

Rules and Regulations

Of

Vista Royale Association, Inc.

Dear New Resident,

Welcome to Vista Royale. We are happy to have you as a new neighbor and we're delighted that you have chosen this wonderful active fifty-five and over community to call home.

Whether you are going to reside here year-round or as a "Snowbird", there are many amenities to enjoy. Our four clubhouses each have a patio with a heated pool and high-speed internet only a short distance from your residence. Enjoy walking or biking along miles of roads with wildlife and golf course views. Many of our residents utilize our Fitness Center or participate in Tennis, Bocce, Pickleball, and Shuffleboard. For those who prefer cards and indoor activities, there is Bunco, Bridge, Canasta, Sewing Room, Computer Lab and more. We boast a very active Social Club with a full schedule of events, dinner dances and weekly activities. These offer a great way to meet people and make new friends in Vista Royale.

This packet contains a lot of information, but probably the most important is the Rules and Regulations that govern Vista Royale. Understanding and familiarizing yourself with them will be one of the most beneficial things you can do to comfortably settle in your new home.

If there is information you need, please contact the Vista Royale Office by e-mail: office@vistaroyale.net, 772-569-1433 or stop in during regular posted office hours.

Warmest Regards,

The Board of Directors of Vista Royale

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VISTA ROYALE GOVERNANCE

Vista Royale is Housing for Older Persons which means it is an age-restricted community (55 years or older). Children under thirteen (13) years of age may not live here but will be permitted to visit for not more than thirty (30) days in any calendar year. Vista Royale has adopted procedures to meet the requirements of the Federal Fair Housing Act, Florida Statutes, Declaration of Condominium, By Laws of the Association. Note: Buildings 5, 51 and 93 are not age restricted and this restriction and other rules applicable to children under the age of eighteen (18) years old do not apply to those buildings or the residents and guests thereof.

Vista Royale is overseen by a nine-member elected Board. Board Members are elected for three (3) year terms, and three (3) Directors are elected at each annual Members' Meeting, held on the first Wednesday of March. The President, Vice President, Secretary, and Treasurer are elected by the Board. Regular Board and Workshop Meetings are usually held on Tuesdays as posted but can be canceled or added by Notice of the Board. All meetings of the Board are open to any resident except Executive Board Meetings and meetings with Association attorney for personnel or legal matters.

Notice of Board Meeting and Committee Meeting Agendas are posted 72 hours prior in ALL clubhouses and outside the Main Office. The meetings may also be posted on mailroom bulletin boards and on the Weekly Activity Calendar. Information concerning Association business is available at the Association Office. Meetings are conducted in accordance with Robert's Rules of Order.

Owners (members) may attend board meetings. Owners attending the meetings of the Board may address the Board one time for up to three (3) minutes on each agenda item. Any questions by the Board and answers by the speaker shall not count towards the three minutes. Following each workshop or regular meeting of the Board, time permitting, a period of open discussion may be available for owners to bring comments or concerns directly to the Board. The following guidelines will be followed:

- Members desiring to speak must address the chair and be recognized. Each member must give a name, building, and unit number.
- Members shall use the microphone provided and may speak for the allotted (3) three minutes. Additional time may be provided by the Board.
- Speakers shall not be permitted to yield time to another member.
- Debate not germane to the subject at hand shall be ruled out of order.
- Any unit owner may record any public meeting, provided all distractions are avoided.

Digital participation by the Board and the membership may be facilitated via phone or by an App such as Zoom. A phone number or link will be provided on the agenda of each meeting.

All Committee Meetings of the Board are open to any resident desiring to attend. Participation by non-committee members shall be controlled by the Committee Chairperson.

I DEFINITIONS

- A. Owner – *A person who is the legal title holder.*
- B. Lessee – *A person who is leasing a unit.*
- C. Household Member – *A family member or non – relative who is thirteen (13) years of age or older residing permanently in a unit (except for Buildings 5, 51 and 93) and is considered a member of the household.*
- D. Member – *Refers to an Owner.*
- E. Guest – *Any person, regardless of age, who visits a unit at Vista Royale.*
- F. Resident – *When the term resident is used, it shall mean an Owner, Lessee or Household Member residing in a Unit.*
- G. Unit – *A portion of a condominium designated for separate ownership.*
- H. Caregiver– *A family member or helper who regularly looks after a sick, elderly, or disabled person.*
- I. The Board – *The nine-member elected Board of Directors.*
- J. Building Representative – *A resident who has volunteered to act as a liaison between the Association and the building residents.*
- K. Service Animal – *An animal specifically trained to perform a task directly related to a person’s disability.*
- L. Emotional Support Animal (ESA) – *An animal that offers or provides comfort to a person with a bona-fide disability which assists in ameliorating the impact of the disability.*
- M. I.R.C. – *Indian River County*

II PHOTO ID BADGES AND PASSES -

- A. *All badges/passes shall be obtained at the Association Office during posted hours for a fee, such fee to be set by the Board from time to time.*
- B. *Owner Badge - Photo ID badge which shall be issued upon receipt of recorded county deed. A temporary parking and guest pass will be issued to a new Owner, pending receipt of a recorded deed.*
- C. *Lessee Badge - Photo ID badge which is valid during the term of the lease and is issued after the lease is approved by the Board.*
- D. *Household Member Badge - Photo ID badge issued after the required Resident Form is completed, submitted, and approved.*
- E. *Guest Pass - Guest passes shall be issued to a guest for a maximum of 30 consecutive days and no more than a total of 60 days each calendar year. All guests must have a pass in order to use any of the amenities on the property. Guest passes may be obtained in advance from the Office. Children under thirteen (13) years of age are limited to a maximum of 30 days in all buildings except buildings 5, 51, and 93.*
- F. *Caregiver Badge – A caregiver badge shall be issued at the request of a resident for an allotted time and must be returned upon termination of such allotted time.*

