Resident Rules and Board of Directors Regulations

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Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Revised January 16, 2024

\* Denotes additions, deletions or changes

# Resident Rules

RULE # 1 **NEW RESIDENTS**

1. All who anticipate becoming a resident or who are planning to rent in Curlew Mobile Home Estates (a.k.a Blue Jay Mobile Home Estates, a Condominium) shall be thoroughly familiar with the nature of condominium living. To accomplish this it is necessary that new residents meet with a Board Member or designated representative of the Board to make certain that the following are understood:
2. The Rules and Regulations for all residents.
3. The privileges and opportunities that this community offers.
4. Real Estate Sales Persons are responsible to cooperate and make certain that their clients are thoroughly briefed of this matter in advance of the sale.

RULE # 2 **LAWNS and SPRINKLERS**

1. Unit owners are responsible for natural lawn cover except for mowing and trimming. Fertilizer and insecticide application is included in the maintenance fee. Weeding of flower beds and trimming of bushes (up to 8 feet) is included in the maintenance fee. Vinyl siding and support posts must be protected to avoid trimmer damage. (2021)
2. The use of unnatural covering such as artificial turf and stone covering is not allowed in place of grass. Stones are permissible in planters. Edging should not be placed so as to restrict access to the lawn by mowers.
3. Location of trees or planting beds, shrubs or bushes to be planted in the lawn area must be reviewed BEFORE planting, by a member of the Architectural Review Committee with respect to existing water, utility lines and lawn maintenance. Architectural request forms are available in the clubhouse and requests should be deposited in the clubhouse mail box for review by the Board of Directors. (2021)
4. Sprinkler systems installed or used above ground level are to be the responsibility of the home owner for any damages (that may be) incurred by the lawn service contractor.
5. All sprinkler systems must be connected to well water and controlled by timers. Timer allocations are posted in the Monthly newsletter and must be adhered to. Timers are to be set to Standard Time – all year long. Hoses must be attached to well water for hand watering. (2021)

**Resident Rules**

**LAWN & SPRINKLERS (cont’d)**

1. Only St Augustine or Floratam grass is to be used for lawn cover due to the use of materials used for weed and pest control. It is the responsibility of the Unit owner to plant or replant as necessary. Grass must be maintained between and behind all units. Bare spots should be plugged or re-sod as required. Grass grown from seed is not allowed. (2021).

RULE # 3 **SHEDS**

1. NO freestanding shed can be larger than 8ft high by 6 ft wide by 4ft deep. This size would be allowed ONLY if the shed is to be placed behind the house or the original carport shed and the lot allows for same.
2. Any new request for a free standing shed and/or addition to shed must be reviewed by a member of the Architectural Review Committee with respect to existing water, utility lines and property lines.
3. All new and additions to utility sheds must be built according to code and a permit is required.
4. Any freestanding sheds erected prior to 06-06-2005 are grandfathered in.
5. Only one horizontal, bench style sheds is allowed in the carport. (2021)
6. All sheds must be tied down.

RULE # 4 **PAINTING OR STAINING OF SIDEWALKS**

1. There will be no painting, staining or coloring of sidewalks. Sidewalks that have already been painted or stained will be allowed to remain as is until removed by the owner, an act of nature or normal wear. Driveways that are re-painted or stained can only be done up to the sidewalk, even if they were previously painted all the way to the street.

**Resident Rules**

RULE # 5 **TRASH PICK-UP**

1. Trash or debris of any kind will not be placed out prior to 6pm the night before pick up.
2. Food material is to be placed in a sealed sturdy container if being discarded. If plastic bags are used for food material, do not set out until morning of pick-up to insure it is not ripped open by varmints during the night. Household and dry materials may be placed in secured plastic bags for curbside pick-up
3. Palm fronds, wood, bush trimmings, etc., must be contained in secured bundles approximately 3 feet long and weighing no more than 15 – 20 lbs. Plastic bags are permissible if secured. Yard trash (limbs, clippings etc.) should be set out for the Friday pick-up since it is the day with the lightest volume of trash. (2021)

1. Removal of large items is the responsibility of the unit resident. Call the trash removal company to make the necessary arrangements for pick up at homeowners expense.

RULE # 6 **IN-HOUSE SALES**

1. Garage/yard sales are NOT permitted at private residences.
2. Moving out or Estate sales are permitted but must be confined to INSIDE the home or enclosed porch. (No items for sale may be placed on the lawn or carport.)
3. No signs may be displayed on personal or common property advertising said sale, including the windows of vehicles.

RULE # 7 **PRIVATE USE OF CLUBHOUSE**

1. The clubhouse is available to each owner for private parties provided it is not already scheduled. Request for use must be presented to the Board of Directors, in writing. Request forms are available in the clubhouse.
2. There is no charge for the use of the clubhouse but owners will be responsible for any breakage or damage.
3. Owners are responsible for normal clean up which includes removal of food and other items brought in for the event.

