

Terra Siesta Co-Op, Inc
Revised Rules and
Regulations

Revised on 11-28-2022

Terra Siesta Co-Op, Revised Rules and Regulations 2022

Table of Contents

General	2-4
Restrictions for Occupancy	4-5
Subletting	5-6
Home Maintenance	7
Improvements.....	7-8
Landscape Maintenance	8
Pet Ownership	9-10
Vehicles	10-11
Golf Carts-Bicycles-Tricycles.....	12
Parking Areas	12-13
Visitors	13-14
Swimming Pools	14-15
Compound Rules.....	15-17
Rules and Procedures for all Board Meetings.....	17-18
Terra Siesta Clubhouse Rules	18-21
Information Sheet.....	21-22

GENERAL

1.) In accordance with Florida Statute 617, and 719 the Board of Directors reserves the right to change or revise these rules and regulations. The Board of Directors reserves the right to remove or evict with notice, any person, or persons who: threaten our shareholders, repeatedly cause a disturbance to their neighbors, or violates the Co-Op rules, bylaws or proprietary lease. Illegal conduct, profanity, or vulgarity or offensive activity of any kind is prohibited.

The Board of Directors may also evict a tenant for nonpayment of monthly assessment, or conviction, of a violation of state or federal law, which may be deemed by the Board of Directors to be detrimental to the health, safety, or welfare of other residents of Terra Siesta.

2.) Admission – Terra Siesta is a 55 and older retirement community. The Board of Directors reserves the right to refuse admittance into the community. Occupancy is not to exceed two persons per home unless prior written permission and arrangements are made with the Board of Directors and are in the case of special circumstance only. One resident in each home must be fifty-five years of age or older, the other resident shall be a minimum age of forty-five years. A background check will be required at the applicant's expense. The applicant must be considered desirable and compatible with the other residents of the community. Prospective residents must be interviewed by the property manager and have written approval by the property manager before moving into the community.

3.) Normal office business hours will be from 8:00 AM to 4:30 PM, Monday through Friday. In case of emergency during non-office hours, call any Co-Op Director. Telephone numbers and names are

listed in the monthly newsletter and on the Co-Op website, www.terrasiestacoop.com.

4.) All monthly assessments are payable in advance on the first (1st) day of each month. A late charge of \$5.00 per month will be added for all payments not received by the tenth (10th) day of the month.

5.) No subletting of space or renting of homes is permitted without a property manager's interview and approval of prospective occupants. A background check will be done for each renter at a fee of \$50.00 per person.

6.) Any resident may canvas other residents as provided for in the Florida Statutes. No other solicitors, vendors, or peddlers are permitted in the park without prior written consent of the property manager.

7.) Pools are open daily from 5:00 AM to 10:00 PM. All other recreational areas are open from 7:00 AM to 10:00 pm.

8.) Use of the Clubhouses, Live Oaks Park, and the Bandstand for functions, organized activities or events requires a written request and approval from the manager.

9.) All residents of Terra Siesta will be held directly responsible for the action of their guests/renters. The rules of each recreation activity are plainly posted at the site. Guests/renters must observe all posted rules.

10.) Be considerate of your neighbors when playing your radio, television, or stereo especially after 10:00 PM. No mowing, power washing, weed eating, etc. is permitted before 8:00 AM. (This is a

Manatee County Noise Ordinance.) or after 8:00 PM.

No Sunday mowing is allowed except during the months of June, July, August, and September from 11:00 AM to 3:00 PM. Sunday contracted construction must be approved by the manager for emergency repairs only.

11.) Any complaints must be presented by a written and signed statement addressed to the Co-Op Board/Manager. This is in accordance with the Florida Statute 719.107 (1) (a2). All information will be kept confidential.

12.) There is an annual, one day, community-wide yard sale. Residents are urged to participate. Any additional yard sales are limited to two days duration and requires the approval of the manager.

13.) Each year shareholders are required to update their records with the office, whether any changes have occurred. All shareholders are expected to maintain a current address and a state-approved ID on file. This update must be done by the second week of January to ensure our status of a 55+ community when we are audited. Seasonal residents must check in at the office upon arrival and checkout prior to departure.

