

# KING'S GATE CLUB RULES

## **Rule 1: Definitions**

**Relates to Bylaw 2**

Affixed Unit Number – The affixed unit number size must be 2-to-3-inch numbering.

## **Rule 2: KGC Web Site**

**Relates to Bylaw 7.H**

The present web site for KGC is NABR Network. Each resident can have their own profile on this site and is encouraged to do so.

## **Rule 3: Resident Speaking Times for Meetings**

**Relates to Bylaw 7.I**

To keep meetings from being dominated by a single speaker or group of members, the time allowed to comment on issues will be set by the Board prior to the start of the meeting and will be 3 minutes unless an extension of time is granted by the Board. Extensions may be made for, including but not limited to, presentations on a new topic or for new business. Presentations must be submitted to the Secretary at least 48 hours prior to the meeting.

## **Rule 4: Interest on Fines**

**Relates to Bylaw 8.B.3.c**

If a fine is not paid in full within 30 days of demand by the Club, the fine shall bear interest at the highest rate allowed by law and incur a late fee of 5% or \$25, whichever is greater.

## **Rule 5: Budget Committee Protocol**

**Relates to Bylaws 8.D.5.b**

1. The Budget committee will be made up of no more than seven (7) members selected by the Board at the September Board meeting from a pool of self-nominations. Any Member desiring to serve on the budget committee must complete the self-nomination form and submit to the office by September 1<sup>st</sup>. The members will serve a two-year term. Volunteers must be King's Gate Club Owners in good standing, which means all monies owed to the Association are current and there are no outstanding violations of the King's Gate Club documents or Florida Statutes, to qualify to become a member of the committee. For the 2024 year, there will be three (3) members appointed for 2-year terms and three (3) for one-year terms.

The nomination form should include the financial background, past employment history, and a narrative as to why the individual would be an asset to the committee.

2. If a vacancy occurs, the Board will select a replacement from the original pool, or the community at large.
3. The Treasurer of the Board will be the standing chairperson of this committee. A maximum of two (2) other Board Members will be allowed on this committee in any given year.
4. The purpose of the budget committee is to review the past year's expenditures and adjust for the betterment of the Club for the coming year. Also, the committee will review the Manager's

recommendations for the coming year. These projects should be derived from the reserve study and 5-year plan.

**Rule 6: SAC Budget and Emergency Spending Authorization**

**Relates to Bylaw 8.D.5.c**

The Storage Area Committee (SAC) should derive a plan for future spending. This plan should be presented to the Board and Manager.

The SAC is allowed to spend up to \$500.00 without Board approval for time sensitive emergency needs. If there is an emergency need for more funds, the SAC will contact the Board President and see if there is cause for a special Board meeting to approve larger amounts, alternatively it will be taken up at the next monthly Board meeting.

**Rule 7: Ad Hoc Committees**

**Relates to Bylaw 8.D.5.e**

The following ad hoc committees may be appointed pursuant to the Bylaws, as well as other ad hoc committees deemed necessary by the President or Board from time to time:

1. **Structural Committee:** Assess the condition, maintenance requirements, and future needs of the main buildings, turrets, walls, and bridge components of the Club. Makes recommendations to the Board as to its findings and suggestions. Should also locate, vet, and recommend to the Board necessary contractors for repair and maintenance not done by the Club's staff. This committee is not liable for any unknown or undiscovered defects in the structures of any Club property, or any damage or injury related thereto.
2. **Water Works Committee:** Monitors the condition and needs of the water plant, wastewater treatment plant, sewers, drainage pipes, freshwater pipe, and retention pond with its associated aerators and fountains. Should work in conjunction with the structural committee for indoor plumbing needs as well. Should also locate, vet, and recommend to the Board necessary contractors for repair and maintenance not done by the Club's staff. This committee is not liable for any unknown or undiscovered defects in the water system, or any damage or injury related thereto.
3. **Roads Committee:** Monitor the condition of our roads, set up the appropriate maintenance schedules, vet and recommend to the Board the contractors needed to carry out the inspections and repairs as needed. Also, maintain the gates and fences along the roads. This committee is not liable for any unknown or undiscovered defects in the road, gates or fences or any damage or injury related thereto.
4. **Pool Committee:** Monitors the operation of the pool, the condition of the pool deck tables, and chairs. Work with the Manager and contractors in the event of needed repairs. This committee is not liable for any unknown or undiscovered defects in the pool or pool equipment/furniture, or any damage or injury related thereto.
5. **Electrical Committee:** Develop a complete schematic for the entire Club as to all the control boxes, labeling which circuits control which devices, with the assistance of an electrician or other professional, as needed. Monitor the service being done by outside contractors to make sure it is done properly. Vet and recommend to the Board a contractor for the Club. Give the Board suggestions as to what should be done to keep the Club's electrical system safe and efficient, *i.e.*, investigate proper cost-effective lighting, A/C units, etc., then present to the Board. This

committee is not liable for any unknown or undiscovered defects in the Club's electrical system, or any damage or injury related thereto.

