



Rules and Regulations of MetroWest Master Association Inc.

PREAMBLE


Pursuant to ¶ 3.6 of the Master Declaration of Protective Covenants and Restrictions for MetroWest (the "Declaration"), the METROWEST MASTER ASSOCIATION INC. (the "MWMA") has determined that it is in the best interest of the Owners to promulgate and enforce Rules and Regulations consistent with the Declaration as it may deem to be in the best interest of the OWNERS. Periodically, these Rules and Regulations may be revised, amended and supplemented as necessary in order to further implement and carry out the intent of the Declaration and related Governing Documents.

A copy of all Rules and Regulations established hereunder and any amendments thereto shall be made available to all OWNERS and Residents by the MWMA by posting on the MWMA website at metrowestmaster.com. Failure of an OWNER or Resident to review the Rules and Regulations on the MWMA website or to otherwise obtain a copy of the Rules and Regulations shall not excuse such OWNER or Resident from the requirement to abide by the Rules and Regulations. Such Rules and Regulations may be enforced by legal or equitable action of the MASTER ASSOCIATION. Sanctions for violations of Rules and Regulations may include reasonable monetary fines and suspension of the right to vote and the right to use of the Common Area. Prior to any decision to suspend voting rights or the right to use of the Common Area, or to impose a monetary penalty, the BOARD of MWMA shall grant notice and hearing pursuant to the Bylaws.

RULES AND REGULATIONS

1. MEMBER COMMUNITY ASSOCIATIONS TO PROVIDE NOTICE OF MEETINGS.

- 1.1 All Member Community Associations as defined in the Declaration shall provide electronic notification to MWMA via its management email address of all meetings of its property/unit owners, board members and committees, including the date, time, location and agenda for such meeting.

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State of FLORIDA, County of ORANGE
I hereby certify that this is a true copy of
the document as reflected in the Official Records.
MARTHA O. HAYNIE, COUNTY COMPTROLLER
By: 
Deputy Comptroller
Dated: 09-23-14



- 1.2 The electronic notification shall occur immediately upon the setting of such meeting, in order to allow the MWMA adequate time to appoint a representative to attend the meeting, at the MWMA's sole discretion.
 - 1.3 As set forth in the Declaration, the MWMA shall have the absolute power to veto any action taken or contemplated to be taken, and have the absolute power to require specific action to be taken, by any Community Association.
2. MEMBER COMMUNITY ASSOCIATIONS TO PROVIDE BUDGET ANNUALLY AND OFFICIAL RECORDS UPON REQUEST.
- 2.1 All Member Community Associations as defined in the Declaration shall provide to the MWMA electronic copies of their budget on an annual basis beginning January 1, 2015, and by January 1 of each year thereafter.
 - 2.2 All Member Community Associations as defined by the Declaration shall immediately produce for inspection by the MWMA upon request a copy of any Official Records maintained by that Community Association pursuant to Fla. Stat. §§ 718-720 (2013).
3. LEASING CRITERIA.
- 3.1 The implementation of minimum leasing criteria within MWMA is necessary in order to define the character of the community by lowering crime, assuring the safety of residents, preserving property values and generally maintaining the intended quality, character and image of the community.
 - 3.2 Therefore, all Homeowners Associations, Condominium Associations and Rental Apartments within MWMA shall provide within 30 days of the posting of this Rule, any and all policies or other requirements for leasing units, including but not limited to any applicant/tenant approval criteria, form applications, criminal and/or credit check requirements and procedures for identifying residents/occupants, including identification of vehicles owned or driven by residents/occupants.
 - 3.3 Any Homeowners Association, Condominium Association or Rental Apartment which does not promptly provide their existing leasing policies described above, or who does not have such policies in effect to the satisfaction of the MWMA, will be required to adopt minimum leasing criteria to be approved by MWMA, including but not limited to reasonable minimum limits on length of lease, requirements for criminal and financial background checks for potential leasing residents/tenants, and requirements that the Homeowners Association, Condominium Association or Rental Apartment obtain and retain on file at their office copies of all driver's license or state issued ID of all dwelling residents/occupants and license plate numbers for all vehicles used by such residents/occupants.

- 3.4 Beginning on January 1, 2015, all Homeowners Associations, Condominium Associations and Rental Apartments must provide a copy of their leasing criteria described above to the MWMA on an annual basis.
 - 3.5 If a Condominium Association or Rental Apartment fails to implement and/or enforce their leasing criteria, the MWMA has the power to require such action take place and will seek all necessary steps to ensure compliance. The MWMA may assess that Member for the cost of such enforcement as well as impose monetary fines and suspend voting rights as described above and in the Declaration.
4. RIGHT OF ACCESS TO BE GRANTED FOR PUBLIC SAFETY INITIATIVE.
- 4.1 The MWMA seeks to promote the security of the Owners and Residents of Property Units within MetroWest, as a safe and thriving community is a paramount goal. The MWMA has the power to provide for or contract for private security, fire safety or other outside services, as its Board deems necessary or appropriate.
 - 4.2 As such, the MWMA has an easement for access to enter upon property to provide for the service of security, including rights of ingress, egress and access for persons and equipment as necessary for such purposes.
 - 4.3 As part of promoting the safety and security of the Owners and Residents of Property Units within MetroWest, the Board is implementing a Public Safety Initiative.
 - 4.4 This Public Safety Initiative may require the entry upon private property. Therefore, the MWMA reaffirms its right to enter such property, and requires the cooperation of the Owner/Resident of the property.
 - 4.5 All Community Associations within MetroWest that restrict access to the public by gate or guard must immediately provide gate code or other information necessary for MWMA or its agents to have immediate access to enter the community.
5. REQUEST PROCESS FOR INSPECTION AND COPYING OF MWMA'S RECORDS.
- 5.1 All record requests must specifically identify the Official Records (as defined by Fla. Stat. § 720.303(4)) which are to be inspected and/or copied.
 - 5.2 MWMA will use its best efforts to meet all reasonable requests for access to the Official Records within 10 business days of any written request submitted to the MWMA Board or other designee.
 - 5.3 Compliance with a record request may occur simply by having certain records available on MWMA's website via the internet at metrowestmaster.com.
 - 5.4 Other records not available on MWMA's website shall be inspected and/or copied only during regular office hours, and no more frequently than one 8-hour business day per month per parcel owner.

