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Memo

To: Board of Directors
Woodfield Property Owners Association, Inc.

From: Madeline Jones, Paralegal to Deborah L. Ross, Esq.

Subject: Recording of Rules and Regulations and Community Standards

Date: January 30, 2023

Enclosed please find the Certificate of Recording of the Rules and Regulations and Community Standards for Woodfield. Please retain the original in your files.

Please do not hesitate to call if you have any questions. Thank you.

**CERTIFICATE OF RECORDING
OF RULES & REGULATIONS AND
COMMUNITY STANDARDS
OF
WOODFIELD PROPERTY OWNERS ASSOCIATION, INC.**

The undersigned, the President and Secretary of Woodfield Property Owners Association, Inc. do hereby certify that the attached documents are true and accurate copies of the Rules & Regulations and Community Standards of Woodfield Property Owners Association, Inc. which were adopted at the duly noticed Board Meeting held on October 17, 2022.

IN WITNESS WHEREOF, the undersigned has caused these presents to be signed in its name by its President, and its Secretary and its corporate seal affixed this ___ day of December 29, 2022.

WITNESSES:

WOODFIELD PROPERTY OWNERS ASSOCIATION, INC.

[Signature]
Print Name: Dawn L. Conley
[Signature]
Print Name: STCV2 12.80W

By: [Signature]
Print Name: David McRaffey
Its: President

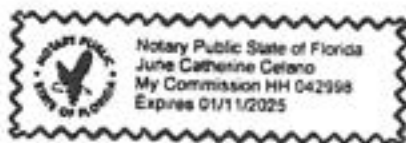
[Signature]
Printed Name: Ashley Dufrene-Toto
[Signature]
Printed Name: Daniel Dickson

By: [Signature]
Print Name: Ron Macario
Its: Secretary

**CORPORATE
SEAL**

STATE OF FLORIDA
COUNTY OF INDIAN RIVER

The foregoing instrument was subscribed, sworn, and acknowledged before me by means of physical presence or online notarization, by David McRaffey, President of Woodfield Property Owners Association, Inc., who is personally known to me or produced _____ as identification on 12/29, 2022.

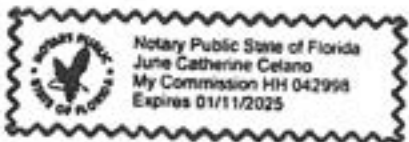


[Signature]
Notary Public
Print name June Catherine Celano
My commission expires 1/11/2025

Notarial Seal

STATE OF FLORIDA
COUNTY OF INDIAN RIVER

The foregoing instrument was subscribed, sworn, and acknowledged before me by means of physical presence or online notarization, by Ron Macario, Secretary of Woodfield Property Owners Association, Inc., who is personally known to me or produced _____ as identification on 12/29, 2022.



[Signature]
Notary Public
Print name June Catherine Celano
My commission expires 1/11/2025

Notarial Seal

WOODFIELD PROPERTY OWNERS ASSOCIATION, INC.

Architectural Control Committee (ACC)

COMMUNITY STANDARDS

WOODFIELD
at vero beach

Community Standards

Table of Contents

1	Woodfield POA: ACC Mission Statement.....	1
2	Introduction: ACC Community Standards.....	1
2.1	Failure to Comply.....	2
3	Community Standards.....	2
3.1	Address Numbering.....	2
3.2	Landscape Borders.....	3
3.3	Front Yard Standards.....	3
3.4	Display of Official Flags.....	5
3.5	Advertising and Signage.....	6
3.6	Holiday Decorations and Lighting.....	6
3.7	Painting Lanai Walls and Ceilings.....	6
3.8	Painting of Home Exteriors.....	6
3.9	Roof Maintenance.....	8
3.10	Roof Modifications.....	8
3.11	Yard/Landscape Bed Modifications and Irrigation Surveys.....	8
3.12	Driveway Widening.....	9
3.13	Driveway, Masonry Borders, and Walkway Paver Maintenance.....	9
	APPENDIX A - LANDSCAPE STANDARDS.....	10
	APPENDIX B – VILLA PAINTING SCHEDULE.....	12

Woodfield Property Owners Association, Inc.
Architectural Control Committee

1 Woodfield POA: ACC Mission Statement. It is the mission of the Architectural Control Committee (ACC), Woodfield POA, and any agent or member, of either of them to serve and assist Owners who desire to make improvements to their homes and property, such that resulting architectural and landscape changes are an added asset to our community. The ACC is a permanent Committee of the Woodfield Property Owners Association, Inc. as prescribed by the Declaration for Woodfield. The Declaration authorizes the ACC to approve or disapprove of all exterior architectural and landscaping modifications and improvements to be made by Owners. This includes evaluation of plans and specifications with respect to harmony of exterior design, landscaping, location, relationship to surrounding structures, topography, and conformity with other reasonable requirements adopted by the ACC. The Committee is also responsible for the development and enforcement of the ACC Community Standards, and for recommendation to the Board of Directors of ACC related changes to the governing documents. The ACC works closely with the Board of Directors, various Board committees, and the Community Management Company in carrying out its mission and serving our community.

2 Introduction: ACC Community Standards. The ACC Community Standards developed by the Architectural Control Committee are embodied in a "living" document. The ACC Community Standards has been, and will continue to be modified and adapted over time to better serve our community. The purpose of this document is to clarify, amplify, and expand the prescribed architectural, landscaping, and property use standards of the Declaration for Woodfield. Changes to this document can result from requests by Owners to make certain improvements to their homes and property not previously addressed in the any other Woodfield document. Other changes can occur as a result of new legislation, regulation, or architectural trends embraced by our community at large. The Committee recommends that all Owners who are considering modifications or improvements to their Woodfield homes or property first review the protective covenants in the Declaration for Woodfield, the Woodfield Property Owners Association, Inc. Rules and Regulations, and the ACC Community Standards document. The ACC, through its regularly scheduled meetings, is available to all members of our Association to answer questions about, or clarify any of the various community standards.

All exterior changes to homes and yards must be submitted to the ACC for approval (Declaration 16.6.1). Exterior changes include, but are not limited to, painting, landscaping changes, shutters, patios, screen enclosures, exterior lighting, house numbering, windows, and doors. Written approval from the ACC of such changes must be obtained prior to making the change. An ACR shall be considered a permit to perform the changes requested, with ACC approval. It is NOT a final approval. Final approval will be given after the work has been completed, inspected by the ACC, and it conforms to the Architectural Change Request (ACR) submitted. If final approval is denied by the ACC, the Resident may appeal (Declaration 16.6.5, 16.6.6).

All forms are available for download from the community web site, www.woodfieldvero.com, and at the Clubhouse Concierge Desk. ACR submissions must include all required information and supporting documentation identified on the form. Completed ACR forms and attached supporting documentation should be deposited in the ACC drop box next to the Concierge Desk in the Clubhouse. ACR submissions become a part of the historical record files that the Association maintains for every residence in Woodfield. The integrity of our Community Standards is assured by ongoing written and photographic documentation along with property inspections by the ACC prior to resale.

2.1 Failure to Comply. Failure to comply with an ACR as submitted shall not be considered a Violation of the Rules. ACR Violations will be directed to the ACC (Declaration 16).

3 Community Standards.

3.1 Address Numbering. For Single Family Home and Villa building street address numbers, only 4-digit numbers are approved for use. The numbers should be black in color, 6 inches in height and may have reflective edges. Villa building unit numbers should be 3-digit numbers 4 inches in height. All numbers for Single Family Homes and Villas should be of a similar font and height location as that pictured in Figure 3.1-1.

3.1.1 Single Family Homes – Alternate Address Numbering. Given the variety of Single Family Home front elevations; there is no single best location for address numbers if they need to be moved from their original location for visibility's sake. With the submission of an Architectural Change Request, the ACC will approve relocation of the address numbers. Numbers should be relocated on the structure in a location on the face of each Home that can best be seen from the street and not blocked from view by landscaping.

3.1.2 Villa Buildings – Alternate Address Numbering. Some Villa building address numbers are in a location that is, or can easily be, blocked by landscaping. This is considered to be a safety hazard, as emergency responders or other people looking for an address may go to the wrong building.

With the submission of an Architectural Change Request signed by all of the Owners in a Villa building, the ACC will approve relocation of the building address numbers at the owners' expense. The new 4-digit building numbers should be placed on each end of the building, centered between the two garage units on each side, and located on the smooth stucco trim piece that runs between the two garage units at the top of the doors (see Figure 3.1-1).

Figure 3.1-1 - Alternate Villa Building Numbering Location



3.2 Landscape Borders. Owners must use concrete or any other masonry material as borders for their garden beds at their cost and expense for initial installation and continued maintenance. If rocks are used instead of mulch, a concrete or masonry border is required.

Owners undertaking landscape border improvements agree that the Woodfield Property Owners Association bears no responsibility and has no liability for any subsequent damage or deterioration occurring to such changes.

The ACC will approve earth-tone color pigments similar in color to the driveway pavers and/or roof tiles of each residence. When submitting an Architectural Change Request for landscape curbing, Owners must include a color chart sample of their desired color choice.

3.3 Front Yard Standards. (Rules & Regulations 3.22) For purposes of these Standards, "Front Yard" shall include the sides of a Villa Home or Single-Family Home which can be viewed from the sidewalks.

