Raffia Preserve Master Association Inc. 4191 Raffia Palm Circle, Naples, Fl 34119
239-353-2225

Dear Raffia Preserve Homeowners,

The rules and regulations contained in this booklet have been created to protect not only the Clubhouse facility, but also the health and safety of all homeowners and guests.

Please remember that these rules and regulations govern all homeowners, tenants and guests. These rules and regulations supplement, but do not supersede, the Raffia Preserve Master Association, Inc. Governing Documents or Florida Statute 720 and are subject to revision and amendment at any time.

On behalf of the entire Raffia Preserve Community, thank you for your adherence to these rules and regulations and respect of your Clubhouse facilities.

Sincerely,

Raffia Preserve Master Association, Inc.

RULES AND REGULATIONS FOR THE RAFFIA PRESERVE CLUBHOUSE

Hours of Operation

Clubhouse: Daily 9 a.m. to 12 a.m. unless reserved

Fitness Center: Daily 5 a.m. to 12 a.m.

Pool: Dawn to Dusk, 7 days a week

Basketball Court: Dawn to Dusk 7 days a week

Tot Lot: Dawn to Dusk 7 days a week

Community Manager Office: Office hours Monday through Friday as posted.
Please make an appointment for any other time.

General Guidelines

- It is unlawful to attempt entry into the Clubhouse before or after hours of operation.
- Children at the Clubhouse under the age of 14 must be accompanied by an adult over the age of 21.
- NOT allowed within the Clubhouse, Pool or Pool Deck area, Basketball Court, Fitness Center or Tot Lot.
  - Pets
  - Electronic Bikes or Manual Bikes
  - Electronic scooter or manual scooters
- Proper attire, including shoes and shirts, must be worn in the Clubhouse and fitness center at all times.
- Wet bathing suits, wet towels or bare feet are not permitted inside the Clubhouse or fitness center.
- Smoking, vaping or use of tobacco products is prohibited anywhere within the Amenity Center.
- Overnight parking in the Amenity Center parking lot is prohibited unless reserved through the management office.
- All violations to the above rules are subject to Notice of Violation, Fines or Disciplinary Action to the responsible homeowner, including usage rights suspension at the Board of Directors discretion.
- Any Amenity Center damage will be charged back to the homeowner plus a 15% Service Charge.

NOTE: The Amenity Center is under video surveillance and recording 24 hours a day. In case of emergency dial 911.

Basketball Court

- If non-resident guests are using the amenity, at least one player MUST be a resident.
- Outside Guests are NOT permitted to use amenity unless accompanied by a resident.
- Maximum number of outside guests per resident is 3 on weekdays, 1 on weekends.
- No food or glass containers are allowed on the Basketball Court.
- Pets are NOT allowed within the Basketball Court area.
- No Electronic bikes, electronic scooters, manual bikes, Manual scooters, skateboards, rollerblades ect. are allowed on the Basketball Court area/footprint for any reason.
- Smoking, vaping or use of tobacco products is not permitted within the Basketball Court area.
- Trash must be properly disposed of properly in a community trash receptacle..
- Appropriate shoes and clothes must be worn at all times while playing on the court surface.
- Please observe basketball etiquette and courtesies.
- Basketball court damage (Backboards, nets, benches, or playing surface) will be charged back to the homeowner plus a 15% Service Charge.

Pool and Lanai Dec Rules

- No Lifeguard on duty – Swim at your own risk.
- Children under 14 require adult (18+ yrs old) supervision
- Pool Capacity – 54 persons.
- Pool Hours – Dawn to Dusk.
- No food or beverages allowed in the pool, or pool wet deck area.
- No glass or animals allowed in the pool area.
- No alcohol, smoking, vaping or tobacco products allowed.
- All persons must rinse off at pool shower at West side of pool before entering the pool/water.
- Proper swimwear attire is required at all times.
- Swim diapers required for children not toilet trained.
- No horseplay allowed.
- No diving.
- Courtesy to residents using swim lanes for exercise MUST be exercised.
- No electronic bikes, bikes, electronic scooters, scooters, skateboards, rollerblades, etc. allowed.
- Homeowner is responsible for any damage caused by themselves, tenants, or guests.
- Umbrellas MUST be lowered before leaving.
- Chairs MUST be replaced to their under-table positions after use
- No inflatable floats (ex. “islands”, platforms, slides, etc . . .) allowed.
- Please report problems or damage to management at first opportunity upon identifying an issue.
- Pool furniture damage shall have a ‘replacement fee’ charged back to the homeowner, plus a 15% Service Charge.