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III LIVING AT VISTA ROYALE

A. UNIT OCCUPANCY AND OWNER/RESIDENT RESPONSIBILITY/INFORMATION

- a. *Occupancy of a Unit for more than sixty (60) consecutive days must not exceed 2 people per bedroom in any unit.*
- b. *Owners must inform the office of an alternate address and contact information when not in residence and provide the office with a spare key to the unit.*
- c. *Any Resident who will not be in residence for more than 30 consecutive days and who will be leaving a vehicle parked onsite must notify the office of the location of a spare key. Failure to do so may result in the vehicle being towed if it needs to be moved to allow for the Association to perform maintenance, repair or replacement, or to address an emergency.*
- d. *For security and safety reasons, all overnight guests must register with the Association Office and obtain a Guest and parking pass for their vehicle. Noncompliance may result in the unregistered vehicle being towed.*
- e. *Owners are responsible for any damage or defacing of common element or Association property which they, their household members, guests, or their lessees may have caused.*
- f. *Residents shall inform all guests of community rules and regulations.*
- g. *Owners, Lessees, Household Members and Guests who violate the Rules and Regulations are subject to fines.*
- h. *Informational questions may be emailed to the Office at office@vistaroyale.net and will be answered by email as soon as possible.*
- i. *Work Orders may be requested by logging onto the Homeowner Portal of Vista Royale Association <https://www.vistaroyale.org/> . The Dashboard tab has a box: "Submit a New Request" which should be used to submit a work order.*
- j. *The after-hours property emergency number is: 772-218-5405.*

B. NOISE ABUSE AND NEIGHBORLY CONSIDERATION

- a. *Per Indian River County Noise Ordinance, it shall be unlawful to make excessive noise between the hours of 10:00 pm to 6:00 am.*
- b. *Residents and guests must control the volume of equipment such as televisions, radios/stereos, and musical instruments so neighbors are not disturbed.*
- c. *The noise level from parties or gatherings must be kept at a reasonable level and time.*

C. GUESTS

- a. *All residents shall register their guests at the Association Office and obtain a guest and parking pass to use any facility.*
- b. *When requesting a badge, a guest must be accompanied by the resident, or the resident must email or write a letter of introduction for the guest to the office .*
- c. *If Association Office is closed, residents must email guest information to the Office at office@vistaroyale.net or leave a message at 772-569-1433; obtain and pay the fees for the passes*

on the next business day.

- d. *Residents responsible for Vista Royale functions/activities shall submit a list of visitor names to the office to be registered as guests with the appropriate fee. Green Tags are no longer valid.*
- e. *Guests thirteen (13) years or older may use facilities with a valid badge unless otherwise posted.*

D. SOCIAL CLUB

All residents of Vista Royale are automatically members of the Social Club which provides recreational activities at Vista Royale. These recreational activities are communicated through the Association office, mailroom bulletin boards, and all clubhouses plus Robo calls.

E. BUILDING REPRESENTATIVES

- a. *Welcome new neighbors.*
- b. *Verify an updated list of building residents including telephone numbers, designated key holders and unit caretakers. In addition, they will be informed of the status of current Service Animals and ESA/ Emotional Support Animals.*
- c. *Check the storage room to ensure that items are properly stored and labeled by unit owners.*
- d. *Report to the office any unauthorized vehicles or unusual occurrences in the parking lots.*
- e. *Attend Building Representative Meetings and share information with building residents.*

IV OWNERSHIP, LEASE, AND RESALE

- A. *Restrictions as to the lease or resale of units are covered in the Declaration of Condominium (see Articles 15.1 through Article 15.8 and Article 20). All application forms for lease or sale can be acquired at the Association Office and on the Vista Royale website www.vistaroyale.org. All applications for approval must be accompanied by proof of age (except for Buildings 5, 51 and 93) and a copy of the actual lease (if a rental) or purchase agreement. Application forms must be submitted for review and approval at least 30 days prior to the effective date of lease or sale. No rental or sale can take place without the prior approval of the Board of Directors. The Board reserves the right to check all references and to interview potential lessees, unit owners, or household members in person or by telephone prior to acting on any application.*
- B. *Any lease must be for a minimum of 60 days and at least one resident must be at least 55 years of age (except for leases of Units in Buildings 5, 51 and 93).*
- C. *No rooms may be rented, and no transient tenants may be accommodated, including Vacation Rental by Owner (VRBO), Airbnb and other short-term rental providers.*
- D. *Prospective tenants cannot move in until a lease is approved and may not be a guest during that approval process.*
- E. *Realtors and Owners processing their own lease or resale are responsible for notifying and supplying these Rules and Regulations Document to their applicants.*
- F. *Any applicant seeking approval to become a resident or lessee will be denied if they have resided in Vista Royale without prior approval.*
- G. *Except as otherwise required by Florida Statutes, owners give up ALL ownership and residency privileges*

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except for voting rights when their unit is leased.

- H. *The Board of Directors reserves the right to deny any application if the applicant has not conformed to the Rules and Regulations of the Association, the Declaration of Condominium, and the By-Laws of the Association. Residents or lessees who have repeatedly violated Vista Royale rules may have their status as resident or tenant revoked. Notice of violation will be sent to both the owner and the resident or lessee stating their living status in Vista Royale is in jeopardy of being revoked or is revoked.*
- I. *The Board of Directors can disapprove leases of Units pursuant to Section 15.3 B of the Declarations of Condominium for any lawful reason, which shall include but not necessarily be limited to:*
 - a. *The applicant has not conformed to the Rules and Regulations of the Association, the Declaration of Condominium, and the By-Laws of the Association.*
 - b. *The Unit Owner is delinquent in the payment of a monetary obligation owed to the Association.*
 - c. *The Unit Owner has a history of leasing his or her Unit to troublesome lessees and/or refusing to control or accept responsibility for the occupancy of his or her unit.*
 - d. *The application on its face indicates that the person seeking approval and/or intended occupants intend to conduct himself or themselves in a manner inconsistent with the covenants and restrictions applicable to the property and/or the rules and regulations of the Association.*
 - e. *The prospective lessees or other intended occupants have been convicted of a felony involving violence to persons or property, or a felony demonstrating dishonesty or moral turpitude, or a felony regarding narcotics.*
 - f. *The prospective lessees or other intended occupants have a history of conduct which evidences disregard for the rights and property of others.*
 - g. *The prospective lessees or other intended occupants, during previous occupancy, have evidenced an attitude or disregard for the covenants and restrictions applicable to the property and/or the rules and regulations of the Association.*
- J. *Subletting by a lessee shall not be permitted. A guest of a lessee, who can only reside in the Unit when the lessee is in residence, may not occupy an apartment for more than 60 cumulative (and no more than 30 consecutive) days in a year. Owner and Board approval is required.*
- K. *Residents and guests may lose privileges of the use of Vista Royale facilities and/or subject to fines if they are in violation of the rules.*
- L. **DAMAGES**
 - a. *Owners are responsible for any damage or defacing of common property which they, their guests, household members or their lessees may have caused.*
 - b. *The unit owner will be financially responsible for any damage to Association property caused by service or emotional support animals.*