6. **Landscaping Committee:** Oversee the installation of approved new plantings, make suggestions to the Board as to replacement of outdated plants. Look into the appropriate plants for the retention pond and report to the board. This committee is not liable for any injury or damage related to the landscaping or landscaping projects.
  
7. **Technology Committee:** Oversees the installation, if approved by the Board or Members as may be required by the Bylaws or Florida Statutes, of:
  - a. Security cameras
  - b. Office computers
  - c. AV components
  - d. Bulk Media contractsThis committee is not liable for any injury or damage related to the security, computer, audio-visual or bulk media systems of the Club.
  
8. **Hurricane, Disaster, Emergency Management (HDEM) Committee:** See Emergency Preparedness Packet on NABR.

**Rule 8: Claims**

**Relates to Bylaw 8.F.3**

The Manager is authorized to settle claims up to \$500 without Board approval.

**Rule 9: Delinquent Accounts**

**Relates to Bylaw 9.C**

1. A late fee of \$20.00 will be charged to the Owner's account if the maintenance fees or assessments are not deposited into the KGC bank account within 15 days of the established payment due date.
2. If the account remains delinquent after the first of the following month, a late fee of \$10.00 per day up to a maximum of \$100.00 will be charged.
3. After the account remains unpaid by the first of the third month, a 5% interest charge will be charged every month until the account is brought current.

**Rule 10: Resident Identification; Gate Access; Building Access**

**1. Name tags:**

**Relates to Bylaw 10.A**

Club ID consists of a name tag that should be worn to all social events and meetings. Members will receive 1 free name tag at the time of purchase, issued by the RoundTable Committee (RTC). Additional name tags can be purchased through the RTC.

- a. Renter name tags will be supplied at the office upon check in.

## **2. Gate Access:**

**Relates to Bylaw 10.B**

- a. **RFID Stickers:** Are a windshield mounted device that allows residents to access the gates. They are available for resident vehicles only. One RFID sticker is issued at time of purchase for free, any additional or replacement RFID sticker is \$20.00. Renters can purchase the RFID sticker upon arrival for \$20.00. If they return for the following year(s) they can reactivate the RFID sticker for \$5.00.
- b. **Gate Code:** Each Unit is issued a private, confidential gate code for use at the King's Way gate for friends, family, or other trusted people. A new gate code can be issued through the office if unauthorized use is suspected. Contractors and delivery people need to use the keypad. **Residents should not give out the gate code to contractors or delivery drivers.**
- c. **Keypad:** The keypad at the King's Way gate has all resident names & unit numbers stored in the system. The unit numbers are 5 digits (*ie. 00005 or 00331*) and listed alphabetically by last name. The keypad will call the resident's phone number on file, and you will be able to talk with the person at the gate. If they are legitimate and need to have access, you press 9 to open the gate. **Note: They can call the office for access, during business hours.**
- d. **Pedestrian Gates:** The Honore gate has a separate gate card to allow bikers and walkers to access Honore. This card can be purchased in the office for \$8.00. The King's Way gate can be accessed by a keypad on the exit side of the gate (code 2022#). Re-entry would require using your unit gate code to open the vehicle entry gate.

## **3. Building Access:**

**Relates to Bylaw 10.C**

- a. **Common Key:** Every Unit has been issued 2 common keys, which give access to all the common buildings within KGC. These keys should be passed on when a Unit is sold. New keys or replacement keys can be purchased in the office for \$7.50.
- b. **Woodshop Key:** The woodshop has a special key, which can be obtained from the office. A woodshop policy needs to be signed before the key will be issued. The first key is free and any replacement keys can be purchased from the office for \$7.50.