Yard art, lawn furniture, other exterior ornamentation are generally not permitted to be installed on lawns where grass mowing would be impeded. Except as noted otherwise in Table 3.3-1, Owners making improvements in full compliance with the Table are not required to submit Architectural Change Requests before installing such improvements.

Owners should use discretion in their placement of yard art, lawn furniture, and ornamentation in their side and rear yards. Such improvements to the side and rear yards will typically not be reviewed by the ACC if they are tastefully designed. The ACC would normally intervene only in the event of neighborhood complaints with regard to appropriateness of landscaping and decoration in the side and rear yards.

Table 3.3-1 – Front Yard Standards

ITEM	PERMITTED		#	COMMENTS
	YES	NO		
Artificial Vegetation		X		Exception: Only in the covered entranceway.
Banners/Flags		X		Exceptions: Flags displayed for the purpose of a holiday, which are attached to a Home, with a maximum size of 24" x 36", are permitted during the holiday period. See section 3.4 for allowed U.S., Armed Services, POW/MIA, and Florida State banners/flags. See also Decorative Lawn Flags in Yard Art section of this Table.
Bar-B-Que Grills		X		Exception: Permitted only in the back yard on pavers, patio, lanai, or landscape bed.
Benches/Chairs		X		Exception: One only in the covered entranceway.
Birdbaths		X		
Birdhouses/Bird Feeders		X		
Bottle Trees/Hanging Bottles		X		
Fountains		X		
Furniture		X		Includes hammocks, umbrellas, plant stands, etc.
Generators		X		Exception: Side or rear of home only.
Landscape Borders	X			Must submit ACR. See ACC Standards section 3.2
Landscape Lighting	X			Ground level lights only / NO colored lightbulbs or globes.
Mulch/Rock	X			Red mulch only. Rocks can be red, brown, tan, gray, or white. Rocks must be greater than (2) inches in diameter and a masonry border must also be used.
Towers/Trellis/Arbors/Arches Obelisks		X		Exception: Only in rear of house or villa.
Outdoor Play Equipment		X		
Pet Waste Cans		X		
Rain Gauges		X		
Reflectors		X		Except for safety purposes or landscape instructions.
Signs		X		Exception: See Decorative Signs & Plaques under Yard Art section in this Table. See also Section 3.5.
Sports Equipment		X		
Wagons		X		
Wall Plaques (attached)		X		Exception: Only in the covered entranceway or on the wall adjacent to the entranceway perpendicular to the street. Not facing the street.
Watering Cans		X		
Weather Vanes		X		

ITEM	PERMITTED		#	COMMENTS
	YES	NO		
Wheel Barrows		X		
Wind Chimes/Windsocks		X		Includes wind spinners, pinwheels, and kites.
Wreaths		X		Exception: Only in the covered entranceway.
Yard Art/Decorations	X		6	A maximum of 6 Yard Art/Decorations visible from the street of any of the following items is permitted.
<i>Each of the items below has an individual limit; no taller than three feet and must be placed in the landscape beds.</i>				
Hanging Plants	X		2	Freestanding in landscape beds or hanging from a tree over a bed.
Lawn Ornaments	X		3	Gnomes, statues, sculptures, figurines, glazing balls and broken pots.
Potted Plants	X		3	Exception: Additional pots are allowed in the covered entranceway.
Decorative Signs & Plaques	X		1	Maximum size is 10" x 12" or 120 sq. in. No inappropriate wording.
Decorative Lawn Flags	X		1	Maximum size is 18" x 24". Must be located within a landscape bed.

3.4 Display of Official Flags. The rights of Owners, and restrictions thereon, to display the flags of the United States, the State of Florida, and military flags are governed by Section 720.304(2) of the Florida Statutes, detailed in the following paragraphs. Such display does not require prior approval from the Architectural Control Committee.

Florida Statutes / 720.304

(2)(a) Any Homeowner may display one portable, removable United States flag or official flag of the State of Florida in a respectful manner, and one portable, removable official flag, in a respectful manner, not larger than 4½ feet by 6 feet, which represents the United States Army, Navy, Air Force, Marine Corps, or Coast Guard, or a POW / MIA flag, regardless of any covenants, restrictions, bylaws, rules, or requirements of the association.

(b) Any Homeowner may erect a freestanding flagpole no more than 20 feet high on any portion of the Homeowner's real property, regardless of any covenants, restrictions, bylaws, rules, or requirements of the association, if the flagpole does not obstruct sightlines at intersections and is not erected within or upon an easement. The Homeowner may further display in a respectful manner from that flagpole, regardless of any covenants, restrictions, bylaws, rules, or requirements of the association, one official United States flag, not larger than 4½ feet by 6 feet, and may additionally display one official flag of the State of Florida or the United States Army, Navy, Air Force, Marines, or Coast Guard, or a POW – MIA flag. Such additional flag must be equal in size to or smaller than the United States flag. The flagpole and display are subject to all building codes, zoning setbacks, and other applicable governmental regulations, including, but not limited to, noise and lighting ordinances in the county or

municipality in which the flagpole is erected and all setback and location criteria contained in the governing documents.

3.5 Advertising and Signage. No advertising or sign (including brokerage or for sale/lease signs), advertisement, notice or other lettering shall be exhibited, displayed, inscribed, painted or affixed in, or upon any part of Woodfield that is visible from the outside without the prior written approval from the ACC as required by this Declaration; provided, however, signs required by governmental agencies and approved by the ACC may be displayed (e.g., permit boards). All "For Sale" and "For Rent" signs must be approved by the ACC. No sign may be placed in the window of a Home.

The only exceptions to the above requirements are:

- Such signs as the Association shall establish as being necessary for purposes of orientation, directional, or traffic control are permitted.
- Real estate "Open House" signs may be displayed as needed for periods of up to six (6) hours in any one (1) day without prior ACC approval.
- Yard Art signs/plaques as defined in Front Yard Standards Table 3.3-1.
- Such signs as required by governmental agencies may be displayed (e.g. permit boards, security alarm permits, etc.).

3.6 Holiday Decorations and Lighting. The ACC has established the following Standards to clarify and expand Paragraph 11.9 of the Declarations regarding holiday decorations and lighting. Seasonal holiday decorations and lighting may be installed on the exterior portions of a Home and Lot from Thanksgiving until January 15 of the following year. Additionally, it is acceptable at other times during the year for Owners and residents to install decorations and lighting in their front yards for any generally recognized holiday or special event. Such decorations and lighting may be installed up to three (3) weeks prior to the specific holiday or special event, and must be removed within one (1) week following the holiday or special event. The ACC reserves the right to require removal of any lighting that creates a nuisance (e.g., unacceptable spillover to adjacent Home) or decorations that are not in keeping with the ambiance of the community.

3.7 Painting Lanai Walls and Ceilings. The ACC recognizes that a lanai that is enclosed as a screen room expands the livable area of the home. In such situations, the interior of the lanai is considered to be a part of the inside of the Home. As such, Owners wishing to paint the lanai walls and ceiling included within the screened room area a different color than the exterior color of the home may do so without submitting an ACR. Color choices for lanai interior walls and ceilings, other than the exterior body color of the Home, are limited to cream or other neutral color compatible with the existing body color of the exposed exterior of the Home.

3.8 Painting of Home Exteriors.

3.8.1 Villa Homes. The Woodfield Property Owners Association is responsible for contracting and coordinating painting of the exterior walls, trim, and garage doors of the Villas. This work includes pressure washing of exterior walls prior to painting. It also includes pressure washing and painting of the lanai walls and ceilings, if unchanged from the original

paint color matching the Villa exterior. The proportionate cost of pressure washing and painting will be billed to each Villa Owner by the Association (see Appendix K).

Villa buildings will be repainted by the Association with paint colors matching existing colors. By a 2/3 majority vote of Villa Owners in 2015, downspouts on all Villa buildings will remain factory-finish white in color.

Re-staining the front entry doors is not included in the painting work contracted by the Association. It is the responsibility of individual Villa Owners to properly and timely maintain the appearance of their front entry doors.

3.8.2 Single Family Homes. It is the responsibility of individual Owners to maintain the exterior appearance of their Homes with timely maintenance, cleaning, and painting. An Architectural Change Request must be submitted by the Owner prior to painting. Owners may choose from any builder approved original paint color schemes. (Lennar Homes, Lennar Color Schemes, Centex Homes, Centex Color Schemes). (See Table 3.8-1) except that the color chosen cannot be the same color scheme on the adjacent homes on either side of the home to be painted.

Exterior C-channel tubes, covering air conditioner lines, electrical and cable boxes, and other piping where attached to the Home exterior, may be painted to match the body color of the Home, if desired. Gutters and downspouts, however, must be factory-finish white, beige, eggshell, or cream color, except for gutters and downspouts attached to white aluminum screen room additions. These will remain factory-finish white.

3.8.3 Approved Exterior Paint Color Schemes. Paint color schemes can be viewed in the Woodfield Exterior Paint Color Schemes binder at the Clubhouse Concierge Desk. Color scheme swatch samples may be obtained from any of the Vero Beach Sherwin Williams Paint Stores by using the paint color ID numbers listed in the binder or in Table 3.8-1.

