

Cypresswood Garden Patio Homes



Dear Resident,

Welcome to the Garden Patio neighborhood located within Cypresswood Golf and Country Club.

Included in this packet is:

- * the Resident Manual outlining the rules and regulations
- * a Telephone/Address Directory
- * a copy of the Architectural Request Change Form for your use, if needed
- * several copies of our GPH Newsletter (newsletters are distributed quarterly)
- * an Acknowledgement of Receipt Form (to be completed and returned to any Board Member)

If you have any questions, please feel free to reach out to any Board Member or visit the Garden Patio Homes website at: www.gardenpatiohomes.com

Sincerely,

Your Garden Patio Board of Directors

**Cypresswood Garden Patio Homes
Resident Manual
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Introduction

This booklet contains the rules and restrictions for Cypresswood Garden Patio Homes Homeowner's Association. Every resident should read and familiarize themselves with the contents of this booklet. Also remember that owners who rent their property are responsible for the renter's adherence to these rules. Owners are also responsible for the actions of their guests.

In 2013 The Cypresswood Community Association (Master Association) which is made up of all the Presidents of the 14 homeowners associations in Cypresswood, revised the rules that govern the residents of Cypresswood. Each individual HOA also has rules which govern the residents of their local HOA. In our case this is Cypresswood Garden Patio Homes HOA which includes the residents of Gleneagles Court, Birksdale Court, and Troon Court, a total of 66 homes.

The Board of Directors of Garden Patio Homes modified our rules to agree with the Master Association with a few minor modifications which are mostly unique to our HOA. An example of this would be that we do not allow parking on the islands at the end of each street. This was done to prevent damage to the grass and to the sprinkler heads on the islands. Most Cypresswood HOA's do not have islands as large as ours or any island at all.

There are three other documents that govern the actions of our HOA. They are as follows:

- a. Articles of Incorporation
- b. By-Laws
- c. Covenants, Conditions and Restrictions

These documents cover everything from the election of the Board of Directors to the original rules and restrictions. They cover the architectural requirements in more detail than described in this handbook. You should have received a copy of the above mentioned documents before purchasing your home. If you did not get these documents and would like a copy of any of these documents, let a member of the Board know. There will be a minor charge to cover the costs of copying the document(s).

If you have any questions, do not hesitate to call and ask a member of the Board. If for some reason the Board member does not know the answer, we will research it and respond as soon as possible.

Cypresswood Garden Patio Homes Homeowners Association

Section One: General Rules

1. Property owners are ultimately responsible and held accountable for the actions of their tenants. All residents are responsible and held wholly accountable for the actions of their minor children. For the purpose of compliance, property owners agree to notify all occupants of their property, as well as visitors and invitees of all rules and regulations. Property owners are responsible for all violations and losses caused by such occupants, visitors and invitees. Furthermore, the Association, in its sole discretion, retains the right to restrict or deny access to the Community for visitors and/or invitees found to have violated these rules and regulations. Convicted felons or registered sexual offenders may also be denied access to the community.
2. No house or other structure on any lot shall be used for commercial or business purposes.
3. There is no soliciting of any type allowed in Cypresswood including but not limited to distributing circulars or flyers, with the sole exception being the community newsletter.
4. No advertising signs of any kind are to be erected or posted anywhere within the community with the exception of those used for Real Estate property sales or those announcing community meetings/activities.
5. Garage, yard, rummage sales or other similarly conducted activities are expressly prohibited in the community.
6. The pursuit of hobbies or other inherently dangerous activities, including specifically, without limiting the generality of the foregoing, the assembly and disassembly of motor vehicles and other mechanical devices which might cause disorderly, unsightly or unkempt conditions. The shooting of firearms, fireworks or pyrotechnic devices of any type or size are expressly prohibited. No noxious or offensive trade or activity shall be carried out on any lot or dwelling, nor shall anything be done thereon which may be or become an annoyance to the neighborhood.
7. Any activity that deprives others of quiet, peaceful and lawful enjoyment is not allowed. Creating loud noises or disturbances to others is not permitted. Excessive persistent vehicular traffic between the house of 10 p.m. and 6 a.m., which may be considered disruptive to the neighborhood, is a violation of quiet and peaceful enjoyment. Anyone

convicted of criminal activities committed within the community is in violation of lawful enjoyment. Residences that receive excessive or persistent law enforcement dispatches for interventions, serving of warrants, raids or emergency responses are in violation of quiet and peaceful enjoyment.

