Amended Rules and Regulations Introduction

Port Carlos Cove, Inc. (PCC) is a "55 or Over Housing Exemption" residential community. It is cooperatively owned by Members who are required to maintain their homes and lots according to the Rules and Regulations. Many of the Rules and Regulations are based on what is required by Florida law; the remainder are provided to protect lives and property and to create a pleasant retirement community lifestyle.

PCC is solely managed by the Board of Directors (the Board); there is no management company. The Rules and Regulations are adopted and enforced by the Board. When the Board intends to discuss and adopt Rule changes, Members will be notified 14 days prior to the meeting. Rule changes become effective 30 days after adoption by the Board. Members will be given written notification of the Rule changes and their effective date within the 30-day period.

Section latest revision 1/8/2022

Acceptance of Prospective Members

1. Prospective Members must be approved by at least 2 Board members or a designated committee before the purchase of a home can be finalized.

2. The Board reserves the right to refuse acceptance according to the restrictions in the Bylaws.

3. The Corporation is required to comply with and adhere to policies and procedures regulating the operation of a housing community for persons 55 years of age or older.

4. References may be required before approval.

5. Prospective Buyer Process:
   a. Prospective buyers submit an 'Application for Membership'.
   b. Identification is required for age verification.
   c. Two Board members schedule a time for an orientation meeting.
   d. The orientation meeting may be conducted in person or by phone, preferably in person.
   e. Upon conclusion of the orientation meeting, Board members decide whether to offer the prospective buyer Membership.
   f. At closing, a $100 title transfer fee and a $200 estoppel fee is paid by the prospective member to the Corporation. An estoppel is a document created during a closing that lays out any charges from monthly assessments or any other charges that are due to the Corporation from the seller.

Section latest revision ~~1/8/2022~~ 1/23/2025

Members Responsibilities

1. Loss or damage to a home or personal property is the Member's responsibility.
   a. Members are encouraged to carry property insurance.
   b. Members are required to carry personal liability insurance on their home and lot.

2. Members will be held responsible for damage to PCC property by the Member, guest, renters, or renter's guests.

3. Disruption by loud noises, parties, language, TV programs, music, etc. is not permitted. Problems between neighbors are not a Board issue unless a PCC Rule or Bylaw has been violated. Rule violations must be submitted to the Board in writing or through the use of the Issue of Concern (IOC) form.

4. Board permission is required for any person involved in soliciting and for any business enterprise conducted within PCC which might cause additional traffic or disruption.

5. Members not in residence must have their guests register at the office. Members' guests are de&ned as immediate family, relatives, and friends and according to the Bylaws are limited to 30 days per calendar year(this is the total number of days in a Calendar year that a member can have a guest or guests stay in their home when the member is not present). Guests must comply with the PCC Rules.

6. In hardship situations, Members may request to have an adult guest stay for more than 30 days within a calendar year. The Member must submit a letter to the Board for approval. A guest approved by the Board for an extension of stay longer than 30 days shall be charged a fee of $3.00 a day or a monthly fee equal to one half the monthly assessment, whichever is less. The special fee is payable on the first day of each month approved.

7. No persons under the age of eighteen (18) years shall be permitted to permanently reside in the units. Person under the age of 18 can only visit as guests when a member is in residence or when the member is not present as a family member of a guest that is 21 or older and both have registered as guests with the o$ce.
8.

Section latest revision ~~1/8/2022~~ ~~1/23/2025~~ 1/17/2026

Board of Directors Responsibilities

1. Written authorization of contracts, agreements, and proposals is required by the Board members as follows:
    a. Up to $1,000 – one signature
    b. $1,001 to $3,000 – two signatures
    c. $3,001 to $10,000 – five signatures. A documented verbal agreement is acceptable when written turnaround time is impractical, but a written agreement must follow the verbal confirmation.
    d. Over $10,000 – five signatures

2. A privacy policy exists, and a copy is available in the Office.

Section latest revision 1/8/2022

Pets and Animals

1. Members and their guests are not permitted to have dogs on PCC property or in a Member's home.

2. Dogs, livestock, poultry, dangerous exotic animals, and pets which are prone to exhibit aggressive behavior are not permitted in PCC. Other pets must remain solely within the confines of the Member's home. The Board may order and enforce the removal of any animal which becomes a disturbance or nuisance to other residents.

