**Riverlawn Terrace Park**

**Rules and Regulations**

**This is the current edition, August 2023. Please discard earlier versions of this document.**

**You are encouraged to print a copy of this document or place it in an email folder on your computer or phone.**

**August, 2023**

**Riverlawn Terrace Park Rules and Regulations**

***TABLE OF CONTENTS***

Introduction…………………………………………………………………………… 1

Enforcement of Riverlawn Terrace Rules and Regulations…… 1-2

Renting, Leasing……………………………………………………………………… 2

Conduct…………………………………………………………………………….……. 2

Mobile Home Standards……………………………………..…….……………. 3

Lot Maintenance…………………………………….…………………………... 3-4

Maintenance Fees………………………………………………………………..… 4

Utilities: Water, Sewer, Electric……………………………………………… 4

Trash/Garbage Pick-Up……………………………………………….….…….… 5

Laundry…………………………………………………………………………………… 5

Selling and Soliciting…………………………………………………...…….……. 5

Vehicles………………………………………………..……………………………... 5-6

Travel Trailers in Riverlawn Terrace Park………………………………… 6

Boats/Marina……….………………….……………………….….……………… 6-8

Traffic Safety…………………………………………….….……….………………… 9

Riverlawn Terrace Facebook Page……….…….……………………………. 9

Riverlawn Terrace Web Page……………….….….…………………………… 9

Pets, Service and Emotional Support Animals…….…………………9-10

Guests and Visitors ….…………………………………………….…….…………10

Selling Mobile Home……………………………….……………………...………11

Acquiring Membership in Riverlawn Terrace….…………….…….11-12

Mobile Home Demolition…………………………………………….……..……12

Water/Tool Shed Building………………………………………..…..………….12

**Riverlawn Terrace Park**

**Rules and Regulations**

**Introduction**

Riverlawn Terrace Park is a resident-owned community for members over the age of fifty-five. These rules and regulations, some of which are mandated by the laws of the State of Florida, have been established to provide for the safety, comfort and welfare of the residents and guests of Riverlawn Terrace Park.

These rules and regulations may be amended by the Riverlawn Terrace Board of Directors from time to time as necessary.

Before receiving park membership, all potential members of Riverlawn Terrace Park shall sign an affidavit, in duplicate, that he/she has read, understands, and agrees to abide by these Riverlawn Terrace Rules and Regulations as well as other affidavits as indicated in the buyers’ packet. One copy of the affidavits and other required forms will remain in the park files.

# Enforcing Riverlawn Terrace Park Rules and Regulations

The enforcement of rules and regulations is one of the most important and sometimes difficult responsibilities of the Riverlawn Terrace Board of Directors. Most residents of Riverlawn readily accept and abide by the park’s rules and regulations. When a rule is not followed, the reason is usually that the member was unaware of the rule. There may be occasions, though, when a member blatantly and repeatedly violates a rule. On these rare occasions the Board of Directors must act. Procedures related to the enforcement of Riverlawn Terrace Park Rules and Regulations follows. This policy is based on **Florida Statute** **720.305.**

1

**Procedures for Enforcing Riverlawn Terrace Rules and Regulations**

1. When a Riverlawn Terrace member violates a rule, the Board will inform the member of the violation. The communication of this warning could be verbal, email or text. The expectation is that the violation will be remedied within a period agreed to between the member and the Board.
2. If the rule violation continues the Board will inform the member in writing that a fine will be imposed after 14 days. The fine cannot exceed $100.00, but it can be levied every day that a violation occurs. The maximum fine for a violation cannot exceed $1000.00. Once a fine has reached $1000.00 a lien paid by the offending member may be placed against the resident’s property.
3. The resident may appeal the fine to a fining committee. This Board appointed committee is made up of three Riverlawn Terrace members. The fining committee members may not be Board members or related to a Board member. Following the appeal hearing the fining committee will either confirm or reject the fine. If a fine is approved, the fine is due five days after the hearing. The decision of the fining committee will be communicated in writing to the resident.