**Resident Rules**

RULE # 8 **SMOKING IN COMMON AREAS**

1. Smoking or vaping is not allowed inside the clubhouse or under the canopies by the clubhouse or bocce/shuffle courts. (2021)

RULE # 9 **APPEARANCE OF UNITS and CARPORTS**

1. Homes must be kept clean and maintained. This includes washing and/or painting, repair of downspouts, gutters, roofs and screen rooms. The carport is used to shelter a vehicle, normally an automobile and may include a golf cart, motorcycle, bicycle or motorized scooter (power chair).
2. The first 20 feet under the carport (looking from the roadside) is to be left available for a vehicle. Space available beyond the 20 feet may be used for outside seating, eating area or grill. All items must be outdoor type furniture and kept in good repair.
3. Carports are not to be used for open or exposed storage. One bench style portable storage container is acceptable. For purposes of this rule, any items that are not purely decorative in nature, used on a regular basis, or intended for outdoor living are presumed to be “stored” in violation of this provision.
4. Flower beds are to be kept weeded and shrubs and trees are to be trimmed as needed. Plants in containers or hangers must be kept trimmed and maintained. The lawn service will not trim bushes that are over 8 feet in height. (2021)
5. Upon leaving for the summer or for a period of time (more than 1 week), all items must be removed from the carport. This is also required of year round residents when a tropical storm or hurricane is threatening the area. No loose items – hanging flowers, ornaments, pots, door mats etc shall be left out.
6. No items shall be stored behind units in exposed or open storage. (2021)
7. Seasonal decorations must be removed within 14 days after the season.
8. Boats and trailers must not be stored in driveways or under carports.

**Resident Rules**

RULE # 10 **PARKING OF VEHICLES (OWNERS, GUESTS and RENTERS)**

1. Vehicles are to be parked in driveways except as otherwise stated in this rule.
2. Vehicles shall not be parked on lawns.
3. Parking on the west side of the Clubhouse is for guests or periodic use by Residents. If using these spaces please place a sign on the dashboard indicating lot number so you may be contacted in case of an emergency. If parking is required for more than 2 weeks, homeowners need to find other alternatives.
4. Overnight parking in front of the clubhouse can be accommodated after 11pm and must be moved by 8am the next day. A sign indicating lot number is necessary so you may be contacted in case of an emergency.
5. For safety reasons, during clubhouse functions, vehicles should not be parked on the south side of the road opposite designated parking spaces.
6. For safety reasons, no one is to park within 15 ft of any corner at any time. (State Law)
7. No vehicle may be parked on the street overnight except as stated in rule # 14.
8. No vehicle may be parked so as to obstruct residents from walking on the sidewalks.
9. No dilapidated vehicles are permitted. Vehicles must be maintained in good condition with all original equipment attached (i.e hubcaps, tailgates etc).
10. Repairing or restoring vehicles in driveways or on common grounds is not permitted, except for emergency repairs. (See Declaration of Condominium, Para. 17.8 in the Blue Book.

RULE # 11 **GOLF CARTS**

1. Golf carts should be driven by a licensed driver or, if an unlicensed driver and under the age of 16, they MUST have a licensed driver accompanying them in the front passenger seat.

**Resident Rules**

**GOLF CARTS (cont’d)**

1. At the clubhouse, golf carts are to be parked diagonally (with front of cart facing southeast) along the southeast side of the street across from the mailboxes.
2. Golf cart parking on lawns is not permitted.
3. Golf carts must have headlights and tail lights which will be turned on when driving after dark.

RULE # 12 **RULES FOR FINING**

1. From the By Laws, “Powers and Duties of the Board of Directors – By Laws, Article 6.16 the Board of Directors are responsible to enforce the provisions of the governing documents and levy fines in accordance of Florida Statutes.
2. In the event that a complaint is received by the Association, or a violation is otherwise determined to have occurred, the Board of Directors or its agents will notify the alleged violator(s), and in appropriate cases, will provide an opportunity for such violation to be corrected within a reasonable time.
3. If the violation(s) is not corrected, or in the case of a second violation, or in the case of a violation of such a serious nature that the Board determines it does not warrant an opportunity for the alleged violator to correct it; the Board may adopt a proposed fine up to the maximum amount allowed by law. A fine may be imposed based upon each day that a continuing violation continues. The fine will not become final until a hearing has been held, or waived by the alleged violator. The alleged violator shall be notified by regular and certified mail, including a notice that the alleged violator may request a hearing before the Committee.
4. The Board of Directors shall appoint a Fining Review Committee of three (3) persons, which will consist entirely of Unit Owners other than members of the Board of Directors, or persons related to Board members, and shall be charged with conducting a hearing with regard to levying the fines the Board has recommended. The role of the Committee is to confirm or reject the proposed fines in whole or in part. (2021)

**Resident Rules**

**RULES FOR FINING (cont’d)**

1. Each violator will have 14 days from the date of the notice to request a hearing before the Fining Review Committee. If no request for a hearing is made, then the first fine will be imposed. After an additional 5 days and action has not been taken to correct the violation a second fine will be imposed. The violator will be given another 5 days to correct the violation. If still no action is taken the matter of the violation will be given to the attorney for legal action. Any violator(s) will be responsible for interest, costs and attorney’s fees incurred in the enforcement of the fine, including costs and attorney’s fees in connection with any correspondence or hearings, provided the Committee upholds the fine, in whole or in part.
2. The violations are “Very Serious” and “Serious” as follows –

The “Very Serious” are found in the Declaration Article 17 items 17.1 thru 17.26 and in the Rules and Regulations – Resident Rules – item 1, 3, 7, 8, 9, 10, 12 and 14.