3. No pets are permitted in rental homes.

4. Care and supervision of the pet is the Member's responsibility.

5. Members are solely responsible for any injury, harm or damage done by a pet.

6. Any exceptions to the rules in this section require Board approval and must meet the legal criteria the Board has on file in the Office.

Section latest revision 1/8/2022

The Lot

1. Lots in PCC are not owned, they are leased from PCC. Any combination of individuals, husband and wife, co-owners, and significant others are permitted to be the lessee of a maximum of two lots. Members leasing two lots must have or intend to have one lot for their own residential use.

2. All lots are owned by PCC. The Member leases the lot from PCC; therefore, PCC has the sole right to approve or disapprove any changes to the lot. The Board reserves the right of access onto the lot at any time.

3. Members pay real estate taxes to Lee County for the occupied lot.

4. It is the Member's responsibility to keep the lot orderly, neat, free of litter and unsightly storage. If the Member fails to maintain the lot, the Board will have it maintained at the Member's expense.

5. PCC's prime season is from October 1 through May 31; off-season is from June 1 through September 30. When the home is unoccupied during off-season, watercraft, watercraft trailers, and motor vehicles may be stored on the lot. Watercraft must be on a functional trailer with secure tie-downs. The watercraft or watercraft trailer must be parked on a paved surface, may not infringe on a neighboring lot and must be at least 2 feet from the road. No loose items may be stored in the watercraft or watercraft trailer.

6. During off-season, Members are permitted to allow other Members to park or store watercraft or vehicles on their lot. The lending Member must complete a 'Right to Use' document and file it with the Office. The document will state exactly what use is permitted, the duration and the terms of the permission. Non-Members are prohibited from storing watercraft or vehicles on a Member's lot.

7. Once the home is first occupied in prime season, watercraft or watercraft trailers must be removed within 7 days of arrival and may not be stored on the lot for the duration of prime season.

8. Recreational vehicles are allowed 24 hours on the lot for loading, unloading, and cleaning before removal.

9. Overnight living in a recreational vehicle is prohibited either on the lot or in the Common Storage Area.

10. Lawn fertilizer is not permitted to be used at any time. Citrus, flower, vegetable, and plant fertilizer, including use on plants in containers, is permitted only during prime season unless approved by the Board.

11. New fences, free-standing satellite dishes and antenna poles are not permitted. Satellite dishes must be mounted on poles that are attached to the house, preferably on or as close to the roof as possible. Poles already in place are permitted to remain.

12. Laundry shall not be left outside overnight. Umbrella-type outdoor clothes dryers may be used in an inconspicuous place and must not obstruct the neighbor's view.

13. Lawn watering must be done by hand-held sprinkler only.

14. Individual private yard/tag sales may be conducted on the lot as follows:
    a. From 8am to 5pm on the third Saturday in November, March and July.
    b. For 1 day only in conjunction with a Member permanently vacating a home. Such sale must be conducted within 5 days of vacating the home and held between 8am and 5pm.
    c. The lot must be returned to its previous, compliant condition within 24 hours.

15. Members may display only 1 item for sale on their lot at any time for a maximum of 3 days. The item must not detract from the appearance of PCC.

16. Poison and traps designed to kill animals, other than insects, are not permitted unless approved by the Board.

17. Utilities:
    a. Electricity:
        i. Reference to "pedestal" is intended to mean a pedestal with more than one meter box and doesn't include a pedestal or post on which a meter box is mounted to service one house.
        ii. Florida Power & Light provides electric service from an FPL transformer to a "point of distribution", which for most or all PCC houses is either a meter mounted on a pedestal, or a distribution box.
        iii. PCC owns and is responsible for maintenance of pedestals, but when a pedestal is damaged beyond repair or removed, PCC does not plan to replace it with a new pedestal. Expenses to connect to a new FPL connection point will be shared 50/50 by the member and PCC. The member is solely responsible for any cost to upgrade their service.
        iv. PCC and respective members share expenses 50/50 for the line from the FPL connection point to the first home connection point, and the member is responsible for all service from the first home connection point into the home. For new home installations see page 5-20. **Driveways:** All new driveways will need to install a 6 inch plastic pipe 6 feet from the road and extending 1 foot on each side and approximately 18 inches deep of the new driveway.
        v. Members are solely responsible for connections and maintenance of electrical service for a camper trailer or RV home.