**Renting, Leasing**

Renting or leasing of mobile homes is not allowed.

**Conduct**

1. It is important that residents and guests respect neighbors’ privacy and property.
2. Quiet is required between 10:00 p.m. and 8:00 a.m. No loud vehicles will be allowed at any time.
3. Disorderly conduct and inappropriate behavior including intoxication, fighting, vandalism, profane language, etc. will not be tolerated and may result in removal from the park.
4. The volume of televisions, radios and stereos must be kept at a level that does not disturb others. Be respectful of your neighbors.
5. The resident is responsible for the conduct of guests.

2

**Mobile Home Standards**

All mobile homes must be properly maintained in accordance with the standards listed below. All deficient mobiles must be brought up to standard. Not meeting standards may result fines or the removal of the mobile from Riverlawn Terrace Park at the owner’s expense.

A yearly inspection of all mobiles will be made during the first two weeks in February. This inspection will cover all aspects of the home’s exterior, and appurtenances. If the inspection reveals deficiencies, the owner will be notified for correction.

In the event of an emergency, Riverlawn Terrace Board of Directors reserves the right to inspect or have appropriate government agencies inspect the interior of any mobile where there is evidence of serious safety issues or unhealthy conditions.

1. Homes, awnings, patio rooms, storage buildings must be kept in good repair.
2. Washing machines are not allowed in mobile homes unless they have been grandfathered. Clothes dryers are allowed.
3. Mobile home must be properly skirted.
4. Mobile home exterior should be cleaned annually or as needed.
5. Garden hoses should be stored properly when not in use. These can be a tripping hazard.
6. All external changes, improvements or additions to a mobile home require the approval of the Board of Directors. Any approval is valid for one year.
7. Contractors doing work in the park for residents must show proof of license and insurance.

**Lot maintenance**

1. The Board of Directors has determined that the park’s common ground begins 24 inches from the footprint of each mobile home. This includes attached structures and detached sheds. Within 24 inches the homeowner is free to plant flowers, bushes etc. It is the owner’s responsibility to maintain this area. Because of the potential for damaging water or sewer lines, the planting of trees, bushes, etc. outside this 24-inch area requires Board approval.

3

1. The Riverlawn Terrace Park Association is responsible for mowing and trimming grass and maintaining the park’s trees and shrubs. Landscape the common areas.
2. The area around each mobile must always be kept neat and clean. No bottles, cans, bricks, boards, tires, old appliances, or other trash.
3. No fences are allowed, except small decorative borders.
4. Lawn tools, rakes, shovels, cart, etc. may be borrowed from the Riverlawn Terrace tool shed. These are to be returned at the end of the day.

**Maintenance Fees**

1. Maintenance fees are due on the first of each month. A 10% late charge is automatically assessed after the 5th of the month and every month thereafter until received. The check for the late fees assessment must be separate from the monthly maintenance payment check.
2. Non-negotiable checks will be returned for payment in cash plus a $45.00 service fee and any bank fees***.***
3. Postdated checks will not be accepted.

**Utilities: Water, Sewer, Electric**

1. Water and sewer are included in maintenance fee. Ultimately, though, all members share the cost to provide water for the park. Please do not waste water. Repair leaky faucets and toilets. Report any leaking water in the common area immediately.
2. The mobile homeowner is responsible for the maintenance and repair of water, sewer, and electric lines within the footprint of the mobile home.
3. Riverlawn Terrace has nine septic tanks to handle its sewage. Sewage moves through sewer pipes to septic tanks. To help prevent clogged sewer pipes, it is important that residents flush toilets and run water through their plumbing system prior to leaving for an extended period of time.
4. No garbage disposals are allowed.

