

PRIVACY STATEMENT

WE TAKE GREAT CARE TO SAFEGUARD YOUR CUSTOMER INFORMATION AND TO ENSURE ITS ACCURACY.

We limit employee access to nonpublic personal information to those who need to know this information in order to serve customer relationships. Employees are educated about the importance of privacy in accordance with our Standards of Conduct Policy.

We maintain physical, electronic and procedural safeguards that comply with all applicable regulatory standards to guard your nonpublic personal information.

We strive to maintain complete, current and accurate information about you and your accounts. If you request a correction to our records, we will respond in a timely manner.

WE COLLECT CUSTOMER INFORMATION SO WE ARE ABLE TO OFFER YOU PRODUCTS AND ENHANCE THE SERVICE WE PROVIDE TO YOU.

We collect and maintain nonpublic personal information in order to:

- Service your accounts and process your requests efficiently and accurately.
- Identify you and protect your accounts from unauthorized access or identity theft.
- Inform you of financial services, such as insurance products, and choices that can meet your needs now and in the future.

This information may be collected from a variety of sources, including:

- Information we receive from you on applications or other loan or account forms, such as your name, address, and financial information.
- Information we receive through your transactions or experiences with affiliates within the Sun family of companies, such as your account, balance and payment history.
- Information we receive from outside companies, such as a credit reporting agency, which reports your credit score and credit history.

WE MAY SHARE INFORMATION WITH NONAFFILIATED THIRD PARTIES WHO ARE ACTING ON OUR BEHALF.

We may disclose all the information we collect, as described above. Information is shared with nonaffiliated third parties only when those parties are acting on our behalf, or as required or permitted by law. These third parties may include:

- Service providers who provide support services to help us administer your financial relationship. They may include data processing companies, companies that prepare account statements, or companies that help us market products to you. **These companies are legally obligated to maintain the confidentiality of the information we provide to them**, and are restricted from using this information for any reason beyond the performance of specified services on our behalf.
- Companies who work with us under joint marketing agreements to provide you with financial services that we do not offer ourselves but we believe may be of interest to you. In such cases, we may share information we collect, as described above, but only as necessary to offer these services to you. **These companies are legally obligated to maintain the confidentiality of the information we provide to them**, and are restricted from using this information for any reason other than what is specified in the agreement.
- Other parties as permitted or required by applicable law. These may include, for example, government agencies in response to subpoenas and other legal processes, consumer reporting agencies, or those with whom you have authorized us to share information.

WITHIN THE SUN FAMILY OF COMPANIES, INFORMATION MAY BE SHARED IN ORDER TO SERVICE YOUR RELATIONSHIP AND MEET YOUR FINANCIAL GOALS.

The Sun family of companies works together to help you achieve your financial goals. We may share information among our affiliated companies to offer you additional financial services that may be of interest or value to you. As listed in this statement, the Sun family of companies encompasses a number of different companies that provide a wide range of quality financial services, including land leases, home sales, storage rentals, mortgage services, and insurance. In order to evaluate your needs and to introduce you to additional financial services, we are permitted to share among these companies information about your transactions, account history or other experiences with us.

In addition, we may also share within our family of companies non-experience information. Information received from applications or outside sources such as credit reporting agencies is considered non-experience information. Under the Fair Credit Reporting Act, you may advise us that you do not want us to share this non-experience information within the Sun family of companies, by completing and mailing the attached Opt-Out Request Form.

Please allow a reasonable period of time (up to 90 days) for us to process your request. Whether or not you choose to opt out, we may share identifying information and information about your transactions and experiences within the Sun family of companies. Even if you choose to opt out, you will continue to receive statements and other account information, as well as special offers that could be of value to you from other affiliates in the Sun family of companies.

SUN'S MISSION STATEMENT

Sun Communities, Inc. is committed to being the premier provider of quality community lifestyles by offering individualized housing and residential services.

SUN'S VISION STATEMENT

We are an inspired, engaged, and collaborative team committed to providing extraordinary service to our residents, customers, and each other.

