parked overnight in any of the parking spaces or on the common elements without the written approval of the Board of Administration.
  - F. Motorcycles are allowed for ingress or egress only.
14. OUTSIDE COMMON ELEMENTS AND LIMITED COMMON ELEMENTS

- A. Refuse, rubbish or garbage should not accumulate either inside or outside the units, including the limited common elements and privacy gardens. It should be properly packaged for disposal in a designated dumpster. If dumpster is full, refuse must be disposed of in another dumpster. DO NOT PUT REFUSE ON TOP OF THE DUMPSTER OR OUTSIDE OF THE DUMPSTER. VIOLATORS WILL BE CHARGED THE EXPENSE FOR REMOVAL OF TRASH THAT HAS NOT BE PROPERLY DISPOSED OF.
- B. The storage areas in Buildings 400, 500, 600, 700, 800, 900, 1000, 1100, 1200 and 1800 are provided for the respective use of the four units served by the neighboring mail boxes. Amicable sharing of this storage space is stressed. Each unit should utilize approximately one-fourth of the area unless a written statement is filed with the Association granting permission to occupy another owners' space. Privacy gardens and air conditioning enclosures are not to be used as storage areas. The Board of Administration will settle any dispute that may arise. See paragraph 19, Declaration of Condominium.
- C. Gasoline or other inflammable substances shall not be stored in the unit or in the storage areas.
- D. Carports are to be kept uncluttered.

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- E. Use of barbecue, charcoal, and gas grills within the unit or on the lanais is strictly prohibited. Grills may only be operated ten (10) feet or more from any condominium building or carpeted areas. Pressurized tanks and fittings associated with gas grills shall show no evidence of rust or corrosion. Any grease spills must be cleaned immediately. Grills may be kept in the unit or in the storage area.
- F. Units and common elements should not be used for immoral or illegal purposes.
- G. Garments, rugs, laundry, towels, etc., shall not be hung from window sills, railing of porches, lanais, or any other visible area. Outside clothes lines and racks are not to be used.

note

An exception may be approved by the Board to properly display national flags during holiday periods.

- H. Additions or changes (including color changes and decorations) will not be made to the outside of the unit unless approved before hand by the Board of Administration as provided for in Section 11.2 Paragraphs C and D, Declaration of Condominium.
- I. In the case of a U. S. Weather Bureau hurricane warning, all movable objects should be removed from lanais, porches and balconies. Items too cumbersome to be removed should be adequately secured. Any units that will be vacant during the hurricane season should be properly prepared.
- J. Plants, pots, receptacles or other removable objects shall not be kept in stairways, porches, or on the ledges of stairways or porches. Hanging plants or decorations are not authorized in these areas. Bicycles should be kept inside the unit or in the outside storage area. In no case should any bicycle obstruct the safe ingress or egress to any building.
- K. No TV or radio antennas or other electrical or mechanical devices may be installed on or near the exterior of any building.
- L. Loud, unpleasant noise or boisterous conduct is not permitted.
- M. Residents and guests are forbidden to enter power rooms and service areas.
- N. Solicitations on condominium property are not allowed without approval of the Board of Administration.

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- O. Any unit owner wishing to change existing landscape at their expense must first submit a plan to the Board Member responsible for condominium grounds. The plan should show all proposed plants, material (stones, bark, etc.) to be used. Any rejected plan can be appealed to the full Board of Administration.

#### 15. KEYS

- A. A duplicate key to each unit shall be on file with the Board of Administration, which is empowered and authorized to access any unit to remedy whatever emergency may exist. If a duplicate key is not on file and a forced entry is necessary to remedy the emergency, the cost of the damage caused by the forced entry shall be borne by the unit owner. The Association shall be held harmless for any loss or damages to the unit and/or its contents resulting from the forced entry.
- B. Only one clubhouse key will be issued to a unit. It is the responsibility of the owner. This is a non-duplicatable key and its purpose is to insure the security of the clubhouse. The replacement cost is \$25.00 if the key is lost.
- C. In case of lock-out, call the Association telephone number (813) 794-0325. A fee may be imposed for this service.

#### 16. BUILDING REPRESENTATIVES

All owners and residents noting problems should provide their comments to the appropriate building representative in writing. The name of the representative is posted on the bulletin board of each building. In the absence of the Building Representative, work orders can be turned in directly to the Association.