Table 3.8-1 - Approved Color Schemes

<i>Scheme</i>	<i>Body</i>	<i>Trim</i>	<i>Garage Door</i>	<i>Entry Door</i>	<i>Shutters</i>
ORIGINAL CENTEX SINGLE FAMILY HOME EXTERIOR PAINT COLOR SCHEMES					
1	SW 8185 Ardmore Green	SW 8683 Tinderbox	SW 8736 Little Bighorn	MATT12WL Walnut	N/A
2*	SW 7734 Cane	CW032W Orange Foam	CW032W Orange Foam	MATT12WL Walnut	N/A
3	SW 7755 Tannery	SW 8192 Graceful Gold	SW 8192 Graceful Gold	MATT12WL Walnut	N/A
4	SW 8215 Tattersall Brown	SW 8212 Millet	SW 8212 Millet	MATT12MH Mahogany	AC116N Roasted Pepper
5*	SW 8181 Maison Blanche	SW 8654 Elkhorn Cactus	SW 8654 Elkhorn Cactus	MATT12MH Mahogany	SW 8505 Bluecoat
6*	SW 7815 Paprika	SW 8731 Staghorn	SW 8731 Staghorn	MATT12MH Mahogany	SW 8655 Pinedale
7*	SW 7741 Silvered Pecan	SW 7753 Harvest Tan	SW 7753 Harvest Tan	MATT12MH Walnut	N/A
*	*ASTERISK DENOTES ORIGINAL CENTEX VILLA BUILDING EXTERIOR PAINT COLOR SCHEMES Note: Refinishing of Centex entry doors can be walnut, mahogany, or color of garage door.				
ORIGINAL LENNAR SINGLE FAMILY HOME EXTERIOR PAINT COLOR SCHEMES					
1	SW 6379 Jersey Cream	SW 6387 Compatible Cream	SW 6018 Latte	SW 6018 Latte	N/A
2	SW 6113 Interactive Cream	SW 6119 Antique White	SW 6094 Sensational Sand	SW 6094 Sensational Sand	N/A

<i>Scheme</i>	<i>Body</i>	<i>Trim</i>	<i>Garage Door</i>	<i>Entry Door</i>	<i>Shutters</i>
3	SW 6156 Ramie	SW 6154 Nacre	SW 6157 Favorite Tan	SW 6157 Favorite Tan	N/A
4	SW 6115 Totally Tan	SW 6386 Napery	SW 6095 Toasty	SW 6095 Toasty	N/A
5	SW 6372 Inviting Ivory	SW 6364 Egg White	SW 6094 Sensational Sand	SW 6094 Sensational Sand	N/A
6	SW 6156 Ramie	SW 6119 Antique White	SW 6158 Sawdust	SE 6158 Sawdust	N/A
7	SW 6094 Sensational Sand	SW 6106 Kilim Beige	SW 6067 Mocha	SW 6067 Mocha	N/A
8	SW 6137 Burlap	SW 6134 Netsuke	SW 6139 Mossy Gold	SW 6139 Mossy Gold	N/A
9	SW 6108 Latte	SW 6105 Divine White	SW 6102 Portobello	SW 6102 Portobello	N/A

3.9 Roof Maintenance.

3.9.1 Villa Homes. The Association is responsible for contracting and coordinating periodic pressure washing and cleaning of Villa building roofs. This work is typically performed in preparation for painting of Villa buildings or as need is determined by the ACC. The proportionate cost of pressure washing and cleaning will be billed to each Villa Owner by the Association.

3.9.2 Single Family Homes. It is the responsibility of individual Owners to maintain the appearance of their roofs and gutters with timely periodic pressure washing and cleaning.

3.10 Roof Modifications. Owners contemplating roof modifications, including, but not limited to, skylights, sun domes, solar panels, and vents, must submit an Architectural Change Request.

3.10.1 Villa Roof Modifications. Villa Owners contemplating roof modifications must also notify the other 3 Villa Owners in their building of their proposed project by providing those Owners with a Courtesy Notification Form. This is an informational notice only to neighbors and not a request for their approval. When submitting your ACR, you MUST attach a copy of your notification to the other 3 Villa Owners, in addition to the required documentation on the ACR form.

Villa Owners making roof modifications are fully responsible for ongoing maintenance requirements and/or any immediate or subsequent damage to neighboring Villas resulting from the modification made.

3.11 Yard/Landscape Bed Modifications and Irrigation Surveys. Owners contemplating exterior improvement projects of any kind that will make changes, additions, or modifications to their yards or landscape beds must first submit a Work Order Request form to the Clubhouse Concierge Desk for a no-charge irrigation survey.

- A copy of the Owner's property survey, suitable drawing, picture, or any other documentation requested by the ACC, marked-up to show the location of the desired changes must be attached to the Work Order Request.
- The requested survey is then performed by the Association's irrigation contractor to identify the location of all sprinkler heads and underground irrigation water lines

that may need to be relocated, modified, or protected in order to accommodate the improvement project. If relocation or modification of the existing irrigation system is required, the Association's contractor will provide the Owner with a cost estimate.

- The full cost of relocation or modification work is the Owner's responsibility. Only Woodfield Community Irrigation contractors may work on the community irrigation system.

When submitting an Architectural Change Request to the ACC for the improvement project, Owners must also include copy of their irrigation survey Work Order Request form and their marked-up property survey, suitable drawing, picture, or any other documentation required by the ACC.

NOTE: Owners should be aware that when heavy machinery is required to be used to install new landscaping, screen room additions, etc., Owners are personally responsible for any damage incurred to sidewalks, yards, or common areas. The ACC recommends that Owners protect themselves contractually with their contractors for this liability.

3.12 Driveway Widening. Owners may elect to widen their driveways, if desired for safety or convenience. This includes the paver fill-in of grass strips separating driveways for Villa units 101 and 102 or 103 and 104 in the same building. The ACC will approve widening that does not extend in width beyond the physical dimensions of the garage. Pavers used for widening should match the existing driveway pavers for color, dimensional shape and the pattern in which new pavers are laid. Details and exact dimensions must be included with Architectural Change Requests for this purpose. Irrigation survey Work Order Request is also required. (At Homeowner's expense.)

3.13 Driveway, Masonry Borders, and Walkway Paver Maintenance. Homeowners are required to keep their driveways, masonry borders, and walkway pavers free of weed and mold growth, debris and obstructions. As with tile roofs, driveway pavers are subject to the unsightly accumulation of mold and mildew and may need power washing periodically. ACR's are not required for the treatment of weeds or power washing by an outside contractor.

APPENDIX A - LANDSCAPE STANDARDS

1. Homeowners may remove landscaping by submitting an ACR request and getting ACC approval. Homeowner is then responsible for all fees for removal and replacement if the plantings do not survive.
2. The association is NOT responsible for replacing shrubs, ornamentals, sod, or trees damaged from roof cleaning, power washing, sealing of driveways or patios, or sprayed with weed killer by Homeowner.
3. Landscape changes, to the Common Areas, are done through work orders, not ACR's. The Board of Directors has control over Common Areas.
4. The sideline and rear setback requirements for planting shrubs or trees for a home shall be; shrubs in the rear and front of a home must be a minimum of 2 ½ feet from the property line or swale, measured from the branch closest to the swale or property line. No new shrubs shall be planted between the homes unless it meets the requirements set forth above. Replacements must be of a similar type of shrub. Trees shall be a minimum of 5 feet from the property line or swale, measured from the outermost trunk of the tree. No new trees shall be planted between the homes, unless it meets the requirements set forth above.
5. The homeowner is responsible for any damage to trees and shrubs put in by the Homeowner if an irrigation line breaks and said plantings die from too much water.
6. Homeowners are prohibited from planting Fruit Trees of any kind. For existing Fruit Trees planted prior to 2022 the Homeowner is responsible for all maintenance and removal of any fruit fly host.
7. No invasive plantings are permitted in Woodfield.
8. No Homeowner is permitted to install a plant, tree, or hedge that obscures another Homeowner's view of the lake or preserve. Hedge installed at east end of pond 5 shall remain at 4 feet.
9. No hedge within a Villa lot shall be more than 4 feet tall. No hedge within a house lot shall be more than 6 feet tall. No continuous planting hedge within a Villa or Single Family Home may be more than 2 sides (L-shaped).
10. No landscape changes in Woodfield are "Grandfathered" where they impose or damage another property owner's rights.

11. The Woodfield POA Board of Directors will only consider replacement of Homeowners trees, shrubs, and sod in the event of a community wide natural disaster. Ornamentals, annuals, and frost sensitive plantings for this area will not be replaced under any circumstances.
12. Dead trees, shrubs, hedges, and bushes must be removed at the owners' expense. As part of tree removal stumps must be ground down to ground level and all exposed roots must be removed. The area must include new plantings, or other suitable replacement material, to be purchased and installed at the owner's expense, and must be approved by the ACC.
13. Homeowners may only use red mulch on any portion of their property. Rocks may be red, brown, tan, gray, or white and must be greater than two (2) inches in diameter. If rocks are used instead of mulch, a concrete or masonry border is required.
14. Any equipment (i.e., air conditioners, generators, water softeners, etc.) installed on the lot of any Single-Family Home or Villa Home that is visible from the sidewalks shall be properly screened with shrubs, hedges, bushes, or other acceptable landscaping as determined by the ACC. Fences, or similar screenings and artificial plants, are not permitted.