A MESSAGE TO OUR CUSTOMERS:

At Sun, we have a long tradition of integrity and service. These are a part of our Company's core values, and are reflected in the way we serve our customers each day. This privacy statement reflects the policy for all of the entities that make up the Sun family of companies. It describes how

Buttonwood Bay RV Resort Rules and Regulations

Welcome! The Management of **Buttonwood Bay RV Resort** is proud of our beautiful resort. Consideration and courtesy to others, plus your cooperation in maintaining an attractive home and site will help sustain our high standards. The Resort Guidelines have been created to provide our Seasonal Residents with a written statement of our Resorts standards and procedures. Please read the Guidelines carefully. Thank you. All residents must **CHECK IN** and **CHECK OUT** at the Resort Office upon arrival and departure.

Transient Residents

- **Open fires**, fire rings, fire places of any kind are prohibited.
- **RV guests** may be subject to water and electric metering on all monthly stays.
- **Good Sam/AAA/Passport/CampClub** discounts on regular daily rate only. Maximum use 6-nights plus daily resort fee. No discounts accepted Jan-Feb-Mar. Discounts are subject to availability.
- **Check-out time** is 11:00am – **Check-in time** is 12:00pm.
- **Two (2) pet maximum**; strict adherence to pet rule #12 is mandatory. Certain breeds of dogs (including but not limited to Doberman Pinschers, German shepherds, Rottweilers, Staffordshire Terriers, Presa Canarios, Boerboels, cane Corsos, Akitas, certain bulldog breeds (including pitbulls), wolf breeds and chows) are not permitted in the Community due to their size and/or aggressive natures. Any animal with aggressive or nuisance behaviors will be required to leave the resort.
- **Sites are guaranteed** for the length of your reservation secured by a paid deposit. Sites are assigned by Resort Management. 90+ day stays will be given site preference but are not guaranteed. Sites for park models take priority. Please notify us if you change the size or type of your RV. Not all sites will accommodate all RVs. Changing sites is NOT permitted without permission from the resort office.
- **January, February and March advance** reservations require full months stays.
- **Cancellations** require a 30 day notice and a \$200 cancellation fee will be charged. If the reservation is cancelled less than 30 days from the arrival date the entire deposit is forfeited.
- **We are a 55+ Resort**; guests under this age are permitted for up to 30 days. Additional charges apply for guests and visitors. Rate is based on one or two person occupancy only.
- **Self-contained RV's only**; truck Campers must remain on bed of vehicle. RV's older than 10 years must have Management approval.
- **Recreational vehicles** left in the resort on seasonal sites must have prior management approval and may have additional charges. No tarps or covers are allowed. Electric & water must be disconnected outside the unit prior to departure. A local contact person or home watch service must be available year around.

Annual Information

- All homes must be owner occupied except for situations when the manager has granted written permission. Exceptions would be: Mother, Father, Sister, Brother, Son or Daughter. We must receive a letter or phone call from the resident owner prior to their arrival or they will be refused occupancy. Time used will count against your 7 months. Rent includes lawn mowing, use of resort facilities, rubbish pick up and tax.
- **All payments (U.S. Funds)** are due on the first of the month without billing. All other fees and charges disclosed herein are additional rent. Receipts will not be mailed unless requested. Preferred payment is personal check, money order or bank draft. No Cash Payments accepted.

Policies and Guidelines:

- **Any person(s) applying** for residency in the Resort must fill out an application for residency. A non-refundable \$40 application fee is due when the application is submitted. A credit check and criminal check will be obtained by Buttonwood Bay. The application must be approved by Management prior to the completion of the sale or possession of the home.
- **All Resort residents** must check-in upon arrival and check out upon departure at the Resort Office.
- **Speed limit** is 10 M.P.H. Please obey speed limit, stop signs and one-way signs.
- **Quiet Hours** are from 10:00am to 7:00am.