    a. Water:
        i. Members are responsible for maintenance to plumbing in the home and out to the exterior in-ground shut off valve.
        ii. NOTE: The in-ground shut off valve is PCC property and must not be turned on or off by the occupant.
    b. Sewer:
        i. Members are responsible for maintenance in the home and out to the shared cleanout.
        ii. PCC is responsible for the cleanout and out to the sewer line.

    c. Damage caused by a Member to any portion of these utilities for which PCC is responsible will be repaired at the Member's expense.

The Home

1. The home must be attractively maintained by the Member and comply with all applicable health, fire, zoning, and building code, laws, ordinances and regulations of the Federal Government, the State of Florida, Lee County and PCC.

2. If the condition of the home becomes a detriment to the general appearance of PCC, the Board will notify the Member. If remedial action is not taken within a specified time, the Board reserves the right to have the work done and charge the Member.

3. This rule applies to any approved structure other than the home. If the highest point of the structure's roof is higher than the lowest point of the home's roof, the pitch of the structure's roof must match the pitch of the home's roof. Flat or near flat roofs are unacceptable on garages, sheds, and carports if any part of its roof is higher than the lowest point of the home's roof.

4. The upper part of lofts, garages, sheds, and carports can be used only for storage, and may contain no permanent stairways, windows, and air conditioning units. Occupancy and/or use of such structures for residential, office or recreation is prohibited. A 'loft' is defined as a space within a roofline that has a floor above the finished ground level floor of the structure in which it exists.

5. The home must have an easily accessible outside water shut-off valve above ground. For safety and fire reasons, a faucet should be placed in the line before the home's shut-off valve in order to provide water access 12 months of the year. NOTE: The in-ground shut off valve is PCC property and must not be turned on or off by the occupant.

6. Each home is required to have clearly visible home numbers on the street side closest to the entrance location. Canal front homes are required to also have the home number on the canal side. It is required that these numbers be 4 to 6 inches in height.

7. Each home is required to be tied down with the straps in good, functional condition.

8. Deck construction is as follows:

    a. All new decks require a Lee County permit and an approved Site Change Request.
    b. Decks less than 30 inches in height are an accessory structure and must meet the setback of 5 feet from the lot line. No engineering drawings and seal are required.
    c. Decks between 30 inches and 36 inches in height are also considered to be an accessory structure but require engineering drawings and seal.
    d. Decks over 36 inches in height are a principal structure and must meet the setback of 10 feet from the lot line. Engineering drawings and seal are required.
    e. Guardrails must be a maximum of 36 inches.

The Home (Cont)

f. One intermediate horizontal guardrail of 14 to 18 inches above floor level is required between the top of the guardrail and the deck floor.
g. Vertical guardrails must have intermediate rails or a pattern such that a 4-inch diameter sphere cannot pass through it. The bottom rail must reject a 2-inch sphere.

Section latest revision 1/8/2022

Site Change Requests

1. A Site Change Request must be submitted for modifications, alterations, or replacements to the exterior of a home or lot, including but not limited to:
   a. Docks, decks, boat lifts, patios, air conditioners, roofs, windows, driveways, sidewalks, and planting or removing large trees
   b. A new home installation
   c. Any change to an original, approved Site Change Request

2. Members must have an approved Site Change Request before any work begins or any new home installation occurs.

3. A Site Change Request Form can be obtained at the Office.

4. All requests will be reviewed individually by the Board or Board appointed Site Change Committee.

5. Site Change Requests responses are usually within 1 week, depending on the extent of the requested modifications.

6. Modifications to the exterior of the home, lot or a new home installation may not occur during off-season between June 1 through September 30, unless there is a pre-approved Site Change Request.

