

***PONTE VECCHIO***

***HOMEOWNERS***

***ASSOCIATION***

***(PV-HOA)***

***RULES AND REGULATIONS***

**Revised 9/1/2016**

**Changed text is underlined.**

**ENFORCEMENT**

Enforcement of these rules, as well as all rules officially approved by the HOA Board of Directors, shall be in accordance with the procedures set forth by the Covenant Compliance Committee, as approved by the HOA Board of Directors.

**THESE RULES AND REGULATIONS MAY BE ADDED TO, AMENDED, OR REPLACED AT ANY TIME BY THE HOA BOARD OF DIRECTORS.**

***Proprietary Information.*** *The information contained in this booklet shall not to be reproduced or distributed without the written permission of the Ponte Vecchio HOA Board of Directors.*

## GENERAL RULES AND REGULATIONS

1. The purpose of these rules is to ensure the enjoyment of the Clubhouse complex by residents and guests. The Clubhouse complex (Clubhouse building, tennis courts, parking lot, pool, fitness center and poolside patio) will be referred to in this document as the Clubhouse.
2. All persons using the Clubhouse facilities shall conduct themselves in a courteous manner with due regard for the rights of others to use and enjoy the facilities, and will follow and comply with the instructions and decisions of the Property Manager or members of the Clubhouse Staff regarding the use of the facilities, priority of use, and the length of time of use.
3. All residents and their guests will be responsible for reading and abiding by all rules and regulations, which will be distributed as required by the Ponte Vecchio Declaration of Covenants, Restrictions and Easements and will be posted on the Clubhouse bulletin board.
4. All residents and their guests must conform to all rules and regulations. To encourage compliance, those who violate the rules will be subject to fines or other penalties. Suspension of Clubhouse privileges or other penalties may also occur if a resident, his family, or guest has injured/harmed or threatened to injure or harm any persons within the Clubhouse facilities. Reimbursement of repair costs may be required if the resident, family or guest has destroyed, harmed or stolen property belonging to the Association.
5. For safety reasons, the number of persons using any or all of the recreational facilities at a given time may be limited as determined by the Property Manager or designee. If necessary, the Property Manager will resolve the issue by requiring that an appropriate number of persons leave the particular facility.
6. All persons who use the Clubhouse facilities must comply with the Property Manager's safety and sanitary requirements.
7. All Clubhouse facilities are used At Your Own Risk.
8. Only approved clubs and PV committees may reserve space on a regular basis in the Clubhouse for meetings or events. Other residents may request space in the Clubhouse, subject to availability. All room reservations shall be assigned by the Property Manager or the Social Director.
9. The Clubhouse facilities may not be reserved for private parties
10. The Property Manager may post temporary supplemental rules in specific areas as needed from time to time. If these supplemental rules are to be made permanent, they must be submitted to the PV HOA BOD for approval.
11. In accordance with Florida law, smoking is NOT permitted inside any of the Clubhouse buildings at any time. Smoking is only permitted at designated areas outside of the Clubhouse buildings.
12. Pets are prohibited in the Clubhouse with the exception of Seeing Eye dogs or other handicap accommodations.
13. Thermostats are not to be touched or tampered with as they have been locked and programmed to maximize comfort and efficiency.
14. Casual attire is permitted in the Clubhouse building itself. All persons are required to wear shoes, shirts, or other covering garments over their dry bathing suits in the Clubhouse building at all times. For a specific event, the event sponsor may specify and define proper attire. Wet bathing suits, covered or uncovered, are not permitted in the Clubhouse building at any time, with the exception of the restrooms that are directly accessible from the pool area.
15. For all evening events with outside entertainment men are required to wear long pants unless otherwise authorized by event sponsor.
16. Appropriate footwear will also be required to participate in activities, which include but are not limited to tennis, dance, and exercise. When playing tennis, proper attire is required on the courts.
17. No eating or drinking of any kind except for plastic bottles of water, except in designated areas, such as the Social Hall and the Arts and Crafts Room. Failure to comply will result in being asked to leave the clubhouse.
18. No food or drinks, other than plastic bottled water, will be permitted in the pool area or spa except at umbrella tables or under the roofed area of the buildings or under the gazebo. No glass of any type is allowed on the terrace (exterior of the Clubhouse). Individuals are responsible for their own clean up.
19. No food or drinks of any kind, including bottled water, are allowed in the Billiard room or the Media room.
20. Persons who are under 16 years of age shall not be permitted to use the fitness center, or the spa under any circumstances. Persons who are under 16 years of age are not permitted to use the pool or other Clubhouse facilities unless under the supervision of a responsible adult. Residents shall be responsible for all of their guests (including minor children) at all times.
21. Only residents will be able to purchase tickets for guests to attend events or shows.
22. Homeowners relinquish their Clubhouse resident privileges to the lessees if the house is leased.