- **Sites;** only one (1) Park Model, Travel Trailer, Motor Home or Fifth Wheel is permitted on a site. No additional storage or utility trailers are permitted on your site. If additional storage is needed an exterior improvement form may be obtained at the office for storage sheds. Storage sites are available by reservation only and are reserved by dates of use. RV units are permitted on sites for a maximum of 48 hours for packing and unpacking upon arrival and departure only. Only 1 vehicle per site. Additional vehicle parking in storage and pricing is available at the office. Car dollies are permitted only on transient sites if dolly is pushed under the unit obscured from sight.
- **Boats** are permitted on permanent sites only with written management approval. Permission requests can be obtained at the office. The boat may only be allowed on site if the site can accommodate it without obstruction or intrusion to a neighboring site and only if the boat is regularly used 3 or more times per week. A paid storage registration is required. When the home is vacant or the boat is not in use it must not remain on site.
- **Open fires, fire rings, fire places** of any kind are prohibited.
- **Visitors and Guests;** all visitors must be registered. All annual are allowed 30 free guest days per year. Plan Rates are based on one or two person occupancy. Extra person charges will apply after 30 days, per person. These rates are available at the office. Guest staying longer than 90 days must apply for residency and meet the age guidelines. Space is limited during community sponsored activities. Two registered guests and children under 18 will be allowed to attend with the resident; however, additional charges for guests attending community sponsored events will apply.
- **Guests under 18** are permitted for 30 days per year. Any guest under age 18 staying over 30 days must have written Management approval. Homeowners must be present and accompany guests under age 18 whenever they use any Resort facility. Homeowners are responsible for all actions of their guests. This privilege may be cancelled if abused. Extra person charges are due for all children over the age of 5. Unregistered guests and visitors may be asked to leave the resort.
- **Sewer Donuts** with clamps and back flow preventers on water hookups are required on all homes BEFORE HOOKUP and is the resident's responsibility.
- **Pets and Service Animals** must be registered upon your arrival, maximum of two. Certain breeds of dogs including but not limited to Doberman Pinschers, German shepherds; Rottweilers, Staffordshire Terriers, Presa Canarios, Boerboels, Cane Corsos, Akitas, certain bulldog breeds (Including pitbulls), wolf breeds and chows) are not permitted in the Community due to their size and/or aggressive nature. The pet must be on a leash at all times. The pet owner MUST clean up after the pet. Please toilet the pet on your own site whenever possible before exercising them. Do not allow your pet to defecate on landscaping or objects that belong to others. No pet pens, pets left unattended outside, or pets tied outside. No pets are allowed in any Resort Building or pool areas. Pets that are the cause of complaints or become a nuisance must be removed from the resort. No aggressive animal behavior will be tolerated. Management reserves the right to remove any pet/service animal/ and/or owner from the resort due to any violations of these policies.
- **Subletting** of any unit is permitted only with prior approval of Management. Subletting Agreements are available at the Resort Office and must be completed prior to arrival. A \$50 fee is due with each application. All guests must be registered in the Resort Office upon arrival. Unauthorized subletting is grounds for eviction. A minimum of one month is required. Daily and weekly is not permitted. Any persons subletting over 90 days must fill out an application for residency at the resort office and pay a \$40 nonrefundable fee, meet the age requirements of the Resort and be approved for residency prior to staying past the 90 days.
- **Resales;** residents who wish to sell their homes are required to give the office a 30-day notice and fill out a Resale Inspection Form. A \$35 fee is due when the application is submitted. Management will inspect the condition of the outside of the home for any washing, painting or repairs that may be required. Any improvements deemed necessary must be completed before the home is advertised for-sale or sold. A resident may either re-sell his own home, have the Community Sales Office sell it for a commission or have other realtors and/or brokers sell their residence. Additionally, realtors must show proof of license to sell a mobile home. Resident may place one (1) sign no larger than 12" x 12" inside the home's window or screen room. No other signs, except small name signs approved by Owner and appropriate street, directional and traffic control signs, shall be placed, erected or displayed on any lot or dwelling.
- **Potential buyers** must apply for residency and pay a \$40 nonrefundable application fee and meet the Resort's age requirements. They must be approved prior to the completion of the sale or possession of the home. Sun Homes can list your home, our commission fees are competitive.
- **Digging** for any reason is prohibited without Management approval. All utilities are buried underground and you will be charged for any damages caused by digging. Exterior improvement requests are available at the Resort Office.