7. Failure to follow Site Change Request procedures may result in a penalty or fine.

8. Site Change Requests are valid for 90 days.

Section latest revision 1/8/2022

Construction and Contractors

1. **It is unacceptable for any uninsured contractor to work in PCC.**

2. PCC must be assured that proper permits, licenses, and insurance are in place for construction and contractors.

3. An approved Site Change Request is required prior to exterior modification of an existing structure or installation of a new structure. See the Site Change Request section for more information.

4. Permits required by Lee County must be displayed.

5. For projects requiring a Site Change Request, contractors must register at the Office and provide a copy of their license and Certificate of Insurance confirming General Liability Insurance and Worker's Compensation coverage prior to working. Contractors are responsible for their subcontractor's insurance coverage.

6. PCC reserves the right to require a Certificate of Insurance naming PCC as the Certificate Holder if:
   a. We require the certificate to reference a specific project
   b. We require that PCC be an additional insured party on the general contractor's General Liability Insurance

7. For <u>new home</u> installations:
   a. The general contractor/builder must provide a Certificate of Insurance showing:
      i. Appropriate insurance coverages
      ii. PCC as an additional insured
      iii. PCC as the certificate holder
   b. Contractors are responsible for their subcontractor's insurance coverage.

Section latest revision 1/8/2022

Seawalls and Waterways

1. Watercraft must operate at **idle speed** (1 notch on the throttle) and not create a wake while operating in the channel or in the canals. Failure to obey the idle speed requirement may result in a penalty or fine.

2. Watercraft must remain in the marked channel and may not operate over the seagrass on either side of the channel. There is a diagram available in the Office showing the marked channels and the prohibited seagrass areas.

3. PCC is responsible for maintaining the seawall. Members are responsible for maintaining docks, decks, patios or apron areas between the seawall and the home. PCC is not responsible for damage to docks, decks, patios or aprons between the seawall and the home.

4. Homes may have sod, grass or gravel between the home and the seawall. Small bushes or bedding type plants are also permitted but no closer than 5 feet from the seawall. Patio blocks may be placed to within 10 inches of the seawall and must adhere to the following restrictions:
   a. Homes with pavers or blocks abutting the seawall may leave them in place until such time as they are removed, either voluntarily or for necessary repair work. Once those pavers or blocks are removed, replacement pavers or blocks must be at least 10 inches from the seawall.
   b. Block and Paver Limitations:
      i. Block size is limited to an 18-inch maximum size.
      ii. No interlocking blocks or bricks
      iii. PCC has the right to remove the pavers or blocks as needed for repairs to the seawall. It is the Member's responsibility to reset them.
      iv. Concrete may not be poured closer than 10 feet from the rear lot line.

5. If a dock and/or boat lift must be removed for seawall repair, the expense of the removal is PCC's responsibility. The replacement expense is the Member's responsibility. Unless the repair is an emergency, the Member will be notified no less than 10 days prior to commencement of the project.

6. Downspouts emptying within 20 feet of the seawall must be positioned either parallel to the seawall or drain toward the street. Members shall report holes, voids, or low areas to the Office for remedial action.

7. No new holes can be drilled in the seawall, nor new drainpipes extended over the seawall unless approved by the PCC Site Change Committee. Existing holes can be reopened.

Section latest revision ~~1/8/2022~~ 1/23/2025

Boat Docks, Low-Profile Lifts and Docking Devices

1. A Site Change Request is required to install a new boat dock, low-profile lift or docking device. In addition, a county/state permit may be required depending upon the type of installation. A **maximum** of 90 days is given to complete the installation.

2. The Board reserves the right to limit dock size according to the lot size. A smaller lot will require a smaller dock. Dock dimensions are a maximum of 60 square feet including steps, centered between lot lines and must not extend more than 5 feet from the seawall, excluding the pilings. Lift height is a maximum of 8 feet above the top of the seawall, including the motor, lift mechanism, and pilings.

3. The Board reserves the right to accept, recommend or reject angled or parallel placement of the structure or floating device with the seawall to insure boater maneuverability and safety.