23. Clubs or committees wanting to use any of the facilities must contact the Property Manager for approval, availability and scheduling. No Clubhouse facility may be reserved for a meeting or event without the written approval of the Social Director.
24. HOA sponsored events will be open to all residents of PV with a minimum of 2 people per household attending. This may include one nonresident. If anticipated demand is expected to exceed capacity, a random drawing system will be used to determine both attendance and seating location. Events will be open to additional guests only if tickets are available 2 weeks or less before an event.
25. The last person leaving an activity room shall turn off the lights.
26. All furniture and equipment should be returned to its normal location after use.
27. The Clubhouse may not be decorated without prior approval by the Property Manager.
28. The HOA is not responsible for any items left in the Clubhouse facilities.
29. Clubs or committees wanting to arrange bus access to the community must see the Property Manager for the appropriate forms and procedures, in order to ensure compliance with safety and insurance requirements.
30. All references to the Property Manager herein include the Clubhouse administrative staff or his designee.
31. *Storm shutters* may be closed or installed no sooner than seven (7) days before a forecasted, named hurricane is predicted to strike our area. The shutters must be opened or removed no later than seven (7) days after the hurricane passes or the forecast is cancelled. Clear flat panels as approved under ARC Guidelines # 7 entitled "Storm Shutters" are exempt from these timing restrictions. The President of the Board, or any member of the chain of command, has the authority to authorize changes to these times.
32. Community speed limit is 27 MPH to promote community safety.
33. Parking on the grass anywhere in the community is prohibited.
34. Parking is only permitted on one side of the street. The parking will correspond as follows: January through June, even numbered side of street; July through December, odd numbered side of street.
35. Overnight Parking at the clubhouse can only be authorized by the Property Manager. No parking is permitted in the circle at the clubhouse. Residents and owners are responsible to see that their guests and vendors follow all parking regulations. Overnight parking on the streets is prohibited.
36. Residents must refrain from feeding ducks or other wild life. Failure to abide by this rule will result in a violation to be issued to the offending party with a referral to the Board of Directories for further action.
37. Drones cannot be launched or controlled by anyone within Ponte Vecchio Boundaries.

## **MEDIA ROOM/COMPUTER ROOM/LIBRARY**

1. Computers may be used during normal Clubhouse hours, except when classes or computer meetings are in progress.
2. Computer use time must be limited to 30 minutes when others are waiting.
3. Do not store any of your information on the hard drive. Store all your information on a thumb drive. Any data, new software, or configuration changes stored on the hard drive will be erased without notice.
4. No food or drink of any kind, including bottled water, is allowed in the Media Room/Computer Room/Library.
5. The Clubhouse staff has the authority to shut down the computers at their discretion.
6. No Cell phone conversations shall be made or taken in the Media Room/Computer Room or Library. Cell phones should be operated in the vibrate mode only. All calls are to be made or taken outside of the Room.

## **CLUBHOUSE GAMING-CARD ROOM**

1. No one under 18 years of age can participate in gambling activities.
2. Gambling of any type, conducted in the Clubhouse facilities, must comply with Florida State Law.
3. Table games in the Clubhouse Facility must be comprised of no less than a majority of  $\frac{3}{4}$  of Ponte Vecchio residents. The Bridge Club's participants will consist of at least  $\frac{3}{4}$  Ponte Vecchio residents. Sanctioned tournaments and recognized organizational events are exempt from this rule.
4. In case of a dispute, identification will be requested. Non compliance will result in being asked to leave the clubhouse.
5. No eating or drinking of any kind except for plastic bottles of water, no exceptions. Failure to comply will result in being asked to leave the clubhouse.

6. No Cell phone conversations shall be made or taken in the Card Rooms. Cell phones should be operated in the vibrate mode only. All calls are to be made or taken outside of the Card Rooms.

## **KITCHEN**

1. The Property Managers permission is required for use of the Kitchen facilities.
2. Cleanup charges may be assessed to all clubs making use of this facility. Prior to the event, the Property Manager will notify the clubs of any applicable cleanup fees.

## **SOCIAL HALL**

1. Table seating must be utilized (as opposed to theater style seating), if food or drinks are being served.
2. Cleanup and/or setup charges may be assessed to all clubs and organizations making use of this facility. Prior to the event, the Property Manager will notify the clubs of any applicable cleanup and/or setup charges.
3. The maximum number of card tables allowed in the social hall is thirty five (35) when banquet tables are set up. Forty (40) tables will be allowed when only one side banquet table is used.