## **Rule 11: Registration**

**Relates to Bylaw 11.A.1**

Registration for all Residents and Guests as to their seasonal and vacation arrivals and departures, may be accomplished by using one of the following methods, on or before the arrival date:

1. Club Website.
2. Email to the office.
3. Phone call to the office.
4. Stop by the office and check in upon arrival.

**Rule 12: Smoking****Relates to Bylaw 11.B**

The designated smoking area for the Great and Rec Halls is the side patio adjacent to the Avenue of Kings.

**Rule 13: Use of Club Facilities****Relates to Bylaw 11.F**

1. Club facilities are for Residents, Renters, Occupants of Loaned Homes, Visitors, and Guests.
2. Club facilities may be used for meetings, personal events, and other purposes when the majority of participants are Residents.
3. The Round Table (RTC), as a committee of the Board, is responsible for coordinating facility use.
  - a. RTC receives event request forms and assigns facilities to best accommodate Club social activities.
  - b. Reservations are subject to change as necessary.
  - c. The Board resolves disputes involving the use of facilities.
  - d. In the event of an emergency (including but not limited to hurricane, pandemic), the Board and RTC will meet to assess appropriate actions regarding the use of Club facilities. When time and/or circumstances do not permit a joint meeting, the Board, Manager, or Board President may make unilateral decisions.
4. Priority is given to Club events in cases of scheduling conflicts.
5. The Board may permit facility use for public polling purposes.
6. Children under 14 must be accompanied by an adult when using Club facilities.
7. Members are responsible for their behavior, as well as the behavior of their renters, loaned home occupants, guests and visitors. Members are also responsible for any damage to Club facilities by these individuals.

**Rule 14: Assistance Animals****Relates to Bylaw 11.I**

King's Gate Club is a "NO PET" park (except for approved fish or cats). The following Assistance Animal Policy is for all service animals, companion animals, or emotional support animals that are approved and admitted to King's Gate Club as an accommodation to a disability. Service animals, companion animals, emotional support animals, or other verified accommodation animals, whether credentialed, trained, support or not, will hereafter be referred to, simply for ease of drafting, as "Assistance Animals."

1. All persons seeking approval to keep an Assistant Animal as an accommodation to a disability must have approval from the King's Gate Club Board of Directors.
2. At the time of seeking approval, unless the disability is readily apparent the animal owner must show verification from a health care provider of the necessity for a Assistance Animal to accommodate a bona fide disability, pursuant to federal and state Fair Housing Acts. Forms for this purpose are available from King's Gate Club or the requestor may use their own form.

3. Once the animal is procured, the animal owner must show proof that the animal is up to date on all required shots and vaccinations.
4. Once the animal is procured, the animal owner must show proof of all applicable licenses according to any county or city ordinances.
5. If approved:
  - a. The Assistance Animal shall be kept by owner only for the disability accommodation need as verified by the health care professional, and not for breeding or other commercial use or other purpose.
  - b. Owner shall be required to annually present to the Board of Directors competent written evidence of the continuing disability accommodation necessity for said Assistance Animal and the Assistance Animal's proof of all annual vaccinations. Upon failure of owner to furnish said written evidence of continuing necessity and vaccinations, or upon termination of owner's residence, the animal shall be removed from the property within fifteen (15) days.
  - c. The Assistance Animal shall not become a nuisance or health hazard to King's Gate Club or any Member, Owner, Resident, Renter, Visitor, Guest, invitee, licensee, employee or staff member. The Board of Directors has the discretion to determine if a Assistance Animal is a nuisance or health hazard. Nuisance may include but is not limited to: aggressive behavior; feces not cleaned up; barking, whining or crying for extended periods of time; or vermin/flea/tick infestation.
  - d. The Assistance Animal shall not be aggressive or attack or bite any person or other animal in King's Gate Club.
  - e. The Assistance Animal shall not disturb or destroy the common areas and common elements of King's Gate Club.
  - f. The Assistance Animal owner and the Unit Owner if not one and the same shall be liable and responsible for any and all harm or damage caused by the Assistance Animal and shall indemnify and hold harmless King's Gate Club corporation, Board, employees, and the cooperative for such harm.
  - g. The Assistance Animal shall reside with the Assistance Animal owner in the designated unit. The owner shall not abandon the Assistance Animal. Abandonment shall be determined by the Board of Directors.
  - h. The Assistance Animal is allowed in other units only when the disabled person is also present.
  - i. The Assistance Animal shall be always kept on a leash of reasonable length when outside owner's unit but within the common property. If the Assistance Animal is handheld, a leash must still be attached to the animal with the other end held by the owner.
  - j. No Assistance Animal shall be left outside unattended or allowed to run free.
  - k. The Assistance Animal's feces shall always be promptly picked up by owner or by such other person in control of the Assistance Animal at the time and placed in a sealed bag and disposed of in an appropriate garbage receptacle belonging to owner.