RESTRICTIONS OF OCCUPANCY FOR NEW UNITS

1.) No new building, structure, installation, or other improvement shall be placed on any lot until the plans have been submitted to and approved by the manager. Plans may be disapproved solely based on aesthetic standards established at the direction of the Board of Directors.

2.) A description of all improvements, which are required to be installed by the member on the member's lot as a condition of their occupancy, both new and existing in Terra Siesta Co-Op, is as follows:

- a.) No new manufactured home may be less than 12 feet in width, any replacement unit must be newly manufactured. The resident will be responsible for all utility connections, water connections, fill dirt and any impact fees associated with the placement of the home. No two-story buildings are permitted.
- b.) Driveway and carport must be concrete. In addition, any home without a concrete driveway, must, when sold, have the driveway upgraded to concrete.
- c.) A carport, of approved materials.
- d.) Sodded lot, if necessary.
- e.) Skirting, of approved materials.
- f.) House numbers must be at least three inches high and located on the home where they are easily visible from the street. Reflective numbers are preferred, but not required.

SUBLETTING

- 1.) The sublet may not violate any other provision or restriction contained in the Proprietary Lease regarding the sublet of Units.
- 2.) The minimum length of sublet of a Unit is twelve (12) months, except that a Unit may be sublet for a minimum term of one (1) month if the proposed sublet term is between November 1st and April 30th of each year.

- 3.)** Not less than ten (10) working days prior to the date of the proposed sublet, the Shareholder shall provide the office with an application for the sublet approval that was adopted by the Board. The Shareholder shall include, a copy of the lease agreement and a background check fee of \$50.00 for each person occupying the unit during the sublet (check or money order).
- 4.)** Except for overnight visitors registered as required by the VISITORS section of the Rules and Regulations, all persons occupying the Unit during the sublet shall be 55 years of age or older and shall pass the Association's background check.
- 5.)** All persons occupying the Unit during the sublet shall also execute a written statement that they have read and understand all rules, regulations, and other requirements of occupancy in Terra Siesta. This statement shall be executed in the presence of the Association Manager.
- 6.)** For the purpose of this resolution, a sublet shall be any lease, license, loan, or occupancy of a Unit for the exchange consideration of any type.
- 7.)** The background check factors that the Association may rely upon for approving or denying a sublet shall be limited to:
 - a.)** Criminal convictions
 - b.)** Evictions
 - c.)** past occupancy conduct
 - d.)** prior violations in Terra Siesta or other communities.

HOME MAINTENANCE

- 1.) Terra Siesta Co-Op, Inc. shall not deny a homeowner or shareholder the right to sell their home. A homeowner or shareholder may sell their home themselves or list it with a realtor. One “FOR SALE” sign per home or empty lot.
- 2.) Contractor advertising signs are only allowed 1 week before and 1 week after any work, such as roofs, concrete work etc. are done.
- 3.) Hanging clothes, of any kind, or clotheslines of any length will not be permitted on the carports. Existing non-umbrella type lines may be utilized.
- 4.) Each lot, open porch, screened lanai, and carport must be free of debris that is visible from the street or from adjacent units. These areas are not to be used as storage areas. Debris is categorized as boxes, storage bins, discarded items and other items that would not be considered outdoor or patio items. Containers for household waste are permitted.
- 5.) The Association reserves the right to mandate repairs to unsightly or damaged structures on shareholder’s lots, including the shareholder’s residence. All exterior structures should be kept clean and free of mold, algae, and dirt.

IMPROVEMENTS

- 1.) Any improvements to the Shareholder’s home or lot must have written approval by the manager and must be permitted by the Manatee County Building and Zoning or any other local, state, or federal agency as may be required by law. Any structure of 120 square feet or more requires a Manatee County permit.

2.) A detailed Architectural Review Plan must be submitted to the property manager for approval. This applies to all exterior structural changes or additions and must be approved before any work is started. Some examples of improvements requiring an Architectural Review Plan include exterior home painting, re-siding, fencing, lattice work, concrete work and adding a shed.

LANDSCAPE MAINTENANCE

1.) Shareholder's must maintain their lawns, flowerbeds, and rock beds all year long. Maintenance includes mowing, trimming, edging along walkways, driveways/streets clipping, and weeding. The office property and the memorial by Walden's Pond are examples of the expected standard of property maintenance.