## **ARTS AND CRAFTS ROOM**

1. Instructors, residents and/or the responsible person must make sure the room is left clean (counters, sinks, etc.) and all items (chairs, tools) are put back in their original area.
2. All arts and crafts classes must be scheduled by the Property Manager.
3. The HOA and Clubhouse staff will not be responsible for any items left in the Arts & Crafts Room.
4. Cleanup charges may be assessed to all clubs making use of this facility. The Property Manager will notify the clubs of any applicable cleanup fees prior to the event.

## **BILLIARDS ROOM**

1. No one under the age of eighteen (18) shall be allowed in the Billiards room. A government photo ID is required for proof of age.
2. Do not move balls from table to table. If equipment is broken or missing please notify the Property Manager.
3. Do not sit or lean on pool tables.
4. Return equipment to the proper place at the conclusion of your play.
5. When all tables are occupied and others are waiting, no more than three (3) successive racks are permitted.
6. A guest is entitled to use the equipment when it is available and no resident is waiting. Residents have priority over guests in use of equipment, but may not ask guests to vacate the equipment if they have not completed their allotted number of games.
7. No food or drink or any kind is permitted, no exceptions.
8. Cell phones should operate in vibrate mode only, and all calls are to be taken outside of the room.

## **FITNESS CENTER AND AEROBICS ROOM**

1. Time on each piece of equipment is limited to total of 30 minutes (including cool-down time) when others are waiting.
2. Proper attire is required to be worn at all times when using any equipment in the room.
3. Individuals must wait for use of the facilities when classes are in progress.
4. An individual must wipe down any equipment after using it. Disinfectant and paper towels are available in the Center.
5. Everyone must wear the safety tag while using the treadmill.
6. Wet swimsuits are not permitted when using the equipment.

7. A guest may not use the equipment until after 11:00 a.m. After 11:00, the guest is entitled to use the equipment when it is available and no resident is waiting. Residents have priority over guests in the use of the equipment, but may not ask a guest to vacate the equipment if they have not completed their allotted time.
8. No one under the age of 16 shall be allowed in the fitness center.
9. No eating or drinking of any kind except for plastic bottles of water, no exceptions. Failure to comply will result in being asked to leave.
10. Cell phones should operate in vibrate mode only, and all calls are to be taken outside of the room.

## SWIMMING POOL & SPA

1. There is no lifeguard on duty. Swim At Your Own Risk!
2. Showering is required before entering pool or spa.
3. No children under the age of 16 years are allowed in the spa.
4. No one may exceed a 20-minute limit in the Spa at a given time.
5. No adult or child requiring diapers or swimmies may use the pool or spa. All children must be toilet trained.
6. Running, jumping, diving, or horseplay in or around pool area is prohibited. No ball or Frisbee playing will be allowed in the pool or on the pool deck.
7. Reserving chairs or lounges on the pool deck is not allowed.
8. Furniture (pool chairs, lounges etc.) should be returned to its original area if moved.
9. Swimming hours are from DAWN to DUSK. State health rules prohibit swimming in dark pools.
10. Residents are permitted to bring guests to the pool. The number of guests may be limited at certain times by the Property Manager.
11. No aerobics class music or radios are to be played at the pool area before 7:30 am.
12. Individual music must be used with earphones only, to ensure that it is not audible to others.
13. Portable pools are permitted, but must not be emptied into the pool or spa.
14. Upon notification by the Clubhouse staff, the pool and pool deck area are to be vacated immediately.
15. Use of the pool is prohibited during local thunder and/or lightening storms.
16. No glass is permitted under any circumstances on the entire paved area around the pool and spa.
17. Management personnel shall have the authority to remove any person who violates the Ponte Vecchio rules.

