



Laird Bayou Property Owners Association, Inc. General Policies

Revised 3-22-25

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Laird Bayou General Policy # 1 Subject: *Reimbursements*

While certain time and money costs are generally accepted as part of offering service to the community, the Board feels that certain costs incurred should be reimbursed. The following has been accepted as appropriate for reimbursement without prior Board approval for Board members and committee chairpersons.

1. Mileage (travel) reimbursement to attend Board meetings, or to conduct other necessary Board business: $-\$0.30$ per mile for those single round trips necessitating travel of more than 100 miles. -Maximum reimbursement for any single round trip is \$150.00.
2. Overnight accommodations reimbursement to attend Board meetings, or to conduct other necessary Board business:
 - One (1) night of paid accommodations in a commercial facility (hotel, motel, etc.), per each round trip may be reimbursed.
 - Maximum accommodations reimbursement for each round trip will be \$75. -A paid receipt is required for accommodations reimbursement.
 - The POA will reimbursement the amount actually reflected on the receipt, or \$75, whichever is lower.
3. Out of pocket expenses, for other than travel or accommodations, to attend Board meetings, or to conduct other necessary Board business:
 - Reimbursement of out-of-pocket expenses will be considered for amounts totaling (multiple receipts) more than \$25.00. -Receipts are required for all reimbursements.
4. Food or restaurant costs associated with attending Board meetings, or conducting other necessary Board business will not be reimbursed.
5. Any single trip or out of pocket expense claim totaling, or expected to total, more than \$300 must have prior approval of both the POA president and the Treasurer. If one of these individuals is to be the receiver of such reimbursement, the other officer plus one other Board member must give approval.

Claims for expense reimbursement must be submitted and processed through the POA Treasurer for payment. The POA Treasurer will review all requests for reimbursement and direct our supporting management company to send payment directly to the claimant.

This policy is subject to revision by this Board or any future board, and to suspension by joint decision of the POA President and Treasurer should finances dictate.

Approved by the BOD on: July 10, 2008

Revised and approved by the BOD on: June 22, 2017

Laird Bayou General Policy # 2 Subject: *Gifts and Favors*

The policy of the Laird Bayou Board of Directors is that it is inappropriate for any Board member or committee chairperson to accept any favors or gifts, regardless of value, from any persons or entities doing business with, or bidding to do business with, the Laird Bayou POA.

Approved by the BOD on: July 3, 2008

Revised and approved by the BOD on: June 22, 2017

Laird Bayou General Policy # 3 Subject: *BOD Enforcements of Covenants*

This policy is to provide Board guidelines in the enforcement of paragraph 10.5 of the Laird Bayou Declarations of Covenants, Conditions, and Restrictions (pages 39-40).

A resident of Laird Bayou may keep a boat, recreational vehicle, and other such road licensed recreational vehicles in the resident's driveway for up to 7 days, for purposes of washing, waxing, charging batteries, and similar routine maintenance or if frequent use is contemplated. A variance may be requested, in writing, from the BOD. Such variance should state the length of time needed and the reason for the request.

Non-road licensed vehicles, such as dirt bikes and ATV'S may be kept in driveways for 24 hours for purposes of cleaning.

The BOD does not consider this policy to alter paragraph 10.5, but is intended to make the use and servicing of said vehicles more convenient for residents and to provide direction to the board for consistent application of the restrictions.

This BOD, or any future board may alter or rescind this policy at any time, and shall review it periodically as the community becomes more congested.

Approved by the BOD on: July 07, 2008

Revised and approved by the BOD on: June 22, 2017

Laird Bayou General Policy # 4 Subject: *Past Due Assessments*

Laird Bayou Property Owners Association, Inc., is a non-profit Florida corporation that owns and maintains all common Community Property. This includes the property entrance and gate system, mailbox kiosk, swimming pool complex, boat ramp, RV/boat storage yard, surrounding undeveloped protected wetlands, and the road network with streetlights and stormwater system. This property requires routine maintenance and periodic repairs. Additionally, the Corporation (Association) must expend funds to conduct normal business operations such as property management, accounting, tax filing, legal services, etc.. *(Please note that the Board of Directors and all Committee members are un-paid, volunteer positions.)* As Members of the Association, every property owner is an equal owner of this Corporation, with an equal vote, and equal responsibly for funding support of on-going Association operations.

Annual General Assessments are used to fund routine budgeted operations. Special Assessments may be required to fund non-budgeted community requirements (such as post-Hurricane Michael conditions), and Specific Assessments may be levied on an individual Member, to address non-compliant conditions of a single Member's property.

Members who do not pay assessments when due, - are in legal violation of their Membership status and, unfairly burden all other Members.