- **Pool hours** are 8:00 a.m. to one half hour before sunset at the Rec Hall on Kingfish Drive and 8:00am to 10:00pm at the Community Center located on Redwood Drive. Pool rules are posted in the pool area and will be enforced. No diving, no running, no horseplay, and no glass in the pool area. A resident must accompany guests under the age of 18. Shower before entering pool.
- **Clotheslines** are not permitted.
- **Household furniture or appliances;** no items may be left outside. Prior notification is required to dispose of large items during rubbish pick-up. If arrangements have been made for an organization or individual to pick up any type of household item or appliance a 24hr timeframe will be granted without written violation. No items may be placed outside for-sale unless it is a designated community yard sale. Appliances such as refrigerators, freezers, washers, dryers, etc., may not be used outside the home.
- **Antennas;** may not be higher than 12 feet above a roofline without prior written approval of Management. Satellite dishes may not exceed one meter (39") in diameter. Outdoor reception devices must be installed on the resident's home or on the ground of resident's home site in a location which is the most inconspicuous and must be attractively landscaped and shielded from view to the greatest extent feasible. Outdoor devices must not obstruct a driver's view of any street, driveway or intersection, nor may they be installed on or encroached upon any common area or other resident's home site. Short-term residents may have freestanding dishes placed on the concrete pad as long as they are shielded from view as much as possible.
- **All exterior improvements** or any changes to the premises or home site must be first approved by Management in writing. By obtaining an **Exterior Improvement Form** at the office. This includes additions, screen rooms, sheds, air conditioners, installation or removal of trees, concrete, landscape additions or deletions, painting, or any other item that may alter the home or site. It is the resident's responsibility to obtain and comply with any county permitting requirements.
- **Lawns;** mowing and trimming is provided by the Resort; we are not responsible for insects, weed control or irrigation. Lawns will be mowed by work order request during the dormant stage which is typically October-April but this may vary with the weather conditions.
- **Landscaping;** any landscaping within the 1-foot barrier of your unit does not need prior Management approval. We encourage you to use weed barriers. Maintaining flowers, shrubs, trees and weeds around the home is the responsibility of the resident year round. Residents are responsible for weed control in these areas. Areas not cared for may result in a violation notice. If Buttonwood Bay is forced to care for these areas a \$100 fee may be assessed each time. Any flowers, plants or trees planted by a resident are in the complete care of the resident. Residents are also responsible for anything planted by the previous owner of their home. Buttonwood Bay will not be responsible for loss or damage of any plants or outside items. We do not weed or trim garden areas and weed killer may be used to control weeds at unattended sites.
- **Mow edge or border;** the home unit, screen room, shed, AC must have a 1-ft barrier, mow edge or border of some type like concrete, blocks or a maintained flower or planting area around home. If not; management will not accept responsibility for any mower or trimmer damage done to the home.
- **Trees;** normal maintenance and trimming of trees on residents' sites are the responsibility of the resident year-round. If a resident has reason to believe that a tree or limb presents a concern within the resort, the resident can request a service call in writing to the Resort Office to have the tree inspected. Resort Management, at its sole discretion, will make the decision whether or not the tree or limb will be removed. Trees will not be removed from the premises unless they are considered dead or diseased beyond saving as determined is the sole discretion of Resort Management.
- **Home Exteriors;** it the responsibility of the resident to pressure wash, paint and to maintain the exterior of their home or recreational vehicle in a neat and well-kept manner. If Buttonwood Bay is forced to care for these areas a \$100 fee may be assessed each time. Exterior of homes should be free of any outside storage. Your skirting must be secured. Please check skirting before leaving the resort. Please do not leave anything outside your unit when departing for the summer. Items left outside may be disposed of without replacement.
- **Concrete;** all concrete work must have prior approval by Management by obtaining an exterior improvement form. The resident agrees that he is financially responsible for removal or replacement of concrete work in the event that it would have to be excavated to gain access to any utilities. It is the resident's responsibility to obtain and comply with any county permitting requirements.
- **Fences,** no fences are permitted.
- **Soliciting** of any type is not permitted. No yard-sale except those sponsored by the Resort. No nuisance shall be tolerated.
- **Smoking** is prohibited in all buildings and public areas.