## TENNIS COURTS/PICKLEBALL COURTS

**A. Court # 4 has been relined and is appropriate for playing either tennis or pickle ball.**

1. The determination of the tennis courts playability is the responsibility of the property manager or his designee.
2. All players and spectators must abide by the USTA code of conduct (copy available at the property manager's office).
3. The tennis courts are open from 8:00 A.M. until 10:00 P.M. daily. For scheduling purposes the hours between 8:00 A.M. and 11:00 A.M. Monday through Saturday are designated prime time (see rule #9). Playing time is limited to one and half hours (except for association tournaments). Play may continue beyond this time provided no other players are waiting.
4. Only tennis/pickle ball players will be allowed on the courts during their allotted time and only on their assigned courts. Spectators are restricted to the canopied areas only. Unescorted children under 16 years of age are not allowed on the courts or in the canopied areas at anytime. Pets are not allowed on the course or in the canopy areas at any time.
5. Tennis etiquette must be adhered to at all times. Loud, abusive or profane language will not be tolerated either from players or spectators and may lead to disciplinary action.
6. Proper tennis attire is required at all times on the courts. No tank tops are permitted for men. Only flat soled tennis shoes will be deemed proper and allowed on the courts. Abusing the court surfaces by playing in improper footwear may lead to disciplinary action.
7. No one may organize or conduct any court activities or events without the authorization of the Property Manager or his designee.
8. Private lessons shall not be given during prime time (see rule # 3) A tennis pro must receive permission from the Property Manager or his designee to give private lessons, teach or coach on our courts.

9. All prime time court assignments (doubles only) will be generated through the lottery system and will be posted on the tennis bulletin board. Lottery slips will be available in the box below the bulletin board and should be filled out completely and placed in the appropriate section of the box no later than 2:00 P.M. on the Thursday before the week in which play is scheduled. Telephone requests and requests for specific courts or requests for singles matches will not be honored. Residents may only request one court time per day during prime time. No guests may be included in a prime time court reservation. Court #4 cannot be reserved for tennis during prime time except for league play. When tennis league play is scheduled, courts #1-3 and 5 and 6 will be scheduled first. If there are no pickle ball players during the prime time, the court can be used for tennis.
10. Reserved courts cannot be held for longer than 10 minutes when full parties are waiting. All players must be present to fulfill a reservation. Should a missing player fail to present themselves after 10 minutes the court will be forfeited to the waiting group.
11. Should the courts become unplayable during a reservation period, playing time cannot be extended.
12. Once play has commenced on an open or unassigned court, inclusive of residents or resident and guest, singles or doubles, and at least 10 minutes of play has elapsed, the players have possession of the court for a period of 1 ½ hours.
13. The criteria for determining who will play on an open or unassigned court are: Doubles take precedence over singles. Should the waiting parties include non-residents, the party having the largest number of resident's takes final preference.

## **CLUBS AND ORGANIZATIONS**

1. In order to reserve Clubhouse space, a club or committee must be sanctioned by the HOA BOD.
2. The minimum number of members that shall constitute a club is ten (10).
3. The sanctioning process will require submission of Club by-laws (which will also include officers, elections and terms of office) to the Property Manager. The Property Manager will, in turn, submit these documents to the HOA BOD.
4. Chapters of nationally sanctioned organizations will submit a copy of current by-laws to the Property Manager.
5. All Ponte Vecchio clubs shall be open to any Ponte Vecchio resident who wishes to become a member of the club. All members must be residents of Ponte Vecchio.
6. Nominal club dues and fees are acceptable to defray the cost of club-sponsored activities.
7. The Association does not regulate club finances. Clubs are expected to maintain their individual compliance with Internal Revenue Service and Florida statute requirements.
8. Other residents may request space in the Clubhouse subject to availability at the sole discretion of the Property Manager.
9. No club may schedule an event within seven (7) days of a prescheduled HOA event. Exceptions may be made at the discretion of the Property Manager.
10. All PV social events in the Clubhouse Complex, held by sanctioned clubs and organizations, must be approved in advance (date, time, and program) by the Social Director. This approval must be in advance of signing contracts with entertainers or advertising the event.
11. All PV social events outside of the Clubhouse Complex, held by sanctioned clubs and organizations, should be approved in advance (date, time, and program) by the Social Director. This approval should be in advance of signing contracts with entertainers or advertising the event.
12. All clubs must notify the Social Director of any events, meetings, shows or activities that have been cancelled as soon as possible so the Social Director can make proper arrangements.
13. Violation of these club rules may result in the loss of use of the Clubhouse by such clubs. In addition, clubs that do not abide by the decisions of the Property Manager may lose their Clubhouse use privileges.
14. Clubs and organizations cannot use storage facilities other than what has been assigned to them by the Property Manager.

## **PETS**

1. Residents are responsible for any property damage caused by their pets.
2. Pet waste cannot be deposited in the storm drains.
3. Pets should be walked either in the street or on the grass between the street and the sidewalk.

## **GARBAGE/WASTE**

1. Household garbage is to be out curbside no earlier than 5:00 pm (EST), or 7:00 pm (DST) of the evening before the scheduled pickup days.
2. All private landscapers are required to remove their debris on the day of service. Failure to do so is a basis for citing the resident.