

VILLA BORGHESE

Homeowners Association

Rules and Regulations

Adopted by the Board of Directors on July 28, 2025

TABLE OF CONTENTS

	Page(s)
INTRODUCTION	4
DEFINITIONS	5
ACCORDION AND OTHER HURRICANE SHUTTERS	5
ARC COMMITTEE AND ARC GUIDELINES	6
ARTS & CRAFTS ROOM	6
BILLIARDS (“POOL”) ROOM	7
BOCCE COMMITTEE	7
BORGHESE ENTERTAINMENT ADVISORY GROUP	7-8
CALENDAR EVENT AND MEETING PLANNING	8-12
CLUBHOUSE	13-15
CLUBHOUSE CARD AND GAME ROOMS	15-16
CLUBS, ORGANIZATION AND ACTIVITIES (“CLUBS”)	16-18
COMMITTEES	18-20
EATING OR DRINKING IN THE CLUBHOUSE AND POOL AREA	21
FITNESS CENTER (“GYM”)	21-24
GUEST PROCEDURES	24-25
LANDSCAPE COMMITTEE	25
LEASING A HOME	25-28
NONSMOKING POLICY	28-29
PARKING AND USE OF VEHICLES	29-33
PETS	33-35
POOL, SPA, POOL AREA AND SPA AREA	35-38
SELLING A HOME	38-40

TABLE OF CONTENTS (Continued)

SOUND AND LIGHT COMMITTEE	40-41
STANDARDS FOR COMMUNICATIONS	41
TRASH, RECYCLING AND OTHER REFUSE	42-44
USE OF ASSOCIATION PROPERTY AND RECREATIONAL AREAS	44-45
USE OF BOCCE COURT	45-46
USE OF LAKES	46-47
USE OF PICKLEBALL COURTS	47-49
USE OF TENNIS COURTS	49-50
WELCOME COMMITTEE AND ORIENTATION FOR NEW RESIDENTS	50-52

INTRODUCTION TO THE ASSOCIATION RULES AND REGULATIONS

The rules and regulations that follow represent the latest rules and regulations as adopted by the Board on July 28, 2025.

The rules and regulations have been written and distributed to all Villa Borghese owners to ensure that each owner is aware of this important information which impacts upon day to day experience in the community and responsibilities to other owners. All communities need a written set of rules and regulations to provide clarity and direction to owners as to what is permissible and what is not permissible.

These rules and regulations are a sixth component of the ***Governing Documents*** which include the Declaration of Covenants, Restrictions and Easements for Villa Borghese (“Covenants”), Articles of Incorporation, Bylaws, Architectural Review Committee Guidelines and Community Standards (“ARC Guidelines”), and the Compliance Program.

The rules and regulations were updated, approved and adopted by the Board of Directors (Board) at an open public meeting on July 28, 2025. The rules and regulations are in conformance with the *Declaration of Covenants, Restrictions and Easements of Villa Borghese and the Florida State Statutes*. Your Board is committed to ensuring that they are implemented and followed.

These rules and regulations present a fair and balanced approach of what is required in order for all owners to have a civil and well-functioning community. They were formulated with a view to being fair and equitable, and at the same time not to impose hardships upon owners. In addition to explaining how the community operates, the rules and regulations define what is expected from owners by way of behavior and what the penalties are if violations of the rules of the community are broken.

As times and needs change, the rules and regulations will be updated and will continue to evolve to address new challenges. Accordingly, the Board reserves the right to amend, clarify, or alter the rules and regulations at any time. The rules and regulations do not amend any provisions of the Covenants and in the event of a conflict between the two, the provisions of the Covenants shall prevail.

It is the belief of your Board that this document will be useful to you and serve as a guide to help you continue as an informed, knowledgeable, and cooperative owner.

Roy A. Satine, President
On Behalf of the 2025 Villa Borghese Board of Directors

DEFINITIONS

As used in these rules and regulations:

“ARC Guidelines” means the Architectural Review Committee Guidelines and Community Standards.

“Assistance Animals” means the following:

a. **service animals**, as defined by Articles II and III of the Americans With Disabilities Act (ADA) Guidelines, are dogs whose owners are issued proof that the dog has been trained to work or perform tasks for the benefit of a person with a disability, including physical, sensory, psychiatric, intellectual or other mental disability. Tasks performed may include, but are not limited to, pulling a wheelchair, retrieving dropped items, alerting the person to a sound, reminding a person to take medicine, or pressing an elevator button. Examples: guide dog or seeing eye dog, hearing or signal dog, psychiatric service dog, sensory or social signal dog, seizure response dog, etc.; and

b. **emotional support animals** (ESAs), as defined by Florida Statutes, means an animal that does not require training to do work, perform tasks, provide assistance, or provide therapeutic emotional support by virtue of its presence which alleviates one or more identified symptoms or effects of a person’s disability.

“Association” means the Villa Borghese Homeowners Association.

“Board” means the Villa Borghese Association Board of Directors.

“Covenants” means the Declarations of Covenants, Restrictions and Easements for Villa Borghese, with Exhibit B (Articles of Incorporation) and Exhibit C (Bylaws).

“Event” means a function, including a meeting, which requires the use of the ballroom, pool and/or pool area, or a contract with an outside facility, or a club scheduled trip.

“Guest” means a resident’s family members, invitees, contractors and other persons for whom the resident is accountable, or persons for whom the resident exercises control and supervision.

“Resident” means a Villa Borghese owner or lessee (as defined in Article XIII, Section2 of the Covenants), or another occupant who submits to a background check with a satisfactory result and provides proof that their primary residence is the respective Villa Borghese home address where they reside.

ACCORDION AND OTHER HURRICANE SHUTTERS

Accordion and other hurricane shutters shall not be installed or closed earlier than seventy-two (72) hours prior to official notification of a hurricane warning or other declared weather emergency. The shutters shall be removed or opened no later than seventy-two (72) hours after the hurricane or weather emergency passes.

ARCHITECTURAL REVIEW COMMITTEE (“ARC”) AND ARC GUIDELINES

1. Committee Subject to Association’s Rules and Regulations for Committees

The Committee shall be subject to all the applicable rules and regulations outlined in the Committees section of the Association Rules and Regulations.

2. Function of the Committee

The Committee is designated by the Association’s Covenants as the entity responsible to determine if an owner’s proposed installations and other changes on the owner’s property complies with all of the Association’s Covenants and the ARC Guidelines and are in conformity with the general appearance of the Association community, as specified in the ARC Guidelines.

ARTS & CRAFTS ROOM

1. How the Room is Used

In addition to serving as the arts and crafts room, the room will also be used for meetings and other activities scheduled and approved by the Lifestyle Director. When the room is reserved for meetings, all other use of the room is suspended until the meeting ends.

2. Use of the Kiln

Instructions for the proper use of the kiln are maintained by the Management Office. Only the certified instructors or individuals trained by the instructors shall operate the kiln.

3. Care for the Work of Others

All persons using the room shall exercise care and diligence in preserving the work products of others using the room.

4. Arts and Crafts Instructor Responsibility

The instructor will be responsible for leaving the room in a clean state with materials put away and table covers removed and folded and put away for future use.

5. Storage Cabinets

Locked storage will be assigned for storage of arts and crafts material and supplies, and supplies for Board sanctioned clubs, committees, organizations and activities, as applicable.

6. Clean-Up

Self- clean-up is required for all users of the room.

7. Room Doors Facing the Pool Area Are Locked

The doors in this room that face the pool area are locked so that residents and guests can exit from this room to the pool area but are prevented from re-entering this room from the pool area. Residents and their guests are prohibited from propping these doors open. Additionally, residents and their guests who have applied suntan lotion or used the pool are prohibited from sitting on the furniture in this room.

BILLIARDS (“POOL”) ROOM

1. Use of the Billiards (‘Pool’) Room

Residents and their guests who wish to use the billiards/pool room must use the tables and all equipment in a safe manner and for the purpose for which they are designed. Any resident or guest who is not capable of using such equipment on his or her own should have proper instruction and or supervision by one who is proficient with billiards/pool and the equipment provided. Rough play is prohibited at all times.

2. Resident Responsibility for the Room

Residents are responsible for the actions of their guests who use the room.

3. Play Time Limits

If there are persons waiting to play, the use of a pool table is limited to one hour from the start of play.

4. Pool Cues and Table Covers

After a game ends, players must return the cues to the racks and cover the table with the cloth table cover provided.

5. Player Conduct

To ensure that all players enjoy their games, all cell phones must be turned off , or placed in a silent mode, and calls made or received shall be made/taken outside the room. Respectful behavior by players or observers is required at all times.

BOCCE COMMITTEE

1. Committee Subject to Association’s Rules and Regulations for Committees

The Committee shall be subject to all the applicable rules and regulations outlined in the Committees section of the Association Rules and Regulations.

2. Function of the Committee

The Committee is charged with managing the use of the bocce court, subject to the Association Rules and Regulations, as applicable.

BORGHESE ENTERTAINMENT ADVISORY GROUP

1. Function of the Advisory Group

The advisory group, managed by the Lifestyle Director, is the official Association community entertainment arm and is responsible for identifying and proposing the series of shows offered to residents as well as the procedures used for producing tickets for resident seating. At the beginning of each calendar year, the Lifestyle Director will invite all owners who have an interest to join the advisory group.

2. Coordination with Calendar Event and Meeting Planning

The advisory group will be subject to the applicable subsections of the Calendar Event and Meeting Planning section of the Association rules and regulations.

3. Securing Board Approval for Proposed Annual Series of Shows

The advisory group must secure Board approval of the proposed annual series of shows before it contracts with agents or other representatives.

4. Coordination with Lifestyle Director for Sound and Light Committee Support

The advisory group shall coordinate all event requirements with the Lifestyle Director and the Sound and Light Committee. The advisory group shall be responsible to provide adequate notification to the Lifestyle Director and the Sound and Light Committee of technical assistance that is required and update such information as needed to ensure that the requested set-ups are ready when needed. A member of the Sound and Light Committee, the advisory group and the Lifestyle Director, as applicable, and Sound and Light Committee will participate in rehearsals as needed.

5. Special Seating Requests

Residents with physical, medical, or emotional challenges may request for special seating arrangements. Residents making such requests must submit a completed application to the Management Office in advance of each Borghese Entertainment season accompanied by the resident's personal physician's note stating what special seating accommodation is needed and why. Residents who are approved for special seating arrangements will be assigned an appropriate seat, taking into consideration the limited availability and each request will be addressed in the order that it was received.

CALENDAR EVENT AND MEETING PLANNING

1. Securing an Event and Meeting Date, Time and Place

All Board sanctioned clubs, committees, organizations and classes that sponsor an event or meeting ("group") that wish to secure an event or meeting date, time and place must check with the Lifestyle Director, the Community Event and Meeting Calendar ("Calendar") on the Association website or a hard copy located in the clubhouse, and/or on the bulletin board to ensure there are no conflicts on the date, time and place requested.

2. Reserving an Event and Meeting Date, Time and Place

All Board sanctioned clubs, committees, organizations, activities and classes that sponsor an event or meeting ("group") that wish to secure an event or meeting date, time and place must check with the Lifestyle Director to ensure there are no conflicts on the date, time and place requested.

A resident group not sanctioned by the Board is not permitted to reserve event or meeting dates, times and places. However, such group may, not more than one week in advance, request a date, time and place for an event or meeting in the clubhouse by checking with the Lifestyle Director to ensure that there are no conflicts on the date, time and place requested. The event or meeting request must also include the estimated number of residents that will participate in the event or meeting, and the Lifestyle Director will use this information to determine the availability of an appropriate clubhouse room for the event or meeting, based on room capacity. Such group may not request exclusive use of any room in the clubhouse for its meeting, and if assigned a room will use the room in its current setup, unless the Management Office has the time to change the set-up as requested. If the room has

been set-up for a later event or meeting, no set-up changes will be made. If the room assigned to a non-sanctioned group is to be shared with a sanctioned resident group, the non-sanctioned resident group may not use sound amplification. Once the Lifestyle Director assigns a clubhouse room to a non-sanctioned resident group, a sanctioned group will not be permitted to reserve that same date/time and place for an event or meeting.

3. Planned Event and Meeting Review and Calendar Posting

Every planned event or meeting, including outside resident events or meetings, must be reviewed by the Lifestyle Director and be posted on the Calendar.

4. Competing Events or Meetings

Two events or meetings, either on-site or off-site, will not be approved for the same date/time/place. The purpose of this rule is to avoid having one event or meeting compete with the other for resident participation.

5. Process for Requesting Recurring Events and Meetings

Persons responsible for completing the ***Request for Calendar Addition or Change Form***, will indicate whether their event or meeting is a weekly or monthly event or meeting to be held at the same time and place, or a one-time event or meeting. Groups holding specific weekly or monthly events or meetings during the current calendar year will be given priority for that day and time slot for the following year as long as there are no conflicts. Persons responsible for the group must submit their request for event or meeting dates annually and this time, date and place cannot be guaranteed. All calendar requests are subject to the approval of the Lifestyle Director. Once the calendar has been set, events and meetings can only be added subject to room or other space availability and with the specific approval of the Lifestyle Director.

6. Reserving an Event or Meeting Date/Time/Place

Groups may not reserve a date/time/place without describing the theme of the specific event. Requests stating "To be announced" will not be permitted.

7. Event Requirements for Event and Meeting Performers/Speakers

If a request for an event or meeting involves a contract, the Association designated contract form must be provided to the performer/speaker for their signature and then must be submitted to the Lifestyle Director and Board Liaison for review to ensure that the contract is acceptable to the Association and to also ensure that the event or meeting has been contracted for that date/time/place. The contract must be submitted at least sixty (60) days before the actual event or meeting date requested on the calendar.