2.) In the interest of beautifying the park, residents are encouraged to add shrubs and plants to their lots. Because of underground utilities, no digging of any kind will be permitted without prior approval from the manager.

3.) The burning of trash and yard waste are not permitted. No dumping of garbage, trash, oil, brush, and tree trimmings, etc. in vacant lots or other areas is permitted. Contractors may not dump at the compound.

4.) If premises are not satisfactorily maintained, following the six-inch rule for grass (when weather permits), the manager will notify the shareholder either by telephone or in person, followed by a letter of violation. After 7 days from the date of notice, if the shareholder does not comply, the manager will arrange the mowing service and charge a fee of \$50.00.

PET OWNERSHIP

- 1.) All pets must be registered with the office. Owners are required to give a photo of each pet to go with registration form. The office must be notified if pet is deceased or otherwise removed from residence.
- 2.) Unregistered pets will be considered illegal. All owners of unregistered pets shall be in violation of these rules.
- 3.) Pets are restricted to a maximum of 25 pounds at maturity. No more than two pets per household.
- 4.) Pets are not permitted on private property without the owner's permission.
- 5.) Other pet restrictions:
 - a.) The possession or habitation of exotic animals, birds, rodents, reptiles, etc., will be subject to review and approval by manager.
- 6.) Enforcement:
 - a.) Shareholders reporting a violation need to take a dated picture and submit to the office with a written and signed complaint.
 - b.) Unit owner will be fined for documented infractions.
 - c.) If the shareholder does not comply, the manager will assess a fine of \$50.00 for the first violation; second violation \$100.00 fine. Further violation fines will be determined by the Board of Directors as needed.
- 7.) Manatee County Statutes Relating to Common Pets:
 - a.) All pets must be up to date with required inoculations.
 - b.) All pets must be leashed when outside of unit.
 - c.) Pet waste must be picked up and disposed of properly.
 - d.) Excessive barking is not allowed.

e.) Enforcement: violations of these statutes should be reported to Manatee County

f.) Animal Control (941-742-5933). A complete description of pet ordinances can be found at

<https://www.countyoffice.org/manatee-county-animal-palmetto-fl-7f6/>.

8.) Terra Siesta Co-op, Inc. abides by all applicable federal, state, and local pet ordinances including the Federal Americans with Disabilities Act.

9.) Only service dogs shall be allowed in the halls and pool areas.

VEHICLES

1.) All Vehicles (except golf carts) must have a Terra Siesta Sticker, permanent or temporary, affixed to the left side of the back bumper or lower left side of the rear window.

2.) Vehicles (except golf carts) must have a valid and current license plate. All Vehicles must be licensed, insured, and registered to the unit owner of the current resident of the unit.

3.) All vehicles (except golf carts) of residents and guests, including motorcycles must be parked in the carport or driveway. Each vehicle must have a Terra Siesta sticker or visitor sticker affixed to the left-hand side of the bumper or window. All stickers must be visible from the street.

4.) Overnight parking on the street or on the lawn is prohibited. All vehicles (except golf carts) must be parked in the driveway or carport during the overnight hours. Parking in the driveway or carport of a

neighbor's unit is permissible with the owner's written permission. If for some reason, a vehicle cannot be parked at the owner's residence, permission to park in one of the parks over flow parking areas can be obtained from the office.

5.) During the day, vehicles may be parked in the street EXCEPT Terra Siesta Blvd. Vehicles parked in the street must allow for a single lane of traffic. Do not park two vehicles on opposite sides of the street in a manner that will block the flow of traffic.

6.) Any recreational vehicle such as a trailer, jet ski, or boat may be parked in the driveway or carport for up to 24 hours for loading, unloading, or washing. Items of this type must be stored off site. If the vehicle or boat is too large to park in a driveway the maintenance should be done in the compound.

7.) No major repairs to vehicles shall be permitted in the street, driveway, or carport. A major repair is one that requires the vehicle to be jacked up and immobilized for more than one day. Repairs requiring overnight completion must be approved by the manager. Vehicles in disrepair, with leaking fluids (gas, oil, break fluid, etc.) is prohibited on the streets.

