



**BALLENISLES COMMUNITY
ASSOCIATION**

COMMUNITY RULES & GUIDELINES

REVISED DECEMBER 1, 2022

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COMMUNITY RULES & GUIDELINES

The BallenIsles Community Association (“Community Association”) is dedicated to enhancing the quality of your life and increasing the value of your home and lot (“Unit”) by providing safety and security, exceptional landscaping, and superior services.

Through effective, efficient, and fiscally responsible management of the Community Association, we plan and support initiatives and capital improvements for the benefit and the greater good of the Community.

These Community Rules and Guidelines supplement the Compiled Second Restated and Amended Declaration of Protective Covenants (“Declaration”), Conditions and Restrictions, Restated and Amended Articles of Incorporation and Second Restated and Amended Bylaws, including Amendments (“Governing Documents”). They clarify issues not specifically addressed in the Community Association’s Governing Documents.

Our Community Rules & Guidelines are designed in the best interest of the Community to promote a safe environment and to preserve the beauty of BallenIsles that is imperative to maintaining property values.

I. Compliance with the Community Rules and Guidelines

Each Owner, Lessee, and Occupant shall comply with the Community Rules and Guidelines as shall all family members, guests, visitors, vendors, and other persons during the time they are on or using BallenIsles property (“Community Property”). By acceptance of title to a lot or by the occupancy of a Unit, each Owner, Lessee, and Occupant agrees to abide by the Community Rules and Guidelines of the Community Association.

II. General Rules and Regulations

- A. Owners, Lessees, Occupants, and their guests shall not cause or allow any annoyance or nuisance to other Owners as defined in Article 5, 5.01 (q) of the Declaration.
- B. The Community Association's Board of Directors has the right to bar any non-Owner from entering the Community.
- C. No door-to-door soliciting is permitted within the Community. **Usage of the Resident Directory for solicitation purposes is prohibited.**
- D. An Owner may use a Unit for "limited home business uses" provided such uses are not apparent or detectable by sight, sound, or smell from outside the Unit. These uses shall not involve visits of customers or clients. The Community Association Board of Directors may restrict any business use that it determines to interfere with the enjoyment or residential purpose of the Community. **Except for "limited home business uses," no Unit shall be used in any trade, business, professional or commercial capacity, including pet sitting and day care businesses.**
- E. Owners may display up to two portable, removable flags to include any two of the following:
 - United States flag,
 - State of Florida flag,
 - Armed Services flag, or
 - POW-MIA flag.

Upon Modifications Committee approval, Owners may erect a flagpole on their own property that is not (i) more than 20 feet high; (ii) erected within an easement; or (iii) interfering with traffic intersection sight lines.

Any flags not specifically required to be allowed by Florida Statute 720.304 (as amended from time to time) are prohibited.

- F. The brandishing, public display or discharge of firearms (unless the elements of Florida Statute, Chapter 776, Justifiable Use of Force, are met), including, without limitation, BBs/pellets, tasers, paintball guns, fireworks and all incendiary devices, is strictly prohibited.
- G. Failure to cooperate with any Security Officer may result in a fine and/or suspension of privileges.
- H. All users of Community property shall cover their upper and lower bodies at all times.

III. Traffic Safety and Parking

- A. All Owners, Lessees, Occupants and their guests shall comply with the traffic control devices and traffic regulations posted throughout the Community. Notices of violations may be issued by the Safety and Security Department (“Security”) and copies will be submitted to the Community Association for appropriate action.
- B. Speeding and other Uniform Traffic Code violations may be enforced by the Palm Beach Gardens Police Department and Security.
- C. Pedestrians always have the right of way on pedestrian pathways. All others, such as golf carts, skateboards, bicycles, in line skates, etc., must yield.
- D. Bicycles ridden by persons 16 years of age or older, who are not challenged, should be operated on the street, with the flow of traffic, and not on the pedestrian paths. These cyclists shall comply with all the rules of the road. Helmets are strongly

recommended for all bicyclists but shall be worn by children under 16 years of age.

