

ZELLWOOD STATION RULES AND REGULATIONS

TABLE OF CONTENTS

- A. General**
- B. Residency and Occupancy**
- C. Safety**
- D. Maintenance & Appearance of Homes and Home Sites**
- E. Architectural Requirements for the Community**
- F. Guests**
- G. Pets**
- H. Vehicles – General**
- I. Vehicles – Parking**
- J. Bicycles**
- K. Golf Carts and Other Non-Highway Motorized Vehicles**
- L. Boats and Boating**
- M. Trash Removal**
- N. Use of Recreational Facilities – General**
- O. Use of Tennis Courts (CA)/Pickleball Courts (Co-Op)**
- P. Use of Swimming Pools**
- Q. Use of Billiards Facility**
- R. Fishing in Zellwood Station**
- S. No Feeding of Wild Animals**
- Addendum “A” Enforcement of Violations of the Rules and Regulation**
- Addendum “B” – Use of The Depot Complex, Clubhouse Community Room & Patio**
- A. Use of Recreation Facilities**
- B. User Responsibilities for Recreation Facilities and Equipment**
- C. Use of Zellwood Station Co-op Clubhouse Community Room**

ZELLWOOD STATION RULES AND REGULATIONS

A. GENERAL

1. The Board of Directors of Zellwood Station Community Association and Zellwood Station Co-op, Inc. and Banbury Village Association, Inc., Citrus Ridge Village Association, Inc. and Oak Grove Village Association, Inc. shall be responsible for promulgating the Rules and Regulations for the benefit of all residents and to assure that each resident is provided the opportunity to enjoy living at Zellwood Station to the maximum extent possible. Initial enforcement of the rules and regulations shall be the responsibility of the appropriate Management Agent (Park Manager or Condo President). The application of these Rules and Regulations shall not be construed to deny any person the rights granted by Florida State laws identified as Chapter 718 F.S., Chapter 719 F.S., and Chapter 720 F.S. Copies of these Statutes are on file at the White House for review.
2. As used herein, “Board of Directors” shall refer to the Board of Directors of the Co-op, Community Association or Banbury, Citrus Ridge or Oak Grove Condominium Villages with governing authority, as appropriate.
3. Residents shall comply with all the Rules and Regulations. Residents shall be responsible for the compliance with the Rules and Regulations by their guests. Residents and their guests shall be held financially responsible for any harm or damage to persons or property of any Zellwood Station resident, and/or any real or personal property of Zellwood Station Community Association, Zellwood Station Co-Op or the condominiums, to the extent the law permits. Any violation of the Rules and Regulations may be handled pursuant to Addendum A – Enforcement Section.
4. There shall be no door-to-door soliciting or peddling within Zellwood Station except as approved in advance by the Park Manager and appropriate Board of Directors. Resident(s) are allowed to campaign door to door for a position on a community board. Door-to-door campaigning is allowed beginning 60 days prior to the date of the election.
5. There shall be no public intoxication or offensive conduct in or around any common areas within Zellwood Station. Alcoholic beverages shall not be served or consumed in any common buildings, areas or facilities, except as approved by the appropriate Board of Directors and in compliance with the Florida Department of Alcohol and Tobacco Licensing Division and the stipulations of the Property’s alcohol license.
6. All Florida vehicle and traffic laws shall be followed on the roadways of Zellwood Station. Violations of speed limits, stop signs and other traffic control signs, including parking restrictions, may be reported to the Park Manager or Security. This section includes all vehicles, including golf carts and bicycles and any other electric or motorized vehicle. Security will be responsible for issuing violation tickets to any vehicle that is observed violating any traffic regulations.

7. Contractors are not permitted to begin work anywhere within Zellwood Station prior to 7:00 AM Monday through Saturday. They must clean up their work area of tools and debris and exit Zellwood Station no later than 6:00 PM. The only exception is emergency repairs, or when a state of emergency has been declared resulting from a natural disaster, i.e., hurricanes. Contractors will not be allowed to perform work on Sundays and National Holidays, as listed below, unless prior arrangements have been made with the Park Manager. National Holidays observed are Christmas, New Years, Memorial Day, Fourth of July, Labor Day and Thanksgiving.
8. Vendors making deliveries of medical supplies shall be allowed entry at any time, day or night. Vendors making deliveries of other items, such as food, flowers, and packages will be permitted entry every day from 7:00 AM to 12:00 AM.
9. Move-ins and move-outs by commercial movers will be permitted Mondays through Saturdays with personnel and vehicles required to depart Zellwood Station no later than 7:00 PM. Move-ins and move-outs will not be permitted on Sundays or National Holidays (as Listed in Section A-7 of this policy). An exception may be approved by the Park Manager. A Zellwood Station resident or new owner who has rented a moving van which does not exceed 14' in length and can be parked in the owner's driveway (not to exceed 48 hours) will be permitted entrance to the park. Unloading is permitted up to 7:00 PM. Other exceptions may be authorized by the Park Manager.
10. Complaints concerning alleged violations of any rule or regulation as listed in this manual shall be reported to the White House (Park Manager) and/or appropriate County Agency, such as Animal Control. Traffic and parking violations should be reported to Security and/or Administration. Unleashed pets or persistent barking problems may be reported to Orange County Animal Control (407-836-3111) as well as the Park Manager. Complaints will be investigated and when found valid, will be handled pursuant to the Enforcement Section as listed in Addendum A of this manual. The details of all complaints, the offending person's response to the complaint and a statement of any enforcement action taken will be maintained in and kept on file at the White House.

B. RESIDENCY AND OCCUPANCY

1. Each lot shall be used for a "single family residence" and for no other purpose. Each house brought into Zellwood Station must be approved by the Community Association Architectural Committee ("Architectural Committee") and conform to state and local building codes and Architectural Committee requirements.
2. No more than three (3) adults can occupy a house, unless prior approval is obtained from the appropriate Co-op or Condo Board of Directors. Occupancy of all homes in Zellwood Station shall not be permitted unless at least one person in such home is fifty-five (55) years of age or older; provided, however, that all other occupants of the home are at least forty-five (45) years of age. The Co-op/Condo Board of Directors may approve those under forty-five (45) years of age in the event of unusual circumstances, such as those qualified under the Florida Fair Housing Act for Disabilities. The Co-Op/Condo Boards may consider temporary residency of an individual under age forty-

five (45). Such consideration requires specific forms to be completed by both the resident over fifty-five (55) and the individual under age forty-five (45). Temporary residency, if granted, is in effect for a period not to exceed 90 consecutive days. Possible renewal by reapplication and verification of information for an additional ninety (90) consecutive days may be allowed. Total maximum allowable time is 180 consecutive days. In the event that all occupants of a home who are fifty-five (55) years of age or older shall die or otherwise discontinue permanent occupancy of the home, then the Co-op/Condo Board of Directors reserves the right to terminate the occupancy of the home by all persons under fifty-five (55) years of age. The remaining occupants under the age of fifty-five years of age shall have up to ninety 90 days from such event to vacate said residence. Extensions may be granted by the governing Board in cases where probate takes longer.

a. Resident Designation

Only designated adult family member(s) or designated representative(s) of the deceased will be granted access to Zellwood Station for the purpose of cleaning and preparing a home for sale. Proper notification must be provided to the administration at the White House for any additional help that is required. An emergency contact form on file with the White House will suffice as notification of the designated family member(s).