Fitness Center

- Proper fitness attire is required when using any part of the Fitness Center.
    - Close-toes athletic footwear
    - Shorts or sweatpants
- Bare feet, flip flops, sandals or other non-protective footwear are NOT permitted.
- ONLY those using the fitness equipment are allowed in the Fitness Center.
- Be respectful of other user's work-out intentions; DO NOT waste time on or "block" equipment from use by playing/searching on your phone or loitering with friends.
- Fitness equipment must be wiped down after use.
- Must be 14 years of age or older to use the gym.
- Resident Guest Policy: Residents are permitted to bring two (2) guest to the gymnasium.
- If someone is waiting for cardio equipment, use of the equipment is limited to 30 minutes.
- Please treat equipment with respect and proper care.
    - DO NOT drop the free-weights
    - DO NOT free-release / let goof machine arms or cable bars / harnesses allowing free-fall of weight stack.
- Personal trainers MUST register and provide a copy of current certification and insurance.
- Food and glass containers are NOT permitted in the Fitness Center.
- Free weights, exercise balls, bands etc., shall not be removed from the Fitness Center.
- All equipment must be returned to its proper place after use. This includes returning weights to the proper location(s) on the racks.
- All Fitness Center damage outside of deterioration from normal and appropriate use "wear-and-tear' shall have a 'replacement fee' charged back to the homeowner, plus a 15% Service Charge.
    - This includes damage caused by guests registered to your address / name. Your guest(s), your responsibility. This should be made clear to the children of resident homeowners or renters.

Clubhouse Room

- Glass Containers are not permitted.
- Personal items are not to be left in the refrigerator or cabinets overnight.
- Fireplace will be operated by Management only.
- Residents and guests using the Clubhouse are responsible for cleaning up after themselves, immediately after approved time of use.
- Clubhouse furniture and decorations must be returned to their original position(s) and/or location(s) after use.
- TV must be turned off after use, and the remote control put away to its location of storage.

Tot Lot

- Adult supervision is required for all children.
- Maximum age limit of 6 years of age.
- Play at your own risk.
- Do not use equipment when wet.
- No alcohol
- No smoking, vaping or tobacco product use allowed
- No littering
- No pets
- No electronic bikes, manual bikes, electric scooters, manual scooters, skateboards, roller blades, etc.

Owner Conduct

In order to maintain a respectful and constructive environment within the community, the following code of conduct is required of all owners and residents when interacting with the Board of Directors, Committee Members, and Management Staff:

1. **Respectful Communication**
   All communications must remain professional and courteous. Yelling, cursing, belittling, or any form of disrespectful, rude, or aggressive behavior is strictly prohibited and will not be tolerated under any circumstances.

2. **Zero Tolerance for Harassment or Defamation**
   The Association has a **zero-tolerance policy** for verbal abuse, harassment, baseless accusations, or any conduct — written, verbal, or online — that seeks to demean, defame, or publicly bash the Board, its committees, management staff, or fellow residents.

3. **Conduct During Meetings**
   At all Board or Committee meetings, owners are expected to conduct themselves in accordance with the Association's adopted meeting rules and Florida Statute.

   - Owners are permitted up to **three (3) minutes** to speak during the designated owner comment period.
   - Comments must pertain only to **items on the posted agenda**.
   - Disruptive behavior will result in removal from the meeting, whether in person or virtually.

Violations of this conduct policy may result in appropriate action by the Association, including, but not limited to, removal from meetings, restriction of communication channels, or referral to legal counsel.