4. Any new shoreline structure must be independent of the seawall. It must not be attached to the seawall

   4.1 One exception to the above is to allow dock mounting attachments to **vinyl seawalls** to support installation of docks between new seawall and lifts or installation of docks when installation of new vinyl seawall is in place.

   Installation must use marine treated lumber or equivalent and a minimum of two 1/2" stainless steel toggle bolts per mount point.
   Installation must be performed by a professional seawall/dock installer.

   Seawall must be inspected by a professional installer to insure integrity of seawall before the installation and to insure the integrity of the seawall will not be compromised.

   No drilling or attachments to the seawall cap allowed.

   Approved site change request required before work performed and inspection on completion.

5. New structures that require pilings must be constructed of treated wood or an acceptable alternative and be pile driven.

6. Devices used to raise watercraft out of the water must be either a floating device or a low-profile lift approved by the Board.

7. No portion of the structure or device shall extend farther than 15 feet into the canal or bay, including the pilings. If it is determined by the Board, after considering adjacent structures, devices and curvature of the seawall, that the 15 foot limitation would adversely affect boater safety, the Board may recommend an additional extension, but not to exceed an additional 2 feet.

8. A concerted effort must be extended to minimize any obstruction that may cause limited visibility for neighbors in surrounding areas.

9. Members are responsible for proper maintenance, repair and safety of a dock, lift, or floating device.

10. The Board intends to phase out all land davits. To preserve the integrity of the seawalls, existing land davits may be repaired and maintained but may NOT be replaced. Repair and maintenance of existing davits must be peripheral only (for example, replacing cables, electrical wiring, couplings, etc. but not replacing beams or framework).

11. Any dock repair requires a Site Change Request. Anything further (for example, replacing pilings or framing) is considered new construction and will also require a Lee County permit.

12. If the condition of any structure becomes a detriment to the safety or general appearance of PCC, the Member will be notified. If remedial action is not taken within the time period stipulated, the Board reserves the right to have the work done and charge the Member.

13. Docks, land davits, lifts or floating devices may not be used by a non-Member unless it is by a Member's renter or Member's Registered guest.

14. The Board reserves the right to approve future marine product offerings or to withdraw approval of existing devices that may prove inappropriate to PCC and its waterways.

15. Dock color must be limited to natural wood, brown, white, or grey.

Section latest revision ~~1/8/2022~~ 1/23/2025

Watercraft and Watercraft Trailers

1. The maximum boat length is 24 feet, with an overall length, including the motor, of 26 feet.

2. When on a lift, the keel (bottom) of the watercraft shall be no higher than the top of the seawall cap. The maximum height of the solid part of the boat must be no more than 6 feet from the top of the seawall cap except for rolled Bimini tops, windshields, T-tops, masts, and antennas.

3. Watercraft trailers must be fully operable and of the appropriate size for the specific watercraft.

4. The boat ramp is to be used only by Members, renters, registered guests when accompanied by a Member. Registered guests MUST BE accompanied at all times by the Member the guest is registered under. I.E., the member must be at the ramp for the launch, in the boat during the time at sea, and at the ramp for the haul out. There is no allowance for friends to use the launch.

Section latest revision ~~1/8/2022~~ 4/12/2026

Common Storage Areas

1. PCC Storage areas:
   a. The 'Back 40' storage area is East of the clubhouse and is used primarily for the storage of watercraft, watercraft trailers, recreational vehicles, and cargo trailers.
   b. The 'Compound' storage area is South of the Maintenance Building is used primarily for the storage of motor vehicles.

2. All property stored in the Common Storage Areas must be owned by a Member or a Registered renter and must have proof of ownership. One space per member address is available to be assigned for ONE each of boat/boat trailer, cargo trailer, rv/vehicle. Spaces are assigned after proof of ownership is presented with the completed Storage Release Form. Members may not re-assign their assigned space or allow any other person to use the assigned space or allow any other use other than the approved item.

3. Members may request a space in an appropriate Common Storage Area. The Board must approve Members' use of Common Storage Areas. Requests may be placed at the office and will be considered by a Board designated committee.

4. If there is a violation of the storage rules, PCC has the right to have the offending property removed at the Member's expense.

