

X. POLICIES

A. Annual Election for Board of Directors

Elections to determine who shall fill the empty seats on the Board are held each year at the Annual Meeting, which is scheduled for the third (3rd) Friday in February.

The General Manager shall prepare announcements for the October and November newsletters advising of the upcoming election and shall post a sign-up sheet in a prominent location at the Lodge on the first business day in December and remove it on the first business day after January 1st at 4:30 PM. Members interested in being qualified candidates shall sign on the posted sheet and submit a résumé to the Administration Office within the allotted time. A new résumé is required even if one is already on file. Résumés which are received before the submission deadline will be forwarded to the Nominating Committee, and the names of all qualified candidates will be entered into nomination by the Nominating Committee.

Definition of Qualified Candidate – A Timber Pines property owner in good standing who has signed the designated book and submitted a resume to Administration within the time period stated above.

Definition of a Proposed Write-In Candidate – A Timber Pines property owner in good standing who has NOT signed the designated book nor submitted a resume to Administration within the time period stated above. This individual will make their intentions known to the Board of Directors in writing and submit a resume after the scheduled Orientation meeting for Qualified Candidates.

Campaigning for Qualified Candidates

- 1) Orientation for the candidates who have signed up and submitted a résumé will be held with the Election Committee and the Community Relations Committee not later than 4:30 PM at the end of the second (2nd) business day after the posting is removed.
- 2) At the Candidates' Orientation meeting, the Community Relations Committee in conjunction with the Election Committee will conduct a drawing that will establish (1) the speaking order for Candidates' Night, and (2) the order in which the candidate's name will be placed on the ballot.
- 3) The Community Relations Committee shall sponsor Candidates Night on the fourth (4th) Thursday in January so that the residents may hear and question the candidates. Only those candidates who signed up on the posted sheets within the allotted time will be permitted to address the residents. TPCA shall provide printed résumés for these Candidates at this event. A campaign table will be provided for each candidate for the purpose of distributing campaign materials.
- 4) Campaigning may begin after the orientation meeting.
- 5) The "sign" prohibition within Timber Pines remains in force during campaigning with these exceptions:

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- a) Signs for candidates (up to 18" x 24") may be displayed on golf carts. Carts may be parked on the candidate's residence or on a supporter's residence. No permanently parked carts or cars or long standing stationing in parking lots or at Association buildings is permitted. Driving a cart with signs to a "function" and parking while in attendance is permitted.
 - b) Signs may be placed inside residents' windows or lanai screens, but not on the exterior.
- 6) Candidates may distribute campaign flyers to each residential unit. The flyers shall consist of one sheet of paper 8 ½ by 11 inches, printed on one or two sides, detailing the qualifications, position on issues, and the reasons for wanting to serve. Flyers must be submitted to Administration prior to distribution.

Candidates' campaign flyers may be rolled or folded to allow insertion in screen door handles or mailbox tubes. Flyers may not be placed in mailboxes.

- 7) Candidates whose flyers are found littering any area of Timber Pines shall be responsible for removing the litter within two (2) hours after notification by the General Manager. Any Candidate failing to comply with this shall be charged for removal costs incurred by Association personnel.
- 8) Campaign policies and guidelines have been established and are subject to periodic review by the Board of Directors to ensure equal opportunity for all candidates to campaign enthusiastically, while respecting the privacy and comfort of our residents. Consistent with this principle there can be no campaigning in the Country Club, PAC, RAC, Lodge (except as stated in paragraph #9), and on or in community amenities, etc. All candidates may courteously and passively distribute flyers outside Association buildings, except as noted in #9 and #12 below.
- 9) Regulations for distribution of literature at the Lodge:
 - a) Requests for a card table and chairs must be made at the Lodge front desk.
 - b) Volunteers at the table are limited to two (2) people, one of which may be the candidate.
 - c) The volunteers manning the table must not interfere with activities going on at the Lodge.
 - d) The table must be staffed at all times.
 - e) The volunteers are responsible for keeping the area clean and orderly.
- 10) Candidates and their supporters are responsible for following all campaign and election policies. Any violation by either a candidate or their supporters reported in writing to the Administration department shall be referred to the Election Committee for its review and recommendation of any corrective action to the Board of Directors.
- 11) Fund raising activities in common areas/buildings to support campaign funding is prohibited.

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- 12) During the distribution of the Annual Meeting packets, and again during the week when ballots are being counted, the buildings utilized will be considered polling places limiting any campaigning/electioneering by candidates and their supporters to an area 100 feet beyond the entrance to such buildings.