4

**Trash/Garbage Pick-up**

1. Only ordinary household garbage, trash and plant trimmings are to be placed in the dumpster. Garbage must be properly secured in plastic garbage bags. Please place the bags as far back into the dumpster as possible.
2. Residents are encouraged to recycle cans, bottles, paper, and cardboard. Recycling bins are clearly marked. Cardboard is to be flattened and broken down into pieces no larger than 2 feet X 2 feet.

**Laundry**

1. The laundry is open from 8:00 a.m. – 8:00 p.m. every day. The laundry’s washers and dryers are the property of the residents of Riverlawn Terrace Park. Therefore, please make every effort to take care of our equipment.
2. Do not overload or otherwise abuse the machines.
3. Clean washers and dryers after each use.
4. The clothes lines adjacent to the laundry may be used to dry clothing. These are the only clothes lines allowed in the park.

**Selling and soliciting**

1. Door-to-door selling soliciting, peddling or other commercial activities by non-residents is prohibited.
2. No garage, porch, lawn, yard, or similar sales shall be conducted in Riverlawn Terrace Park without the permission of the Board or Directors.
3. Park bulletin boards are off limits to all solicitors, no handbills or advertising.

**Vehicles**

1. The number of vehicles each member can have in the park is limited to **three**. A utility trailer, golf cart or boat and trailer are considered one vehicle.
2. No inoperative vehicles or boats are allowed on park property.
3. The owner is responsible for all damage caused by his/her vehicles.
4. Vehicles are to be parked in assigned parking spaces. Vehicles may be parked on Riverlawn Terrace roadways for no more than ½ hour for the purpose of unloading.

5

1. RV trailers, campers or coaches are not to be stored on park property without Board approval.
2. RV trailers, campers or coaches may not be connected to any utility within the park without Board approval.
3. Vehicles including trailers may not be parked with any part of the vehicle or trailer extending onto the roadway.
4. Consult the Board of Directors if there is a question related to where a vehicle should be parked.
5. All vehicles must be maintained for safety and noise. Vehicles may not be repaired on Riverlawn Terrace property without Board approval.

**Travel Trailers in Riverlawn Terrace Park**

1. No travel trailers may be brought into Riverlawn Terrace Park without approval of the Board of Directors. All travel trailers must comply with Lee County zoning.
2. All requests to the Board must be in writing and will include specific information:
	* What is the size and age of the travel trailer?
	* Where will the travel trailer be located?
	* How will the travel trailer be connected to utilities?
	* How long will the travel trailer be in the park?

**Boats/Marina**

1. All residents whose share issue date is prior to the implementation date of the marina policy that follows (August 2, 2023) will have the use of the marina included in their monthly maintenance fee. This is the current

policy.

1. A seniority list will be established using the residents share issue date as the basis for a marina assignment as well as the request date. All residents will be listed even if they have no desire to use the marina so all can review the list to know all positions on the list.

6

1. New residents being issued a share after the implementation date of this marina rule (August 2, 2023) will be subject to a fee for use of the marina and those funds will be used for marina maintenance and use only. A separate working fund will be established independent of the reserves we now have. Voluntary donations to the marina fund will be accepted.
2. A written request for all use must be submitted to the board for a “slip” assignment, an email will suffice, and special requests will be entertained as to location in the marina with seniority being the deciding factor. Once a “slip” is assigned that boat owner will be allowed to keep his/her boat there even if another resident applies after that assignment regardless of seniority.
3. All boats must be 20 feet or less.
4. A fee of $2.00/ft for boats with motors and $1.00/ft for other craft w/o motors per month, calendar month. A minimum fee of $15/month will apply. This fee applies only to resident with a share date after the rule date.
5. All motored boats will have a liability policy in the amount of $300,000. The owner must present a copy of the insurance policy to the board before the boat is allowed to moor in the marina. The policy must name the park as loss payee.
6. No boating materials will be allowed to be stored at the marina area; sea wall, docks/floats surrounding land. Vehicles are allowed to park on Mayflower for loading/off-loading for 15 minutes, no parking for the day is allowed.
7. The owner of the boat will be the only person allowed to operate the boat in the marina.
8. All children 10 and under years of age must wear a life preserver approved by the USCG when in the marina area; the sea wall, on the boat or dock/float.
9. Any marina use must be approved by the board.
10. All boats must be secured to the marina with three lines; bow, stern and a spring line of marine quality and sufficient size for the boat. The use of fenders is highly recommended.
11. The park is not responsible for any damages to a boat while moored in the marina or is the park responsible to look after anyone’s boat.