Additionally, the following Waiver of Liability/Hold Harmless Agreements and/or General Liability Insurance requirements, as applicable, may also be required:

For performers/ speakers who are independent contractors, a copy of their certificate of general liability insurance naming Villa Borghese Homeowners Association, Inc. as additional insured will be required. If they do not have such insurance, each performer/speaker will need to execute a waiver of liability/hold harmless agreement.

For an agency providing performers/speakers, a copy of its certificate of general liability insurance naming Villa Borghese Homeowners Association, Inc. as an additional insured, and a copy of the

certificate for workers' compensation coverage for the performer/speaker will be required. If the workers' compensation coverage does not cover the performer/speaker, the performer/speaker will need to execute a waiver of liability/hold harmless agreement.

For caterers dropping food off for events, there are no additional requirements.

For residents that will serve food at events, there are no requirements.

For caterers that will provide food serving staff at events, a copy of the entity's certificate of general liability insurance naming Villa Borghese Homeowners Association, Inc. as an additional insured, and a copy of the certificate for workers' compensation coverage for the food serving staff will be required. If the workers' compensation coverage does not cover the food serving staff, each food serving staff member will need to execute a waiver of liability/hold harmless agreement.

For other entities providing staff that will provide specified services (such as a Spa), a copy of the entity's certificate of general liability insurance naming Villa Borghese Homeowners Association, Inc. as an additional insured, and a copy of the certificate for workers' compensation coverage for the staff that will provide the specified services will be required. If the workers' compensation coverage does not cover such staff, each staff member needs to provide a copy of their certificate of general liability insurance naming Villa Borghese Homeowners Association, Inc. as an additional insured. If such staff members do not have such insurance, they will each need to execute a waiver of liability/hold harmless agreement. If the services to be provided will involve physical contact with residents, each resident consenting to the service will be required to execute a waiver of liability/hold harmless agreement.

The completed Liability Waiver/Hold Harmless Agreement form and a copy of a performer/speaker's certificate of general liability naming Villa Borghese Homeowners Association, Inc. as an additional insured, as applicable, must be submitted to the Lifestyle Director before the event or meeting takes place.

8. Events and Meetings to be Held in the Ballroom

Each group is permitted to use the ballroom for one event or meeting per month. Additional use of the ballroom by a group will be considered on an availability basis. A refundable check deposit of \$100 (made payable to Villa Borghese HOA) will be required from each group that uses the ballroom for an event or meeting when food or beverages are either served during the event or meeting or are allowed to be brought to the event or meeting. A deposit will not be required for any Lifestyle Director/Association sponsored event(s) or meeting(s).

9. Request for an Event or Meeting Scheduling Change

Once an event or meeting date/time/place has been agreed upon and entered on the calendar, and a group wants to submit a request for a scheduling change, such change must have the written authorization of the Lifestyle Director, subject to room availability for the alternative date requested, and subject to whether there is an approved competing event or meeting.

10. Event or Meeting Scheduling Priorities

The scheduling of all Association sponsored events or meetings, including the events or meetings for

the Borghese Entertainment Advisory Group and the Lifestyle Director's events or meetings, will be given first priority before any group event or meeting.

11. Catering Requirements

Any group contracting with a caterer must submit a copy of the caterer's insurance, indicating the Association as an additional insured on the insurance certificate. It is recommended, but not required, that the group hosting the event or meeting also be listed as an additional insured. Additionally, proof of insurance must include general liability with products and completed operation coverage. Proof of insurance must also include workers' compensation coverage for all employees. Failure to submit such insurance information will result in cancellation of the event or meeting.

Chaffing dishes or other serving equipment that utilizes sternos or other combustible heating sources on individual tables will not be permitted. Such heating sources may be used on buffet tables that have wait staff serving.

12. Post Event or Meeting Cleanup Responsibility

It is the responsibility of all groups to clean up after their event or meeting. This includes removing the trash, washing coffee pots, kitchen counters, utensils and any other Association owned equipment or supplies. All left over food from these events or meetings must be removed from the Clubhouse within 24 hours after the event or meeting. If additional cleaning is required, or if there is any breakage or damage to the facility or Association property, or if the group did not remove all leftover food from the Clubhouse within 24 hours after an event or meeting, the group responsible for the event or meeting will forfeit its deposit and may be charged accordingly by the Association to restore the facility or equipment to its pre-event or pre-meeting condition.

13. Event or Meeting Advertising

Only approved events or meetings may be advertised in the clubhouse in the Communicator, or on the calendar. All events or meetings advertising must be approved by the Lifestyle Director before being displayed or published.

14. Request for Event or Meeting Room Set-Up and/or Technical Support

If a group needs to request room or space set-up for an event or meeting, such request requires a ***Room Reservation and Set-Up Requirements Form*** which must be completed and submitted to the Lifestyle Director at least ten (10) days prior to the event or meeting. The need for an exception to this timeframe will be taken into consideration.

If a group needs to request technical support (audio and/or visual) for an event or meeting in a specific month, such request requires a ***Tech Support Request Form*** which must be completed and submitted to the Lifestyle Director and the Sound and Light Committee before the twentieth (20th) day preceding the month in which the event or meeting is scheduled to take place. The need for an exception to this timeframe will be taken into consideration. The Lifestyle Director and the Sound and Light Committee will review the request and either approve it or request additional information. It is recommended that a group representative contact the Lifestyle Director and the Sound and Light Committee to ascertain that someone has been assigned to provide the requested support for the event or meeting.

The Room Reservation and Set Up Requirements and Tech Support Request Forms shall include:

- a. the full name and contact information for entertainers and/or presenters, as well as the topic of their presentation and requirements, if any; and

b. the full name and contact information for the group's president and representative responsible for hosting the event or meeting, including cell phone numbers.

15. Event or Meeting Performers and Vendors Access

The group hosting an event or meeting is responsible for informing the main gate security directly, either in writing or by calling them, with a list of event performers (outside guests, speakers, etc.) and vendors at least one (1) day prior to the event or meeting.

16. Event or Meeting "Contract Transportation"

All groups requiring buses, limousines and/or vans ("contract transportation") to pick up or discharge passengers are required to inform the management office and the main gate security, in writing, when contract transportation is scheduled to come onto the Association property. A copy of the transportation company's Certificate of Insurance, adding the Association as an additional insured must be on file in the Property Manager's office. Unless otherwise agreed to, buses are only permitted to load and discharge passengers on Via Villa Borghese.

17. Event or Meeting Participation at Your Own Risk

Participation at any event or meeting is at each participant's risk.

18. Event or Meeting Related Conflicts

If there are event or meeting conflicts that cannot be resolved by the Lifestyle Director and respective group, the issues will be brought to the respective Board Liaison prior to bringing it to the full Board for resolution.

19. Required Attendance at Lifestyle Director's Council of Members Meetings

The Lifestyle Director will schedule a Council of Members Meeting to be attended by Board sanctioned clubs, committees, organizations and activities that sponsor events/meetings ("Council Members"). The purpose of the meetings is to periodically review the Association's rules and regulations applicable to calendar event and meeting planning and ensure that all Council Members are informed of the requirements and comply accordingly. Council Members are required to send a representative to attend the meetings. With respect to a Council Member's scheduled events or meetings, the representative is responsible to print a copy of the calendar, review the scheduled events or meetings, ensure the accuracy of these, note any changes required to the Lifestyle Director, and if no changes are needed, approve the events or meetings shown on the calendar. Any changes needed should be initialed by the representative and presented to the Lifestyle Director as soon as reasonably possible. All Council of Members meetings shall be attended by a knowledgeable representative. Failure to attend a meeting may preclude a Council Member from scheduling future events.

20. Association Event Ticket Policy

The Association ticket policy is that when there is an Association sponsored event, there are no refunds. Residents may sell their tickets to others. The policy allows for special circumstances, such as a hospitalization, to override this policy. In addition, each parcel shall be entitled to purchase up to two tickets per event at the price established for residents.

CLUBHOUSE

1. Hours

The clubhouse hours are 5:30 AM to 11:00 PM. Time extensions for social or community events are granted at the discretion of the Board.

2. Smoking

Smoking is prohibited in all areas of the clubhouse.

3. Pets

Pets are prohibited in all areas of the clubhouse, except during the Association Pet Parade or other Board sanctioned activities including pets, and except for assistance animals as discussed in item 3 of the Pets section of the Associations' rules and regulations.

4. Appropriate Attire

Appropriate attire must be worn in the clubhouse at all times. Shirts, tops or cover-ups and footwear are required. Wet bathing suits are not allowed in the clubhouse at any time. For evening events, the required attire is that specified by the event host.

5. Use of Cabana Baths Steam Rooms

The use of a steam room shall be at residents' or guests' own risk. Children under the age of sixteen (16) who use a steam room must, at all times, be accompanied by and under the constant direct supervision of an adult resident who is at least age sixteen (16) or resident's adult guest who is at least age sixteen (16). Children under the age of sixteen (16) may not be left unattended in the steam room at any time.

6. Use of Clubhouse by Board Sanctioned Clubs, Committees, Organizations or Activities

The clubhouse may not be used by any Board sanctioned club, committee, organization or activity whose membership is not comprised of 100% residents, unless a club's national charter permits this.

7. Religious Services or Displays

The Clubhouse is not to be used at any time for organized religious services. During holiday seasons, holiday decorations may be displayed in the clubhouse as approved by the Board.

8. Loss or Damage to Personal Property

The Association is not responsible for any loss or damage to personal property in the clubhouse. This includes items kept or stored on the clubhouse premises.

9. Conduct of Residents and Guests

All residents and guests shall observe good decorum, conduct and safety at all times. Residents are responsible for the conduct of their guests. All persons using the clubhouse will conduct themselves in a courteous manner with regard to the rights of others. No immoral, offensive, or unlawful behavior shall be exhibited in the clubhouse.

10. Renting the Ballroom or Any Other Association Facility

Owners may not rent the ballroom or any other Association facility.

11. Repair or Replacement Costs Due to Damage to Clubhouse Contents

If a resident or his/her guest is responsible for damaging clubhouse contents, the resident will be responsible for the cost of repairs or replacement of clubhouse furniture, equipment, accessories, and appliances, etc.

12. Care and Cleaning of the Clubhouse

All authorized persons using the clubhouse are responsible for the care and cleaning of the clubhouse after such use. This includes cleaning the kitchen and returning all equipment and furniture to its original location.

13. Signs, Notices, and Photos

Signs, notices, flyers and photos may not be posted on clubhouse walls, in windows, or on bulletin boards without the approval of the Lifestyle Director. All postings shall be restricted to authorized bulletin boards and are subject to the approval of the Lifestyle Director prior to posting.

14. Use at Own Risk

All residents and their guests who use the clubhouse amenities and equipment do so at their own risk.

15. Use of Sound and /or Viewing Devices

Persons with radios, disc players, tape players, tablets, portable phones, portable televisions or similar devices must use headphones or an earpiece at all times.

16. Running, Ball Playing or Skateboarding

Running, ball playing or skateboarding and similar activities are not allowed in the clubhouse, on the sidewalks around the clubhouse, parking lot or pool deck. Bicycles are not allowed in the clubhouse and should be parked in the racks provided.

17. Clubhouse Furniture, Objects and Equipment

Furniture, objects and equipment (such as microphones, remote controls, laptops, etc.) may not be removed from the clubhouse and its lobby and hallways, unless authorized by the Property Manager and handled by employed management office personnel.

18. Clubhouse Lobby Area

The entire clubhouse lobby area shall be used exclusively for entry, exit, and pass through unless otherwise designated by the Board. Game playing or meetings shall not take place in the lobby area. Eating and drinking is not permitted in the clubhouse lobby area at any time.

19. Access to Clubhouse from the Pool and Spa Areas

Persons with wet bathing suits are required to dry off before entering the clubhouse at all times - wet floors are slippery and pose a threat to injury. This includes entry for the use of bathrooms as well as entry for any other purpose. Additionally, a cover up and foot wear is also required to enter the clubhouse for whatever reason. Footwear is required when persons use any bathrooms in the clubhouse.

The ballroom, east card room, Florida Room and Arts & Crafts Room doors that face the pool area are locked so that residents and guests can exit from these rooms to the pool area but are prevented from re-entering these rooms from the pool area. Residents and their guests are prohibited from propping

these doors open. Additionally, residents and their guests who have applied sun tan lotion or used the pool are prohibited from sitting on the furniture in these rooms.

20. Security Access Cards

Each household will receive two (2) cards per home. The cards will be required to access the clubhouse and pool areas. If a third card is needed for someone residing in the household, the card will cost \$10 and the person must show a driver's license or other valid identification showing that they legally reside in the household. If a card is lost, a replacement card may be requested at the Management Office. If a card is bent, chipped, cracked, altered (such as punching a hole in it) or prolonged exposure to the sun, it will stop working and a replacement may be requested and paid for at the Management Office. All replacement cards will cost \$10 per card. If you request to replace a card, the previously issued card will be deactivated.

Payment for additional or replacement cards should be made by check and made payable to "Villa Borghese HOA".

CLUBHOUSE CARD AND GAME ROOMS

1. Card and Game Playing in the Ballroom

The ballroom is frequently used for meeting, events and activities, and the Management Office staff needs access to the ballroom to set-up for these meetings/events/activities, or to reconfigure the room set up after a meeting/event/activity has ended. For these reasons, residents who wish to play cards and games must first use all available space in other designated card and game rooms before setting up to play in the ballroom. If the ballroom has been scheduled for a meeting, event or activity, the Lifestyle Director will post this in advance of the date and time of the meeting/event/activity and specify at which time the ballroom will be closed in preparation for the meeting/event/activity and when the ballroom will re-open. During such closure, no card or game playing will be permitted in the ballroom.

