



QUEEN'S HARBOUR

YACHT AND COUNTRY CLUB

Property Owners Association, Inc.

Information Packet



Table of Contents

GENERAL INFORMATION	1
OWNER'S ASSOCIATION CONTACT INFORMATION.....	2
JACKSONVILLE COMMUNITY CONTACT INFORMATION.....	3
GARBAGE AND RECYCLING SERVICE STANDARDS.....	4
CONTROLLED ACCESS COMMUNITY	5
QUEEN'S HARBOUR VISITOR SCHEDULING SYSTEM.....	6
QUEENS HARBOUR COMMUNITY WEBSITE.....	7
BOARD OF DIRECTORS INFORMATION	8
QUEENS HARBOUR ARCHITECTURAL REVIEW BOARD.....	9
THE LOCK AND HARBOUR	10
TENNIS PROGRAM.	ERROR! BOOKMARK NOT DEFINED.1
TENNIS CLUB RULES AND REGULATIONS.....	12
QUEEN'S HARBOUR COMMUNITY EMERGENCY RESPONSE TEAM	13
QUEENS HARBOUR GOLF CLUB	14-15
FREQUENTLY ASKED QUESTIONS (FAQ'S).....	16-43
VOTING CERTIFICATE	44
MAINTENANCE REQUIREMENTS.....	45-46



General Information

238 Queens Harbor Blvd.
 Jacksonville, FL 32225
 (904) 221-8859 phn
 (904) 221-0541 fax
 www.qhycc.com

Community Established:	1989
Average Lot Size	1/3 – 1/2 Acres
Association Dues	Non-Harbour: \$590.00/qtr Harbour: \$740.00/qtr
Amenities (Included in Association Dues)	24-Hour Controlled Access Community Junior Olympic Pool Fitness Center Soccer Field Volleyball Court Playground Planned Family Activities 8 Har-tru Tennis Courts
The Moorings	Approx. 120 acre harbor Approx. 7.5 miles of shoreline Navigational Lock System Approx 2.5 Miles to St. Johns River Approx 6 Miles to Atlantic Ocean Boat slips available up to 110"
Club House (Membership Required)	Clubhouse with Fine & Family Dining, Pool, tennis A Mark McCumber designed PGA Course

Owner's Association Contact Information

Controlled Access-

Guardhouse: (904) 221-4734
Fax: (904) 221-5993
Visitor Access System: (904) 221-0727
Visitor Access e-mail: qhgatehouse@bellsouth.net

Senior Property Manager-

Patti Brown, (904) 221-8859 x 1
e-mail: pbrown@mayresort.com

On Site Property Manager-

Angela Irizarry, (904) 221-8859 x 1
e-mail: airizarry@mayresort.com

ARB

Contact the Owners Association
(904) 221-8859

Harbour Master-

David Cawton, (904) 221-8865
e-mail: captcawton@qhycc.com

Tennis Director-

Matt Hancock, (904) 221-8859 opt. 2
e-mail: mhancock@qhycc.com

Bar Codes for Vehicles-

Visit the Property Owner's Association Office

Billing Mailing Address-

238 Queen's Harbor Blvd
Jacksonville, FL 32225

Jacksonville Community Contact Information

Electric and Water- Jacksonville Electric Authority (JEA), (904) 665-6000 or www.jea.com

Garbage Collection- Southland Waste, (904) 384-2567

Collection Schedule - Tuesday: Yard/Lawn Debris & Recycling
(may be set out Sunday evening after 5pm)
Wednesday: Garbage
(may be set out Tuesday after 5pm)

Telephone Service- Bell South/AT&T, 1-800-757-6500

Tax Collector – 12220-102 Atlantic Blvd., (904) 630-1916

Cable Television- Comcast, 1-800-COMCAST or www.comcast.com

Mail- Post Office located at 10990 Ft. Caroline Rd., 1-800-275-8777

Mail Boxes- new or replacement mailboxes may be purchase from Matt Broadus,
(904) 396-6950

Fire Station- #58, 251 Joeandy Road.

