

Treviso Bay Property Owners Master Association Rules and Regulations



February 9, 2025

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MISSION

As a welcoming place to live and play, Treviso Bay strives to be a unique community of unsurpassed value, distinguished by a pristine and safe setting with unmatched amenities and facilities, differentiated by a championship TPC golf course, and is a place that consistently delivers a high-quality experience in all aspects of our operation to our members and guests.

FORWARD

The following House and Ground Rules have been adopted by the Treviso Bay (TB) Master Association's Board of Directors, (BOD). It is the responsibility of the BOD to oversee the implementation of these policies to ensure the safety, well-being, and optimal enjoyment of all the amenities and services that Treviso Bay has to offer. The Master Association's management team facilitates the enforcement of these rules by carefully selected staff, whose principal responsibility is to provide all the courtesy, comfort, and services to which you are entitled. It is the responsibility of each member using the facilities to familiarize themselves with the rules and to adhere to them to ensure everyone's optimal enjoyment of Treviso Bay.

These rules are either derived from or supplementary to those contained in the Amended and Restated Declaration of Covenants, Conditions, and Restrictions for Treviso Bay. These documents are available at www.tpctrevisobay.com. The Board reserves the right to amend these rules from time to time and in accordance with the Bylaws.

HOUSE RULES

GENERAL INFORMATION

The house rules of Treviso Bay (TB) are designed to protect the rights and privileges of members of TB, their families, transferees, and guests, and to protect TB property. The rules have been formulated to acquaint the members of TB with the services available to them and the proper use of the facilities.

Guest Policies

For the purpose of the Guest and Event Policy the following definitions are in place:

Member or Transfer Member (Member) means a person who is entitled to Membership in the Master Association, as provided in Section 2 of the Bylaws.

Family Guest means a person that is an immediate family member including parents, grandparents, siblings, and their spouses or significant others. Family Guests must be accompanied by a Member when using association amenities.

Adult Child is a child of a Member over the age of 21. The Adult Child may obtain an Adult Child Membership Card that provides unaccompanied access to association amenities. If the Adult Child does not have an Adult Child Membership Card they must be accompanied by a Member while using association amenities.

House Guest means a person that is physically present in the Members household on a temporary and short-term basis. House Guests must be accompanied by a Member when using association amenities.

Guest means a person that is not a Member, Family Guest, Adult Child, or House Guest. Guests must be accompanied by a Member at all times.

The following association amenities are covered by this Guest and Event Policy

Bocce

- Bocce Leagues are for Members only and no Family Guests, House Guests or Guests are allowed to play in the Bocce Leagues.

Pickleball

- Guests and House Guests are allowed after 11:00 am and are required to pay a \$10 Guest Fee. Family Guest and Adult Children are allowed at all times and are not required to pay the Guest Fee.

Tennis

November 1- December 31:

- House Guests and Guests are allowed after 10:00 am and must pay the \$15 Tennis Guest Fee each time they play.

January 1 - April 30:

- Family Guests and Adult Children may play at any time and are not required to pay the Guest Fee.
- House Guests and Guests are allowed after 10:00 am and must pay the \$15 Tennis Guest Fee each time they play.
- At 10:00 am each Member may invite one (1) House Guest or one (1) Guest.
- After 11:00 am each Member can invite multiple House Guests or multiple Guests.
- If there is an open court 24 hours or less from the time of the court reservation the guest policy is waived and Members may book a court with a Guest(s) or House Guest(s).
- There is no limit on the number of times a Family Guest, Adult Child, House Guest, or Guest can play.
- When reserving a court, prior to actual play, all names must be filled out on the court reservation system. The Member who books the court must be present on the court.

May 1-December 31:

- There is no guest fee and no restrictions on when any type of guest may play. The Member who books the court must be present on the court.

Club Rilassare Resort Pool

- All Members, Adult Children Family Guests, House Guests, and Guests are required to check in and show their Membership Card for validation.
- Members will be provided with a chair flag for each individual that they are accompanying. All guests must be present to receive a chair flag.
- There is no limit to the number of Family Guests or Adult Children a member may host at this amenity.
- House Guests and Guests are limited to four (4) guests per household per day at the Club Rilassare Resort Pool.

Events

EVENTS RESERVATION POLICY

Reservation Policy

Reservations are required. Seating preferences cannot be guaranteed. All guest charges will be placed on the Member account, unless the guest presents a valid credit card at the point of sale.

To make an event reservation the Member must have a current credit card on file with ACTIVE charging privileges.

Cancellation Policy

The Member who made the reservation must cancel any reservations made for themselves and their guests at least **72 hours prior to the event.**

The full amount of the applicable event fee will be charged to the account of any Member or guest who is a "no show" or who cancels his/her reservation less than 72 hours prior to the event.

The Member responsible for the reservation will be charged in full if:

- The party does not show up

- The party shows up with a lower number than the reservation requested

- The party failed to cancel within 72 hours

EVENT RESERVATION GUIDELINES

30 Days prior to the event: Members, Adult Children and Guests may register for the event.

HOLIDAY EVENT RESERVATION GUIDELINES

(Thanksgiving, New Year's Eve, Valentines Day, Easter)

60 Days prior to the event: Members, Adult Children, and Guests may register for the event.

USE OF TREVISO BAY AMENITIES

Common Grounds

1. Members, transferees, and guests shall always conduct themselves in an orderly fashion as ladies and gentlemen.
2. Conduct unbecoming of ladies and gentlemen will be addressed by the appropriate staff and is subject to disciplinary action including suspension of privileges.
3. Proper attire is to be always worn in accordance with the guidelines contained herein.
4. While within the common ground areas men are required to wear shirts.
5. No clothing with profanity or offensive language/design is permitted anywhere on the Clubhouse grounds or the Club Rilassare grounds.
6. The hours of operation of the various TB facilities shall be determined by the General Manager and may be adjusted seasonally as member usage dictates.
7. Gambling is not permitted in the Clubhouse in accordance with state liquor law regulations.
8. Subscriptions, petitions, or notices not concerning TB affairs shall not be distributed or posted on any TB property without the approval of the General Manager.
9. Parents are responsible for the conduct of their children at all times.
10. Any club property broken, damaged or removed by a member, transferee, guest, or any member of their families shall be charged to the member, guest or transferee involved.
11. No food or beverage shall be brought into the Clubhouse. No food or beverage shall be consumed on the Club Rilassare pool deck or at the restaurant unless purchased from the restaurant.
12. All decorations for private parties, other than table centerpieces, must have the approval of the General Manager.
13. Animals, except for ADA compliant trained service animals, are not permitted in the Clubhouse, restaurants, fitness center, pool area, on the tennis courts, pickleball courts, bocce courts, or inside any indoor common property of the Association.
14. The parking areas are marked in a manner which permits maximum use while minimizing inconvenience. Anyone found parking improper will be warned. Repeated infractions will result in the removal of the offending vehicle at the owner's expense.
15. Personal property should not be left unattended on TB property. The Master Association is not responsible for damaged, lost, or stolen property.
16. There is no smoking permitted within the gates of Club Rilassare. Outside of the gates you will find benches and smokers poles that is a designated smoking area.

MEMBER PRIVILEGES

Member of the Association – “Family:” Described as one natural person or two or more natural persons each of whom are related to each other by blood, marriage, or adoption, and who customarily reside and live together and otherwise hold themselves out as a single housekeeping unit, or not more than two natural persons who are not related to each other by blood or adoption, who customarily reside and live together and otherwise hold themselves out as a single housekeeping unit. The decision as to whether two persons reside and constitute as a qualifying family unit shall be a matter for the Board of Directors in their sole and unbridled discretion.

Further, the biological or adopted children of only one person shall be entitled to common area privileges if the said child or children are age 21 or less. If a Lot or Living unit is owned by two or more persons who are not a “family” as described above or is owned by an entity which is not a natural person, the owner shall be required to select and designate one (1) Family, as defined above, to utilize the membership. Full details on the “Family” definition can be found in the Treviso Bay Declaration under section 1.

DEFINITIONS.

TRANSFER OF PRIVILEGES

Any owner may transfer their right of enjoyment to the Common Areas and facilities to his/her tenants and or guest(s) provided a completed member transfer form signed by the owner is submitted to the Administration Office, a transfer fee is paid, and the transfer is in accordance with the policies set by the Board of Directors. The transfer fee will be waived for adult children of members in accordance with the rules established by the Board of Directors. During the period specified on the member transfer form (minimum of one month), the owner’s privileges are rescinded.

1. The transferee must be residing in the unit for which the privileges are transferred.
2. All privileges and Rules & Regulations contained in this guide apply to all owners, transferees and guests.
3. Any transfer which is not in accordance with the policies outlined above will be rescinded immediately.