2. Guest Card or Game Room Play

Guests are allowed to play cards or games in the ballroom or designated card or game rooms at any time, provided that there are sufficient tables available for residents and no meeting or event is scheduled for such rooms. As stated in item 1 above, all available space in the designated card and game rooms must be used before resorting to play in the ballroom.

3. Ballroom, Card and Game Room Table Reservations Are Not Allowed

These rooms are available for card or game playing by residents on a first come-first served basis, and tables may **not** be reserved.

4. Eating and Drinking

Eating and drinking **are not** allowed in the ballroom, card rooms or game rooms, except that bottled water and beverages in closed containers are allowed. Self-clean-up of water bottles and containers is mandatory. Eating and drinking is not permitted in the clubhouse lobby area at any time.

5. Furniture and Pillows

When card or other game play has ended, all furniture and pillows that have been moved must be returned to their original location.

6. Card Table Covering Required for Mahjong and Dominos

Card table covering is required if playing mahjong and dominos on a wooden table.

7. Required Resident Participation

All card and other games must have at least 50% of residents participating.

8. Adherence to Florida Gambling Laws

All games must adhere to the State of Florida Gambling Laws Statute §848.85 – the winnings of any player in a single round, hand, or game shall not exceed \$10.00 in value.

9. Adherence to Association Rules

Residents and their guests are expected to adhere to all of the Association rules and regulations regarding behavior and decorum and to respect the rights of their fellow players using the ballroom, card and game rooms. Residents will be held accountable for the decorum and behavior of their guests

10. Filing of Complaints

Residents who have complaints about the behavior of other residents, guests or non-residents using the card or game rooms or the ballroom should file their complaints with the Management Office.

11. Monitoring the Use of Clubhouse Ballroom, Card and Game Rooms

On occasion, the Management Office, Board member or other designated person may monitor the use of these rooms for compliance with the related rules and regulations. During these times, the cooperation of all residents is required.

12. Cell Phone Use in Ballroom, Card and Game Rooms

All cell phones brought into these rooms must be set to silent mode or be turned off.

13. Use of Ballroom, Card and Game Rooms For Meetings/Events/Activities

In addition to serving as a card or game playing and instruction rooms, these rooms may also be used for meetings, events or activities as scheduled and approved by the Lifestyle Director. When a room is reserved for meetings/events/activities, all other use of the room is suspended until the meeting/event/activity ends.

14. Room Lights

The last person to leave the ballroom, card or game rooms must turn off the lights when leaving.

CLUBS, ORGANIZATIONS AND ACTIVITIES (“CLUBS”)

1. Definition of Club

“Club” as used in this section refers collectively to clubs, organizations and activities, which have been sanctioned as such by the Board.

2. Sanctioning of Clubs by the Board

All clubs must be sanctioned by the Board prior to conducting any activity. Residents who are card/game players are considered “sanctioned by the Board” if they comply with the requirements included in the Clubhouse Card and Game Rooms section of the Association’s rules and regulations.

3. Information Required for Sanctioning a Club

Every five (5) years, all existing clubs must submit to the Management Office their mission statement which describes the purpose of the club as well as topics, issues, activities, and subjects that will be addressed and the names of owners who will serve as President, Treasurer and Secretary, and any other club officers. Such information must be submitted to the Management Office by the end of the calendar year preceding the sixth (6th) anniversary of the last time information was submitted. The Board will review the club information provided in its determination of whether or not to sanction the club for a five (5) year period. If during the five (5) year period a club is determined to have violated its mission statement, the Board will revoke the club's sanctioning. A request to sanction a new club must include:

- the number of residents that have expressed interest in participating in the club;
- its mission statement which describes the purpose of the club as well as topics, issues, activities and subjects that will be addressed;
- the names of residents who will serve as club President, Treasurer and Secretary, and any other club officers; and
- estimates of any projected costs and location of changes that may need to be made to Association property, if applicable.

Such information shall be submitted to the Management Office by completing the form entitled ***Request for Sanctioning a New Club, Organization, Activity ("Club") or Committee***. The Board will review the request in its determination of whether to sanction the new club. If a new club is later determined to have violated its mission statement, the Board will revoke the club's sanctioning.

4. Club Membership

Club membership is open to all residents. A club cannot exclude a resident from membership based upon sex, age, race, religion, color, creed, national origin, handicap, or sexual orientation.

5. Scheduling Club Events

To schedule events, clubs are subject to the Calendar Event Planning section of the Association's rules and regulations.

6. Home Delivery of Printed Materials

The hand delivery of any flyers, bulletins, or other printed materials to homes within the Association community on behalf of any club, organization or activity is not permitted, unless such delivery is Board sanctioned media.

7. Charges by Residents for Services Provided to a Club

A resident may not charge a fee for services provided to a club.

8. Club Rules vs. Association Rules and Regulations

The rules and regulations of the Association supersede the rules of any club.

9. Request to Place an Item on the Board of Directors' Meeting Agenda

To request to place an item on the Board's meeting agenda, the club President must complete a form

entitled *Request By Clubs, Organizations and Activities (“Clubs”) and Committees To Place An Item on the Board of Directors’ Meeting Agenda* and submit the form to the Management Office.

COMMITTEES

1. Exceptions to the Association’s Committee Rules and Regulations

The Compliance Committee is excluded from this section of the rules and regulations as their function and responsibilities are outlined in the 2018 Villa Borghese Compliance Program, as approved by the Board.

The Welcome Committee shall only be subject to the applicable rules and regulations outlined in this section.

2. Appointment of Committees by the Board

The Board may appoint committees as necessary to assist in identifying the needs of the community and provide a platform for owners to provide input and make recommendations, to the Board, accordingly. All committees must be appointed by the Board prior to conducting any activity. The Board may appoint “standing” committees (those that have a permanent status) and “ad-hoc” committees (those that have a temporary status). This section addresses the rules and regulations applicable to both types of appointed committees, unless otherwise noted.

3. Committee Participation

Participation in standing committees is open to all owners of Villa Borghese. A committee cannot exclude an owner from participation based upon age, sex, race, religion, color, creed, national origin, handicap, or sexual orientation. Voting membership of some committees will be limited, and such voting members will be selected by the Board.

Ad-hoc committee participation will be limited to those owners who volunteer and are then selected to serve on such a committee by the Board. The Board’s selection process will not be based upon age, sex, race, religion, color, creed, national origin, handicap, or sexual orientation. The ad-hoc committee meetings will be open to all Villa Borghese owners.

4. Denial of Participation on an Individual Basis

In extenuating circumstances, committee Chairs may recommend to the Board that an owner be denied participation or be terminated from service based upon language or actions or behaviors that are detrimental to the functioning of the committee. The Board shall make the final determination in these situations based upon the facts that are presented to them by the committee Chair and after a meeting with the individual involved.

5. Appointment of Committee Chairs by the Board

Following the election of a new Board, the newly elected Board President will appoint the “standing” committee Chairs to serve for the duration of the following calendar year. The Board President reserves the right to change Chairs during such calendar year. An ad-hoc committee Chair will be appointed on an as needed basis by the then elected Board President.

6. Term of Office for Committee Chairs

The term of office of “standing” committee Chairs shall extend from their appointment by the Board President, after the election of the new Board, to the end of the calendar year of that Board. Letters of

appointment and termination will be sent to the committee Chairs by the Board Secretary.

The term of office of “ad-hoc” committee Chairs shall extend from their appointment by the then Board President to the date that the purpose of the “ad-hoc” committee has been accomplished. Letters of appointment and termination will be sent to the committee Chairs by the Board Secretary.

7. Committee Chair Responsibilities

In addition to running meetings and other administrative activities, the “standing” committee Chairs will assist in the annual budget development process, work with the Budget and Finance Committee, manage the budget allocated to it in the Association annual budget and comply with such budget limits, and make public presentations to the Board as needed. With regard to any request for bids, work orders or purchases considered by a committee, the Chair is not permitted to contact vendors directly and is required to work with the Property Manager to handle the vendor contact.

In addition to running meetings and other administrative activities, the “ad-hoc” committee Chairs will make public presentations to the Board as needed. With regard to any request for bids, work orders or purchases considered by a committee, the Chair is not permitted to contact vendors directly and is required to work with the Property Manager to handle the vendor contact.

8. Committee Terms of Service

The term of “standing” committee participants will extend from the first meeting after the election of a new Board to the end of the first calendar year of that Board.

The term of “ad-hoc” committee participants will extend from the first meeting after sanctioning by the Board President to the date that the purpose of the “ad-hoc” committee has been accomplished.

9. Committee Meetings

All committee meetings shall be held in the clubhouse and the date, time and location of the meeting shall be publicized in advance of the meeting.

10. Submission of Committee Information

No later than the second meeting of the committee, the Chair or Secretary shall submit to the Board Secretary a list of meeting dates, the names of the officers, and a membership roster as of that date. Updates of additional members or changes in officers should be forwarded to the Management Office as soon as possible after they occur.

11. Formation of Subcommittees

Standing committees can form subcommittees in order that the committee can operate more efficiently. The committee Chair shall appoint the Chair of each of the subcommittees. The subcommittee shall submit their recommendations to the voting members of the committee for all votes.

12. Voting Rights on Committees

The following rules apply to the following Standing Committees: Architectural Review, Budget & Finance, Clubhouse, Insurance, Sound and Light, Lakes & Wetlands, Landscape, Long Term Planning, or any other current or future committee where the Board determines that subject matter expertise is needed:

The Board wants to ensure that the committees listed above have the level of experience and knowledge required to review and discuss the various issues brought before them and to make decisions for the benefit of the community. To that end, the Board will accept written applications from owner volunteers to fill up to 7 positions for each of the above-listed committees, provided the number of positions is always odd. The application should include information regarding the owner's qualifications to serve as a voting member, such as specific education, knowledge, background or work experience for a designated committee's subject matter. The Board's selection process will not be based upon age, sex, race, religion, color, creed, national origin, handicap, or sexual orientation. The Board will select owners that it deems qualified and will appoint them as voting members to a committee, with immediate voting rights as long as they continue to participate in the committee meetings. If an appointment is vacated, the Board will again pursue the process described above to appoint another voting member.

The following rules apply to all other Standing Committees not listed above:

For all committees not listed above, participants shall have immediate voting rights after attending 3 consecutive committee meetings.

The following rule applies to Ad-Hoc Committees

All ad-hoc committee participants shall have immediate voting rights.

13. Committee Minutes

A record of committee minutes including resolutions and votes shall be maintained by the committee Secretary and sent to the Management Office for record retention and posting on the Association website. Only those resolutions receiving a majority vote shall be presented to the Board for inclusion on its meeting agenda for a vote by the Board members.

14. Scheduling Committee Meetings

To schedule meetings, committees are subject to the Calendar Event Planning section of the Association's rules and regulations.

15. Compensation for Services

Committee Chairs, officers, participants and appointed voting members may not ask the Board to be compensated for services they provide while serving on a committee.

16. Ex-Officio Committee Members

All Board members are ex-officio members of all committees for the term they serve on the Board and may attend and participate in committee meetings but they do not have voting rights on such committees.

17. Home Delivery of Printed Materials

The hand delivery of any flyers, bulletins, or other printed materials to homes within the Association community on behalf of any committee is not permitted, unless such delivery is Board sanctioned media.

18. Request to Place an Item on the Board of Directors' Meeting Agenda

To request to place an item on the Board's meeting agenda, the committee Chair must complete a form entitled ***Request By Clubs, Organizations and Activities ("Clubs") and Committees To Place An Item on the Board of Directors' Meeting Agenda*** and submit the form to the Management Office.

EATING OR DRINKING IN THE CLUBHOUSE AND POOL AREA

1. Eating and Drinking: Board Sanctioned Events

During Board sanctioned events, residents are allowed to eat food in the pool area [staying at least four (4) feet from the water] and in the ballroom. ***Eating and drinking is not allowed in the lobby area.*** Residents are allowed to bring and consume alcoholic beverages, but any beverages brought to the pool area must be in non-glass containers. Proper removal and disposal of all refuse by residents, their guests, or both is mandatory.

2. Eating and Drinking: East Pavilion of the Pool Area and East Patio

Residents and their guests are allowed to eat food only in the east pavilion of the pool area and in the east patio. Water or non-alcoholic beverages in closed plastic or metal containers are also allowed, in these locations but all beverages should be covered when not drinking. Glass containers and alcoholic beverages are not allowed in these areas. Self-clean-up is mandatory. If a pattern develops where residents or their guests fail to properly clean up the respective eating areas, the Board will impose a more restrictive policy.

3. Eating and Drinking: Ballroom

Other than during Board sanctioned events, food and snacks are not allowed in the ballroom at any time. Bottled water or beverages in closed containers are allowed. Glass containers and alcoholic beverages are not permitted except during Board sanctioned events. Self-clean-up is mandatory.

4. Eating and Drinking: Clubhouse Card or Game Rooms

Food and snacks are not allowed in the clubhouse card or game rooms at any time. Bottled water or non-alcoholic beverages in closed containers are allowed. Self-clean-up of bottles and containers is mandatory.

5. Eating and Drinking: Clubhouse Lobby

Eating and drinking is not allowed in the clubhouse lobby area at any time.

6. Eating and Drinking : Fitness Center (Gym)

Food and snacks are not allowed in the gym at any time. Bottled water or non-alcoholic beverages in closed containers are allowed. Self-clean-up of bottles and containers is mandatory.

7. Eating and Drinking : All Other Clubhouse Rooms

Food and snacks are not allowed in all other clubhouse rooms at any time. Bottled water or non-alcoholic beverages in closed containers are allowed. Self-clean-up of bottles and containers is mandatory.

FITNESS CENTER (“GYM”)

1. Hours

The gym opens at 5:30 AM and closes at 11:00 PM. Between 2:00 PM and 2:45 PM, the gym is closed on Monday – Friday for cleaning. All persons in the gym at 2:00 PM must leave and may return after 2:45 PM.