8. No littering is allowed in the community. Residents and owners must use appropriate receptacles for routine trash removal. Trash receptacles must be removed the same evening of collection day. No trash receptacles may be left out over night following the collection day. Trash not collected must be removed from the curb immediately following collection day. Trash receptacles must be stored out of sight.
9. No animals, livestock or poultry of any kind shall be raised, bred, pastured or maintained in Cypresswood.
10. All pets must be leashed and under owner's control when using the common areas. Pet owners are responsible for removing and properly disposing of pet waste. Persistent barking or any other pet behavior considered disruptive or a threat to public safety within the community are violations. Homes are limited to no more than 3 pets per household.

Section Two: Architectural

All changes, including Paint Color, Additions, Alterations or Construction to the Exterior or Landscaping* of your home must have prior approval from the Garden Patio Board of Directors.

An Architectural Change Request Form must be submitted with a detailed description of proposed changes along with dimensions, blueprints, sketches, paint samples, roof color, or manufacturers specifications. A Change Form may be requested from any Board Member.

For a more detailed explanation of the Architectural Covenants, Conditions and Restrictions, please refer to the copy of those that you should have received before purchasing your home.

*Note: planting flowers/shrubs in your yard does not require Board approval. Any major changes to the landscape would require approval.

Section Three: Home Rentals

Homes in the Cypresswood Garden Patio Community, comprised of Gleneagles Court, Birksdale Court and Troon Court, may not be rented for a period of less than one year. Homes may be offered for rent only one time each year. Short term rentals are not permitted.

The number of tenants occupying any home is limited to no more than two persons per bedroom,

Owners must provide the Garden Patio HOA Board of Directors with the names, addresses and phone numbers of all tenants.

Owners who do not occupy the houses they own in this community and who do not live in the Winter Haven area must provide the Garden Patio HOA Board of Directors with a local contact who has the authority to manage the day-to-day care of the exterior of the home and property.

Section Four: Vehicles

All vehicles, whether resident or non-resident owned, must abide by the following vehicular rules and regulations while on common area roads.

1. No commercial vehicles of any type shall be permitted to remain overnight on the property of a private dwelling (unless garaged) or on the streets within Cypresswood. A ***commercial vehicle*** shall be defined as follows:
 - a. Any vehicle with commercial signs or lettering visible on the vehicle.
 - b. Commercial vehicles that are those not considered personal vehicles such as tractor trailers (tractors with or without trailers), larger trucks designed for transporting goods or vehicles with equipment attached to the frame of the vehicle, and/or any vehicle exceeding 10,000 lbs. in unladen weight and/or exceeding 21 feet in length or 10 feet in height.
 - c. Sports utility vehicles, small vans, and pick-up trucks are not commercial vehicles unless they also meet the requirements set forth above.
 - d. Law Enforcement vehicles are exempted, are not treated as commercial (public safety), and are specifically allowed.

2. Overnight Parking

- a. No overnight parking is allowed for boats, trailers, campers or motor homes (recreational vehicles) **unless enclosed in a garage.**
 - b. Any vehicle containing tools, equipment or debris that is visible must be covered.
 - c. No wrecked, unregistered or inoperable vehicles are allowed to be openly stored on any lawn, driveway, or common area.
3. **No unlicensed motor vehicles** are allowed on the streets of Cypresswood including, but not limited to, gas or electric go-carts, all terrain vehicles (ATV's), off-road motorcycles, "three wheelers", or other off-road sport or recreational conveyances. Registered golf carts, low speed electric vehicles (operating less than 25 mph) and electric wheelchairs or scooters for the mobility impaired are allowed.
4. There is no parking allowed except in driveways or on the street so as not to block traffic or disturb other residents. There is no parking allowed on any lawn. There is no overnight parking of any vehicle allowed on the right-of-way of any road. Any vehicle(s) blocking/parking the right-of-way are subject to immediate tow at owner's expense.
5. There is no parking at any time on the islands.