GUEST PRIVILEGES

1. While accompanied by the sponsoring member, an individual who is the guest of a member or transferee is entitled to the use of the Clubhouse, amenities and facilities under the rules established by the Board of Directors. There is a Family Guest Pass program, which allows unaccompanied access to the common area facilities by the adult children of members. Contact the management office for details.
2. The General Manager may deny guest privileges to any individual when, in their opinion, it is in the best interest of TB to do so.

MEMBERSHIP CARDS

All applicable members of Living Units or approved transfer members shall be issued membership cards. These cards are to be carried at all times while on TB property. Loss of the card should be reported to the TB office, at which time a replacement card will be issued, and the appropriate fees applied. Loaning ID cards to non-members is prohibited.

Adult Child or Grandchild, Sibling and Parent Amenity Access Card Policy

Definitions:

“Adult Child or Grandchild” is a child or grandchild of a Member that is over the age of 21. Amenity Access Card privileges extend to the spouse/significant other and minor children of the adult child or grandchild.

“Sibling” is a sister, spouse/significant other of the sister, brother or spouse/significant other of the brother of a Member. Amenity Access Card privileges do not extend to the children or other family members of the sister, spouse/significant other of the sister, brother or spouse/significant other of the brother. Children or other family members of the sister, spouse/significant other of the sister, brother or spouse/significant other of the brother are considered guests.

“Parent” is the Mother or Father of a Member. Amenity Access Card privileges do not extend to other members of the family. Other members of the family are considered guests.

Adult Child or Grandchild

- There is a \$100 fee for each card provided to the Adult Child or Grandchild and Spouse/Significant other. There is a \$10 fee to replace a lost Amenity Access Card. This Amenity Access Card is valid as long as the Member owns a property in Treviso Bay.
- There is no limit to the number of visits or number of days that an Adult Child or Grandchild can stay.
- Children age 21 and under are considered members and may obtain a Membership Card at no cost.

Sibling and Parent

NOTE: If you are hosting a sibling or parent and you will be present with them when they enjoy the amenities there is no need for you, or them, to purchase an Amenity Access Card. If, and only if, you will not be joining your parent or sibling does your sibling or parent need an Amenity Access Card.

Note: The current monthly fee for a sibling or parent is \$400. For stays shorter than one month, the fee will be pro-rated on a weekly basis, a savings to the member.

- There is a \$100 per week fee for each Sibling or Parent. The \$100 fee covers all Amenity Access Cards for the sibling sister, spouse/significant other of the sister, brother or spouse/significant other of the brother. The maximum fee that can be charged in any calendar year is \$850 (equal to the 12 month Transfer Fee).

GATE TRANSPONDERS:

Gate transponders will be issued at the clubhouse management office. All gate transponders will be registered by vehicle and affixed to the vehicle windshield by management personnel. Owners are entitled to 2 free transponders (2 vehicles).

Owners who visit the property in rental vehicles will be issued, free of charge, affixed transponders during normal business hours at the clubhouse administrative office. In the event of expected after hours arrival, pre-assigned transponders will be made available at the main security gate. The transponder will be affixed by the on-duty gate guard. Transponders applied to rental vehicles will terminate 1 day after rental agreement end date. To secure an afterhours transponder at the main gate, please send an e-mail 3 days in advance of your arrival to (TrevisoBay@theiconteam.com) or call (239) 302-5738.

Transfer Members can purchase a gate transponder at the main office during business hours only to have a representative affix to the vehicle. These will only be active for the duration of the transfer period.

SERVICE

1. We welcome all comments and feedback. Suggestions or concerns relating to the TB facilities or services should be brought to the attention of the General Manager and/or the Board (tbmanaples@gmail.com).
2. Slow, unsatisfactory, or improper service or any inattention to duty should be reported immediately to the manager on duty. Complaints of deficiencies in service will receive the immediate attention of the manager.

EMPLOYEES OF TREVISO BAY

1. All employees of TB are extensively trained in the area for which they are hired.
2. Members, transferees, and guests are to be respectful of TB employees and are not permitted to reprimand TB employees, or in any way interfere with the management of the Club.
3. Complaints regarding employees should be made in writing to the General Manager, who will notify the Board of Directors and the complaining member of the corrective action, if any, that was taken.

DINING & FACILITIES ATTIRE & COURTESY GUIDELINES

Living in a country club community requires members to adhere to a minimum set of standards for dress, decorum, and courteous behavior. These requirements apply to all Treviso Bay members, their families, guests, and tenants. They will be always enforced, and everyone's cooperation and support are appreciated. Failure to comply with stated guidelines may result in denial of service.

GENERAL INFORMATION

- Members are responsible for ensuring their guests are appropriately attired.
- The manager on duty will be responsible for ensuring compliance with rules and regulations and has the authority to refuse service.
- Personal cell phones must be in silent/vibrate mode while in the Clubhouse. Voice conversations are not permitted in dining areas.
- Please check flyers and website for dress codes associated with special events as some events may have additional or fewer restrictions.

CLUBHOUSE

The dress code for the Clubhouse is *smart casual attire*.

Clubhouse dining areas: (Applies to ages 5 and up)

- **Smart casual attire**
- **Head Gear:** Gentlemen must remove head gear.
- **Tee shirts:** No tee shirts are permitted unless covered by a sport coat.
- **Tank tops:** Tank tops are permitted for ladies only, however no bare midriffs or improper exposures.
- **Swimwear:** No swimwear is permitted.
- **Denim:** No ripped, torn or distressed denim
- **Shorts/Skorts, Skirts, and Dresses:** Need to be appropriate length, no short shorts/skorts, skirts or dresses permitted.
- **Gym Trunks/Shorts:** No gym trunks/shorts are permitted.
- **Shoes:** Required, no beach or shower flip-flops are permitted.

Club Rilassare Pool Area and Bar & Grille

Seated and Bar Service Areas: Ladies must have a cover-up that conceals their bathing suit, men are required to wear shirts, children's diapers need to be covered. Thong swimwear is not permitted in pool or grille area.

Spa

Dry attire, shirt, or cover-up and shoes are required.

Fitness Center

The fitness area requires athletic closed toe and heel non-marking athletic shoes, unaltered shirts that cover

the entire chest, stomach and back. No jeans, cargo shorts, pants with belts or zippers. No clothing with profanity or offensive language is permitted.

All Offices, Lobbies, Library and Computer Room

Casual attire is required.

Please check flyers and website for dress code associated with special events as some events may require formal wear.

Smoking and Vaping are allowed only in designated smoking areas. Phone voice conversations are not permitted in dining areas.

Interpretation of guest compliance is at the discretion of the on-duty manager.

TENNIS RULES

Members and their guests shall have the right to use the tennis courts at any time the tennis courts are open.
Please refer to the Guest Policies for tennis on page 4 of this document.
The operating hours are daily from 8 am - 10 pm.

Variations of time will depend on the season, weather, and utilization of the facility. Courts are not to be used when nets are lowered, or when too wet.

1. The code, as published by the United States Tennis Association, shall govern play.
2. Playing guests must be accompanied by a member or transferee.
3. Courts are not to be used for any purpose other than tennis.
4. Lessons may only be given by the Tennis Professional Staff or by professionals authorized by the General Manager.

TENNIS DRESS CODE

Proper tennis attire, as determined by TB Management, is required at all times. All clothes that are tennis specific are acceptable.

Undershirts, cut-offs, Bermudas, jams, midribs, bathing suits, jeans, gym shorts, running shorts, cargo shorts, halter-tops and aerobic wear are not considered proper tennis attire and are not permitted.
Smooth-soled shoes are required.

COURT RESERVATIONS

All members and guests are required to use the court reservation system online. (www.tpctrevisobay.com)
Players without reserved court time are always welcome but are asked to check in with the Pro Shop.

1. Reservations can be made 7 days in advance starting at 8:00 am.
2. Players are to check in at the Pro Shop prior to your reservation.
3. Players are requested to limit play to 1-1/2 hours.
4. Players without a reserved court time will be asked to relinquish a court that has been previously reserved.
5. The Tennis Professional may block off times during which the courts will be reserved for men's and women's leagues or special functions.
Alternatively, Court reservations may be made by calling 239-228-7027.

TENNIS ETIQUETTE

1. All players are expected to observe tennis etiquette on and off the tennis courts.
2. The use of profanity, loud noises or any form of misconduct will be subject to disciplinary action.
3. No person shall cross another court while play is in progress but shall wait until a point is over.
4. No person should distract or interfere with players while a match is in progress.

PICKLEBALL COURT RULES

Please refer to page 3 of this document for Pickleball Guest policies

1. Only Treviso Bay residents in good standing and their guests are allowed to use the courts.
2. Only the Treviso Bay Instructor is allowed to provide lessons, conduct clinics, or round robin events on the courts. Outside instructors are not allowed.
3. The Tennis Director will post the weekly schedule of scheduled lessons, round robins, league practices and league games at the pickleball courts.