APPENDIX B – VILLA PAINTING SCHEDULE

YEARS: 2018 – 2025 – 2032

Villa 6390 – 6360 – 6345

Numbers 6375 – 6385 – 6325

YEARS: 2019 – 2026 – 2033

Villa 6425 – 6355 – 6315

Numbers 6335 – 6365 – 6400

YEARS: 2021 – 2028 – 2035

Villa 6525 – 6535 – 6510

Numbers 6500 – 6515 – 6305

YEARS: 2022 – 2029 – 2036

Villa 6505 – 6485 – 6490

Numbers 6495 – 6480 – 6470

YEARS: 2023 – 2030 – 2037

Villa 6435 – 6460 – 6475

Numbers 6430 – 6445 – 6455

YEARS: 2024 – 2031 – 2038

Villa 6465 – 6415 – 6370

Numbers 6405 – 6380 – 6395

The cost of Villa painting by the Woodfield POA shall be divided as follows:

Units 101 and 104 shall each pay 30% of the total painting cost.

Units 102 and 103 shall each pay 20% of the total painting cost.

THESE COMMUNITY STANDARDS MAY BE AMENDED AT ANYTIME BY A MAJORITY VOTE OF THE WOODFIELD BOARD OF DIRECTORS.

WOODFIELD PROPERTY OWNERS ASSOCIATION, INC.

RULES & REGULATIONS

WOODFIELD
at vero beach

RULES & REGULATIONS

Table of Contents

1	Introduction	1
2	Defined Terms.....	1
2.1	Governing Documents	1
3	Requirements.....	1
3.1	Age of Residents	1
3.2	Alterations and Modifications	1
3.3	Animals.....	2
3.4	Artificial Vegetation	2
3.5	Change of Occupancy	2
3.6	Display of Flags.....	2
3.7	Drainage.....	2
3.8	Drones.....	2
3.9	Extended Vacations and Absences	3
3.10	Fencing.....	3
3.11	Firearms	3
3.12	Front Yard Decorations.....	3
3.13	Fuel and Substance Storage.....	3
3.14	Garages	3
3.15	Garbage Cans	3
3.16	Grills and Cooking	3
3.17	Holiday Decorations and Lighting	4
3.18	Hurricane Shutters.....	4
3.19	Insurance.....	4
3.20	Landscape Maintenance	4
3.21	Mailboxes.....	4
3.22	Mulch.....	4
3.23	Parking	4
3.24	Personal Property	4
3.25	Prohibited Vehicles	5
3.26	Sale or Lease	5
3.27	Signs	5
3.28	Sidewalks.....	5
3.29	Swimming, Boating and Docks.....	6
3.30	Use of Homes and Commercial Activity	6
3.31	Vehicle Access Gates.....	6
3.32	Repairs and Maintenance of Vehicles	6
3.33	Visibility on Corners	6
3.34	Weeds and Refuse	6

	3.35	Wetlands Conservation Areas.....	6
	3.36	Window or Wall Air Conditioning Units.....	7
4		Clubhouse Facilities	7
	4.1	Clubhouse Rules.....	7
	4.2	Pool/Spa Rules	9
	4.3	Tennis Court Rules	10
5		Violations.	12
	5.1	Complaints Regarding Violations of POA Regulations.....	12
	5.2	Complaint Procedure	12
	5.3	Violation Procedure	13
	5.4	Appeal Procedure	14
6		Information Security and Access Policy.....	15
	6.1	Purpose	15
	6.2	Physical Security of Information	15
	6.3	Database and Electronic Security of Information.....	16
	6.4	Access of Physically Secured Files.....	16
	6.5	Access to and Release of Protected Files and Data	16
	6.6	Records Requests.....	17
	6.7	Records Access.....	18
	6.8	Other Policy Exceptions.	18
	6.9	Records Request Form.....	19

RULES & REGULATIONS

1 Introduction. Each Owner, tenant, guest, or invitee is required to observe, and comply with, these Rules & Regulations, which have been promulgated and approved by the Board of Directors ("Board") of the Woodfield Property Owners Association, Inc. ("Association"). These Rules & Regulations are specifically enforceable by injunction or otherwise; and have the effect of covenants as set forth in the Governing Documents.

Most, but not all, of these Rules & Regulations are associated with requirements already set forth in the Declaration for Woodfield or Florida Statutes. In such instances, the requirements set forth in this document are annotated with a reference to the appropriate section of the Declaration or Statutes. Some Rules & Regulations are not set forth in the Declaration, but have been adopted by the Board, consistent with the powers granted to it in Paragraph 6.1.2 of the By-Laws of the Association.

The Board may, from time to time, modify or amend these Rules & Regulations. Any such modifications or amendments will be consistent with, or more conservative than, the provisions of the Declaration, and will be effective upon approval by the Board.

As these Rules & Regulations may not cover all requirements in their entirety, Owners and residents should also be familiar with requirements contained in the Governing Documents.

2 Defined Terms. All initially capitalized terms are intended to have the meanings set forth in the Declaration unless otherwise defined herein.

2.1 Governing Documents. The Governing Documents include the Declaration for Woodfield ("Declaration"), Articles of Incorporation ("Articles"), By-Laws, Rules & Regulations, Architectural Control Committee ("ACC") Community Standards, and the Florida Statutes ("FS").

3 Requirements.

3.1 Age of Residents. (Declaration 20.1, 20.4) At least eighty percent (80%) of the Homes must be occupied by at least one (1) person fifty-five (55) years or older. Persons under the age of eighteen (18) are not permitted to be permanent occupants of any Home. However, persons under the age of eighteen (18) are permitted to visit and temporarily reside for periods not to exceed thirty (30) days in total in any calendar year. Association is responsible for maintaining age records on all occupants of Homes and may periodically require occupants to produce copies of documents containing reliable birth date information.

3.2 Alterations and Modifications. (Declaration 11.1, 16.5, 16.7) Material alterations or modifications to a Home, or material changes in the appearance thereof, may not be made without prior written approval of the ACC. This includes repainting the exterior of a Home, and material landscape modifications. All alterations, deletions, additions and changes of any type or nature whatsoever to previously existing improvements or the plans or specifications previously approved by the ACC are subject to approval of the ACC in the same manner as required for approval of original plans and specifications. Architectural Change Request forms may be obtained at the POA desk in the Clubhouse or downloaded from the Woodfield POA website.

3.3 Animals. (Declaration 11.2) All pets must be registered with the Association. Pet Permit Applications are available in the Clubhouse. Owners may keep domestic pets as permitted by Indian River County ordinances up to a limit of three (3) domestic pets or animals per Home, if such pets or animals do not constitute a nuisance, and are not raised, bred, or kept for commercial purposes. Dangerous animals (as determined by the Board), reptiles, and animals normally considered livestock or farm animals are not permitted. A determination by the Board that a pet being kept or harbored in a Home is a nuisance is binding on all parties. When notice for removal of any pet is given by the Board, the pet must be removed within forty-eight (48) hours of the giving of such notice. Pets or animals may not be "tied out" on the exterior of a Home or in the Common Areas or left unattended in a yard or on a porch, or patio. Dog runs and enclosures are not permitted on any Home. All pets must be walked on a leash and are only permitted outside a Home while on a leash. The person walking the pet, or the Owner must clean up all matter created by the pet. Each Owner is responsible for the activities of its pet.

3.4 Artificial Vegetation. (Declaration 11.3) Artificial grass, plants, or other artificial vegetation may not be placed on the exterior portion of any Home.

3.5 Change of Occupancy. (Declaration 20.3) Owners must immediately notify the Board in writing of any proposed change in occupancy of any Home, because of transfer, sale, gift, lease, sublease, assignment, birth, death, marriage, separation, divorce or otherwise. Such notification must provide the names and ages of all current and proposed occupants, and any other information needed to verify the age of each occupant.

3.6 Display of Flags. (FS 720.304(2)) Any Owner may display one portable, removable United States flag or official flag of the State of Florida in a respectful manner, and one portable, removable official flag, in a respectful manner, not larger than 4-1/2 feet by 6 feet, which represents the United States Army, Navy, Air Force, Marine Corps, or Coast Guard, or a POW-MIA flag. Such flag displays are discussed in more detail in the ACC Community Standards.

3.7 Drainage. (Declaration 13.8) Structures, landscaping, or other materials may not be placed or permitted to remain in a place which may interfere with land drainage, irrigation, or which may obstruct or retard the flow of water through Woodfield.

3.8 Drones. Drones are prohibited from the following:

- Flying in any airspace within 400 feet above the Common Areas.
- Landing on the Common Areas.
- Flying in any airspace within 400 feet above any Lot in Woodfield without the consent of the owner or occupant of that Lot; or
- Landing on any Lot in Woodfield without the consent of the owner or occupant of that Lot.

"Drone" is defined as an unmanned aircraft that can fly under the control of a remote pilot or by a geographic positions system (GPS) guided autopilot mechanism. The term "Common Areas" and "Lot" shall have the same meaning

as given to them in the Declaration for Woodfield. This rule does not prohibit the use of drones by the Association.

3.9 Extended Vacations and Absences. (Declaration 11.14) In the event a Home will be unoccupied for an extended period, the Home must be prepared prior to departure by (i) removing and storing all exterior furniture, plants and other objects; (ii) designating a responsible firm or individual to care for the Home, should the Home suffer damage or require attention, and provide a key to that firm or individual; and (iii) notifying Association in writing of the extended absence and providing the name and contact information of the designated caretaker.

