

EASTLAKE WOODLANDS COMMUNITY ASSOCIATION
POLICIES & PROCEDURES

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Administrative Committee

The Administrative Committee shall consist of a chairperson who is the President of the Board of Directors of the Community Association and such members as are approved by the Board, which members may or may not be Directors of the Community Association.

Functions

1. Advise and assist the president in the management of the affairs of the Association.
2. Draft revisions and additions of the Articles of Incorporation and By-Laws, and Association Policies and Procedures, as required by the Board.
3. Plan and prepare for board meetings, advisory council meetings, and membership meetings.
4. Oversee the performance of the Association's management company, except for areas within the jurisdiction of another committee.
5. Negotiate and administer the Association's contract with the Association's management company, and any retainer agreement with outside legal counsel, subject to board approval of any such contract or retainer agreement.
6. Both short-range and long-range planning for the Association.
7. Periodically review the Articles of Incorporation and By-Laws and recommend appropriate changes for Board approval. This function is not exclusive to the Administrative Committee.
8. Initiate and maintain a "Policies and Procedure Manual" to document those policies and procedures adopted by the Board.
9. Make recommendations for Board consideration regarding additional policies and procedures. This function is not exclusive to the Administrative Committee.

Finance Committee

The Finance Committee shall consist of a chairperson who is a member of the Board of Directors of the Community Association and such members as are approved by the Board, which members may or may not be Directors of the Community Association.

Functions

1. Oversee Management Company's care, custody, control and reporting of the assets, liabilities, reserves, income and expenses of the Association.
2. Ensure that a fair representation of the financial condition of the Association is provided so that a reasonably prudent person would not be misled; that is, sufficient information must be presented to permit a knowledgeable user to reach an informed decision.
3. Work with the Association's management to provide financial reports that are: (a) service oriented – basically they are designed to serve the decision-making needs of the external users; (b) credible – they are intended to be fair representations of the economic circumstances of the entity; and (c) accurate and free of bias – they must conform to specific standards of accounting and reporting.
4. Oversee the development of the annual budget on a calendar year basis including reserves for replacement and long-range planning. Work with all committee chairs to get input for their areas. Form budget committee, using volunteers from Advisory Council, if possible.
5. Engage independent accountant and schedule Annual Audit or Financial Review.
6. Manage audit or review process, including any issues identified and exit interview.
7. Review Association contracts annually in the context of financial and budget impact.

Legal/Insurance Committee

The Legal/Insurance Committee shall consist of a chairperson who is a member of the Board of Directors of the Community Association and such members as are approved by the Board, which members may or may not be Directors of the Community Association.

Functions

1. Act as a liaison between Board, Manager and Association's attorney.
2. Monitor information relating to insurance for Association.
3. Oversee retaining of legal counsel.
4. Research and report on legal changes.
5. Review the contracts annually for legal implications.

Communications Committee

The Communications Committee shall consist of a chairperson who is a member of the Board of Directors of the Community Association and such members as are approved by the Board, which members may or may not be Directors of the Community Association.

Functions

1. Manage publication of the newsletter monitoring issues that would be appropriate for newsletter coverage. Write articles for the newsletter. Review submissions from Association Board Members and Property Administrator.
2. Investigate alternative or additional ways of communicating with Association members, and present proposals to the Board on methods worthy of consideration.
3. Develop a Communications Policy with respect to the newsletter or other publications.
4. Seek input from association members as to their information needs regarding the Association.
5. Prepare a Calendar of Events for the Association newsletter and website.
6. Oversee Association website and its contents.

Controlled Access Committee

The Controlled Access Committee shall consist of a chairperson who is a member of the Board of Directors of the Community Association and such members as are approved by the Board, which members may or may not be Directors of the Community Association.