General Assessments (Annual Lot Dues)

The General Assessment is due and payable on January 1st of each year, and deemed past due as of February 1st.

On February 1st, a late fee of \$25 will be added to past-due accounts and the account will begin to accrue interest at a rate of 18% APR.

If not paid by March 1st, delinquent accounts will be put out for collection with a commercial collection agency. Agency fees will be debited to the delinquent account and accrue interest.

If not paid by April 1st, liens will be filled against the property. Legal fees for placing and removing liens (when paid in full) will be debited to the delinquent account and accrue interest.

Delinquent accounts will be considered paid in full only when all assessments, late fees, collection and lien processing costs, and accrued interest have been paid.

Special Assessments or Specific Assessments: This policy will also apply to future Special or Specific Assessments, if assessed. The late fee and interest accrual will begin if the account is 30 days past due. The account will be sent to collections after 60 days, and a lien placed on the property after 90 days of delinquency.

This policy complies with Florida law, and will be revised as changes in the law may dictate.

Approved by the BOD on: August 19, 2008

Reviewed and approved by the BOD: June 22, 2017

Revised and approved by the BOD: September 13, 2022

Signature on file

Glenn Cox

President

Laird Bayou Property Owners Association, Inc.

Laird Bayou General Policy # 5 Subject: *BOD Meeting Reimbursement*

A host/hostess of a BOD meeting held in their home will be reimbursed for the cost of hosting the meeting at the following rate.

- A. Board meeting, \$25.00
- B. Board meeting with committee chairpersons required to give reports, \$35.00

Approved by the BOD on: November 14, 2008

Revised and approved by the BOD on: June 22, 2017

Laird Bayou General Policy # 6 Subject: *Critical Information Flow*

The Laird Bayou POA BOD will make every effort to advise the general membership of significant conditions, incidents and events that affect our community. BOD communications may be by newsletter, president's letter, email or information placed on the community website. This significant activity will include, but is not limited to, major maintenance problems, legal actions, change of management company, or changes to POA controlling documents. Included would be any matter that would potentially require a future large annual dues increase, special assessment, or a major depletion of contingency funds or reserves. Member's comments, concerns and opinions will always be taken into consideration by the BOD and the BOD will endeavor to act in the best interest of the entire membership.

After decisions have been made, and action initiated, the BOD will make every reasonable effort to keep the membership advised of the status of ongoing significant activities.

This policy in no way mitigates the legal requirement of the BOD to act on a timely basis to protect and maintain the community and its property. It is also understood that there may be conditions that must be acted upon in a timelier basis than would be possible by following the above process. In those cases, the membership will be notified as soon as possible that action has been taken to address a time sensitive situation.

Approved by the BOD on: 21 February, 2009

Revised and approved by the BOD on: June 22, 2017

Laird Bayou General Policy # 7 Subject: *Conflict of Interest*

The DOB continues in its efforts to avoid any conflict of interest, or an appearance of a possible conflict of interest within the POA governing body.

Any member of the Board of Directors, or the Design Review Board, or any Committee, or any Board-sanctioned working group, will abstain from voting on any requests for approval or exception to existing policy/guidelines when that request relates specifically and exclusively to a lot in Laird Bayou owned by that member. This includes, but is not limited to, subjects or issues relating to and governed by Covenants, By-laws, DRB Guidance and Laird Bayou POA published policy. Ownership of a lot includes any vested interest in a lot whether ownership is direct, indirect, or beneficial.

Revised and approved by the BOD on: June 22, 2017

Laird Bayou General Policy # 8 Subject: *Funding of the Dedicated Road Reserve*

The Board of Directors (BOD) recognize that repair of the roads in Laird Bayou is the greatest potential cost exposure to the POA in coming years. This exposure could come from storm damage, acts of nature or just from age and use. The Dedicated Road Reserve was established to offset that exposure. Funding for the Road Reserve is derived from new construction deposits, current budget allocations, and residual funds from previous years. As a minimum, the following funding actions will take place:

Any part of the new construction deposit that is not returned to the lot owner or spent to support the evaluation of the submitted plan, will be transferred to the Road Reserve.

The budget developed each year will include a minimum of \$10,000 in the Road Reserve budget line for funds to be added to the Road Reserve from dues collected for the year.

At the end of each fiscal year, 50% of any residual or unused funds will be transferred to the Road Reserve with the balance transferred to the General Reserve. When the General Reserve reaches a balance of \$70,000, 80% of residual or unused funds will be transferred to the Road Reserve with the remaining 20% going into the General Reserve.

When the Dedicated Road Reserve reaches a balance of \$325,000, the then current road conditions will be reviewed, and the effect of inflation on the cost of material and labor will be considered. With that information, the policy for further funding will be revised as needed.