V VEHICLES

A. PERMITTED VEHICLES

- a. *Only the following roadworthy and registered vehicles may be parked on Vista Royale property: Bona fide manufacturer designed coupes, convertibles, two door or four door sedans, hatchbacks, station wagons, SUVs, or minivans not to exceed either 220" in overall length or 75" in overall height.*
- b. *Electric Vehicles – Electric Cars – See Florida State statutes on Electric Vehicles available in the Association Office.*
 1. *Damaged or defective batteries can overheat, catch fire, or explode.*
 2. *Lithium-ion battery fires give off toxic gases and they burn extremely hot.*
 3. *Only purchase and use devices, batteries, and charging equipment that are listed by a nationally recognized testing lab and labeled accordingly.*
 4. *Always follow the instructions from the manufacturer.*
 5. *Only use the battery and the charger that were designed for, and came with, the device.*
 6. *Do not keep charging the device or device battery after it is fully charged.*
 7. *Only charge one device or device battery at a time to prevent overloading the circuit.*
 8. *Keep batteries at room temperature when possible. Do not charge them at temperatures below 32°F (0°C) or above 105°F (40°C)*
 9. *Do not store batteries in direct sunlight or inside hot vehicles, and keep them away from children and liquids.*
 10. *Store e-bikes, e-scooters, and batteries away from exit doors and anything that can get hot or catch fire.*
 11. *Only have device repairs performed by a qualified professional.*
 12. *Do not put lithium-ion batteries in the trash. Recycling is always the best option. Take the batteries to a battery recycling location or contact your local waste department for disposal instructions.*
 13. *Stop using the e-bike or e-scooter if you notice any of these problems with the battery; unusual odor, change in color, too much heat, change in shape, leaking, smoking, or not keeping a charge.*
 14. *Extension cords are not permitted to be used on any vehicle for charging.*
 15. *Non-state licensed electric powered golf carts and single person vehicles – SEE INFORMATION IN THE ASSOCIATION OFFICE.*
 16. *Parking lot charging kiosks are intended only for registered golf carts with an annual fee.*
 17. *Golf Carts and single person electric motor vehicles are required to be registered at the Association Office and display a Vista Royale sticker.*
- c. *Bicycles must be registered with a decal and parked in areas that have been identified for that use at each building & clubhouse.*
- d. *Only commercial vehicles with three or fewer axles may provide services, repairs and/or delivery of merchandise to residents.*
- e. *BOATS, MOTORCYCLES, RVs, and TRAILERS are NOT allowed on Vista Royale property. Vehicles will be towed without warning at the owner's expense.*
- f. *Pick-up trucks will be allowed to park at residential buildings between the hours of 8:00 am – 10:00 pm. Unless providing emergency repair services, they may be towed at any other time without*

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warning at the owners' expense.

- g. Operators of golf carts and single person electric motor vehicles must obey the same rules of the road as an automobile.*
- h. Non-conforming vehicles being loaded or unloaded by or for residents shall not exceed 4 hours.*
- i. Non-conforming vehicles may park in designated spots in the golf course parking lot (Vista Royale section where the concrete bumpers are painted yellow) for a maximum of five (5) days with the appropriate parking pass obtained at the office.*
- j. Luggage boxes/recreational carriers that exceed the height limitations must be removed from vehicles if parked at Vista Royale for more than five (5) days.*
- k. No Signage shall be displayed on a vehicle while in Vista Royale except when on a vendor vehicle providing service.*
- l. Any type of automotive maintenance or repair is strictly forbidden.*
- m. Residents and guests shall be held responsible for any damage done to parking lots.*
- n. Vehicles, including bicycles, that are unsightly junkers or not mechanically operable shall be removed at the owners' expense.*

B. PARKING / STORAGE

- a. All vehicle IDs are available at the Association Office during posted office hours.*
- b. A request for a parking space location change must be made at the Association Office. The Association will accommodate requests for Reasonable Accommodations pursuant to the Fair Housing Act, subject to availability.*
- c. No more than one assigned space and one guest space per unit shall be used by residents for the parking of either a car or a golf cart, as further described below.*
- d. Single person electric motor vehicles shall not be parked inside any clubhouse, unless medically necessary.*
- e. The Association reserves the right to tow vehicles that are in violation of the vehicle parking rules at vehicle owner's expense.*
- f. Residents must park in designated spaces according to building/unit number.*
- g. Head in parking only.*
- h. Residents with a second car are permitted to use a guest parking space identified for their building. One car must be parked in their designated parking space.*
- i. All vehicles parking overnight on Vista Royale property shall display a valid parking pass.*
- j. Vehicles that do not have Vista Royale parking permits displayed are subject to immediate towing without exception between the hours of 10:00 pm and 6:00 am.*
- k. Guest parking spaces in a designated building are only for residents and guests of that building. Guest parking spaces are not to be used by residents or guests of other buildings.*
- l. Golf carts, single person electric motor vehicles, or bicycles shall not be parked on grass areas or sidewalks.*
- m. Residents must notify the Office when a vehicle is stored in the resident's assigned parking space*

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along with the location of key. Vehicle covers must conform to the following specifications:

1. The covers must be made of a solid color fabric or reinforced opaque vinyl material of sufficient durability to resist shredding or tearing. Light transparent covers are not permitted.
2. Covers must have sufficient tie downs attached at the bottom to ensure that they are properly secured.

