

Original Rules (Adopted 11/15/94, Board Amendments indicated in text.
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RULES FOR CONDOMINIUM LIVING
Edition: August 7, 2019
SCOTTISH HIGHLANDS
CONDOMINIUM ASSOCIATION, INC.

(A Corporation Not for Profit)



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1. **INTRODUCTION.**

The rules contained in this booklet are related to the details of administration and everyday functioning as individuals within a condominium setting. "Rules" is the simplest term, but "Regulations," "Standing Rules," "Guidelines," etc., are other common names for these enactments.

Rules are adopted by the Board of Directors of Scottish Highlands, hereinafter referred to as the "Board," as opposed to bylaws which require approval of the unit owners, hereinafter referred to as "owner(s)". Many of the rules you find here are recognizable as policies under which the Board has been operating. Some are policies contained in the Guidelines to Community Council, having had prior approval by the Board. Others may be totally new, altered to reflect changing conditions since earlier adoption, and still others have been merely reworded for clarity and timeliness. No doubt, additional policies and revisions to these rules will appear as addenda as our community changes to react to new legal requirements and to our needs. Some rules may develop into bylaws.

Many of the rules carried in the old "Red Book" were incorporated into the Revised Bylaws, approved January 25, 1994, by Scottish Highland's owners. Where greater flexibility, for whatever reason, is desired¹ some basic rules must give us direction for the orderly conduct of business for living, not as an island unto one household, but as members of a specific type of community, Scottish Highlands, a condominium.

2. **ORGANIZATION.**

The Association Organization Chart is shown in Appendix 1. The owners in Scottish Highlands elect the Board. The Board is responsible to the owners for overseeing the day-to-day operations of the Association through the Manager. The Manager has limited powers and is the supervisor of various activities including bookkeeping, office volunteers, buildings and grounds, custodial services, sewage treatment, and the pool and spa.

In addition to hiring the Manager, the Board appoints members to various Standing Committees and through the Community Council Guidelines authorizes the appointment and/or the removal of council members.

3. **RULES.**

3.1 ALCOHOLIC BEVERAGES. The providing of alcoholic beverages during any public, group, or community gathering, meeting, or party is prohibited when there is a fee or charge of any kind required as a condition of attendance.

Only BYOB "Bring Your Own Bottle" gatherings and/or any social affair where alcoholic beverages are served at no cost to the attendees are allowed.

These rules are in accordance with the Bureau of Law Enforcement, Southern Region, of the Florida Department of Business and Professional Regulation.

3.2 BEREAVEMENT.

3.2.1 Requests for the use of a building shall be made to the Bereavement Committee of the Community Council who will be responsible for clearing time and space with the Calendar Editor and/or for treatment of the Scottish Highlands flag at the Four Corners. The family shall be responsible for all other arrangements. (Board Amendment March 21, 2000)