Approved by the BOD on: April 1, 2010

Revised and approved by the BOD on: June 22, 2017

Revised and approved by the BOD on: March 22, 2025

Signature on file

Glenn Cox

President

Laird Bayou Property Owners Association, Inc.

Laird Bayou General Policy # 9 Subject: *Rules for holding an open house in Laird Bayou*

The Board of Directors recognizes the need to hold open houses in Laird Bayou for the purposes of selling a lot or home. The open house could be held by a homeowner, a lot owner, a real estate agent or broker, or a personal representative. Any entity or person desiring to hold an open house must notify the BOD in writing or by email, 7 days prior, as to the location of the property, and the date and times of the open house. Further, the entity must agree to the following conditions:

1. A representative must be at the site during the hours of the open house.
2. Each visitor must be provided with directions to the site by way of a map or directional signs from the front gate to the site.
3. Create and maintain a name and address list of all visitors to the site.
4. Instruct visitors to not park on the roadside grass or neighboring properties.
5. At the end of each open house period (day), clean up any trash or litter left by visitors to the open house site. Also remove any directional signs placed in the community.
6. While visitors to an open house may inspect the amenities of L. B., they are not allowed to use the amenities of the community.

"For Sale" signs are prohibited. Any other signing request, other than directional signs, must be submitted to the BOD for approval as to size and wording. Any signing approved by the BOD can only be used during the hours of the open house.

Laird Bayou is a residential community and the BOD retains the right to deny any request for an open house, if in their sole judgment the frequency of the requested open houses is deemed to infringe upon the quiet enjoyment of the community. An alternate date may be suggested by the BOD.

The Laird Bayou "Declaration of Covenants, Conditions, and Restrictions" restricts the operation of a business in Laird Bayou (section 10.4, (a) and (b)). Therefore, on-site auctions of homes or lots in the community are not allowed without BOD approval of a request for an exception to our governing documents.

Approved by the BOD on: September 10, 2010.

Revised and approved by the BOD on: June 22, 2017

Laird Bayou General Policy # 10 Subject: *Lot Sign Policy*

There are restrictions in the LB Covenants that prohibit most signage. The BOD has arranged to standardize lot number signs. "LOT #xxx" is allowed on these signs. The owner also has the option to add his personal phone number to the bottom of the sign. The signs are 10" x 12", white composite background with blue lettering. These signs require a 36" stake to mount, preferably metal or PVC for durability. Lot owners or their real estate agents may purchase a sign at the following company:

Artgraphics Signs
1349 Harrison Ave.
Panama City, Fl. 32401
850-769-5399

Approved by the BOD on: April 16, 2011.

Revised and approved by the BOD on: June 22, 2017

Laird Bayou General Policy # 11 Subject: *Use of Laird Bayou Amenities by Guests*

The Board of Directors recognizes the right of all lot owners to have guests, and that lot owners and their guests may use the Laird Bayou amenities. However, there have been cases where absentee lot owners have sent neighbors and friends to use the amenities without the lot owner being present. This creates an undue burden of policing and also exposes the POA to financial risks in the case of an injury. It is the opinion of the BOD, supported by professional advice, that it was never the intent of the Covenants and Restrictions of Laird Bayou to offer use of the amenities to anyone that may have a gate code. That document also gives the BOD the right and obligation of establishing reasonable rules and regulations for the use of the amenities. Therefore, in a continuing effort to control the use of the property of Laird Bayou and to protect the POA, the BOD has adopted the following policy. POLICY

Any L.B. lot owner in good standing may use the amenities of Laird Bayou and entertain guests at said amenities, including but not limited to the community pool and bath house, the dock, and the boat ramp. Lot owners are responsible for the actions and activities of their guests and have the responsibility to supervise the use of the facilities by their guests, see to their safety, and assure that their guests abide by all rules of usage established by Laird Bayou. Therefore it is necessary for the lot owner to be present on the property (in the community) when their guests are using the amenities. If for some reason that is not possible, then an exemption should be requested from the BOD. Said request should be made in writing and explain who the guests are, when they will be at Laird Bayou, and why the lot owner will not be present.

Approved by the BOD on May 2, 2011

Revised and approved by the BOD on: June 22, 2017

Laird Bayou General Policy # 12 Subject: Temporary Supplier/Vendor Gate Codes During Construction

The POA has established a policy concerning temporary supplier/vendor gate codes issued to support construction. These codes are assigned to owners as a temporary courtesy for owners to use with their contractor, suppliers and vendors rather than share their personal, permanent code. Any supplier/vendor under contract for repeated service during the construction process may be given these codes by the owner or his contractor. These temporary codes may be issued following Design Review Board approval of the construction plans. Codes will be issued to the lot owner by the Gatekeeper/Gate Security Manager. A listing of the suppliers/vendors that are given a temporary code should be kept by the owner or his contractor to monitor use and limit liability. Temporary gate codes will expire 90 days after the Certificate Of Occupancy is issued.