Campaigning for Proposed Write-In Candidates

- 1) A person who is campaigning to be a Write-In Candidate has the same duties and obligations of a Qualified Candidate to be familiar with the rules set forth in this Chapter of the Rules and Regulations.
- 2) Proposed Write-In Candidates:
Shall NOT participate in the Candidate Orientation.
Shall NOT participate in any way at Candidates' Night.
Shall NOT have their flyers included in the Annual Meeting Packet.

Voting

- 1) Administration in conjunction with the Election Committee shall prepare Annual Meeting/Voting packets for each unit. The packet will include Notification letter, Annual Meeting Agendas, Instructions for voting and dates and time listed, proxy, ballot and the qualified candidates' résumés. The Election Committee shall provide packets for individual owner pickup to commence after Candidates' Night and remaining packets will be mailed not later than 15 days in advance of the Annual Meeting.
- 2) On the third (3rd) Friday in February, after the Election Committee verifies a quorum, the Annual Meeting shall be called to order by the President of TPCA. Nominations, to include proposed Write-In Candidates, shall be accepted from the floor. Owners voting in person shall cast their ballots.
- 3) The Election Committee shall count all ballots (including ballots cast in person at the meeting, proxy ballots, and write-in ballots) after the polls are closed during the Annual Meeting. The Election Committee shall announce the results.
- 4) If no other action is to be taken, the Annual Meeting shall be adjourned.
- 5) The Election Committee shall provide Administration with the Tally Sheet of the election results to be posted on the bulletin board at the Lodge. Any challenges from the candidates must be made in writing to the Chair of the Election Committee within 72 hours after the close of the Annual Election.
- 6) In the event that a candidate is defeated or eliminated by five (5) or fewer votes a mandatory recount shall occur immediately.
- 7) In the event of a tie that will affect the outcome of the election, the following procedure will be followed: The tie will be confirmed by a recount. If the tie is confirmed, it will be resolved by a run-off election between those candidates whose vote count is equal. This election shall be conducted as follows:

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Notice and ballots will be prepared and mailed to all units. Ballots must be returned no later than fifteen (15) days from date of mailing. Resumes of the run off candidates will be included in the mailing and may be updated by the candidates within 72 hours of the annual meeting. If a new resume is not submitted, resume on file will be used.

Organizational Meeting

Immediately following the Annual Meeting, the new Board shall meet to elect the officers for the upcoming year.

B. Fee and Refund Policy

Golf Activities

- 1) Registered Golfers and Trackage
 - a) An annual fee for the calendar year must be paid in full by January 1st of each year by any Resident desiring to register for golfing services and to obtain trackage privileges. The annual fee will be pro-rated only for new registrants.
 - b) Except for new residents as described in the previous paragraph, all residents must pay the full fee regardless of how many months they may reside in Timber Pines during the year.
 - c) Golfers who have registered in prior years, but who have chosen not to register for the current year, will be deleted from the files and must pay the full current year annual fee to be reinstated.
- 2) These annual fees are non-refundable. Entrance fees will be collected for special golfing events (including Tournaments, Men's Day, Ladies' Day and Scrambles). These fees are non-refundable in cash, however, will generate a Pro-Shop credit.
- 3) All purchased TPCA gift certificates and gift cards will be issued without an expiration date. All valid previously purchased TPCA gift certificates will be accepted without regard to their expiration date. Gift certificates and gift cards will not be replaced if lost or stolen.
- 4) Annual fees for Handicap Flags are non-refundable and are not pro-rated.
- 5) Rain Checks: Rain checks are valid for one (1) year from date of issue.
- 6) TPCA Merchandise: TPCA Merchandise (excluding Outside Vendor's Merchandise) purchased at the Pro Shop may be returned to the Grand Pines Pro Shop for store credit, exchanged for other TPCA Merchandise or a refund

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check. In order for a return to be accepted, the following must occur - Merchandise must be in new condition and the original sales receipt must accompany this return. Return must be done within 30 days of purchase date for a refund and within 60 days of purchase date for merchandise credit.

Resident Services

- 1) Fees are collected for dances, shows and other entertaining events. These fees are non-refundable.
- 2) Fees for the Fitness Center are paid either monthly or annually. These fees are non-refundable.