Library – 600 3rd Street, (904) 241-1141

Jacksonville Sheriffs Office - (904) 630-0500

Vehicle Registration- 1505 Atlantic Blvd., Neptune Beach (904) 630-1916

Drivers License- 12220 Atlantic Blvd. Suite 102 (904) 630-1916

Duval County Public Schools – www.dreamsbeginhere.org

All Other City Services – (904) 630-CITY or www.coj.net

Boat Ramp – Beach Marine, 2315 Beach Blvd., (904) 249-8200
Oak Harbor, 2428 Seeway Street, Atlantic Beach

CITY OF JACKSONVILLE RESIDENTIAL GARBAGE, RECYCLING, YARD WASTE SERVICE STANDARDS



Separately
place your
garbage,
yard waste
or recycling
curbside
by 6:00 A.M.

**Only on scheduled
collection day**

YARD WASTE IS COLLECTED SEPARATELY FROM GARBAGE.

Yard waste includes grass clippings, leaves, shrub trimmings, palm fronds and tree limbs. They must be cut 5' or shorter, no larger than 6" in diameter, and stacked parallel in piles.



Collection of yard waste is limited to 5 cubic yards weekly—approximately a pick-up truck load or 30 bags.



Medical Waste is **NOT** recyclable.



All residential waste must be placed at curb or roadway within 5 feet of the edge of the traveled portion of the street.



Residential garbage and yard waste must be in standard 20-32 gallon cans or sealed plastic bags with each container weighing no more than 40 pounds.



Garbage cans must have tight fitting lids, be free of sharp and jagged edges, with bottom intact. Call your contractor for removal of broken garbage cans.



Place furniture and other bulky items curbside separate from your household garbage.



For the safety of our collection crews, all broken glass must be wrapped in newspaper or in some other protective covering and placed **only** in the garbage.



Garbage and yard waste must not be stacked over water or gas meters, under low hanging tree limbs or utility wires, or beside mailboxes.



Household Hazardous waste cannot be collected curbside. Residents may take items to the City Household Hazardous Waste Collection Facility at 2675 Commonwealth Avenue. Open Tuesdays from 8:30 a.m. to 4:30 p.m. Also open on the second Saturday of each month from 9:00 a.m. to 3:00 p.m.



Up to 4 tires, off the rim, are collected curbside. Place them at the curb on garbage collection day or pre-arrange pickup by calling for schedules for your area. Car parts are **not** collected, anytime.



Collection of building material is limited to **1 cubic yard weekly**, not to exceed 5 feet in length (filling approximately 2 construction wheelbarrows) and only if from work performed by homeowner.



When blue recycling bins reach capacity, place additional recyclables beside bin in brown paper bags or call and ask for an additional bin. Use bins only for recycling.



Place major appliances curbside to be noted for recycling collection. Prearrange pickup by calling for schedules in your area. Remove or secure any doors.



Oil drums, 55 gallon drums, and 200 gallon drums are collected curbside only when emptied and punctured to prevent fire hazard. Propane gas tanks must have valves removed.



384-2567

SOUTHLAND SERVICES
218 Morgan Avenue
Jacksonville, Florida 32254



384-2567

PLEASE KEEP THIS INFORMATION SHEET FOR FUTURE REFERENCE

Printed on Recycled Paper
By the City of Jacksonville for the Department of Public Utilities

CONTROLLED ACCESS COMMUNITY

Queen's Harbour provides controlled access through First Coast Security which provides 24 hour service for the community. The service also has roving personnel during certain hours.

The phone number to authorize guests is (904) 221-0727. Controlled Access staff can be reached at (904) 221-4734. All personnel are certified as "Proprietary Officers." We do not carry any weapons. We are proud of our staff and we think you will find them courteously helpful.

It is requested that all guests be preauthorized through the Queens Harbour Visitor authorization system. Instructions are provided on the following page.

Thank you!

Queens Harbour Visitor Scheduling System

Queen's Harbour is now using the Gatehouse Automated Attendant Visitor Scheduling System (Voice Server) to schedule and validate guest entry. This system allows residents to admit a guest without speaking directly with a Controlled Access officer. The resident leaves a message on the Voice Server, which stores the message in Gatehouse database for retrieval by the Controlled Access officer upon arrival of the guest.