PICKLEBALL COURT PRIORITIES:

1. Scheduled pickleball lessons provided by the Treviso Bay Instructor have court priority and are limited to use of two courts.
2. Private pickleball lessons provided by the Treviso Bay Instructor have court priority and are limited to use of one court.
3. Scheduled Round Robins provided by the Treviso Bay Instructor have court priority and are limited to use of four courts.
4. Treviso Bay league practices and league games have court priority and are limited to four courts. League practices are limited to 90 minutes.

PICKLEBALL OPEN PLAY – WHITEBOARD

1. Players are welcome to play 7:30 am -8:30 pm on an open court.
2. If all open courts are full, players waiting to play must write their four names in one of the boxes on the white board.
3. When players currently on the court complete a game to 11 points (win by 2), all four players will walk off the court to allow for waiting players to take their court.
4. The players with names on the board taking the court erase their names from the board before entering the court.
5. The players coming off the court can then write their names on the next available block on the board and wait for an available court.

BOCCE

- Bocce Leagues are for Members only and no Family Guests, House Guests or Guests are allowed to play in the Bocce Leagues.

For any question or concern contact the Director of Tennis Milos Simovic at msimovic@theiconteam.com or (239) 228-7027.

SWIMMING POOL

- All Members and Adult Children are required to check in and show their Membership Card for validation. All guests must be accompanied by a member.
 - Members will be provided with a chair flag for each individual that they are accompanying.
 - There is no limit to the number of Family Guests or Adult Children a Member may host at this amenity.
 - Guests are limited to four (4) guests per household per day at the Club Rilassare Resort Pool.
 - To serve all guests equally, saving of pool lounges/cabanas is not permitted.
-
1. Bathing suits or proper bath attire only, thongs are not permitted. No cut-offs in the pool are allowed.
 2. Pool hours are from Dawn to Dusk.
 3. Children under 16 must be accompanied by an adult.
 4. Persons with open sores, cuts or contagious diseases may not enter pools or Jacuzzi.
 5. Animals are not allowed in the pool and pool area.
 6. No running or loud noises allowed in the pool area.
 7. No glassware permitted in the pool area.
 8. Food or Beverages are not permitted in the pool or 5 ft. from the wet deck.
 9. Children who are not toilet trained must wear snug fitting swim diapers.
 10. Swim diapers are not a substitute for frequent diaper changing and bathroom breaks. Swim diapers must be checked frequently and changed away from the poolside.
 11. Please shower to remove suntan lotions and oil before entering pool.
 12. No inflatables, other than swimming aids, are allowed in the pool.
 13. Throwing of any object or sports ball is strictly prohibited.
 14. Personal stereo systems may be played only with earphones.
 15. Pool depths are measured in feet, and diving is not allowed.
 16. No climbing and or jumping from the waterfall structure or the bridge into the pool.
 17. No swimming where there is lightening present.
 18. An emergency telephone is located at the snack site. EMERGENCY 911.
 19. Please roll down umbrellas prior to leaving the pool area.
 20. All beverages and food consumed in the pool area must be purchased from the club.
 21. No Smoking or vaping is permitted.

All swimmers who are sick with diarrhea—whether they use swim diapers or not—should stay out of the water. Swimmers sick with diarrhea that don't stay out of the water risk contaminating the pool with poop and germs, which can make others sick and result in pool closure.

SPA RULES

1. Children under 16 are permitted only when accompanied by an adult.
2. No pets, food or beverages in spa or spa area.
3. Please shower before entering the spa.
4. Pregnant women, small children, people with health problems, and people using alcohol, narcotics or other drugs which cause drowsiness should not use pool spas without first consulting a doctor.
5. Maximum use—15 minutes.
6. Bathing load— 7 persons
7. Maximum water temperature—104° F. FOR EMERGENCY, CALL 911.

In addition to the above rules, the following policies will also apply:

Parents are responsible for the conduct of their children at all times. Members must accompany their guests to the pool, and members are responsible for the behavior of their guests.

FITNESS CENTER

All members, transferees, and guests (accompanied by the Member) are entitled to the use of the exercise room and sauna.

1. The minimum age to use the Fitness Center is 16 years.
2. Use of the Fitness Center at any time is at the user's own risk.
3. Use of the Fitness Center is permitted only during open hours as established by the Club.
4. The use of equipment should be in accordance with the manufacturer's recommendations.
5. Only suitable attire may be worn inside the Fitness Center.
The fitness area requires athletic closed toe and heel, non-marking athletic shoes, unaltered shirts that cover the entire chest, stomach and back. No jeans, cargo shorts, pants with belts or zippers. No clothing with profanity or offensive language is permitted.

Members are expected to:

- wipe down the equipment after each use.
- not drop weights on the athletic floor
- re-rack weights and return items to their proper storage area after use of the equipment.
- limit use of any equipment to 30 minutes if another member is waiting.

No food or drink (except water/sports drinks in a closed non-glass container) is permitted in the athletic areas.

You are expected to refrain from talking on your cell phone in the Fitness Center.

BICYCLE AND PEDESTRIAN SAFETY POLICY

The Treviso Bay community property includes miles of roads and sidewalks. Outdoor physical exercise is part of a healthy lifestyle and knowing the common “Rules of the Road” is important.

since bikers, walkers and joggers in our community are all sharing the same space. Many residents are confused with their correct position on the sidewalks when confronted with others approaching.

- What is the protocol? We hope these commonsense points provided by the Collier County Safety Office are helpful.

- A bicyclist riding on sidewalks or in crosswalks must yield the right-of-way to pedestrians.
- A bicyclist must not wear a headset, headphone, or other listening device other than a hearing aid when riding. Wearing a headset blocks out important audio cues needed to detect the presence of other traffic.
- Bicyclists are required to warn pedestrians before they overtake and pass them. They must give an audible signal, like ringing a bell or saying, “Passing on your left.” Pedestrians wearing headsets or ear plugs who do not hear or are not paying attention to their surroundings as a bicyclist is attempting to pass or in their immediate proximity are considered proceeding at their own risk.
- Jogging, running, or walking on Treviso Bay roadways is not authorized where there is a clearly marked pedestrian lane of travel, or unless there is no available sidewalk on either side of the roadway.
- When bicycling on Treviso Bay roadways where no bicycle lane is present extreme caution is required. Some of the roadways are narrow and curved. Vehicles may not have long range visibility of a bicyclist position on the roadway. Bicyclists must ride with traffic and be positioned to the right unless preparing for a left turn.
- Joggers, runners, or walkers will not utilize bikes lanes in those areas of the community where bike lanes are present.
- A bicyclist must obey all traffic controls and signals including stop signs.
- No bicycle may be used to carry more people at one time than the number for which it is made.
- At least one hand must be kept on the handlebars while riding.
- A bicyclist may signal intent or turn right either by extending the left hand and arm upward or by extending the right hand and arm horizontally to the right side of the bicycle.
- A bicycle operated between sunset, and sunrise must be equipped with a light on the front that is visible from 500 feet and both a rear reflector and a red light on the rear visible from 600 feet.
- The use of any electric or gas assist vehicle (including bicycles, skateboards, one wheels, etc.) is prohibited on any sidewalks of Treviso Bay. These vehicles are to be driven only on the streets, and not sidewalks. We remind all drivers to share the road with these vehicles and be courteous to your neighbor.

PARKING POLICY

Management and their designated representatives shall be authorized to ticket illegally parked cars, photograph violator license plates/vehicles and retain such documentation in the management office, who maintains a log of all offenses.

Parking at the amenities including Club Rilassare, Clubhouse, Pickleball and the 5 satellite pool areas, shall only be allowed in designated parking spots. No overnight parking at these amenities unless unable to drive due to drivers' temporary inability to drive or due to an emergency.

Parking spots will be painted on the swimming pool side of Trevi Court. Overnight parking will be allowed in the designated parking spots on Trevi Court. Vehicles parked on Trevi Court must be moved no less than once every 48 hours. Long-term parking is NOT allowed in the street.

There is no parking in the following areas:

- Overnight on a street (other than designated spots on Trevi Court).
- 20 feet from a painted crosswalk.
- In a driveway and blocking a sidewalk.
- Blocking a driveway.
- In front of garbage dumpsters.
- Loading Zones.
- On grass.

At Club Rilassare from 9:00 am to 7:00 pm, between December 26th and April 30th and of each year golf carts, motorcycles, scooters, and vespas must park in the designated Golf Cart Parking Area (aka the basketball court) unless otherwise posted.

Violation of the above items will result in the following progressive discipline:

- **1st Offense:** Written warning placed on vehicle windshield.
- **2nd Offense:** \$50 fine.
- **3rd Offense:** \$100 fine and 30-day deactivation of transponder.
- **4th Offense and Subsequent Offenses:** \$100 fine, 60 additional days of transponder deactivation.
- **Fine is due within 14 days, or transponder will not be returned to member/guest until the fine is paid.**

At Club Rilassare from 9:00 am to 7:00 pm, between December 26 and January 1 the two parking areas will be reserved for residents and minimal staff (select managers, instructors, technicians, maintenance, and housekeeping) with a parking placard in their vehicle.