The “Serious” violations are found in the Rules and Regulations – Resident Rules – items 2, 4, 6, 10 & 19 and all BINGO rules – Regulations – item 11.

1. The “Very Serious” violations will be $50.00 for the first fine and $100.00 for the second fine, if necessary. The “Serious” violations will be $25.00 for the first fine and $50.00 for the second fine, if necessary. The Fining Review Committee will make the final decision on the amount of the fine.
2. Violators who habitually break the same rules shall incur the maximum fine for repeat violations.

#### RULE # 13 **HURRICANE PREPAREDNESS**

1. It will be **mandatory** for all residents who leave the Park during hurricane season (especially snowbirds) to either put your awnings down or hire someone to put them down for you, if it becomes necessary, and remove all loose items from your carport before you leave. Make sure you designate someone you know who will be here in the event of a storm and provide his/her name to the Board of Directors. Make sure that person is physically able to secure your awnings.
2. It will be **mandatory** for all residents during a hurricane or tropical storm to clean off their carport (including lawn furniture, ornaments, door wreaths and flower pots) to eliminate any flying objects.

**Resident Rules**

**HURRICANE PREPAREDNESS (cont’d)**

1. Securing of clubhouse and furniture:
* **The clubhouse will not be available for use as a shelter by anyone.**
* Building and Grounds Committee will be in charge of moving and storing the clubhouse tables and chairs, bringing in the lounge chairs from poolside and moving and securing the chairs, tables and umbrellas from poolside.
* During an evacuation for hurricanes or tropical storms, the clubhouse will be secured to prevent damage to the clubhouse and to protect the contents. The roll down shutters will be lowered and the window and door shutters

will be closed and locked. No personnel will be allowed inside the clubhouse during the evacuation. The clubhouse will remain secured until the Pinellas County Emergency Management Agency declares it is safe to return to your homes.

* The Board of Directors are responsible to ensure that all Association records are properly secured and protected.
* The Secretary is responsible to ensure all official meeting minutes are properly secured and protected.
* All residents are to heed all local advisories and evacuation warnings.

RULE # 14 **PARKING and MAIL PICK UP AT MAIL BOXES**

1. Please be courteous, pick up your mail and drive away. Observe directional arrows and do not read your mail while parked at the mail boxes OR on the opposite side of the street.

#### RULE # 15 **RECREATIONAL VEHICLES**

1. Vehicles parked within the Duke Energy Company’s right-of-way easement strip shall be motor vehicles of a readily operative and transient nature, travel and camping vehicles, boat trailers, with or without boats and small utility trailers are considered appropriate vehicles. Mobile Home coaches, mobile offices, sailboats, carriers of explosives and all commercial trucks with three (3) or more axles are strictly prohibited. (Duke Energy Requirement)

**Resident Rules**

**RECREATIONAL VEHICLES (cont’d)**

1. Parking spaces in the RV Lot are on a first come first served basis. If a parking space is wanted, the homeowner must contact someone from the RV Lot Committee for an assignment. When there are no available spaces, a waiting list will be established.
2. Once a space is assigned, a parking permit and information form must be completed and signed by a member of the RV Committee, a member of the Board and the Owner.
3. This same procedure will apply to guest parking. There is a maximum stay of 30 days for guests.
4. No more than 2 spaces will be allotted to any one homeowner.
5. Cars and/or trucks (3/4 ton or smaller) will not be allowed a parking space in the RV lot if a shortage of spaces occurs.
6. Homeowners or guests cannot assume a parking space is available and arbitrarily

 park a vehicle without first checking with the RV lot committee.

1. Each RV owner is responsible to take care of grass and weeds in his/her assigned space. If this is not taken care of after (2) notices, the resident will be asked to remove their vehicle(s) from the RV lot.
2. Vehicles must have current tags and be registered to a homeowner of Blue Jay Estates. The only exception is guests staying for not more than thirty (30) days.
3. An RV unit may be parked overnight at the owner/operator residence on previous night of a planned A.M. trip or one night following a trip if returning after dark. During daytime hours should the owner/operator desire to restock his unit, perform minor maintenance or clean the vehicle they shall be permitted to park at the residence provided they are removed prior to sundown.
4. No one is allowed to sleep or otherwise stay in a unit in the RV lot. (2021)
5. Boats may not be parked in driveways or under carports. During daytime hours should the owner/operator desire to restock his unit, perform minor maintenance or clean the vehicle they shall be permitted to park at the residence provided they are removed prior to sundown.

**Resident Rules**

RULE # 16 **WILDLIFE**

1. For sanitary reasons, no one is permitted to feed wildlife (ducks, seagulls, raccoons, egrets, squirrels etc.) on common ground, lakes, streets or easements.
2. Fishing is permitted in both lakes. However it is against Florida law to remove the triploid carp (grass carp) from either lake.