The telephone number for the voice server is: **(904) 221-0727**

Directions to Use the Voice Server

After calling the number above, the user will hear the opening greeting, *"Welcome to the Queen's Harbour Visitor Scheduling System."* The Voice Server will then prompt the user as follows:

"To admit a guest or vendor, press 3 now

After the tone, please say the name of the guest or vendor as clearly as possible." (If necessary, you may leave a more detailed message such as the date/time guest is expected)

For a 1-day pass, press 1

For a 2-day pass, press 2

For a one-week pass, press 3

For a two-week pass, press 4

To speak with a Controlled Access officer, please hang up and dial (904) 221-4734 for the guardhouse.

If the telephone number from which the resident is calling is not recorded in the Queen's Harbour database, the Voice Server will prompt for a PIN

Your PIN is: _____

This 5-digit PIN is created by the software system and is unique to your resident record in the database.

When the caller successfully completes the above process, they will hear the exit prompt:

"Thank you for calling the Community Visitor Scheduling System. Good-bye."

If the caller enters the PIN incorrectly more than three times, the exit prompt will be:

"You have entered an invalid PIN. Good-bye."

Voice messages stay in the resident guest list for the duration of the pass days selected by the caller. If you are requesting a 1-day pass, you must call in on the day of the visit since the system will automatically purge the authorization the following day. Resident utilization of the voice server is the prescribed and preferred method of authorizing guests into Queen's Harbour. All Controlled Access personnel have been instructed not to accept visitor access authorization directly by personal phone call, but rather re-direct callers to use the visitor scheduling system.

Queens Harbour Community Website

Are You Using the QHYCC.com Website?

If not, you are missing out on one of the community's best information assets. Unfortunately, only 51% of community residents have visited the site. QHYCC.com offers:

- The most current resident address book
- Access to e-bulletins sent directly to your personal e-mail address regarding emergency warnings and current issues affecting all residents.
- Announcements of social & recreation activities.
- Minutes of monthly Board of Director meetings.

- Access to the Governing Documents, Rules & Regulations, and other policy documents.
- Ability to contact POA staff members via e-mail. Responses are normally returned the same day.
- Ability to authorize permanent guest access into the community.

Access is simple and easy!

Just type QHYCC.com into your internet web browser window. When the site comes up click on "Resident Login." If you do not have or cannot remember your user name and password click "eForms" then "Login Request Form." Fill in the information on the form and click "Send." Your user name and password will be established and you will be notified by e-mail within 24 hours.

If you have difficulty or would prefer to talk to someone rather than work through the login steps on your computer, call Holly, our POA receptionist, at 221-8859 ext 100 and she will help you get started. Within 5 minutes, you will be done and able to use the website.

Don't miss out on this valuable information source!

Login to the resident section of the WEB page may be accomplished using the login scheme as follow:

Login Name: UnitID+Last Name
Password: queensharbour

Your Login Name: _____

Example: John Doe, Unit ID#1234

Your Password: _____

Login Name: 1234Doe
Password: queensharbour

All residents are encouraged after the initial login to change their login names and password in the "User Profile."

Residents may also use e-mail to communicate guest information to the gate.

qhgatehouse@bellsouth.com

In order to use the e-mail feature, your e-mail address must be registered in the database. This may be accomplished by updating via the WEB page or by calling the Owner's Association office.

All residents of Queen's Harbour are asked again to please use the Voice Attendant System for all short term (less than two weeks) visitors and the website (Gate Visitors) option for longer visits and permanent access. The number for the Voice Attendant system is **221-0727**. Please refrain from calling the Controlled Access guards directly unless you have a local community emergency or you **must** speak directly to the guard on duty. The direct number is **221-4734**. For all other emergencies dial **911** for JSO or fire/rescue assistance. The Controlled Access guards have been instructed to refer all calls regarding visitor access to the automated Voice Attendant system.

Queens Harbour Yacht & Country Club Owners Association Inc.