- **Buttonwood Bay** is not responsible for any on-site stored recreational vehicle or any personal property which remains therein; nor for accidents, injury to residents/guests, fire, theft, or loss of valuables or injury in or around recreational vehicles or on Buttonwood Bay property.
- **Vehicle Registration;** all residents and guests are required to have Buttonwood Bay identification on their vehicles. No unregistered or unlicensed vehicles are permitted in Buttonwood Bay. Mopeds are allowed in the resort as long as the speed limit and stop signs are obeyed.
- **Motorcycles, bikes, scooters, & golf carts** must have the proper safety equipment for day & night use. NO motorized vehicles may be operated by anyone under 16 years of age. Motorcycles, mopeds, and scooters, if properly licensed, may be operated by a Resident only as transportation on Resort streets via the shortest route in and out of the Resort. No joyriding will be permitted within the Resort by Resident or guests. All permitted vehicles must have factory-type quiet mufflers. "QUIET" is defined as being such that a motorcycle, moped or motor scooter will be operated at a noise level which in Resort Management's sole discretion is not unreasonably loud or will disturb the health, safety, property, welfare or quiet enjoyment of Resort residents.
- **Vehicles** may be left on site in resident's absence only if you have a concrete driveway, not on grass areas. Car covers are permitted if in acceptable appearance and in good condition. Car covers must be secured to the vehicle from one side to the other. Weights to hold the cover down on the sides such as blocks, water bottles, etc. will NOT be allowed. Wheel covers must be factory made and in good acceptable condition...boards, cardboard, pieces of aluminum, etc. will NOT be allowed as tire covers and will be removed. Car covers must be factory made car covers NOT tarps, or other materials. The Resort assumes **no liability** for any car left on site or for covers either lost or damaged. If a car cover becomes unsightly or starts to blow off, it will be removed and disposed of. No maintenance, repair or work of any kind on any vehicle, boat or trailer may be done in the Resort. No disabled, unlicensed or unregistered vehicles may be stored on site or in the storage area.
- **Swimming** in the lake is prohibited.
- **Electric meters** are supplied on all sites. Contact Management and obtain written approval prior to any electrical upgrades. All upgrades are the responsibility of the resident and must be done by a licensed contractor.
- **Electrical, water or sewer** problems should be reported to the Office before you call a repairman. Maintenance will check supplied service to the home. Please do not ask our staff to make indoor repairs. We can only check to make sure our outside connections are working properly. Buttonwood Bay will not pay bills incurred by a repairman.
- **Summerizing** your site; participating in a home watch service is strongly recommended. When you leave for the summer, please put everything inside or under your home and empty the refrigerator. Due to our Hurricane Season, DO NOT leave anything outdoors when gone, this includes, furniture, bikes, flower pots full or empty, ladders, shelves, etc. If items are left out, they will be disposed of without replacement. They will not be returned or replaced. NO FOIL, CARDBOARD, PAPER, ETC. may be used to cover windows or glass doors. Shades, drapes and approved pre-tab sun reflectors should be used. Permanent residents, on departure from the Resort, please -remember to disconnect electric and water.
- **Contracts/businesses;** Buttonwood Bay accepts no responsibility for contractor performance and/or materials. Contractors you hire must be licensed and insured.
- **A personal business** may not be run from a resident's home if it a) causes any nuisance or excessive noise;
- b) brings additional traffic into the resort or the resident's home; c) affects the appearance of the resident's site; or d) Management deems business is disruptive to the quiet enjoyment of others.
- **New homes** must have management approval before being brought into the Resort. Electric and phone lines must be buried. Sewer connections must be under the home with an accessible clean out.
- **Resident Conduct;** noise or conduct which Management finds objectionable, which disturbs the peaceful enjoyment of the Resort by neighbors, is a nuisance to other residents or which constitutes a breach of the peace is prohibited. Loud noises, annoying parties, abusive or profane actions or language shall not be permitted at any time in the Resort.
- **Home numbers** must be posted and kept visible at all times; 6" numbers reflective facing the street of your address.
- **Maintenance requests** need to be made at the Resort Office. A service order will need to be completed. Please do not ask Resort Maintenance Employees to do work for you directly or after working hours, as they have been instructed to work on service orders only.