3.10 Fencing. (Declaration 7.3.4, 11.15) No walls or fences may be erected or installed.

3.11 Firearms. (Declaration 11.29) Discharge of firearms within Woodfield is prohibited.

3.12 Front Yard Decorations. (Declaration 11.9) No decorative objects including, but not limited to, bird baths, light fixtures, sculptures, statues, weathervanes, or flag poles may be installed or placed within or upon any property, except as provided in the ACC Guidelines and Standards. Any decorative objects beyond those provided for in the ACC Guidelines and Standards may not be installed without the prior written approval of the ACC.

3.13 Fuel and Substance Storage. (Declaration 11.16, 11.43) No fuel of any kind may be stored, except as may be necessary or reasonably used for swimming pools, spas, barbecues, fireplaces, emergency electric generators or similar devices. Flammable, combustible, or explosive fuel, fluid, chemical, hazardous waste or substances are not permitted on any portion of Woodfield or within any Home, except those which are required for normal household use. All propane tanks and bottled gas for household and/or pool purposes (excluding barbecue grill tanks) must be installed underground.

3.14 Garages. (Declaration 11.17) Each Home has its own garage. Carports are not permitted. Garage doors must always remain closed except when vehicular or pedestrian access is required, or when the garage is otherwise in use by the Owner. Screening of garage entrances is not permitted.

3.15 Garbage Cans. (Declaration 11.18) Garbage and trash must be properly deposited in garbage cans and trash containers, with lids, in accordance with the requirements for pick-up by Waste Management. Garbage cans and trash containers must be maintained in a sanitary condition and shielded from the view of adjacent properties and streets. Garbage cans and trash containers may not be placed outside the Home for pick-up earlier than 6:00 pm on the day preceding the pick-up and must be returned to the Home so that they are not visible from outside the Home on the day of pick-up. Outside burning of trash or garbage is not permitted.

3.16 Grills and Cooking. (Declaration 11.8) Outside grills and barbecue facilities are permitted in the back yards of Homes. Propane, natural gas, electric or charcoal grills are

permitted on rear patios and lanais, and on walkways on the side of a Home. Grill use must comply with all fire and building codes.

3.17 Holiday Decorations and Lighting. (Declaration 11.9) Holiday decorations and lighting are permitted to be placed on the exterior portions of a Home from Thanksgiving until January 15th of the following year. The ACC may require the removal of any lighting that creates a nuisance (e.g., unacceptable spillover to adjacent Home). Allowable decorations for other holidays are discussed in the ACC Community Standards.

3.18 Hurricane Shutters. (Declaration 11.20) Hurricane shutters may not be left closed during hurricane season or at any other time. Permanently installed hurricane shutters may be installed or closed, up to seventy-two (72) hours prior to the expected arrival of a hurricane and must be removed or opened within seventy-two (72) hours after the end of a hurricane watch or warning. Shutters may not be closed at any time other than a storm event.

3.19 Insurance. (Declaration 12.5.1) Each Owner must obtain and maintain adequate insurance on their Home. Such insurance must be sufficient for necessary repair or reconstruction work, and related costs, or cover the costs to demolish a damaged Home as applicable, remove the debris, and to re-sod and landscape land comprising the Home. Owner's insurance declaration page must be submitted to the Association as each policy renews. A drop box has been provided in the Clubhouse.

3.20 Landscape Maintenance. (Declaration 8.2, 11.47) Owners that have acquired maintenance responsibility for landscaping additions, modifications, or by choice on their property, must maintain that landscaping to all ACC Community Standards.

3.21 Mailboxes. Owners are responsible for their mailbox replacement and maintenance including painting, paint to be gloss black. Complete structure of mailbox to be maintained and painted.

3.22 Mulch. Red mulch shall be replenished as needed for all Common Areas by the POA during January/February. Villa Homes shall replenish as needed red mulch in front yards and end units shall also mulch any garden beds on their side, this to be done during January/February by the Owners. Single-Family Homes shall replenish as needed red mulch in front yards and both sides of house up to A/C unit on one side and the equivalent distance of the A/C unit on the other side, where garden beds exist. This to be done during January/February by the Owners. Inspections shall be made soon after to determine compliance. This rule does not prohibit Owners from mulching throughout the year.

3.23 Parking. (Declaration 11.4.1) All automobiles, recreational vehicles, personal street vans, and personal trucks must be parked in the garage or driveway, and not block the sidewalk. Overnight parking on any street is strictly prohibited. Exceptions for unusual situations may be authorized by the Association. Commercial vehicles and trucks or van larger than three-quarter (3/4) ton may not be parked anywhere except during the period of a delivery or service.

3.24 Personal Property. (Declaration 11.32) Personal property must be stored within the Home. No personal property, except usual patio furniture, may be stored on, nor

any use made of, the Common Areas, or Home, which is unsightly or interferes with the comfort and convenience of others.

3.25 Prohibited Vehicles. (Declaration 11.4.3) Commercial vehicles, limousines, trailers (boat trailers, house trailers, and trailers of every other type, kind or description, or campers) may not be kept within Woodfield, except in the garage of a Home. The term commercial vehicle does not include law enforcement and other government vehicles, recreational or sport utility vehicles (SUVs), or clean "non-working" vehicles such as pick-up trucks, vans, or cars if they are used by the Owner daily for normal transportation. Vehicles bearing "for sale" or any other commercial signage may not be parked within public view. Vehicles may not be used as domiciles or residences, either temporarily or permanently.

3.26 Sale or Lease. (Declaration 11.26, 20.2) All leases, and occupancy agreements must be pre- approved by Association prior to execution and be written on forms approved by Association. All leases must contain the provision that the Association has the right to terminate the lease upon default by the tenant in observing any of the provisions of Association Governing Documents. Owners are responsible for providing their tenants with copies of all such documents at Owner's expense.

Leases, purchase and sale agreements, transfer documents, or any other occupancy agreement must be in writing and signed by the tenant or purchaser. A statement that the Homes within Woodfield are intended for occupancy by persons fifty-five (55) years of age or older must be included, in conspicuous type, in any such document. Owners may not transfer any interest in a Home without the approval of the Association.

Homes may be leased, licensed, or occupied only in their entirety. No fraction or portion may be rented. No bed and breakfast facility may be operated out of a Home. Individual rooms of a Home may not be leased on any basis. No transient tenants may be accommodated in a Home.

Homes may not be subject to more than two (2) leases in any twelve (12) month period, regardless of the lease term. No lease term may be less than ninety (90) days. No subleasing or assignment of lease rights by the tenant is permitted. In no event shall occupancy of a leased Home (except for temporary occupancy by visiting guests) exceed two (2) persons per bedroom.

Each Owner is jointly and severally liable with the tenant to the Association for all costs incurred by the Association for repair of any damage to Common Areas, or to pay any claim for injury or damage to property caused by tenants.

3.27 Signs. (Declaration 11.39) Signs (including brokerage or for sale/lease signs), flags, banners, advertisements, notices, or other lettering are not permitted, and therefore, may not be exhibited or displayed upon any part of Woodfield that is visible from the exterior of a Home. No sign may be placed in the window of a Home. Exceptions to the above requirements can be found in the ACC Community Standards.

3.28 Sidewalks. Owners are not permitted to paint, stain, or repaint any sidewalks without written consent of the Board of Directors.

3.29 Swimming, Boating and Docks. (Declaration 11.44) Swimming and boating are prohibited within any of the lakes or water bodies. No docks may be constructed within any of the lakes or water bodies within Woodfield.

3.30 Use of Homes and Commercial Activity. (Declaration 11.6,) Each Home is restricted to residential use by the Owner or permitted occupant(s) thereof. Commercial or business activities may not be conducted in any Home. However, a home business office may be maintained for Owner's personal use. Customers and clients are not permitted to meet with Owners in Homes. Owners may not actively engage in any solicitations for commercial purposes. Day care centers or facilities may not be operated out of a Home. Garage or estate sales are not permitted, except as approved by the POA.

3.31 Vehicle Access Gates. Woodfield is a gated community, with automated lift and swing gates to control vehicular access at two locations. All residents have barcode stickers and four-digit personal codes to be used for access. Tailgating other vehicles through the open gates may well result in damage to the lift or swing gates. Therefore, residents should enter the community one vehicle at a time. Tailgating is not permitted and could lead to a fine.

3.32 Repairs and Maintenance of Vehicles. (Declaration 11.4.2) Vehicle repair and maintenance, except emergency repair, is not permitted, except in the garage of a Home. Vehicles which cannot operate on their own power may not remain on the property for more than twelve (12) hours, except in the garage. Vehicles are not permitted to be stored on blocks, except in the garage. Tarpaulin covers on vehicles are not permitted anywhere within the public view.

3.33 Visibility on Corners. (Declaration 11.46) Obstructions to visibility at street intersections are not permitted. Vehicles, objects, walls, hedges, shrubs, or other plantings are not permitted on corner Lots where such obstructions would create traffic problems.

3.34 Weeds and Refuse. (Declaration 11.47) Weeds, underbrush, and other unsightly growth are not permitted to be grown or remain upon any Home. This includes weed growth between driveway pavers. Refuse and unsightly objects may not be allowed to remain.

3.35 Wetlands Conservation Areas. (Declaration 8.9.3, 8.9.4, 8.9.5, 8.9.6, 13.52) Owners or other persons are not permitted to take any action or enter onto preserves, wetlands, and/or mitigation areas to alter them from their natural state or otherwise adversely affect them. Native vegetation (including cattails) that becomes established within the wetland conservation areas is not permitted to be removed. Removal includes dredging, application of herbicides, cutting, and the introduction of grass carp.