<p><u>PRESIDENT</u> Frank Proctor (2009-2012) 834 Shipwatch Dr. (H) 619-8171 (M) 553-1362 Email: fepro@msn.com</p>	<p><u>VP / SECRETARY / COVENANTS & PLANNING</u> David Bearly (2011-2014) 1617 Sheffield Park Ct. (H) 220-4642 (M) 321-431-6589 Email: david_bearly@comcast.net</p>
<p><u>CONTROLLED ACCESS/EXTERNAL AFFAIRS</u> Jimmy Bryant 13610 Bromley Point Dr. (H) 221-3925 (M) 631-7223 Email: jimbmbk@comcast.net</p>	<p><u>TREASURER</u> Andrea Pray (2011-2014) 789 Queens Harbor Blvd. (H) 220-2452 (M) 923-0505 Email: apray04@comcast.net</p>
<p><u>COMMUNITY CENTER</u> Chip Seymour 13825 Fiddlers Point Dr. (H) 220-6160 (M) 591-8065 Email: chipatse@yahoo.com</p>	<p><u>INFRASTRUCTURE</u> Bill MacLeod (2010-2013) 13754 Chatsworth Lane (H) 220-2355 (M) 571-8948 Email: mactavish521@att.net</p>
<p><u>LAGOON SYSTEM</u> George Burkhart 794 Providence Island Ct. (H) 234-3115 Email: gebeat00@hotmail.com</p>	<p><u>COMMUNICATIONS / INTERNAL AFFAIRS</u> Virginia Smyrles (2010-2013) 13625 Shipwatch Drive (H) 220-7303 (M) 305-804-4432 Email: miagin@aol.com</p>
<p><u>ARCHITECTURAL REVIEW BOARD</u> Jim Funk 159 Barony Dr. (H) 551-4480 Email: jtrfunk@aol.com</p>	<p><u>EXECUTIVE COMMITTEE</u> Frank Proctor - President David Bearly – Vice President/Secretary Andrea Pray - Treasurer</p>

2012 Board of Directors

Other contacts:

Senior Property Manager

Patti Brown
 (W) 221-8859 x 102 or 829-3513
 (M) 237-3735
 email: pbrown@mayresort.com

Onsite Property Manager

Angela Irizarry
 (W) 221-8859 x 105
 (M) 705-1198
 email: airizarry@mayresort.com

Queens Harbour Architectural Review Board

Nearly all gated communities — including Queen’s Harbour — have Architectural Review Boards ("ARB") and ARB Guidelines to assure that all residences are consistent with a pre-determined appearance and ambiance. The Guidelines specifications apply to homes being built, changes to lots and the landscaping and exteriors of completed homes. They also govern certain activities of contractors. The Queen’s Harbour *ARB Guidelines* contain the current guidelines and penalties for violations thereof. Copies of the most recent guidelines are available at the Association's office.

Listed below are examples of the types of items that require ARB approval before residents may proceed with additions or changes to their properties:

- | | |
|-------------------------------------|---|
| Air Conditioning Service Courts | Outstructures (Gazebos, Trellises, etc.) |
| Antenna | Play & Recreational Structures |
| Awnings | Property Improvements |
| Basketball Back Boards | Retaining Walls |
| Bulkheads | Roofs, Chimneys, Vents |
| Decks | Satellite Dishes |
| Docks | Screen Enclosures |
| Drainage, Grading & Erosion Control | Service Courts |
| Driveways | Shutters |
| Exterior Colors and Finishes | Sidewalks |
| Fences & Gates | Sight Distance at Intersections |
| Flagpoles | Signs |
| Fountains | Solar Collectors & Panels |
| Fuel Tanks | Swimming Pools and service courts |
| Garages, Doors & Auto Storage | Tennis Courts |
| Garbage/Trash Container Storage | Tree Removal |
| House Plans | Utility Connections |
| Landscaping | Walls |
| Lighting | Windows – Changes to & Certain Window Coverings |
| Mailboxes | Yard Art |

The foregoing list is not exhaustive. If you are thinking of making additions or changes to your lot, residence, or landscaping, and the item you are interested in is not on this list, please call the ARB Administrator.

THE LOCK AND HARBOUR

Our fresh water harbour allows harbour lot owners to dock their boats at their own private dock at their waterfront lot. The lock is 110 feet in length and 25 feet in width which will allow up to a 100 foot boat to enter the lagoon or access the Intercostals – Waterway. The lock itself is an engineering marvel and we urge you to witness its operation.

The waterway trip in the harbour gives one a completely different perspective of the vastness of the harbour. You must experience it to know it.

The harbour is man-made and the water is natural. It averages 10 feet deep and up to 20 feet in some areas.