Food & Beverage

- 1) Advance commitments for attendance at catered events as well as subsequent adjustments must be adhered to and will be stated within the signed catering agreements. Cancellation periods and related fee penalties will also be detailed in the catering agreement.
- 2) Fees for prepaid events are non-refundable.
- 3) All purchased TPCA gift certificates and gift cards will be issued without an expiration date. All valid previously purchased TPCA gift certificates will be accepted without regard to their expiration date. Gift certificates and gift cards will not be replaced if lost or stolen.

C. Collection Policy

Each owner is obligated to pay monthly assessments, which are secured by a continuing lien on the property against which the assessment is made. If Assessments are not paid when due, they shall be declared delinquent. Payment is due on the 1st day of the month; however, a grace period is extended to noon of the last business day of the month, without incurring an interest charge.

In accordance with FL Law Statute 720.305, an owner more than 90 days delinquent in paying any fee, fine or other monetary obligation due to TPCA, shall be suspended from using ALL common areas and facilities. The suspension applies to all members of the household, member's tenant, guest or invitee, even if the delinquency arose from less than all the multiple parcels owned by the member. The suspension ends upon full payment of all obligations currently due or delinquent.

D. Gambling

- 1) In accordance with Florida Statutes, including 849.08 Gambling and 849.09 Lottery, gambling is not permitted on Community Property, including all Recreational Facilities.

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- 2) Non-profit charitable organizations qualifying under 26 U.S.C., Section 501(c)(3) are exempt from the above. The Charity Fund of Timber Pines, Inc. has set up a separate corporation under U.S.C. Section 501 thus permitting it to conduct and profit from gambling operations.

E. Irrigation of Private Property

- 1) Timber Pines received a variance from Southwest Florida Water Management District (SWFWMD). The variance permits Residents to water their lawns on a six (6) day schedule instead of a two (2) day schedule. This applies to all Hernando County Utilities Department (HCUD) customers in Timber Pines. Residents with private wells must also adhere to this schedule as the SWFWMD variance covers **all** water users including those with private wells.
- 2) The Watering Schedule on Page 10.11 indicates that each Village is assigned two (2) out of the six (6) days to water its property. In addition, Residents with even addresses are to water their lawns before 8:00 A.M. Those Residents with odd number addresses water after 6:00 P.M. Household timers must be adjusted accordingly. **SWFWMD requires implementation.** HCUD monitors our irrigation schedules through personal inspection, and any violations of the SWFWMD variance may be reported and be subject to a fine by HCUD.
- 3) Villa villages have their own wells for irrigation and have separate variances for their individual use.
- 4) All other Residents must adhere to the Watering Schedule on Page 10.11.
- 5) In the event of drought, all Residents must adhere to whatever schedule is deemed necessary by SWFWMD, i.e. one (1) day per week watering instead of two (2) days per week. **Schedules issued by SWFWMD and/or by HCUD are subject to change from time to time as conditions require.**

F. Mailbox Tubes

The mailbox tubes located in most residential communities are for the dissemination of TPCA business or village information such as newsletters, social events, and events of interest by authorized Clubs, etc. The Board of Directors or General Manager may authorize other groups to disseminate information via the tubes, if deemed in the best interest of the Residents. Residents may appeal a decision by the General Manager to the Board. Any use of these tubes for commercial purposes, including the solicitation of business, is prohibited and shall be deemed a trespass on Community Property. The unauthorized removal of literature from resident mail tubes shall be punishable by a category 4 violation.

Penalty Category: 4

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G. Political Activity (County, State, National)

- 1) In order to afford the residents the opportunity to become aware of governmental issues, TPCA shall provide reasonable access to Community Facilities to petitioners, candidates and elected officials, subject to administrative approval.
- 2) In most cases, the Community Relations Committee shall schedule such events. In all cases, events must be scheduled through the Manager of Resident Services.
- 3) All candidates, elected officials, their representatives, and groups seeking signatures on petitions shall obey all Regulations and Policies of Timber Pines. There will be no such solicitation on any Common Areas or in buildings of the Association by any such person or group with the exception that they may solicit signatures at the Lodge if only all of the following conditions are met:
 - a) Requests for a card table and chairs must be made at the Lodge front desk;
 - b) Volunteers at the table are limited to two (2) people;
 - c) The volunteers at the table must not interfere with activities going on in the Lodge;
 - d) The table must be staffed at all times;
 - e) The volunteers are responsible for keeping the area neat and orderly; and
 - f) The table must be placed in the area near the front entrance in a position that does not interfere with ingress and egress nor interfere with any activities of residents or employees.
- 4) The use of mobile loudspeaker systems or megaphones within Timber Pines by any candidates for elected office, elected officials or their representatives is prohibited.
- 5) Door-to-door solicitation or solicitation on any common areas or buildings of the Association by any candidates for elected office, elected officials, or their representatives is prohibited. Expressly prohibited are fundraising events for elected officials, political parties and political committees. This provision does not apply to "Meet and Greet" type events sponsored by a Timber Pines Club or Village where no money is charged to attend or where the cost to attend bears a reasonable relationship to the cost to hold the event.
- 6) Campaign literature of any type shall not be inserted in the mailbox tubes reserved for Timber Pines use.
- 7) Posting or exhibiting candidates' campaign signs within Timber Pines is prohibited. Bumper stickers affixed to bumpers are not considered to be campaign signs.