Activities prohibited within the conservation areas include, but are not limited to, the following:

- Construction or placing of landscaping, buildings, roads, signs, billboards or other advertising, utilities, or other structures on or above the ground.
- Dumping or placing of any materials or trash, waste, or unsightly or offensive materials.
- Removal or destruction of trees, shrubs, or other vegetation; with exception of nuisance or exotic plant species.

- Excavation, dredging, or removal of loam, peat, gravel, soil, rock, or other material substance in such a manner as to affect the surface.
- Diking or fencing.
- Surface use except for purposes that permit the land or water area to remain predominantly in its natural condition.
- Activities detrimental to drainage, flood control, water conservation, erosion control, or fish and wildlife habitat conservation or preservation.
- Acts or uses detrimental to such retention and maintenance of land and water areas; and
- Acts or uses detrimental to the preservation of any features or aspects of the property having historical, archeological, or cultural significance.

3.36 Window or Wall Air Conditioning Units. (Declaration 11.50) Window or wall air conditioning units may not be installed in any window or wall of a Home.

4 Clubhouse Facilities.

4.1 Clubhouse Rules.

4.1.1 To ensure Resident's enjoyment of all Clubhouse facilities, all persons using them shall conduct themselves in a courteous manner with due regard for the rights of others to use and enjoy the facilities. Violations of these rules could result in suspension of the use of the Clubhouse facilities.

4.1.2 The number of people using any or all the facilities at a given time may be limited as needed. All Residents have the right to participate in all social events, except for an event being limited to a specific group or organization.

4.1.3 All people using the Clubhouse facilities will comply with the instructions and decisions of the Manager, or members of the Staff, regarding the use of the facilities, priority of use and length of time. Persons who fail to comply will be subject to removal.

4.1.4 Supplemental rules and regulations may be posted by the Manager in specified areas as needed from time to time. All Residents and their guests will be responsible for reading and abiding by these rules. Rules and regulations that are posted in any area, room, or facility will control the use thereof and shall be deemed supplemental to these Clubhouse Rules herein enumerated. Should supplemental rules get posted, an e-blast will be sent to the community.

4.1.5 The Clubhouse is designated as a **NO SMOKING** facility, including the tennis courts and the pool/spa areas. However designated smoking areas are available outside the building.

4.1.6 Appropriate shoes are required to participate in activities, which include but are not limited to tennis, dance, exercise, etc. When playing tennis proper attire is required on the courts. (See Tennis Court Rules)

4.1.7 Wet swimwear and bare feet are not permitted in the Clubhouse. Use exterior, side entry gates while wearing wet attire.

4.1.8 No food or drinks are permitted in the Clubhouse, except liquids in a spill-proof container, except for designated areas such as multi-purpose room where scheduled events or functions are hosted.

4.1.9 Food and drinks are permitted on the veranda (exterior of the Clubhouse), but all liquids must be in a spill-proof, non-breakable container. NO GLASS

4.1.10 No food permitted in the fitness center; however, liquids are allowed in a spill-proof, non-breakable container. No alcohol, drugs (including steroids) are allowed in the fitness center.

4.1.11 No food or drinks permitted in the computer/library room, or the billiard room. Liquids in a spill-proof, non-breakable container will be permitted in the card rooms.

4.1.12 Residents and their guests may be held responsible for any items such as furniture, or any other property found to be missing or damaged. The Clubhouse facilities are under 24-hour video Manager surveillance.

4.1.13 It is the responsibility of the residents to register their guests (Daily and Overnight) in person at the Clubhouse before utilizing any of the facilities including the pool/spa, tennis courts, exercise classes, card playing, or other activities. All guests (Daily and Overnight) must be registered with the Manager or Staff immediately upon entering the Clubhouse lobby before utilizing any of the facilities. The registration form requires the length of stay to be specified, whether it be several hours or several days. Overnight guests 18 and over will be provided with a Woodfield water-resistant wristband that must be worn while the guest is utilizing any of the Clubhouse Facilities. These wristbands require a \$10 refundable deposit by the resident and must be returned within twenty-four hours of scheduled guest departure time or the \$10 deposit will be forfeited. Daily guests must be signed in daily by the resident and will be supplied with a disposable water-resistant wristband while using the Clubhouse Facilities. All guests under the age of 18 must have adult supervision to use the Clubhouse Facilities. The issuing of guest wristbands is a privilege not a right. All guests must conform to all rules and regulations. Any violation could also be cause for removal of privileges for the residents.

4.1.14 All guests must be 18 years of age to use the fitness center.

4.1.15 Use antibacterial wipes to wipe down benches and all other equipment before and after use for health reasons. Re-rack the weights when you finish each exercise. Share equipment and let others work in when doing multiple sets.

4.1.16 Guests may attend classes at the same existing fees as residents. If a class is full, residents will be admitted first.

4.1.17 The first twenty-four (24) hours of a ticket sale will be for Residents ONLY. Thereafter, residents may purchase tickets for guests wishing to attend functions or shows for which a fee is charged. Guests are not required to be registered or wear a wristband when attending a Social Committee event.

4.1.18 The billiards room can only be used by persons at least 18 years of age or older. NO EXCEPTIONS.

4.1.19 All card rooms can only be used by persons 18 years of age or older. NO EXCEPTIONS.

4.1.20 Homeowners transfer and relinquish their Clubhouse facilities privileges to the tenants if the house is leased.

4.1.21 Guests less than 18 years of age must always be accompanied by an adult responsible for their safety and behavior while using the Clubhouse facilities.

4.1.22 Personal Items must NOT be left in the restroom lockers overnight.

4.1.23 Information must NOT be downloaded from the internet onto the computers in the computer/library room. It is prohibited to use the computers to view any illicit websites. Any infraction of this rule will result in fines assessed to the residents.

4.1.24 The portico entrance is for drop off and pick up ONLY. It is NOT for the purpose of parking cars, bicycles, or golf carts.

4.1.25 Pets are not permitted in the clubhouse, pool/spa, or on the tennis courts.

4.2 Pool/Spa Rules.

4.2.1 All residents and guests using the pool/spa incur a certain risk. Neither the Woodfield POA, the Board of Directors, nor its representatives shall be liable for any accident, loss, or injury, in connection with such use.

4.2.2 The use of the pool/spa is at your own risk. There is NO LIFEGUARD ON DUTY.

4.2.3 Running, diving, boisterous, or rough play or other disruptive activities are not permitted.

4.2.4 The pool/spa hours are from dawn to dusk. The pool/spa gates are locked at dusk.

4.2.5 Immediately prior to entering the pool/spa, a cleansing shower is required. Suntan lotions must be showered off before entering the water. DO NOT USE SOAP.

4.2.6 Persons using the pool/spa must be attired in clean, bona fide swimwear.

4.2.7 Guests less than 18 years of age are not permitted in the pool/spa without an adult responsible for their safety and behavior present.

4.2.8 Floating devices, toys, or other objects which pose a hazard or hinder efficient use of the pool/spa will not be permitted. (Noodles are approved)

4.2.9 No food of any kind or glass containers are permitted in the pool/spa areas.

4.2.10 In consideration of other residents in proximity of the pool/spa, amplified sound equipment is not to be used in the pool/spa area unless approved by the Manager or Staff for aquatic classes or special events.

4.2.11 Persons under the influence of alcohol or other intoxicants will be denied access to the pool area and will be asked to leave the area.

4.2.12 SMOKING, INCLUDING VAPOR CIGARETTES, IS NOT PERMITTED IN THE POOL/SPA AREAS OR ON THE VERANDA.

4.2.13 Persons wearing bandages or suffering from infectious or communicable diseases shall not use the pool/spa.

4.2.14 Children and adults using diapers are not permitted in the pool/spa, as well as anyone with open cuts or wounds. Children that are NOT POTTY trained are not permitted in the water. Please be informed that fecal matter in the pool must be reported to the Manager or the Staff immediately and will require, by order of the Health Department, the immediate evacuation of the pool or spa area. This could incur not only the cost of shock treatment, but also closing the pool deck area for two (2) days thereby inconveniencing many people.

4.2.15 ALL CHILDREN UNDER 18 MUST BE ACCOMPANIED BY AN ADULT AND CHILDREN 10 AND UNDER ARE NOT PERMITTED IN THE HOT TUB/SPA. A child is more likely to become overheated, which can cause dizziness and lightheadedness, which can lead to drowning. A child will not know what is happening to him/her if they become disoriented because of prolonged time in a hot tub/spa and may not be able to communicate that they are feeling over-heated or nauseated.

4.2.16 Lap swimming is not allowed during regularly scheduled water aerobics classes.

4.2.17 Lap swimmers are requested to use the lap lane on the west side of the pool (farthest away from the main pool steps) first. If the lane is in use, the second lane may be used.

4.2.18 While lap swimmers do not have priority over pool 'bobbbers', others using the pool should show common courtesy to lap swimmers by staying out of their way to a reasonable extent.

4.3 **Tennis Court Rules.**

4.3.1 Tennis Court Usage.

Prime Time is 8 am-12 noon daily from November 1st thru April 30th

- During prime-time guests are permitted to play on Tuesdays and Thursdays.
- Overnight registered guests and family members are permitted to play during prime time.
- Courts reserved during prime time will be scheduled in increments of two (2) hours from 8-10 am and 10 am-12 noon.
- Court reservations may be made up to one week in advance.
- Reserved courts are deemed open courts if after ten (10) minutes they are not occupied.