Harbourmaster, David Cawton, has his Captains License, and has transatlantic experience. The Harbourmaster monitors VHF channel 78A.

Included in a separate package with all harbour lots is complete information regarding rules and regulations, dock specifications and other related information.

The Harbormaster's telephone number is: (904) 221-8865.

TENNIS PROGRAM

*MATT HANCOCK
DIRECTOR
USPTA CERTIFIED PRO*

- ** 8 Lighted HAR-TRU Courts
- ** League Tennis (Local & USTA)
- ** Top Notch Junior Program (ages 5 and up)
USTA Florida Section
Junior Excellence Program
- ** Programs for all Players (Beginners - “A” Level)
- ** Private Lessons and Clinics Available
- ** Tennis Social Events
- ** Ball Machine Rental
- ** Stringing Available

*PLEASE CALL THE TENNIS PRO SHOP AT (904) 221-8859 ext. 2 WITH ANY
QUESTIONS.*

Tennis Club Rules & Regulations

1. You must sign in at the pro-shop before play (Residents, Non-Resident members, and all guests)
2. Please call the pro-shop for court reservations (up to one week in advance) or you may reserve a court at www.qhycc.com.
3. Proper tennis attire is required at all times (no jeans and no men's tank tops).
4. Smooth sole tennis shoes only.
5. All court lights run on timers and turn off at 10:00 PM every night (light switches are on each court and must be turned on by the players).
6. Court maintenance and watering is done daily between 12:00pm and 1:00pm. Court availability is limited at this time.
7. Guest Policy: All residents will receive 12 free guest passes per year. You must let the pro-shop know you want to use one. If a pass is not used, guest charge is \$10.00.
8. All league play, tournaments, and special events court use takes precedence over all other play.
9. When courts are busy, play is limited to:
Singles: 1 hour and 30 minutes
Doubles: 2 hours

Queens Harbour Community Emergency Response Team

Queen's Harbour Yacht and Country Club ("QH") is a gated community with approximately 950 homes. Queen's Harbour Yacht & Country Club Owners Association, Inc. ("POA") represents the collective interests of the residents and operates and maintains, with staff and contractors, common facilities, roads and community access. The POA staff is overseen by its Board of Directors ("BOD"). The POA and BOD desire to promote resident safety and to minimize the impact of emergency situations, whether natural or man-made, on the residents, property and facilities within the QH community.

In times of emergency, such as might arise from fire, flood, high wind, lack of utilities, evacuation or attack, individual residents are responsible for the safety and security of themselves and that of their family, pets and guests and for protection of their property. To assist QH residents and the POA staff in exercising their responsibilities relating to an emergency, Queen's Harbour Emergency Response Teams ("QHERT"), manned by community volunteers, has been established by the residents. QHERT has prepared an Emergency Preparedness plan so that QHERT can work in conjunction with the POA. The objective of this plan is to create a structure wherein the POA and BOD can operate effectively in times of emergency and wherein volunteers can assist and encourage QH residents to prepare for emergency conditions (thereby mitigating the consequences of such conditions) and assist QH residents and the POA following emergency conditions until such time that governmental agencies can provide the needed level of help.

This plan has been approved by the BOD and is consistent with the training provided by the Community Emergency Response Team organization of the City of Jacksonville ("CERT"). The plan will be revised periodically to incorporate the efforts of additional volunteers and changes in city, state and federal policies. Appendices to this plan provide details for:

- (1) Individual volunteers, their organization and accepted responsibilities,
- (2) Specific interfaces with governmental organizations,
- (3) Resources available within QH,
- (4) Suggestions for homeowner preparedness, and
- (5) Commentary specific to certain emergency conditions.

Copies of this plan and periodic revisions to it are available to all QH residents on the QH website. Persons wishing to be volunteer participants in QH emergency preparation and response should make their interests known to the POA or to any of the volunteers named in Appendix A. Appendix D (Homeowner Preparedness) will be highlighted on the POA website to provide a homeowner checklist. Appendix E6 (Evacuation) will also be highlighted on the website for easy access.

Queen's Harbour Golf Club

Queen's Harbour is home to a Mark McCumber designed 18 hole championship golf course and the Queen's Harbour County Club. The Country Club is a separate entity from the Owners Association. Come out and meet the club staff. Membership is a great way to meet and mingle with your neighbors.