VI ANIMALS

A. PETS Vista Royale is a designated pet-free community.

B. SERVICE ANIMALS

- a. Unit owners/lessees/household members who have a medically documented need for a Service Animal must apply to register that animal with the Association. Attorney recommendation and Association approval is necessary BEFORE any owner with a Service Animal, or a new Service Animal, takes occupancy of any unit in Vista Royale. The application form is available at the Association Office.
- b. Owners of service animals must provide documentation to the Association each year indicating the animal is licensed and vaccinated as required in Indian River County and by Florida State Statutes.
- c. Authorized animals must be controlled by leashes no longer than six (6) feet.
- d. Only service animals are permitted in Vista Royale Facilities
- e. Animal owners are responsible for assuring their animal does not disturb residents.
- f. Failure to comply with Association rules on Service Animals may result in a warning letter from the Association which may lead to the removal of the Service Animal. Violators may be reported to Indian River County Animal Control 772-226-4799.
- g. A lessee who seeks Association approval to keep a Service Animal in a unit shall inform the unit owner.
- h. Guests with Service Animals must show documentation as required by the Fair Housing Act to Vista Royale office.
- i. Owners of service animals must provide a photo to accompany the application form.

C. EMOTIONAL SUPPORT ANIMALS (ESA)

- a. Documentation of the need for an ESA meeting federal and state requirements must be submitted to the Association Office. Attorney recommendation and Association approval is necessary BEFORE any owner with an ESA, or a new ESA, takes occupancy of any unit in Vista Royale. Applications are available in the Association Office.
- b. Owners of ESAs must provide documentation to the Association each year indicating the animal is licensed and vaccinated as required in Indian River County and by Florida State Statutes.
- c. ESAs must be controlled by leashes no longer than six (6) feet.
- d. No ESA animal is allowed in the Vista Royal facilities.
- e. ESA Owners are responsible for assuring their animal does not disturb residents.
- f. Failure to comply with Association rules on ESAs may result in a warning letter from the Association

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which may lead to the removal of the ESA.

- g. A lessee who seeks Association approval to keep an ESA in a unit shall inform the unit owner.*
- h. Guests with ESAs must show documentation as required by the Fair Housing Act to Vista Royale office and obtain a guest pass for the animal.*
- i. Owners of ESAs must provide a photo to accompany the application form.*

VII USE OF COMMON AREAS

A. LAUNDRY ROOMS

- a. Smoking is not permitted in any laundry room.*
- b. The laundry machines are available for use by the seven units on each floor and shall be used between 8:00 am and 10:00 pm only.*
- c. In the event of a broken machine, residents of a building may use the machines on the other floor of the same building.*
- d. Residents shall follow the posted rules for the use of washers and dryers.*
- e. Laundry debit type cards can be obtained at the Association Office and may be filled/re-filled at any Laundry Kiosk*
 - 1. Royal Palm Clubhouse with cash, debit, or credit card. Closed on the weekend.*
 - 2. Pine Arbor, Lakeview and Royal Oak Clubhouses accept debit/credit cards only.*

B. STORAGE ROOMS

- a. Each building has one storage room.*
- b. All items must be labeled with the owner's name and unit number.*
- c. The owner is responsible to periodically check for items that are no longer needed.*
- d. The Association assumes no liability for stored items.*
- e. The following items must NOT be kept in the storage area: large furniture, appliances, bikes, or any flammable materials.*
- f. If a lock is put on the door, ALL owners in the building must be provided with a key.*

C. CATWALKS / SIDEWALKS – RAILINGS – DOORWAYS

- a. Smoking is not permitted on any catwalk or sidewalk.*
- b. Doormats and potted plants (real or artificial) are not allowed on catwalks / sidewalks outside unit doors or on landings.*
- c. Items such as clothes, towels, and throw rugs must not be hung on the railings.*
- d. Door decorations may be placed on doors outside individual units but must be removed in harsh weather, or when the unit is vacant.*
- e. Chairs are permitted on catwalks and sidewalks during the day while in use. They must be removed at dark and cannot impede passage.*

D. TRASH AND RECYCLING CORRALS

- a. *Under no circumstances should trash bags or food be left on top of any dumpster or recycling container.*
- b. *Trash and garbage shall be tied in plastic bags.*
- c. *Loose recyclable items according to the Indian River County recycling program shall be placed in the recycle bins.*
- d. *NO plastic bags or hoses may be placed in recycling bins.*
- e. *Disposal of furniture, hazardous waste, building materials, and oversized items are not allowed in dumpsters or corrals and must be taken to the one of the Indian River County Customer Convenience Centers.*
- f. *Boxes must be broken down and placed in a recycling bin or dumpster. Boxes must NOT be left outside the containers.*

E. LAWN AREA

- a. *Do not feed wildlife.*
- b. *Lawn chairs are permitted in the lawn area but must be removed immediately following their use.*
- c. *Blankets and towels for sunning are not permitted on the lawn area.*
- d. *No fishing or fishing access allowed on Vista Royale property.*
- e. *No walking on the Upland Retaining Walls located at various points on the ponds.*

F. PORTABLE CHARCOAL GRILLS

- a. *Barbecuing is permitted on the lawn areas around the building provided all equipment is removed after it has been used.*
- b. *While cooking, be sure smoke does not offend your neighbors.*
- c. *Barbecuing equipment must be stored so that it is not a fire hazard.*
- d. *No type of bottled gas may be stored or used in residential buildings or building areas.*
- e. *Barbecue grills are prohibited on porches or walkways and must be ten (10) feet from any structure.*

G. LANDSCAPING BY RESIDENTS INCLUDING LAWNS & CONCRETE SIDEWALKS

- a. *A Plant Request Form must be submitted to the Landscape Committee for Association approval before planting flowers, shrubs, or trees in the common area. Plantings approved will be those in compliance with the standards of the Association . Once planted, these plants become the property of the Association. Plant Request Form and Pre-Approved Plant List is available at the Association office and online.*
- b. *Residents and guests shall not cut, prune, trim, or remove any plants, shrubs, or trees.*
- c. *Residents and guests shall not make any change to the lawn or sidewalk without approval of the Association.*
- d. *All requests for landscaping changes must be made to the Association.*
- e. *Residents and guests shall not ask the landscaping company for any individual service or materials.*