RULE # 17 **RESIDENTIAL OCCUPANCY CONTROL**

1. Anyone wishing to purchase, lease, rent, transfer or otherwise change ownership or occupancy of a dwelling must follow Declaration of Condoninium - Article 15. All leases and occupancy of a unit shall be subject to prior approval of the Association. (2021)
2. New candidates for owner occupancy or lease occupancy must affirm that under their occupancy there will be at least one person in residence that is at least 55 years of age or older, unless otherwise exempted by the Fair Housing Act.
3. New candidates for ownership or lease occupancy (all leases must be for a period of 90 days or more) must complete and sign an application form accompanied by copies of birth certificates or current drivers license and the appropriate application fee. (This information is necessary for the required bi-annual census stated in Florida Statue #718). (2021)
4. In the case of a lease, the unit owner is responsible for seeing that the application is filled out by the lessee along with a Lease Addendum Agreement and sent to the ROCC Chair Person with the appropriate fee no less than 20 days prior to commencement of the proposed lease. (2021)
5. If the applicant was a renter or a resident the previous year, the current filing fee is waived but the applicant must fill out an application for approval before settlement date. If a resident that has been in the park the previous year fails to get an application approved before moving in, then he forfeits the waiving of the current filing fee and must pay it.
6. Lease Addendum Agreements must be resubmitted with new dates when a lease expires. (2021)

**Resident Rules**

**RESIDENTIAL OCCUPANCY CONTROL (cont’d)**

1. It is the responsibility of the owner/lessee to fully inform any lessee or guests of the Rules and Regulations governing this Condominium complex along with the requirements set forth in the Declaration of Condominium, Articles of Incorporation and Bylaws, particularly those concerning the use of common properties of this community.
2. It is the responsibility of the current unit owner to provide a copy of the Blue Book and the Rules and Regulations to new owners or lease occupants prior to approval of occupancy.
3. New owners or lease applicants must sign during the ROCC interview that they have received and reviewed the Blue Book and Rules and Regulations and they will abide by them and all future changes.
4. A Board Member will chair the Residential Occupancy Control Committee with representation from unit owners. Once an application has been received a background check will be conducted and an in person interview scheduled with the prospective owner/renter. Upon receipt of background check data and the interview, the ROC committee will make the final decision on acceptance and inform the Applicant. Notice of approved applicants and appropriate information will be given to the necessary committee(s) via a “Notice of Change” form, as soon as it is finalized. (2021)
5. Unit owners are responsible to complete and submit an Occupancy Form along with a birth certificate or license and appropriate application fees if someone moves in with them (temporary or permanent occupant). Background checks will be conducted. (2021)
6. Guest Registration – Special Occupancy Authorization
7. This authorization provides, during the absence of the owner, for certain limited and specific occupancy situation.
8. Guests occupying a unit in the absence of an owner must be registered with the Association at least three days prior to arrival. The authorization is specifically designed to allow a son or daughter, the spouse and children, sister or brother and spouse or mother and father to use the unit. This special occupancy authorization does not under any circumstances extend beyond the immediate family. Guest Registration forms must be completed and presented to a member of the Residential Occupancy Control Committee. (2021)

**Resident Rules**

**RESIDENTIAL OCCUPANCY CONTROL (cont’d)**

1. This also applies to “day stays” where guests occupy a unit in the absence of an owner even if such guests do not stay overnight. (2021)
2. The occupancies are limited to a two week period per year during the absence of the owner.

RULE # 18 **QUIET TIME**

1. Residents and guests are required to observe quiet hours from 10pm to 7am.

RULE # 19 **PRESSURE WASHER**

1. In order for a resident to use the gas powered pressure washer, the resident must be instructed on its use by a trained user who has full knowledge of the operation of the unit. The Buildings and Grounds Committee will maintain a list of trained users.
2. The power washer must be signed out by the resident **who will be operating it** and returned the same day.
3. Blue Jay Estates Association will not be held liable for any damage incurred as a result of the use of the power washer to any common or private property.
4. The power washer is not to be used by individuals for financial profit.

RULE # 20 **TV ANTENNAS and SATELLITE DISHES**

1. TV Antennas

 Antennas limited to TV type are not to exceed height or length greater than

 necessary to receive an acceptable quality broadcast signal (Federal

 Telecommunications Act of 1996).

 2. Satellite Dishes

 A satellite dish will not exceed twenty (20”) inches in diameter and may be

 mounted on the coach no higher than the existing roof line. Dishes should be

 mounted on the rear of the unit so as not to be visible from the front of the unit unless sufficient signal strength is not available at the rear.

 **Resident Rules**

RULE # 21 **USE OF FACILITIES**

1. Library

Located in the Blue Jay clubhouse, our library has a large selection of books, puzzles and videotapes. These are free for you to borrow and /or use.

When borrowing, please sign your name on the pad provided and kept on the desk. Please return all material to the designated box to be re-filed.