- E. Parking is prohibited on any street between 2:00 a.m. and 6:00 a.m. without prior authorization from the Community Association; parking on lawns is not permitted at any time.
- F. No vehicles or golf carts with fabric or plastic storage covers over them shall be permitted within view at any time.
- G. All golf carts, boats, recreational vehicles, and panel trucks must be parked in a garage with the garage door closed. Unless approved by the Community Association in advance, campers/RVs or commercial vehicles of any type may not be parked in any driveway between the hours of 5:30 p.m. and 7:30 a.m.
- H. Inoperable vehicles, vehicles without current registration and/or tags, vehicles which are an eyesore (major unrepaired exterior damage, broken windows, excessive body rust or deterioration, etc.) and covered vehicles are required to be parked in the garage with the garage door closed.
- I. It is preferred that automobiles, SUV's, four-door pick-up trucks and minivans be parked in a garage with the garage door closed or, if necessary, in the Owner's driveway overnight.
- J. **Pickup trucks which satisfy all the following requirements are permitted to be parked in the driveway:**
 - (1) Used as personal passenger vehicles and not as commercial vehicles;**
 - (2) Have no signs or lettering;**
 - (3) Have no items in the cargo bed with the exception of a permanently affixed locked security storage container designed for pickup**

trucks secured up against the cab of the vehicle (containers along the side of cargo bed are prohibited);

(4) Have no exposed racks or frames;

(5) Cannot exceed height of garage door;

(6) Must fit in the driveway without encroaching on the street;

(7) Cannot have dual wheels; and

(8) Are maintained as to not create an eyesore in the Community.

This Rule restricts and applies to vehicles such as Ford Sport Trac, Honda Ridgeline, Chevrolet Avalanche, and Cadillac Escalade EXT which have a rear cargo bed outside the passenger compartment. Such vehicles are permitted to be parked outside the garage only if such vehicles comply with the above requirements.

- K. Traffic violations/warnings shall be issued by Security and/or the Palm Beach Gardens Police Department. Failure of the driver to stop his/her vehicle when requested by Security may result in fines and/or suspension of privileges. Video surveillance will be utilized from time to time within the Community to monitor vehicles; violations/warnings may be issued based on images captured by the video surveillance.
- L. All drivers without an active barcode or a Community Association issued pass must present a **valid U.S. driver's license** to enter the Community.
- M. It is strongly recommended that vendors use the Owner's driveway (with authorization) for parking.
- N. There is a maximum of two vehicles allowed on the street per Unit unless approved in advance by the Community Association.

- O. Vehicle parking must be staggered on the roadways to maintain the flow of traffic. Vehicles may not be parked facing oncoming traffic.
- P. Parking in any manner that blocks any of the following is prohibited: mailboxes, fire hydrants, portions of sidewalk that intersect residential driveway, residential driveways or intersections and roadways.
- Q. Golf carts are not allowed on Community Association Property except as permitted in writing by the Community Association and shall be operated in a safe manner. Any vehicle licensed for roadway use shall only be operated on the roadways.
- R. Vehicles shall not be left anywhere within the Community in a non-operative condition. All vehicles shall have valid license tags.

IV. Unoccupied Units

When a Unit is unoccupied for an extended period, the following is recommended:

- Provide BallenIsles Security with a Vacant House Notification form and program the Security Help Desk phone number (561) 625-5709 into your cell phone.
- Always lock your doors and windows and set your alarm.
- Do not leave valuables, garage door openers, or car keys in parked vehicles.
- Make your Unit appear occupied to deter intruders by setting interior lighting on a timer and keeping the exterior of your Unit well-lit.
- Install motion sensors in the interior of your Unit for an additional layer of protections.
- Regularly test your ADT or similar alarm system by contacting ADT at 1 (800) 878-7806.
- Unplug golf cart(s) and EV chargers.

- Stop all newspapers, mail, and other deliveries.
- Dispose of accumulated trash at the debris box adjacent to the Community Association Office or arrange for a neighbor to pick up and remove.
- Ensure that mailbox lights remain operational from dusk to dawn and coach lights, garage lights and post lights, in designated neighborhoods, are operational from dusk to dawn.

**V. Abusive Language, Oral or Written/
Inappropriate Conduct or Threats**

Both abusive language and inappropriate conduct involving or directed toward anyone within the Community are prohibited and may give rise to infraction resolution procedures.

VI. Authorizing Guests and Vendors

All guests and vendors must be authorized before entering the Community. Guests may be pre-authorized by calling (561) 799-5206 or by using the gate access application available at gateaccess.net.