- **LP GAS** is delivered in the park weekly. Make payment arrangements directly with the propane vendor. The delivery schedule is not guaranteed by the Resort.
- **Trash;** curbside pickup is on Mondays and Thursdays. Rubbish must be out by 7am. If a Holiday occurs on either of these days it will be picked up the following business day. Yard Waste pickup is the 2nd and 4th Wednesday of each month. Please Limit Disposables to 35lbs. or it may be left at your site to be reduced to this limit. All household trash must be bagged. Loose trash in cans will not be picked up. Recycling Bins are located next to the RV Storage. Scheduling is subject to management change.
- **Telephones;** Emergency 911/ local phones are located at the fitness room and both breezeways near the pools. They are intended for emergency use and not public use.
- **Mail;** a change of address needs to be submitted to your permanent home post office when you leave there and prior to your return. If you are staying 30 days or longer; you must obtain a mail box here in Buttonwood Bay from the Post Office. Check with the Resort office for more information.
- **Security;** Resort Owner and/or Management does not promise, warrant, or guarantee the safety or security of any resident, occupants or guests or their personal property against the criminal or negligent actions of other residents, occupants, guests, invitees, contractors or third parties. Each resident and occupant has the responsibility to protect himself/herself and to maintain appropriate insurance to protect his/her belongings including items within or on the premises and vehicles from criminal acts, negligent acts, fire, windstorm, hurricanes, plumbing leaks, smoke or any acts of God. Residents should contact an insurance agent to arrange appropriate insurance for their vehicle, personal property insurance and liability insurance.
- **Maintenance Emergencies only;** after office hours 863-253-7230.

This Resort is intended, operated and maintained for the occupancy, use and benefit of persons 55 years of age or older. As such, this Resort adheres to and enforces the requirements of the "Housing for Older Persons Act" of 1995. Consequently, at least 80% of the occupied homes must be occupied by at least one person who is 55 years of age or older as of the date of occupancy. In the event the oldest occupant of a home dies or vacates the home, the remaining occupant(s) may continue as a resident(s) of the Resort and an occupant of the home as long as at least 80% of the occupied homes in the Resort including that occupied by the remaining resident(s) are occupied by at least one person 55 years of age or older. Notwithstanding this express policy and intent to the contrary, Resort Management reserves the right in its sole discretion to accept a resident who is less than 55 years of age, as long as at least 80% of the occupied homes, including that of the new resident, are occupied by at least one person 55 years of age or older and no one under the age of 35.

At the time of application for initial occupancy or upon request of Resort Management, a prospective resident shall, for all purposes of age verification, produce for inspection and copying one of the following: driver's license, birth certificate, passport, immigration card, military identification, or other valid local state, national or international document of comparable reliability containing the prospective resident's birth date, or a certification in a lease rental agreement, application, affidavit or other document signed by any member of the prospective resident's household age 18 or older asserting that at least one person in the home is 55 years of age or older.

The Resort is not responsible for any on-site stored recreational vehicle or park model or any other personal property which may remain therein, nor for accidents, injury to residents/guests, fire, theft, Acts of God, or loss of valuables in or around homes.

UNDER FLORIDA LAW MANAGEMENT HAS THE RIGHT TO EVICT A RESIDENT, OCCUPANT, GUEST OR LEASEE WHO REPEATEDLY VIOLATES THE RULES & REGULATIONS. THE RULES AND REGULATIONS ARE INTENDED TO BENEFIT THE COMMUNITY AS A WHOLE. THEY MAY BE CHANGED OR MODIFIED WITHOUT NOTICE. SUN COMMUNITIES ALSO RESERVES THE RIGHT TO REMOVE ANY RESIDENT, OCCUPANT, GUEST OR LEASEE WHO IS SUBJECT TO A LIFETIME REGISTRATION REQUIREMENT UNDER A STATE SEXUAL OFFENDER REGISTRATION PROGRAM. IF YOU HAVE ANY QUESTIONS, SUGGESTIONS OR CONCERNS, PLEASE SEE THE RESORT MANAGEMENT DURING REGULAR BUSINESS HOURS.

THANK YOU.

BUTTONWOOD BAY
NEW RESIDENT INFORMATION

Emergency Maintenance Phone: (863) 253-7230

LOT RENT: All payments are due on the 1st and considered late after the 5th. Any balance over \$50 as of the 6th of the month will receive a late charge of \$40. Bills are **NOT** sent out for lot rent.

All Guests must be registered at the office.

ELECTRIC: Park Model and RV Electric Meters are billed by Buttonwood Bay Utility. Electric is billed per usage plus a service charge of \$3.00, 12 months a year. *Electric on the Doublewide side is billed by Glades Electric.