3.2.2 No memorial plaques are permitted.

- 3.3 BINGO. Bingo is played for the pleasure of the owners and their invited guests over 21 years of age who are wearing guest badges. The games are subject to State and Local ordinances. (Board Amendment March 15, 2005)
- 3.4 COMMUNICATION MEDIA. Bulletin boards, channel 998, monthly activities calendars, and monthly newsletters (The Highlander) are provided for the posting of official notices and for use by residents. (Board Amendment April 15, 2008)
- 3.4.1 Use of bulletin boards is specifically outlined in the Community Council guidelines.
- 3.4.2 Articles to be published on Channel 998 must be submitted on the proper form, for approval by the Manager or Board of Directors.
- 3.4.3 Use of facilities (meeting rooms, etc.) must be coordinated through the Calendar Editor. If a request from a group, which is not a member of the Community Council conflicts with a member committee's scheduling, the member committee's request shall prevail.
- 3.4.4 Articles submitted to The Highlander may be submitted via e-mail or on 8 ½ X 11 inch paper, placed in the Highlander box on the Office wall. All articles must be signed, and are subject to approval by the editors of the Highlander.
- 3.5 CANDIDATES' NIGHT. Candidates' night must be conducted in accordance with the Board of Directors. (Board Amendment, December, 2007)
- 3.6 CHARITABLE FUND RAISING/SOLICITATIONS. Door-to-door charitable fund raising and soliciting, regardless of type, within Scottish Highlands by owners or non-owners, IS NOT PERMITTED. However, charitable projects originated, solicited, and treated as strictly donations within any Scottish Highlands Committee or activity ARE PERMITTED. Articles soliciting charitable donations should not be included in the Highlander. Articles reporting the results of committee and activity charitable projects may be included in the Highlander (Board Amendment November 21, 2000)
- 3.7 COMMON GROUNDS/PONDS.
- 3.7.1 Approval of the Common Grounds/Ponds Committee and the Board is required prior to taking any action involving development. Maintenance is under the direction of the Manager.
- 3.7.2 Access to common open areas and pond perimeters which adjoin residential dwellings shall be over pathways designated by signs or other indicators installed by the Association.
- 3.7.3 Depositing of yard trash (e.g., grass clippings, shrubbery, trimmings) on common grounds or in ponds is prohibited.
- 3.7.4 Stocking of ponds, disturbing or spraying in or around the ponds is permitted only by the Common Grounds/Ponds Committee under the direction of the Manager.
- 3.7.5 Curbside stone, concrete, wooden posts, stakes of any kind, and reflectors are not permitted along the road or at driveways. (Board Amendment October 21, 2003)

- 3.8 GAME TABLES (POOL/TABLE TENNIS) AND DARTS. Pool tables, table tennis, and dart boards are available for the use of owners and their guests depending on facility scheduling and building access times.
- 3.8.1 Guests must be accompanied by an owner.
- 3.8.2 No person under 15 years of age may use the pool tables or the dart boards.
- 3.9 MEDICAL AND BABY CARE EQUIPMENT. Canes, crutches, wheelchairs, walkers, and other home care medical equipment, as well as various types of baby care equipment are available for use by owners on a temporary basis, not to exceed eight weeks. Also available is a lightweight wheelchair for persons 175 pounds or less. This lightweight chair is available for not more than 72 consecutive hours. (Board Amendment September 21, 1999)
- 3.10 NOISE. Owners must show sensitivity to their neighbors by minimizing noise by human voices, pets, audio/electronic equipment, power tools, yard care equipment, etc., at all times. Noise which can be heard beyond the walls of the owner's residence must be minimized by voice level and constraint and pet training or animal control devices. Power equipment of any type must not be used outdoors before 7:00 a.m. Commercial lawn mowing and tree trimming are not permitted on Sundays. (Board Amendment June 5, 2001)
- 3.11 PRIVATE PARTIES. A Private Party is defined as one that is not open to ALL owners of Scottish Highlands. Private Parties are NON— ORGANIZATIONAL parties or meetings except for organizations internal to Scottish Highlands. The use of the Recreation Center and/or the Clubhouse by an owner for a private party is normally permitted provided the following criteria are met: (Board Amendment September 21, 1999)
- 3.11.1 The scheduled date for the party may not be guaranteed until the 60th day before the event. This is based on functions of the Board or Community Council having first priority.
- 3.11.2 To arrange for a private event, (A) first contact the Calendar Editor to make certain that the requested date is available, (B) then complete the Private Party Application form and return to the Administrative Office. Community Council will notify Owner of final confirmation.
- 3.11.3 Special permission from the Manager is required for a party extending beyond normal lock-up times.
- 3.11.4 The party may not be held to profit an owner. A Toy Party, Tupperware Party, Cosmetic Party, or other affair of that nature, except for the profit of the Association, is not allowed.
- 3.11.5 The sponsoring owner is responsible for any breakage and for cleaning the premises immediately after the party.
- 3.11.6 A fee for the use of the buildings is due upon application. The fee is to help defray costs of utilities and equipment.
- 3.11.7 A refundable deposit is required at the time of approval of the application for the party.