8.) The Board of Directors specifically reserves the right to restrict the operation of all vehicular traffic (per Florida Statue 810.09) within the park which the Board of Directors deem to be detrimental. Pedestrians, bicycles, and tricycles have the right of way. Traffic rules must be reserved.

All traffic signs must be observed. The speed limit in the park is 15 MPH.

GOLF CARTS – BICYCLES – TRICYCLES

(Rules for your safety-from the Department of Highway Safety & Motor Vehicles)

- 1.) Give hand signals, then turn signal.
- 2.) Stop completely at stop signs.
- 3.) Ride on right hand side of the street, close to the curb.
- 4.) If you ride at night, have a red reflector on the rear of your bicycle/tricycle and a bright headlight.
- 5.) Have a bell or horn
- 6.) Ride bicycles/tricycles no more than two side by side. Golf carts may not be driven side by side.
- 7.) No bicycles, skateboards, roller skates, etc. are allowed on the shuffleboard courts, pickle ball court, bocce courts or in the pool areas.
- 8.) Drivers of golf carts must be accompanied by a shareholder or responsible adult if they do not have a driver's license or possess a state-issued ID.
- 9.) All drivers of all vehicles are expected to follow safe driving practices and drive the speed limit. Drivers of all vehicles are liable for any damage or accidents they are involved in. The Co-op has no liability or responsibility for such incidents.

PARKING AREAS

(Donna Drive, Terra Siesta Hall, Woods Hall, Bernadette Drive)

- 1.) Parking in the overflow lots are by permit only. Permits may be obtained at the office. Vehicles without permits shall be considered illegally parked and subject to being towed away at owner's expense.

- 2.) Parking in these areas is for visitors who do not have sufficient parking at resident's homes.
- 3.) Users must refrain from driving on adjacent lawns.
- 4.) Abandoned vehicles will be towed away at owner's expense.
- 5.) Vehicles will be checked periodically for valid parking stickers and permits.
- 6.) Routine parking in these areas because of inconvenience of parking at home is not permitted.
- 7.) All night parking for residents or guests at either hall parking lot will be with permission from the manager.
- 8.) There will be no parking permitted at any time (day or night) on Terra Siesta Blvd.
- 9.) Shareholders may use overflow areas to accommodate visitors using shareholder's carport.

VISITORS

DAY VISITORS – Any guest arriving after 8:00 AM and departing before 10:00 PM. Day Visitors do not need to be registered and do not need parking stickers.

OVERNIGHT VISITORS – Guests staying overnight. An overnight visitor is defined as one or more individuals staying one or more nights in a unit.

- 1.) Visitors/Pets must be registered with the office before arriving or during the first business day of their visit.

- 2.) Visitors are subject to all rules listed in Terra Siesta Rules and Regulations.
- 3.) When using the pools, state law requires those under age 16 to be accompanied by an adult. Pool entry requires a key fob obtained from the visitor's host. Guests under 13 years of age must be accompanied by a responsible adult when using the other recreational facilities.
- 4.) A visit can take place while the unit owner is not present with prior permission from the owner. The visitor(s) must register with the manager.
- 5.) Visitors may reside in a unit for a maximum of 30 days in a calendar year, except with the approval of the property manager or Board of Directors, for a longer period.
- 6.) Visits not conforming to these rules may be permitted at the discretion of the manager, under the direction of the Board of Directors.
- 7.) Park activities with monetary prizes have age restrictions. Participants must be 18 years of age or older.

SWIMMING POOL RULES

- 1.) Only residents and guests may use the pools. A resident's key fob will allow entry and record the user's access to the pool.
- 2.) Persons under 16 years must have adult supervision.
- 3.) Everyone must shower before entering the pools. (State Statute)

- 4.) Only conventional pool attire permitted. No cutoffs or street clothing allowed in the pool.
- 5.) Only flotation “noodles” are allowed. No other pool toys.
- 6.) Protective eyewear is allowed.
- 7.) Untrained children must wear waterproof, leak proof type underwear.
- 8.) Persons with skin infections are prohibited.
- 9.) Use towels to cover pool furniture.
- 10.) Running, diving, jumping into pools is prohibited.
- 11.) Radios may be used, but please do not disturb other pool users.
- 12.) No glassware is permitted in the pool areas. (State Statute)
- 13.) Alcoholic beverages are not allowed in the pool area.
- 14.) Beverages allowed only under the covered portion of the pool area.
- 15.) Dispose of trash in the containers provided.
- 16.) Profanity is not allowed.
- 17.) No vaping or smoking of any kind is allowed in the pool area.
- 18.) Violation of these rules may result in monetary fines levied against unit owners.