5. Members are required to sign a Release Form stating that they are responsible for any loss in the event of theft or damage to their property while in the Common Storage Area. PCC will not be responsible for the loss, damage, theft, or disappearance of any personal property.

6. Watercraft, recreational vehicles, and motor vehicles must be in operable condition and currently registered. Proof of continued registration may be requested in subsequent years.

7. Watercraft, watercraft trailers and cargo trailers must be identified by affixing to the trailer, numerical stickers corresponding with the Member's PCC lot number, or in the case of a vehicle, a dashboard card. The Member's lot number must be clearly visible.

8. The area must be maintained in a clean and refuse-free condition. No ropes, chains, or plastic tarps are permitted in this area, because they detract from the appearance of and are an impediment to the maintenance of the area.

9. Members shall notify the Office when relinquishing an assigned storage space for reasons such as selling the property or deciding not to store during an upcoming season. No space shall remain assigned to a member if there is no property to be stored.

10. When a Member relinquishes PCC Membership, all property belonging to the Member must be removed from the Common Storage Area. All Member's property must be removed from PCC property prior to any sales or closing transactions.

Common Storage Areas (continued)

11. Cargo/box trailers maximum size is 16 feet, excluding the tongue.

12. Members will be permitted only one each of a watercraft trailer, a recreational vehicle, and a cargo trailer storage space per home.

13. Overnight living in any recreational vehicle is prohibited either on the home's lot or in the Common Storage Area.

14. There is an area in the Back 40 available for cleaning and maintaining a watercraft or a vehicle.
    a. Major repairs shall be made only in this area and the watercraft or vehicle may not remain there unless work is being performed. If waiting for a part to arrive, move the watercraft or vehicle back into its assigned space.
    b. The area shall be left in a clean and neat condition after use.

Section latest revision 1/8/2022

Recreational Facilities

1. Recreational facilities are available for use by Members, renters, and authorized guests only.

2. Children under 16 years of age must be under adult supervision.

3. Recreational area facilities are used at the Member's, renter's, or guest's risk.

4. Compliance with all posted rules for the swimming pool, shuffleboard, patio, and other recreational areas is mandatory.

5. Members may reserve the Clubhouse for private parties when the hall is not in use for Corporate or Civic Association functions. The Clubhouse must be left in clean and neat condition.

Section latest revision 1/8/2022

Vehicles

1. Motor vehicle parking is permitted only:
   a. In the home's driveway or carport
   b. In designated parking spots

2. Overnight parking on the streets or in the marked parking spaces around the Clubhouse area is not permitted.

3. Parking in the cul-de-sac areas, boat ramp area, or on the grass is not permitted.

4. Speed limit is 10 miles per hour on PCC streets.

5. A car washing area is available at the boat lift station.

6. Use of a golf cart, boat or trailer owned or controlled by PCC is limited to Members.
   a. The PCC golf cart may not leave the premises.
   b. The PCC trailers may leave the premises with prior Board approval.

7. On PCC streets, privately owned golf carts may not be operated by anyone under the age of 14 unless in the presence of an adult over the age of 21 who is required to be on the golf cart.

Section latest revision 1/8/2022

Kubota Tractor

1. The tractor can be run only by authorized operators.

2. Use of the tractor is restricted to authorized projects.

3. The tractor is not permitted to leave the premises unless authorized.

Section latest revision 4/21/2023

Laundry

1. Laundry facilities are for PCC residents only.
2. Machines must be left in clean and lint-free condition after use.
3. Machines must not be overloaded or abused.
4. Machines must not be used for dying clothes.

Section latest revision 1/8/2022

Refuse and Recycling

1. PCC complies with the Lee County recycling program. Newspapers, glass, rigid plastics, and tin cans shall be placed in the recycling dumpsters. No plastic bags are to be put in the recycling dumpsters

2. Members are responsible for disposing of their own hazardous materials like batteries, oil, chemicals, propane tanks, etc. They are not to be left in the maintenance area.

3. Paint must be dried out before cans can be placed in the dumpster (kitty litter accelerates the drying process).

4. Flatten all cardboard containers to provide more dumpster space.

5. Large items of metal or wood, such as appliances, chairs, etc., shall be placed in the designated area near the dirt and stone bins. Do not place large items in the dumpster.