At Club Rilassare from 9:00 am to 7:00 pm on Thursdays, Fridays, Saturdays, and Sundays from January 1st and April 30th the two parking areas will be reserved for residents and minimal staff with a parking placard in their vehicle unless otherwise posted.

Parking placards are available in the Treviso Bay Management Office with a limit of one parking placard per property. Parking placards will be registered under the property and replacement of lost

parking placards will result in the current parking placard being removed from the registry and will require a replacement fee of \$100 to replace. Golf Carts, motorcycles, scooters, and vespas parked in the Golf Cart Parking Area do not require parking placards but must be registered through the Treviso Bay Management Office.

Violation of the above items will result in the following progressive discipline:

- **1st Offense:** Written warning placed on vehicle windshield.
- **2nd Offense:** \$50 fine.
- **3rd Offense:** \$100 fine and 30-day deactivation of transponder.
- **4th Offense and Subsequent Offenses:** \$100 fine, 60 additional days of transponder deactivation.
- **Fine is due within 14 days, or transponder will not be returned to member/guest until the fine is paid.**

Parking in a handicap parking space without a handicap license plate or visibly displayed handicap placard or within 15 feet of a fire hydrant will result in the following progressive discipline:

- **1st Offense:** \$50 fine.
- **2nd Offense:** \$100 fine.
- **3rd Offense:** \$100 fine and 30-day deactivation of transponder.
- **4th Offense and Subsequent Offenses:** \$100 fine, 60 additional days of transponder deactivation.
- **Fine is due within 14 days, or transponder will not be returned to member/guest until the fine is paid.**

SPEEDING POLICY

Citation and Fine Schedule (applied to speed violations)

Class 3 Violations = Traveling 26 mph - 29 mph

First Speeding Offense: Warning

Second Speeding Offense: \$50

Third Speeding Offense: \$100 + 1 week (individual vehicle) gate transponder suspension

Fourth Speeding Offense: \$100 + 2 weeks (household vehicles) gate transponder suspension

Further offense(s) are fined at the highest level and transponder suspension is added to the end date of any existing suspension. Class 3 Violations are removed after one year.

Class 2 Violations: = Traveling 30 mph -39 mph

First Speeding Offense: \$100

Second Speeding Offense: \$100 + 1 week (individual vehicle) gate transponder suspension

Third Speeding Offense: \$100 + 3 weeks (household vehicles) gate transponder suspension

Fourth Speeding Offense: \$100 + 4 weeks (household vehicles) gate transponder suspension

Further offense(s) are fined at the highest level and transponder suspension is added to the end date of any existing suspension. Class 2 Violations are removed after one year.

Class 1 Violations = Traveling 40 mph or higher

First Speeding Offense: \$100 + 1 month (individual vehicle) gate transponder suspension
Second Speeding Offense: \$100 + 2-months (household vehicles) gate transponder suspension
Third Speeding Offense: \$100 + 6-months (household vehicles) gate transponder suspension

Further offense(s) are fined at the highest level and transponder suspension is added to the end date of any existing suspension. Fourth and subsequent offense(s) will be referred to the Governance Committee and Board of Directors for further discipline up to and including suspension of common area amenity privileges. Class 1 Violations are removed after two years.

Members that have their transponder(s) suspended are prohibited from using any outside device not issued by TBMA to operate any access gate.

If any outside device is used yours and any other Transponder associated with the household, shall be suspended for four (4) additional months and you will be fined \$100 per incident.

Guest Violations = Speeding over the posted limit

First speeding offense: Warning
Second speeding offense: \$25
Property Owners will not be held responsible for violations incurred by vendors.

Employees are held responsible through progressive discipline up to and including termination of employment.

Fine schedule is subject to change.

Compliance:

All violations will be reviewed by the Director of Safety and Access prior to issuance of a citation(s).

Fines received will be allocated to the capital reserve account for the purpose of recovering the cost of safety and access equipment purchased.

All vehicles in a Property Owners Household will be bundled as one and it does not matter who is the driver. Therefore, if vehicle 1 gets a violation for travelling 31 mph (Class 2 Violation) and two weeks later vehicle 2 gets a violation for travelling 33 mph (Class 2 Violation). The violation on vehicle two is considered the second Class 2 Violation and subject to a \$100 fine and suspension of vehicle 2 transponder for 1 week.

Upon receipt of a citation, two options are available.

Option 1. Dispute of the citation by notification to the Treviso Bay Management Office within 14 days from the receipt of citation; and appear at the next scheduled meeting of the Fine and Suspension Hearing Panel; be prepared to present good cause why the citation should be vacated. Any fines levied and confirmed by the fining and suspension committee are due 5 days after the hearing.

If applicable, gate transponder suspension will begin on the date of payment, or on the date the fine is validated by the Fining Committee, whichever comes first. The fine may be paid at the Treviso Bay Administrative

Option 2. Accept the citation and associated penalties without formal dispute. If a request for a hearing is not received within 14 days of receipt, the transponder of the vehicle will be deactivated as prescribed. Any fines are due within 14 days of the receipt of the citation or 5 days after a hearing, whatever comes first. All notifications will be sent via email, and the date of the email will be considered the date of notification. The fine shall be paid at the Treviso Bay Administrative Office.

About Accuracy and Calibration of Traffic Cameras

Traffic Cameras deployed inside of the Treviso Bay Community use state of the art sensing technology to record traffic violations. Unlike other speed cameras which measure speed relative to the sensor, a multi-beam infrared imaging engine can create precise 3D images of surroundings. These images are used to calculate the speed of a vehicle using a time-of-flight algorithm.

The element of the system requires no calibration and is not affected by weather or time of day. Any “calibration” occurs during the placement of the camera and relates to distance measurements. Once these measurements are verified and entered in the individual camera, they are a stagnant part of the algorithm until such time the camera is moved.

Subsequent verification of positioning is achieved by a simple comparison of a baseline image to an image of an actual violation. If the image frame of a violation is within broad parameters of the baseline image, the resulting accuracy will be within 0.7 mph for a vehicle traveling 49.7 mph. More accurate at lower speeds.

State Statute 720.305 (2)(b) A fine or suspension levied by the board of administration may not be imposed unless the board first, provides at least 14 days’ notice to the parcel owner and, if applicable, any occupant, licensee, or invitee of the parcel owner, sought to be fined or suspended and an opportunity for a hearing before a committee and at least three members appointed by the board who are not officers, directors, or employees of the association, or the spouse, parent, child, brother, or sister of an officer, director, or employee. If the committee, by majority vote, does not approve a proposed fine or suspension, the proposed fine or suspension may not be imposed. The role of the committee is limited in determining whether to confirm or reject the fine or suspension levied by the board. If the proposed fine or suspension levied by the board is approved by the committee, the fine payment is due 5 days after the date of the committee meeting at which the fine is approved. The association must provide written notice of such fine or suspension by mail or hand delivery to the parcel owner and, if applicable, to any tenant, licensee, or invite of the parcel owner.

GATE AND BARRIER ARM DAMAGE POLICY

Members will be responsible for damage to our gates and barrier arms, caused by the member or the member’s guest or visitor, crashing into the gate or barrier arm with a motor vehicle. Fees will incur to the member, when such actions occur.

When a gate or barrier arm is struck, by a motor vehicle, by a member or their guest/visitor an initial fifty-dollar fee (\$50) will be assessed to the member. The member will also be responsible for all materials, replacement parts, all service call charges, and manpower hours needed to repair such items. Any such incident must be reported to the Safety and Access Director within 12 hours or additional fees will be assessed. All fees and costs will be made payable at the Administrative Office, during normal business hours, within seven days of notification of total fees and charges.

GOLF CART REGISTRATION, PARKING, AND OPERATIONS POLICY

Purpose: This policy is to ensure the safe operation of golf carts throughout the community. It applies to any individual owning and/or operating a golf cart within the community.

Scope: This policy applies to golf carts owned and operated by members and their guests within the property boundaries of Treviso Bay.

Requirements

1. Golf carts must be registered with the Administrative Office, which will retain a copy of the member's driver's license and proof of insurance.
2. Golf cart owners must secure and provide proof of liability insurance coverage on their Golf Carts valid on the roads of Treviso Bay.
3. Golf cart owners/drivers must carry a valid State, Provincial or International driver's license.
4. All golf cart drivers will be assigned a numbered TB registration sticker, which will be applied by a member of the Administrative Office and displayed on either the golf cart left and right-side panels.
5. All golf carts must be garaged with the exception of registered Handicap designated golf carts in the Terrace Condominium neighborhoods only.
6. Except for Handicap designated golf carts in the Terrace Condominium neighborhoods, no overnight parking of golf carts is permitted in parking spaces on property. Any golf cart parked in violation of this policy is subject to being towed away at the Owner's expense without further warning.
7. Golf Carts manufactured with speeds exceeding 20 mph are classified as LSV's (low speed vehicles) and must be registered with the State of FL, or with the member's particular State.