Revised and approved by the BOD on: June 22, 2017

Laird Bayou General Policy # 13 Subject: *Security Gate Codes*

Background:

Laird Bayou is a privately owned, gated community. The entry gate is designed to allow unrestricted vehicular access by owners, while limiting unauthorized access to enhance the privacy, seclusion, and security of the residents.

Owners are responsible for the security of their gate code and the use of that code.

Policy:

General

Each property owner is assigned a four-digit vehicle gate code, unique to their property. This code can be entered on the entrance keypad to open the gate. Additionally, you may program your vehicle's garage door opener to open if your car is so equipped, and, you may purchase a separate remote opener if desired (see below).

Personal Gate Code

Owners must treat their Personal Gate Code as private and confidential. Owners are not to share their personal code with any non-household member or non-resident. One permissible exception is for a remote family member or trusted friend you may determine has a legitimate need for periodic access to your property when you are away.

It is strictly prohibited for owners to share their Personal Gate Code with periodic delivery or service providers such as shipping companies, restaurants, Door Dash, Grub-Hub, taxis, Uber, or Lyft etc..

If it is determined a Personal Gate Code has been compromised or is being abused, it may be canceled by the Gate Manager, requiring replacement with a new code.

Call Box Directory

Any deliveries or guests needing entry to access to your property can call you from the Entrance Keypad Directory, listed by name. It can be set up to call you on your mobile device and/or a landline phone.

The initial set up of the new system is programmed for mobile phone access.

Mobile App

The entry gate directory uses a system named CellGate. For complete operability you should download and install an app to your smartphone. The app is called ***CellGate Mobile Connect***. It's available for Apple and Android phones.

1. Download ***CellGate Mobile Connect*** to your phone from the Apple or Google Store.
2. Install the app and launch.
3. Your login name will be your email on file with the Association.
4. Your first-time opening the phone app, **do not "register new account"**. You already have an account (based on your email), but you'll need to set a password.
5. Enter your email as the login ID.
6. Instead of entering a password - **select "forgot password"**. You'll be emailed a password reset link to get you set up.
7. Set up a password From Your CellGate Phone App (*It won't work from a computer*).

APP Setup Tips: When you first set up the App from your phone:

- permit the app to access "Notifications", "Microphone", and "Camera".
- Agree to their Privacy Policy, and
- select "Remember Me".

After this, in your phone's main "Notifications" settings, ensure *CellGate App* notifications are allowed. If you have the option, make notifications "Persistent".

If you have any trouble, call CellGate customer support at (972) 231-1999.

The app works really well. Once you've installed and logged in, anyone at the gate can select your name from the directory and you will receive a call on your mobile phone.

If using a smart phone, you will see a one-way video feed of the caller at the gate. (They can't see you.) You can speak with them, and then open the gate from your phone if desired. (Or just hang up to deny entry.)

Once the *CellGate Mobile Connect* is installed and you have successfully logged in, the app does Not have to be open to receive a call. You won't have to re-open the app every time you restart your phone. The app will seamlessly auto-launch if it's turned off when you receive a call.

With the phone app, you can also open the gate directly from your phone without a call from the gate keypad directory. If you have friends coming over or an expected delivery, they can simply call you from their own cell phone upon arrival. You can then open the gate from the CellGate app (You will obviously need the app open for this use).

Landline Use

If you prefer to use your landline instead of (or in addition to) the mobile app, contact the Gate Manager and request your home phone number be added to the database as an additional number.

When someone at the gate uses the directory to call you, you'll receive a call to your land line (if you don't answer on your cell phone).

Answer your home phone. It will say "someone's calling from the gate" (or similar):

- Key the number "1" to accept the call and speak with them.
- If you then wish to open the gate, key in either "*" or "9" from your house phone and the gate will open.

Vendor Gate Code(s)

If you have routine professional service providers such as lawn care, pest control etc., that require routine access to your property, a Vendor Gate Code can be assigned for you by the Gate Manager. Contact the Gate Manager to see if the company already has a code for that vendor, or if a new code is needed. Vendors with multiple community customers should only be given one code. ***Do not give vendors your Personal Gate Code.***

Note, every active code costs the Association a monthly fee. If the Association receives too many requests for unique Vendor Codes, the Association *may* request the Member to pay the Association's cost for additional codes. This expense is currently \$12 per year per code.