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H. CONDOMINIUM BULLETIN BOARD AND ACTIVITIES NOTICE

- a. *Bulletin boards located in the mailbox area of each building are for the exclusive use of the Association for posting the weekly activity notices, the Association meeting notices, Social Club notices or any notices authorized by the Board of Directors.*
- b. *Each of the four Clubhouses has a bulletin board for posting notices of residents which shall be no larger than 3" by 5" and must be approved by the Association Office prior to posting. Posted notices must be renewed or removed after 30 days.*
- c. *Notices of various club and community activities will be posted on the Manager's weekly update as well as email and/or robo-call.*
- d. *Commercial advertising on any Condominium bulletin board or on any Association property is prohibited.*

I. ELECTRIC METER / HOT WATER HEATER ROOM

- a. *Electric meter / hot water heater rooms are in all buildings.*
- b. *These rooms may not be used by residents for storage and any item found will be removed.*

J. PODS STORAGE

PODS are not permitted on Vista Royale Property without prior written approval of the Association. If a POD is approved, it will be required to be placed on top of a wooden pallet, with the location determined by the Association and for a period of time not to exceed 5 days. Special circumstances requiring a departure from this rule must be approved by the Association.

K. USE OF ROADWAYS

- a. *For security and medical reasons, all residents and guests must carry ID badges when walking or biking on the property. In the event of an accident or illness you can be immediately identified, and appropriate action taken.*
- b. *The Speed Limit of 15 MPH is the maximum speed for vehicles using Vista Royale roadways.*
- c. *All vehicles and all bicycles, golf carts and single person electric motor vehicles must observe the rules of the road.*
- d. *All vehicles must also be equipped with adequate front and rear lighting if being used between dusk and dawn.*
- e. *Walkers must face traffic and walk no more than two (2) abreast.*
- f. *Shirts or cover-ups are to be worn by all people while going to and from recreational areas or when biking, jogging, or walking.*
- g. *Skateboards, roller skates, roller blades, or any other type of skates may not be used on Vista Royale property.*
- h. *Walkers should wear light colored clothing, face traffic, and must carry a flashlight with a clearly visible beam, from dusk to dawn.*
- i. *Bikers must have adequate reflectors and a working light on their bikes and wear light colored clothing, from dusk to dawn.*

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- j. *Golf carts and single person electric motor vehicles must be illuminated in the front and in the rear when driving from dusk to dawn.*

L. LANAI (ENCLOSED OR SCREENED) - UNIT WINDOWS

- a. *The painting of lanai interiors is the responsibility of the unit owner.*
- b. *Where the lanai wall color is visible from the outside of the building, the color must be Vista Beige. Paint may be obtained through the Association office free of charge.*
- c. *The external appearance of the buildings within the complex is the responsibility of the Association.*
- d. *Lanais are considered part of the living quarters of the unit and should contain furnishings considered to be used in normal living areas. They are not to be used for the storage or hanging items such as laundry, bedding, or linens visible from the outside of the unit.*
- e. *Objectionable materials which include but may not be limited to sheets, paper, or foil will not be allowed on lanai windows or unit windows.*
- f. *Deteriorated window film, racked blinds, broken blinds, and other non-conforming window treatments must be removed or replaced by the owners.*
- g. *Open or enclosed lanais and windows should appear neat. Window treatments must be white or beige and not in need of repair.*
- h. *Please refer to the Building and Safety Standard Modification Request Form for information regarding changing from screened to glass enclosed lanai, changing second floor lanai flooring, changing window tint, installing new windows, or installing hurricane shutters.*
- i. *Carpet and tile are prohibited on screened lanais. Water contributes to deterioration of the concrete floor and in time requires expensive concrete restoration by the Association. Concrete must be painted with approved waterproof sealant and paint, which is available through the office at no charge.*

M. WATER CONSERVATION

- a. *Since water and sewer fees account for a significant part of our operating budget, all residents should use water conservatively.*
- b. *Using a hose connected to an Association water supply to wash a vehicle or for watering plants is prohibited.*

VIII CLUBHOUSES

There are four (4) recreational facilities at Vista Royale. Each has a large swimming pool and a clubhouse, providing a variety of amenities. These facilities are for the enjoyment of Vista Royale Residents and Guests.

A. FUNCTIONS

- a. *Clubhouse space may be reserved for private functions no more than 60 days before the event.*
- b. *Attendees at all functions shall be residents or guests at Vista Royale. The total number of guests permitted is not to exceed 10% of the total attendance. Hosts or chairpersons are responsible for complying with the 10% non-resident guest rule.*
- c. *The 10% guest rule is waived for small gatherings of a resident's family, friends and their guests provided they utilize Lakeview, Pine Arbor, or Royal Oak Clubhouses and obtain approval via the*

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Reservation Request form and pay the required guest pass fee.

- d. *Groups that include greater than 50% non-Vista residents will require a specific prior approval by the Board of Directors at a regularly scheduled meeting. All groups will be required to submit a list of guests in attendance.*
- e. *Groups that exceed 50% of the guests (non-Vista Royale residents) will be required to pay an additional charge per hour to help defray operating and maintenance costs. The hours charged will include set-up and breakdown time.*
- f. *All charges and fees are payable at the time of application for use.*
- g. *Any clubhouse kitchen or barbeque area shall be left clean, trash removed, and facility returned to its original condition.*
- h. *Vista Royale recreational groups may reserve clubhouses one year in advance for banquets with a refundable fee.*

B. GENERAL RULES FOR ALL CLUBHOUSES AND AMENITIES

- a. *Observe rules and regulations as posted at each individual facility.*
- b. *Everyone using any Vista Royale facility must be prepared to produce a Vista Royale Pass. When the indoor facilities are being used for an assembly of people including many guests, a guest registration sheet may be acceptable in lieu of individual passes.*
- c. *Smoking or Vaping is prohibited at all Vista Royale facilities.*
- d. *Recreational facilities must not be used for Religious, Political, Private or Fraternal Club meetings or for commercial or sales solicitation purposes.*
- e. *The reservation form must be completed to hold any facilities room for small group activities.*