Golf Cart Operation

1. Golf carts will be operated in accordance with their proper design and occupancy capacity.
2. Individuals operating golf carts on Treviso Bay Property must have a valid State, Provincial or International driver's license.
3. All occupants will be seated during movement.
4. If operated during hours of limited visibility, headlights and taillights are required.
5. Drivers will signal when turning. Hand and arm signals in lieu of attached turn signals may be used.
6. A golf cart may not be operated on public roads or streets by a person:
 - (a) Who is under 18 years of age unless he or she possesses a valid learner's driver license or valid driver license.
 - (b) Who is 18 years of age or older unless he or she possesses a valid form of government-issued photographic identification.
7. Golf carts are to be driven on streets only and not allowed on sidewalks or on grass areas including around property lakes.
8. Drivers operating golf carts will adhere to general Florida Department of Transportation (FDOT) rules of the road, including adherence to community speed limits and yielding to pedestrians in crosswalks.
9. Golf carts, traveling under the speed limit (20 mph), will yield the right of way to faster moving

traffic, when practical, by moving to the right and allowing them to pass.

10. Golf Carts visiting the Main Clubhouse should park in designated golf cart parking stalls unless none are available.
11. To park your golf cart in the designated handicap parking at Treviso Bay, members with handicap permits can obtain a handicap decal for their golf cart. Please visit the Administrative office with your Handicap Parking Permit, and we will assign a handicap decal to your registered golf cart.

NOTICE OF RIGHT TO A REASONABLE ACCOMMODATION FOR ASSISTANCE ANIMAL AND POLICY FOR THE REASONABLE ACCOMMODATION FOR ASSISTANCE ANIMAL

If a resident or guest with a disability requests a reasonable accommodation for an Assistance Animal, the Association must determine whether the animal provides assistance needed by that resident or guest to afford him or her an equal opportunity to enjoy living in the Association. The Association will not ask about the nature and severity of the person's disability, except as otherwise permitted by the FHA. Many times, both the disability and the assistance provided by the Assistance Animal is obvious — for example, a dog guiding an individual who is blind or has low vision, or a dog pulling the wheelchair of a person with a mobility impairment. If this is the case, no further inquiry will be made, and the Association will grant the resident or guest reasonable accommodation.

In the case of a resident or guest who requests a reasonable accommodation for an Assistance Animal that provides emotional support or other assistance that alleviates one or more symptoms or effects of the resident's disability, the Association will in most instances require a written statement from a health care practitioner.

In accordance with HUD guidelines and Florida Statute 413.08, a certificate or document obtained through the internet is not, by itself, sufficient to reliably establish that an individual has a non- observable disability or disability-related need for an Assistance Animal.

The full policy and the required forms to process a request for an Assistance Accommodation is available on the TPC Treviso Bay website at:

<https://www.tpctrevisobay.com/group/pages/rules-and-regulations>, or from the management office.

QUIET HOURS

Treviso Bay Property Owners Master Association Declaration Section 2.5 allows for Quiet Enjoyment for its Members and Guests. In order to define this more clearly, the hours between 11:00 pm to 7:00 am are considered Quiet Hours. During these hours, residents may not play loud music or watch TV, have loud parties, engage in loud conversations or allow any other excessive noise to disturb or interfere with the Quiet Enjoyment of other residents/neighbors. It should be noted that this is in accordance with Collier County Ordinances, which actually set stricter limits on Quiet Hours. If a resident has already politely approached a neighbor to lower noise levels (always the friendlier method) or chooses not to and needs to call the authorities in order to have TB's Quiet Hours enforced, they are to call 911 for the Collier County Sheriff's Office to intervene. Treviso Bay staff, Guardhouse or Roaming Patrol are not to be called as they are not equipped or trained to deal with such matters.

Residents may report an incident of non-compliance with the Quiet Hours rule to ICON Management after the incident, during normal business hours, but again, not to resolve the incident during its occurrence.

It should also be noted that Treviso Bay's Declaration Section 2.5 also includes vendor operations and construction policies.

CONSTRUCTION

Any construction activities and site preparation activities at Treviso Bay, including gate access by construction vehicles, shall only occur between the hours of 7:00AM and 5:00PM Monday through Saturday.

No construction activities or site preparation activities, including gate access by construction vehicles, are permitted on Sundays or in the following holidays: New Year's Eve, Memorial Day, Fourth of July, Thanksgiving Day and Christmas Day.

Days: Monday through Saturday (No Sundays)

Hours: 7:00 AM – 5:00 PM

VENDORS

There is no restriction on "vendor vehicles" access.

All vendors wishing entrance in the evenings for the convenience of residents and who do not disturb other residents, such as Comcast, Air Conditioning maintenance companies, deliveries, etc. are allowed access.

SINGLE FAMILY HOME ROOF CLEANING POLICY

Roof cleaning is the process of removing and/or correcting anything detracting from the appearance of the roof's surface. Soot, dirt, biomass, algae and other types of build-up often form on the north and west parts of roofs that are shaded or receive less sun.

In accordance with the Amended and Restated Declaration of Covenants, Conditions and Restrictions for Treviso Bay, section 5.8 Maintenance, ...*"the Association shall have the right to repair any structure or improvement on any Lot, which in the opinion of the Board, constitutes a safety hazard or nuisance, or is unsightly, or in a state of disrepair, provided that the Lot Owner is given no less than (5) days' notice of the Association's intent to do so, which reasonably specifies the proposed action."*... Homeowners are required to maintain an aesthetically pleasing appearance of their property and a clean roof is a part of the standards established in paragraph 5.8.

In order to ensure the appearance of roofs throughout the community are maintained yearly, during the October/November time frame the Community Property Manager, in partnership with associated House Committee appointed Neighborhood Captains (NC) will conduct visual observations of roofs within their individual neighborhood's. Roofs identified as requiring cleaning will be recorded and independently reviewed by two of the other eight NCs. If there is consensus among all four individuals that the roof needs cleaning, then the Property Manager will formally communicate the need for cleaning to the homeowner for correction. Upon notification a homeowner will have 45 days from the date of notification to resolve the issue.

Should the homeowner feel cleaning is not necessary they can provide a written response to the management office within 45 days of being notified which will be reviewed by the General Manager (GM). The GM will decide on either accepting the homeowner's rationale or affirm the need for roof cleaning.

If the roof is not cleaned in 45 days and not determined upon appeal to the GM that roof does not need cleaning, the "Fining and Suspension Procedures" policy previously adopted by the board will proceed.

If the final review by the fines/suspension committee is unfavorable to the homeowner, the Association will proceed and clean the roof at the expense of the homeowner per section 5.8 of the declaration.

The hiring of any persons/contractors/companies to perform roof cleaning is an individual/personal contract between that vendor and the homeowner. Homeowners have the responsibility to verify selected vendors possess liability insurance and workmen's compensation insurance.

The hiring of any persons/contractors/companies to perform roof cleaning is an individual/personal contract between that vendor and the homeowner. Homeowners have the responsibility to verify selected vendors possess liability insurance and workmen's compensation insurance.

Treviso Bay For Sale or Rent Sign Requirements

Signs. No signs, banners, billboards or advertisements of any kind, including without limitation those of realtors, politicians, contractors or subcontractors, shall be erected or displayed anywhere within the Community, including in windows and on motor vehicles. The board of Directors and Declarant shall have the right to erect signs as they, in their discretion, deem appropriate. Notwithstanding the foregoing, no Owner may erect or display any signs in or on any Lot, Living Unit, or structure, except that one (1) oval “For Sale” or one (1) oval “For Rent” sign no larger than ten (10) inches in height and no more than eighteen (18) inches in width is permitted. The sign shall conform to the drawing depicted on the attached sheet (**see Exhibit “D”**) and shall have a dark green background with white lettering and numbering. The party seeking to erect or place a sign on their property shall be required to purchase the sign and signpost. Owner’s right to install a sign shall be further subjected to the following restrictions and those which may be later promulgated by Architectural Review Committee:

- a. The sign shall only contain the telephone number and the name of either the homeowner or the real estate company listing the property, if any.
- b. Telephone number letters shall not exceed four (4) inches in height and the lettering indicating the homeowner or real estate company shall not exceed two (2) inches in height.
- c. The signs shall be oval in shape and shall have a dark green background with white lettering.
- d. For single-family homes and villas, one (1) oval “For Sale” sign may be located in the front of the property, no closer than fifteen (15) feet from the street pavement.
- e. For condominiums, one (1) oval “For Sale” sign is permitted.
- f. For single family homes, villas and condominiums, one (1) “for Rent” sign may be located in one (1) window of the home or condominium.
- g. All signage must be removed from the site upon signing of a contract.
- h. No “Sale Pending” or “Sold” signs are allowed.
- i. Note: Notwithstanding the foregoing, the individual neighborhood associations may prevent, prohibit, or impose additional restrictions on the placement of signs in their respective neighborhoods.
- j. The Architectural Review Committee may require that all signs installed or placed within the community be constructed or installed by a vendor designated and approved by the Association, in order to ensure conformity with these restrictions.