- i. The designated adult family member(s) or designated representative(s) may stay in home for a period of one (1) month. The security guards must be informed so that an accurate entrance/exit form is in place.
- ii. If the home is to be sold, it should be ready for sale within (2) months. Only repairs that can be made within the stated time period should be made. All exterior changes must be approved by the ARC. In extenuating circumstances an extension may be granted by special request to the administration at the White House.
- iii. When ownership changes, by whatever means, the new owner must legally and properly change such ownership.
- iv. The requirements for residents in Zellwood Station must be met before transfer of ownership occurs. **Resident must apply and obtain approval from the White House prior to sale.**

3. Operating a Business from Home

No residence within Zellwood Station may be used for the purpose of conducting commercial or business activity of such a character that involves customers physically visiting such residence unless they comply with the following stipulations: The person operating the Business is the owner and current resident; No more than one vehicle at a time visiting for business purposes; All visiting customers of the business must be a resident of Zellwood Station; Business may have visitors from 8:00 AM – 8:00 PM, Monday-Saturday only; The business must be operated solely by the owner of the home where it is located (no employees). Signs identifying the business are prohibited.

- a. Estate sales permitted **ONLY** with Administrative permission on Friday and Saturday between 8:00 am and 4:00 PM. Individual items may be posted for sale on the Post Office bulletin boards with approval of the Recreation Director in the White House. ****NOTE – Resident must apply and obtain approval from the White House prior to sale and comply with the approved guidelines.**
4. No obnoxious or offensive activity shall be carried on within the community, nor shall anything be done therein which is or may become an annoyance, disturbance, nuisance, or interference to any resident which shall constitute a breach of the peace. No firearms of any kind shall be discharged in the residential or common areas of Zellwood Station. No loud noises (example – fireworks, music, loud vehicles) or obnoxious odors shall be generated. The Park Manager will be responsible for processing any complaints pursuant to the Enforcement Policy in Addendum A. The Co-Op/Condo Boards will then authorize any further action beyond a warning letter.
5. **Rental Guidelines**

A Renters Packet MUST be completed PRIOR to the renter's entrance into the park. It is strongly recommended that the resident and tenant arrive at the White House together for a short meeting to complete the required paperwork. Otherwise, these papers may be picked up at the front desk at the White House. There is a **\$75.00 non-refundable administrative fee**, which must accompany the renter paperwork. One person renting MUST be 55 years of age. Anytime the home is used, one person must be 55 years of age. There are no exceptions for renters. All renters must obtain a valid vehicle entry sticker. Zellwood Station homeowners are allowed to rent a home twice in a calendar year for no less than five months each time. Homeowners properly renting or leasing houses shall be responsible for providing persons, to whom they rent or lease, a copy of the Rules and Regulations. All persons residing in the unit must be on the lease. Failure by any renter or lessee to comply with the Rules and Regulations shall be considered basis for termination of any rental or lease agreement, whether explicitly stated in such agreement or not. All persons living in the home must be processed through the White House.

- a. **No Multiple Rental Properties**

Beginning December 1, 2013, except as set forth below, no Member may rent out more than one unit at a time regardless of the number of units that the Member owns. A husband and wife are counted as "one" Member for purposes of this Rule. For example, if a husband and wife own four units, regardless of whether they are both on the title to each unit, they may only rent out one of them at a time. A person or entity leasing a unit under a Contract for Deed or under a Lease with an Option to Purchase is not a Member and shall not be allowed to rent out or lease out the unit to anyone else.

When a unit or units are owned or held in Trust by a partnership, limited liability company or corporation then that entity shall be counted as one Member, regardless of the number of units it owns. It shall only be allowed and entitled to rent out or lease out one of the units it owns at a time and shall not be allowed or entitled to lease or rent out two or more of its units simultaneously.

Members who currently own more than one unit and rent out more than one unit as of December 1, 2013 may continue to do so until they sell or otherwise transfer one of their units. Thereafter, they may not purchase another unit and be allowed to rent it and a second unit at the same time.

6. **Background/Credit Check**

All persons desiring to purchase, rent, lease or reside in a home in Zellwood Station will be subject to a background and credit check to insure they are a person of good character and suitable for becoming a resident of Zellwood Station. The authority is provided for in the Zellwood Station Co-op Prospectus, Purchase Agreement #6 QUALIFICATIONS OF PURCHASER. Where the prospective candidate desires to live in a Condominium home, then the respective Condominium President will review and sign off on the application for residency prior to final processing of the application. Where the applicant desires to live in a Co-op home, then the Co-op President will review and sign off on the application for residency prior to final processing. When the applicant will be residing in a Condo Village but will also become a shareholder; then, both Condo officials and Co-op officials shall review the application. The potential Buyer, Renter, or Lessee shall pay all fees associated with the Background/Credit check.

Homeowners wishing to rent their property are responsible to ensure their prospective renters receive and complete an application for residency which will include a background/credit check. Should the appropriate Condo/Co-op deny residency to the applicant, then the homeowner will notify the applicant of the decision. When an existing residence is obtained through inheritance, all prospective occupants must complete an application for residency and will be subject to a background/credit check. Any denial of residency may be appealable to an appeals committee appointed by both the Condo and Co-op boards of Directors. An appeal must be made in writing within (10) days of receipt of the denial and addressed to either the Co-op Park Manager or the Condo President depending on the address where the potential Buyer, Renter or Lessee was going to reside. The criteria for denial of an application can be obtained from either the Co-op Park Manager, or the Condo President upon written request. **NOTE: APPLICANT MAY NOT TAKE OCCUPANCY UNTIL FINAL APPROVAL HAS BEEN MADE.**

C. SAFETY

1. Residents owning a motor vehicle will apply at the White House for a vehicle identification sticker (decal) for each vehicle owned which will allow residents to enter and exit the front gates through the Resident entry and exit lane. The sticker is to be affixed in a position recommended by the Zellwood Station Safety & Security Committee and approved by the CA Board of Directors. The sticker is for use by residents of Zellwood Station only. Non-resident owners of houses must use a Daily Pass for entrance into Zellwood Station. Decals will be affixed by only White House staff.
2. All visitors to Zellwood Station, including guests to individual homes, must be checked in at Security at the Main Entrance. Before a visitor wishing to visit a particular resident is granted entry, a Security Officer will telephone the resident to verify

permission for the visit. In case the resident is not at home or does not authorize the visit, entry of the guests will be refused. Residents may facilitate entry of their guests by advising Security in advance the names and approximate times of arrival and length of visit of their guests. When guests and visitors are pre-announced, Security will not telephone residents when the guests or visitors arrive at the Main Entrance, but will allow the guests to enter. Security must be notified when a guest is staying overnight.

Residents must call the Visitor Pass Automated recording (407) 884-0150 the day of arrival to preauthorize guest or vendor entry.

3. LIMITED ENTRY PASS –Each resident household will be allowed ten (10) non-resident visitors access without being “called in”. Security must be notified by the resident for all other visitors to be admitted. A non-resident on the approved list must stop at Security, give their name, whom they are visiting and show proper ID to the officer on duty. Upon checking the approved list, the officer will print out a dashboard pass. The pass must be returned to Security when the visitor exits the park. Security will check the passes daily to assure no visitors are staying overnight.
4. Residents who leave Zellwood Station for 30 days or more should advise the White House of the addresses and telephone numbers where they can be contacted in case of an emergency. Notification of absences of shorter durations is optional. A form is available at the White House for this purpose.
5. The Community Association Board of Directors or Security Committee may, from time to time, make recommendations for editing the Security Post Orders. Recommendations will be reviewed and voted on by the Community Association Board of Directors. Residents wishing to examine the current version of the Security Post Orders may do so at the White House.
6. Any resident who digs into the ground on any lot or easement for any purpose should contact Sunshine State One, call 811(no charge for service at this time) to mark the location of underground lines, pipes, facilities, etc. Resident should also contact the Zellwood Station Utilities Department to have water and sewer mains marked. Those who are in the process of digging and cause any damage to underground lines, pipes or facilities shall be responsible for repair or replacement of such underground lines, pipes or other facilities.