- l. The Assistance Animal shall be allowed on King's Gate Club's recreational or other common area property or facilities, if necessary, as part of the approved disability accommodation. The Assistance Animal must be maintained on a leash and shall not harass or injure others in the common areas or create any other nuisance. If the Assistance Animal is handheld, a leash must still be attached to the animal with the other end held by the owner.
  - m. If the owner of the Assistance Animal vacates the unit, that owner shall either take the Assistance Animal with him/her or relocate the Assistance Animal away from the entire premises.
  - n. Owner shall observe all applicable laws and ordinances concerning the care and control of the Assistance Animal.
  - o. Approval is for the specific approved animal only. If the Assistance Animal dies or is removed, the owner must re-apply to the Board of Directors for another Assistance Animal as outlined herein.
6. KING'S GATE CLUB residents may file written complaints against Assistance Animal owners, accompanied by any witness statements, with the KING'S GATE CLUB Manager or Board of Directors. The Board shall investigate complaints as it feels necessary.

**Rule 15: Annual Fee for Storage Space**

**Relates to Bylaw 12.A.1**

The current annual fee for storage space or long-term parking spot in the Overflow Parking Area is \$150.00 per year, per space assignment.

The current annual fee for a kayak stored on the kayak rack will be \$25 per year, per kayak.

The initial payment of \$150.00 and/or \$25.00 per space assignment, will be billed to the Owner of each assigned space on April 1, 2023, and will be due within 30 days. The annual fee will be billed every year on April 1<sup>st</sup>. Any parking space assigned after April 1, 2023, will be given 30 days from date of parking assignment to pay the annual fee and will be billed April 1<sup>st</sup> each year after.

There will be no refunds or discounts for early abandonment of the space or late placement, unless approved by the SAC committee.

**Rule 16: Boat Storage Box**

**Relates to Bylaw 12.A.7**

In the storage area, the maximum size of a boat storage box is 3 ft x 3 ft x 6 ft excluding a standard lid or doors.

**Rule 17: Storage Area Violations**

**Relates to Bylaw 12.A.16**

Violations that can result in removal of a vehicle in the storage areas upon a 30-day notice from the Office include but are not limited to:

1. Parking without SAC assignment form.
2. Not having a current state registration and sticker if it has wheels or floats, with the exception of nonmotorized watercraft.

3. Not parked in the assigned space.
4. Not keeping assigned space free of trash. No storing items under trailers. Only neatly placed dock box hose reel, steps or ladder, are permitted next to a boat.
5. Misrepresenting ownership of anything in any of the storage areas.
6. Failure to pay storage fees on time.

**Rule 18: Membership & Transfer Fees**

**Relates to Bylaw 13**

1. The application fee for a new Owner application is \$250.00; but for a current resident purchasing a second home, the application fee is \$75.00.
2. To transfer the Membership Certificate, you must have a written letter with your request and include the specific wording on how the new Membership Certificate should read. If putting in a trust you must include a copy of the trust. The cost is \$50.00 and the certificate must be recorded at the county building. (Preferred method would involve an attorney's letter).

**Rule 19: For Sale Signs**

**Relates to Bylaw 15.B**

Only a KGC-approved "For Sale" sign may be displayed at a unit. These signs can be obtained from the KGC Office. This allows the Office to provide Club documents to prospective buyers regardless of the selling agent. Obtain a KGC "For Sale" sign and stake from the Office. This is the only For Sale sign that is authorized. Any unauthorized "For Sale" signs will be removed by KGC without notice.

1. A \$50.00 deposit is required. Checks must be made out to Kings Gate Club.
2. The For Sale sign must be returned within 10 business days of closing for a full refund. If not, the sign will be removed by KGC personnel, and the deposit will be forfeited.

**Rule 20: Exterior Alterations of a Unit or Site**

**Relates to Bylaw 16.C.2.d**

No authorization for alterations will be issued for a Unit that does not currently meet the current governing documents unless and until the applicant brings the Unit up to current requirements. Requests for an exemption may be considered by the Board or Alterations Committee. Any previous exemptions must be re-affirmed by the Board along with the application.