2. Proper use of Gym Equipment

Use of the gym equipment shall be at residents' and guests' own risk and should only be used by those who are proficient in the use of the equipment and other items located in the gym. Any person who is not capable of using the equipment or the facilities on his or her own should have proper supervision while using such equipment.

3. Appropriate Attire

Appropriate gym attire, including shirts and sneakers, is required. Pool shoes, rubber Crocs, foot thongs and sneakers without a back are not permitted.

4. Consulting One's Personal Physician Prior to Gym Use

It is suggested that all residents who wish to use the gym consult with their personal physician prior to using the gym.

5. Gym Ceiling Fans

The purpose of the ceiling fans in the gym is to add circulation of air for persons who work out at a high level so that overheating does not occur. If at least one person in the gym needs the fans turned on, they will be turned on. Persons who may feel chilly with the fans on are encouraged to bring extra clothing. The fans may be turned off only if there is no one in the gym who wants the fans turned on.

6. Radio (Music) and TVs in the Gym

The gym has both a radio channel and 2 TV screens. It is **not** permissible to have both on at the same time.

a. If the radio is on when a resident or guest enters the gym, the TVs may only be turned on mute.

b. If a resident or guest enters the gym and a TV with sound is on, it is not permissible to turn on the radio. If both TVs are on but not on the same channel, only one may have sound and the other must be on mute.

c. If a resident or guest wants to change a TV channel, switch a TV from silent to sound, switch the TV to music or switch music to TV with sound, that person must check with everyone else in the gym to determine if this is acceptable with all before making the change.

d. Radio and TV sound levels must be reasonable – the radio music is used by some gym users to maintain a rhythm in their workout and may be loud enough to be heard but not too loud. If there are complaints about the radio or TV sound levels, those in the gym need to reach sensible agreement on what is reasonable sound level.

7. TV Remote Control

After using the remote control, return it to the holder on the wall.

8. Time Limit on Use of Cardio Machines /Equipment

With regard to cardio machines/equipment (treadmills, elliptical trainers, stationary bikes), if others are waiting to use these, there will be a thirty (30) minute time limit on their use.

With regard to non-cardio machines/equipment, if others are waiting to use these, there will be fifteen (15) minute time limit on their use.

Those waiting to use the respective machines/equipment should enter their names on the sign-up board in the gym.

9. Reserving Gym Machines/Equipment

Reserving a machine or equipment is not permitted, except for the sign-up procedure in place for the use of cardio machines (treadmills, elliptical trainers, stationary bikes). If equipment or machines are vacant, they are available for anyone to use.

10. Safe Use of Treadmills

Do not stand on the treadmill belt when starting the machine.

11. Safe Use of Hand Weights and Horizontal Bars

Do not leave hand weights and bars on the gym floor after use – place all weights in the appropriate “weight” section of the weight racks in the gym, and place the bars in the corner behind the ball tower stand.

12. Safe Use of Stationary Bikes

Do not unhook the foot pedal straps. If the foot pedal strap allowance is too small for your feet, consider using the two stationary bikes without straps. If you do unhook the straps for your workout, be advised that you do so at your own risk of safety, and as a courtesy to others, you must re-attach the straps to the foot pedals at the end of your bike use.

13. Cleaning Machines/Equipment After Use

Before and after each use of machine/equipment, the user must wipe off the machine/equipment by using the wipes, special cleaner and paper towels provided in the gym.

14. Adjusting, Re-Arranging or Moving Gym Machines/Equipment

Do not move or re-arrange any gym machine/equipment. If you adjust any machine/equipment for other workout options, you should return the machine/equipment back to the original option as a courtesy to others. After use, the mats and core exercise equipment on the floor of the gym should be placed along the wall. After use, medicine balls and weight balls should be returned to their proper place in the tower stand provided for these in the corner of the gym.

15. Reporting Gym Injuries, Problems, Issues, Concerns

If a resident or guest is injured in the gym, report this immediately to the Management Office if this occurs during office hours and call 911, as needed. If there is a machine/equipment malfunction in the gym, report this immediately to the Management Office so that an “out of order” sign may be posted to avoid potential injury to others. If you have any other problem, issue or concern about gym use or any gym machine/equipment, report these to the Management Office, or if the office is closed, report these to a Board member.

16. Shutting Off Gym Lights, Fans, Music and TVs

The last person to leave the gym shall turn off the lights, fans, music and television sets, as applicable.

17. Use of Portable and Other Devices.

Headphones are required when using radios, tape players, disc players, portable televisions, phones, tablets, etc.

18. Use of Gym by Residents With Personal Trainers or Physical Therapists

Prior to the use of the gym by residents with personal trainers or physical therapists, residents are required to execute an Indemnification Agreement available in the Management Office, as well as submit to the Management Office a copy of such personal trainer's certificate, from a nationally recognized organization certifying personal trainers, or a physical therapist's current Florida license. Additionally, both require proof of insurance naming the Association as an additional insured. With respect to a resident providing personal training or physical therapy services to a resident, both residents are subject to the above requirements, as applicable. Additionally, non-resident personal trainers or physical therapists are not allowed in the gym unless they are specifically working with a resident. Residents that are working in the capacity of a personal trainer or physical therapist may do so only for other residents, and may not use the gym or any Association property or equipment to provide services to any non-resident.

All scheduling of personal trainers or physical therapists is subject to the discretion of the Property Manager.

GUEST PROCEDURES

1. Gate Entry Procedures for Guests

To authorize a guest entry, a resident must call the guest admittance phone number and, as prompted, provide the home's unique security pin number, the name of the guest and the date guest will arrive. Entry may be scheduled up to 2 days prior to arrival.

Residents are required to review and update their Permanent Guest List each January, as needed. The staff at the entrance gate are not authorized to accept any "blanket" entry authorization ("anyone coming to my home today or this week") from a resident. This procedure ensures that only guests specifically named and authorized by a resident are permitted access to the community and only on the date specified by the resident. In addition, residents will be responsible for maintaining the confidentiality of their home's security personal identification number (PIN). The publication of this PIN by any means, verbal or in print, to any other party will circumvent the intended purpose of this guest entry procedure and will constitute a significant violation that impacts the entire community. A discovery of an unauthorized publication and/or use of a resident's home's security PIN will result in an immediate deletion of that PIN from the gate entry database. The resident will be notified accordingly and may request a newly assigned PIN after the confidentiality breach issue has been addressed by the Association.

All guests must arrive at the main gate left entrance and for proper identification must show a valid driver's license, a state issued identification document, or a passport, and state their destination in the community. Guests that have been properly authorized access by a resident will be permitted entry to the community and will receive a visitor's pass. This pass includes their name, their vehicle's license plate number, the address of the home of the resident who authorized entry, and parking instructions (no parking on grass or curved areas; parking on odd or even side of the street, as appropriate for each month). The gate attendant will instruct each guest to keep the pass on the driver's side of the vehicle's dashboard at all times while parked in the community, and will also remind the visitor on

which side of the street to park. There is also a sign posted by the gate advising which side of the street may be used for parking each month. Residents should confirm with their guest that their vehicle is parked on the correct side of the street, is not parked on the grass, and that the visitor pass is visible on the driver's side of the vehicle's dashboard.

2. Guests and Any Other Non-Residents Are Prohibited From Authorizing Their Own or Anyone Else's Access Into the Community

A guest and any other non-resident is prohibited from authorizing their own or anyone else's access into the community.

3. Residents' Guest Responsibilities

Residents are responsible at all times for the following:

- a. that their guests observe good decorum, conduct and safety at all times.
- b. that their guests are provided with enough familiarity of the Association rules and regulations to ensure full compliance with them.
- c. that their guests adhere to all of the Association rules and regulations that address guest's use of the Clubhouse; pool, spa and pool and spa areas; tennis, pickleball and bocce courts; and all other Association property.

LANDSCAPE COMMITTEE

1. Landscape Committee

The Committee shall be subject to all the applicable rules and regulations outlined in the Committees section of the Association Rules and Regulations.

2. Function of the Committee

The committee shall ensure compliance with all landscaping rules and regulations and coordinate its work with the ARC as needed.

Please refer to Article 17 of the ARC Guidelines and Community Standards document for the complete guidelines and procedures that must be followed for any changes that an owner wants to make to their lot.

LEASING A HOME

1. Leasing a Home During First Two (2) Years of Ownership Is Prohibited

The owner who wishes to sell their home ("seller") is responsible for advising a prospective buyer that they may not lease a home during the first two (2) years of ownership measured from the date the new owner acquires title via recordation of the title transfer/conveyance instrument in the Public Records of Palm Beach County, Florida. This includes homes acquired as a result of a foreclosure sale, tax sale or other judicial sale.

2. Leasing Entire Home

Owner(s) shall not rent any portion of a home other than the entire home.

3. Required Application All prospective lessees will be required to complete an initial on-line lease application and a non-refundable administration fee of \$250 is to be paid via credit card at the time of completing the on-line application. This application will require the applicant to authorize the Association to conduct a screening that will include, but will not be limited to, criminal background check, credit history and financial background. The application will require that the authorization apply to the applicant and any other person that will reside in the home. The application will also require a description of any pet that will be brought into the community. The application will be subject to review and approval by the Board. The application and administration fee will not be required for a lease renewal of a lessee on whose behalf an initial lease application and administration fee was previously paid.

4. Permissible Number and Size of Prospective Dogs and Cats

The owner shall advise all prospective lessees of the pet requirements in the Covenants - a prospective lessee who becomes a lessee may keep one small dog or cat within his/her home or lot, provided that the full expected growth for the breed will not exceed twenty-five (25) pounds. All dogs or cats must be maintained as indoor pets. Prospective buyers with a dog or a cat will be required to register their dog or cat with the Association.

5. Requirements to be Met Prior to a Lease Approval

Prior to considering leasing a home, the owner(s) home sites must be in full compliance with current Association rules and regulations and the Architectural Committee Guidelines and Community Standards. In addition, the owner(s) must not have any open financial obligation to the Association. All financial obligations, if any, must be rectified prior to receiving approval for a lease. The Management Office will inspect the home site to ensure that all Association rules and regulations have been adhered to. If the home site is not in compliance, the owner(s) will be notified in writing specifying the violations. All violations must be rectified prior to receiving approval for the leasing of the home. If the violations are not rectified the owner(s) will not receive authorization to lease the home, and the owner will receive violation notices and fines in accordance with the Association Compliance Program.

6. Subleasing of Homes

A home, or portion thereof, shall not be sublet. In addition, no transient tenancies shall be allowed, such as but not limited to, a lease, license or other transfer of tenancy through an organization such as Air BNB, VRBO, or any other similar entity, website or organization, and it shall be considered a violation to post a home on any such website or through any such company, agency or organization.

Guests, other than an immediate family member, which shall be defined as an owner's spouse, parents, children, grandchildren, grandparents or siblings, who are not paying rent to the owner, who are occupying a home with or without the owner in residence for a period in excess of thirty (30) days in any (12) twelve-month period shall be considered a tenant and subject to the Association's rules and regulations for leasing a home.

7. Lessee's Rights Subject to Association Rules and Regulations

All leases shall provide (1) that the right of the lessee to use and occupy the home and the Association

property shall be subjected and subordinate to the Association rules and regulations, and (2) the Association shall have the right to terminate the lease upon the lessee's failure to comply with all the rules and regulations.

8. Lease Terms

All leases shall provide for a minimum lease term of seven (7) months. A lease shall not provide for an early termination which would reduce a lease term to a period of less than seven (7) months. A home may not be leased for more than once in a twelve (12) month period. If the Board detects a pattern of leases with terms of less than seven (7) months for a specific owner, the Board reserves the right to not approve further leases for such owner.

9. Owner Lease Liability

Owner(s) who leases a home shall be jointly and severally liable with his/her lessee for compliance with the Association rules and regulations. The owner and lessee shall be jointly and severally liable to the Association to pay all assessments and/or any open claim for injury to person or property caused by the acts or omissions of the lessee and/or his/her guests.

10. Lessee Age Requirements

Owners may not lease his/her home unless at least one of the intended occupants is fifty-five (55) years of age or older at the time of occupancy. Any owner who leases their home shall submit an age verification form to the Management Office prior to the effective date of such occupancy. The Board shall have the right, in its sole discretion, to waive this requirement but not if more than twenty (20) percent of the homes do not have at least one occupant fifty-five (55) years of age or older. In any event, children under the age of nineteen (19) may not live in a leased home for more than sixty (60) days in any lease period. Children age nineteen (19) or over are allowed to live in a leased home as long as one person living in the leased home is at least age fifty-five (55) or older.

11. Required Security Deposit Fee for a Lease

All lease applications shall be accompanied by the required security deposit fee: a check in the amount of \$500, to be paid by the owner and made payable to the Villa Borghese Homeowners Association. The security deposit is for potential future damages to Association property. If a lease is not renewed, and there is no evidence of damage to Association property, the fee will be refunded within thirty (30) days after the end of the lease term, unless the lease is renewed.

12. Submission of Executed Lease, Lease Application and Fees

The owner(s) shall provide the Management Office with a copy of the executed lease in its entirety, the lease application and fees 10 days prior to the lease start date. The Office will then forward the lease application to the Board for approval. After approval by the Board, the lease application shall be returned to the Management Office.

13. Association Voting Rights

Association voting rights remain with the owner(s) of the home.

14. Copies of Association's Rules and Regulations and Compliance Program

The Welcome Committee will provide up to date copies of the Association's Rules and Regulations and Compliance Program documents to the lessee during the lessee's scheduled orientation meeting.