D. MAINTENANCE AND APPEARANCE OF HOMES AND HOMESITES

1. Residents shall maintain the exterior of their homes and home sites in a clean, neat and attractive manner pursuant to the ARC Guidelines and Rules & Regulations. These documents are available on the website or at the White House.
2. The light attached to the lampposts constitutes an essential source of illumination at night for streets within the community. The costs of repair and replacement of the light fixture, post and bulb have been assumed by the Zellwood Station Community Association. However, any resident who has turned off the electrical power to their light will be charged for any service call. Each resident is responsible for maintaining

the appearance of their lamppost, including painting. For light bulb replacement, resident shall contact Security. The residents may use colored light bulbs during seasonal celebrations. Refer to ARC Guidelines for additional requirements.

3. To maintain a neat and uniform appearance for the community as well as to facilitate finding a particular location in an emergency, a name sign, designed and configured as provided herein, is required to be affixed to the lamppost at each residence. Each resident is responsible for providing and maintaining the name sign which can be purchased from the White House. Name signs shall use white, block letters affixed to both sides of a rectangular piece of black plastic, approximately 6 inches x 14 inches. Both sides of the name sign shall denote the last name(s) of the current resident(s) and optionally the first names of each resident. The name sign shall be attached to the lamppost using the cross-arm, which is part of the post.
4. Each residence shall have affixed onto the house, shed or garage, whichever is nearest to the front property line, block-style plastic, wood or metal numerals, denoting the house legal address number. The numerals shall be facing the street and placed in a horizontal or vertical sequence. Numerals must be large enough to be visible from the street.
5. Arbors are permitted as outlined in the ARC Guidelines. Architectural Committee approval is required prior to installation.
6. Handicap Ramp Construction – Residents requiring the installation of a handicap ramp must be pre-approved by the Architectural Committee. Refer to the ARC Guidelines for requirements.

E. ARCHITECTURAL REQUIREMENTS FOR THE COMMUNITY

1. Residents may not make any alterations or additions to the exterior of their house, including installation of an underground irrigation system, flagpoles or ramps without applying for, and receiving, approval of the Architectural Committee. No work may be done without this approval. Orange County ordinances may require a building permit and it will be the responsibility of the resident to obtain any necessary permits. However, obtaining a permit shall not be a requirement for Architectural Committee approval. All procedures and policies for the Architectural Review Committee can be located in the ARC Guidelines located on the website or at the White House.
2. **Signs**
Only advertising signs for sale or rental of real estate may be placed in Zellwood Station. Residents or real estate companies may place one sign on each lot. Signs may not exceed three (3) feet wide by two (2) feet tall, with black block letters on a plain white background or white block letters on a plain black background to advertise the proposed sale, lease or rental of the property. In addition to the purpose of the sign, it may advertise the name of the seller or real estate company, their address, telephone number, website, business logo or icon. In cases where their logo or icon is in a style of the type other than block lettering, that style of type may be used. Only metal frame sign holders can be used for advertising signs, not to exceed three (3) feet in height.
Wooden post signs are not allowed.

- a. No political signs or political flags are allowed to be displayed on the resident home exterior/yard. (Reference Florida Statute Section 723.304 Right of owners to peacefully assemble; display flags) (Reference ARC Guidelines).

F. GUESTS

1. Guests, invitees, and family members may not stay with a resident for more than thirty (30) consecutive days or 45 total days per year. Exceptions may be granted by either the Park Manager or the appropriate Condo President or Co-Op Board of Directors. The twelve months start from the first day of the current visit. Guest, invitee or family members may not occupy the unit unless the owner, lessee or renters of the unit is in occupancy. Medical personnel and caregivers require approval of the appropriate Board of Directors.
2. Guests, invitees and family members must abide by all Zellwood Station Rules and Regulations adopted by all of the five (5) authoritative Board of Directors. Residents shall be responsible for each guest, invitee or family member when they use Common Areas, Buildings and Recreational Facilities, including the golf course and restaurant. Guests, invitees and family members who are under eighteen (18) years of age must be accompanied by an adult 18 years or older when using swimming pools or spa. Anyone under the age of 5 must be supervised by a parent or resident of Zellwood Station. Rules for using a swimming pool or spa are covered in Section P and instructions for using the pool are posted at each pool. **Guests are not permitted at any pool within Zellwood Station before noon.** Use of bicycles, Segways and golf carts is covered in Rule Sections J, H and K. Use of roller skates and skateboards is not allowed on community streets and roadways and around buildings unless a resident has obtained a written approval from the appropriate Board of Directors.
3. Following a complaint and an investigation, the appropriate Board of Directors shall have the right to request the removal of any guest, invitee or family member who have been deemed undesirable by giving said resident at least seven (7) days' notice of such intended action. Violation of any Rule or Regulation governing Residency and use of facilities in Zellwood Station shall be deemed by the appropriate Board of Directors as sufficient cause for such removal. No bicycle, or any other electric or motorized vehicle other than a wheelchair or disability device may be operated around any of the pools.

G. PETS

1. All pet owners in Zellwood Station are to comply with the Rules and Regulations established by Orange County Codified Ordinance Chapter 5 - Animals. Pets of residents and guests are to be confined to the house of the resident. When a pet is not in the house of the owner, the pets must be kept on a leash not to exceed 8 feet in length. Pets are not allowed to run loose. Not only is an unleashed pet a danger to itself – with the risk of running into traffic or running away – but it can also be dangerous for those in the community. Even a non-aggressive pet can be triggered, possibly leading to injuries to both residents and pets. Cats are not allowed to roam free in the

neighborhood. Orange County Leash Laws must be followed. Pets should never be walked in non-pet areas or be tied up outside and left unattended. Pet owners living on a street with both pet and non-pet lots, shall walk their pet on the street and their own property only. Residents shall be permitted to keep only household pets, such as a dog, cat or bird. Keeping of livestock, reptiles, poultry or typically wild animals at any residence in the community is prohibited. In no event may a resident keep more than two (2) pets of any kind. Information concerning which residential areas and common areas are designated for pets is denoted on a list of Pet / Non-Pet lots and a Pet / Non-Pet Map which may be examined at the White House. Also, lots designated as Pet or Non-Pet is on file in the Orange County Public Records, Book 8406, page 1816 and Book 8473, page 251.

2. Residents having pets are responsible for compliance with Orange County Animal Control Ordinance 87-9, which specifies among other requirements that: "It is a violation of the ordinance for a dog or cat owner or keeper to permit the dog or cat, either willfully or negligently, to defecate upon any private property without the permission of the owner" and that "It is a violation of the ordinance for the owner or keeper of a dog or cat to refuse or fail to immediately remove any feces deposited by the dog or cat upon public or private property". Animal waste is one of the most common problems of pet-friendly associations. If left unattended in common areas, animal waste can be toxic and hazardous. Zellwood Station requires all residents to pick up after their pets and properly dispose of the waste. In certain areas bags and trash cans are provided to enable your compliance. Lack of bags and trash cans does not relieve residents of their responsibility to clean up after their pets.
3. Any animal found unleashed or a persistent barking problem within Zellwood Station should be reported to Orange County Animal Control at 407-836-3111.
4. **Notification of Liability for Pet Owners**
Zellwood Station holds the pet owner liable for any damage or harm caused by a pet. This is to protect the Community Association, Co-Op and Condominium Associations in case of injury, damage, or extreme disturbance caused by pets. Residents are accountable for the actions of their pets as well as the pets of guests who stay in their house. Zellwood Station Community Association, Co-Op and Condominium Associations or other residents are not liable for any loss or damage caused by a resident's pet. Any victim of a dog bite will report the incident to Orange County Sheriff, Zellwood Station Security, and the White House Administration. Any aggressive dog will be reported to the White House Administration.
5. ESA Emotional Support Animals and Service Animals are welcome anywhere within Zellwood Station under Florida Law 760.27. Residents must provide documentation from a medical provider for an Emotional Support Animal.