7

1. A boat is not to be left unattended in the water if the resident leaves the park for more than one week. The owner should either haul the boat or notify the board if another resident is to care for the boat for that week. Under no circumstances will a boat be allowed to be left in the water at the marina for more than one week without the resident present, the boat must be removed. A fine of $25/day will be assessed for boats left over 7 days with the resident not at the park.
2. Failure to abide by the marina rules or pay a fine will result in a loss of marina use for one year.
3. All persons using a Jet Ski, kayak, canoe, or rowboat must be wearing a PFD (approved USCG life preserver) while in the marina accessing their boat/craft.
4. Speed limit in the boat basin is 5 mph.
5. Boats and trailers must be stored in the boat storage area or in carports.
6. Only one boat per member can be stored in the boat storage area.
7. Stored boats and trailers will be inspected annually during the first two weeks in February for registration, licensing, serviceability, cleanliness, and tarping. If a boat fails inspection, the owner has until June 1st of that year to correct the problem. Thereafter, a dead storage fee of $125.00/month will be assessed. All further legal action costs and fees will be incurred by the owner.
8. All boats and trailers must be registered in the resident’s name unless the Board of Directors allow an exception.
9. Boats and trailers must have up-to-date license and registration to be stored in the park***.*** Plates may be removed to prevent theft***.***
10. Any boat that has not been used in the past three years will be charged a dead storage of $125.00/month.
11. All boats must be removed from the boat basin during hurricane warning/watch.

8

**Traffic Safety**

1. Please observe all stop signs.
2. Pedestrians always have the right of way. Be especially careful of the elderly and visiting children.
3. Riverlawn Terrace Park speed limit is 8 mph.

**Riverlawn Terrace Homeowners Group Facebook Page**

Riverlawn Terrace Facebook is a place for members to meet, post events, post appropriate and relevant photos and share information. All posts can only be seen by group members. All Riverlawn Terrace residents are invited to participate.

**Guidelines for Participation in this group are:**

1. Conversations and posts must be non-confrontational, civil, and respectful.
2. Facebook is not a place to post complaints or grievance issues one might have with a resident or the Board.
3. Profane and vulgar language, including acronyms, is forbidden.

Posts not meeting the above guidelines will be removed. Repeated violation of the guidelines will lead to the member’s removal.

**Riverlawn Terrace Webpage:** [**www.riverlawnterraceparkfl.com**](http://www.riverlawnterraceparkfl.com)

The Riverlawn Terrace webpage provides information of interest to Riverlawn Terrace Park members and the larger community. Guidelines for the use of the webpage are the same as the Facebook page.

**Pets, Service and Emotional Support Animals (ESA)**

 Pets are not permitted in Riverlawn Terrace Park.

1. Trained service animals and emotional support animals (ESA) are permitted under the following conditions:
* If a resident’s disability is not readily apparent, supporting written documentation for the service animal or ESA must be provided to the Board.

9

* Supporting documentation must be provided by a certified health professional on their letter head. This documentation must state that the resident has a disability, and that this disability requires a service animal or ESA. The health professional must have personal knowledge of the person’s disability and must be acting within the scope of his or her practice.
* The service animal or ESA must be always under the control of its handler and may not pose a direct threat to the health and safety of other residents. A leash must be utilized at all times when the animal is outside on park property. No runs are allowed.
* The Board must be provided with proof that the service animal or ESA is properly licensed and vaccinated.
* The owner of the service animal or ESA is responsible for any damage to the premises or to another person by the animal.
* Section 817.265 of the Florida statutes is amended to provide that a person who falsifies information or written documentation or who knowingly provides fraudulent information or written to obtain an ESA or otherwise knowingly and willfully misrepresents himself or herself as having a disability or a disability related need for an ESA commits a misdemeanor of the second degree.
* All forms related to service animals and ESAs must be completed and signed.
* A designated relief area will be assigned. All waste must be removed immediately and disposed in the dumpster. Any infraction of this rule may result in the removal of the animal accommodation.