15. Required Orientation Meeting for Lessees

To make all new lessees aware of the Association Rules and Regulations and Compliance Program, they must attend a meeting with the Association's Welcome Committee no later than two weeks prior to the signing of the lease agreement. In situations of lease renewals, where a lessee had previously attended an orientation meeting, such lessee may request to waive another orientation meeting by completing a form detailing such request and re-affirming that the lessee has a current copy of the Association's Rules and Regulations and the Compliance Program documents and that such lessee intends to continue to comply with the requirements/guidelines described in these documents.

16. Prohibited Practices: "Open House" and Estate and Garage Sales

Owners, their real estate agents and/or any third parties are prohibited from scheduling and hosting an "open house" or similar leasing initiative for leasing a home in Villa Borghese. Owners, their real estate agents, any lessees and/or any third parties are prohibited from scheduling and hosting an estate or garage sale in Villa Borghese at any time.

Confidentiality of a Home's Security Personal Identification Number (PIN). Owners, their real estate agents and/or any third parties are prohibited from publishing a home's security PIN by any means, whether verbal or included in a real estate website or public ad, or disclosing such PIN to other real estate agents, prospective lessees and/or any third parties in any manner, for the purpose of providing guest access into the community. Owners, their real estate agents and/or any third parties wishing to admit prospective lessees must comply with the Guest Entry Procedures stated in the Guest Procedures section of these rules and regulations. These procedures ensure that only guests specifically named and authorized by an owner, his or her real estate agents and/or any third parties are permitted access to the community and only on the date specified by them. In addition, the owner will be responsible for maintaining the confidentiality of a home's security PIN. The publication of this PIN by any means will constitute a significant violation that impacts the entire community. A discovery of an unauthorized publication and/or use of an owner's home security PIN will result in an immediate deletion of that PIN from the gate entry database. The owner will be notified accordingly and may request a newly assigned PIN after the confidentiality breach issue has been addressed by the Association.

NONSMOKING POLICY

The smoking of cigars, cigarettes, recreational or medicinal drugs such as marijuana, kreteks, electronic cigarettes including all vaping devices are prohibited in or around the clubhouse and recreational areas. This policy affects the following:

- Clubhouse
- Clubhouse East Patio
- Pool, pool area and deck
- Spa and spa area
- Tennis courts
- Pickleball courts
- Bocce court
- Fitness (Gym) center.

In areas where smoking is prohibited, smokers must maintain at least a 25 foot clearance from the above designated nonsmoking areas.

This nonsmoking policy applies to residents and their guests, and residents will be held accountable for their and their guests' nonobservance of the policy.

PARKING AND USE OF VEHICLES

1. Definition of Vehicle

As used in this section, "vehicle" means any motor vehicle, private and commercial, including motorcycles. The term shall also include:

- a. motorized wheelchairs which shall be equipped with rear view mirrors and reflecting warning devices in both the front and rear that are visible if the wheelchair is operated outdoors after dusk and before dawn; and
- b. golf carts which shall be registered with the Management Office along with a copy of the proof of liability insurance. Golf carts must be equipped with headlights, brake lights, and turn signals. The golf cart must also be equipped with efficient brakes, reliable steering apparatus, safe tires, a rear-view mirror, and red reflectorized warning devices in both the front and rear that are visible if the cart is operated after dusk and before dawn. A golf cart may not be operated in the community by any person under the age of sixteen (16).

2. Parking on Streets

The Associations' Covenants provide that street parking is prohibited at all times. However, the Board is allowing street parking provided that residents and their guests comply with the following requirements:

a. Alternate Side of the Street Parking Requirements. To expedite the ability of emergency vehicles to access residents in the community and the ability of waste management vehicles to pick up garbage and recycling bins, the Association has an alternate side of the street parking requirement. During all even number months (i.e., February, April, etc.), and during times when street parking is permissible, residents and their guests, including contractors performing work on the resident's property, are required to park their vehicles on the side of the street with even numbered addresses. During all odd number months (i.e., January, March, etc.), and during those times when street parking is permissible, parking is required on the side of the street with odd number addresses. When parking, drivers should park with the front of the vehicle facing the normal traffic flow;

b. Required Access To Driveways, Aprons, Sidewalks, Fire Hydrants, and Mailboxes. Vehicles belonging to residents or their guests shall not be positioned in such a manner as to impede or prevent ingress or egress to another resident's driveway. When parking, drivers should also not block access to aprons, sidewalks, fire hydrants and mailboxes; and

c. Overnight Parking. Vehicles may be parked on the street overnight provided that the vehicle is parked in accordance with the parking requirements of a. and b. above.

d. Parking on the Grass Prohibited. Vehicles that are parked on private or community grass areas may damage sprinkler heads, as well as damage the grass. For these reasons, residents and visitors are not permitted to park on grass areas. When parking in the street, residents and visitors should use the swales (street gutters) as a guide for where the tires end up.

e. Moving-In Trucks, Furniture and Appliance Delivery Trucks and Contractor/Vendor Trucks and Vans (“Trucks

To expedite the ability of emergency vehicles to access residents and their guests in the community and the ability of waste management vehicles to pick up garbage and recycling bins, all trucks must be parked in a way that does not block any part of the street. It is prohibited to park such trucks in a driveway unless all of the body of the truck fits in the driveway. Preferably, these trucks should be parked in compliance with the alternate month parking requirements - odd months parking is on the side of the street of homes with odd home address numbers; even months parking is on the side of the street of homes with even home address numbers. If there are cars already parked on the correct side of the street prohibiting a truck from parking on the correct side of the street, the truck may park on the wrong side of the street **BUT ONLY IF ONCE THE TRUCK IS PARKED, THERE IS NO OTHER VEHICLE PARKED DIRECTLY OPPOSITE THE TRUCK.** In any event, a truck parked on the wrong side of the street must complete the move-in process as soon as reasonably possible. If a neighboring driveway is blocked by the truck, the new owner must get permission from the owner of the driveway before temporarily blocking that driveway. **PLEASE NOTE THAT IF ANY TRUCK IS BLOCKING ANY PART OF A STREET, THE POLICE WILL BE CALLED TO CLEAR THE STREET.**

3. Clubhouse Parking for Board Sanctioned Cruises

If residents are going on a cruise and a group bus pick up and drop off will be on Via Villa Borghese opposite the clubhouse entrance, the residents may notify the Management Office that they wish to leave their vehicles in the clubhouse parking lot and a clubhouse parking pass will be issued and displayed inside the driver’s side of the vehicle windshield.

4. Parking on Driveways

If parked on driveways, vehicles shall not obstruct traffic on the street nor shall they obstruct the abutting sidewalk. No part of the vehicle may extend into the street.

5. Parking of Commercial Vehicles

Commercial vehicles with signage are not allowed to park overnight unless within the garage of a resident’s home and with the garage door closed. The installation, display or storage of trailers, motor homes, boats and recreational vehicles is permitted in the rear of an owner’s parcel, provided these items are not visible from the parcel’s frontage or an adjacent parcel. The term “parcel” means that as defined in Florida HB 437, Chapter 720.

Additionally, trailers, motor homes, boats, and recreational vehicles shall not be parked overnight within the Association property. Such vehicles may not block access to adjacent owners’ property or impede traffic.

The Board or its designee may permit temporary exceptions to this rule, subject to revocation by the Board.

6. Vehicle Repairs

Repairs to vehicles may not be made within the Association property unless repairs take less than twenty-four (24) hours. The only exceptions to this rule shall be for emergency repairs and repairs made within the garage of the resident's home with the garage door closed.

7. Disposal of Drained Automotive Fluids

Disposal of drained automotive fluids is not allowed within the Association property.

8. Disabled Vehicles

Vehicles which cannot operate under their own power, or vehicles which remain within the Association property for more than seventy-two (72) hours, shall be towed at the vehicle owner's expense unless the vehicle is parked on the resident's driveway or in their garage.

9. Vehicle Washing

Vehicle washing is only permitted in the resident's driveway.

10. Observing Speed Limits

The speed limits to be observed on Via Villa Borghese are twenty-five (25) miles per hour and fifteen (15) miles per hour on all other streets. The maximum permissible speed for golf carts within the Association property is fifteen (15) miles per hour.

11. Observing STOP Signs

All vehicles must observe the stop signs. This means that a vehicle must come to a **full** stop (using the brakes) at the stop sign before proceeding.

12. Vehicles To Yield To Pedestrians

All vehicles (private and commercial) must yield to pedestrians. Pedestrians have the right of way.

13. Bicycles

a. Bicycles must operate within the lanes provided on Via Villa Borghese and must move in the same direction as vehicle traffic, keeping to the right. On side streets, bicycles must defer to pedestrians.

b. Bicycles must be equipped with efficient brakes, reliable steering apparatus, safe tires, a rear view mirror, and flashing lights in both the front and rear;

c. The maximum permissible speed for a bicycle within the Association property is fifteen (15) miles per hour; and

d. All persons riding a bike after dusk and before dawn shall use flashing lights on their bike so that they can be clearly seen.

14. Motorized Wheelchairs Operated on the Villa Borghese Streets

The wheelchairs must operate within the lanes provided on Via Villa Borghese and must move in the same direction to vehicle traffic, keeping to the right. On side streets, wheelchairs must defer to pedestrians.

15. Clubhouse Parking

a. All vehicles must be parked in designated parking areas;

b. Resident and/or guest vehicles may not be parked or left unattended at any time in the entrance portico, on the road leading to the clubhouse entrance portico, or the road leaving the clubhouse portico. The entrance portico may be used for passenger drop off or pick up, but the vehicle may not be left unattended. Once passengers are discharged from a vehicle the vehicle must be moved. Vehicular parking is not allowed on Via Villa Borghese in any designated no parking zone;

c. Bicycles must be parked in the provided bicycle racks. Bicycles will not be permitted to be chained to any other apparatus or left unattended on the clubhouse entrance portico or pool walkways, decks, or patios; and

d. Buses picking up or discharging passengers must do so on Via Villa Borghese.

16. Running, Ball Playing or Skateboarding

Running, ball playing or skateboarding is not allowed in the clubhouse parking lots.

17. Valid Drivers' License, Vehicle Registration and Insurance

All residents who operate vehicles on the Association property are encouraged to maintain a valid driver's license and vehicle registration and insurance as required by the State of Florida.

18. Security Gate Entrance Procedures

Security bar code readers are located at the Main Gate on Lake Ida Road between Jog Road and Hagen Ranch Road, the Jog Road Gate and the Lake Ida Road West Gate. Since the purpose of these readers is to limit access into the community to residents, each vehicle entering the community must have its bar code sticker read to gain entry into the community. As a vehicle is entering the community through these gates, the security bar code reader will read the bar code sticker on the vehicle's rear window and the gate arms will activate and allow the vehicle to move forward and enter the community. ***If there is more than one vehicle waiting to enter the gates, the second and all other vehicles awaiting entry must wait until the vehicle ahead of them has passed through the gate and the gate arm has come down before proceeding to the security bar code reader.*** Any resident driving a vehicle that bypasses this procedure (piggy-backing on the entry of the vehicle before them) will be issued a violation. If anyone damages the arm or gate equipment, they will be responsible for the cost of repairs. Every vehicle must be affixed with a bar code sticker on the right rear window of the vehicle to activate the entrance gate arms.

A vehicle bar code sticker is available to all owners and lessees. An occupant who does not qualify as an owner, does not have an approved lease application, and who wishes to receive a vehicle bar code sticker must submit to a background check and receive a satisfactory result, and provide proof that their primary residence is the respective Villa Borghese home where they reside. Additionally, a bar code sticker will only be issued to such occupant if their driver's license, vehicle registration, or other government issues document shows the address for the respective Villa Borghese home where they reside.

Residents with rental or loaner vehicles are not eligible for a vehicle bar code sticker and are required to enter the community at the visitor lane of the main gate.

19. Reporting Violations of the Parking and Use of Vehicles Rules and Regulations

Residents who observe a violation of any of these rules and regulations may report it by

emailing villaborgheseviolations@gmail.com. For all violations, each notification should include as much information as possible. Please include the nature of the violation, the exact location, a photograph if possible, and any additional information that may be relevant to document the violation. At the next available opportunity, the Property Manager or their designee will contact the resident who is responsible for the violation by letter, reminding them to be mindful of the rules and regulations. After that first reminder, any subsequent violation will be subject to a hearing and fines in accordance with the Association's Compliance Program.

PETS

1. Permissible Pets

Ordinary house pets are permitted subject to the guidelines contained in the Covenants. Ordinary house pets shall include dogs (except pit bulls), cats, caged domesticated birds, hamsters, gerbils, guinea pigs, aquarium fish, domesticated rabbits, and pets normally maintained in a terrarium or aquarium.

2. Permissible Number and Size of Dogs and Cats

As per the November 10, 1998 amendment to the Covenants, a resident may keep one small dog or cat within his/her home or lot, provided that the full expected growth for the breed will not exceed twenty-five (25) pounds. All dogs or cats must be maintained as indoor pets.

All new residents who move into the community on or after December 31, 2016 with a dog or cat will be subject to all the pet restrictions and regulations as set forth in this section, including but not limited to, number and size limitations, subject to applicable state and federal laws pertaining to assistance animals.

For those residents who lived in the community on or before December 31, 2016 with a grandfathered dog(s) or cat(s) and such pet expired on or after January 1, 2017 and the resident acquired a new pet, such resident will be subject to all the pet restrictions and regulations as set forth in this section, including but not limited to, number and size limitations, subject to applicable state and federal laws pertaining to assistance animals.

3. Assistance Animals

Residents who seek a reasonable accommodation request for assistance animals to the Association's rules and regulations for pets will be required to submit to the Management Office a letter from the medical professional that is treating the resident for the condition that supports the request for a reasonable accommodation. Such letter will be required for each assistance animal to be brought into the community. Residents should note that, as per Florida Statutes, a person who falsifies information or written documentation or who knowingly provides fraudulent information or written documentation to obtain an assistance animal or otherwise knowingly and willfully misrepresents himself or herself as having a disability or a disability related need for an assistance animal ~~ESA~~ commits a misdemeanor of the second degree as punishable under Chapter 775 of the Florida Statutes.