C. POOLS

- a. *Hours are dawn to dusk.*
- b. *Anyone younger than thirteen (13) must be accompanied by a parent or guardian.*
- c. *Everyone must wear a cover-up when going to and from the pools.*
- d. *Persons with open wounds, infectious or contagious health conditions such as colds, fungus, skin diseases, etc., must NOT USE the pools.*
- e. *Pool furniture must be covered when in use.*
- f. *All umbrellas must be returned to the "down" position to avoid damage by wind.*
- g. *NO GLASS is allowed in the pool areas or any outdoor facility.*
- h. *Food, beverages, and plastic/metal containers must not be any closer than four (4) feet from the pools.*
- i. *Goggles are permitted as are life preservers when worn for safety.*
- j. *No inflatable pool floats, or toys are permitted in the pools.*

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- k. *No diving or jumping in the pools.*
- l. *No running or ball playing at the pools .*
- m. *Persons with wet bathing suits are only permitted in areas of the pool, patio, and restroom.*
- n. *Incontinent adults, children, or babies must wear proper waterproof undergarments.*

D. SHUFFLEBOARD

- a. *Anyone younger than thirteen (13) must be accompanied by a parent or guardian.*
- b. *Rules of the Florida Shuffleboard Association apply.*
- c. *All residents and guests must have a guest pass or badge.*
- d. *Shuffleboard equipment is available in the storage closet in the pool area.*
- e. *Excessively hard shooting, which may injure other players or may damage equipment, or the courts is prohibited.*
- f. *Membership in the Shuffleboard Club is open to all registered residents of Vista Royale.*
- g. *Vista Royale Shuffleboard Club organizes scheduled play and tournaments at the Pine Arbor Clubhouse that takes precedence over open play. Time and date of organized play is noted on the Weekly Bulletin. During these times, open play is available at the other three clubhouse courts.*
- h. *Courts may be closed for general usage to accommodate tournaments and matches authorized and scheduled by the Management or Board.*
- i. *No paid lessons are authorized.*
- j. *No food, chewing gum, or beverages are allowed in the court area.*

E. TENNIS COURTS

- a. *Anyone younger than thirteen (13) must be accompanied by a parent or guardian.*
- b. *The Courts are open 8:00 am to 10:00 pm.*
- c. *All residents and guests must have a guest pass or badge.*
- d. *Court usage Monday – Friday, between the hours of 8:00 am and 11:00 am will be limited to doubles. Singles are permitted if no one is waiting to play doubles.*
- e. *Doubles play is limited to 1 hour if others are waiting to play.*
- f. *Dress must be in good taste and be appropriate for tennis or pickleball. Shirts and appropriate shoes must be worn.*
- g. *Courts may be closed for general usage to accommodate tournaments and matches authorized and scheduled by the Management or Board.*
- h. *Loud or boisterous conduct or profanity will not be tolerated.*
- i. *No paid lessons are authorized.*
- j. *No food, chewing gum, or beverages are allowed in the court area.*

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F. PICKLEBALL COURTS

- a. *Anyone younger than thirteen (13) must be accompanied by a parent or guardian.*
- b. *Pickleball courts are available for residents with valid badges and guest passes.*
- c. *The Vista Royale Pickleball Club (VRPC) has priority reserved court hours from December 1 – April 30, Monday – Saturday, 8:00 am – 12:00 pm.*
- d. *Open court hours during the season (from December 1 – April 30) are Monday – Saturday 12:00 pm – 10:00 pm and Sunday 8:00 am – 10:00 pm.*
- e. *Open play is available off season from May 1 – November 30.*
- f. *Players waiting for a court must place their paddles in the paddle rack to rotate onto the courts.*
- g. *Players on the court must check the paddle rack before beginning a new game. If paddles are waiting in rack, players must rotate out.*
- h. *Backboard hours are restricted to pickleball only with hours between 8:00 am and 10:00 pm when others are not waiting to use the courts.*
- i. *Players must provide their own paddles and balls.*

G. ROYAL PALM CLUBHOUSE

- a. *The Royal Palm Clubhouse is limited to groups with an anticipated attendance of 50 or more, except for Association official business.*
- b. *Billiards Room: Open 8:00 am to 10:00 pm.*
 - 1. *Children under the age of eighteen (18) must be accompanied by a parent or guardian.*
 - 2. *Observe the rules and regulations posted on the wall of this facility.*
 - 3. *New games should start no later than 15 minutes prior to closing.*
 - 4. *When others are waiting to play, players must limit their play to one game not exceeding 75 points.*

ROYAL PALM CLUBHOUSE AND AMENITIES	
Vista Royale Association Office	Billiards Room
Pool	Royal Palm Club House Auditorium
Shuffleboard Courts	Full Kitchen
Royal Palm Patio and Grill Area	Maximum Capacity = 260

H. PINE ARBOR CLUBHOUSE

- a. *Ping Pong: Open 8 am – 10 pm*
 - 1. *Anyone younger than thirteen (13) must be accompanied by a parent or guardian.*
 - 2. *Equipment can be found in the storage room. Please return at the conclusion of play.*
- b. *Library: Open 8 am – 10 pm*
 - 1. *Observe posted rules and regulations.*
 - 2. *The library operates on the honor system; you may borrow and then return books, and puzzles and donations of same are encouraged.*
 - 3. *Board of Directors minutes are available for review. DO NOT REMOVE*

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- c. *Computer Lab: Seasonal hours, see current schedule on weekly calendar.*
 - 1. *Observe posted rules and regulations.*
 - 2. *Children under the age of eighteen (18) must be accompanied by a parent or guardian.*
 - 3. *The lab is operated by the Vista Royale Computer Club (VRCC).*
 - 4. *Membership benefits and equipment usage in VRCC LAB is limited to Vista Royale residents and registered Vista Royale guests who are current members of Vista Royale Computer Club.*
 - 5. *No food or drink is allowed in the lab.*
 - 6. *The use of this computer lab is subject to the general usage and rules.*
 - 7. *To find out more about the VRCC, visit www.vrcc.info.*
- d. *Sewing Room: Open 8 am to 10 pm*
 - 1. *Observe posted rules and regulations.*
 - 2. *Children under the age of eighteen (18) must be accompanied by a parent or guardian.*
 - 3. *Each person must sign out a power cord and pedal from the Association Office.*
 - 4. *Each person using the machines must have their own needles and bobbins.*