Construction Code

If you are building a new home or using a contractor for construction, repairs, or renovations, contact the Gate Manager to obtain a temporary Construction Code in accordance with Laird Bayou General Policy # 12, *Temporary Supplier/Vendor Gate Codes During Construction*. ***Do not give them your Personal Gate Code.***

Realtor Code

If your home or lot is for sale, contact the Gate Manager to obtain a temporary Realtor Code to share with your realty company. ***Do not give them your Personal Gate Code.***

Changing and Cancelling Gate Codes

Owners should request to change their Personal Gate Code if they have previously given them to anyone not permitted by this policy, or they believe their Personal Code has been compromised for any reason.

Owners must notify the Gate Manager when any Vendor Code or temporary Construction or Realtor code is no longer needed. (If a Vendor Code is no longer needed by you, it will be canceled if no other residents are using that vendor.)

The POA, at its sole discretion, may change any Personal Gate Code after giving the owner prior notification of their new code number. It may also cancel or change any Vendor, Construction, or Realtor gate codes as needed.

Contacting the Gate Operations Manager

Gate code assignment may be requested by emailing Ashely Davis at davisad0806@gmail.com.

Please allow 48 to 72 hours for a response.

Alternate contacts include lairdbayou@gmail.com or any BOD member.

Remote Gate Controllers

Remote gate controllers are available for purchase. Also, we can assist you in programming your vehicle's built in gate remote control feature.

Email: davisad0806@gmail.com or lairdbayou@gmail.com for more information.

Signature on file

Glenn Cox
President
Laird Bayou Property Owners Association, Inc.

Adopted: November 08, 2014

Revised and Approved: June 22, 2017

Revised and Approved: June 15, 2023

Revised and Approved: March 12, 2024

Laird Bayou General Policy # 14 Subject: *Use of the Boat/RV Storage Yard*

Background:

The original Laird Bayou land developer set aside a small space on community property to store boats, trailers, and recreational vehicles (RVs). This space was never large enough to guarantee available storage for all the eventual 132 property owners. As the community has grown, more residents have been utilizing the area, which is now nearly full. This policy aims to control this limited space's use fairly and equitably.

The following rules govern the use of this space. These rules may be further modified as the community grows and demand increases for the limited available space. The Board of directors is also exploring possibilities for expansion of the yard as demand increases.

General:

Using the Boat/RV Storage Area requires Laid Bayou Property Owner's Association (POA) permission. The POA has designated a Storage Yard Manager to facilitate the implementation of this Policy. Contact Info for the current Yard Manager is as follows below:

Primary:	Will Davis:	davismw06@gmail.com	(405) 837-0360
Alternates:	Glenn Cox:	glenncox@mac.com	(505) 412-2953
	Doug Jones:	skylineski@yahoo.com	(253) 576-0628

Use of the yard is reserved for Laird Bayou property owners.

Permission to use the yard will be granted on a first come-first serve basis.

Once the storage area is full, users will be limited to one parking spot per owner, and new requests may be denied based on availability.

Use of the yard is limited to storing boats/jet-skis/trailers and recreational vehicles (RVs). Automobiles, commercial vehicles, storage containers, and construction materials are prohibited. Storage of portable containers of flammable liquids, gases, or corrosives is not permitted.

Items stored in the yard must be registered with the Yard Manager and identified as required herein. Unidentified items will be considered abandoned and may be removed.

The Yard Manager must be provided current contact information for users of the yard. If available, this should include as a minimum, phone, text, email, and alternate contacts.

If trailers need to be relocated, a reasonable attempt will be made to contact owners to request such a move; however, the POA reserves the right to relocate trailers within the storage area. Trailers shall not be locked. If locked, locks may be cut and removed by the POA if necessary to move a trailer.

The yard is to remain locked at all times other than during placement and removal of vehicles.

The POA will periodically change the lock codes. Text/email will notify registered yard users of lock code changes.

Items stored in the yard must be functional, in good repair, and road worthy. Leakage of fluids from any stored vehicle, such as motor oil, is prohibited.

Vehicles typically requiring State registration and licensing shall maintain current registration and license tag.

Nothing is to be hung from the facility fences.

Camping, overnight stays, and extensive vehicle maintenance in the yard are prohibited. Dumping of waste is not permitted.

If the yard is not complete, guests of property owners may be granted permission for temporary use if given in writing by the Storage Yard Manager.

Storage of items in the Storage Yard is done at the property owner's risk. The Laird Bayou POA assumes no responsibility for loss or damage to items in the Storage Yard.

Items must be stored by the Parking Plan and Item Identification Requirements provided herein.

Parking Plan and Item Identification Requirements:

1. Register with the Storage Yard Manager and provide the following information BEFORE placing an item in the Storage Area:
 - A. Name
 - B. Lot Number
 - C. Reliable Contact Information (described above)
 - D. Make
 - E. Model
 - F. Color
 - G. State Registration and Tag Number
 - H. Approximate width and length

The Storage Yard Manager will provide you with the gate code and specific parking location instructions.