STORAGE COMPOUND

- 1.) The Co-Op does not assume liability for injuries suffered by persons or damage or loss of property.
- 2.) The manager maintains, approves, and keeps records of all the spots in the storage compound. If you want to reserve spot, see the

manager for an application. If all spots are taken, a waiting list is maintained by the manager.

3.) Compound spots are limited and are available only to Terra Siesta shareholders living in Terra Siesta and renters in Terra Siesta. The compound is for the sole purpose of storing recreational vehicles (kayaks, jet skis, boats, motorhomes, and trailers) which are in usable condition. Automobiles, unlicensed recreational vehicles, or storage containers are not permitted.

4.) Registered users of the compound spots are responsible for renewing their spot every year in January. Spaces that are not registered by February 1st will be considered abandoned. Contact the office for the fee schedule.

5.) If a spot is to be left empty for more than 30 days, notify the Office. Failure to do so will result in the space being declared abandoned and reassigned. Other signs of abandonment such as disrepair, flat tires, and lack of maintenance will be grounds for removal of the item at the owner's expense.

6.) Compound spots are not transferrable. Spots may be shared if no portion of the stored items protrude beyond the boundary.

7.) Items stored must be identified and described on the compound registration form. If the item changes or an additional item is added, a new registration form must be filled out.

8.) Boats must have an appropriate cover that is properly tied down, using accessory tie-downs or another secure method.

9.) Any required licensing and/or registration for stored items is the responsibility of the shareholder submitting the application. A current copy of the item's registration must be given to the office when you pay your yearly fee.

10.) Not more than one spot and two rack spaces will be allotted to any renter or shareholder living in Terra Siesta.

11.) The compound will be locked after 3:30 PM on weekdays and on weekends. After hours, please close gate when leaving.

12.) The maintenance supervisor will be responsible for all grass, weeds, and all the debris in the entire compound. The shareholder is responsible for their item in their spot. It must be maintained by the shareholder and must be kept neat, orderly, and roadworthy/seaworthy.

RULES AND PROCEDURES FOR ALL BOARD MEETINGS

1.) A modified version of Robert's Rules of Order will apply.

2.) Meetings of the board shall be open to all unit owners. The right to attend such meetings includes the right to speak at meetings with reference to all designated agenda items.

3.) No one attending the meeting shall be permitted to speak unless first addressing the chair for permission.

4.) Members may be asked to limit their address of an agenda item to three minutes.

5.) A shareholder's recommendation for board action must be signed and submitted to the manager in writing at least one week before the scheduled meeting. Petitions must be sent to the office at least one week prior to the meeting.

6.) Members attending Board of Directors meetings may be required to sign an attendance sheet, which will be attached to the minutes by the secretary. Anyone refusing to identify himself or herself shall be asked to leave the meeting.

TERRA SIESTA CLUB HOUSE USE

1.) Terra Siesta Co-Op, Inc. is not liable for accidents or injury to life or property through resident's use of recreation facilities. Residents and guests avail themselves of these facilities at their own risk.

2.) The clubhouse and park facility furniture, equipment, and appliances placed in the club houses for use by groups and committees are property of the Co-Op.

3.) The Terra Siesta Clubhouse and the Woods Hall Clubhouse are for use of Terra Siesta residents and for scheduled activities and functions sponsored by and/or approved by the Board of Directors of Terra Siesta Co-Op, Inc.

4.) The rental of Woods Hall does not include exclusive use of the swimming pool.

5.) The sale of alcohol is not permitted in either hall at any time.

6.) Under no circumstances may either hall be used for fundraising or the sale of products without written permission of the Board of Directors.

7.) All organizations, clubs, and individuals who charge a fee for an event or who sell anything at events at Wood's Hall or at Terra Siesta Hall must provide the Board of Directors with a detailed statement of accounts with receipts. Failure to comply may result in the event being cancelled or the host of the event being replaced by the Board of Directors.

8.) Neither clubhouse will be rented to outside organizations.