Functions

Monitor the operation and activities of the following items:

1. The guard services provided by an independent contractor and the performance of guard services.
2. The operation and maintenance of the gates of the Association.
3. Operation and maintenance of the two guardhouses located at Tampa Road and Woodlands Boulevard.
4. Establish and revise as necessary the Standard Operation Procedures document of the guard services and suggest modifications, improvements or implementation of policies and procedures relative to controlled access.
5. Signage on the gates and the small informational signage at the entry/exit points.
6. Directional maps for the use of guests and other people entering the community.
7. Policies regarding gate access devices.
8. Review of incident reports.
9. Review of gate damage claims.
10. Sheriff patrol contracted from the Pinellas County Sheriff's Dept.
11. Budgets on a calendar year basis regarding controlled access matters.
12. Any other items that may come up regarding controlled access in the community.
13. Presentation to the Board items for approval and/or action dealing with controlled access.

All of the above is done in an advisory capacity through management or as requested, approved or directed by the Board.

Grounds/Irrigation Committee

The Grounds/Irrigation Committee shall consist of a chairperson who is a member of the Board of Directors of the Community Association and such members as are approved by the Board, which members may or may not be Directors of the Community Association.

Functions

1. Supervise and maintain under the control of the Board and through the management company, all areas which are designated as "common areas" or "common grounds."
2. Make recommendations to improve and maintain all areas, designated as Association responsibility to the Board. These include mowing and detail work, fertilization/pest control, irrigation, plant removal and replacement.
3. Common areas may consist of turf areas along roadways, trees and shrubs on medians, perimeter walls, entrance areas, bus shelters, signage at the entrances and informational signage throughout the community.
4. Develop and administer budgets on a calendar year basis regarding plant replacement and solicit bids with landscape contractor and administer contracts during its term, subject to limits established by the Board.

Roads Committee

The Roads Committee shall consist of a chairperson who is a member of the Board of Directors of the Community Association and such members as are approved by the Board, which members may or may not be Directors of the Community Association.

Functions

1. Maintain from curb to curb the roads which are the responsibility of the Association, as well as to oversee those related adjuncts such as rights-of-way, sidewalks, lighting, traffic signs, road markings and speed limits.
2. Familiarize themselves with proper procedures for repairing and resurfacing roads, including selecting appropriate specifications and review all contracts pertaining to roads/adjuncts and make recommendations to the Board.
3. Periodically inspect roadways/adjuncts to determine the need for any work to be done on roadways/adjuncts.
4. Develop and administer budgets on a calendar year basis regarding road repair and/or replacement and solicit bids with contractor and administer contract during its term, subject to limits established by the Board.

Lakes and Drainage Committee

The Lakes and Drainage Committee shall consist of a chairperson who is a member of the Board of Directors of the Community Association and such members as are approved by the Board, which members may or may not be Directors of the Community Association.

Functions

1. Oversee various functions as they relate to the overall condition of community lakes.
2. Solicit bids for the treatment and control of undesirable growth of algae and other vegetation in community lakes and ponds.
3. Oversee treatment of lakes and ponds.
4. Keep abreast of all controllable matters that could have an impact on possible flood problems in the community.
5. Oversee condition and repair of drainage swales, grates, catch basins, contributing to the drainage of areas of Community responsibility.
6. Budgets on a calendar year basis regarding aquatic weed control contract and repair and/or replacement of swales, grates, etc.

Government Relations Committee

The Government Relations Committee shall consist of a chairperson who is a member of the Board of Directors of the Community Association and such members as are approved by the Board, which members may or may not be Directors of the Community Association.

Functions

The Government Relations Committee is charged with the responsibility of interfacing as necessary with the various government entities and officials involving the requests, needs or concerns of the ELWCA Board as well as community organizations that ELWCA is a member of or any government-regulated entities.

Policies and Procedures

Motorcycles

The Community Associations' rules motorcycles, mopeds and scooters restricted to use of Community Association roads. Motorcycles, mopeds and scooters must be licensed and driven by a licensed driver and are governed by the same restrictions and rules as state law requires.

Financial Controls

Checks – All checks issued for ELWCA shall have two signatures. One from a representative of the Management Company and the other from one of the Board Members authorized to sign. The three authorized ELWCA members shall be President, Vice President and Treasurer.

Reserves and Prior Year Adjustments – Management Company will make charges to Reserve accounts after they have been approved by the appropriate chair(s) and Treasurer. Prior year adjustments also fall in this ruling.