H. VEHICLES - GENERAL

1. Motorcycles (As defined in Section 316.003(47) of the Florida State Uniform Traffic Control) /Other Vehicles

- a. Only residents who own motorcycles prior to the enactment date of this document may park them in their carport or garage. The motorcycle must be registered at the White House office and be affixed with an identification sticker applied by an agent of the White House. Motorcycles will enter through the visitor's gate at the Guardhouse. The registered motorcyclist may drive their motorcycle from the front gate to their home, and vice versa, in the shortest direction. Motorcycles are not allowed to be operated on any common areas (**except** the streets and White House), including the Depot buildings and recreation facilities, mailrooms, Whistlestop, Clubhouse, and golf course.
 - i. All new residents who move in after the enactment date of this document and own a motorcycle will park the motorcycle in the designated parking location adjacent to the Spillman Drive Guardhouse. Such operators will not be allowed to drive the motorcycle into the Community. Each motorcycle will be locked in such a way that it cannot be moved.
 - b. All vehicles and motorcycles must be equipped with the appropriate mufflers. Excessive engine-revving or noise from any motorized vehicle is strictly prohibited.
 - c. No visitor on a motorcycle will be allowed in Zellwood Station. Visitors must park their motorcycle in the designated area by the Guardhouse.
 - d. Anyone who violates these rules may lose the privilege of riding his/her motorcycle to his/her home.
2. Segways are allowed in Zellwood Station; however, owners must comply with all Florida Traffic Rules and Regulations when operated on the roadways of Zellwood Station along with the following:
 - b. The Segway footprint is not to exceed 21" x 33"
 - b. Maximum speed may be no greater than 12.5 mph
 - c. The Segway must have either lights or reflectors mounted on the back to ensure visibility by motorists.
 - d. If the Segway is operated after sundown, it must also have a front light permanently installed.
 - e. No person under the age of 16 may operate a Segway anywhere in Zellwood Station.
 3. Mobility Electric scooters (for use by handicapped & elderly) are allowed in Zellwood Station. All such scooters are to be operated in compliance with Florida Traffic Rules and Regulations.

- a. Each scooter chair is to be equipped with a scooter safety flag to ensure visibility by motorists.
 - b. Persons operating a scooter chair on the streets and roadways of Zellwood Station must comply with the same rules applicable for golf carts, bicycles, Segways or any other electric powered transport
 - c. Scooters are NOT recommended on streets or roadways after sundown.
4. With the exception of all other legally registered motor vehicles, any other motorized vehicles not mentioned herein are deemed disapproved until the Security/Safety Committee makes a recommendation for the Community Association Board for their consideration.
 5. Although all roads in Zellwood Station are private and maintained by Zellwood Station, all residents will comply with Florida Traffic Rules and Regulations.

I. VEHICLES - PARKING

While at certain times of the day it is allowable to park on our paved right-of-way, it is discouraged since the roads are narrowly paved. The following street rules are in place to help keep our roads safe without blocking traffic. All roads in Zellwood Station are private roads maintained by the Zellwood Station and are subject to the rules, policies, by-laws, and covenants of Zellwood Station as well as certain Laws and Statutes as described by the Florida Traffic Rules and Regulations.

1. Personal vehicles of residents and guests must normally be parked in driveways and carports. Such vehicles may be parked on the street ONLY when use of the driveway is unavailable. Vehicles shall not be parked on any part of the lawn.
2. Parking of any vehicle, anywhere, which would create safety problems, block use of a driveway, obstruct Fire and Emergency Vehicles or obstruct access to fire hydrants is prohibited. Parking of any vehicle on the street between 2:00 A.M. and 5:00 A.M. is prohibited. When parking is allowed all four tires must be on the paved road.
3. Any vehicle, including golf carts, shall be parked on any street only in the direction of traffic. Vehicles shall be parked within eight (8) inches of the curb or edge of pavement. Vehicles parked on opposite sides of the street shall be parked a minimum of twenty-five (25) feet apart to avoid blocking access to the right-of-way.
4. Vehicles shall not be parked on the street for more than ten (10) consecutive hours. The ten (10) hour time period will immediately commence once the vehicle is parked on the street, and continues even if the vehicle is moved during this ten (10) hour time period.
5. The Park Manager or Board of Directors may authorize that a vehicle parked on the road or common property may be towed or moved anytime for reason of an emergency, property maintenance, utility access, abandoned, or safety hazard. Reasonable actions to contact the owner will be made prior to towing with exception of emergencies.

6. Driving and/or parking of motor vehicles and golf carts on grass areas in residential areas are prohibited.
7. No motor vehicle (car, truck) will park and/or drive on the grass anywhere in the community with exception of maintenance vehicles and landscape vehicles working.
8. Parking of any vehicle in parking spaces at the Main Recreation Complex (Depot, etc.), Clubhouse, White House, and Meditation Center after midnight is prohibited. Exceptions may be authorized by the Park Manager.
9. Temporary exceptions to parking rules must be approved by Zellwood Station Park Manager or the appropriate Condo President.
10. RV Lot - Zellwood Station Co-Op, Inc. as a courtesy to our Shareholders maintains a fenced parking area (RV Lot) adjacent to the maintenance shop for long term parking of a limited number of self-propelled and towed recreational vehicles identified as Class A, Class B, Class C, Travel Trailers and Fifth Wheel motor homes, boats, and boat trailers. Box Trailers and Utility Trailers are not allowed within the facility unless being used for storage of other types of recreational vehicle and written permission has been secured from Park Manager.
 - a. Use of any area of the RV parking facility is limited to properly licensed and insured vehicles. Shareholders requesting permission to use this parking area will provide a copy of a current valid registration for all authorized vehicles, or trailers and proof of a current vehicle liability insurance coverage for such vehicle. An authorized agent of the White House will personally affix a numbered sticker on the approved vehicle and assign a numbered spot at the RV Lot. Lessee's and Condo residents may request use of the RV Lot based on space availability. The Co-Op Board of Directors reserves the right to set fees for non-shareholders to utilize the RV Lot.
 - b. Residents shall be responsible for keeping weeds trimmed from beneath their vehicles and trash removed from their assigned parking space. Residents are also responsible for maintaining the exterior appearance of their self-propelled or towed vehicles and this includes boats and the trailers upon which they are transported. Vehicles/Trailers in disrepair, including flat tires are strictly prohibited. Failure to follow this requirement will be cause for expulsion of your vehicle from the facility. Due to the limited space available in all three of the storage areas the number of spaces assigned to any one residence will not exceed (1) one unless approved by the Park Manager or Co-Op Board of Directors.
 - c. The Co-Op Board of Directors or Park Manager has the authority to suspend the privilege of any vehicle parked in the RV Lot based on any violation of this section. The Co-Op Board of Directors or the Park Manager has the authority to remove any vehicle from the RV lot that has not been registered and assigned a space in the RV Lot. Owner of the vehicle will be notified via certified mail and given 14 days from receipt to comply.