VII. Outside Contractor Work Hours

- A. Outside contractors, including landscape contractors, may work from 8:00 a.m. to 5:30 p.m. Monday to Friday and from 8:00 a.m. to 1:00 p.m. on Saturday. Saturday afternoon work is allowed with advance approval from the Community Association.
- B. No workers are permitted on Community Association Property on Sundays or holidays, except for emergency purposes or personal or domesticated services. **Holidays are: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and whenever such holiday is observed.**

- C. Moving vans/trucks are allowed seven days a week from 7:00 a.m. to 9:00 p.m.

VIII. Bar Codes

- A. Bar codes and authorized Guest Passes are a privilege for Owners, Lessees, Occupants, and authorized personnel only and may be revoked. Bar codes may not be issued to relatives, guests, housekeepers, nurses, or anyone who does not regularly occupy and reside in the Unit. Vehicle registration information shall be used to verify that the individual is an Owner, Lessee, or Occupant. **Owners may issue Fast Access Passes to their employees and service vendors.**
- B. Owners who sell or trade their vehicles shall inform the Security Help Desk so that the bar code may be deactivated. It is the Owner's responsibility to notify Security of any changes in vehicles and/or license plate numbers.
- C. Bar codes are issued seven days a week. Please call (561) 625-5709 and a Security Officer will be dispatched to your Unit as soon as practicable.

IX. Golf Carts

- A. All approved private golf carts shall comply with the Community Rules and Guidelines established by the Community Association including limitations on manufacturer (Club Car or EZ-Go), color (white), engine (electric), and maximum speed (19 mph). All carts must also have an operating bell.
- B. Only Owners, Club Members, and Adjacent Property Owners (APO's) may own golf carts. All golf carts shall be registered annually with the Club or the Community Association. All carts shall display a registration number on the rear of the cart. Every Owner of a privately owned golf cart shall carry \$100,000 property damage insurance

and \$1,000,000 comprehensive personal liability insurance protecting against damage or injury from golf cart. The Community Association has the right, but not the duty, to require proof of such insurance.

- C. Every golf cart operator shall have a valid automobile driver's license and be 16 years of age or older. **Children 15 years of age or younger are prohibited from operating a golf cart in the community.**
- D. All golf carts shall have headlights and taillights, if driven at night.
- E. Pedestrians always have the right of way. **Golf cart operators may not exceed 19 mph anywhere on spine roads, 15 mph on neighborhood streets, and 5 mph when in the vicinity or approaching other carts or pedestrians.** Golf cart operators shall comply with all stop signs by coming to a complete stop. They shall also comply with all other traffic signs. Common courtesy should always be used when operating a golf cart. Golf cart safety is the responsibility of the operator and not of the Community Association. Please be responsible and ensure the safety of all our Owners, Lessees, Occupants, and visitors.
- F. Golf carts shall be stored in a garage with the garage door closed. No golf cart is to be left unattended anywhere on Community Property overnight.
- G. If the Community Association revokes the private golf cart privileges of an Owner, Club Member, or APO, such person shall not be allowed to operate any golf cart on Community Association Property.
- H. Any violations/warnings relating to the operation of a golf cart on Community Property shall be issued by the Security Officers, either by use of personal

or electronic surveillance, and all golf cart operators shall acknowledge the authority vested in the Security Officers. Failure of the driver to stop his/her cart when requested or failure to cooperate with any Security officer may result in fines and/or suspension of privileges. Should the offense be particularly egregious, the Community Association Board of Directors has the authority to suspend an Owner's right to use a golf cart on Community Association Property.

- I. INDEMNIFICATION - Every Owner and operator of a privately owned golf cart within BallenIsles agrees, by virtue of, and as a condition to, owning or operating said golf cart within BallenIsles, to indemnify and hold BallenIsles Country Club, Inc., a Florida Not for Profit Corporation, the BallenIsles Community Association, Inc., a Florida Not for Profit Corporation and their directors, officers, employees, affiliates, and agents harmless as a result of any loss, liability, damages, costs and expenses related to or arising out of personal injury or property damage relating to the ownership, operation or maintenance of the golf cart by the Owner, the Owner's family, any guest of the Owner and/or any other third party.