RAFFIA PRESERVE MASTER ASSOCIATION, INC.
RULES & REGULATIONS
ADDENDUM

1. DEED RESTRICTED: Raffia Preserve is a deed restricted community with binding Covenants along with specific rules and regulations. Residents must abide by these whether owner, tenant or guest. The owner of the unit is responsible for damage or violation while any visitor, guest, tenant or occupant is on the premises; no matter what the duration. Rules and regulations of the Association can be amended from time to time. ***(pursuant to Raffia Preserve Master Association Declaration, page 11, Article 6***

Section 6.4)

2. MINORS: Owners, Parents, Guardians are responsible for the direct supervision of ANY and ALL occupants of their parcel including MINORS (anyone under the age of 18). If there are violations that occur at the amenity campus, which are either reported or documented in video surveillance the owner will be notified. Following the first notice of violation, ANY subsequent notice of violation, depending on the circumstance, can result in (a) Requirement that the OWNER or PARENT directly accompany their minor for any future visits to the amenity campus, (b) privileges being suspended for a period of 30 days (key fob deactivation), and (c) FINES. Parents are solely responsible for the direct supervision of their teens, guests and children.

3. PARKING RESTRICTIONS: Non-designated parking areas are closely monitored; vehicles may be subject to fining or towing, at the property owner's expense, if parked in an unauthorized area.

a. Car repairs, outside of an emergency battery jump or flat tire are restricted unless inside a garage. b. Inoperable, derelict or unregistered vehicles must be parked in personal garage.

c. Parking is prohibited on street, landscaped areas or lawns.

d. Two cars are allowed in driveway for parcels with a 2- car garage, and three cars for parcels with a 3- car garage, none of which can block the sidewalk. Can be more with Board approval.

e. Overnight parking in the Club House parking lot is prohibited without a valid Board Approved permit.

(pursuant to Raffia Preserve Master Association Declaration, page 14, Article 6, Section 6.7.1-6.7.10, SIXTH amendment recorded

7/3/2018). Paragraphs (3)d and (3)e amended by Board decision August 2020.

4. GOLF CARTS: Are prohibited and subject to fines. (pursuant to Raffia Preserve Master Association ***Declaration, page 14, Article 6***

Section 6.7.7) EXCEPTION: Vendors servicing the community common area.

5. MOTORIZED SKATE BOARDS, SCOOTERS: or like vehicles or equipment, all-terrain vehicles, or other electric-powered or

gas-powered unlicensed motorized vehicles are NOT permitted to be used or operated on or within any portions of the Common Property, with the intent of such prohibition being to protect the health, safety and welfare of the Homeowners and residents within the community. This excludes mobility assistance vehicles used by persons with difficulty walking.

(pursuant to Raffia Preserve Master **Association Declaration, Amendment 7, Article 6.7.6, Section 6.7.6.2.)**

6. VEHICLE RESTRICTIONS: Commercial vehicles that bear lettering are restricted to four hours per day, during the day, to account for vendors servicing a parcel. No wave runners, boats, boat trailers, motor homes, campers, mobile homes, truck-campers, mopeds, buses, or limo's unless inside of a garage. ***(pursuant to Raffia Preserve Master Association Declaration, page 14, Article 6, Section 6.7.1-6.7.6)***

7. POD's, MOVING CONTAINERS, TRUCKS: Can be parked in your driveway not more than 7 days, in the course of moving in/out of a home and must be approved in advance by the Association. At no time should a container be dropped within 5 feet of the sidewalk, or within 2 feet of the edge of the driveway as it will interfere with lawn maintenance. Moving Trucks in the course of moving in and out of home are restricted to 6 hours.

8. POOL – COMMON AREA: NO smoking or PETS inside fenced pool area or within 25 feet of the pool enclosure. Owners are

responsible for the actions or damage of any guest, tenant, visitor or occupant of any parcel. It's an owner responsibility to convey the rules accordingly to any guest, tenant, visitor or occupant. NO SKATEBOARDS, BIKES, SCOOTERS ALLOWED INSIDE THE AMENITY CAMPUS ENCLOSURE.

9. POOL ACCESS: - WHEN THE POOL access gates are LOCKED IT'S CONSIDERED A RESTRICTED AREA & ENTERING THE ENCLOSURE BY ANY MEANS IS CONSIDERED TRESPASSING. The Collier County Sheriff has written authorization to openly patrol the community 24 HOURS A DAY. The pool is considered closed from dusk till dawn. MINORS 14 and under MUST be accompanied by an adult over the age of 18 before going into the clubhouse, pool and pool enclosure.