1. Shuffleboard & Bocce Rules
2. Playing hours – 9 am to 10 pm.
3. Shoes and shirts required in playing area – **no bathing attire**.
4. No walking on courts.
5. Use flood lights only on the courts being used.
6. Lights off at night when not in use.
7. Children under 16 to be accompanied by an adult.
8. Return equipment to storage area.
9. No horse playing in court area.
10. No food allowed at the courts.
11. Pool Rules
12. Bathers must shower before entering pool - Board of Health Requirement
13. A soap shower is required if you use tanning lotion or oil. If you use lotion or oil after you come out of the pool, you **must** shower again – **with soap** before re-entering the pool.
14. All guests must have I.D. tags for pool if not accompanied by a resident.
15. Please cover pool furniture when using lotions or oils.
16. Spills on the pool deck must be cleaned up immediately by the responsible person to prevent stains.
17. Pool Restrictions
18. No glassware or animals in pool or on pool deck.
19. Food and drink is allowed at the tables only, but NO glassware.
20. Anyone with open sores or bandages.
21. No jumping, running or diving.
22. No one under 14 without an adult.
23. Children in diapers must wear proper swimming attire.
24. Only 15 persons allowed in the pool at the same time.
25. Pool use limited to residents and/or their guests.

**Resident Rules**

RULE # 21 **USE OF FACILITIES (cont’d)**

1. Guidelines for Pool Heater
2. The heating season may extend from November 1st to March 31st,. The pool may be heated earlier or later in each season depending upon the climatic conditions.
3. The pool will be covered and closed if the temperature is forecasted to be below 60 degrees for 2 consecutive nights or below 50 degrees on any one night. (2021)
4. The Pool Committee will provide for and/or seek volunteers to assist in opening and closing the pool on a daily basis during those months. This committee and/or their designee(s) are solely responsible for the opening and closing of the pool during the winter months.
5. Water temperature may be maintained at **84 degrees F** as weather conditions permit.
6. Gates to the pool area and the door to the clubhouse must be locked when the pool cover is in place. (State Law)

**Board of Directors Regulations**

REGULATION #1 **MEETINGS**

1. The Board of Directors will hold a minimum of five regular meetings during the year and others when deemed necessary.
2. Such meetings will normally be held on the third Tuesday of the month but may vary depending on scheduling
* October – Financial review of current year performance and tentative plans for next years budget. (Minimum of 35 days prior to the November meeting. (2021)
* November – Adoption of annual budget for coming year. (2021)
* January – Presentation of Nominees for the Board to be elected at the Annual Meeting in February. (2021)
* March – approval of changes to current rules and regulations. (2021)
* April – Financial review of current year performance. (2021)
* Budget workshops may be held in August and September to facilitate the October meeting.
1. Annual Meeting
* February (third Tuesday) – Annual Membership Meeting followed by Election of new Board Officers.
1. Special meetings may be called in accordance with Article 5.8 of the Bylaws. No Board or Committee business is to be conducted at any social gathering.
2. Copies of items to be voted on at a Board meeting will normally be distributed to Board Members for review 3 days before the meeting, if material is available.

**Board of Directors Regulations**

REGULATION #1 **MEETINGS (cont’d)**

1. Rules governing the meetings:
2. Chair will recognize Board Members then members of the Association.
3. Speak once on a subject.
4. Speak for up to 3 minutes.
5. Use Blue Book, Condominium Law (718) or Robert’s Rules of Order, Revised to support your decision.
6. Members who wish to speak at a meeting must do so in writing at least 7 days prior to the particular meeting
7. Any owner who wishes to have a topic or question addressed by the Board of Directors must do so in writing at least 7 days prior to the particular meeting and **sign** the request. Unsigned correspondence will **not** be addressed.

REGULATION # 2  **TELEPHONE DIRECTORY COMMITTEE**

1. Names of new residents will be added to the list furnished by the Telephone Directory Company.
2. The Telephone Committee will make all deletions and or corrections needed to keep the list up to date.
3. The Telephone Committee will change names of new officers and committee members when necessary.
4. The Telephone Committee will deliver a new phone book to new residents and obtain their phone number in order to update the Blue Jay phone book. An article will be sent to the Monthly Media person of new residents and their phone numbers so residents may update their phone book during the year.
5. The Telephone Committee will deliver new directories to current residents when received from the printer.

REGULATION #3 **WELCOMING COMMITTEE**

1. Responsibilities of the Welcoming Committee are to:
2. Upon receipt of a “Notice of Change”, call on new residents.
3. Inform them of the social activities and events in the park.
4. Prepare a write-up to be given to the Monthly Media person regarding their name, where they are from, number of children and any other information of interest.

**Board of Directors Regulations**

REGULATION # 3 **WELCOMING COMMITTEE (cont’d)**

1. Encourage new residents to join members of the Welcoming Committee at coffee hour and introduce them to other residents or sit with them at other functions.
2. Committee should consist of members from different households, however spouses may accompany their partner when they call on a new resident.

REGULATION # 4 **ASSOCIATION RECORDS**

1. The President of the Board and the Association Secretary will have keys to the Board filing cabinets. Any resident desiring access to the filing cabinets should contact the President of the Board or in his/her absence, the Secretary of the Board, state the intended reason for accessing the files and then be accompanied b that specific person. Files can only be removed from the cabinets by a Board Member or Secretary of the Board and only for the purpose of copying or reviewing. Original files must be returned to the cabinets when reviewing or copying is complete. In case of emergency the Management Company may be contacted for assistance.
2. Any Board Member, Committee Member or Resident maintaining Association records of information in a media other than paper must provide a copy for storage in the Association records as backup.