Management Company will pay vendors for work done on those programs after they have been approved by the appropriate committee chair(s).

Management Company will issue a monthly report by line item showing amounts approved, spent and estimated to complete to indicate possible overruns. Estimated to complete shall be furnished by the appropriate committee chair(s).

Gate Collision Policy

All of the electronic gates in the Eastlake Woodlands Community have signs attached which clearly indicate that any motor vehicle operator enters or exits at their own risk. Accordingly, the Eastlake Woodlands Community Association Board of Directors has adopted a policy of denying any damage claims allegedly caused by any of the electronically operated gates under its control.

Members Comments and Suggestions

This policy authorizes the Property Administrators to respond to routine inquiries and to requests for factual information.

It authorizes the responsible director to respond to members' comments or suggestions in his/her area of responsibility where the policy applying to the matter has already been established by the Board in the past.

It would require Board approval for any response dealing with a matter with respect to which the Board has not previously established policy.

Signs on ELWCA Common Area

Open House signs may be posted on common areas for which the Community Association is responsible only on Sundays between the hours of 11:00 a.m. and 4:00 p.m. No other type of sign may be posted by residents or contractors at any time on any common property for which the Community Association has maintenance responsibilities. ELW Controlled Access Officers have the responsibility to remove signs when improperly placed.

Lake Access

All adjacent property owners shall have the right of access to, and use of, waters abutting their property subject to applicable covenants and restrictions in their documents.

All owners in an association shall have similar rights in regard to any common properties that abut lakes in their own association.

No one shall be permitted to trespass on another's private property without the latter's approval.

All owners living in ELW shall have access to lakes abutting common grounds that are not a part of any association, and therefore under the jurisdiction of the ELWCA, but such access shall never be from the golf course side of any lake.

No one will be allowed to fish or otherwise access lakes from golf course property or to trespass across the golf course property to fish.

Non-residents shall not be permitted access to any waterway except that guest, accompanied by owners, shall have the same rights as owners.

This policy covers both fishing and boating. The basic policy cannot properly list the specific covenants and restrictions since they vary among the different associations.

Responsibility – All responsibility for enforcing applicable covenants and restrictions rests with either the individual association and/or ELWCA.

Enforcement – Controlled Access personnel is the enforcement tool. Steps to be taken if a violation occurs: Notification, warning, citation, legal action.

Members

It is recognized that, due to the legal structure of this Association, those homeowners and lot owners in subdivisions (the Unbound Members or Unbound Associations) which were commenced before the formation of this Association, participate in the Association through their subdivision associations by means of an agreement. It is the policy of this Association to treat such homeowners and lot owners the same as Bound Members with the same rights and privileges, except where it is legally necessary to make a distinction between them and Bound Members.

Accordingly, whenever the word "members" is used in the policies and procedures or other writings or statements of the Association, it shall be deemed to include Unbound Members of associations that have contracted with ELWCA as well as Bound Members, except in those cases where specific references is made to specific types of membership or where the word is used in a legal context, such as in the Articles of Incorporation and By-Laws of the Association.

The subdivisions that were formed prior to ELWCA are:

ELW Condo I	ELW Cluster Homes Unit I
ELW Condo II	ELW Cluster Homes Unit II
ELW Condo III	ELW Cluster Homes Unit III
ELW Condo IV	ELW Cluster Homes Unit IV
ELW Condo V	ELW Cluster Homes Unit V
ELW Condo VI	Lakes Estates
ELW Condo VII	Patio Homes
ELW Cypress Estates I	Quail Forest
ELW Cypress Estates II	Woodlands Estates
ELW Cypress Estates III	

Non-Member Associations

Any Unbound Association that does not enter into a contract for services with ELWCA is considered a Non-Member Association. As such they are not entitled to receive certain services provided to Bound Members and Unbound Members who have entered into a contract with ELWCA.

This position is based on the Articles of Incorporation, which provide in Article 2, paragraph (e), that the purpose of the Association is to "...operate without profit for the sole and exclusive benefit of its members...."