11. For the purpose of loading and/or servicing, self-propelled recreational vehicles (RVs), 5th Wheels, boats, utility trailers, and boat trailers may be parked in driveways of residences for a maximum of forty-eight (48) consecutive hours. The forty-eight (48) hour time period will immediately commence once the vehicle is parked in the driveway continues even if the vehicle is moved during this forty-eight (48) hour time period.
12. Recreational vehicles and pull behind recreational trailers which cannot be parked in a resident's driveway due to size or available space for loading and/or servicing, may be parked in the street provided:
 - a. Such vehicles may not be parked on any street for more than two days (48) hours.
 - b. Parking of vehicles on the street does not create any safety problems, block the use of any driveway nor obstruct the access to any fire hydrant.
 - c. Such vehicles are parked in the direction of traffic.
13. Guests having recreational vehicles or trailers which cannot be parked in a resident's driveway or carport, or which have exceeded the maximum parking limit of forty-eight hours, shall not park at any other location within Zellwood Station unless authorization is granted by the Park Manager.
14. Parking of commercial vehicles (such as dump trucks, tractors, tractor-trucks, cement mixers, oil trucks, delivery trucks, utility trucks, etc.), on the roadway, except as such vehicles may be involved in construction, maintenance or utilities, and except for temporary periods while loading or unloading, is considered to constitute a nuisance. The parking of such vehicles in any driveway, carport, for more than (48) hours is not permitted unless authorized by the Park Manager. Unless authorized by the Park Manager no Commercial Vehicle(s) will park on any common property between the hours of 10 pm to 6 am.
15. No resident shall conduct major repairs (except in an emergency) or major restoration of any motor vehicle, golf cart, boat, trailer, recreation vehicle or other vehicle while parked in the driveway or on the street or any portion of the common area of Zellwood Station.
16. Only properly registered, licensed and operable motor vehicles may be parked in driveways and carports. No more than the number of vehicles designed for the size of the driveway may be parked in the driveway.
17. Any violation, unless otherwise described, of this section will be handled pursuant to Addendum A (Enforcement).

J. BICYCLES/ ELECTRIC BICYCLES

1. Riders of all types of bicycles will comply with all Florida Rules and Regulations on operation of Bicycles.

2. Bicycles will be parked only in racks provided for bicycles or, in the absence of such racks parked off the roadways. Bicycles will not park on roadways, cart paths and sidewalks.
3. Bicycles will not be operated on the golf course including golf course cart paths.
4. All bicycles should be equipped with rear view mirrors and, if driven at night shall be equipped with a headlight and a tail-light or, in lieu of a tail-light, shall be equipped with a rear red reflector.

K. GOLF CARTS AND OTHER MOTORIZED VEHICLES

1. Only electrically powered golf carts are permitted in Zellwood Station except those used for Park maintenance. No vehicle other than a golf cart may be operated on the Golf Course.
2. Use of an electric powered golf cart in Zellwood Station is a privilege granted to all residents. Violations of this policy may result in the revocation of this privilege and or handled as directed in Addendum A “Enforcement Policy”
3. All golf carts shall be equipped with a rear-view mirror, and if driven at night shall be equipped with a headlight(s) and a tail-light or, in lieu of a tail-light, shall be equipped with rear red reflectors.
4. Golf carts and Segways, even with training, shall not be driven by any person who is under 16 years of age.
5. The number of persons permitted to ride in a golf cart will be limited to the designed seating capacity of the golf cart. Under no circumstances shall people be permitted to ride on the rear platform of the golf cart intended for golf clubs.
6. All operators of golf carts are required to observe Florida Traffic Laws and parking rules and regulations.
 - c. Drive the golf cart as far as possible to the right-hand side of all streets.
 - b. Give proper hand signals or cart directional signal in advance of all intended turns.
 - c. Be alert, especially to the rear, for approaching traffic.
 - d. Understand that golf carts have no priority over automobile traffic.
7. A golf cart parked in a designated handicapped parking space must display the appropriate Handicap label.

8. The owner of a golf cart assumes all responsibility for any physical damage or injury caused by the operator of the golf cart.
9. The type of motorized vehicles not described herein, will be subject to recommendation of the Safety/Security Committee and approved by the Community Association Board of Directors for action, before being allowed into Zellwood Station.

L. BOATS AND BOATING

1. Boating on lakes within Zellwood Station shall be permitted, unless notices are posted restricting such use.
2. Use of boats at night on lakes or water retention areas of Zellwood Station is prohibited.
3. Only small electric trolling motors may be used. All boats shall always have proper safety equipment on board. All occupants of a boat must wear or have a personal flotation device (life jacket).
4. Residents and guests shall comply with local and Florida state laws related to registration and operation of boats.
5. Any boat either beached at any of the lakes or used on any of the lakes must be registered and issued an identification sticker which must be affixed to the bow of the boat above the water line. Registration of boats and issue of identification sticker is the responsibility of the Dock Master.
6. Non-resident owned boats are prohibited on any Zellwood Station waters.
7. Boats must be moored on the surrounding grass above the lake's water line. Moored boats must not block other boats from having access to the lake. Boat trailers cannot be stored at any lake.

M. TRASH REMOVAL

1. Household garbage and trash shall be collected at curbside in front of each residence twice each week on designated days. Household garbage and trash must be put in tied plastic bags and/or in the proper container as described in the vendor contract. No bag shall exceed sixty (60) pounds in weight. Bags must be placed on the driveway or lawn near the street curb, but will not be placed on the street.
2. Yard trash shall be collected at curbside in front of each residence once a week on a designated day. Yard trash must be placed in plastic bags not exceeding sixty (60) pounds or tied in bundles not exceeding three (3) feet in length. Yard trash must be placed on the driveway near the street curb but should not be placed on the street.

- a. No resident or vendor is allowed to dump trash or yard debris on any Common Property.
 - b. Any Vendor found dumping trash or yard waste may have their privilege to enter the Park suspended and/or charged for cost of cleanup.
3. Residents desiring pick-up or removal of household garbage and trash or yard trash which exceed the limitations in Sections M-1 and M-2, machinery, construction materials, appliances, furniture, discarded vehicle parts or similar items must make special arrangements with the refuse collector and pay separately for such service if required.
4. Specific aluminum can recycling bins are located at various sites throughout the community.
5. Place garbage and trash out the morning of the designated trash pickup. Garbage or debris cannot be placed out the day before pickup.

N. USE OF RECREATIONAL FACILITIES GENERAL

1. The Boards of Directors may from time to time establish, modify or terminate Policies and Procedures pertaining to the operation and use of specific recreational facilities. Copies of such Policies and Procedures will be posted at each facility for which they pertain.
2. Use of the recreational facilities by any resident, organization or group will be considered to constitute acceptance of the Policies and Procedures. Complaints alleging a violation of the Policies and Procedures by a resident, a guest or any other person must be reported to the Park Manager or Condo President (if applies specifically to a Village).
 - a. The Park Manager or Condo President will investigate the complaint and, if the complaint is found to be valid, will determine and specify in writing the disposition of the complaint, which may include but is not limited to termination of privileges of the person or organization against whom the complaint was made.
3. Residents, their guests and all others using the recreational facilities will be expected to observe proper etiquette, manners and behavior while using the recreational facilities. Loud, rude and obnoxious conduct will not be permitted. Users will be held financially responsible for any damages which they or their guests may cause to the recreational facilities.
4. The Boards of Directors shall have the authority to set fees they deem appropriate for the use of their recreational facility as well as to approve requests for the use and the scheduling of events to be held in/on the recreational facilities. Certain Resident Clubs/Organizations may be exempt from a fee (Example: Red Caps, Signal Lights, Veterans Association)