REGULATION # 5 **PURCHASING OF MAINTENANCE ITEMS**

1. Inventories of maintenance materials should be maintained by the Buildings and Grounds Committee and restocked as necessary.

REGULATION # 6 **ACQUIRING COMPETITIVE BIDS**

1. Estimates or quotes for any job or purchase is encouraged by the appropriate committee and must be presented to the Board of Directors for approval.
2. The Board of Directors is required to get competitive bids for any contract which requires payment exceeding 5% of the total annual budget, except in emergencies or when the supplier is the only source of the supply within the county. (2021)
3. Board Members must declare a conflict of interest if they have any interest in a company that is being considered for a contract. (2021)

**Board of Directors Regulations**

REGULATION # 6 **ACQUIRING COMPETITIVE BIDS (cont’d**

1. Any contract or accepted quote should not be paid in full without written approval of the committee responsible or the Board of Directors.
2. Contractors must provide a “Certificate of Insurance”, proof of Florida licenses, all permits and notice of commencement as deemed necessary, before work can begin.

REGULATION # 7 **EXPENSE APPROVAL**

1. All expenses will be reviewed and authorized by (1) Board Officer and Treasurer prior to any payment or (2) Board Officers.

REGULATION # 8 **ANNUAL APPROVAL OF RESIDENCY RULES and DIRECTOR REGULATIONS**

1. The Board of Directors will approve, on an annual basis, these Rules and Regulations at their March Business Meeting in order that these items remain in full force and effect.
2. Continual obligations and commitments of the previous Board of Directors will remain in effect until their anniversary date or are reviewed by the sitting Board of Directors.
3. These Rules and Regulations may be reviewed and revised from time to time as the needs of the Blue Jay Estates Condominium Association change.

REGULATION # 9 **ARCHITECTURAL REVIEW COMMITTEE**

1. The ARC (Architectural Review Committee) is the first step in the approval process for requests/proposals to the Board of Directors.
2. The ARC will review these requests/proposals to ensure they meet and stay within both Pinellas County codes and Blue Jay Estates requirements.
3. The ARC will determine that there is no interference with water, sewer and utility lines or encroachment on setbacks, easements or neighboring property. The basis for this is a site visit and reference to the Blue Jay plat documents.

**Board of Directors Regulations**

REGULATION # 9 **ARCHITECTURAL REVIEW COMMITTEE (cont’d)**

1. Once the ARC determines the request/proposal meets all the necessary criteria, it is sent to the Board of Directors for approval or denial. The ARC’s role is as a recommending committee only. The Board makes the final decision.
2. Areas of ARC involvement include: trees & shrubs ( new and replacement); new planting beds; additions or changes to existing structures; walkways; patios; sunrooms; decks; carport extensions; sheds (new or existing) and painting.
3. Any changes in color for house, house trim and driveway must be chosen from the approved palette and reviewed by the ARC and approved by the Board of Directors. (2021)
4. Residents seeking approval must provide as much detail and data as possible including a drawing showing details and measurements and give the information to the ARC Committee. This must also be done when using a contractor.
5. Approved projects must be completed within nine (9) months from date of approval. If this timeframe is not met, the project must be resubmitted for approval.
6. **Approval must be granted before work is started.**

REGULATION # 10 **MOBILE HOME REPLACEMENT GENERAL PROCEDURES and REQUIREMENTS**

The following guidelines are to be followed to ensure that replacement of a new “unit” is set within both Pinellas County codes and Blue Jay Estates requirements. It is the responsibility of the homeowner to ensure they comply with all codes.

1. Due to the nature and magnitude of home replacement, the Blue Jay Board of Directors requires four (4) to six (6) weeks minimum lead time to review and react to a proposal.
2. The lot must be surveyed, with markers clearly visible for site work, or submit a copy of a recent survey.

**Board of Directors Regulations**

REGULATION # 10 **MOBILE HOME REPLACEMENT GENERAL PROCEDURES and REQUIREMENTS (cont’d)**

1. The Board must be presented with a detailed plan of the new “unit” (example can be supplied) with the following –
2. All dimensions and location of porches, patios, shed, A.C. unit and dimensions to adjacent units.
3. Location of park irrigation lines. The Architectural Committee can assist for county water, sewer and utility lines.
4. Indicate setbacks for front and rear. County minimum requirements are 10 feet front, 5 feet at sides and 5 feet at rear.
5. A property abutting County Hwy 90 requires a setback of 25 feet. This is a County requirement.
6. A County variance is required for any exception to the above setbacks. It takes approximately six (6) weeks for a county variance.
7. Appropriate permits and Board approval must be obtained before any work can be started. Permits are required for removal of the old unit, trees (if applicable) and the installation of the new unit, plumbing and electrical. A sewer “cap-off” and inspection by the county must be done before removal commences.
8. Units cannot be placed on top of any water lines. If water lines need relocation, the homeowner or builder must provide details on the relocation. A county permit is required for relocation of county water lines. Work must be done by a licensed plumber and inspected by the county.
9. Relocation of the Association’s irrigation lines is the homeowner’s responsibility. The Association will provide the pipe and fittings only.
10. Any replacement unit that will sit on top of a sewer line must have approval from the Blue Jay Board of Directors with a signed waiver stating that the homeowner will be responsible for any damages if incurred during future maintenance of the sewer system.
11. All work must be carried out by a licensed contractor.
12. The owner/builder/contractor must allow a representative from Blue Jay Estates to observe all phases of the installation.