If any sign is erected in violation of this provision, the Declarant, the Club, a CDD or nay Neighborhood Association shall have the right to enter the property on which the sign is located and remove it, as well as levy a fine of \$100.00/day for

each day's violation and suspend the violators use of privileges of the community common areas. Said action to enter owner's property and remove the sign, if necessary, shall be deemed expressly permitted by the property owner. To the extent that the Club is unwilling or unable to enforce this restriction on "signs", the Declarant retains the right to unilaterally enforce this sign restriction. The foregoing shall not apply to signs, banners, flags, billboards or advertisements used or erected by Declarant or any builder, nor to entry and directional signs installed by Declarant or any builder and signs required by law.

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TREVISO BAY OPEN HOUSE POLICY

General. Open houses may only be held on Saturday and Sunday between Noon and 5:00pm. All Open Houses must be registered each week with the Administration Offices no later than 12pm on Fridays. A list of approved Open Houses along with the address and realtor's name along with a community map will be given out at the guard gate on the day of the scheduled Open House.

During approved Open House hours, only Treviso Bay Open House Signage is permitted. These signs may be purchased in the Clubhouse administrative offices on Monday through Friday from 9am until 5pm.

Approved signage specifications:

Dimensions 18" H by 24" W Corrugated Plastic Printing
on both sides.
Frame 4"h x 10"w Wire Stake Frame

Display of the Treviso Bay Logo and Open House on a white background. Sign is printed the same on both sides.

Sign(s) may only contain the Treviso Bay Logo and the words Open House, or annotated with either a right or left directional arrow as is appropriate for property location.

Signs for Single Family Homes and Coach Homes shall be limited to a maximum of three signs. One at the entrance of a subdivision only if another open house has not already been posted, one at the intersection of or before the property only if another open house has not already been posted, and one at the property.

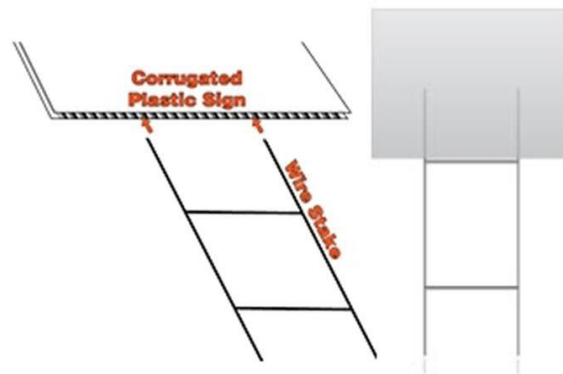
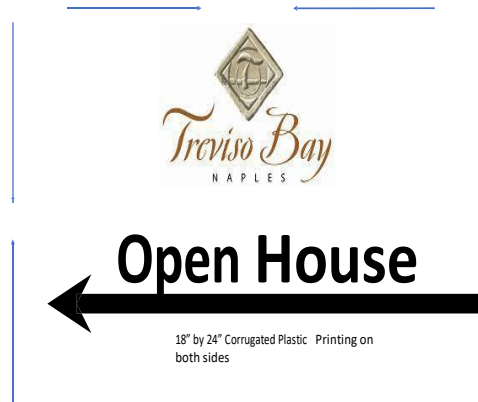
Verandas and Terraces shall be limited to a maximum of three signs. One at the entrance of a subdivision only if another open house has not already been posted, one at the intersection of or before the property only if another open house has not already been posted, and one which may be displayed at the walkway closest to the entrance to the subject property.

No other signage may be used for directional or locational purposes anywhere in the community.

24"

18"

4" h x 10" w Wire Stake Frame



Resident Employment Policy

The Master Association or its Manager may employ or enter into a contract with a Member, resident, officer or Director (together, “Member”) only under extraordinary circumstances. “Extraordinary circumstances” means the Member may only be employed or contracted with after it is determined the Member has unique talents, abilities, skills, or availability that are not otherwise available in the open marketplace. The General Manager shall make the determination in consultation with the President of the Board.

Treviso Bay Master Association Standing Committee Charters, Structure & Rules

Charter: Each Committee will develop a charter to be approved by the Board of Directors.

Mission Statement: Each Committee will have a mission statement stating the goals and objectives of Committee. All committees are charged with evaluation of and recommending changes to policy in order to enhance the quality of life by all residents of Treviso Bay.

Roles and Responsibilities: Each Committee will define roles and responsibilities to include cooperation and collaboration with other committees as appropriate.

Budget Responsibilities: Each Committee will define responsibilities with regards to monitoring budget performance and providing input for the annual budget. The Committees will identify and recommend capital improvements in their area of responsibility.

The following structure and rules are incorporated into all committee charters by reference. Specific exceptions applicable to a committee may be provided for in the charter as approved by the Board. For example, the ARC is not advisory in nature so that it's charter will contain many exceptions as provided for in the governing documents.

Advisory in Nature:

- A. Committees are advisory in nature.
- B. The main function of a committee is to make policy recommendations to the board.
- C. Committee members have no authority on any Treviso Bay matters by virtue of being a committee member.
- D. Committee members do not make final decisions on any matters, expend funds or speak on behalf of the Board unless specifically authorized by the Board.
- E. The Board has the sole decision-making authority on all matters and may or may not delegate some authority to a committee in its absolute discretion.
- F. Committees have no "command" function over personnel, unless specifically authorized by the Board.
- G. Committee members are not to interfere with Treviso Bay operations.
- H. Membership is voluntary (unpaid), without expectation of financial consideration or other compensation for committee service.
- I. To facilitate its advisory role while not interfering with operations, committee members may only observe operations within the scope of their assigned responsibility during their normal use of the facilities.
- J. Should a committee member wish to otherwise observe operations, this must be arranged through the Committee Chair who will coordinate through the General Manager.
- K. Committee members may not give direction to nor question the work product of management employees or contractors.
- L. Any observed personnel matters should be brought to the attention of the General Manager.

- M. Suggestions or complaints concerning any area of operations should be put in writing and addressed to the Committee Chair. Communicating your thoughts in writing allows time to gather information required to answer with more accuracy and detail.
- N. Management staff will be called on from time to time to provide information and insight into the status of affairs under their responsibility, but all requests will be filtered through the General Manager.
- O. Committees and Working Groups must schedule staff employee attendance at meetings through the General Manager. Any engagement of ICON staff, including attendance at meetings by Working Group members must be coordinated, pre-arranged and scheduled through the General Manager.
- P. Violation of the above is grounds for dismissal from the committee at the discretion of the Board Liaison.

Membership:

- A. The recommendation is that Committees shall have between 5 and 7 volunteers plus one (1) Board member as a Board Liaison if a Director is not the Chair of the Committee.
- B. Committees with a wide scope may require Working Groups and, in this case, larger committees may be warranted. Committee size and Working Groups are to be specifically addressed in the Committee Charter.
- C. All Committee members must be a member in good standing of the Treviso Bay Master Association.
- D. If at all possible, a Director will Chair each Committee. In Committees in which a Director is not the Chair the Committee will have a Chair, appointed by the Board Liaison, who will serve a 1-year term, ending at the Annual Meeting, with the exception of the Governance Committee which will end on December 31.
- E. The Committee Chair serves at the pleasure of the Board Liaison if they are not a Director and at the pleasure of the President if they are a Director.
- F. The Committee will have a Secretary.
- G. The Committee may also have a Co-Chair or Vice-Chair as determined by the Board Liaison and/or Committee Chair.
- H. Although the first criteria for committee selection is qualification, when considering committee member applications every effort will be made to achieve a balanced mix of members.
- I. Committee volunteers shall be solicited from the community at large.
- J. Members are selected by the Board Liaison, Committee Chair and General Manager.
- K. Committee members shall be appointed to a 1-year term, ending at the Annual Meeting, with the exception of the Governance Committee which will end on December 31. At the end of the 1-year term a solicitation for new committee members will be executed.
- L. Members may only serve or be seated on one standing Committee per term. A member may serve or be seated on a second standing Committee if and only if there are not at least 5 other Members willing to Serve or be seated on said Committee.
- M. Committee members serve at the pleasure of the Committee Chair and may be removed at any time during the course their term by the Committee Chair.

- N. Committee members must be respectful of all other committee members, their ideas and open to input at all times during the development and implementation process.
- O. Committee members with a single agenda item should not be chosen.
- P. Committee meeting disturbances are grounds for dismissal.
- Q. The President and Vice-President of the Board are ex-officio, non-voting members of the Committee and are to be invited to all Committee Meetings.