To the extent practical the Non-Members Associations will not receive the following:

- Patrolling of association streets by ELW Community Patrols.
- Assistance in enforcing covenants.
- A vote in the election of ELWCA Directors.
- Any voice in the operation and maintenance of the community.

Board Meeting Rules

Board Letters and Other Documents – Any Board letters or other documents presented for Board approval must be delivered to all Board Members at least 24 hours before the meeting at which approval is requested. This rule may be waived only by unanimous consent of all Board Members. Where a letter or other document is urgent, and time does not permit 24 hours advance submission, a special meeting of the Board may be called.

Member Visitors at Board Meetings – Community Association members are welcome at Board Meetings. They will not, however, be allowed to participate in the discussions at such meetings, except during periods set aside for comments and questions by member visitors. Such a period will be reserved for member visitor comments and questions at all regular Board Meetings, and when approved by the Board, at special meeting of the Board.

During such periods, a member visitor will be allowed up to 3 minutes to present his/her comments and/or questions. This 3-minute limit may be extended only by the unanimous approval of the Board.

This period for member visitor comments and questions shall be limited to 15 minutes unless extended by Board resolution.

Advisory Council

Composition – One representative from each member association within Eastlake Woodlands. Each representative is to be the association president or the designee of such association.

Purpose – The Advisory Council’s purpose is to serve as a communication link between the various associations and the Board of Directors of the Community Association.

1. To bring to the attention of the CA Board the concerns of the various associations regarding ELW and the activities of the Community Association.
2. To brief the association representatives on the activities and deliberations of the CA Board and its committees.
3. To task representative of the associations to communicate to their boards and members what they learn about CA Board actions and concerns.

Organization and Meetings – The Advisory Council will meet approximately four times a year upon the call of the Board of the Community Association. Additional meetings will be called upon the petition by ten or more Advisory Council members to the Community Association president. The president, or in his absence, the vice-president of the Community Association shall preside at meetings of the Advisory Council.

The agenda for each meeting will be prepared and distributed by the Board for the Community Association in advance of the meeting, and will include reports by Community Association committee chairmen and members of the Community Association Board, as appropriate, and items suggested in advance by Advisory Council representatives.

The President of the ELWCA shall call a meeting with the representatives of the associations and the ELWCA Board of Directors at the beginning of each calendar year for the purpose of reviewing the activities of the Board of Directors and its committees during the previous year and soliciting comments and suggestions for further action.

A special meeting may also be scheduled at any time the Board feels the need to consult with the presidents.

Newsletter and Website

The Communications Committee shall publish a Community Association newsletter at least but not limited to four times a year and arrange for such newsletter to be distributed. The Chairman of the Communications Committee shall act as Editor of this newsletter; shall review the general content of each newsletter with the Board; and shall submit the content of each proposed newsletter to the President and Manager for review before it is published.

The Communications Committee shall also oversee the operation of the ELWCA website.

Monthly Minutes

Management will post minutes of Board Meetings and Annual Members Meetings on the Association's website.

Delinquent Accounts

Board authorizes sending copies of late statements to delinquent members and association's management companies. Lien policy is set by the Board of Directors.

Soliciting -

Any solicitation or sales activity of a door-to-door nature anywhere within Eastlake Woodlands and The Woodlands on Eastlake Road without prior written express permission is prohibited.

The management company is hereby authorized and directed to promulgate the above rule including posting signs reflecting such.

Budget Committee –

The Budget Committee will be chaired by the ELWCA Treasurer and members may be comprised of volunteers from members of the Advisory Council. The Committee will be formed in July for the budget to be adopted in October.