- Residents can only sign up for one court each day during prime time.
- The resident reserving the court time will be listed first and will be responsible for the court and play is limited to two (2) hours.
- Ball Machines are not permitted to be used 8 am-12 noon and must be noted on the sign-up sheet "BALL MACHINE".

4.3.2 Blocked Tennis Courts.

- Blocked court time is not available for reserved or open play.
- Blocked court time will be reviewed as warranted by the Woodfield POA Board based on usage.

Blocked Times:

Ladies' tennis	M-W-F	8AM – 10AM	4 COURTS
Men's tennis	M-W-F	10AM – NOON	4 COURTS
FUN TENNIS	Sun-Tu-Th	8AM – 10 AM	2 COURTS

- Additional blocked times may include IRC league times, Special events, Woodfield tournaments Refer 4.3.12 for additional detail.

4.3.3 Proper tennis attire and tennis shoes must be worn on the courts.

4.3.4 The courts are for tennis play only.

4.3.5 Children under the age of 18 are not permitted on the tennis courts unless accompanied by the adult responsible for their safety and their behavior.

4.3.6 Please sweep and line your court when finished and hang the drag mat and line sweeper up.

4.3.7 All players will act in a sportsman like manner consistent with fair play and good conduct.

4.3.8 Profanity or bad behavior is not acceptable and will be reported to Manager or Staff.

4.3.9 Team Captains oversee information pertaining to league play to be coordinated with the Manager or Staff so courts can be blocked, gate codes given.

4.3.10 POA Members may provide updated information, court maintenance issues and suggestions to the Manager or Staff.

4.3.11 Smoking is NOT permitted on or around the tennis courts.

4.3.12 Tennis special event policy.

All residents planning a special event using our tennis facility including IRC league play will follow these policies.

Residents and Captains will:

- Team Captains oversee information pertaining to league play to be coordinated with the Manager or staff so courts can be blocked, gate codes given.
- Coordinate with the Manager dates, times, type of activity to prevent conflicts with other scheduled activities and events as well as maintenance of the facility.
- Provide name(s) of residents in charge of the event.
- If a substantial non-resident participation is in effect provide the Manager, all necessary information needed to issue a special code for the day/time of the event.
- If needed, request special event tennis screens to be reconfigured and benches relocated.
- Coordinate with the Manager as soon as possible the dates of the event.
- Ensure all tennis and clubhouse facility rules are followed, grooming of the courts completed after play, and any areas used for socializing cleaned.

Manager will:

- Approve the event based on a review of usage of courts by other entities or maintenance requirements, POA board may provide guidance if needed.
- Issue a special gate code for the day/time of event.
- Coordinate with maintenance man any changes to scheduled maintenance or the task of moving screens or benches.

5 Violations.

5.1 Complaints Regarding Violations of POA Regulations.

Violations of POA Regulations may be observed by Woodfield Board or Committee members, Residents, or Manager and Staff. Each owner, tenant, guest, or invitee, as applicable, is required to comply with the provisions of the Woodfield Governing Documents. Complaints will be filed in the following manner.

5.2 Complaint Procedure.

5.2.1 When violations are observed by a committee member or resident, that member will generate a complaint report including as much detail as possible and forward it to the Manager. The Manager will determine which rule or covenant is being violated. If the violation involves a vehicle, the following information should be included in the report, if available:

- a. Identity or general description of the driver.
- b. Vehicle plate number.
- c. Description of the vehicle.
- d. Date and time of occurrence.
- e. Location of the violation.
- f. Nature of the complaint.

5.2.2 If the Manager feels the complaint is valid, he will prepare a Complaint Report and notify the alleged violator of the nature of the complaint in a letter, which shall be filed in the resident's POA File. A copy of the letter will be sent to the Woodfield POA President for their information.

5.2.3 Violations occurring within the community by non-members of the POA (service personnel, contractors, visitors, employees, etc.) will result in the preparation of a Complaint Report. The Woodfield Manager will send a letter to the violator or his/her company advising of the alleged infraction and indicating, if appropriate, a future violation will result in the person being restricted from our property. In the case of violation of a visitor, if the complaint is valid, a Complaint Report will be filed in the Resident's POA File and with a copy sent to the Woodfield POA President, for their information.

5.3 Violation Procedure.

5.3.1 In the event of an alleged infraction, a written first notice of violation shall be issued to the alleged offender, either in person, via first class mail, or certified mail. The notice shall:

- a. Identify the specific provision(s) violated.
- b. Provide a detailed description of the alleged infraction(s).
- c. Require a response within fourteen (14) days of date of notice.
- d. Advise the alleged offender of options available to resolve the issue.
- e. Advise the alleged offender that the failure to respond within the required time shall constitute a default, and the alleged violation shall be considered valid.

5.3.2 A second notice of violation is grounds for the assessment of a fine. Prior to administering a fine the Board of Directors will review the nature of the violation to assure a fine is warranted. If the fine is warranted, the Manager will send the notice of the violation approximately fourteen (14) days after the first notice of violation, if the violation is not corrected, or if a repeat violation occurs at a future time. The owner/tenant is advised they had a continued violation which will result in a \$100 fine and may be subject to additional fines of \$100 per day if the violation is not corrected. The owner/tenant is advised he/she has the option of appealing the fine to the Violations Committee and must contact the Violations Committee in writing within fourteen (14) days of receipt of this letter if they plan to appeal.

5.3.3 If the fine has not been paid or if the violator fails to contact the Violations Committee or if the fine is overturned by the Violations Committee, a notice is sent advising the owner/tenant that the Violations Committee has upheld the fine and \$100 has been assessed to their lot and that the violation must be corrected. It gives him/her the address to mail the check made payable to the Woodfield POA, Inc.

5.3.4 If an owner/tenant is in violation of the Association Documents and that the violation is a repeat of a previous violation, or substantially like a previous violation, or an obvious disregard of the Declaration or Rules & Regulations then the POA may eliminate the First Notice of Violation. In this case, one (1) Notice of Violation may be sent notifying the owner/tenant that he/she is being issued a \$100 fine and may be subject to additional fines of

up to \$100 a day up to \$1000 and/or a suspension of rights and that he/she has the option to contact the Violation Committee within fourteen (14) days of receipt of the notice. If the violator fails to contact the Violations Committee, a letter will be sent advising the violator that the Violations Committee has upheld the fine and where to send the check.

The Board of Directors may de-activate the bar code of a repeat violator and require entrance through the visitor's lane although the resident must be warned that failure to comply with the Rules and Regulations will result in this sanction being imposed. The Board of Directors may bar any contractors who repeatedly violate our rules.

5.4 Appeal Procedure. Florida Statute 720 requires that each property owner's association establish a Violations Committee. The Woodfield POA, Inc. shall operate under the following rules and procedures.

5.4.1 The Violations Committee shall have a minimum of three (3) members as required by statute and shall preferably have five (5) members.

5.4.2 Violations Committee members shall be Woodfield homeowners or spouses of Woodfield homeowners. No officer, director, employee, or member of the Architectural Control Committee of Woodfield Property Owners Association may serve on the Violations Committee. No spouse, parent, child, brother, sister, or dependent of any officer, director, employee, or member of the Architectural Control Committee of the Woodfield Property Owner Association may serve on the Violations Committee.

5.4.3 The Violations Committee Chairperson and members shall be appointed by the Woodfield POA Board of Directors. Violations Committee members shall serve at the discretion of the Board of Directors, as is standard for other committees.

5.4.4 The Violations Committee may approve or disapprove an appealed fine or sanction by a majority vote. The Violations Committee rules on whether a fine or other sanction have been properly imposed in accordance with the relevant guideline, procedure, article, covenant, or by law. The Committee does not rule on whether a guideline, procedure, article, covenant, or by law is good, bad, right, or wrong.

5.4.5 The Violations Committee shall set a reasonable, fixed meeting schedule or meet on as required basis. The Manager shall suspend collection of appealed fines or sanctions until the date the appeal is scheduled to be heard by the Violations Committee.

5.4.6 The Violations Committee may grant up to fifteen (15) days additional time for compliance if they decide that an extension is warranted, but in each case the Committee should consider time extensions previously approved by the Manager. If the time of the sanction is upheld, it will be effective within three (3) working days unless additional time is granted by the Violations Committee.

5.4.7 The Violations Committee will evaluate the facts presented by the resident, requesting the appeal and facts supplied and/or presented by the Manager, Board of Directors representative and members of the Architectural Control Committee as appropriate. The decision on the appealed fine shall then be made as to whether the fine was properly imposed.

5.4.8 The Violations Committee meeting is not an open process. Only the individual requesting an appeal and designated representatives of the Manager, Board of Directors, and members of the Architectural Control Committee are required to be notified.

5.4.9 The Manager shall provide a complete set of data for each participating member of the Violations Committee at least seventy-two (72) hours prior to such meeting. The Manager shall make appropriate arrangements with the Violations Committee for delivery of such documents during the normal workday of the Manager.

5.4.10 Any homeowner that plans to be represented by an attorney must so notify the Manager, in writing, no less than six (6) working days prior to the scheduled Violations Committee meeting.

5.4.11 The Violations Committee shall comply with the relevant sections of Florida Statute 720 as it relates to property owners' fines and appeals. The Manager shall provide each Committee member with a copy of the relevant sections of this Statute as provided by the POA attorney. The committee shall also comply with the Woodfield Property Owner Standards, Covenants, Articles of Incorporation, By Laws, and procedures established by the Board of Directors and all legal agreements binding on the Woodfield Property Owners Association, Inc.