Reporting Relationships:

- A. Board Liaison - A member of the Board will act as the Board Liaison between the Board and the Committee if the Committee Chair is not a Director. The Board Liaison mentors, supports and advises the chair to ensure the committee is working within the parameters of Board goals. The Board Liaison communicates Board direction to the committee, committee progress to the Board, committee recommendations to the Board, funnels Board feedback and ensures cooperation between committees. The Board Liaison is responsible for the reporting of Committee progress at Board Meetings, including providing a summary report to the Board Secretary 48 hours prior to all regular Board Meetings. The Board Liaison is a non-voting member of the committee.
- B. Committee Chair
 - a. The Committee Chair will be appointed by the Board Liaison and report to the Board Liaison if the Committee Chair is not a Director. The Chairperson is required to attend Board meetings and may be asked to make presentations to the Board. The Board Liaison may replace the Chairperson at any time during his/her term.
 - b. The Committee Chair will be appointed by the Board President and reports to the Board President if the Committee Chair is a Director. The Board President may replace the Committee Chair at any time during his/her term.
- C. Secretary – The Secretary will prepare notes for all meetings which will be published for Board availability within one week of the meeting. The notes are to be approved by the Committee Chair. The Secretary will keep an up-to-date roster of Committee members including name, Treviso Bay address, e-mail and telephone number. This roster will be sent to the Board Secretary and posted on the website.
- D. Committee members will report to the Chair and together with the Chair will carry out the mandate of the committee.
- E. Working Groups – Working Groups may be organized at the discretion of the Committee Chair and Board Liaison.
- F. General Manager - The General Manager's function is to manage operations/maintenance of all Treviso Bay common amenities and facilities, in accordance with the annual budget and with good management practices, in order to implement community policy as approved the Board.
- G. Management Staff - Management staff report to the General Manager through an organizational structure, not through the Board / Committee structure.
- H. The General Manager and/or subordinate staff executive should attend every committee meeting. They act as consultants on operational matters and provide professional continuity from year to year. Their presence can save much time and effort when questions of policy, operations, or the effect of recommendations on other facets of Treviso Bay are raised.

- I. The Board - The Board provides oversight of management and communication of policy to management through one official point of contact. The point of contact with the General Manager is the President of the Board. As such, the President is to be invited to all scheduled meetings between Committee Members and the General Manager.

Meetings:

- A. Meeting frequency will be at a minimum monthly from October through April and bi-monthly May through September.
- B. Additional meetings are to be determined by the Chair based upon the Committee's mission, goal, functional area performance and workload.
- C. Meetings are closed (private), and non-members can attend by invitation only.
- D. Open dialogue is encouraged at all meetings and input is welcome from all members.
- E. A quorum consists of a majority of the committee present, in person or by phone.
- F. All committee members may vote on all matters before the committee with the exception of the Board Liaison, who will only vote in the event of a tie.
- G. Committee recommendations to the Board will be by majority vote at a meeting where a quorum is present. In case of a tie, the Board Liaison will cast the deciding vote.

Attendance:

- A. Committee members must maintain an 80% attendance at Committee meetings, in person or by phone.
- B. A Committee member with two consecutive unexcused absences may be subject to removal from the Committee.
- C. As a guide, excused absences include medical, vacation and family matters.

Miscellaneous:

- A. The Committee shall annually review and reassess the adequacy of its Charter and recommend any proposed changes to the Board for approval.

Acknowledgement:

All Committee members must provide written acknowledgement of a commitment to abide by both these rules and the Committee charter.

DISCIPLINARY ACTION

Because there are always a few individuals who will not always observe these rules, the following infractions will be brought to the attention of the Board of Directors for disciplinary action:

1. Repeated violation of TB rules or knowingly violating a TB rule.
2. Display of temper, or other discourteous conduct resulting in damage to club property or physical damage.
3. Disrespect shown to TB employees or fellow members, transferees, or guests.

FINING AND SUSPENSION PROCEDURES

CODE OF CONDUCT

All members, tenants, guests, invitees, staff, and employees are expected to behave in a dignified, courteous, and professional manner that is respectful and reflects Treviso Bay's ethical and behavioral standards as outlined in the Governing Documents. **Owners are responsible and accountable for the behavior and conduct of their tenants, guests, and invitees.**

Should an individual{s} act in a manner inconsistent with the Governing Documents of Treviso Bay, the following schedule for treating misconduct has been established.

“The Master Board of Directors may establish a set schedule of fines and suspensions that may be automatically imposed without the need for a Board meeting to specifically impose the fine or suspension on the particular owner for the violation. The person shall still be afforded a fining/suspension hearing to contest the fine or suspension, (Declaration 10.3).”

The Board of Directors has empowered the General Manager with the authority to initiate the fining and/or suspension process by authorizing the issuance of required notices and otherwise administering the fining and suspension procedure for minor infractions. The General Manager may confer with the President and or legal counsel in attending to this function but shall be delegated the general authority and responsibility to provide initial notices of violations of the Governing Documents. It shall be the policy of the Association to issue prior warnings to first time offenders for minor violations. It shall be the policy of the Association that, where a person being fined or suspended has violated the Governing Documents in the past, or where the alleged violation is sufficiently serious, as determined by the General Manager or the President, fining/suspension procedure may be initiated without a prior warning or opportunity to cure.

While not all situations can be specifically identified, below represents a sampling of common occurrences and attendant disciplinary actions as appropriate:

NOTE: Florida Statute allows for fines of up to \$100 per violation and \$100 per day in the case of a continuing violation(s), and subject to a \$5,000 limit per our Declarations.

Minor Infractions Include, but are not limited to:

Creating a nuisance including but not limited to misuse of a living unit which would be unreasonably

Parking violation

Violating the Bicycle, pedestrian, vendor, or golf cart policies Directing and/or reprimanding staff in their duties

Violating quiet hours

Public disturbance Pets off

leash

Use of profane language in a public setting Failing to comply with refuse disposal rules.

Failing to comply with ARC policies, i.e. landscaping, maintenance, unauthorized décor.

Verbal disagreement between two members that violate TB Governing Documents Dress code violations.

Actions For Minor Infractions: General Manager at his/her discretion may:

Friendly reminder letter

Warning letter not to let minor infraction happen again or disciplinary action may be taken. May mediate the issue.

Issue a complaint withdrawal letter if issue is resolved.

Repetition of Minor Infraction/s within six-month period: If a minor infraction is repeated, the following shall take place:

Second instance of minor infraction (can be same infraction or other minor infraction): GM issues another letter.

Third instance of minor infraction (can be repeat or combination of minor infractions):

Infraction now classified as Moderate Infraction and is treated as such; gate transponder shut off.

Moderate Infractions Include, but are not limited to:

Unauthorized leasing of units by owner

Damage to amenities, (*restitution required at the owner's expense*)

Verbal abuse or threats made by Member to another Member or staff.

Harassment and/or abuse include but not limited to, unwelcome sexual advances, verbal, or physical contact of a similarly offensive nature by staff, employees, or members.

Public lewdness

Observed physical impairment (unrelated to a medical disability) - which requires intervention and removal from common area.

Failure to adhere to management's repeated requests to cease inappropriate behaviors(s)

Actions/Penalties for Moderate Infractions, Disciplinary action may be imposed by the Board as follows:

Up to 60 days suspension of use rights and/or fine of \$100.00 per infraction

Repetition of Moderate Infraction: If a moderate infraction is repeated, the following shall take place:

Second instance of infraction: Double the suspension, \$100 fine, gate transponder shut- off.

Third instance of infraction: Triple the suspension, gate transponder shut-off and \$100 fine.
Severe Infractions – any violation of County, State or Federal law and/or code is automatically deemed Severe and could involve law enforcement.

Severe Infractions Include, but are not limited to:

Crimes against persons, physical assault resulting in bodily injury and menacing threats.

The behavior of a person constitutes a violation of criminal law, or poses a threat to the health, peace, safety, or welfare of Community members,

Acting in a menacing manner against anyone with use of weapons Physical
attack by dogs resulting in bodily injury.

Sexual **or** civil rights abuse Theft Crimes against property, significant damage to common
property or personal property Violation of County, State and Federal laws

Actions/Penalties for Severe Infractions, Disciplinary action may be imposed by the Board as follows:

Up to 90 days Suspension of use rights

Fine \$100 per infraction Gate transponder shut-off.

Restitution and/or Legal consultation if applicable

Repetition of Severe Infraction: If a severe infraction is repeated, the following shall take place:

Second instance of infraction: Double the suspension, gate transponder shut-off and \$100 fine.

Third instance of infraction: Triple the suspension, gate transponder shut-off and \$100 fine.

Possibility of legal consultation and law enforcement notification at TB

Management's/Board's discretion.

FINING AND SUSPENSION PROCEDURES WHO CAN BE FINED?

Under Section 720.305, Florida Statutes, the Homeowner Associations can fine or suspend the Owner for either his/her own violation or the violation of his/her tenant, guest, Invitee, or other licensee occupying the Unit or performing services for the Owner.