2. Ensure your property is marked with your last name and community lot number. Use 1 (one) inch lettering on the trailer tongue, front bumper, or a paper readily visible through the windshield. Unidentified items will be considered **abandoned** and may be **removed at the owner's expense**.
3. Each designated parking stall is identified by red and white reflective markers located on the fence. Park your item only in a designated space between the reflective markers.
4. All items shall be backed into a designated parking stall.
5. Park your item straight and perpendicularly to the fence.
6. Trailers shall not be locked.
7. See the area map. Areas in BLUE indicate parking areas. Areas in RED are NO PARKING areas, needed to allow maneuverability for parking.



Enforcement:

Owners must cooperate and park responsibly to maximize the utilization of the limited yard space. Parking should never block or inconvenience other property owners.

If problems are identified, reasonable efforts will be made to attempt to notify the individual owner to allow them to correct the problem promptly. However, if this cannot be accomplished promptly, the POA reserves the right to relocate trailers within the storage area.

Repeated violations of this Policy may result in fines or expulsion from using the yard.

Owners must register their vehicles with the Yard Manager and mark them with owner identification. Unidentified items will be considered abandoned and may be towed and impounded. The POA will make reasonable efforts to identify the owner, but the vehicle may be towed if this fails.

The owner of any vehicle or item removed from the storage area by the POA after being found in violation of this Policy will be responsible for all towing fees, storage fees, and reclaim/recovery fees.

This policy supersedes and retires two previous RV-Boat Storage Policies dated February 20, 2010 and October 6, 2016.

Approved by the BOD on November 10, 2006

Revised and approved by the BOD on June 22, 2017

Revised and approved by the BOD on May 2, 2022

Revised and approved by the BOD on October 1, 2022

signature on file

Glenn Cox

President

Laird Bayou Property Owners Association, Inc.

Laird Bayou General Policy # 15 Subject: *Extended Opening of the Front Gate*

There are occasionally activities in the community that justify locking the front gate in the open position. These activities include, but are not limited to, heavy construction traffic, individual owner events and community wide events. Specific considerations and procedures have been adopted to manage this function.

Primary considerations when a request is made are: Providing a service to an association member, the volume of traffic expected for the event, maintaining a reasonable level of privacy for the community, and the wear and tear placed on an aging gate system.

Requests to have the front gate locked open will be made to the Gate/Entry Code Manager who will determine if locking the gates open is appropriate. Requests can be made by phone, email or text. The request will include:

- Requester's name and lot number.
- Date and To-From time.
- Type of event.
- Location of event.
- Expected volume of traffic.

Extended openings during hours of darkness will be considered by exception. That exception will not extend more than 2 hours after sunset. If the Gate Manager feels that such extended opening after sunset is appropriate, the request will be passed to either the BOD President, BOD Secretary or the DRB Chairman (in that order) for final approval.

If a request for extended opening is denied, the property owner may ask for a standard 4-digit code that will be valid only during the event being supported.

Requesters are reminded that they are responsible for the actions of their guests.

The gate manager will notify the community residents when the gate is programed to remain open.

Approved by the BOD on: 01/22/2018

Laird Bayou General Policy # 16 Subject: *LB BOD Committee Guidance*

This policy is to provide LB BOD guidelines in the designation and empowerment of LB BOD approved committees. Annually the LB BOD approves committee(s) to serve in their designated function i.e., landscape, architectural review board, maintenance, etc. The BOD designates an approved allowance of funds that the committee is granted and authorized to serve the purpose of the committee's function. The committee(s) approved budget allowance is listed in the annually approved LB budget.

During the budget year, a committee may determine that it will exceed its approved budget. Prior to committing to an action or purchase that will exceed the established budget, the committee must submit a request to the LB POA Treasurer for additional funding and the reason for the request. The treasurer will evaluate the ability of available financial resources to support the request. The treasurer will send the request and a recommendation to the LB BOD for approval.

Approved by the LB BOD on: 12/24/2021

Laird Bayou General Policy # 17 Subject: *Stormwater Management System*

Background:

Laird Bayou is a planned community, developed under a comprehensive master plan approved by the Florida Department of Environmental Protection. This plan was approved by the state following extensive ecological studies including topography, geology, physiology, vegetation, and wildlife. The approved plans included an *Environmental Protection Agency Stormwater Pollution Prevention Plan*. The “Stormwater Plan” required detailed elevation studies and slope grading of the proposed road network, along with an approved Stormwater Management System (the System) comprised of swales and drains adjacent to all roads. Combined, the road network and swales were constructed to mitigate stormwater runoff and pollution in the manner permitted and approved by the State. The paved road network and swale areas, consist of an 18-foot area on either side of the roads, designated as Association property, and thus fall under the Associations’ responsibility to maintain in good repair. The Association provides for the mowing and trimming of these areas. Lot owners (Association Members) who build driveways across this 18-foot swale area are granted an implied easement for their use.