PINE ARBOR CLUBHOUSE AND AMENITIES	
Pool	VRCC Computer Lab
Tennis, Pickleball, and Shuffleboard Courts	Library
Pine Arbor Patio and Grill Area	All Purpose Room
Ping Pong Tables	Full Kitchen
Sewing Room	Maximum Capacity = 130

I. LAKEVIEW CLUBHOUSE

- a. *Health Clubs/Saunas – Open 6 am – 10 pm*
 - 1. *Must be at least eighteen (18) years of age to use these facilities.*
 - 2. *Observe posted rules and regulations.*
 - 3. *Wet bathing suits, food and beverages except water are prohibited in Health Clubs.*
 - 4. *Use of equipment is strictly at your risk.*
 - 5. *All equipment must be cleaned after use.*
 - 6. *Follow instructions for the use of equipment posted in the Health Club.*
 - 7. *Persons abusing the equipment will be liable for damages.*
 - 8. *Aerobic equipment use is limited to 30 minutes when others are waiting.*
- b. *Horseshoes*
 - 1. *Players thirteen (13) years and under must be accompanied by a parent or adult.*
 - 2. *All equipment is in the pool closet.*
 - 3. *Players should be aware of the potential danger wildlife poses in the horseshoe area.*

LAKEVIEW CLUBHOUSE AND AMENITIES	
Pool	Men's Gym
Tennis and Shuffleboard Courts	Men's Sauna/Shower
Horseshoe Pit (outside fence)	Women's Gym
Lakeview Covered Terrace and Grill Area	Women's Sauna/Shower
Co-ed Treadmill Room	Card Room
Maximum Capacity = 183	

J. ROYAL OAK CLUBHOUSE

a. *Bocce Ball*

1. *Anyone younger than thirteen (13) must be accompanied by a parent or guardian.*
2. *Equipment may be obtained in the Royal Oak Clubhouse storage room.*
3. *At the conclusion of play, all equipment shall be returned to its proper place.*
4. *Advanced scheduled events and tournament play have priority over other play.*
5. *Membership in the Vista Royale Bocce Club is open to all registered residents of Vista Royale.*

b. *Arts and Crafts Studio Room: Open 8 am to 10 pm*

1. *Anyone younger than thirteen (13) must be accompanied by a parent or guardian.*
2. *Observe posted rules and regulations.*
3. *Scheduled classes have priority and exclusive use of the room during class hours.*
4. *No personal items are to be stored in the art room except those used in the class projects.*

c. *Woodworking Shop: Open 8 am to 10 pm*

1. *Children under the age of eighteen (18) must be accompanied by a parent or guardian.*
2. *Observe posted rules and regulations.*
3. *Use of equipment is strictly at your own risk.*
4. *Any guest using equipment shall be accompanied by their host.*
5. *The Association is not responsible for any privately owned tools.*

ROYAL OAK CLUBHOUSE AND AMENITIES	
Pool	Card Room 1
Tennis, Shuffleboard, and Bocce Courts	Card Room 2
Gazebo and Grill Area	Arts and Crafts Room
Woodworking Shop	Maximum Capacity = 78

IX RULE ENFORCEMENT

A. CIVILITY

The Board of Directors has adopted a civility and non-harassment policy that requires all in the community to treat those on the Board, Management, Staff, and all other residents and guests with respect. Vendors,

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Contractors, and other workers must be allowed to do their tasks according to the direction of supervisors without interference. If incivility and or harassment is used, it will be considered a violation of the Rules and Regulations and subject to fines.

B. VIOLATIONS PROCEDURES

- a. *Owners should call attention to any violation they may observe by contacting the Association Office (772-569-1433).*
- b. *Every effort shall be made to keep the reporter's identification confidential, but confidentiality is not guaranteed.*
- c. *Representatives of the Association will speak directly with the violator and explain the rule being violated.*
- d. *If the issue is not resolved, a letter will be sent to the violator concerning the need to rectify the situation.*
- e. *If there is NO resolution, the matter will be placed on the Board Agenda at an open meeting and a fine may be imposed by the Board.*
- f. *If the violator wishes to contest the fine or the violation, the violator may appeal to the Fining Committee.*
- g. *The Fining Committee hears all the information from ALL involved in an open meeting and renders the final decision on the fine/action imposed by the Association.*
- h. *The Attorney may follow through with legal procedures.*

X UNIT RENOVATIONS AND REPAIRS

A. ALTERATIONS

Alterations to individual units are subject to Board approval after review by the Renovations and Repairs Committee.

B. RENOVATIONS & REPAIRS COMMITTEE

The Renovations & Repair Committee functions within standards set by the Condominium Documents, and works closely with the Board of Directors, the Association General or Property Manager, and adheres to the Rules and Regulations.

C. APPROVAL FORMS

The Renovations & Repair Committee's review process includes the completion and APPROVAL of the Renovations & Repair Form. This process is required for inside owners' units such as changes to air conditioners, water heaters, plumbing pipes, electrical replacements, hurricane shutters, front doors, porch enclosures, windows, removal of sliding glass doors, flooring, and other. Note that alterations to any part of the common elements or any portion of the building that is viewable from the exterior of the building may require the approval of 75% of the unit owners, pursuant to the Declarations of Condominium. These changes or improvements may require compliance with Florida Building Code and County Permits and Requirements. Forms are available in the Vista Royale Association Office. Requests must be approved prior to the beginning of work. The approval process may take up to ten (10) business days.