INITIATING THE PROCESS

When a complaint is received by the General Manager from a member or employee or an incident was witnessed by a Board Member or General Manager, (Complaint /Incident Form 1). Upon receipt of the written complaint, the General Manager, or designee, shall immediately investigate, interview any witnesses he/she deems necessary, obtain written statements of their relevant testimony, signed, and dated by the witnesses, and review any other evidence and photos/videos that he may deem relevant. In the case of a minor incident (see below), the General Manager, or designee, shall speak with any of the parties he deems appropriate and attempt to resolve the issue verbally, including obtaining a written withdrawal of the complaint. If that is achieved, no further action shall be required.

Should the outcome of the investigation substantiate that a non-minor violation of the Governing Documents did occur, then the General Manager shall notify the Board of Directors and refer the incident to the Governance Committee for further review.

The Governance Committee will review the matter and make a recommendation to the Board regarding whether to levy a fine and/or impose a suspension of the common area and facilities/amenities. Next, the Board must hold a properly noticed Board meeting. The Board meeting notice must be posted at least 48 hours in advance and the agenda item should specifically indicate that a fine or suspension for a Member at the specific property address will be voted upon. At the Board meeting, the Board should by proper motion, second and vote to levy the fine and/ or impose the suspension expressly noting the rule violated and amount of the fine or length of the suspension. The amount of the fine/length of suspension to be levied is determined by the Board.

subject to the Florida statute and the Declaration. Suspension of any Member's rights to use and enjoy the common areas and facilities temporarily revokes the Member's rights and privileges to participate in Master Association affairs. Suspension of use rights shall in no way impair the Member's right of access to, and use of, his own property in a manner consistent with the Governing Documents. _

If the owner attends the Board meeting, they have the right to address the Board for up to 3 minutes on the issue before the Board votes. (Others who sign up in advance to speak on this or any other agenda item may also address the Board for up to three minutes on the respective agenda item for which they sign up.)

AMOUNT OF THE FINE/LENGTH OF SUSPENSION

Florida Statute allows for fines of up to \$100.00 per violation and \$100.00 per day in the case of a continuing violation(s), and subject to a \$5,000.00 limit per our Declaration. The amount of the fine and the length of suspension should be related to the severity and circumstances surrounding the violation(s) and the owner's history of past or repeat violations.

RIGHT TO HEARING

After the Board's decision to impose the fine or suspension, the Owner has a right to a Hearing before a committee of, at a minimum three (3) other owners *appointed by the Board*. If the Owner chooses not to exercise his/her right to a hearing, the Owner must sign a Waiver of Right to a Hearing/Notice of Intent {Form 2}. This committee presiding at the hearing is referred to as the "Fining and Suspension Committee" and shall consist of at least three (3) members of the community who are not officers, directors, Governance Committee members, or employees of the Association, or the spouse, parent, child, brother, or sister of an officer, director, Governance Committee member, or employee of the HOA. The committee members shall be able to render an unbiased opinion. The role of the Fines and Suspension Committee is limited to determining, by majority vote, whether to confirm or reject the fine or suspension levied by the Board. A letter is sent to the Owner notifying him/her of the amount of the fine or length of the suspension imposed and notifying him/her of the hearing which is scheduled nineteen (19) days from the date of the letter. The notice of hearing on the violation should also be provided to the member via certified mail, return receipt requested, and regular first-class mail to ensure receipt and to prove same should it be necessary in the future. If the owners e-mail address is known, the notice will also be sent to it, as a courtesy. The hearing shall be held even if the owner does not agree to the timing or even appear at the hearing.

CONDUCTING THE HEARING

The only parties entitled to attend the Hearing are the members of the Fining and Suspension Committee, the Board of Directors, the General Manager, a representative of the Governance Committee and witnesses appearing on behalf of the Association, the Offending Member for which the Hearing is being held, any individual(s) chosen by the Offending Member to assist in the presentation, and witnesses appearing on behalf of the Member; the Hearing shall be closed to the general membership. At the hearing, the Fining and Suspension Committee shall afford basic due process and allow the Offender to be heard and challenge evidence against him or her. The committee must, after its deliberation, either "confirm" or "reject" the fine levied by the Board of Directors by majority vote. If the committee rejects the fine, the matter is concluded. (In that event, the Board may utilize other enforcement powers to correct or stop the violation.) If the committee confirms the fine, the fine is deemed to be imposed and the Association must provide written notice of the fine by mail or hand delivery to the Owner and, if applicable, to any tenant or invitee of the owner. The fine is due five (5) days after notice is provided to the property owner/Member and, if applicable, to the Transfer Member. The Offending Member has the right to be represented by counsel if desired. The Association may also have a representative at the Hearing. The Association's representative can be its General Manager, an attorney, or some other person designated for the purpose.

The totality of the Association's case would include submitting all prior warning letters or notices of the violation, the Board meeting notice of levying or imposing the fine, the meeting minutes if available and a copy of the Notice of Fining Hearing; and any evidence of the violation such as pictures, complaint letters; and a copy of the provision of the Governing Documents that was violated.

If the owner or individual involved does not appear for the Fining Hearing, the Association should still present its case and the committee should still vote to affirm or deny the fine or suspension. A record of all documentation related to the offense will be retained on file for 5 years in the General Managers office.

COLLECTION OF THE FINE

Section 720.305 allows a fine to become a lien against a property if the fine reaches or exceeds \$1,000.00.

If the fine is delinquent beyond 90 days, the Board of Directors may impose additional sanctions.

Rules and Covenants Policy:

Treviso Bay Property Owners Master Association will keep current and post a complete copy of the association's rules, bylaws and covenants, or a direct link thereto, on the homepage of the association's website.

RULE PROHIBITING HARASSMENT OR INTERFERENCE WITH COMMITTEE MEMBERS, OFFICERS AND DIRECTORS OF THE TREVISO BAY MASTER HOMEOWNERS ASSOCIATION BOARD, MANAGEMENT PERSONNEL and MAINTENANCE STAFF

1. COMMITTEE MEMBERS, OFFICERS, AND DIRECTORS

The Association recognizes that Board and Committee members are volunteers and wishes to encourage Owners to serve as members of the Board and Committees and to prevent verbal, written or physical harassment or interference with the Board and its committees. Accordingly, it is hereby made a violation of the Rules and Regulations for any owner, tenant or guest of the Association to directly or electronically via social media, emails, texts, phone calls or phone messages, to harass or otherwise interfere with a member of the Board or its Committees while acting in his or her capacity as a Committee member or Director or Officer of the Board or to take any action to communicate at an unreasonable hour as defined by the Association's quiet hour rule to harass whether verbally, in writing, physically or electronically or otherwise threaten or interfere with the right of quiet enjoyment of any members of the Board or its Committees because of any action taken by the Board or Committee member on any issue pending or expecting to be pending before the Board.

2. MANAGEMENT PERSONNEL AND MAINTENANCE STAFF

It shall further be made a violation of these Rules and Regulations for any owner, tenant, or guest of the Association to harass or otherwise interfere with the duties and responsibilities of the Association's General Manager or any member of the management or maintenance staff. Members, tenants or guests shall, at all times, conduct themselves in courteous and neighborly manner towards the General Manager as well as all members of the management and maintenance staff and shall not use offensive language nor take any action to harass, whether verbally, in writing or electronically via social media, emails, texts, phone calls or phone messages, or physically, by confronting management or staff, or to otherwise threaten or interfere with the tasks and duties of the General Manager or any member of the management or maintenance staff.

If the Association incurs any expense or cost to protect against harassment or interference, the cost shall be chargeable to the Owner, tenant, or guest in violation of the Rule in addition to all other legal remedies available under Florida law.

In the event of a violation of this Rule, the Board is authorized to determine the severity of the violation based on the individual facts or circumstances including any prior history of similar conduct. The Board's determination shall be conclusive subject to review by the fine and suspension procedure as stated in these Rules and Regulations.

Sub Association Privilege Suspension Policy

1. Sub-Association must contact the Master Association (“Master”) to request a privilege suspension (“request”) as a result of delinquency in payments (dues, fines, etc.) owed to the sub-association.
 - a) Request must be sent to either the Treviso Bay POMA General Manager and Treviso Bay POMA Assistant General Manager or both
 - b) Request can be in the form of an email or letter (letter does not have to be certified)
 - c) Amount of delinquency must exceed \$250.00 (two hundred and fifty U.S dollars)
 - d) Request must contain the following information
 - i. Treviso Bay delinquency address
 - ii. Owners’ names and contact information associated with the address
 - iii. Confirmation that the delinquency is greater than 90 days
 - iv. Amount of delinquency
 - v. A contact person from the sub-association
2. Suspension will include disabling of all transponders associated with the delinquency address.
3. Sub-association must include the delinquent owner on all correspondence (email or letter) with the Master.
4. Sub-association must inform the Master (email or letter) that the delinquency has ended within 10 business days. The timing for the end of a delinquency is when the delinquent amount is received and cleared by the sub-association. (Failure to inform the Master that the delinquency has ended in a timely fashion may result in the Master denying future privilege suspension requests.)