Alterations may include but are not limited to:

1. Paver additions for pathway or driveway modifications which must abut the existing driveway.
2. Fences and trellises
3. Antennas and satellite dishes
4. Drilled wells or drawing water from the pond (to protect landscape bags at the edge of the pond) or slough and in-ground irrigation systems.
5. Free-standing flag poles



6. Solar heating/electric systems

7. Docks:

- a. Members residing on the creek, or canal may install a dock provided the county issues a permit and all work is by a licensed contractor if required. The Alterations Committee must issue an approval prior to the county issuing a permit.

The Alterations Committee consists of three Members, appointed by the President, which will review all alteration requests. The Alterations Committee has the authority to act on behalf of the Board.

With approval from the committee, the owner's project is allowed to proceed. The Alteration Committee can defer the request to the Board for a decision.

Any alteration request presented to the Board of Directors for approval must include a dimensional drawing and a photo of the area in question.

Guidelines:

1. Fences: All fences must be attached to the existing carport and should be either of wood or vinyl construction and must not extend beyond the carport's dimensions.
2. Trellises are allowed if they are incorporated as a part of landscaping.
3. Cart paths and driveway extensions: Cart path and driveway extensions are only allowed parallel to and abutting the existing driveway, and on the outer side of the carport. Driveway extensions can only consist of architectural pavers or decorative block. They must not extend beyond the lot line, and no wider than 5 feet. They must not impede existing drainage or access to utilities.
4. The area between the home or shed and the street that is not considered as driveway shall consist of grass or vegetation and must not be used for parking.
5. Walkway additions or extensions should be no wider than 48 inches (4ft), can only consist of architectural pavers or decorative block, and must end at stairs, a ramp, or a door to the home.
6. Antennas/Satellite dishes. These should be as inconspicuous as possible. Satellite dishes should be placed at the rear of the Unit and away from the street side.

All approved alterations will require a final inspection to ensure they were completed as submitted and not modified. Upon completion of an approved alteration, the resident must notify the Office. A member of the Alteration Committee or representative from the Board must then conduct a site inspection to confirm the alteration was completed as submitted and not modified.

**Rule 21: Carports**

**Relates to Bylaw 17.E.1**

Items that may not be stored under a carport include:

1. Appliances (refrigerators, stoves, dishwashers, etc.).
2. Kayaks, canoes, or similar watercraft.
3. Open shelving being used for storage.

4. Any unsecured enclosed cabinet or chest (these items must be secured to the building or concrete).

**Rule 22: Construction Projects**

**Relates to Bylaw 17.F**

The following items may not be stored for long periods on the Home Site. The Board has the discretion to determine what a “long period” of time for such storage is.

1. Wood piles.
2. Construction tools (sawhorses, saws, etc.) should be stored inside overnight.
3. Trailers, without permission from Management.
4. Garbage cans and bins.

**Rule 23: Watering**

**Relates to Bylaw 17.G.4**

1. A temporary sprinkling system (hose and sprinkler) may be used for the first fourteen days of a new lawn subject to these Rules.
2. A landscape drip hose for plants or shrubs may be installed and connected to the Club’s central water system. Drip hose use is limited to one hour per day and between 8:00 am and 6:00 pm. All drip hoses connected to this system must have a back-flow preventer.
3. It is recommended that all hose bib connections have a back-flow preventer.

**Rule 24: Signs, Flags & Banners**

**Relates to Bylaw 17.H**

1. Contractor signs should be a maximum size of 2’x2’.
2. Flags and banners should be a maximum size of 3’x6’.
3. One small, decorative/seasonal yard sign can be displayed in landscaped beds. Written complaints by residents to the Board could be cause for removal at the discretion of the Board.

**Rule 25: Rental Homes**

**Relates to Bylaw 18.A**

1. Rental application fee is \$25.00.
2. Background checks are \$35.00 (US Citizen) or \$60.00 (International Resident).

**Rule 26: Loaned Homes**

**Relates to Bylaw 18.B**

1. At least (1) one person staying in the home must be 21 years of age or older.
2. Everyone 18 years or older must have a background check completed.
3. Must sign that they understand and will abide by the Club Documents.
4. Exceptions can be made by Management or Board of Directors.