Swales are not simply drainage ditches. They are an engineered landscape feature, designed as a long, gently sloping, landscaped depression, that collects, conveys, and cleans stormwater runoff. They promote the conveyance of stormwater at a slower, controlled rate, while also acting as a filter medium. They retain some of the pollutants washed off from the road surface by means of infiltration into the surrounding naturally permeable soil.

In general, the Laird Bayou stormwater swales were designed and constructed to be a grassy area, 18 feet wide, with their centerlines being 9 feet from the outside edge of the road ribbon, and 12 inches lower than the curb ribbon.

The developers commissioned *Buchanan & Harper, Inc.* to design and construct the network of roads and associated Stormwater Management System. They were constructed according to engineering documents approved by the State. One such document is the *Site Development Technical Specifications* engineering document that includes an *Erosion Control and Environmental Protection* section. In Section 5, the document states:

“5.1 General: Owner's and operators of stormwater management systems are required by conditions of the operation permit to maintain the system to function as intended and permitted.” The following procedures are recommended to keep your system functioning as an effective water pollution control device.”

(The Laird Bayou Property Owners Association, LLC is now the Owner/operator.)

Below is a high-level summary of the recommendations from the *Site Development Technical Specifications* Section 5:

- Inspections of the stormwater system on a monthly basis and after extreme rainfall events.
- Removal of obstructions, debris, and sediments.
- Correction of deficiencies

In the years since the community was build, some areas of the System have been degraded in by erosion and/or sediment buildup. Many of these conditions will require some degree of restoration based on their severity.

Policy Statement:

This policy provides guidance for the maintenance and repair of the Stormwater Management System in Laird Bayou. (The System)

The Laird Bayou Property Owners Association (POA) is responsible for the maintenance and repair of the roads and Stormwater Management System.

Members are responsible for the maintenance and repair of their driveways, which cross the community Stormwater Management System, including the drainage culvert built into their driveway. Members shall keep culverts free of debris and obstructions, including excessive silt or dirt buildup. If a Member needs assistance lifting a driveway grate, they may contact the Board of Directors (BOD), and assistance will be arranged. Members constructing new homes are also responsible for installing proper driveways and maintaining and repairing any swale disturbance during construction (as further detailed below).

The POA Treasurer will establish and maintain a budgetary reserve fund for Stormwater Management System maintenance, and periodically report funding status to the BOD as is now done for the Roads and Swimming Pool Facility Reserve Funds.

A perpetual Stormwater Management System Committee (the Committee) will be established by the BOD. The BOD may suspend or disband the Committee at its discretion.

The Committee will assist the BOD in the implementation of this policy, and specifically be tasked with monitoring the System and providing recommendations to the BOD regarding routine maintenance schedules and priorities for restoring identified deficiencies in the System.

The Committee will:

- develop criteria for inspections,
- ensure the System is inspected on a periodic basis and following significant high rainfall events, and
- provide a written status report of the System to the BOD on a frequency adequate to keep the BOD informed of the System's condition.

The Committee is not empowered to take any affirmative action or to bind the BOD or the POA without the written consent of the BOD.

The Committee will make recommendations to the BOD based on the following considerations:

- **Severity of Issue:**
Is the issue impacting a road, an existing home, multiple homes, or a lot or lots where the Design Review Board Committee (DRB) has been informed of the intent to build?
Is the issue impacting the ability/complexity/expense of the landscaping contractor's ability to maintain the swale's grassy area without excessive costs?

Does the issue pose an eye-sore and reduce the beauty of community?

- **Cost:**

As stewards of the POA Members' finances, cost/benefit analysis must always be considered.

Is a recommended solution within the current allocated funds for the year or should it be considered for a subsequent year's budget?

- **Complexity and Benefit:**

How complex is the recommended solution? Is the solution obvious, or are there multiple possible solutions of varying complexity and effectiveness? Do various possible solutions solve an issue on one lot or multiple lots?

- **Other:**

Are there unique circumstances involved?

- **Priority and Scheduling:**

It is recognized that all swales cannot be restored to an as-built configuration either quickly or without excess expense, thus priorities must be assigned and reasonable schedules estimated.

Based on a combination of considerations above, what priority should be given to multiple individual issues?