If the reasonable accommodation request information provided is validated, the assistance animal shall be allowed to accompany **the resident** in the pool area or spa area, the clubhouse and other Association property and recreational area, provided such animal is wearing identification of its status

as an assistance animal. The resident on whose behalf the assistance animal is being accommodated must be present when the animal is brought into the pool area or spa area, the clubhouse and other Association property and recreational area. The Board may waive the number requirement in situations where proof is provided that two residents in the same house each require a separate assistance animal. The resident must comply with all other of the Association's rules and regulations applicable to all pets.

The above rules also apply to a resident's guest who intends to bring their assistance animal to the pool area or spa area, the clubhouse or other Association property and recreational area. The resident is required to notify the Management Office in advance of an accommodation needed for a guest's assistance animal. The guest on whose behalf the assistance animal is being accommodated must be present when the animal is brought into the pool area or spa area, the clubhouse and other Association property and recreational area.

4. Excessive Barking

Any excessive barking as determined by the sole discretion of the Board shall be deemed a violation of the Association rules and regulations.

5. Pet Leash Requirements

Dogs and cats shall be walked on a leash or carried when outside the home at all times.

6. Areas for Walking Pets

Pets shall not be walked on another resident's property or in the area between or behind residents' homes to respect other residents' privacy and property.

7. Prohibited Pets

Prohibited pets shall include but are not limited to pit bulls, snakes, poultry, livestock, horses, anthropoids, felines other than cats, canines other than dogs, reptiles, rodents, birds and other similar creatures that are not maintained in a cage, terrarium or aquarium. Additionally, these creatures may not be kept, raised, bred, or maintained on any portion of the Association community, including the home, lot, or Association property.

8. Required Evidence of Pet Registration and Inoculations

All pets shall have on display evidence of all required registrations and inoculations as well as the name and address of the owner. Service animals shall have on display evidence of their status as discussed in item 3 above.

9. Required Pet Registration by the Association

All pets must be properly registered at the Management Office. The breed, color, weight, evidence of all required inoculations, recent photo and name of all pets that are allowed outside the home must be provided. All owners of assistance animals must properly register such animals with the Management Office and provide proof of such status.

10. Pet Owner Liability

Pet owner(s) are responsible for any property damage, personal injury, or disturbance which their pets may cause or inflict. Each pet owner who keeps a pet agrees to indemnify the Association and hold the Association harmless against any loss or liability of any kind whatsoever arising from or growing out of his/her having any pet within the Association property or at any home or lot.

11. Pet Breeding Prohibited

The breeding of any ordinary house pets, or any other keeping of pets for commercial purposes whatsoever within the Association property, is prohibited.

12. Unattended Pets

Pets shall not be left unattended outside the home. A pet shall not be kept tied up outside of a home.

13. Disposal of Pet Solid Waste

Any solid pet waste shall be immediately picked up by the pet owner(s) and removed and shall be deposited in a closed container, such as the pet owner's garbage can or in any one of the designated pet waste receptacles. Such waste shall not be deposited on or within Association common property, including sewers and drains.

14. Feeding of Birds and Other Animals

Feeding of birds and other animals is prohibited anywhere within the Association property. Owners' pets must be fed indoors.

POOL, SPA/HOT TUB, POOL AREA AND SPA/HOT TUB AREA

1. Pool and Spa/Hot Tub Use At Your Own Risk

All persons using the pool and spa/hot tub do so at their own risk. There is no lifeguard on duty at any time. The Association assumes no responsibility for any accident or injury or for any loss or damage to persons or property. Persons using the pool and spa/hot tub agree not to hold the Association liable for any actions that might occur within the pool, spa/hot tub, pool area or spa/hot tub area.

2. Consulting One's Personal Physician Prior To Exercising in the Pool

It is suggested that all residents who wish to exercise in the pool consult with their personal physician prior to exercising in the pool.

3. Pool and Spa/Hot Tub Use for Those with Certain Medical Issues

People wearing bandages, bandaids, or who have colds, inflamed eyes, infections, or open sores or wounds are not permitted in the pool and spa/hot tub.

4. Pool and Spa/Hot Tub Use in Inclement Weather

It is strongly recommended that during inclement weather (lightning, thunder storms, heavy wind and rain) persons vacate the pool and spa/hot tub. Persons who remain in the pool or spa/hot tub during inclement weather do so at their own risk.

5. Pool and Spa/Hot Tub Hours

Pool and spa/hot tub hours are from dawn to 11:00 PM, unless the pool or spa/hot tub is closed by the proper authority.

6. Age Limit for Pool and Spa/Hot Tub Use

The use of the pool and spa/hot tub shall be at residents' and guests' own risk. Children under the age of sixteen (16) who use the pool must, at all times, be accompanied by and under the direct adult supervision of a resident or a resident's adult guest who is at least age sixteen (16). Children under the age of sixteen (16) are not permitted in the spa/hot tub unless they are accompanied by and under the direct adult supervision, at all times, of a resident or a resident's adult guest who is at least age sixteen (16).

7. Diapers and Rubber Pants Attire in Pool or Spa/Hot Tub Are Prohibited

Persons of any age wearing diapers or rubber pants are not permitted in the pool or spa/hot tub. With the supervision of a person who is at least sixteen (16) years of age, children in diapers or rubber pants are requested to use the small above ground pools provided for their safe enjoyment at the east end and west end of the main pool. Only children who are toilet trained are permitted in the main pool or spa/hot tub.

8. Appropriate Swimming Attire

Appropriate swimming attire is required.

9. Breakable Items Not Permitted

Breakable items are not permitted in the pool, spa/hot tub, or pool and spa/hot tub areas at any time.

10. Use of Alcohol Beverages

Alcohol beverages are not permitted in the pool and spa/hot tub at any time. Alcohol beverages are not permitted in the pool or spa/hot tub area, except at Board approved events.

11. Pool Area Space Clearance for Walking

A four (4) foot space clearance must be maintained around the pool and spa/hot tub at all times so that persons can walk and wheel chairs and baby carriages may be maneuvered safely. Pool furniture and personal belongings must not encroach upon this space.

12. Pets

Pets are not allowed in the pool or spa/hot tub. With the exception of assistance animals that meet the requirements of item 3 of the Pets section of the Association's rules and regulations, pets are not allowed in the pool area and spa/hot tub area at any time.

13. Pool Furniture

Pool furniture is not to be removed from the pool and spa/hot tub areas at any time. To prolong the life of the pool furniture, the following is required of all persons using the furniture:

a. Persons wearing bathing suits and persons who have applied suntan lotion /sprays who want to use lounge chairs and table chairs are required to cover these with a towel large enough to cover the seating areas of these items so that they remain clean;

b. Persons with wet bathing suits must dry off before sitting on the wicker furniture cushions. Once dried off, persons wearing bathing suits who wish to sit on the wicker furniture cushions are required to use a towel large enough to fully cover the top and bottom of the cushions;

c. Persons who have applied sun tan lotions and want to sit on the wicker furniture cushions are required to use a big enough towel to cover the top and bottom of the wicker furniture cushions; and

d. Wicker furniture cushions are not to be removed from the wicker furniture or placed on any other pool and spa area seating.

14. Reserving Use of Pool Furniture

A resident may reserve one additional lounge chair, table chair or wicker furniture seating for a period of time not to exceed 30 minutes. The person reserving the seat must remain on the pool deck area for

the period that the additional seating is reserved. If the reserved seat has not been occupied within the 30 minute time frame, then any item used to reserve the seat must be removed and the seat must be made available for any other person to use.”

15. Personal Belongings

All personal belongings must be removed when leaving the pool area and spa/hot tub area. Items left behind will be placed in the lost and found bin, but there is no guarantee of this and the Association is not liable for personal belongings left behind in the pool area or spa/hot tub area. Persons should contact the Management Office to inquire about a lost item.

16. Play Equipment

Play equipment of any kind is not permitted in the pool area and spa/hot tub area. The exceptions are “noodles”, waist or other swimming aids, and water aerobics items such as weights, belts and balls used by persons for exercise in the pool.

17. Play Activities

Ball playing, pushing, dunking, rough play, diving or jumping in the pool is prohibited. Running, ball playing, skate boarding, pushing or rough play in the pool or spa/hot tub area is prohibited.

18. Clean-Up

Before leaving the pool area or spa/hot tub area, residents are required to clean up any trash and remove all personal items brought to the pool or spa/hot tub area. All trash must be placed in proper containers provided in the pool or spa/hot tub area for safe disposal.

19. Pool Equipment

Residents and their guests are not permitted to operate, modify, alter, or make changes to the pool equipment.

20. Resident Responsibility for Guest Conduct

Residents are responsible for the conduct of their guests in the pool, spa/hot tub, pool area and spa/hot tub area at all times. Proper decorum, good conduct, and safety must be observed at all times.

21. Use of Portable and Other Music Devices

Headphones are required when using radios, tape players, disc players, portable televisions, phones, tablets, etc.

22. Bicycles

Bicycles are to be parked in racks provided outside the pool gates. Bicycles are not allowed inside the pool and spa/hot tub areas.

23. Security Access Cards

Each household will receive two (2) cards per home. The cards will be required to access the clubhouse and pool areas. If a third card is needed for someone residing in the household, the card will cost \$10 and the person must show a driver’s license or other valid identification showing that they legally reside in the household. If a card is lost, a replacement card may be requested at the Management Office. If a card is bent, chipped, cracked or altered (such as punching a hole in it) or prolonged exposure to the sun, it will stop working and a replacement may be requested at the Management Office. All replacement cards will cost \$10 per card. If you request to replace a card, the

previously issued card will be deactivated.

Payment for additional or replacement cards should be made by check and made payable to “Villa Borghese HOA”.

24. Care of Pool Noodles

A resident or guest who removes a noodle from the storage bin must return the noodle to a storage bin when they finish using it. If a resident or guest finds a noodle in the pool or in the pool or spa area and uses it, the resident or guest must return the noodle to a storage bin when they finish using it. To prolong the life of pool noodles and reduce noise levels, residents and guests are prohibited from slapping the noodles on the pool water or on the pool area or spa/hot tub area pavers.

25. Table and Standalone Umbrellas

A resident or guest who leaves the table with an open umbrella, or a resident or guest who leaves after using an open standalone umbrella, must close the umbrella and tie it up if there is a tie attached.

SELLING A HOME

1. Leasing a Home During First Two (2) Years of Ownership Prohibited

The owner who wishes to sell their home (‘seller’) is responsible to advise a prospective buyer that they may not lease the home during the first two (2) years of ownership measured from the date the new owner acquires title via recordation of the title transfer/conveyance instrument in the Public Records of Palm Beach County, Florida. This includes homes acquired as a result of a foreclosure sale, tax sale or other judicial sale.

2. Prospective Buyer Age Requirements

The seller is responsible for advising all prospective buyers that at least one permanent resident of the home must be age fifty-five (55) years or older. If a prospective buyer is under age fifty-five (55), they will have to acknowledge that the home will either remain unoccupied, or acknowledge that the home will be occupied by at least one person age fifty-five (55) years or older. Age verification will be required by the Association. The Board shall have the right, in its sole discretion, to waive this requirement but not if more than twenty (20) percent of the homes do not have at least one occupant fifty-five (55) years of age or older.

3. Prospective Children Living in the Home

The seller is responsible for advising all prospective buyers of the the age requirement for prospective children living in the home of a prospective buyer and complying with these requirements. Children of a prospective buyer who becomes a resident, that are under the age of nineteen (19), may not live in a home for more than sixty (60) days in any 12-month period beginning with the date that the home is sold. Children age nineteen (19) or over are allowed to live in the home as long as one person living in the home is at least age fifty-five (55) or older.

4. Permissible Number and Size of Prospective Dogs and Cats

The seller is responsible for advising all prospective buyers of the pet requirements in the Covenants and complying with these requirements. A prospective buyer who becomes a resident may keep one small dog or cat within his/her home or lot, provided that the full expected growth for the breed will

not exceed twenty-five (25) pounds. All dogs or cats must be maintained as indoor pets. Prospective buyers with a dog or a cat will be required to register their dog or cat with the Association.

5. Required Application

All prospective buyers will be required to complete an on-line sales application and a non-refundable administration fee of \$250 is to be paid via credit card at the time of completing the on-line application. This application will require the applicant to authorize the Association to conduct a screening that will include, but will not be limited to, criminal background check, credit history and financial background. The application will require that the authorization apply to the applicant and any other person that will reside in the home. The application will also require a description of any pet that will be brought into the community. The application will be subject to review and approval by the Board.

6. Prohibited Practices: “Open House”, Estate and Garage Sales

Owners, their real estate agents and/or any third parties are prohibited from scheduling and hosting an “open house” or similar sales initiative for selling a home in Villa Borghese.

Owners, their real estate agents, any lessees and/or any third parties are prohibited from scheduling and hosting an estate or garage sale in Villa Borghese at any time.

Confidentiality of a Home’s Security Personal Identification Number (PIN). Owners, their real estate agents and/or any third parties are prohibited from publishing a home’s security pin number by any means, whether verbal or included in a real estate website or public ad, or disclosing such pin number to other real estate agents, prospective buyers and/or any third parties in any manner, for the purpose of providing guest access into the community. Owners, their real estate agents and/or any third parties wishing to admit prospective buyers must comply with the Guest Entry Procedures stated in the Guest Procedures section of these rules and regulations. These procedures ensure that only guests specifically named and authorized by an owner, their real estate agents and/or any third parties are permitted access to the community and only on the date specified by them. In addition, owners will be responsible for maintaining the confidentiality of the home’s security PIN. The publication of this PIN by any means will constitute a significant violation that impacts the entire community. A discovery of an unauthorized publication and/or use of an owner’s home security PIN will result in an immediate deletion of that PIN from the gate entry database. The owner will be notified accordingly and may request a newly assigned PIN after the confidentiality breach issue has been addressed by the Association.