**Board of Directors Regulations**

REGULATION # 10 **MOBILE HOME REPLACEMENT GENERAL PROCEDURES and REQUIREMENTS (cont’d)**

1. The owner/builder/contractor must provide the representatives with clear and understandable details if there are any questions regarding the installation process.
2. Blue Jay representative will have Board approval to contact the county if a violation occurs or there are questions about the placement of the unit.
3. Existing carports and/or sheds will not be “grandfathered”.
4. Damage done to common elements or neighboring properties must be repaired or corrected.

REGULATION # 11 **SOCIAL COMMITTEE**

1. Name
2. The name of the Committee will be Blue Jay Estates Association Social Club and hereafter called the Club.
3. This is a nonprofit organization under the laws of the State of Florida and responsible to the Board of Directors.
4. Purpose
5. To create and promote social and recreational activities for the residents of the Blue Jay Estates Community. To hold a coffee hour once a week to inform residents of coming events in the park and to provide a variety of programs on appropriate topics of interest to the membership.
6. Membership
7. Every adult homeowner, resident or renter of the Blue Jay Estates Community is a member of the Club.
8. Voting privileges are extended to all members.
9. Fiscal Year
10. The fiscal year shall be from January 1st through December 31st.
11. Officers
12. There will be four (4) elected officers, namely Chairperson, Co-chairperson, Recording Secretary and Treasurer.
13. Officers must be residents and reside in the park a minimum of three (3) months prior to election.

 **Board of Directors Regulations**

REGULATION # 11 **SOCIAL COMMITTEE (cont’d)**

1. The term of office will be for one year beginning January 1st.
2. Chairperson and Co-chairperson may run for re-election but the maximum term will not exceed four (4) consecutive terms.
3. The Recording Secretary and Treasurer are not restricted to any fixed term.
4. Duties and Responsibilities
5. The Chairperson will:
6. Preside at all meetings of the Club.
7. Ask for volunteers for all activities as deemed necessary during the term of his/her office and shall be ex-officio member of all committees with the exception of the Nominating Committee.
8. Approve expenditures of Committee funds.
9. Authorize an advance of funds to all chairpersons for a specific activity.
10. Have an election to fill office vacancies.
11. Appoint a nominating chairperson on or before November 1st.
12. Approve and present an annual report to the general membership at the Annual Meeting.
13. Share with the Co-Chairperson responsibility for securing programs and activities for the dates other than Wednesday morning programs.
14. Turn over to his/her successor all records an documents generated during his/her term of office.

6. Duties and Responsibilities

1. The Co-Chairperson will:
2. Preside in the absence of the Chairperson
3. Assume the responsibility of the Chairperson if the chairperson is unable to complete his/her term of office.
4. Share with the Chairperson responsibility for securing programs and activities for dates other than Wednesday morning programs. Activities that require long lead times (such as the hiring of dance bands) should be secured by the current committee for the entire following winter season.
5. Turn over to his/her successor all records and documents generated during his/her term of office.

**Board of Directors Regulations**

REGULATION # 11 **SOCIAL COMMITTEE (cont’d)**

1. The Recording Secretary will:
2. Record and maintain minutes of all business meetings.
3. Read the minutes of the previous business meeting for the approval of the members.
4. Minutes of public record of any club meeting shall be made available to Board of Directors upon their request.
5. Have custody of the regulations and any other legal papers pertaining to the club.
6. Prepare or assist the Nominating Committee in the preparation of ballots for voting where necessary.
7. Inform the Telephone Directory and the Monthly Media persons of any deceased so the name(s) can be removed from the telephone directory and birthday/anniversary announcements.
8. Turn over to his/her successor all records and documents generated during his/her term of office.

D**.** The Treasurer will:

1. Have charge of all funds, receiving and depositing them in a checking account under the name “Blue Jay Estates Social Club”.
2. The Chairperson and in his/her absence, the Co-Chairperson will authorize all bills by affixing his/her initials to each bill. The Chairperson, Co-Chairperson and the Treasurer shall have their names recorded on all bank records.
3. Maintain complete records of all income and expense items and balance on hand and deposits.
4. Report to the weekly meetings of members a statement showing income and expense and cash balance on hand and on deposit to be reported at least once per month.
5. Prepare an annual financial report for the fiscal year ending December 31 within 30 days from year’s end.
6. Give a copy of the annual financial report along with a copy of the budget for the coming year within 30 days of year’s end to the Board of Directors.
7. Turn over to his/her successor all records and documents generated during his/her term of office.

**Board of Directors Regulations**

REGULATION # 11 **SOCIAL COMMITTEE cont’d**

 The Nominating Committee will:

1. Consist of a minimum of a chairperson and two (2) members. Members on this committee should be rotated every two (2) years.
2. Nominations are to be presented to the membership at the last meeting in November. Nominations from the floor will be accepted at this time. The nominating committee will also present the names of anyone who has volunteered to be considered.
3. The Nominating Committee will conduct the elections.