Notwithstanding the considerations described above, in general, recommendations should strongly consider the following:

- Swale maintenance and repair should be scheduled and prioritized to address standing water issues for the roads, and for existing homes first, based on severity, and on a case-by-case basis as determined by the BOD.
- If a new home is constructed with properly engineered swales, and the swale cannot function correctly due to improper swales of adjacent lots, the swale variance of the adjacent lot(s) should be prioritized for recommended repair.

New Home Construction:

During new home construction, the Member is responsible for maintaining and repairing any swale disturbance, (including on adjacent lots) caused by their construction activities, and for ensuring the final condition of their property's swale, and their driveway, complies with requirements of the site build plan documents approved by the DRB.

- At the request of the Member, or at the discretion of the Committee or the DRB, the Committee or DRB will place survey markers on the lot to indicate the location and depth of

the required swale centerline. Note that the 12-inch depth of the centerline is a finished depth, including sod.

- Prior to pouring concrete to construct a driveway drain culvert, the Member will obtain written approval of the Committee or the DRB. Approval will be granted following an inspection of the concrete forms by any two members of the Committee and/or the DRB. Upon approval, the Committee and/or DRB will place marker stakes, indicating the required finished depth of the concrete drain, so excessive thickness of the driveway drain bottom does not raise the drain's working level above the specified level.

Policy approved by the Board of Directors, 8-18-22.

Signature on file

Glenn Cox

President

Laird Bayou Property Owners Association, Inc.

Laird Bayou General Policy # 18 Subject: *Pet Policy*

Background:

Laird Bayou is a pet-friendly community. Pet ownership can bring tremendous joy and comfort to their owners, but comes with important responsibilities. Everyone loves their own pets, and many people love all animals, but it must be recognized that some people may be truly afraid of some animals, and all property owners are entitled to peace and tranquility in the community. This policy is implemented to allow property owners to enjoy their pets, while ensuring pets do not impose a nuisance or endangerment to the community. Responsible pet ownership and the ownership of Service Animals is welcome within the community.

Rules:

1. Farm animals, livestock, poultry, exotic animals, and venomous snakes are prohibited.
2. Animals may not be kept, maintained, or bred for commercial purposes.
3. Pet owners are legally and financially responsible for any property damage or physical harm caused by their pet.
4. Pets must be kept leashed and under the full control of their owner when they are on community property. This is not only a safety issue, but also a matter of common courtesy. Leashes must be of a design and strength to ensure control of the animal. Owners of large or powerful dogs must possess the physical size and strength to ensure control of the leashed dog(s).
5. The walking of pets on community property must be limited to the roads and swale areas only. Pets may not enter another owner's yard without permission of the other owner. Pets are not permitted at the swimming pool, nor the boat dock unless being put on or taken off a boat.
6. Pet owners walking dogs on community property must remove and properly dispose of all pet droppings. Pet waste must not be disposed of on community property.
7. Please don't assume others welcome the approach of your pet. Keep your pets at least 10 (ten) feet away from other residents, and of other leashed pets, unless you have the permission or encouragement of the other resident or pet owner.
8. Dogs may be off leash in an unfenced yard so long as they are continuously supervised and can be reliably prevented from running towards cars, people, or other leashed pets.
9. Uncontrollable or aggressive dogs outside a fenced yard must be leashed at all times.

Uncontrollable is defined as not responding to voice commands by the owner to stay near to, or return to the owner. They must not be permitted to run towards cars, people, or other leashed pets.

Aggressive is defined as snarling, growling, snapping, biting, barking, or lunging that poses a real or perceived threat of harm to any person or other pet.

10. Pets are not permitted to become a noise nuisance. Outside dogs that bark, whine, or howl excessively or for extended periods are considered a noise nuisance.
11. Pets kept within a fenced yard must not present a nuisance to adjacent property owners from noise or the odor of undisposed animal waste.
12. Cats are not permitted to roam freely in the community.

Enforcement:

A \$50.00 (fifty dollar) fine may be levied for any single violation of any of the rules of this Policy.

Fines will only be considered as a last resort, following verbal and/or written notice to the pet owner, making the owner aware of the rule being violated, and allowing the owner to correct the problem.

If a violation continues, or is repeated, additional actions including additional fines or legal actions may be implemented as authorized by the *Declaration of Covenants, Conditions, and Restrictions for Laird Bayou*. Fines shall constitute a lien upon the Lot of the violator.

The permission to house pets within the community, or bring pets onto community property, is subject to termination by the Board of Directors if a pet becomes a continuing hazard, a recurring nuisance, or if the pet owner repeatedly disregards the rules of this Policy. Such determination shall be at the sole discretion of the Board.

Approved by the Board of Directors, 11-13-2022

signature on file

Glenn Cox

President

Laird Bayou Property Owners Association, Inc.