- a. Requests for using and reserving Co-Op recreational facilities shall be made using an appropriate form available at the Whistle Stop for Co-op Community Room/Lounge/Patio.
 - b. Request for using and reserving CA recreational facilities shall be made with the Recreation Director at the White House for Depot and adjacent CA meeting rooms.
 - c. Requests for the use of any recreational facility will be scheduled in the order in which they are received unless, in the interest of the community, an exception is granted by the Park Manager or appropriate Board of Directors.
5. Persons authorized to use any recreation facility shall be responsible for any set-up, take-down and cleaning so that after each use the facility will be restored to its previous condition. The Board of Directors shall be authorized to establish fees for use, set-up, take-down and cleaning if the user does not wish to do the work. The Board of Directors shall have the authority to request and collect, in advance, a deposit to guarantee take-down, cleaning and repair of any damage to the property by the user.
6. Immediately after an event, the persons authorized to use any recreational facility shall return, within two hours after the end of the event, the facility to its previous condition and return any furniture and/or equipment to the inside that had been temporarily placed outside.
7. Except for programs sponsored by one of the established resident organizations, there shall be no solicitation for goods and/or services allowed in or about any recreational facility unless authorized by the Park Manager.
8. Nothing in these Policies and Procedures is intended to limit, inhibit, or restrict in any way the exercise of rights to peacefully assemble or rights to invite public officers or candidates for public office to appear and speak to any event held at any recreational facility or common area or otherwise violate the provisions of Florida Statute Section 720.304.
9. Specific Policies and Procedures regarding the use of the Recreational Facilities are located in Addendum B of this document.

O. USE OF TENNIS/PICKLEBALL COURTS

1. The Pickleball and Tennis Courts are not public recreational facilities. Residents wishing to use or reserve tennis courts at the Depot area must do so by contacting the Recreation Director at the White House.
2. Reserving the pickleball courts at the Clubhouse can be done through the Park Manager.

3. Courts may not be used by the same players for more than two (2) consecutive hours if others are either scheduled or waiting to play.
4. Proper attire must be worn, i.e., tennis shoes, shorts or skirts and shirts. No halters or swim suits shall be worn at the tennis courts or pickle ball courts.
5. Non-residents must be a guest of a resident in order to use the courts. Any player under eighteen (18) years of age must be accompanied by a resident.
6. Proper sports etiquette shall be observed by all participants during any sports activity.
7. After completion of play, gates to the courts must be closed, all equipment provided by the Park shall be returned, and trash disposed of in the refuse containers. If play is at night, Security must be notified so that the flood lights can be turned on and when play has been completed so that the lights can be turned off.
8. Tennis and Pickleball is played at the resident's and guest's own risk. Zellwood Station Community Association and Zellwood Station Co-op assumes no liability in the event of injury.

P. USE OF SWIMMING POOLS- Depot, Clubhouse & Village Pools

1. These rules are prescribed to assure the safety, comfort and enjoyment of everyone. Accordingly, the rules are applicable to every person using the facility. Rules have been formulated in accordance with those of the Orange County Health Department.
2. Although guests of residents are welcome, the swimming pools and whirlpool are intended primarily for the use of the residents. Any resident household may have up to six (6) guests at any given time to the pool and/or whirlpool. Residents are responsible for their guests to follow all the pool or whirlpool rules.
3. **Guests of residents under 18 years of age and over 5 years age must be supervised by an adult 18 years or older. Anyone under 5 years of age must be supervised by a parent or resident of Zellwood Station.**
4. Swimming alone is prohibited. All persons using the pool must exit the pool area upon approaching storms.
5. All people must shower, on site, before entering the pool / whirlpool. This is to help to preserve the chemical balance in the pools, as well as to prevent contamination by foreign matter such as suntan oils, perspiration and clothing dyes. **Any person with open wounds, sores or bleeding may not use the pool / whirlpool.**
6. Diving / jumping into a pool is prohibited.
7. Only proper swim attire is permitted.

8. All loose jewelry, such as earrings, and all hairpins shall be removed.
9. Running and horseplay in a pool area are prohibited. Use of water toys, rafts, balls, etc. is not permitted. Only swim noodles are permitted. This list of prohibited and allowable items in pool may be modified by the Board of Directors.
10. People using flotation gear attached to their body, such as water wings, should swim in the shallow end of the pool.
11. **The use of the pool facility by guests of residents is restricted to noon until closing daily.**
12. No food or drinks are allowed within four (4) feet of the pool. No glassware is allowed in the pool area. Coolers are permitted. Grills of any size or type are not permitted in the pool area including grassy areas and parking lots.
13. For maintenance of proper sanitary conditions, children not toilet trained and adults who are incontinent are prohibited from using a swimming pool and/or the whirlpool. **Diapers of any kind, including swim diapers, are TOTALLY prohibited.**
14. Persons using a pool should not enter adjacent buildings dripping wet, barefoot or without proper clothing cover.
15. Pool hours *for residents* are 9:00 am to 11:00 pm. ***Guests of residents are permitted to use the pool(s) from noon until closing as specified in section 11 above.*** Please be considerate to staff while they are performing pool maintenance.
16. The maximum number of people that may use the Depot swimming pool at one time is seventy-eight (78). The maximum at the Clubhouse pool is forty-seven (47) people. The maximum number of persons that may use the Banbury swimming pool at one time is fifteen (15) and Citrus Ridge is fifteen (15). Both Banbury Village and Citrus Ridge Village swimming pools are for the use of their residents only.
17. The maximum capacity of the whirlpool is seven (7) persons, and the maximum temperature is 105 degrees. A safe time for use of the whirlpool is ten (10) minutes. Persons using the whirlpool are requested not to tamper with the air intake jets. Persons under the age of sixteen (16) are prohibited from using the whirlpool.
18. All animals must remain outside of the fenced-in pool area per Florida DOH Statute 64E-9.008.
19. No bicycles or other recreational vehicles are allowed in the pool area.

Q. USE OF BILLIARDS AND FITNESS FACILITY

1. The Billiards room located in the Boxcar is not a public recreational facility and will always be locked when not in use. Only Residents may obtain the key from the Recreation Director at the White House or Security at the Main Entrance.

- a. All guests must be accompanied by a resident while using the Billiards room.
 - b. No one under the age of eighteen (18) years is permitted inside the Billiards room.
 - c. Pool balls must be checked out from the Recreation Director at the White House or from Security. Balls can only be checked out by a resident. Resident must show ID. Pool balls must be returned immediately after play is concluded. Resident will be liable for the cost of any balls not returned. Security should be notified of any missing equipment or damage to facilities or equipment.
 - d. Smoking is not permitted in the building.
 - e. Players will not sit on the rails of the tables.
 - f. After use, tables are to be cleared of all equipment, cleaned, brushed, and covered.
 - g. All equipment (i.e., balls, cues, chalk, etc.) is to be returned to proper storage areas, the air conditioner or heater turned off, lights turned out, doors locked, and the key returned to the Recreation Director/Security.
2. The Fitness Room is located adjacent to the Crafts Room in the Depot Complex. The room is open in the morning by Security and closed in the evening by Security. The hours are the same as the Depot Pool (9:00 am – 11:00 pm).
 - a. The fitness room is not a public facility and all guests of residents must be at least 18 years of age.
 - b. All users of the facility will share equipment as needed with others. All equipment will be returned to its proper storage area when done with it.
 - c. All equipment used will be wiped down with disinfectant wipes after each use (Disinfectant wipes provided by Park)
 - d. Report any damaged or non-working equipment to the Recreational Director at the White House.