- 5.5 Such inspections will occur only at the MWMA's Management office location.
- 5.6 If a photocopy machine is available at the Management office, MWMA will provide copies on request during the inspection if the entire request is limited to no more than 25 pages at 25 cents per page. If a photocopy machine is not available or the records requested to be copied exceed 25 pages in length, the MWMA may have copies made by an outside duplicating service and may charge the actual cost of copying.
- 5.7 Additionally, MWMA may impose fees of \$20 per hour to cover the costs of providing copies of the Official Records, including the costs of copying and the costs required for personnel to retrieve and copy the records, if the time spent retrieving and copying the records exceeds one-half hour and if the request is more than 25 pages.
- 5.8 MWMA will allow a member, or his or her authorized representative, to use a portable device, including a smartphone, tablet, portable scanner, or any other technology capable of scanning or taking photographs, to make an electronic copy of Official Records in lieu of providing a copy of such records.
- 5.9 Pursuant to Fla. Stat. §720.303(5)(c)(1)-(7) certain records are not accessible to members or parcel owners and will not be produced for inspection or copying. These records include, but are not limited to, any records protected by the lawyer-client privilege and the work-product privilege; personnel records; medical records; social security numbers and certain other personal identifying information.

6. FINES AND SUSPENSIONS

- 6.1 The MWMA may levy fines, and impose suspension of membership rights (if applicable to a Member), against any person, parcel owner, Community Association or Member who violates any provision of the Governing Documents of the MWMA. Fines or suspension may be levied or imposed through the issuance of a Notice of Violation to the violating party, and in such event the violation party shall be entitled to a single hearing in front of the Fining Committee, which shall be held no earlier than 14 days following the issuance of the Notice of Violation.
- 6.2 The MWMA may, in its sole discretion and without duty to do so, provide courtesy notices for certain violations in advance of the issuance of a Notice of Violation. The providing of such a courtesy notice shall not amount, at that time, or in the future, to any waiver or limitation of the right of the MWMA to impose fines or suspend membership privileges for any violation.
- 6.3 The issuance and providing of a Notice of Violation and the waiting period of 14 days prior to a hearing on the violation shall not act or be construed as a cure period, and the MWMA may proceed with the levying of a fine, or imposition of

suspension against the violating party, in its sole discretion, regardless of whether the violation is cured or abated during said 14 day period.

- 6.4 The MWMA shall have the right to levy the maximum fine, both daily and in total, as provided under Chapter 720, Florida Statutes, as amended from time to time.

7. ELECTION PROCEDURES FOR BOARD MEMBERS.

- 7.1 There shall be a minimum of Five (5) Board Members of the MWMA for so long as the Developer appoints a majority of the Board. During that time, the Board shall conduct an election, no less than once every 24 months, to elect members to fill any non-appointed seats. Elections shall be conducted between December 1 and December 15 during each election year.
- 7.2 All elections shall be conducted by the Board and by the management of the Association. At least 90 days prior to the election, the Board shall solicit nominations for any open Board positions. From the nominations, the Board shall select no less than two (2) nor more than five (5) nominees for each open Board seat. Thereafter, the Board shall conduct a general election for any open Board seats following balloting and proxy protocols set forth in the Governing Documents, or established from time to time by the Board.
- 7.3 In the event that a Quorum (as defined in the Governing Documents) is not established, the Board of Directors shall conduct a Special Election within 60 days of the original election date, and at such Special Election the Quorum requirement shall be reduced to 10%. If, during such Special Election, a 10% Quorum is not established, the Board of Directors may, in its discretion, waive the Quorum requirement for that election, or conduct a second Special Election, without a minimum Quorum requirement, and vacant seats shall be filled through the counting of ballots and proxies at either the first or second Special Election.
- 7.4 Community Associations shall have the absolute obligation to conduct an election for their Board members no less than annually on the dates provided in their respective Governing Documents. If any Community Association fails to duly conduct an election, or fails to elect a new Board each year for lack of nominees, lack of quorum or other reason, the Master Association shall have the right, but not the obligation, to conduct a Special Election on behalf of such Community Association. In such event, the Master Association shall appoint an interim board for such Association until such time as a Special Election can be held, and the Master Association shall follow its own procedures and rules with regard to the conducting of such Special Elections.

IN WITNESS WHEREOF, this instrument has been executed as of the date and year first above written.

Witnesses:

Angela P. Berkey
Printed Name: Angela P. Berkey

Yvica Sebronicki
Printed Name: Yvica Sebronicki

METROWEST MASTER
ASSOCIATION, INC.
a Florida not-for-profit
corporation

By: [Signature]
Printed Name: Carl J. Shakarian
Title: Master Developer

State of Florida
County of Orange

The foregoing instrument was acknowledged before me this 17th day of September, 2014 by Carl J. Shakarian, Master Developer of Metrowest Master Association, Inc., who is personally known to me.

Angela P. Berkey
Notary Public