#### 17. SAFETY REQUIREMENTS

- A. The Association and unit owners have certain liabilities for the safety of residents and guests while they are here at Timber Creek. In this regard it is very important that non-functioning safety equipment such as inoperative safety lighting, broken hand railings, exposed wiring, or other potentially hazardous conditions be reported immediately.
- B. Unit owners are specifically responsible for proper servicing of smoke alarms and fire extinguishers in their units. These should be checked at least semi-annually and the extinguisher certification tag noted annually.

18. LEASES/RENTALS

Lease documents in a format approved by the Timber Creek Condominiums Association are available, from a Director or any representative. If owners or lessors prepare a lease, the lease shall include the following provisions:

- A. No rooms may be rented and no transient tenants shall be accommodated in the unit.
- B. All of the provisions of the Declaration of Condominium of Timber Creek, the Articles of Incorporation, the By-Laws, and the Rules and Regulations of the Association pertaining to use and occupancy shall be applicable and enforceable against any person occupying the unit as a tenant to the same extent as against a unit owner.
- C. The Association is designated the unit owner's agent with authorization to terminate a lease in the event of violations by the lessee of a lease agreement.
- D. The lessee acknowledges receipt of a copy of the Rules and Regulations of Timber Creek Condominiums Association governing conduct, use of condominium property and recreational facilities and agrees to abide by them.

19. TRANSFERS

Before the transfer of any unit by sale, lease, gift, or any other means, approval of this action must be obtained from the Board of Administration. The necessary forms can be acquired from the Association. Seller shall provide to the buyer at closing a copy of the Condominium documents.

20. ENFORCEMENT OF RULES AND REGULATIONS

The Rules and Regulations attempt to be fair, and they seek to promote the peace, health, safety and happiness of the residents and guests at Timber Creek Condominiums. However, there could be situations where enforcement of the Rules and Regulations might inflict hardship and even injustice. Bring the problem to the attention of one of the Board members who will hear you out and then present the matter to the full Board.

The procedure for presenting a complaint is as follows:

- A. An owner or lessee should submit a complain in writing signed and dated to the Condominium Manager. The name of the complainant will not be revealed without their written permission.

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- B. The violator will be contacted with regard to the complaint.
- C. The Condominium Manager will take proper action if the violation is not corrected.
- D. The fine procedure for violations of the documents and Rules and Regulations is found in the Declaration of Condominium, page 28, paragraph 19 and 19 A., and paragraph 5.(c) of the By-Laws as approved by the membership.

## 21. ASSESSMENTS

Assessments are payable on or before the first of each month. Failure to make payment by the 10th of the month will result in an administrative charge in an amount set by the Board of Administration, plus interest at the current maximum rate allowed by law. All subsequent payments will first be applied to interest, next to the administrative late fee, then to any costs and attorney's fees incurred in collection, and lastly to the delinquent assessment. The account of any unit owner two months in arrears will be turned over to the Association attorney for proper action. The unit owner will then be required to pay the amount in arrears, administrative fee charges, interest, and reasonable attorney's fees.

All payments should include the unit number, and be mailed or delivered to:

Timber Creek Condominiums Association, Inc.  
4550 Timber Lane  
Bradenton, FL 34210

The Association telephone number is (813) 794-0325.

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## SECTION II

### GOLF COURSE RULES

#### 1. GOLF COURSE INFORMATION

Timber Creek golf course is privately owned by the membership of Timber Creek Condominiums, Inc. It is open to the public and managed to provide enjoyment for our members and golfing customers.

#### 2. GOLF MEMBERSHIPS

Golf memberships are available to (1) Unit Owners (2) Renters and (3) Non-Residents. Membership fees for each of these categories are established by the Board of Administration and will be posted in the Golf Shop. Persons renting a unit on an annual basis are considered to be permanent residents and will be offered the same membership fees as unit owners. Unit owners and their renters/lessees cannot both hold Golf Memberships at the same time because Renters assume the rights of Owners to a reduced advance green fee during the term of their lease.

#### 3. GUESTS

Non-resident customers of the golf course are considered to be guests for golfing privileges only. They are not entitled to any other guest privileges. Persons on the condominium property at the invitation of either the unit owner or authorized lessee as a guest are entitled to all privileges of Timber Creek. Overnight guests will be allowed reduced green fees as established by the Board of Administration.