9.) For park-wide events, not-for-profit individuals, or organizations, clubhouse fees will be waived.

10.) Hosts will be expected to clean the clubhouse (Kitchen cleaned, tables washed, floors mopped, etc.).

11.) The clubhouses may be used for private functions arranged by a resident of Terra Siesta under the following conditions:

- a.)** That it does not conflict with regular and previously scheduled activities or functions.
- b.)** That a proper request has been submitted to the Manager.
- c.)** That a deposit of \$100.00 is paid in advance for the use of Wood's Hall. There will be a \$50.00 refund once the hall has been inspected. There will be a \$25.00 refund provided everything is in the same order as it was found (or as specified.) A designated resident will check before and after functions.
- d.)** According to Manatee County Health Department Food Guidelines: If an event is advertised outside the park, all food must be either catered or served as a potluck – there is to be no cooking in either hall at these events.

- e.) Any use of alcohol shall be controlled by and will be the responsibility of the resident hosting the event. The host's homeowner's insurance policy must cover these events.
- f.) The resident host will be fully responsible for any misuse or resulting injury or property damage caused by attendees.

12.) Memorials: Terra Siesta Memorials will be held for residents or former residents only and the Co-Op will pay \$65.00 towards the event. Residents will not have to pay rental costs.

- a.) Contact the Office for availability of the clubhouses.
- b.) Memorials are usually scheduled for two hours, but in certain circumstances, a memorial may last longer. If there are no scheduled events following the memorial, the resident should contact the office, or a board member to extend the memorial and avoid conflicts.
- c.) If a resident requests a clubhouse for a memorial of a family member who was not a Co-Op member, they must rent the hall and be responsible for expenses and guests.
- d.) Cleanup of the clubhouse rules will apply.

13.) Birthdays and Anniversaries:

- a.) Contact the Office for availability of clubhouses.
- b.) If the celebration is for a resident, and/or is considered a park event, the rental charge will be waived, but \$50.00 fee may be assessed if the hall is not cleaned and left as found.
- c.) For a private event hosted by a resident, the regular clubhouse rental fees will apply. (Section 7.C. under Policy for Clubhouse Use applies.)
- d.) The resident using the clubhouse will be responsible for

- any charges and the behavior of the host's guests.
- e.) Alcoholic beverages served by the host may be consumed in the hall and the host will be responsible for insuring guests do not drink to excess or become unruly.
 - f.) Cleanup rules apply (Section C under policy Clubhouse use Applies.)
 - g.) The Board of Directors reserves the right to deny any event if they deem it in the best interest of Terra Siesta Co-Op, Inc.

INFO SHEET

(For information only)

1.) Florida Power and Light Company provides electricity. Residential meters will be read and billed to the individual homeowner. Water and sewer are made available at cost to each home by Terra Siesta Co-op, (Section I and Section II only). Section III homes have individual meters: thus, the county will bill the Section III owners directly.

Florida Power and Light: 941-917-0708 or 800-226-3545

2.) "Resident" is defined as a shareholder who lives in the park or a person who is renting from a shareholder.

3.) Office:

Phone: 941-723-1260

Fax: 941-772-1028

Hours: 8:00AM – 4:30PM, Monday thru Friday

Address: 3502 Patricia Place

Ellenton, FL 34222

Property Manager's Email: manager@terrasiestacoop.com

Website: www.terrasiestaco-op.com

4.) Sheriff's Office:

NON-EMERGENCY 941-747-3011

EMERGENCY CALL 911

5.) Ellenton Post Office:

Phone Number: 941-729-6459

6.) Manatee County Utilities Department:

Phone Number: 941-792-8811

Address: 4410 66th Street West
Bradenton, FL 34210

7.) Manatee County Animal Control:

Phone Number: 941-742-5933

Fax: 941-723-4708

Address: 305 25th Street West
Palmetto, FL 34221

Hours: 8:00AM – 5:00PM, Monday thru Friday
10:00AM – 4:00PM, Saturday

8.) Poison Control: Call the Poison Control

Center Hotline for all poison emergencies: 1-800-222-1222

9.) Manatee Memorial Hospital:

Phone Number: 941-746-5111

10.) Blake Medical Center:

Phone Number: 941-792-6611