3.11.8 A charge for a Kitchen Supervisor, a member of the Kitchen Committee, will be made if the kitchen of the Recreation Center is used. The charge will be based upon one person for supervising the use of the kitchen at the rate of \$15.00 per hour. The Kitchen Supervisor will be responsible for opening and locking the kitchen. The charge is payable to the Kitchen Supervisor when the kitchen is closed. If the kitchen is required and a Kitchen Supervisor is not available, the kitchen shall not be available. (Board Amendment October 18, 2007)

(There is no charge for the use of the Clubhouse kitchen.)

3.11.9 Other owners may not be denied access to the restroom facilities of the Clubhouse or Recreation Center at the time of the party.

3.11.10 Due to liquor sales laws and Association insurance coverage:

- A. Alcoholic beverages cannot be sold.
- B. Alcoholic beverages cannot be served if there is an admission charge or money is collected.

3.11.11 As noted in the Declaration of Condominium, paragraph 16.1, Negligence: "A parcel owner shall be liable for the expense of any maintenance, repair or replacement made necessary by his negligence or by those of any member of his family or his or their guests, employees, agents, or lessees, but only to the extent that such expense is not met by the proceeds of insurance carried by the Association. A parcel owner shall pay the Association the amount of any increase in its insurance premiums occasioned by use, misuse, occupancy or abandonment of a unit or its appurtenances, or of the common elements, by the parcel owner."

3.11.12 Final interpretation and application of this rule rests with the Board and the Manager.

3.12 SECURITY AND BUILDING ACCESS.

3.12.1 Lamp Post Lights. Owners are responsible for the maintenance and illumination of the roadway lights on their properties.

3.12.2 Recreation Center, Clubhouse, and Administration Building. Owner and guest access to the Recreation Center, Clubhouse, and Administration Building will be from 7:00 a.m. to 10:00 p.m. The building will be secured at 10:00 p.m. (Board Amendment 9.3.1 at the January 17, 2012 Board of Directors Meeting).

3.12.3 Swimming Pools. Owner and guest access to the swimming pool building will be from 7:00 a.m. to 10:00 p.m. The building will be secured at 10:00 p.m. (Board Amendment 9.3.1 at the January 17, 2012 Board of Directors Meeting).

3.13 SMOKING. Smoking is not permitted inside any of the Association buildings.

3.14 SPEED LIMIT. The speed limit within Scottish Highlands is 20 MPH unless otherwise posted. All traffic regulations must be observed.

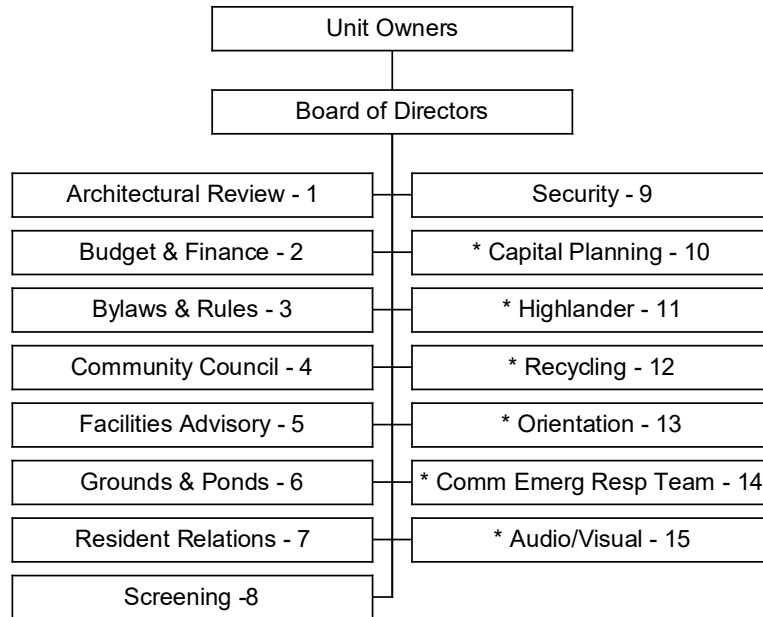
3.15 SWIMMING FACILITIES. NEVER SWIM ALONE!!!!