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- 8) During the period that any TPCA facility is being used as a polling place for a county, state, or national election, candidates and their supporters may electioneer and solicit outside of the 100-foot perimeter, but only within the area of the polling facility. Candidates and their supporters may not solicit anywhere outside of the polling area.

H. Rentals and Assignment of Use

In accordance with Hernando County Ordinance #88-25, an Owner may rent his property for any period, except that rental for a period of three (3) months or less may only occur once during a calendar year.

- 1) No Owner may rent to more than a single-family entity as determined by the General Manager on a case-by-case basis.
- 2) The Owner and Renter must execute an Assignment of Use form and pay the appropriate fee. A copy of rental agreement (lease) must accompany the Assignment of Use form for all rentals greater than one year or extensions thereof.
 - a) The Owner must present the executed Assignment of Use to Administration, along with the current approved processing fee, either in person or by mail.
 - b) The Renter must personally register and execute the age verification document at the Administration Office.

I. Use of Community Facilities

- 1) The Community Facilities are for the benefit of the Residents and their Guests. Renting to outside groups is not allowed. There is a fee schedule for the use of the Community Facilities, which is available at the Lodge front desk.
- 2) Residents may use facilities at the Lodge or PAC for parties, weddings, birthdays, anniversaries, etc. Sponsorship of a wedding must be for a member of the Owners' immediate family (i.e., spouse, children, grandchildren or parents). Events shall be of a social nature and Guests shall not be charged a fee by the host of the party.
- 3) Owners may sponsor dinners, luncheons or receptions for organizations to which they belong. Functions will not be accepted that interfere with any ongoing activity within the facility. The sponsoring Owner must complete and sign an agreement acknowledging full responsibility for the costs associated with the event and for the actions of their Guests.

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- 4) When functions involve outside Guests, a complete list of the Guests must be provided to the Resident Services Manager for use at all Security Gates. Owners sponsoring any approved event must attend for the entire period of the function.
- 5) Seminars or other forms of meetings conducted by persons or organizations that are considered to be of help or interest to our Residents are allowed, providing attendance is strictly limited to Timber Pines Residents and there is no charge. The use of a Timber Pines Owner as an intermediary is not permitted.
- 6) No outside advertising of events in Timber Pines shall be allowed.
- 7) Clubs and/or activity groups may invite outside speakers, providing such names are submitted to the Resident Services Manager no less than three (3) full days prior to the occasion.
- 8) Proof of adequate insurance coverage and execution of an Indemnification Agreement of the Association may be required for use of Community Facilities.
- 9) For any sport or social activity to have similar outside groups visit Timber Pines for an event, prior approval must be obtained from the Board of Directors.
- 10) The Board of Directors may approve, on a case by case basis, the use of Community Facilities.

J. Unlawful Harassment towards Employees

Timber Pines is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive. Any harassment (including sexual) and/or actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwelcomed sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser.

The following is a partial list of sexual and other unlawful harassment examples:

- Unwelcomed sexual advances or propositions, verbal or physical.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.

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- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.
- Causing physical injury to another person.
- Making threatening remarks.
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.

If an employee experiences or witnesses unlawful harassment (including sexual) in the workplace, from whatever source, they are to report it immediately to their supervisor, Department Manager or any other member of management. They may raise concerns and make reports without fear of reprisal or retaliation, since Timber Pines prohibits any form of discipline or retaliation against employees for reporting in good faith the incidents of harassment in violation of this policy, pursuing any such claim or cooperating in the investigation of such reports.

All allegations of harassment will be quickly and discreetly investigated and to the extent possible, confidentiality will be protected against unnecessary disclosure. When the investigation is completed, all involved parties will be informed of the outcome of the investigation.