Right-of-Way Maintenance

For purposes of consistency and fairness the Association will maintain the right-of-way for purposes of landscape maintenance per the attached schedule. Maintenance will include mowing, edging, and fertilization but not irrigation where individual association developers installed irrigation for that association. (See attached schedule)

Schedule of Right-of-way Maintenance

Tampa Road Entrance and ELW Parkway -

Entrance on both east and west sides to the top of the berm
Lake Estates – From the edge of the road including the swale
Lake Shiloh – From the edge of the road including the swale
Condo 3 – From the edge of the road including the swale
Golf Course side – From the edge of the road including the swale
Condo 1 and 2 – From the edge of the road including the swale
Progress Energy Right-of-way – From the edge of the road including the swale
Office/Tennis Complex – From the edge of the road including the swale
Parcel P and ELW Water Access area– From the edge of the road including the swale
Country Club Clubhouse – The club handles all landscaping to the edge of the road
Country Club Parking Lot – From the edge of the road to the sidewalk
St. Andrew’s – From the edge of the road to the woodline
Silverthorne – From the edge of the road to the sidewalk
Hunter’s Crossing – From the edge of the road to the sidewalk
Open area between St. Andrew’s and Woodlands Blvd. – From the edge of the road to the woodline
Aberdeen Sedgefield – From the edge of the road to the sidewalk
Aberdeen Greybrooke – From the edge of the road to the sidewalk
Greenhaven II – From the edge of the road to the sidewalk
Greenhaven III – From the edge of the road to the woodline until individual homeowners are responsible
Creekside – From the edge of the road to the sidewalk
Enclave – From the edge of the road to the sidewalk
Muirfield – From the edge of the road to the sidewalk
Warwick Hills – From the edge of the road to the sidewalk
Pinnacle – From the edge of the road to the sidewalk
Avenel – From the edge of the road to the sidewalk
Diamond Crest – From the edge of the road to the sidewalk
Turtle Creek – From the edge of the road to the sidewalk or the top of the berm or the woodline

Woodlands Boulevard Entrance and East Lake Road -

Entrance on the north side to the edge of the property and on the south sides to the woodline
Preserve Area – From the edge of the road to the woodline along the north side of Woodlands Boulevard

Deerpath – From the edge of the road including the swale or to the woodline
Isleworth From the edge of the road to the sidewalk
Stonebriar – From the edge of the road to the sidewalk
Cross Pointe – From the edge of the road to the sidewalk
Cross Creek – From the edge of the road to the wall, woodline or top of the berm
Preserve – No responsibility – member association completes to road
Aberdeen – From the edge of the road to the wall or top of berm
Heatherwood/Laurel Oaks – From the edge of the road to the top of the berm or woodline

Woodlands Parkway -

Entrance on both the north and south sides including the swale or to the woodline
Golf Course – From the edge of the road including the swale along the north side to ELW Parkway
Cypress I and II – From the edge of the road including the swale
Woodlake Run – From the edge of the road including the swale
Commercial Building – From the edge of the road including the swale

Sunflower Drive -

Entrance and heading west along Tampa Road between sidewalk and wall
Cluster 5 – No responsibility along the west side of Sunflower at Cluster 5
East side of the road from the edge of the road to the split rail fence
West side of the road is the responsibility of ELWCC except that we edge along the curb for appearance
Worthington – From the edge of the road to the sidewalk
Wood's Landing – No responsibility along the east side of Sunflower at Wood's Landing
Pinewinds – No responsibility along the east side of Sunflower at Pinewinds
West side of the road from the edge of the road to the sidewalk
Hunter's Trail – From the edge of the road to the woodline south of the entrance and to the top of the berm at the Progress Energy right-of-way
Community Park – the entire community park area and to the woodline along the conservation area
Greenhaven I – From the edge of the road to the top of the berm
Hunter's Crossing – From the edge of the road to the sidewalk
Greenhaven Sign – From the road around the area behind the sign

South Woodlands Drive -

South Woodlands Drive at Lake Vista – From the edge of the road to the lake bank

South Woodlands Drive at the Pump House – From the edge of the road to the building

South Woodlands Drive at Woodridge Green – From the edge of the road to the sidewalk/wall as applicable.