R. FISHING WITHIN ZELLWOOD STATION

1. Fishing from the shore or by boat on Lake Cohen, Little Lake Cohen (WW Retention Pond) and Lake Grassmere is allowed by residents and their guests. Fishing is prohibited in other bodies of water within the boundaries of Zellwood Station. These rules are in accordance with the Florida Game and Fresh Water Fish Commission rules.
2. All residents and their guests between the ages of sixteen (16) years and sixty-four (64) years must have a valid Florida fishing license to fish in authorized Zellwood Station waters. Residents and guests sixty-five (65) years of age and older must have a valid government issued identification in their possession while fishing. Any resident fishing for

- recreational purposes only, within her or his county of residence with live or natural bait, using poles or lines not equipped with a fishing line retrieval mechanism, will not have to purchase a license. This information may be found in myfwc.com/license/recreational/do-i-need-a-license/.
3. Guests must be accompanied by a resident while fishing.
 4. Only cane poles or rods and reels are permitted.
 5. Use of live bait such as bream, shiners, crickets and worms are permitted.
 11. Use of goldfish, carp, black bass or parts thereof as bait is prohibited.
 12. Free floating jug fishing is prohibited.
 13. Introduction of any fish such as catfish, speckled perch or shad, from waters outside of Zellwood Station into lakes and water retention ponds is prohibited
 14. Size Restrictions/Bag Limitations
 - a. Bass: Catch and release only unless injured, i.e., gut-hooked or bleeding.
 - a. Panfish: There are no size restrictions for bream, crappie, etc. Bag limit for panfish, perch, catfish mixed string of 25 fish.

S. NO FEEDING OF WILD ANIMALS

This regulation is for the health, safety, and welfare of the residents of Zellwood Station and their guests, invitees, visitors, and employees as well as for the wildlife which inhabit Orange County, Florida. Human-provided food sources, whether intentional or unintentional, are the primary cause of conflicts between wildlife and humans. Though injuries are rare, wildlife can be dangerous. They can damage private property, spread rabies, injure or even kill humans and/or pets. Often the wild animal must be destroyed when conflicts arise.

Known practices exist to minimize or prevent human-wildlife conflicts. Residents are prohibited from feeding all wild animals, cranes, migratory birds, as well as, but not limited to, deer, bears, **feral cats**, alligators, racoons, and foxes.

Residents must perform all necessary actions to remove attractants of wildlife. This includes, but is not limited to:

- a. Do not place or store pet food outside for any period other than the actual feeding time of the pet.
- b. Clean barbeque grills immediately after use.
- c. Ensure bird feeders are inaccessible to wildlife by height and distance from trees or poles.
- d. Place garbage and trash on the street the morning of the designated trash pickup.

These Rules and Regulations provide assurance of maintaining our community appearance and lifestyle. All residents are partners in this accomplishment.

Approved by:
ZELLWOOD STATION COMMUNITY ASSOC.

By: _____
President

Approved by:
ZELLWOOD STATION CO-OP INC.

By: _____
President

Approved by:
OAK GROVE VILLAGE

By: _____
President

Approved by:
BANBURY VILLAGE

By: _____
President

Approved by:
CITRUS RIDGE VILLAGE

By: _____
President

ADDENDUM “A” Enforcement

Zellwood Station Co-Op Enforcement Policy August 2024

The purpose of this document is to explain Zellwood Station Co-Op’s Enforcement Policy regarding violations of Zellwood Station’s Rules & Regulations. Any changes to this policy must be approved by a majority vote of the Zellwood Station Co-Op Board of Directors.

Initial enforcement of Zellwood Station’s Rules & Regulations shall be the responsibility of the appropriate Management Agent – the Park Manager for shareholders and lessees or the Condo President for condo owners.

Rule violations committed by shareholders should be brought to the attention of the Park Manager. Complaints must include as much information as possible, i.e. name, address, date, time, witnesses, pictures or any other details to aid in determining whether or not a violation occurred. Whenever possible, the name of the person making the complaint will be kept confidential. The ARC Committee may also submit unresolved shareholder ARC violations to the Park Manager for enforcement.

The Park Manager will review the complaint and investigate the accusations. If the Park Manager determines that a rule violation has occurred, the following steps will be followed. However, The Co-Op Board of Directors has discretion to start enforcement at any step below according to the seriousness of the violation.

Steps:

1. The Park Manager will issue first and second “Notice of Violation(s)”.
2. If the violation is not cured or if it is repeated, the Park Manager will ask the Co-Op Board of Directors to determine if a fine should be assessed.
 - a. The Park Manager will assign each violation a unique case number.
 - b. The violations will be added as an agenda item by referencing the unique case number for the Board to review at a properly noticed Board Meeting with 48 hours posted notice.

- c. The Board will review the violations and determine if a fine should be levied against the violator.
 - d. The Board may levy reasonable fines for failure of the unit owner or the unit's occupant, licensee, or invitee to comply with any provision of the Co-Op Documents or reasonable rules of the Co-Op.
 - e. A fine may not become a lien against a unit.
 - f. The fine will not exceed \$100 per day per violation, or \$1,000 in the aggregate per violation.
3. Should the Co-Op Board of Directors vote to levy a fine, they will refer the matter to the Violations Committee. The Board must set forth the amount of the fine to be confirmed or rejected by the Violations Committee.
- a. The Violations Committee will be made up of at least three (3) shareholders appointed by the Board who are not officers, directors, employees of the Co-Op, or the spouse, parent, child, or sibling of an officer, director or employee.
 - b. The violator will be given at least fourteen (14) days advance notice of the hearing. The notice will include the date, time and place of the hearing. The violator has a right to attend the hearing.
 - c. The Violations Committee will hear evidence of the violation and give the accused an opportunity to respond, present evidence and provide written and oral arguments. The Committee will determine whether to confirm or reject the fine levied by the Board.
 - d. If the fine is confirmed by the Violations Committee, the fine is deemed imposed by the Co-op without further action of the Board of Directors. Written notice will be sent to the violator. The fine shall be due 5 days after notice of the fine is provided to the violator.
4. If the violation is still not cured or is repeated, the matter will be turned over to the Co-Op's attorney for enforcement. The homeowner will be responsible for all legal fees incurred by the Co-Op.

Records of all complaints, the offending person's response to the complaint and any enforcement action will be kept on file at the Administration Office.

ADDENDUM “B”

POLICIES AND PROCEDURES FOR THE USE OF THE DEPOT, BOX CAR, CABOOSE, BUILDING D AND CLUBHOUSE COMMUNITY ROOM

These Policies and Procedures are subject to change based on approval of the appropriate Co-Op/CA Board of Directors.