Website	www.queensharbourcc.com
Jon Kitchen, <i>General Manager</i>	jon.kitchen@ourclub.com
Ellen Dwelle, <i>Administrative Assistant</i>	ellen.dwelle@ourclub.com
Don Stahurski, <i>Membership Director</i>	don.stahurski@ourclub.com
Chris Walley, <i>Head Golf Professional</i>	chris.walley@ourclub.com
Chris Stringer, <i>Golf Course Superintendent</i>	chris.stringer@ourclub.com
Paul Zito, <i>Executive Chef</i>	paul.zito@ourclub.com
Chris Welsh, <i>Service Director</i>	chris.welsh@ourclub.com
Lisa Paxton, <i>Private Events Director</i>	lisa.paxton@ourclub.com
Terri Morris, <i>Club Accountant</i>	terri.morris@ourclub.com

Membership by Invitation is the right and privilege granted a Member to sponsor his or her own friends, family members and/or business associates into Membership at Queen's Harbour Yacht and Country Club. While providing for a dynamic and cohesive Membership, this principle also allows one to hand select those who comprise the Queen's Harbour family. All Memberships include privileges for all immediate family members: Member, spouse, and dependent children through the age of 22.

Full Golf

Full Golf Membership entitles Members to the following benefits: Full Clubhouse, unlimited Golf privileges with no applicable green fees, fourteen (14) day advance tee time reservations, Member only access to the pool, spa, and tennis facility. The Golf Membership classification is

also available in a Junior/Executive Golf Category for individuals under the age of 35. Signature Gold and Jacksonville Society benefits may also be added for a monthly fee.

One Time Initiation Fee - \$3,000*

Full Golf Dues - \$320

Junior/Executive Golf Dues - \$225 Full Golf with JAX Society - \$351

Full Golf with Signature Gold \$370

Full Golf with Sig. Gold and Jax Society - \$401

Social

Social Membership entitles Members to the following benefits:

Full Clubhouse usage, limited Golf privileges, reduced rate on green fees, seven (7) day advance tee time reservations, Member only access to the pool, spa, and tennis facility. Signature Gold and Jacksonville Society benefits may be added for a monthly fee.

One Time Initiation Fee - \$200*

Social Dues - \$90

Social with Jax Society - \$121

Social with Signature Gold \$141

Corporate Memberships

Full Golf Membership benefits are extended to all Corporate Members with the Fees and Rates priced according to the number of Employees added.

*All fees and dues are subject to change and subject to State tax

QH CERT Volunteers Needed

Additional volunteers are always needed. With a community of over 2,000 people, we cannot have too many qualified CERT volunteers. Medically trained personnel are also encouraged to assist the CERT volunteers. The Florida Good Samaritan Law applies; therefore, medical licenses are not required to be current. Please call the POA Office for the current QH CERT contacts if you want to explore volunteering.

Voting Certificate Requirement

Per section II B. of the Association Bylaws Members of the Association are entitled to vote by **one** natural person designated by the owner(s) of a Lot in a Voting Certificate as the holder of the vote. The Voting Certificate shall be filed with the Association, and the person so designated shall be and remain the holder of the vote for the Lot or Dwelling Unit until such designation has been revoked by written instrument executed by the owner(s) of the Lot or Dwelling Unit. The holder of the vote of the Lot or Dwelling Unit shall be the only person entitled to cast or exercise, in person or by proxy, the vote of the Lot or Dwelling Unit at any meeting of Member's or in conjunction with any action concerning which Members of the Association shall be required or allowed to vote or otherwise act.

Considering the above, a Voting Certificate must be established for each Lot or Dwelling Unit and must be verified in advance of each annual Directors election. Comparing the signature on the ballot to the authorized holder of the vote for the Lot or Dwelling Unit as listed on the Voting Certificate, or as designated by signed proxy statement must validate each ballot cast in the election.

Accordingly, please complete the attached Voting Certificate. Only those Members so designated on a Voting Certificate on file will be allowed to vote in the annual Directors election. Only **one** name may be listed as the Authorized voter and the Certificate **must** be signed by all owners of the lot or dwelling unit.



YACHT AND COUNTRY CLUB®
OWNERS ASSOCIATION, INC.