Revised March 22, 2022 – Raffia Preserve Master Association, Inc. – Rules and Regulations Addendum

10. PETS: must be non-aggressive. If they become a nuisance, threat to others, allowed to roam unleashed, allowed to defecate without collecting excrement or come within 25 feet of the pool enclosure or inside of the fenced in area, subjects the owner to permanent revocation of their privilege to keep a dog on the property. Dogs or Dog crates ARE NOT TO BE left unattended on porches, doorways, lanais or on pool decks. Three household pets per parcel is the maximum. When notice of removal of pet is given by the Board, the pet shall be removed within 48 hours of giving notice. If the pet is an emotional service animal, we must have, on file, a copy of your prescription from a licensed therapist, psychologist or psychiatrist (licensed mental health professional) ***(pursuant to Raffia Preserve Master Association Declaration, page 14, Article 6.10 Section 6.10-6.11)***

11. SATELLITE DISHES: must be hidden from view from the street or hidden in a landscape buffer, which requires and ARC

application in advance. ***(pursuant to Raffia Preserve Master Association Declaration, page 15, Article 6 Section 6.13)***

12. PONDS OR LAKES: are designated as aesthetic as well as drainage and irrigation amenities. No swimming, boating, playing, fishing or using flotation devices. All lakes within the Raffia Community are subject to the requirements under the SFWMD Permit. Alligators frequent waterways so extreme care must be taken. ***(pursuant to Raffia Preserve Master Association Declaration; page***

9, Article 4, Section 4.4, 4.8, page 18, Article 6, Section 6.24)

13. LAKES ABUTTING OWNER PARCEL: – are for the EXCLUSIVE use of the owner up to the high-water mark, extending to the width/depth of the parcel, as adopted by the board of directors; pursuant to the declaration. Any common area which may exist between the lake bank and an owner parcel LOT is RESERVED for the exclusive use of the owner in the form of a "prescriptive easement" in perpetuity. All owners, by extension of this easement can exercise their right to restrict ANY PERSON from the use of this area. ***(pursuant to Raffia Preserve Master Association Declaration; page 9, Article 4, Section 4.4, 4.8, page 18, Article 6,***

Section 6.24)

14. ALTERATIONS TO PARCELS: are subject to the Architectural Review Committee (ARC) Application process. Alterations include, but are not limited to, enhancement or landscaping changes or additions, storm shutters (if different than provided with new construction), paint colors, design changes, additions of pools/enclosures, lanais, addition of mulch material, (outside of community-wide annual application), cutting down trees, planting trees/palms, addition of landscape borders, patios, etc. Homeowner must complete an application prior to change from the community's website at www.townsq.io ***(pursuant to Raffia Preserve Master Association Declaration, page 12, Article 6, Section 6.24)***

15. UNAPPROVED Tenants or occupants: Those 18 and over NOT previously screened by the association are considered unapproved. Should an owner move anyone into a home foregoing the approval process, the occupant living in home is subject to immediate denial. Any attorney fees and costs associated with removal an unapproved tenant will be charged back to the parcel owner. ***(pursuant to Raffia Preserve Master Association Declaration, page 49, Article 23, Section 23.12)***

16. GARBAGE CANS: must be removed from the curb on garbage day, once collected, and stored in a closed garage. Garbage days are Wednesdays for garbage/recycling and on Saturdays for garbage only. ***(pursuant to Raffia Preserve Master Association Declaration, page 16, Article 6.12, Section 6.12.2--6.12.3)***

17. FIREWORKS: are prohibited from use within the Raffia Preserve Master Association except when permitted by local laws. They are never allowed in the Preserve area. ***(pursuant to Florida Statute Chapter 791)***

Raffia Preserve Master Association, Inc. is a deed restricted community, subject to rules and regulations set forth, alongside a Declaration of Covenants which may adopt amendments subject to change from time to time. (Pursuant to Raffia Preserve Master Association Declaration, page 23, Article 6, Section 6.49)