5.4.12 The Chairperson of the Violations Committee will create minutes of the meetings. Included in the minutes for the record should be a list of those residents who were fined but did not elect to appeal.

6 Information Security and Access Policy.

6.1 **Purpose.** The purpose of this policy is to ensure Woodfield POA compliance with:

- Florida statute 720.303(4), Official Records
- Florida statute 720.303(5), Inspection and copying of records
- Other federal laws regarding protection of various classes of information such as Personally Identifiable Information (PII) and health care information.

This policy covers all storage, access, retrieval, and release of information from paper files maintained by the Board and Manager as well as electronic files and databases that are maintained by the Association, including, but not necessarily limited to, databases used for community emails, clubhouse, and gate security purposes

6.2 **Physical Security of Information.** All files addressed by Florida statute 720.303 will be kept in a locked file room in locked filing cabinets.

The Manager maintains some files created and used by the Manager in conjunction with his role as Manager. Illustrative examples are requests for quotes, vendor proposals, violation notices, information associated with violation processing, communications with the Association's attorney and/or vendors. These records may be kept in the Manager's office in lieu of the file room but they must be secured in a locked filing cabinet and the Manager's office must be locked when the Manager or his representatives is not on site.

6.3 Database and Electronic Security of Information. Any database or other electronic records maintained by the Woodfield POA or Manager that are associated with the 720.303 data requirements or any other storage of sensitive data such as PII data will be Protected. This includes PC/Laptop hard drives, thumb drives, CD's, or DVD's. Any "removable media" used such as a thumb drive, CD or DVD will also be stored when not in use in a locked filing cabinet. Passwords used to access Protected files will be individual passwords. Group or shared passwords will not be used. Usernames and passwords used to access Protected electronic data may be stored in written form in a secure file located in the file room or the Manager's office in a cabinet accessible by the Manager only.

6.4 Access of Physically Secured Files. The files kept for the purposes of this policy may be accessed by the following:

- The Manager and staff
- The current POA board members for purposes related to Board Members' Association duties

When files are accessed in the file room a log of the access will be maintained and will include at least:

- Name of Person accessing the files,
- date and time of access,
- description of the files accessed.

Exceptions to this policy may be granted by the Manager or the POA Board President, for good cause. The basis for the good cause exception shall be set forth in the log. If an exception is made, any resulting access will be monitored by the Manager or Board President.

The Architectural Control Committee (ACC), an extension of the POA Board, requires access to files and the ACC also creates files that are required for storage in the secure files. The ACC Chair and Manager will establish procedures to supplement this policy. In any event, the following accommodation for the needs of the ACC Chair will be made:

- The Manager will retrieve required ACC records, for example an Architectural Control Request and provide those records to the ACC. A log of the signed-out records will be maintained in the file room.
- The ACC will keep any such records signed out in a locked filing cabinet elsewhere in the clubhouse (i.e., the "Manager's office.")
- ACC may maintain these records and complete their work on an ACR.
- The ACC Chair will return completed records (ACR's) and any associated signed out files back to the Manager for file maintenance actions.

6.5 Access to and Release of Protected Files and Data. The Manager Representative with the individual login and password for Protected access is the only person that can access the Protected files/data. If new employees are brought on board, the username/password will need to be reestablished for the new employee. The login credentials stored by the Manager may be used in this process.

Emergency contact information is specifically protected under 720.303(4) and no individual member has right of access. The Manager and the POA Board may access this information if it is needed in the furtherance of their fiduciary duties to protect the health, safety and welfare of the community and its residents

6.6 Records Requests. Anyone requesting a record covered by 720.303 will make the request to the Manager or representative. The Manager will complete the request within ten working days. This timeframe includes making any required redactions per 720.303(5)(c) prior to document release. The Manager may set appropriate copy charges to offset the costs to the POA of making these copies in line with 720.303(5) (c).

RECORDS RETENTION:

1. The Board of Directors shall be responsible for ensuring that the records are retained and there is compliance with this policy.
2. The Property Management Company shall act as records custodian and maintain the official records of the Association under the direction of the Board. In the event the Board terminates its community management, the Property Management Company shall turn over all records (both paper and electronic records) to the President of the Association within 30 days of the date of termination. Archived records will be maintained on site in the offices of the Woodfield Clubhouse under the custodianship of a designated Board officer.
3. For purposes of this policy, the term "records" shall include all governance related, financial, individual ledgers, enforcement records and policy records of the association.
4. Resident records shall be maintained for each property address. These records as well as any records kept in accordance with operation of the Association such as ACC documents are considered public information and are releasable to all members under 720.303. (4)(l). Official records must be maintained for a minimum of 7 years. This includes previous resident records which will be maintained for at least 7 years after departure. Redaction as noted above applies.
5. Under Florida State Statute 720.303 (4), the following official records shall be maintained at the Association's Property Management Company's business office or secured records room on site:
 - a. Articles of Incorporation, Bylaws, Declaration of Covenants and of any amendments to them — Permanent
 - b. Rules and Regulations — Current
 - c. Minutes of all Board Meetings — retained for 7 years
 - d. Roster of all members and their mailing addresses and parcel identifications — Current
 - e. Association Insurance policies or a copy thereof — retained for 7 years
 - f. Copy of contracts to which the association is party; plus, any bids received — current contracts, retain bids for 1 year

- g. Financial and Accounting Records — retained for 7 years
- h. Copies of any plans, specifications, permits, and warranties related to improvements constructed on the common areas — Permanent
- i. Copy of disclosure summary described in s. 720.401(1) — Current
- j. Written records related to the operation of the association — retained for 7 years.

6.7 Records Access.

1. All requests to inspect and/or copy information in the files must be in writing and shall state:
 - a. Name of the person or entity making the request,
 - b. A description of the records to which access is being requested, with sufficient specificity in the identification of the requested records so that the records can be located without speculation as to the record being sought.
 - c. A name and address to which a copy of the records should be sent if copies are requested.
 - d. A list of 3 preferred meeting dates and times. Such dates and times shall be not more than 10 business days from the date of the request.
2. If a requested record contains both information subject to member access and information not subject to member access, access shall be granted to only those portions subject to member access. Any record or portion of a record not subject to member access will be removed.
3. The requestor shall reimburse the costs of copying records as listed on the Request for Records Form (See 6.9). There is no charge for only inspecting the records. Copies shall be available for pickup no more than 10 business days following the written request.
4. If any request for access to an Association record is denied by the POA or the BOD, whether the denial is by an actual denial being issued or by a response which is deemed to constitute a denial, the requestor may ask the Board to review the decision and order the records custodian to release the records.

6.8 Other Policy Exceptions. For any other exceptions not previously noted, the Manager, the Board President or the Board Secretary may grant exceptions to this policy. The remaining POA Board Members and the Manager shall be informed of the exception in advance of implementing the exception.

6.9 Records Request Form.

Woodfield Property Owners' Association, Inc.

REQUEST FOR RECORDS

To be sent by U.S. Postal Service Certified Mail, Return Receipt Requested to:

Elliott Merrill Property & Manager
 2755 Woodfield Boulevard
 Vero Beach, FL 32966

Date of Request: _____

Name of Requestor (Please Print) _____

Street Address _____ City, _____ State, _____ Zip _____

Home Phone _____ Work Phone _____ cell Phone _____

Description of Requested Record(s): _____

Address to mail copies if different from above: _____

Street Address _____ City, _____ State, _____ Zip _____

Request for appointment time(s) and date(s) _____

(Dates and Times shall be at least 3 business days but no more than 15 business days from the date of receipt of request).



By signing this request, I attest that I am a member of the Woodfield Association listed above and am entitled to access to official records of the Association and have a thorough understanding of the policy affecting this request. I also acknowledge understanding that there may be fees for this service at the current rate of \$0.10 per copy and a \$20 (Note this is the maximum permitted under 720.303(5) per hour management company administrative fee for requests requiring more than 30 minutes of administrative time.

Date	Signature of Member		
For Official			
Date Received:	Name of Recipient:		
Date Completed:	Number of Copies:	Fee(s) Charged:	Fee(s) Received/Date:

THESE RULES AND REGULATIONS MAY BE AMENDED AT ANYTIME BY A MAJORITY VOTE OF THE WOODFIELD BOARD OF DIRECTORS.



Indian River County
Clerk of the Circuit Court
Jeffrey R. Smith
Vero Beach FL 32960
(772) 770-5185

Transaction # 1256353 Receipt # 1189659 Cashier Date: January 17, 2023 Cashier: Brandon	Agent # 1051 Attention: Name: ROSS EARLE & BONAN, P.A. Address: 789 SOUTH FEDERAL HIGHWAY SUITE 101 STUART, FL 34994	Source: Over the Counter Returned: Over the Counter Will Call #
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RESTRICTIONS CFN: 3120230002119 Book: 3594 Page: 2062

From: WOODFIELD PROPERTY OWNERS ASSOCIATION INC
To: WOODFIELD AT VERO BEACH
Recording @ 1st=\$10 Add'l=\$8.50 ea. \$333.00

PAYMENT: CHECK	29619	AMOUNT:	\$333.00
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Total Payments: \$ 333.00	Total Fees: \$ 333.00	Shortage: \$0.00	Overage: \$0.00
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