3.15.1 Since there are no lifeguards on duty, swimmers swim at their own risk. Lap swimmers shall swim only the length of the pool in the lap lanes. (Board Amendment April 10, 2001)

- 3.15.2 The swimming pools are open daily for the use of owners, live-in family members, and guests during normal use hours.
- 3.15.3 Children not toilet trained, wearing diapers or rubber pants, or under 2 years of age ARE NOT permitted in the pools. Children over 2 years of age who are non-swimmers may use life vests or arm swim floats. All children must be supervised by an adult swimmer who is in the water with the child.
- 3.15.4 Owners must accompany all guests under 25 years of age and be responsible for the behavior of all their guests. Unaccompanied guests 25 and over must have a VISIBLE guest badge.
- 3.15.5 Pool use hours for special swimmer categories are posted. No recreational or lap swimming will be permitted during swim lessons and exercise programs.
- 3.15.6 Swimmers must shower before using the pools. Suntan lotions and tanning oils are not permitted in the pools or spa.
- 3.15.7 Diving, jumping, running, or horseplay are NOT allowed in or near any of the pools.
- 3.15.8 Food and drink are not permitted inside the indoor pool building or within four feet of the designated area of the outdoor pool.
- 3.15.9 Glassware is not permitted in either pool area.
- 3.15.10 Lifesaving equipment must be used only for emergencies.
- 3.15.11 Scuba apparatus, inner tubes, floats, balls, frisbees and the like are not permitted in the pools or in the pool areas. Kickboards may be used only during organized swim class periods. Aqua-joggers are permitted. Flotation noodles with dimensions no greater than 3" x 55" are permitted.
- 3.15.12 Animals are not permitted in the pool areas.
- 3.15.13 Persons in wet bathing suits must enter the Clubhouse through the side door for access to the restroom.
- 3.16 TOWERS, ANTENNAS, AND CLOTHESLINES. Towers and antennas in excess of twenty-five (25) feet and outdoor clotheslines are discouraged.
- 3.17 GOLF CARTS. Golf cart traffic is to observe the same rules of the road as other vehicular traffic. (Board Amendment 11/18/97) Operator of golf cart must be at least 14 years of age accompanied by an adult of 25 years or older. (Board Amendment 1/18/05)
- 3.18 PETS. Pets shall not be allowed to run unattended in any portion of the property comprising the Condominium. ALL PETS SHALL BE LEASHED. Pet owners are responsible for cleaning up their pets' waste materials. (Board Amendment 5/19/98)

APPENDIX 1

ORGANIZATION CHART



Standing Committees

1. Required to pass on all exterior changes to units.
2. Assists in budget planning, reviews monthly statements, performs periodic bank reconciliations and audits.
3. Conducts periodic review of Bylaws & Rules.
4. Conducts programs and monitors affairs of a social and/or cultural nature.
5. Reviews condition and appearance of equipment/buildings, assists Manager with bid specs when requested.
6. Recommends to Board and Manager regarding maintenance and improvements to common grounds.
7. Assists residents in resolving concerns on a timely basis.
8. Screens all applications for leases and transfer of ownership to property.
9. Provides nightly lock-up patrol of common facilities.

Special Committees

- *10. Reviews gifts/bequests to the Association and items related to long-range planning and recommends to the Board.
 - *11. Publishes a monthly Newsletter of Scottish Highlands Activities, Board News, and Manager Reports.
 - *12. Handles recyclable materials donated by residents.
 - *13. Interviews new Residents
 - *14. Plans for emergency situations within the community.
 - *15. Maintains community sound systems.
- * Appointed by the Board of Directors