6. Only brush, tree trimmings and grass clippings shall be placed in the vegetation dumpster. For environmental reasons, no plastic bags, treated wood or any building materials are to be put in the vegetation dumpster.

7. Trimmings or cuttings can be placed in front of the home for pick-up once a week by the lawn service.

Section latest revision 1/8/2022

Rentals

1. A Member may own only 1 rental property.

2. Members who intend to rent a home must file a 'Declaration of Intent to Rent', which is available in the Office. The home must have a Certificate of Completion or Certificate of Occupancy.

3. The home must be rented for a minimum of 30 days or one month; may be rented for a maximum of 3 times in any 365-day period; and may not be rented for more than 6 months in any 365-day period.

4. Members are required to post PCC Rules and Regulations in the home.

5. The home cannot be rented to more than 2 people for a rental period, 1 of whom must be a minimum of 55 years old.

6. Members must inform their renters to register in person at the Office on the first day that the Office is open after their arrival.

7. Renters may have up to 4 guests, including children, for a maximum of 14 days per rental period. A fee of $3.00 per day for each guest whose visit exceeds 48 hours shall be paid at the office.

8. Renters may not sub-let.

9. Pets are not permitted for renters or guests.

10. The Board retains the right to deny rental privileges based on previous Rules violations.

11. Renters must sign a Release Form at the Office to store a watercraft, watercraft trailer or vehicle in an appropriate Common Storage Area, depending upon availability, and must take all property with them when their rental period is over unless an appropriate storage arrangement is approved by the Board.

12. Members may also store a watercraft, watercraft trailer or vehicle in the appropriate Common Storage Area during a rental period, depending upon availability.

13. Members relinquish the right to use the home or lot once it is rented, unless invited to be a guest of the renter, which may be for a maximum of only 14 days.

14. The renter is entitled to exclusive use of all facilities, including docks and boat lifts unless an agreement between the Member and the renter is in place.

Section latest revision ~~1/8/2022~~ 1/17/2026

New Homes

1. Installation of any new home requires a Site Change Request. It must be submitted prior to working with a general contractor or manufacturer on the project. The Site Change Request must be submitted to the PCC Site Change Committee at least 30 days prior to the proposed construction date and must be approved prior to any work being performed.

2. A new Home Packet will be provided to the Member submitting the Site Change Request outlining all restrictions and requirements applying to that specific lot, including a site drawing showing the front and side setbacks required for that site. Compliance with the rules and regulations stated in the New Home Packet is required.

3. Construction and Contractor Rules must be followed by Members and contractors.

Rectangular lots:

a. Front setback: 15 feet from the road, measured parallel to the side lot lines.
b. Rear setback: 10 feet from the rear lot line.
c. Side setback: 10% of the front lot width, measured 15 feet back from the road.
d. The side setback on rectangular lots is 5 feet due to the Lee County Fire Separation Rules.
e. The intent of this 5 foot setback is not to be more restrictive on our members regarding the setbacks.
f. Our 10% setback remains except when a member is putting a new home in on a vacant lot with a vacant lot beside it, we are requiring the 5-foot setback so that when the member beside that member puts a home in, the county doesn't require the second member to have a 6-foot setback.
g. In the case where the county allows an exception to the 10-foot separation requirement due to the fire code such as in the case of a firewall or any other exception that the county may allow in regard to the 10-foot separation rule, PCC will default back to the 10% setback.
h. Roof eaves and overhangs, including gutters, are allowed to encroach 1’ (one foot) into the setbacks described above.

Pie shaped lots:

a. Front setback: 15 feet from the road, measured parallel to the side lot lines.
b. Rear setback: 10 feet from the rear lot line.
c. Side setback in the front: 10% of the front lot width, measured 15 feet back from the road.
d. Side setback in the rear: 10% of the lot width, measured 10 feet from the rear lot line.
e. Steps are required to meet the setbacks described above.
f. Roof eaves and overhangs, including gutters, are allowed to encroach 1’ (one foot) into the Setbacks described above.
g. Air conditioners and generators are the only items allowed in the setback.
h. There are drawings depicting the setback measurements at the Office.