D. RENOVATIONS/REPAIR GUIDELINES

- a. All contractors must be properly licensed and insured. Contractors must obtain building permits from the IRC.*
- b. If work is to be done on the weekends, the contractor and/or owner must notify the Vista Royale office no later than Friday 3 pm with details of the work and location.*
- c. Construction debris, construction materials, supplies and fixtures are not to be disposed of in any Vista Royale dumpsters or recycling bins and are to be removed from the area.*
- d. Construction on individual units shall not begin before 8 am and must end at 8 pm.*
- e. NO work of any kind is to be done, nor any tools used, on the Catwalks/Sidewalks or Stairwells of any building or common area. Work can be done on the grass, in the condo, or in the parking lot.*
- f. No supplies, boxes, tools, or other items are to be left on walkways at any time. No items are to be stored in the Electrical Room or Hot Water Heater Room next to the laundry. These items will be removed at the resident's expense.*
- g. Contractors must park vehicles in guest (not numbered) spaces and not cause any safety issues with other cars trying to navigate the lot. NO vehicles or trailers should be driven on any grassy areas.*
- h. Catwalks/Sidewalks and stairs must be thoroughly cleaned each day, upon completion of work, and no debris left in any areas. No drop cloths are to be used on any Catwalks/Sidewalks or Stairs.*
- i. Individual contractors must not leave trucks or trailers overnight in any building parking lot.*
- j. EMERGENCIES: Unit owners and other residents are responsible for taking immediate action in times of emergencies to protect their own and other owners' property. Any work must be reported to the Association Office by the next business day.*
- k. Once modifications are complete, the Owner must notify the Association office for final inspection.*
- l. For further specifications, please see the current Renovations & Repair Form available at Vista Royale Association Office.*

XI VISTA ROYALE ASSOCIATION INSPECTION AND COPYING RECORDS

B. RECORDS DEFINED

The official records available for inspection and copying are those designated by the Florida Condominium Act, as amended from time to time.

C. PERSONS ENTITLED TO INSPECT OR COPY

Every unit owner or the authorized representative of a unit owner, as designated in writing (hereinafter collectively referred to as 'unit owner') shall have the right to inspect or copy the official records pursuant to the following rules and Section 718.111(12), Florida Statutes as the same may be amended from time to time.

D. INSPECTION AND COPYING

- a. A unit owner desiring to inspect the Association's official records shall submit a written request to the Association c/o Board of Directors, 400 Woodland Drive, Vero Beach, Florida 32962*

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- b. *The request must state with particularity the official records requested, including pertinent dates or time periods. The request must be sufficiently detailed as to allow the Association to retrieve any records requested. The Association may offer the unit owner the option of making the records available electronically, with records printed upon request to the extent permitted by law.*
- c. *Inspection or copying of records shall be limited to those records specifically requested in advance, in writing.*
- d. *No unit owner may submit more than four (4) requests for records and/or copy per month.*
- e. *Each inspection may last up to two (2) hours per day to a maximum of eight (8) hours per month, in order to allow the Association's staff to discharge other duties. However, a large records inspection may be scheduled over multiple days, as necessary.*
- f. *No unit owner may request the inspection of more than five hundred (500) records in any request, nor may a unit owner request require the Association to produce more than one thousand (1000) pages of records at one time. If the unit owner's request exceeds either of these limitations, the Association may provide records for inspection in the order of requested by the unit owner up to the limiting factor and notify the unit owner that the other records will be made available for inspection at another inspection session upon receipt of another written request of the unit owner*
- g. *All inspections of records shall be conducted at the Association's Office, or such other location designated by the Association to the extent permitted by the Florida Condominium Act, as amended from time to time. No unit owner may remove original records from the location of the inspection. No alteration of the original records shall be allowed.*
- h. *Records shall be made available for inspection by the Association within ten (10) working days of the actual receipt by the Association of the written request for inspection. This time frame may be extended by written request of the unit owner. The Association shall notify the unit owner in writing (which may include email), that the records are available and shall attempt to make the records available at a mutually convenient time and date. The Association shall not be obligated to make records available less than ten (10) working days after receipt of the unit owner's written request.*
- i. *Inspections shall be conducted between the hours of 9:00 am and 2:00 pm Monday, Wednesday, or Friday, so that the Association staff has adequate time within their work hours to discharge their other duties to the Association.*
- j. *If a unit owner desires to obtain a copy of any record, the unit owner shall identify the record desired during the inspection. The Association shall copy entire documents and not be obligated to copy portions of records. The requested copies will be made available within a reasonable time.*
- k. *A unit owner shall pay a fee per page for letter or legal sized copies, payable in cash or check at the time the copies are requested. The Association shall not be obligated to undertake the photocopying of any records until payment is received by the Association. The Association reserves the right not to accept personal checks from any owner who had submitted a check to the Association for any charge which has been returned due to insufficient funds. The Association may charge other fees as permitted by the Florida Condominium Act and the Florida Administrative Code as required for the production of the records and/or copies of documents. Such fees may be listed on a separate fee schedule which may be amended by the Board of Directors from time to time.*

E. RECORDINGS OF MEETINGS

- a. *The recordings and Zoom presentations taken or recorded by the Association are not preserved by the Association after the minutes have been approved.*
- b. *Owners may record any meeting if the recording process does not disturb others and as outlined in the Florida Condominium Act and the Florida Administrative Code.*
- c. *After the Board has approved the minutes of each meeting, a copy is available in a binder along with prior Board minutes for review in the Reading Room of the Library in Pine Arbor Clubhouse. DO NOT REMOVE BINDER FROM THE ROOM.*

F. MANNER OF INSPECTION

- a. *All persons inspecting or requesting copies of records shall conduct themselves in a businesslike manner and shall not interfere with the operation of the Association office or the office where the records are otherwise inspected or copied. The Association office may assign one staff person to assist in or supervise the inspection.*
- b. *Detailed Logs*
 - 1. *The date of receipt of the written request for inspection.*
 - 2. *The name of the requesting party.*
 - 3. *The requested copies.*
 - 4. *The date the owner was notified of the availability of the records.*
 - 5. *A log of records made available for inspection and copying in response to the request, the date the records were made available for inspection or copying.*
 - 6. *The date of the actual inspection and/or copying*
 - 7. *Responses to requests for Records are typically e-mailed to owners and the e-mail becomes the official receipt. When records are given in person the owner will sign a receipt acknowledging the receipt.*
 - 8. *Every person inspecting or receiving copies of records shall sign said log or a comparable receipt prior to the inspection or receipt of copies.*