7. Required New Owner In-Person Orientation Meeting

To make all new owners aware of the Association’s Rules and Regulations, ARC Guidelines and Compliance Program, they must attend an in-person orientation meeting with the Association’s Welcome Committee. If possible, the orientation meeting should take place prior to the closing date. In exceptional circumstances, the meeting may take place over the telephone but a face to face meeting must follow immediately after the new owner’s arrival in the community.

8. Copy of Governing Documents

The seller shall provide to the buyer an up to date copy of the Association’s Covenants, Articles of Incorporation, and Bylaws.

If the seller does not have such copies, the seller may download a copy from the Association website or

purchase a paper copy from the Management Office for a \$50.00 fee, with the check made payable to the Villa Borghese Homeowners' Association.

The Welcome Committee will provide to the buyer an up to date copy of the Association's Rules and Regulations, ARC Guidelines and Compliance Program documents.

9. Requirements to be Met Prior to Considering the Sale of a Home

Prior to considering selling a home, an owner(s) home site must be in full compliance with current Association rules and regulations and the Architectural Committee Guidelines and Community Standards. All elevated pavers or rocks that line the driveway, and pots containing landscaping material that are placed on any grass area or line the driveway, or outside an approved screened enclosure or landscaped bed must be removed. All fruit bearing trees and vegetable plants whether planted in the ground or in pots outside the screened-in area on the owner's property must be removed. Any items planted by the Association's perimeter wall that are not in compliance with ARC Guidelines for such plants must be brought into compliance. In addition, the owner(s) must not have any open financial obligation to the Association. All open financial obligations, if any, must be rectified prior to the sale of a home.

The Management Office will inspect a home site to ensure that all Association rules and regulations have been adhered to. If the home site is not in compliance, the owner(s) will be notified in writing specifying the violations. All violations must be rectified prior to the sale of the home. If the violations are not rectified, the owner(s) will receive violation notices and fines in accordance with the Association Compliance Program.

SOUND AND LIGHT COMMITTEE

1. Committee Subject to Association's Rules and Regulations for Committees

The committee shall be subject to all the applicable rules and regulations outlined in the Committees section of the Association Rules and Regulations.

2. Function of the Committee

The committee is to coordinate with and assist the Lifestyle Director with the the operation of the Association's technical equipment used during all Association, club, committee, or any other clubhouse event where technical equipment and support is required.

3. Requesting Technical Support for an Event

Any committee, club, organization or activity that requires technical support for an event in a specific month shall complete the ***Sound and Light Committee Support Request Form*** which must be completed and submitted to the Lifestyle Director and the Sound and Light Committee before the twentieth (20th) day of the month preceding the event which is scheduled to take place. The need for an exception to this timeframe will be taken into consideration.

4. Sound and Light Equipment

All sound and light equipment will be managed by the Association and operated only by those approved by the Association or Management Office. Residents and their guests are prohibited from entering the technical control booth in the back of the ballroom, and no one should handle or move

wires, lights, or sound equipment, unless instructed to do so by a member of the Management Office. All equipment belongs to the Association and shall not be removed from any Association property or facility. Residents and their guests are prohibited from handling, operating or moving equipment brought to the Association property by entertainers engaged for a specific event, whether indoors or outdoors. The Association will not be liable for injury caused by failure to obey this rule.

5. Borghese Entertainment Advisory Group Coordination With Lifestyle Director

The Borghese Entertainment Advisory Group shall coordinate all event requirements with the Lifestyle Director. The Borghese Entertainment Advisory Group shall provide the Lifestyle Director and the committee with adequate notification of any technical assistance that will be required and shall update such information as needed to ensure that the requested technical support and equipment is ready when needed. A member of the committee, the Borghese Entertainment Advisory Group and the Lifestyle Director, as applicable, will participate in rehearsals as needed.

6. Hearing Assistance in the Ballroom When the Sound System Is Turned On For Ballroom Events Such As Association Shows, Movies, Lectures, Board Meetings or Workshops, Etc., (“Events”):

The Association has 2 wireless systems that, when the sound system is turned on in the ballroom, will allow a resident to use their own (“personal”) FM radio and a set of earphones or earbuds to improve their ability to hear event proceedings while seated anywhere in the ballroom. The FM radio needs to be set to the frequency indicated by the Management office, and the earphones or earbuds must be plugged in to the radio when in use.

STANDARDS FOR COMMUNICATIONS

The following are standards for communication with Management Office Staff, Members of the Board of Directors, Fellow Residents and Guests

‘*Communication*’ as used in this section means all methods of communication, including but not limited to: verbal, phone, email, body language/gestures, or any other method of communication.

Residents and their guests are required to conduct themselves in a respectful and courteous manner when addressing issues/concerns with the Management Office staff, the Board of Directors and other residents and their guests. The Board of Directors has a zero tolerance policy for disrespectful and discourteous behavior and appropriate action will be taken in accordance with the Compliance Program when reports of such conduct are made to the Board of Directors.

These standards also apply to the Board of Directors and Management Office staff communications with residents and guests.

If a guest has an issue/concern, it is required that the resident responsible for the guest be the one communicating the particulars with the Management Office or the Board of Directors, as applicable. It is not appropriate for a guest to handle any issue or concern on their own since it is the policy of the Management Office and the Board of Directors, as applicable, to always address and resolve any issue or concern with the resident.

TRASH, RECYCLING AND OTHER REFUSE

1. Timetables for Curbside Pick-Up

Trash: Curbside trash pick-up occurs on Mondays and Thursdays, except when there is a change due to holidays. All trash must be included in a Solid Waste Authority of West Palm Beach (“SWA”) trash container that was distributed to all residents before October 1, 2019. Residents are permitted to place their trash container curbside, with the arrows pointing toward the street, as early as 6:00 PM on the day before the scheduled pick-up, but not earlier. ***Trash left in plastic bags and left curbside will not be picked up; accordingly, residents are prohibited from placing such plastic bags curbside at any time.*** Residents are encouraged to place trash containers curbside as early as possible on Monday and Thursday mornings since pick-up schedules in the Association community varies by street.

Recycling (blue and yellow containers): Curbside recycling pick-up occurs on Thursdays, except when there is a change due to holidays. Residents are permitted to place their yellow and blue recycling bins curbside as early as 6:00 PM on the day before the scheduled pick-up, but not earlier. Residents are encouraged to place recycling bins curbside as early as possible on Thursday mornings since pick-up schedules in the Association community varies by street.

Yard Waste (small clippings, tree branches, palm fronds, grass clippings and other landscaping clean-up items): Curbside yard waste pick-up occurs on Mondays, except when there is a change due to holidays. The yard waste items should be placed in a container (old garbage can, for example) . Tree branches should be cut into pieces that are no more than six (6) feet long , six (6) inches in diameter and weigh less than fifty (50) pounds each. Palm fronds can be in any length. Tree branches and palm fronds must be neatly stacked to facilitate manual pick-up. ***Yard waste may not exceed six (6) cubic yards per pick-up [eighteen (18) feet long, three(3) feet wide and three (3) feet high].*** If the yard waste exceeds such limit, residents must make arrangements to remove such waste by calling the SWA at 561-697-2700 for an estimate to have these items removed. Residents are required to pile these items as neatly as possible and ensure that they do not extend into the street and get in the way of street traffic. ***Yard waste left in properly secured plastic bags and left curbside will be picked up on designated yard waste pickup days.*** Residents are permitted to place these items curbside as early as 6:00 PM on the day before the scheduled pick-up, but not earlier. Residents are encouraged to place these items curbside as early as possible on Monday mornings since pick-up schedules in the Association community varies by street.

Bulk Waste (appliances, furniture and large household items that do not fit in the garbage can): Curbside bulk waste pick-up occurs on Thursdays, except when there is a change due to holidays, ***and is limited to no more than three (3) items.*** If the bulk waste exceeds such limit, residents must make arrangements to remove such waste by calling the SWA at 561-697-2700 for an estimate to have these items removed. Residents are required to pile these items as neatly as possible and ensure that they do not extend into the street and get in the way of street traffic. ***Bulk waste left in plastic bags and left curbside will not be picked up; accordingly, residents are prohibited from placing such plastic bags curbside at any time.*** Residents are permitted to place these items curbside as early as 6:00 PM on the day before the scheduled pick-up, but not earlier. Residents are encouraged to place these items curbside as early as possible on Thursday mornings since pick-up schedules in the Association community varies by street.

Construction and Demolition Debris: Curbside debris pick-up occurs on Thursdays, except when

there is a change due to holidays. Such debris is limited to 2 cubic yards per pick-up, and must be placed in containers (old garbage cans, for example) and weigh less than fifty (50) pounds when filled. If the debris exceeds such limit, residents must make arrangements to remove such debris by calling the SWA at 561-697-2700 for an estimate to have these items removed. ***Construction and demolition debris waste left in plastic bags and left curbside will not be picked up; accordingly, residents are prohibited from placing such plastic bags curbside at any time.*** Residents are permitted to place such debris curbside as early as 6:00 PM on the day before the scheduled pick-up, but not earlier. Residents are encouraged to place these items curbside as early as possible on Thursday mornings since pick-up schedules in the Association community varies by street.

In compliance with item 5 below, yard waste, bulk waste and construction and demolition debris that exceeds the above stated weight, height, length and width limits, as applicable, must be removed by 4:00 PM of the applicable pick-up date. It is required that residents call ahead of the scheduled pick-up day to make arrangements to remove such waste or debris by this deadline. Any violation of this requirement may be subject to a levy of penalties and/or fines.

Special SWA Service For Residents Unable To Bring Their Trash Containers and Recycling Bins Curbside

To qualify for this service, a resident needs to submit the required applications and if approved the resident will be allowed to place his/her trash container and recycling bins by their garage door area and a SWA waste hauler retrieves these, empties them out and returns them to the garage door area.

It is highly recommended that residents who need approval for such “disabled” collection services apply as soon as possible.

A resident and his/her physician must each complete separate applications which are available at the Management Office:

Resident Application Form

Fill in your name, telephone number and address as requested and sign and date the form. Keep this form until your physician completes their form and then mail, fax or email both applications as instructed in the application form.

Physician Application Form

Fill in your name, address and telephone number as requested in the application. Give the completed form to your physician and have him/her complete the rest of the form, as instructed. After the physician completes the form, attach it to the Resident Application Form and mail, fax or email both of these applications as instructed in the application forms

The SWA will contact you if you are approved for “disabled” collection services.

2. Use of Proper Trash Containers and Recycling Bins

For trash curbside pick-up, all residents must use the Solid Waste Authority (“SWA”) trash containers. Extra trash containers, if needed, may be purchased from the SWA (561-607-2700) for a one time cost of \$65.00 and there will not be an additional collection or disposal charge for the use of

such second trash container. It is the resident's responsibility to ensure that the container cover is secure to avoid trash litter curbside, or on adjacent lawns and streets. ***Trash left in plastic bags and left curbside will not be picked up; accordingly, residents are prohibited from placing such plastic bags curbside at any time.***

For recycling curbside pick-up, all residents must use the yellow (paper) and blue (plastics and glass) recycling bins that are provided by the SWA.

3. Removal of Emptied Trash Containers and Recycling Bins

On the day of collection, residents are required to promptly remove curbside trash containers and recycle bins that have been emptied and place these indoors (in a resident's garage, birdcage or home). Trash containers and recycling bins are not permitted to remain curbside or in driveways indefinitely and it is the resident's responsibility to ensure that containers and bins are not left in the street to obstruct the flow of traffic.

4. Proper Maintenance of Trash Containers

The residents shall maintain their trash containers in a manner that eliminates or minimizes offensive odors. Resident's trash containers must be stored indoors (in a resident's garage, birdcage or home) until the trash curbside pick-up schedule.

5. Items Prohibited To Be Stored/Accumulate on Association Property, or Outside Homes or Lots

The following items shall not be stored or allowed to accumulate on Association property or outside any resident's home or lot:

- Stripped down vehicles, scrap automobile pieces or parts;
- Lumber, pavers or other building materials;
- Discarded furniture and other household items, TVs, appliances, packing boxes and other junk;
- Grass or tree clippings; or
- Any other trash.

6. Disposal of Waste Materials

Residents and their guests shall remove or dispose of all their rubbish, garbage, trash, refuse, or other waste materials generated within any Association recreational area or other Association property.

USE OF ASSOCIATION PROPERTY AND RECREATIONAL AREAS

1. Damages

Any damage by a resident or his/her guest to Association property or equipment therein, or to the Association recreational areas and equipment therein, shall be repaired or replaced at the expense of the resident.

2. Nuisance

Nothing shall be done within the Association property and recreational areas or at any home or lot which tends to cause embarrassment, discomfort, unreasonable annoyance, or nuisance to any owner or his guests.

3. Disturbance

Loud noises or noxious odors shall not be permitted within the Association property and recreational areas.

4. Equipment

Residents and their guests are not permitted to handle or remove any Association equipment located on the property and recreational areas.

5. Resident Responsibilities

The Association property and recreational areas shall be solely for the use of residents and their guests, subject to the Covenants and the Association rules and regulations. Residents are required to inform their guests of any applicable rules and regulations. Residents shall be held responsible for the actions and conduct of their guests. Decorum, good conduct, and safety shall be observed and shall be strictly enforced.

6. Use at Your Own Risk

The use of the Association property and recreational areas shall be at the risk of the residents and/or guests involved.