X. Pets and Non-Domesticated Animals

- A. Only two (2) dogs and/or other pets which are taken or let outside of the Unit are permitted on a permanent basis. Completely indoor common domesticated cats, or any completely indoor pets which are not taken or allowed outside the Unit, may be kept in reasonable numbers. Please see Article 5, 5.01 (b) of the Declaration regarding the types of pets permitted. Chickens, ducks, and other fowl are prohibited.
- B. **Pet-sitting businesses are prohibited.**

- C. Dog runs, pens, kennels or doghouses outside the enclosed Unit are not permitted.
- D. Pets shall be on a handheld leash and in the control of their attendant at all times when outside of the Unit, except when being exercised within the confines of the rear fenced area of the Unit, or the fenced dog park. No pet shall be allowed to roam in any of these areas without an attendant.
- E. Pet owners may not allow their pet(s) the usage of residential properties other than their own.
- F. Pet droppings shall be removed immediately by the animal's attendant and the animal's attendant shall always possess a means of removing a pet's solid waste.
- G. **A dog shall not be left tethered outside the enclosed Unit. A dog shall not be left unattended on the patio or fenced in area unless the Owner or a responsible adult is present.**
- H. Pet owners are responsible for reimbursing the Community Association or other offended parties for damage to landscaping and/or buildings or private property caused by their pet(s).
- I. **The Owners of the Unit where the pet resides or is visiting shall be strictly liable for all injury to any other person from the pet in the BallenIsles Community. The Owners of the Unit where the pet resides or is visiting shall indemnify and hold the Association harmless against any and all claims, liabilities, demands, debts, obligations, costs and expenses which may be sustained by or asserted against the Association and/or the members of its Board of Directors by reasons of acts of said pets**

committed in or about the BallenIsles Community.

- J. Any annoyance or nuisance caused by a pet, such as noise, odor, or threatening behavior, may be cause for action by the Community Association Board of Directors. Such action may include requiring that the pet be removed from BallenIsles. Any pet that is considered dangerous or shows dangerous prospects, at the sole discretion of the Board of Directors, may be required to be removed from BallenIsles.
- K. No commercial breeding **or sale of animals** of any kind is allowed.
- L. Release of exotic pets anywhere on Community Association Property is strictly prohibited.
- M. All animal bites shall be reported to the Police and/or Security.
- N. **The restrictions on use and keeping of pets apply to emotional support animals, service animals and other assistance animals.**
- O. Non-domesticated animals, e.g., raccoons, rodents, iguanas, etc., may become a nuisance from time to time. Control and removal are the responsibility of the Owner for animals within the Unit. For non-domesticated animals outside of the Unit, please call the Community Association or Security after hours.

XI. Decks, Patios, Pools and Pool Areas

- A. Pool, yard, patio and deck equipment and supplies shall always be stored out of view.
- B. When draining water from a pool for purposes other than lowering the level of the water, the Owner

shall ensure that the wastewater is directed to the valley curbing along the roadside in front of the Unit which will carry the water to the nearest storm drain. The Owner shall ensure that pool water is chemically neutralized before draining into storm drains to prevent damage to the lake system, landscape materials and animal life. Any damaged plants, grass, etc., will have to be replaced at the expense of the Owner, if the water freely drains onto any private property, common area or onto the golf course.

XII. General Maintenance

- A. The Community Association requires Owners to perform preventive maintenance to the exterior of their Units, as necessary.
- B. Roof and driveway inspections occur throughout the year. Periodic cleaning of the roof, exterior of the Unit, the yard, and the driveway shall be completed by the Owner to maintain a clean appearance and is required as often as needed.
- C. If a roof is being replaced or repaired, the length of time that a tarp, plastic, or other temporary covering will be allowed to remain on the roof before installation of the roof tiles shall be no longer than 90 days.
- D. All Owners are required to clean all driveways as needed to preserve a well-maintained appearance. Owners are required to remove grass and weeds growing between pavers. There shall be no painted paver driveways.
- E. Periodic repainting of the exterior of the Unit shall be completed by the Owner to preserve a well-maintained appearance. The Community Association performs periodic maintenance inspections. Exterior repainting of a Unit, even if the same colors, requires a Modification Application

and prior written approval from the Modifications Committee before painting commences.