 - If there is more than one person nominated or running for a position, paper ballots will be used.

1. Elections will be held the first Wednesday meeting in December.
2. The Chairperson will select two (2) auditors from the floor to review and verify the voting counts by the Nominating Committee if there is more than one nomination for the positions.

8. Meetings

1. Up to fifty-two (52) Coffee Social Hour meetings may be conducted each year.
2. In cases of parliamentary conflicts, Robert’s Rules of Order, Revised shall govern.

9. Committees

1. The Chairperson will:
2. Ask for volunteers to chair any of the following activities in case of vacancies:

 Arts & Crafts Holiday Decorations

 Bereavement Luminaries

 Bingo Library

 Bowling Music

 Breakfast Dance

 Coffee Hour Sunshine

 Cribbage Tours

 Shuffleboard

 and/or other activities deemed appropriate.

**Board of Directors Regulations**

REGULATION # 11 **SOCIAL COMMITTEE cont’d**

 10. Funds

1. All funds derived from activities shall be turned over to the Treasurer as collected. No funds may be designated for any special projects unless Funds – Section D has been adhered to.
2. The Committee will prepare a budget for the next year to include all encumbering of funds carried into the next year.
3. No expenditures in excess of $100 may be approved unless a minimum of fifty (50) members are present. Funds for real property in excess of $500 shall be expended as designated only by written ballot. The exception to this rule will be a pass through check, issued in exchange for an equal amount of currency being handed to the Treasurer.(2024)
4. Real property to be purchased, donated or placed in the clubhouse or on park grounds must first be reviewed and approved by the Chairperson and Co-Chairperson of the Social Club and the Board of Directors prior to the purchase or installation. Disapproval by the Board does not prohibit the Social Club from revising and re-working the original proposal for review and re-submission. Once approved, if item to be purchased is changed from the original item submitted, the new item must be re-submitted for approval.
5. Money to be advanced to a Chairperson of a social function is to be reported to the members at a Coffee Hour. This report will be given at a Coffee Hour following the function indicating the number of tickets purchased, total cost of food, band, door prizes and any other money spent for the event and profit or loss reported.
6. The Craft Chairperson may ask the Social Club for an advance to buy supplies to start the year. This amount must be paid back as soon as is practical.
7. The Craft Chairperson is also responsible to keep records and receipts for income and expenses, which is given to the Social Club Treasurer at the end of the year.

11. Distribution of Assets

1. All real property purchased by the Social Committee shall become part of the Association and under the ultimate control of the Board of Directors.

**Board of Directors Regulations**

REGULATION # 11 **SOCIAL COMMITTEE cont’d**

12. Regulations

1. These regulations may be amended from time to time with approval of the Board of Directors after a joint meeting with the Social Club Officers and the Board of Directors.
2. Rules for Bingo

 1. **THURSDAY NIGHT BINGO**

**TWO PERSONS** will collect, count and divide money for each game. After money is taken care of, one of the counters may play bingo. The other person will CALL BACK NUMBERS, DISPENSE ALL PRIZES AND ACT AS A FLOOR WALKER. This person cannot play bingo. These persons can be changed from week to week.

**CARDS – NO LIMIT**

1 for $2.00 7 for $5.50 10 for $7.00

3 for $4.00 8 for $6.00 12 for $8.00

6 for $5.00 9 for $6.50 15 for $8.50

SUPER BINGO $1.00 MORE

Each player will be given a ticket for the number of cards purchased. Each Player should display tickets so these tickets can be observed during the game by a floorwalker. Cards can be exchanged between games, but only the number of cards to match each ticket can be at the player’s place.

**NO EXTRA CARDS WILL BE TAKEN TO THE PLAYERS TABLE**

Return all cards to the boxes after bingo is over.

**ALL MONIES ARE GIVEN AWAY EACH NIGHT.**

**FLORIDA STATUTES PG. 2 SECTION (8)**

Each person involved in the conduct of any BINGO game must be a resident of the community and may **NOT** be compensated in any way for operation of such bingo game (this includes tipping or gifts).

**Board of Directors Regulations**

REGULATION # 11 **SOCIAL COMMITTEE cont’d**

13. Rules for Bingo cont’d

**SUNDAY NIGHT BINGO**

 Eight (8) games – 10 cents each per card.

 One (1) double coverall – 25 cents per card.

Money is collected before each game. All tables will have a collection tub to put monies into from each player for the amount of cards that are played.

All monies will then be collected from each table and put into one big tub marked prize money. **ALL MONIES WILL BE COLLECTED BEFORE THE GAME STARTS.**

If there is more than one (1) winner, two (2) people will count and divide the money and pay the winners.

**NO EXTRA CARDS WILL BE TAKEN TO THE PLAYERS TABLE.**

**ALL MONIES ARE GIVEN AWAY EACH NIGHT.**

**FLORIDA STATUTES PG. 2 SECTION (8)**

Each person involved in the conduct of any BINGO game must be a resident of the community – and may **NOT** be compensated in any way for operation of such bingo game (this includes tipping or gifts).