7. Pets

Pets are not allowed in any of the Association's recreational areas at any time, except for assistance animals that meet the requirements in item 3 of the Pets section of the Association's rules and regulations, and except in situations when the Board sanctions activities including pets.

8. Obstruction of Egress and Ingress

The walkways and entrances to the recreational areas and facilities, including the main entrance to the clubhouse, shall not be obstructed or used for any purpose other than ingress or egress.

9. Association Not Responsible for Injury, Loss or Damage

The Association shall not be responsible for any personal injury or any loss or damage to personal property at the Association's property or recreational areas.

10. Personal Items

Personal items shall not be allowed to remain overnight within any Association property or recreational area.

USE OF BOCCE COURT

The Bocce Committee has jurisdiction and responsibility over the bocce court use to accommodate the needs of the Association's bocce community.

"Guest" as used in this section means a resident's family members, house guests or friends for whom the resident is accountable, or for whom the resident exercises control and supervision.

1. Open Play Days/Times

"Open play" means play which does not require prior reservations and is available to all residents

regardless of skill level. Open play days are Mondays, Tuesdays, Thursdays and Saturdays from 8:30 AM to 10:30 AM.

2. Non-Open Play Days/Times

Residents may coordinate play with other residents on any day or time not specified for “Open Play”.

3. Play Sign Up

Play sign up sheets are available in the brown box located at the court. Each player entering the court must sign up to play. The first person arriving at the court should remove a sign up sheet from the brown box and enter their name on the first line for game one. As others enter the court they should add their name to game one until all spots are filled. When all spots are filled for game one, the next person entering the court should add their name on line one for game two, and so forth.

4. Player Rotation

Players are assigned to games based on their time of arrival at the court. Such assignment will be made in a fair and organized manner.

5. Guests Play Rights

Guests will have the same rights as a resident during the “open play” days or any other times.

6. Guest Play

On all play days and times, all games will require at least one resident to play with guests.

7. Proper Use of Bocce Court

Use of the bocce court shall be at residents’ and guests’ own risk and the court may only be used for the purpose for which it was designed. Any other use is strictly prohibited unless specifically authorized by the Association.

8. Appropriate Attire

Appropriate attire and flat soles sneakers are required for bocce play. Bathing suits are not allowed.

9. Food and Snacks on the Courts

Food and snacks are prohibited on the court and adjoining paved areas at all times.

10. Proper Behavior

Courteous behavior by all bocce players, spectators and guests on the court is mandatory at all times. Foul language, physical threats, or any other type of offensive or unsportsmanlike behavior is strictly forbidden.

11. After Play Clean-Up

At the end of each game, the court must be cleaned of any debris, bocce balls returned to the holders and furniture and other equipment must be left in an orderly manner.

USE OF LAKES

1. Access to the Lakes

Lake access shall be from the owner’s lake front property. All others must access the lakes through the Lake Maintenance Access Easement abutting landscaped areas or grassy areas.

2. Fishing in the Lakes

Residents and their guests are permitted to fish in the lakes. However, fishing in any lake maintenance easement or a lake bank which immediately abuts any other owner's lake lot is not permitted.

3. Littoral Plants

Residents shall not remove or cause damage to any littoral plants.

4. Improvement or Additions to Grassed Areas Surrounding the Lakes or Outside the Lots

Planting, fencing, or other improvements or additions to the grassed area surrounding the lakes or outside the lot are not permitted.

5. Swimming in the Lakes

Swimming in the lakes is not permitted.

6. Operation of Any Water Craft in the Lakes

Operation of any water craft in the lakes is not permitted. Accordingly, residents may not store such crafts on the lake banks, in the easement areas, in driveways, in the streets or in any Association property.

Residents may store such crafts in their garage.

7. Feeding Birds and Other Animals Prohibited

Residents are prohibited from feeding birds and other animals anywhere in the Association property.

USE OF PICKLEBALL COURTS

The Tennis/Pickleball Committee has jurisdiction and responsibility over the pickleball court use to accommodate the needs of the Association's pickleball community.

As used in this section:

“Resident”, in addition to meaning a Villa Borghese owner or lessee, also means child, grandchild, in-law of a resident, or person(s) staying overnight in a Villa Borghese home.

“Guest” means any person(s) not defined as a resident above that has been authorized entry to Villa Borghese and for whom the owner or lessee is accountable, or for whom the owner or lessee exercises control and supervision. To play pickleball, such guest(s) must also be accompanied by an owner or lessee during play.

Court Designations and location as used in this section:

A is the Southeast Court

B is the Northeast Court

C is the Southwest Court

D is the Northwest Court

1. Prime-Time Hours and Play

Prime-Time play hours are 8:00 AM – 11:00 AM, Monday - Sunday. Prime Time play is reserved for residents.

“Open Play” hours are 8:00 AM – 10:00 AM on Tuesdays, Thursday and Sundays, on a first-come-first-served basis. Open Play is available to all residents regardless of skill level.

“Women’s Open Play” hours are 8:00 AM – 10:00 AM on Wednesdays, on a first-come-first-served basis.

“Men’s Open Play” hours are 8:00 AM - 10:00 AM on Mondays, on a first-come-first-served basis, on courts A,B and D.

2. Non-Prime Time Hours and Play

Non-Prime Time play hours after 11:00 AM, Mondays-Sundays. Players with reservations have priority over walk-on players. Guests may play only if a resident is not waiting to play, and only if the guest is accompanied by at least one resident.

3. Court Reservation System

Residents must use the current reservation process to reserve Prime Time Play court time in advance for one hour play. Reservations are not permitted for Open Play, Women’s Play and Men’s Play. Reservations may be made up to two weeks in advance. Players with reservations will have play priority over walk-on players. Scheduling changes for pickleball play may be made at any time at the discretion of the proper authority.

4. Court Play Grace Period

If a player reserves a court and does not show up within 15 minutes of the reserved time (grace period), the reservation will be forfeited.

5. Guests Play Rights

Guests will have the same rights as a residents during Non-Prime-Time hours.

6. Hiring Outside Vendor to Provide Private Pickleball Lessons To Residents or Guests on Association Courts Is Prohibited

The Association has an exclusive contract with a vendor to provide private pickleball lessons for residents on Association courts. As such, residents who wish to hire another vendor to provide private pickleball lessons for themselves or their guests may do so but the use of the Villa Borghese pickleball courts for this purpose is prohibited.

7. Guest Play During Non-Prime-Time Hours

During Non-Prime Time hours throughout the year, each foursome will require at least one resident to play with such foursome.

8. Proper Use of Pickleball Courts

Use of the pickleball courts shall be at residents’ and guests’ own risk and the courts may only be used for the purpose for which they were designed. Any other use is strictly prohibited unless specifically authorized by the Association.

9. Appropriate Attire

Appropriate sports clothing and athletic footwear is required for pickleball play. Bathing suits are not allowed.

10. Food and Snacks on the Courts

Food and snacks are prohibited on the courts and adjoining paved areas at all times.

11. Proper Behavior

Courteous behavior by all pickleball players, spectators and guests on the courts is mandatory at all times. Foul language, throwing of paddles, physical threats, or any other type of offensive or unsportsmanlike behavior is strictly forbidden.

USE OF TENNIS COURTS

As used in this section:

“Resident”, in addition to meaning a Villa Borghese owner or lessee, also means child, grandchild, in-law of a resident, or person(s) staying overnight in a Villa Borghese home.

“Guest” means any person(s) not defined as a resident above that has been authorized entry to Villa Borghese and for whom the owner or lessee is accountable, or for whom the owner or lessee exercises control and supervision. To play tennis, such guest(s) must also be accompanied by an owner or lessee during play.

The Tennis Committee has jurisdiction and responsibility over the tennis court use to accommodate the needs of the Association’s tennis community.

1. Definition of Prime-Time Hours

Prime-time play hours are 7:30 AM – 10:30 AM, Sunday through Saturday.

2. Limit of Session in Prime-Time Hours

During prime-time hours, no individual may sign up for more than one session.

3. Court Session Hours

Playing sessions run from 7:30 AM – 9:00 AM, 9:00 AM– 10:30 AM, and 10:30 AM to 12:00 PM. Each session runs 90 minutes by the clock.

4. Sign- Up for Court Use During Prime-Time Hours

All players must sign up to use the courts during prime-time hours. Sign-up sheets must be completed by the Tuesday before the following week’s play. Anyone who wants a court in prime-time hours must complete a reservation card with the names of all players, unless their name is already on the weekly reservation list. Guests must be noted as such on the reservation card.

5. Definition of In-Season

As used in this section, “in-season” means the period of October 1- April 30, during which a minimum of two (2) residents are required on each court during prime-time hours.

6. Definition of Off -Season

As used in this section, “off-season” means the period of May 1 – September 30 during which three guests are allowed to play in each foursome during prime-time hours.

7. Guests Play Rights

Guests will have the same rights as a resident during prime-time and non-prime-time hours both in-season and off-season.

8. Hiring Outside Vendor to Provide Private Tennis Lessons To Residents or Guests on Association Courts Is Prohibited

The Association has an exclusive contract with a vendor to provide private tennis lessons for residents and their guests on Association courts. As such, residents or guests who wish to hire another vendor to provide private tennis lessons may do so but the use of the Villa Borghese tennis courts for this purpose is prohibited.

9. Guest Play During Non-Prime-Time Hours

During non-prime time hours throughout the year, each foursome will require at least one resident to play with such foursome. During prime-time hours throughout the year, three guests are allowed to play in each foursome with the approval of the Tennis Professional.

10. Proper Use of Tennis Courts

Use of the tennis courts shall be at residents' and guests' own risk and the courts may only be used for the purpose for which they were designed. Any other use is strictly prohibited unless specifically authorized by the Association.

11. Use of Vacant Courts During Prime-Time Hours

Only foursomes may play during prime-time hours unless there is a vacant court.

12. Failure to Show Up For Play

If a foursome does not show up at the court within 15 minutes after starting time, an unscheduled foursome may use the court.

13. League Sanctioned Games Subject to Court Availability

League sanctioned men's and women's tennis matches during both prime-time and non-prime time hours are allowed only if courts are available and the matches will not interfere with residents' games.

14. Appropriate Attire

Appropriate attire and tennis sneakers (flat soles) are required for tennis play. Bathing suits are not allowed. Cross trainers or running shoes are not allowed.

15. Food and Snacks on the Courts

Food and snacks are prohibited on the courts and adjoining paved areas at all times.

16. Proper Behavior

Courteous behavior by all tennis players, spectators and guests on the courts or tennis pavilion is mandatory at all times. Foul language, throwing of rackets, physical threats, or any other type of offensive or unsportsmanlike behavior is strictly forbidden.

WELCOME COMMITTEE AND ORIENTATION FOR NEW RESIDENTS

1. Welcome Committee

The Committee shall be subject to all the applicable rules and regulations outlined in the Committees section of the Association's rules and regulations.

2. Function of the Committee

The Committee shall welcome all new owners and lessees and conduct an orientation meeting on behalf of the Association with all new owners and lessees.

3. Who is Required to Attend An Orientation a Meeting?

The orientation meeting is required for all new owners and lessees to the community.

4. What is the Purpose of the Orientation Meeting?

The purpose of the meeting is to welcome new owners and lessees to the community and make them aware of the Association's Rules and Regulations, the ARC Guidelines, and the Compliance Program, as applicable to owners and lessees. The Welcome Committee will do this by providing highlights of the requirements included in these documents governing the status of Villa Borghese as an adult community, pets, parking, modifications to homes and grounds, use of clubhouse, pool and gym, etc. At the meeting, new owners and lessees will also be informed about the clubs, committees, organizations and activities that are sanctioned by the Board, the Lifestyle Director's social activities, and volunteer opportunities in the community. In addition, the meeting will be used to obtain all necessary signatures.

5. Who Conducts the Orientation Meeting and When Does It Occur?

The Board has sanctioned a Welcome Committee to welcome all new owners and lessees and conduct an orientation meeting with all prospective owners who have signed a contract to purchase a home and all prospective lessees who have entered into a contract to lease a home for the required seven (7) months minimum. The orientation meeting shall take place prior to the closing or signing a lease agreement. In exceptional circumstances, the meeting may take place over the telephone but a face to face meeting must follow immediately after the new owner's or lessee's arrival in the community.

6. What is the Agenda for the Orientation Meeting?

The Welcome Committee will:

- a. Obtain required information from the prospective owner and lessee;
- b. Provide necessary forms and information for the transition into the community, including: for prospective owners, copies of the Association's Architectural Review Committee Guidelines and Community Standards ("ARC Guidelines), Rules and Regulations and Compliance Program; for prospective lessees, a copy of the Association's Rules and Regulations and the Compliance Program;
- c. Highlight sections of the documents stated in item b. above that are important for everyday life in the Association community, and confirm that a prospective owner received, in addition to the Association's ARC Guidelines, Rules and Regulations and the Compliance Program, a copy of the Covenants that should be provided by the owner selling their home;
- d. Provide familiarization with the Association amenities, sanctioned clubs, committees, organizations and activities, entertainment, and service opportunities in the community; and
- e. Share information about services provided by the Management Office.

7. Obligation of Owners Who Plan to Sell or Lease Their Home

Owners planning to sell or lease their home must advise the buyer and their real estate agent, if there is one, that a meeting with the Welcome Committee is required prior to closing on a house, or signing a

lease agreement. If an exception is made by the Management Office, a face to face meeting must follow immediately after the new owner or lessee arrives in the community.

8. Waiver of the Meeting

A prospective buyer of an additional home in the community who has participated in a previous meeting may request a waiver of another meeting by completing a Request to Waive A Welcome Committee Meeting Form.

A lessee who is renewing an existing lease in the community and who has participated in a previous meeting may request a waiver of a meeting by completing a Request to Waive A Welcome Committee Meeting Form.