The Cypresswood Community Association, Inc. (a/k/a The Master Association)

Section One: General Rules

1. Property owners are ultimately responsible and held accountable for the actions of their tenants. All residents are responsible and held wholly accountable for the actions of their minor children. For the purpose of compliance, property owners agree to notify all occupants of their property, as well as visitors and invitees of all rules and regulations. Property owners are responsible for all violations and losses caused by such occupants, visitors and invitees. Furthermore, the Association, in its sole discretion, retains the right to restrict or deny access to the Community for visitors and/or invitees found to have violated these rules and regulations. Convicted felons or registered sexual offenders may also be denied access to the community.
2. No house or other structure on any lot shall be used for commercial or business purposes.
3. There is no soliciting of any type allowed in Cypresswood including but not limited to distributing circulars or flyers, with the sole exception being the community newsletter.
4. No advertising signs of any kind are to be erected or posted anywhere within the community with the exception of those used for Real Estate property sales or those announcing community meetings/activities.
5. Garage, yard, rummage sales or other similarly conducted activities are expressly prohibited in the community.
6. The pursuit of hobbies or other inherently dangerous activities, including specifically, without limiting the generality of the foregoing, the assembly and disassembly of motor vehicles and other mechanical devices which might cause disorderly, unsightly or unkempt conditions. The shooting of firearms, fireworks or pyrotechnic devices of any type or size are expressly prohibited. No noxious or offensive trade or activity shall be carried out on any lot or dwelling, nor shall anything be done thereon which may be or become an annoyance to the neighborhood.
7. Any activity that deprives others of quiet, peaceful and lawful enjoyment is not allowed. Creating loud noises or disturbances to others is not permitted. Excessive persistent vehicular traffic between the house of 10 p.m. and 6 a.m., which may be considered disruptive to the neighborhood, is a violation of quiet and peaceful enjoyment. Anyone

convicted of criminal activities committed within the community is in violation of lawful enjoyment. Residences that receive excessive or persistent law enforcement dispatches for interventions, serving of warrants, raids or emergency responses are in violation of quiet and peaceful enjoyment.

8. No littering is allowed in the community. Residents and owners must use appropriate receptacles for routine trash removal. Trash receptacles must be removed the same evening of collection day. No trash receptacles may be left out over night following the collection day. Trash not collected must be removed from the curb immediately following collection day. Trash receptacles must be stored out of sight.
9. No animals, livestock or poultry of any kind shall be raised, bred, pastured or maintained in Cypresswood.
10. All pets must be leashed and under owner's control when using the common areas. Pet owners are responsible for removing and properly disposing of pet waste. Persistent barking or any other pet behavior considered disruptive or a threat to public safety within the community are violations. Homes are limited to no more than 3 pets per household.
11. Fishing is allowed in designated areas only. Only residents or their guests, if accompanied by the resident, are allowed to fish. No net fishing is allowed. No motor vehicles are allowed to park in the vicinity of the fishing ponds. Golf carts, bicycles or walk ups only are allowed.

Section Two: Vehicles

All vehicles, whether resident or non-resident owned, must abide by the following vehicular rules and regulations while on the common area roads. These rules may also apply while in various HOA controlled areas; however, HOA rules may vary and those rules will apply while in those communities. Please consult your local HOA for their appropriate vehicular rules.

1. No commercial vehicles of any type shall be permitted to remain overnight on the property of a private dwelling (unless garaged) or on the streets within Cypresswood (other than permitted by the Association). A commercial vehicle shall be defined as follows:
 - a. Any vehicle with commercial signs or lettering visible on the vehicle.