A. USE OF RECREATION FACILITIES OF THE COMMUNITY ASSOCIATION

1. The Board of Directors of Zellwood Station Community Association (ZSCA) may from time to time establish, modify, or terminate Policies and Procedures pertaining to operation and use of specific recreation facilities of the association. Copies of such rules and regulations will be posted at each facility to which they pertain and carry the same weight and effect as any other rule or regulation of the Association.
2. The Board of Directors of the ZSCA delegates to the Recreation Director, within the policies specified herein, authority to approve requests for use of and to schedule events to be held in Community Association recreations facilities to include the Main Recreation Center, i.e., the Depot, the Boxcar and Billiards Room, the Caboose, the Crafts-Exercise-Greenhouse building, the swimming pool and whirlpool, the tennis courts, the shuffleboard courts and the Lake Cohen recreation area, etc.
3. Recreation facilities owned and operated by ZSCA are primarily for use by residents of Zellwood Station and their guests.
4. Requests for use of recreation facilities by an individual resident, group of residents, established organizations and other organizations not listed in sub-paragraph 6, for programs, presentation, demonstrations, or social events must be scheduled with the Recreation Director at the White House.
5. Individual residents or groups of residents authorized to use any recreation facility shall, following use, be responsible for restoring the facility to its normal condition. An advance deposit may be required to cover the cost of cleaning and repair of damage to ZSCA property whenever use of such facilities is authorized for an individual resident or group of residents.
6. The following established organizations may request scheduling for repetitive use of recreation facilities, for a period of time not to exceed one (1) year.
 - Zellwood Station Community Association
 - Zellwood Station Co-op, Inc.
 - Banbury Village Condominium Association
 - Oak Grove Village Condominium Association
 - Citrus Ridge Village Condominium Association
 - Sand Point Village Advisory Committee
 - Lakeview Village Advisory Committee
 - Rolling Hills Village Advisory Committee
 - Zellwood Station Golf Club
 - Zellwood Station Golf Association

Zellwood Station Red Caps
Zellwood Station Signal Lights
Zellwood Station Veterans Club

Subordinate or component elements of any of the above organizations and any other organization duly recognized by the Board of Directors.

7. Unless an exception is granted in the community interest by the Board of Directors, requests for use of recreation facilities will be scheduled in the order in which received.
8. Except for programs sponsored by one of the established organizations listed in subparagraph 6, there shall be no solicitation for goods and/or services in or about any recreation facility.
9. Nothing in these Policies and Procedures is intended to limit, inhibit or restrict in any way the exercise of rights to peacefully assemble or to invite public officers or candidates for public office to any event held at any recreation facility or to otherwise violate the provisions of F.S. 718, 719 or 720.

B. USER RESPONSIBILITIES FOR RECREATION FACILITIES AND EQUIPMENT OF THE COMMUNITY ASSOCIATION

It is the responsibility of the chairperson or head of the organization or committee or designated Activity head or individual resident using any recreation facility of the Zellwood Station Community Association to:

1. Properly schedule an event or activity with the Recreation Director at the White House pursuant to the policies and procedures approved by the CA Board of Directors
2. Prior to an event, advise the Recreation of any special arrangements of furniture, equipment, etc. needed.
3. As necessary, make arrangements to obtain the key to a building, as well as access to needed equipment. Prior to an event, keys can be obtained either from the Recreation Director at the White House or from Security at the Main Entrance. The keys are to be returned to the Recreation Director or Security as soon as possible after the completion of the event.
4. Lights, fans, heat or air conditioning, kitchen equipment, etc. may be turned on prior to an event and must be turned off after the event has ended.
5. If the PA system at the Depot is to be used, arrangements for such use should be made with the Recreation Director.
6. All equipment that has been used must be returned to its proper place.
7. If food and/or drink are served, tables should be wiped off and trash picked up and put into trash bags. Trash bags are to be put in the garbage dump at the rear of the Depot outside the kitchen door. Exterior kitchen door must be closed and locked after use.

8. Any chairs and tables placed outside temporarily must be returned inside immediately following the event. This means the same evening if any event is held in the evening.
9. Any damage or breakage must be reported to the Recreation Director. Each group, organization, committee or individual resident using recreation facilities is responsible for breakage or damage to a facility or to recreation equipment and will be expected to cover the cost of repair or replacement.

C. USE OF ZELLWOOD STATION CO-OP CLUBHOUSE COMMUNITY ROOM

1. The Clubhouse consists of the Community Room, the Whistle Stop Lounge/Restaurant, Porch and Golf Pro Shop. The Whistle Stop Lounge and Restaurant can be closed off from the Community Room and the Porch. The Community Room can be used either separately or in conjunction with either the Whistle Stop Lounge and Restaurant or the Porch.
2. The Whistle Stop Lounge and Restaurant is intended for use as a facility for food and beverage refreshments. In addition to providing food and beverage service for individual users, the Restaurant Manager or Assistant Manager is authorized to schedule special events and to coordinate special entertainment with the Activities Committee for residents and their guests using the Whistle Stop lounge and Restaurant and the Community Room in compliance with the Policies and Procedures established by the Board of Directors.
3. The Community Room is intended for use for meetings, luncheons and dinners, presentations, dancing, and other similar types of entertainment.
4. Use of the Community Room for personal affairs by a Zellwood Station resident(s) or use by non-resident individuals or organizations or businesses, not requiring the services of the of the Whistle Stop Lounge and Restaurant must be arranged through the Whistle Stop Manager or Assistant Manager in compliance with established Policies and Procedures.

As part of the scheduling procedure, a written agreement will be required with any organization, group or individual to use the Community Room and/or the Porch. The agreement would set forth in detail the specifics of such use to include arrangements for food, beverage service (alcoholic and non-alcoholic), entertainment, set-up take-down, cleaning, etc.

5. The Events Committee and Whistle Stop Manager will keep a monthly calendar of events at the Community Room and Restaurant.
6. Users of the Community Room may be charged a user fee and fees for set-up, take down and cleaning of the room if the user does not wish to do the work. The Park Manager, using guidelines established by the Co-op Board of Directors, will set such fees.
7. For those organizations, groups or individuals who elect to perform the set-up, take-down and cleaning, the Park Manager may require an advance deposit to guarantee performance of these tasks.
8. A user fee will not be assessed by the Restaurant Manager or the Co-op for use of the Community Room by selected established residential organization such as the Zellwood

Station Golf Association, and Red Caps/Signal Lights and other Organizations approved by the Park Manager or Board of Directors. The Park Manager will have the discretion to eliminate the user fee for other established resident organizations and residents depending on the type of function.

9. Established resident organizations or individual residents/non-residents using the Community Room and/or the Porch will purchase food service (if needed) and beverages, from the Whistle Stop Lounge and Restaurant. Outside catering is prohibited in the Community Room or Patio unless authorized by the Park Manager.
10. Alcoholic beverages must be provided by the Whistle Stop Lounge and Restaurant, for consumption within the Clubhouse, except the Golf Pro Shop. No alcoholic beverages will be permitted to be brought into the Clubhouse by an individual or organization.
11. No gambling as defined by Florida State Statute, with the exemption of Bingo and 50/50, is permitted inside the Clubhouse.
12. Excessive noise levels and bad behavior will be considered a nuisance. It will be incumbent on the Manager, users contracted by the Manager and users making arrangements through the Park Manager to ensure the noise levels do not disturb residents of the Park.
13. Following the use of the Community Room and/or the Porch, the Park Manager and/or Whistlestop Manager will cause an inspection to be made of the facilities use. If take-down or cleaning have not been properly performed, the person or organization using the facility will be contacted for corrective action, or the deposit will not be refunded. If satisfactory action is not taken, the Park Manager will arrange for the work to be performed and the charges for such work sent either to the organization, group or individual that used the facility, or the cost deducted from the advance deposit.
14. Organizations, groups or individuals who fail to comply with the requirements specified at the time of scheduling for use of the Community Hall and/or the Porch may be denied future use of these facilities.
15. If there is any damage to chairs, tables, walls and/or floor caused by user or guests, the person responsible for arranging the activity will be expected to pay the costs to correct the damage.
16. Decorations may be provided by the user. The decorations must be removed immediately following the function's completion. Such materials may not be tacked, stapled or taped to doors or walls.
17. Functions of over 100 people may require professional guards, police officers or deputy sheriffs on duty at the function. The Park Manager, depending on the function, will determine the number of security personnel needed and may authorize exceptions to this rule.