- F. Mailbox lights shall always be on from dusk to dawn. Bulbs shall be replaced by the Community Association at no cost to the Owners unless a photocell is not present. Maintenance of other electrical components, (including wiring, photocells, etc.) is the responsibility and expense of the Owner. **The Owner is responsible to ensure that electrical power is delivered to the fixture.**
- G. Seasonal holiday lighting and/or seasonal decorations are allowed from Thanksgiving through January 10th of each year.
- H. Outdoor lighting shall not interfere with or create a nuisance to other Owners and must be approved in advance in writing by the Modifications Committee.
- I. Gas lighting on all Units shall be kept in good working condition and illuminated. Maintenance of gas lights is the responsibility of the Owner.
- J. Electric lighting on the exterior of a Unit shall be on from dusk to dawn as consistent with the standards set forth within the neighborhood. These fixtures and bulbs shall be consistent with the design standards set forth in the Modifications Manual and shall always be maintained by the Owner in proper operating condition. Any lighting not operating on a photocell will need to be replaced at the expense of the Owner.
- K. **Owners shall store personal property and toys inside the enclosed Unit out of view from the outside. Owners shall not use a screened patio for storage of personal property.**

XIII. Landscape Maintenance

- A. Owners shall maintain their landscaping in accordance with the standards set by the Community Association, which are available at the Community Association Office or online at ballenislescommunity.com. Refer to the Modifications Manual for the Community's landscaping standards.
- B. Each Unit has seasonal planting requirements for the front of the Unit to maintain the lush and tropical landscaping theme of the Community. Owners must plant winter annuals and/or perennials in the front of their Units by December 1st of each year. There is a minimum number of flowers designated for each neighborhood that can be found in the Landscaping section of the Modifications Manual. Summer annuals are optional. If an Owner does not elect to install summer flowers, the Owner must remove any dead or dying flowers and fill their landscape beds with chocolate-colored mulch by May 1st.
- C. All Units shall have a minimum of three (3) palm trees, one (1) shade tree, and one (1) flowering tree. **Required quantities may be higher depending on your neighborhood. Please refer to Exhibit E of the Modifications Manual for minimum planting requirements.**

XIV. Irrigation

- A. Owners irrigating from a well shall utilize an injection system to treat the water to prevent discoloration of walkways, driveways, roadways, the exterior of the Units, etc. Discoloration attributed to a well water system shall be removed by the Owner within a reasonable time. Owners utilizing a well shall treat the well to keep the water from emitting noxious odors. Owners shall obtain

written approval from the Modifications Committee prior to installation of a well.

- B. Individual Unit irrigation systems are the responsibility of the Owner. Owners must follow the standard irrigation best practices outlined by the University of Florida. The Community Association would be happy to provide these to you upon request.
- C. **All new irrigation systems must use digital controllers with multiple zones.**
- D. Units adjacent to lakes or canals shall irrigate and maintain the easement areas to the water's edge and as otherwise required in the Neighborhood Supplements and the Declaration.
- E. Owners are responsible for irrigating and maintaining all grassed areas, including any Exclusive Common Areas adjacent to their property (golf course area, to 25 feet from the rear property line or the out of bound marker, whichever is greater).

XV. Refuse Removal

- A. Refuse pick-up is contracted by the City of Palm Beach Gardens Public Works Department with various sanitation companies and is paid through your annual non-ad valorem property taxes and not through your Community Association assessments. Refuse is picked up on Monday and Thursday of each week; recycling is picked up on Monday only.
- B. Refuse shall be placed in an appropriate trash container, up to 50 gallons or 50 pounds, possessing a securely closed lid and shall be placed at the curb in front of the Unit no earlier than after dark the night before. Plastic bags may be used but shall be placed at the curb in front of the Unit after sunrise the morning of pick-up. Trash

containers shall be returned to a shielded area of the Unit as soon after pick-up as possible. Trash containers will not be allowed to be at the curb after 10:00 p.m. Loose papers and boxes should be crushed into tight bundles and placed at the curb in the appropriate recycling container. Fastened trash bags are to be used to contain Styrofoam peanuts, prior to placing them in the trash container. Any remaining debris left by the refuse contractor shall be picked up and discarded by the Owner.