WATER: All Water and Sewer is billed by Buttonwood Bay Utility, with a base charge of \$17.84 per month, 12 months a year, plus usage.

The zip code within the park is 33875. The Lake Jackson Branch post office services Buttonwood Bay and is located behind Kmart at the Lakeshore Mall. (ph. 863-382-6138.) **The BB OFFICE zip is 33876.**

RUBBISH: Garbage pick-up is *Monday & Thursday* (except for Holidays.) Place garbage curbside by your unit by 7:00 A.M..

Yard trash is picked up:

- Doublewide Side: 1st and 3rd Wednesday of each month
- RV Side: 2nd and 4th Wednesday of each month

Yard clippings must be cut and bundled, bagged or on a 4ft x 4ft tarp, placed curbside.

*Please call office for large item disposal, 863-655-1122.

GO GREEN! *Recycling* bins are located behind the Laundromat for cans, newspapers and cardboard. Plastic bottles and Glass can be recycled at Sweetbay in Sebring, or Publix in Lake Placid. *Thank you for Recycling!*

PETS: All pets must be on a leash and picked up after. Pets are not to be left unattended, chained or penned outside. (See Rules and Regulations for complete Pet Policy.)

Seasonal Residents

Sign In: Upon returning to the community for the season, please sign in at the office.

Sign Out: When leaving the community for the season, please sign out at the office.

A **HOME WATCH** person is mandatory to care for your home in your absence. Weeds grow fast and maintaining your flower beds and home is still your responsibility, even when you are away.

Quarters are available in \$10 dollar rolls at the office for the Laundromat.

CENTURY LINK PHONE/DSL SERVICE: call 1-800-339-1811.

COMCAST CABLE/Broadband: call 863-385-2578.

GLADES Electric (MH only): 1-800-226-4024.

Docks are privately owned by Buttonwood Bay residents. New docks or change of ownership must be on file at the office.

STORAGE:

Boat storage is available behind the post office at a charge of \$18 per month, by reservation only. Boats may **NOT** be tied to the main dock, left onsite or on the shore.

RV storage is available at a fee of \$39 or \$32 per month, based on size of RV. Small utility trailers may NOT be left onsite and can be stored for \$18 per month.

ALL STORAGE IS BY RESERVATION ONLY and is on a First Come, First Serve Basis.

If you have any questions, please stop in and see us at the office. Or, call us at (863) 655-1122.

Thank you for choosing Buttonwood Bay!

Updated 5/2/11

SUGGESTIONS FOR PREPARING YOUR HOME PRIOR TO LEAVING FOR THE SUMMER

- 1.) Have the humidistat properly set to the recommended humidity to safeguard furnishings and carpets while you are gone. If you do not have a humidistat, leave your A/C on and set it at 85-90 degrees. If this is done, you should have no mold in the house when you return in the fall.
- 2.) Turn off hot water heater at breaker box and also at switch if you have one.
- 3.) Set lawn sprinklers so the lawn will not be over watered during the summer. Over watering promotes weed growth.
- 4.) Be sure your yard light is working properly.
- 5.) Have a home watch person engaged to take care of your lawn and plantings during your absence. THIS IS MANDATORY. Make sure they have a key.
- 6.) Have the house exterminated prior to leaving or buy bug bombs and set them off as you exit.
- 7.) Place ant traps in kitchen windows and under sinks.
- 8.) Turn off the water into the house, making sure you do not turn off the sprinklers.
- 9.) Bring your garden hose, all lawn equipment, lawn chairs, etc., into the house.
- 10.) Cover your toilet bowls with saran wrap and tape it on securely with masking tape. Cover all sink and bathtub drains with tape. This will protect your home from insects that crawl out of the drains and offensive odors from the water and drains.
- 11.) Turn off water to the washing machine, toilets, and under the kitchen and bathroom sinks.
- 12.) Clean out refrigerator/freezer and leave doors open or put charcoal in them to stop odors.
- 13.) Unplug all electrical appliances and TV's.
- 14.) Close all blinds and shades.
- 15.) Have your mail forwarded & stop all papers.
- 16.) Get a home watch person and make sure they have a key to your home. THIS IS MANDATORY.
- 17.) Trim hedges to 4 feet or less.