The Board of Directors will determine the proper course of action regarding sanctions. (e.g. fines, suspension, trespass.)

Harassment is serious. Individuals should be aware that sexual and other unlawful harassment may subject them to sanctions in criminal and/or civil proceedings.

K. Memorial Trees

If a Resident wishes to purchase a tree in memory of another Resident, a Memorial Contributor's Form can be completed and delivered with a personal check for the full purchase amount to the Administration Office. The tree will be a Florida Friendly Tree without a nameplate or plaque. The General Manager will endeavor to accommodate the Resident donor as to location; however, the final decision as to where the tree is planted in the common area rests with the GM.

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L. Watering Variance for selected Timber Pines Villages:

From time to time SWFWMD may impose temporary watering restrictions.

Village	Tract	Units	Water Co.	Type	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
Berkshire	5	145	HCUD	Homes	145			145			
Lake View	8	165	HCUD	Homes		165			165		
Greendale	9	52	HCUD	Homes	52			52			
Timber Lake	9	24	HCUD	Homes	24			24			
Pine Ridge	11	121	HCUD	Homes		121			121		
Greenbriar	16/17	156	HCUD	Homes			156			156	
Wood Lake	19	19	HCUD	Homes	19			19			
Rolling Green	20	35	HCUD	Homes	35			35			
Pines Way	21	133	HCUD	Homes			133			133	
Whisper Green	22	104	HCUD	Homes			104			104	
Pinehurst	23	109	HCUD	Homes			109			109	
Northwoods	24	91	HCUD	Homes	91			91			
Country Club	26	74	HCUD	Homes		74			74		
Forest Green	28	92	HCUD	Homes		92			92		
Tall Pines	29	53	HCUD	Homes	53			53			
Golf View Estates	30	26	HCUD	Homes	26			26			
Countryside	32	47	HCUD	Homes			47			47	
Terrace View	34	31	HCUD	Homes	31			31			
Crystal Lake	36	49	HCUD	Homes	49			49			
Grand View	38	34	HCUD	Homes	34			34			
Royal Oak	38	23	HCUD	Homes	23			23			
Hill Top	40	48	HCUD	Homes	48			48			
Green Meadows	41	59	HCUD	Homes	59			59			
Country Greens	42	35	HCUD	Homes		35			35		
Country Club Estates	43	18	HCUD	Homes		18			18		
Fairway Lake	46	21	HCUD	Homes		21			21		
Fairway Lake Estates	46	21	HCUD	Homes		21			21		
Grand Pines	47	89	HCUD	Homes		89			89		
Grand Pines Estates	47	26	HCUD	Homes		26			26		
Lake Forest	48	30	HCUD	Homes			30			30	
Crestview	49	23	HCUD	Homes			23			23	
Village on the Green	50	17	HCUD	Homes			17			17	
Woodfield	54	46	HCUD	Homes			46			46	
Oakbend	55	22	HCUD	Homes		22			22		
Spring Lake	56	33	HCUD	Homes			33			33	
Springwood	57	58	HCUD	Homes	58			58			
Mapleleaf	59	18	HCUD	Homes			18			18	
Lakewood Estates	62	21	HCUD	Homes		21			21		
Totals		2168			747	705	716	747	705	716	

Even addresses in villages listed above must water in the AM before 8 AM.
Odd addresses must water in the PM after 6 PM.

The villages listed below have their own wells and are under separate
SWFWMD permits and watering variances:

Village	Tract	Units	Water Co.	Type	Village	Tract	Units	Water Co.	Type
Manor Place	2	145	HCUD	Villas	Lake of the Pines	37	52	HCUD	Villas
Pinegrove	6	133	HCUD	Villas	Castle Pines	39	50	HCUD	Villas
Club House	7	32	HCUD	Villas	Pine Lake	45	55	HCUD	Villas
Manor Pines	12	125	HCUD	Villas	Hillside	53	36	HCUD	Villas
Pine Glen	13	89	HCUD	Villas	Forest Glen	58	67	HCUD	Villas
Pine Glen II	13	72	HCUD	Villas	Evergreen	59	32	HCUD	Villas
Natures Place	25	59	HCUD	Villas	Nature's Glen	60/61	115	HCUD	Villas
Woodlands	27	72	HCUD	Villas	Lakewood	62	25	HCUD	Villas
Country Ridge	33	62	HCUD	Villas	Winding Oak	55	19	HCUD	Homes
Oak Ridge	35	44	HCUD	Villas					
Totals		833					451		