**Guests and Visitors**

1. All guests are subject to all park rules and regulations. It is the homeowner’s responsibility to see to it that guests follow all rules and regulations.
2. Members are responsible for any damage to park property caused by their guests.
3. Small children, under the age of 8, must always be supervised.

**10**

1. Immediate family (parents, children, grandchildren, brothers, and sisters) may visit for a period of two weeks per year without the owner present. A member may request a waiver of the two-week rule from the Board of Directors. This waiver request must be by letter or email. This request must state who is visiting, their familial relationship to the owner and the dates that they will visit.
2. Non-family guests are not allowed to visit without the owner present. A waiver to this rule may be requested from the Board of Directors. The waiver request must be by letter or email. This request must state who is visiting, the relationship to the owner and the dates of the visit. Additional information may be required.

**Selling Mobile Home**

1. Rules for using realtors for the sale of a unit:
* The owner must notify the park management/Board of Directors in writing of the intent to sell a mobile
* When being shown a for sale unit, the prospective buyers must be accompanied by the owner, a realtor, or an owner designated representative. The person showing the unit is responsible for any loss or damages (lights left on, water left on, etc.).
* No person is allowed to enter any unit without the owner, realtor or owner designated representative present. Hanging locks are not allowed. Any unauthorized and/or unaccompanied “lookers” will be considered trespassers.
* Prospective buyers must receive a buyer’s packet from the seller.

**Acquiring Membership in Riverlawn Terrace Park**

1. A background check is required of all prospective members of Riverlawn Terrace Park. This includes all persons whose names are to appear on the title and the membership share. A $125.00 fee is required for each background check.
2. Following the Board’s receipt of the background check, the prospective member must personally meet with representatives of the Board of Directors to discuss membership requirements and respond to any questions the Board may have. Most of the board members are “snow- birds” which may result in a delay of this process.

11

1. The Board of Directors reserves the right to accept or reject any person or persons applying for residency in Riverlawn Terrace Park. The Board may refuse admittance to any prospective member whose background, character and/or financial reports are unsatisfactory as set forth in the by-laws.
2. The prospective member must review Riverlawn Terrace Park’s Rules and Regulations and By-Laws as well as other affidavits in the buyers’ packet. The prospective buyer must sign affidavits accepting the provisions therein.

**Mobile Home Demolition**

1. Members must notify the Board in writing of their intent to have their mobile home demolished. This notification must be at least 30 days prior to the date of demolition.
2. All demolition work at Riverlawn Terrace Park must be performed by a licensed and insured demolition company.
3. No less than 10 days prior to the demolition, the member must provide the Board with specific information as to the date and time of demolition.
4. The member must provide the Board with:
	* the name and contact information of the company doing the demolition
	* copy of the contract for the demolition
5. The demolition company must provide the Board with:
* proof of liability insurance prior to demolition
* copy of all required demolition permits
1. The demolition company is responsible for any damage done to the park.
2. The demolition company is responsible for the removal from the park of all debris from the demolition.
3. All utility connections (water, sewer, electric) from the demolished mobile must be properly inspected and secured.

**Water/Tool Shed Building**

1. Absolutely no personal property is allowed to be permanently stored in any of the Riverlawn Terrace Park community buildings or on its community property. Temporary storage of personal items requires the approval of the Board of Directors.
2. Tools, carts, ladders etc. in the tool shed may be borrowed by residents. They must be returned at the end of the day.

12