- C. Recycling bins may be obtained by calling 866-NEW-BINS (866-639-2467).
- D. Vegetation is picked up on Thursdays and the Owner must call the sanitation company prior to that time to request pick-up. Plastic vegetation bags are permitted. Landscape contractors shall remove debris before the close of the day of service.
- E. Normal service will be provided on all holidays EXCEPT Thanksgiving Day and Christmas Day. When pick-up falls on one of those holidays, service will be provided on the next regular pick-up day.
- F. The Owner, Lessee, or Occupant shall arrange for pick-up of large items or packing cartons directly with the hauler at the Owner's expense. **Waste Management must be contacted in advance at (772) 546-7700 to schedule pick-up.**
- G. Storage pods may be placed in an Owner's driveway for a maximum of 30 days if authorized in writing by the Community Association in advance.

XVI. Safety and Security

- A. Garage doors are to remain closed except as necessary for ingress/egress to avoid unwanted access into your Unit. Owners may be contacted by Security when a garage door is left open between

8:00 p.m. and 6:00 a.m. The Community Association will send a reminder letter if there are three instances of this policy in a three-month period. The fourth instance within the same three-month period may result in a fine. Automatic garage door closers are a great way to ensure that your garage does not remain open and accessible for long periods of time.

- B. Vehicles should be garaged whenever possible. Vehicles that are parked in driveways must be locked with no valuables in sight. Security may passively inspect vehicles parked outside to ensure they are locked. Unlocked vehicles will be tagged with a 'Smart Card'. The Community Association will send a reminder letter if there are three instances of this policy in a three-month period.
- C. The Community Association makes no representations whatsoever as to the security of the premises or the effectiveness of any monitoring system or security service.

XVII. Lakes, Ponds and Canals

- A. Access to and from lakes, ponds, or canals through a golf course or another Owner's private property is strictly prohibited.
- B. Swimming or wading in lakes or canals is strictly prohibited.
- C. Fishing by Owners, Lessees, Occupants, or guests is permitted at their own risk and in keeping with Florida's licensing guidelines. Children under sixteen years of age are only permitted to fish when accompanied by an adult. Fish should not be eaten. The waterways cannot be guaranteed to be free of chemicals. It is suggested people catch and release all fish caught in BallenIsles' waterways.

XVIII. Architectural Standards and Review Process

- A. The Modifications Committee is appointed by the Community Association Board of Directors. Its responsibility is to ensure that any proposed exterior modifications, alterations, etc. are in keeping with the Modifications Manual, which is available at the Community Association office and on the Community Association's website at ballenisescommunity.com.
- B. Owners shall submit plans for exterior additions, modifications, decorations, or alterations, and for modifications or alterations to the interior of screened porches, patios, and similar portions of a Unit visible from outside of the Unit. No work may commence prior to review and prior written approval by the Modifications Committee. The Community Association shall not be responsible for any loss suffered as the result of denial of an application, including without limitation, losses associated with agreements entered into without prior approval of the work by the Modifications Committee.
- C. If a dumpster is required, the Owner shall ensure that an application is completed, and a fee will be charged. The Owner shall ensure that the dumpster is covered with a tarp when not in use.
- D. All port-o-lets shall always be shielded from view.
- E. All alterations of landscaping (beds/plants) or the removal or planting of trees require a Modification Application and prior written approval from the Modifications Committee. These changes may require that landscape plans be prepared by a Landscape Architect or Landscape Designer at the expense of the Owner.

- F. Artificial turf is permitted with restrictions and limitations. Refer to the Modifications Manual for details.
- G. Painted paver driveways are not permitted within the Community. **Only sealants permitted within the Modifications Manual are allowed.**
- H. All Units shall have a complete gutter system installed. Gutters shall be installed to control the drainage and be designed to drain 100% to the storm drainage facilities at the street. The drainage piping shall be connected to each downspout and piped underground to the front of the Unit unless the Unit is located adjacent to a lake. If a Unit is located adjacent to a lake, then all pipes need to be underground and at least one foot below the controlled elevation of the lake at the time of installation.
- I. Solar panels, certain antennae and small satellite dishes are allowed with restrictions and limitations and must be approved in writing by the Modifications Committee. Please refer to the Modifications Manual for more information.
- J. Temporary basketball hoops and backboards are allowed with restrictions and limitations. Refer to the Modifications Manual for details. Note that said equipment must be garaged during any Palm Beach County wind event.
- K. Hurricane or storm protection devices and any devices intended to protect the Unit from the elements, that attach to the exterior of the Unit must be approved, in advance, by the Modifications Committee and shall be of pre-approved color, design, and materials specification.