Woodlands Drive -

Line of sight on both sides of Woodlands Drive in the Progress Energy right-of-way

Shopping Center – along Progress Energy right-of-way to the cyclone fence and then from the road to the sidewalk up to Woodlands Parkway

Note: Any areas along the main roads that have conservation areas belonging to the ELW Country Club or ELW Water is maintained from the edge of the road to the woodline

EAST LAKE WOODLANDS COMMUNITY ASSOCIATION

RULES AND REGULATIONS

These Rules and Regulations have been adopted by the East Lake Woodlands Community Association to promote a pleasant environment within the Community and to encourage residents and their guests to utilize community facilities with due regard for the rights of others in the community. They apply only to properties and facilities that are under the jurisdiction of the Community Association. They do not apply to property and facilities within the bounds and jurisdiction of individual subdivisions associations, nor do they apply to the property and facilities of the Country Club.

1. Motor Vehicles – All motor vehicles must observe the 30-mph speed limit, unless posted otherwise, on Community Association roads, parkways and boulevards and obey all Stop Signs. These traffic rules are enforced by Pinellas County Sheriff's deputies who have the authority to issue citations.

2. Motorcycles – Motorcycles, mopeds and scooters are restricted to use of Community Association roads. They are not allowed on sidewalks. Driving on cart paths or any golf course property is prohibited. Motorcycles, mopeds and scooters must be licensed and driven by a licensed driver and are governed by the same restrictions and rules as state law requires. Drivers are also responsible for adhering to any restrictions promulgated by the individual associations while in those communities. Motorized go-carts, scooters, skateboards and the like are **not** permitted on Community Association roads.

3. Bicycles – Bicycles should use the right side of the roads and are governed by the same rules as motor vehicles. Citations can be issued for traffic violations.

4. Parking – Parking is not permitted on Community Association roads or on turf areas adjacent to such roads.

5. School Bus Stops – Temporary stopping on the side of the road (the same side as the school bus stops) by those bringing children to a school bus stop, or picking them up, is permitted. However, driving on the grass and people standing in the street is prohibited.

6. Pedestrians – Pedestrians should use sidewalks and designated paths where available. Pedestrians are required to walk on the left side of the road, against traffic, where sidewalks and designated paths are not available.

7. Pets – Pets must be leashed at all times while on Community Association property. Owners are responsible for the removal and proper disposal of waste. Waste may not be disposed of into the drainage system.

8. Signs – Open House or For Sale signs may be posted only on Sundays between the hours of 11:00 a.m. and 4:00 p.m. No other type of sign may be posted by residents or contractors at any time on common property for which the Community Association has maintenance responsibility, including Tampa Road entrance right of way, Woodlands Blvd. right of way (off East Lake Road) and SunTrust bank entrance right of way.

9. Lakes - Access to lakes through Community Association common property, for fishing and boating only, shall be limited to Community Association members and their guests. Swimming is not allowed and motorized boats are prohibited.

10. Controlled Access Gates

❖ The use of all gates shall be at the driver's risk. All unmanned gates are designed to open automatically by use of a bar code device to enter or by the approach of a vehicle to exit. Drivers must enter or exit with due diligence. Any delay or lingering by the vehicle's driver in passing through the gates could lead to a collision between the gate and the vehicle. In the event of a collision with a mechanical gate, East Lake Woodlands Community Association will hold the driver/owner of the vehicle responsible for the cost of repairs to the gate and its mechanical parts.

❖ Attempting to enter through an entrance gate, behind another vehicle, without the use of a bar code (tailgating) is prohibited. Both the unmanned entrance gates and the gate arms at the manned entrance are designed to close after each vehicle passes through. Unusually long vehicles such as limousines, trucks and autos with trailers, must use the manned entrances only.

❖ Exiting through the entrance side of the gates is prohibited. This can cause a malfunction of the opening mechanism of such gates.

11. ELW Windshield Stickers - This sticker should be displayed on the lower left hand corner of the windshield where it can be seen clearly.

12. Bar Codes - Bar codes are issued to members, tenants and authorized persons for their individual use only. Transfer of a bar code to an unauthorized person or vehicle is prohibited and will result in deactivation of the bar code and loss of bar code privileges.

13. Soliciting – Any solicitation or sales activity of a door-to-door nature anywhere within Eastlake Woodlands and The woodlands on Eastlake Road without prior written express permission is prohibited.