If approved by Lee County and the stairs meet the fire code regulation of sustaining a 1 hour fire resistance rating as noted in “69A-42.0041 Fire Separation Requirements, stairs can come within up to 3 feet of the side lot line with approval of the site change committee. The site change committee working with the member will make the decision of where the stairs can be placed so as not to cause a restriction with the neighboring lot and structures.

In all cases all setback exceptions must be approved and noted on a Lee County Building permit.

Note: The above listed setbacks are PCC and Lee County approved setbacks for PCC, but Lee County is informing PCC of the Fire Separation Requirements as seen below. It is the Member's responsibility to be members sure they are meeting all Lee County rules and regulations and should perform due diligence before having a home manufactured.

"69A-42.0041 Fire Separation Requirements.

No portion of a mobile home, excluding the tongue, shall be located closer than 10 ft. (3m) side to side, 8 ft. (2.4m) end to side, or 6 ft. (1.8m) end to end horizontally from any other mobile home or community building unless the exposed composite walls and roof of either structure are without opening and constructed of materials that will provide a one-hour fire resistance rating or the structures are separated by a one-hour fire-rated barrier.

Rulemaking Authority 633.104(1), 633.206(1)(b) FS. Law Implemented 633.104(4), 633.206 FS. History–New 10-19-09."

Section 3 Updated ~~3/9/2016~~, ~~8/2/2023~~, ~~3/18/2024~~, ~~3/27/2~~, ~~1/21/2025~~, ~~3/26/25~~, ~~9/25/25~~, 1/7/2026

4. Height Restrictions: Homes and other structures are limited to a single story with a maximum height of 27 feet measured from the seawall cap to the highest point of the home or approved structure. In the case of "dry" lots the ground level will be considered to be equivalent to the seawall cap.

5. The upper part of lofts, garages, sheds, and carports can be used only for storage, and may contain no permanent stairways, windows, or air conditioning units. Occupancy and/or use of such structures for residential, office or recreation is prohibited. A 'loft' is defined as a space within a roofline that has a floor above the finished ground level floor of the structure in which it exists.

6. Permanent steps are considered part of the new home and are required to be installed at the time of completion.

7. A survey may or may not be required for the PCC Site Change Committee. If a survey is required, the cost of the survey is the Member's responsibility.

8. At the time of demolition, all utilities must be identified and marked.

9. Stakes indicating the lot line and setbacks must be installed and maintained throughout the entire installation or construction of any new home.

10. The Member is responsible for having the general contractor or manufacturer of any home being installed to notify the PCC office or a Member of the PCC Site Change Committee 10 days prior to delivery of the home.

11. The PCC Site Change Committee has the right to conduct lot inspections during and after the installation and construction.

12. If any construction or installation does not meet county or PCC requirements, the PCC Board will

require work to stop, other than work necessary to bring construction or installation into compliance.

13. If approved installations are not completed within 90 days of the original Board approval, the Member is required to obtain an approval for an extension.

14. Utilities:
    a. The member is responsible for all expenses related to obtaining and connecting electrical service to their new home. New homes will not be connected to a pedestal but to an FPL connection point. After the installation and initial electrical connections are complete and operational, PCC and respective member(s) share 50/50 expenses and responsibility for the line from the FPL connection point to the first home connection point.
    b. New homes are required to have heating and cooling units installed at the required height, and as close as possible to the side of the home.

Section 14 Updated~~;~~ ~~3/26/25,~~ 9/25/25

15. Skirting must be semi-permanent and provide access to the area under the home.

16. Concrete foundations above grade are not permitted. Piers are allowed.

Section latest revision ~~1/8/2022~~ ~~4/21/2023.~~ ~~7/19/2023~~ 1/23/2025

Audio or Video Recording of Board Meetings

1. Board meetings may be audio or video recorded by any Member after giving 24 hours written notice to the Board prior to the meeting.

2. The Member shall be required to provide the Board with a copy of the audio or video recording within 7 days of the date after the meeting.

Section latest revision 1/8/2022