XIX. Hurricane Shutter Policy

- A. Clear shutters and clear panels, as pre-approved in writing by the Modifications Committee, will be allowed to be deployed during the entire hurricane season, from June 1st through November 30th.
- B. Non-clear shutters, removable panels and fabric devices (not plywood) that are color matched to the trim color or body color of the Unit, as determined by the Modifications Committee, will be allowed to be deployed during the entire hurricane season, from June 1st through November 30th.
- C. The color and appearance of a protection device, even when retracted, shall match the trim color or body color of the Unit. Non-clear fabric devices that do not match the trim color or body color of the Unit shall retract into a cover that matches the trim color or body color of the Unit.
- D. Non-clear shutters that are not color matched to the Unit will be allowed during the entire hurricane season, from June 1st through November 30th, only on windows and doors that are not visible from a street or a golf course. If there is a question as to whether a window or door is visible from a street or golf course, the Community Association will determine if they qualify.
- E. Any type of hurricane protection device will be allowed on the entire Unit starting at the time South Florida is declared to be within the projected path of a named storm and shall be removed within 21 days after the storm has passed.
- F. All Owners are required to maintain their shutters and/or other devices in a clean, well-maintained appearance.

XX. Hurricane Preparedness

- A. If a hurricane watch is issued, all Owners must secure all outdoor furniture, potted plants, all other movable items, loose gutters and downspouts and clear any clogged areas or debris.**
- B. Owners are encouraged to register for Palm Beach County’s Emergency Notification System ALERTPBC. When the County issues a notification about a potential safety hazard or concern, you will receive a message on the voice or text communication methods that you have registered.**
- C. The Palm Beach County Disaster Awareness and Recovery Tool for your smartphone, the DART App, has evacuation zones, shelter open/closed status, damage assessment information, and other features to help you during a disaster.**
- D. For reliable sources of information during a tropical storm or hurricane, Owners can watch PBC-TV Channel 20 for news briefings and information and listen to NOAA Weather Radio or local radio or TV stations for instructions.**

XXI. Infractions

- A. The Community Association and its staff are under no obligation to settle disputes between or among Owners, Lessees, or Occupants.**
- B. Complaints regarding infractions of Community Association Rules will be accepted by the Community Association, but it is requested that the party filing the complaint first attempt to obtain voluntary compliance without the Community Association’s intervention, if appropriate.**

- C. Complaints regarding Rules infractions by Owners, Lessees, or Occupants shall be submitted in writing to the Community Association. The party filing the complaint is asked to discuss his/her complaint with the offending party and indicate what response he/she received. Anonymous complaints will not be accepted. Complaint forms may be obtained from the Community Association Office. Traffic violation complaints will be referred to the Traffic Safety Officer for follow-up. Owners, Lessees, or Occupants who have complaints of a criminal nature, such as assault, threats, intimidation, etc., should also report such complaints to the Police Department for investigation.

- D. Complaints dealing with Rules violations will be investigated and a letter may be sent to the offending party. If not corrected, and if the Community Association seeks to impose a fine or suspend rights or privileges, including barcodes or usage of common areas and facilities, then the offending party has the right to be heard by the Community Association Board of Directors and Review Committee. Legal representation is not allowed.

- E. The Grievance Committee is responsible for investigating a written complaint when any Owner, Occupant, employee, or vendor has been in a situation where they feel that principles of civility and good manners have been violated. The Grievance Committee will not review Owner to Owner complaints.

XXII. The Assessment and Budget Process

- A. Assessments are collected by the Community Association to pay for the operation and

maintenance of the Community including capital expenditures.

- B. Assessments are paid in quarterly installments made in advance and due on the first day of each calendar quarter. **All Owners are encouraged to use the Community Association's automated payment processing. To sign up, please log in to ballenislescommunity.com and access the Resident Portal.**
- C. Assessments not received by the fifteenth day will incur a late fee.
- D. If a payment continues to be delinquent or if an Owner has continued delinquencies, the matter will be submitted to the Community Association's attorney for collection. All legal fees incurred while attempting collection will be paid by the Owner.