#### 4. FEES AND PRICES

Golf fees and golf equipment rental prices will be proposed by the Golf Course Committee and approved by the Board of Administration. Pricing of food, beverage and merchandise will be established by the Golf Course Committee. A current price list will be maintained in the Golf Shop and submitted to the Board of Administration.

#### 5. REGISTRATION

All players are required to register in the golf shop before beginning play. Also anyone renting equipment not personally known to the golf shop employee, must furnish proof of identity at the time of rental. This information will be recorded in the registration book.

#### 6. CLOTHING AND DRESS CODE

Appropriate golf attire must be worn. We do not allow cut-off jeans, dirty clothing, swim suits, brief clothing or short shorts. Shirts and shoes are required.

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## 7. CHILDREN

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Children are not allowed on the Golf Course unless they are playing golf and have paid a green fee. Children under the age of fourteen years will be allowed to play golf if accompanied by a responsible adult. Children are expected to exhibit good manners, to be respectful of others, and follow the rules of golf.

- B. Motorized golf carts are not to be driven by children under 16 years of age. When children under 16 years of age accompany an adult in a motorized golf cart the adult must remove the key when he leaves the cart to prevent injury or damage to the property. See GOLF CARTS in paragraph 8.

## 8. GOLF CARTS

- A. At the time of renting a motorized golf cart, the driver will sign an agreement assuming full responsibility for any damage to the cart and liability for its use. Timber Creek Golf Course is not responsible for personal injury or property damage from use or operation of golf carts.

- B. No more than two people may use one motorized golf cart. Also, only two golf bags are allowed per cart.

Motorized golf carts are not be driven by children under 16. When children accompany an adult on the course the adult must remove the key when he leaves the cart to prevent injury or damage to property. See CHILDREN in paragraph 7.

- D. Signs are posted where golf carts may not be driven. Under no condition will any golf cart (motorized or pull cart) be on a tee, in a hazard, or nearer than ten (10) feet to a green, unless a special cart path has been provided. Players should only drive on cart paths where provided, and all carts should avoid casual water, or soft areas and sprinklers.

## 9. DO'S AND DON'TS

- A. Glass containers are forbidden on the golf course.
- B. Each player is responsible for proper disposal of wrappers, food items, cans, etc., including any refuse that may be produced by non-playing members of their party.
- C. Playing with range balls on the golf course is forbidden.
- D. No articles, tickets, donations or subscriptions will be solicited, sold or circulated without formal management approval.

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- E. All members are required to show their membership cards at any time requested to do so by any member of the golf shop staff.
- F. All players are required to show receipt for greens fees or payments if requested to do so while on the course.

10. LOSS OF PERSONAL PROPERTY

The Golf Club cannot assume responsibility for loss of personal property by members, owners, and guests.

11. COURSE PLAY

- A. The rules of the United States Golf Association govern play at Timber Creek except for local rules identified in this document or displayed in the golf shop. Special rules may be published for tournaments or league play.
- B. Golf etiquette will be observed with special attention to the following:
  - a. Slow players will allow faster players to play through when one full hole is open ahead.
  - b. Players are responsible for the proper replacement of all divots on the fairways and tees. Tees are not to be left until the turf repair has been completed.
  - c. All footprints will be smoothed before departing traps. Do not climb the face of any of the traps and bunkers.
  - d. Flag poles should not be dropped on the greens. Golf bags should never be placed on the greens.
- C. Tournament and League Play can only be scheduled by the Director of Golf as recommended by the Golf Committee and will have right of play over any other play during the time scheduled.
- D. Playing groups are limited to four players unless approved in advance by the Golf Manager.
- E. Practice on greens, tees, and fairways is forbidden.
- F. Each golfer must have his own set of golf clubs. Sharing with a partner is not permitted. The golf shop does have rental clubs available.
- G. Persons using the facilities of Timber Creek Golf Course are solely responsible for any damage or injury they or their golf equipment, including golf balls, cause on the property. Any damage or injury should be promptly reported to the Golf Shop.

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12. ENFORCEMENT OF RULES AND REGULATIONS

The Rules and Regulations attempt to be fair, and they seek to promote the peace, health, safety and happiness of the residents and guests at Timber Creek Condominiums. The golf manager is authorized to fully enforce these golf rules and will establish compliance. Procedures as applicable are identified in Section I of these Rules and Regulations.

The Golf Shop telephone number is (813) 794-8381.