- b. Commercial vehicles that are those not considered personal vehicles such as tractor trailers (tractors with or without trailers), larger trucks designed for transporting goods or vehicles with equipment attached to the frame of the vehicle, and/or any vehicle exceeding 10,000 lbs. in unladen weight and/or exceeding 21 feet in length or 10 feet in height.
 - c. Sports utility vehicles, small vans, and pick-up trucks are not commercial vehicles unless they also meet the requirements set forth above.
 - d. Law Enforcement vehicles are exempted, are not treated as commercial (public safety), and are specifically allowed.
2. Overnight Parking (other than as permitted by the appropriate Association):
- a. No overnight parking is allowed for boats, trailers, campers or motor homes (recreational vehicles).
 - b. Any vehicle containing tools, equipment or debris that is visible must be covered.
 - c. No wrecked, unregistered or inoperable vehicles are allowed to be openly stored on any common area.
3. No *unlicensed motor vehicles* are allowed on the streets of Cypresswood including, but not limited to, gas or electric go-carts, all terrain vehicles (ATV's), off-road motorcycles, three wheelers, or other off-road sport or recreational conveyances. Registered golf carts, low speed electric vehicles (LSEV) (operating less than 25 mph) and electric wheelchairs or scooters for the mobility impaired are allowed.

Section Three: Traffic Rules

All traffic codes and laws must be obeyed by all vehicles within Cypresswood, including, but not limited to:

1. Driving within the posted speed limits, obeying traffic control signals, signs and devices (gate barriers).
2. Drivers are responsible for the safe use of their motor vehicles.
3. There is no motor vehicle passing allowed anywhere on the streets of Cypresswood.

4. Golf Carts, LSEV's, bicycles and pedestrian traffic must also follow traffic code and safety practices. Drivers of Golf Carts and LSEV's must be 15 years or older.
5. Only **registered** Golf Carts may be driven on the streets of Cypresswood. Golf Carts must be registered either through Cypresswood Golf and Country Club (if used on course) **or** with Traffic Control for street use only. Proof of liability insurance is required annually. A decal shall be issued and must be affixed and visible.
6. Any vehicle driven at night (including but not limited to motor vehicles, golf carts, LSEV's and bicycles) must be equipped with working lights. Vehicles driven at night must have lights on.
7. There is no parking allowed except in designated parking spaces, driveways or on the street so as not to block traffic or disturb other residents. There is no parking allowed along Cypresswood Boulevard. There is no parking allowed in posted areas. There is no parking allowed on any lawn. There is no overnight parking of any vehicle allowed on the right-of-way of any road. Any vehicles blocking/parking on the right-of-way are subject to immediate tow at owners expense.

Section Four: Community Access

1. Drivers must follow the instructions of Traffic Control personnel when entering the community. Owners, tenants, minor children and guests must be respectful of Traffic Control personnel. Harassing or rude behavior towards the staff or employees will not be tolerated.
2. Visitors arriving after 10:00 p.m. or before 6:00 a.m. must be pre-authorized by the resident for entry into the community.
3. Residents are required to have on hand, in advance, the telephone number for Traffic Control. Traffic Control is not required to disclose its telephone number to non-authorized visitors. Traffic Control is not required to call the resident directly for a guest authorization.
4. All visitors must be able to provide a resident's name and address to Traffic Control personnel for access at all times.
5. Resident vehicle decals are for permanent residents or owners only and will be issued in accordance with procedures established by the Board. Proof of eligibility is required.

6. Gate transmitters or access cards are for permanent residents or owners only. Transmitters may be purchased once proof of eligibility is provided. Access cards may be used but are no longer provided or supported by the community. Residents are not allowed to loan, sell, give or otherwise make available their gate remote transmitters to anyone other than an eligible party.
7. Attempting to acquire and/or distributing vehicle decals or transmitters for ineligible parties is not allowed.
8. Residents or owners without vehicle decals may be required to state their name and address to Traffic Control personnel and/or provide identification if requested.