XXIII. New Owner Procedures

- A. All new Owners shall complete an Owner Information Form for Community Association records. All correspondence will be directed to an Owner's last known address. Owners, whether seasonal or permanent, are responsible for notifying the Community Association Office of address changes.
- B. A current copy of the Declaration of Protective Covenants, Conditions and Restrictions and other Governing Documents, Community Rules and Guidelines, and the Modifications Manual should be given to the new Owner by the Owner selling their Unit. These are available at the Community Association Office or may be obtained from the Community Association's website at ballenislescommunity.com.

XXIV. Resale of Unit

- A. The Owner or agent of record shall deliver an Intent to Lease/Sell Form to the Community Association prior to initiating any sales efforts.
- B. The Owner or licensed salesperson/agent shall accompany or escort all visitors with the exception of Open Houses.
- C. Open Houses are permitted on Sundays from 11:00 a.m. to 5:00 p.m. Hours are extended to 7:00 p.m. on the first Sunday of the month. Broker open houses are permitted on Thursdays from 9:00 a.m. to 5:00 p.m.
- D. The only signage allowed to be displayed is an approved Open House sign. One Open House sign may be displayed in front of the Unit during advertised Open House hours. Another sign may be placed at the entrance to the neighborhood. If necessary, one additional Open House sign may be placed at a major intersection along BallenIsles Drive. Major intersections are St. George Place, Fairwinds Drive, East Island Avenue, Coquina Way and West Island Avenue. All signs must be removed within thirty minutes of the conclusion of the Open House.
- E. The Owner or salesperson/agent may advertise the Unit for sale through an advertisement or invitation to an Open House, provided that the following steps are taken:
 - An Owner or salesperson/agent shall be present in the Unit for the entire duration of the Open House.
 - The invitation shall clearly state the specific neighborhood where the Open House is located.
 - Security shall be notified in advance and all visitors shall be pre-authorized.

- All visitors shall provide a photo ID to Security.

XXV. Unit Rental/Leasing

- A. The Owner or agent of record shall deliver to the Community Association an Intent to Lease/Sell form prior to initiating any leasing activities. The home and lot ("Unit") shall be leased in their entirety and shall not be made available for transient or hotel purposes.
- B. The minimum lease term for any Unit is 30 days. A person residing in a Unit for longer than 30 days when an Owner is not present shall be deemed to be leasing the Unit (regardless of whether a lease exists, or rent is paid) and shall therefore be subject to Community Association requirements and procedures regarding leasing. The Owner shall notify the Community Association if the family member will be staying for more than 30 days while the Owner will not be in the Unit.
- C. The Owner shall not lease, rent out, host for a fee or otherwise allow use of a Unit for a fee or portions of a Unit for a fee (whether or not the Owner is in occupancy) through Airbnb, HomeAway, VRBO or any other rental or vacation rental arrangement unless the lease/rental otherwise complies with the Declaration of Covenants, and Community Rules, including minimum lease term requirements and application and there is compliance with the Community Association requirements and procedures regarding leasing.
- D. An Owner may permit members of the Owner's family (meaning related to an Owner by blood, adoption, or marriage) to reside in the Owner's Unit, without the Owner being present, on a guest basis. If the Owner is not leasing the Unit to a family member, such occupancy by a family member as a guest is not restricted as a lease.

- E. An Owner may initiate one lease during the fiscal year from July 1st through June 30th, regardless of the actual term of any lease.
- F. Owners shall inform the Community Association, on the appropriate form, and shall pay the applicable administrative processing fee, whenever they lease/rent their Unit.
- G. The Owner shall provide a copy of the rental agreement each time the Unit is leased/rented, including any extension or renewal with an existing Lessee.
- H. The lease shall be subordinate and subject to the provisions of the BallenIsles Community Association Governing Documents and these Community Rules & Guidelines.
- I. It is the Owner's responsibility to supply a current copy of the Community Association's Governing Documents and Community Rules and Guidelines to his/her Lessee and to ensure that all Lessees and Occupants comply with the Governing Documents and Community Rules and Guidelines. These are available in the Community Association Office and on the Community Association's website at ballenislescommunity.com.