Covenants, Architectural Guidelines, Rules and Regulations

By purchasing property within Queen's Harbour you are subject to and agree to abide by the Articles of Incorporation, By Laws and Declaration of Covenants, Conditions, Restrictions and Easements (jointly referred to as the "Documents") which govern the Queen's Harbour Community.

Article V.B.5 of the Articles of Incorporation grants the Board the authority to enforce the Documents by authorizing the Board to, "exercise, undertake, accomplish and enforce the provisions of these Articles of Incorporation, the Declaration, the Bylaws, and all rules and regulations governing use of the Property and Common Property which may hereafter be established."

The Board is also authorized by Article V.B.6. of the Articles of Incorporation to make, establish and amend reasonable rules and regulations governing use of the Lots, Dwelling Units, and common property in and of the property.

Per authority granted in Article V.B.3 the Board may contract for the management of the Property and delegate any and/or all of the powers and duties of the Association to such management. The Board has hired Association staff to monitor compliance with these governing documents.

The Queen's Harbour Documents and/or Board adopted rules and regulations establish the following residential property maintenance criteria. This list highlights specific guidelines pertaining to property owner responsibility to maintain their property and is not a complete list of Queen's Harbour Documents or Board adopted rules and regulations. The Association staff conducts periodic property tours to monitor compliance with these criteria.

- **Article XIV, "Maintenance" Section 14.2 of the CCR&E**

"Owner shall maintain the exterior of all buildings and improvement on his Lot and his Dwelling in a good and workman like manner, and shall present and neat and clean appearance upon the Lot and Dwelling Unit including painting, repairing, replacing and caring for roofs, gutters, downspouts, exterior building surfaces, trees, shrubs, grass, walks, and other exterior improvements."

"Prior to construction on a Lot the Owner shall cause the Lot to be "underbrushed" at least annually."

- **Board adopted General Rules & Regulations pertaining to property maintenance and appearance issues.**

GARAGE DOORS - Garage door are to be kept closed as much as possible.

EXTERIORS, ROOFS AND YARDS—

- Home Exteriors and roofs must be kept free of mildew and mold.
- Exterior appearance and paint must be in good condition and must be the same as originally or subsequently approved by the ARB.
- The landscaping and yard must remain substantially in compliance with the originally approved landscaping plan.
- Lawns and beds must be kept neat and weed free.
- Dead trees should be removed in a timely manner after the ARB administrator approves tree removal.
- Dead foliage, bushes and grass should be removed immediately.

VACANT LOTS– All lots, including those owned by contractors, must be kept free of unreasonable growth, weeds and underbrush. The General Manager is given the authority to determine when the growth has become unreasonable.

SIDEWALKS– Property owners or their tenants shall not permit any appurtenances, toys, trash containers, shrubbery or other vegetation, or other material to block the normal use of sidewalks and the safety of pedestrians using them.

- **Board adopted ARB Guidelines pertaining to property maintenance and appearance issues.**

GENERAL GUIDELINES– All landscaping, improvement or structure of any kind, including, without limitation, any building, fence, real estate signs, lot for sale signs, wall, play structures, swimming pool, screen enclosure, sewer, drain, disposal system, decorative building, yard ornamentation, or other improvement including repainting of the exterior to a different color **MUST BE** submitted to and approved by the ARB prior to installation or commencement of work.

SIDEWALKS –Residential property owners are responsible for any and all repairs to sidewalks adjacent to their Lots and are responsible for sweeping or pressure washing dirt, discoloration and/or debris and clearing obstructions from sidewalks.

MULCH – Natural mulching material is accepted such as pine bark or wood chips. Rubber mulch is acceptable as long as the color is a natural earth tone. Mulch must be replaced when the product has eroded away and/or faded in color.

Every property owner in Queen’s Harbour is bound by these covenants, rule and guidelines. Violations of the Association’s covenants, rules and guidelines are subject to remedial action, administrative sanctions and fines. By signing below you acknowledge receipt of these requirements and your understanding of your obligation to comply with the all Queen’s Harbour governing documents, rules and regulations and ARB guidelines. Compete copies of these documents may be found at Queen’s Harbour community website at www.qhycc.com.

OWNER

OWNER

DATE

DATE

* Owner Copy