



HIGHLANDS RESERVE HOMEOWNERS ASSOCIATION INC

Covenants: Each new homeowner, whether purchasing a new home or an existing home, is entitled to a complete set of Covenants, Conditions & Restrictions. Please read them carefully. The Covenants are designed to protect each of us. This summary is not intended to replace the covenants & restrictions but only to highlight those areas of greatest concern.

Highlands Reserve: Our development is operated by a Homeowner's Association, with an elected Board of Directors, who in turn employ a professional management organization. The management organization is: The homeowners, at our annual meeting in March elect directors. There is only one vote per home. You may vote in person or by proxy. Two directors elected for 3 years, two directors are elected for 2 years and one director is elected for only 1 year.

Philosophy: It is the goal of our association to strictly enforce the Rules and Regulations in an effort to preserve the value of our properties and the quality of life here at Highlands Reserve. We have seen neighboring developments lose a substantial portion of their value as a result of weak associations or a careless disregard for established rules. We do not want to see this happen to us.

Garbage Pick Up: Garbage & Trash pickup are on Monday and Thursday. Trash should be put out only in covered or sealed containers. Trash is to be put out after 6pm the night before pickup. Containers must be put away, out of sight, no later than the evening of the pickup. Containers not put away by the evening of the trash pick up will be moved by the Management Company and a \$50 assessment for each incidence will be charged to the homeowner.


Landscaping Debris: Landscaping debris pickup is Wednesday. Any debris must be neatly placed at the end of the driveway no earlier than Tuesday. The regular Monday and Thursday garbage pickup WILL NOT remove any landscaping debris.


Signs: No signs are allowed except a single sign in the yard that advertises that house is for sale or lease. The board has the right to enter your property and remove any non-conforming sign or banner.


Architectural Review Board (ARB): The Homeowners Association Board of Directors has appointed the ARB to review all request for any changes or additions made to your home or property. This is to insure that the changes or modifications are in compliance with restrictive covenants and by-laws. The ARB has created guidelines for your use. These guidelines cover, among other items, exterior colors, fences, landscaping, and additions to original structure, roofing, pools, decks, driveway enhancements and the like. These guidelines and the form needed for application are available in our web site. The Homeowners Association's Management Company will also provide a copy of these guidelines and forms needed to apply for permit from the ARB. The ARB permit is in addition to any other permit required by Polk County or the State of Florida.


Soliciting: Soliciting of any kind at Highlands Reserve is not allowed. The most common forms are door to door sales people & flyers left in mailboxes or on doorknobs. If you are the victim of these types of solicitation, please provide details to the Homeowners Association's Management Company or to a board member as soon as possible.


Dues: All homeowners are assessed annual dues, currently at \$480 for 2009. Dues are payable on the 1st of January. If your annual dues are not paid on time, a notice will be sent from the Management Company and interest will be added to the amount due. If a homeowner continues to ignore the obligation to pay dues, a lien will be placed against the property and the Home Owners Association will aggressively pursue the collection of assessments.


 **Community Pool:** All homeowners and their guest are entitled to use the community pool. All homeowners' use the facility at their own risk and each person using the facility must follow the rules posted there. The pool area is locked and the key is available from the Homeowners Association. Please be sure the gate is locked at all times.


 **Vehicles:** No vehicles may be parked on any property other than on driveways, in garages or on paved streets. No inoperative vehicles may be parked for more than 48 hours unless hidden from view. No commercial vehicles, except those present for business, shall be parked on any part of the property. No trailers, boats, campers, trucks, mobile homes, motorized recreational vehicles or motorcycles may be parked in the Property unless parked inside a garage

 **Crime Watch:** Highlands Reserve Corporation with the Polk County Sheriff's Office has instituted a Crime Watch. Most crimes are crimes of opportunity. The Board urges all homeowners to be vigilant and to report any suspicious behavior immediately to the Polk County Sheriff's Office. The Sheriff's telephone number is 800 226-0344.

 **Short Term Rentals:** The Board of Directors recognizes that many of the houses at Highlands Reserve are available for short term rentals. As the homeowner you are responsible for the activities of your management company and your renters. Be sure that both parties know the rules. NO BUSES are ever allowed in or on the property. Garbage and trash cans must be put out and removed as noted above Polk County Code Enforcement regulations define the number of people allowed to stay overnight in rental housing. If a code violation occurs, the owner of the property becomes liable for any fines or judgments placed by the Polk County.

 **Golf Course:** The golf course is privately owned and is responsible for its own management and upkeep. Golfers are allowed to walk on your property to retrieve an errant golf ball. Golf carts are not allowed on your property and golfers are never allowed to strike a golf ball from your property.

 **Obligations For Upkeep:** Each owner shall keep and maintain that owner's lot and all buildings and improvements and landscaping located on that owner's lot in good repair and in a neat and attractive condition. Each owner shall also keep, maintain and irrigate the trees, shrubbery, grass and other landscape material located on the owner's lot in good repair and in a neat and attractive condition. The Homeowners' Association shall have the right to provide exterior repair and maintenance on any lot in the event of default by any owner in these duties. After 15 days notice the Association may effect repairs on its own and assess the lot owner for the costs associated with these repairs

 **Name & Addresses:** From time to time the Association finds that it needs to contact a homeowner because of an emergency. We also want to keep all members informed and up to date on meetings, budgets, new rules and other information to which the homeowner is entitled. Please send us an address to which you want all notices mailed, and a telephone number where you can be reached in an emergency. If you are employing a private management company to oversee your property, it is imperative that the Homeowners Association has the name and telephone number of that management company. It is in your best interest to keep the Homeowners Association updated with any changes.

 **Watering Restrictions:** The watering restrictions for Polk County Utilities customers are One (1) day per week and as follows:

-) Addresses ending in 0-1 on Monday
-) Addresses ending in 2-3 on Tuesday
-) Addresses ending in 4-5 on Wednesday
-) Addresses ending in 6-7 on Thursday
-) Addresses ending in 8-9 on Friday

Customers may water only once on each of their designated days, either between the hours of midnight and 8:00am., or between 6:00pm. and midnight.