

APPENDIX 5

GENERAL RULES FOR ALL AVILA CONTRACTORS & SERVICE PERSONNEL

The following rules apply to all contractors and service providers and their employees and agents while on the premises of Avila. Violations of any rule(s) may result in penalties, including fines and suspension of access to Avila, thereby making it no longer possible to work in the subdivision.

1. Work on a site that would be considered to be disturbing to neighboring residents or the community in general, such as land clearing, the use of rivet guns, power saws, lawn mowers, etc. should be scheduled to take place during reasonable daytime hours, Monday through Friday, so as not to infringe on the rights of residents to enjoy peaceful evenings, early mornings, and weekends. Such work should not be scheduled for a Saturday or Sunday.
2. Avila Security shall have the unrestricted right to determine if construction activity is creating an unreasonable disturbance and if so, order the activity to cease immediately. If the contractor disagrees with the decision of Security, an appeal may be made to the Executive Director of the Avila Property Owners' Association. The Executive Director will make every reasonable attempt to resolve the issue in a timely fashion, however in the interim, the decision of Security remains in effect.
3. The Construction Gate will be open from 7:30 a.m. until 5:30 p.m., Monday through Friday. Work cannot begin until 8:00 a.m. All workers, equipment, and delivery vehicles must enter and leave during these hours.
 - a. The Service gate is not staffed on Saturday, Sunday, and certain holidays. It may be opened, if needed, by calling 813-961-3483 in advance.
 - b. Service vehicles may enter through the other gates on Saturday only.
 - c. No tractor trailers are allowed to enter the Lake Magdalene gate due to tight turning areas.
 - d. Saturday work is limited to quiet activity only. No outdoor noise or other disruption will be allowed.
 - e. No work is permitted on Sundays, except emergency repairs.
 - f. With advance notice, the Association may make reasonable exceptions for inside work under special circumstances.
 - g. Exceptions may be made on a case-by-case basis by contacting the APOA at 813-949-9768, or a Security Supervisor at 813-961-3483.
4. If any contractor, without an approved exemption, is still on Avila property and working after the end of the designated work hours, Avila Security shall take the below listed steps. A reasonable time shall be allowed for each step to be completed and followed through.

- a. Inform the vendor of the HOA rules outlined herein and ask them to leave the property.
 - b. Contact the homeowner, or general contractor if designated, and inform them that the workers have stayed past 5:30 p.m. Ask them to direct the workers to immediately leave the property.
 - c. If the workers refuse to leave after being directed to by the homeowner, or general contractor responsible for the property, the Sheriff's Office non-emergency line may be contacted, preferably by the homeowner or general contractor, to have the workers trespassed from the property.
 - d. Avila Security will document the violation in an incident report. Repeated violations may result in fines for the contractor and/or homeowner.
5. No radios, tape players, speakers, or other audio devices are permitted on work sites.
6. Prime contractors and owners/supervisors will be held responsible for the conduct/actions of their employees in Avila. They are responsible to see that all discharged employees leave the Avila property immediately.
7. All contractor personnel are required to enter through the designated Construction Gate located at 16602 Seeley Road.
 - a. No motorcycles/motor bikes, etc. are allowed in Avila.
 - b. Only bona fide workers are allowed in the subdivision. Anyone driving an employee to a site must not remain on property unless they are actual employees or subcontractors.
 - c. Contractor personnel are not permitted to bring pets on property.
 - d. Workers must travel to and from the work site by the most direct route. They shall not digress throughout the community for sight-seeing or any other purpose. Solicitation within the community is not allowed.
 - e. Contractors shall not use residents' driveways for the purpose of turning their vehicles around.
8. Fishing in the lakes of Avila by any contractor personnel is strictly prohibited at all times.
9. No signs or advertisements are allowed on any site. The only exceptions are:
 - a. The owner and/or builder's name and site address may be displayed on the approved permit box in order to facilitate deliveries and accommodate workers attempting to locate the site.
 - b. During the period of active construction, no more than two signs announcing "No Trespassing on a construction site" may be posted consistent with Florida Statute. Such signs shall be professionally printed, shall not exceed 14" x 22" in dimension and shall be placed no closer to the street than 20 feet.

- c. No telephone numbers, realtor's name, or other advertisement will be allowed.
10. The possession, use, or consumption of alcoholic beverages or illegal drugs on Avila property is strictly prohibited. Any individual appearing to be impaired may be required to leave the property immediately.
11. Vehicles (trucks, vans, cars, etc.) may not be left in the subdivision overnight. Construction equipment may be left on the site while needed, but must not be on the streets. If noted, the homeowner or general contractor will be notified that this is a violation and cannot be parked on the street overnight. Repeat violations are subject to fines. Vehicles left on the streets that pose a safety hazard will be towed away at the owners' expense.
12. The speed limit in Avila is 25 miles per hour, and in some areas, less. All traffic safety rules and posted speed limits must be obeyed.
- a. Traffic safety violations may result in penalties ranging from \$25 to \$100 per incident for each infraction and up to suspension of driving privileges in the community.
13. Trailers cannot be detached from the vehicle and left in the street at any time. Detached trailers must be left on the homeowner's property.
14. All contractor vehicles must be parked on the property on which the house is being constructed or serviced. Vehicles may not be parked on the street.
- a. If parking on the lot will be physically impossible, the contractor will be responsible for traffic control and must have flagmen at the property to direct traffic if the Association deems necessary.
15. Contractors and residents are responsible for following appropriate procedures to avoid damaging property. Any damage to streets and curbs, drainage inlets, streetlights, street markers, mailboxes, walls, irrigation systems, etc. shall be reported to security immediately. The damage will be repaired by Avila and any cost will be billed to the responsible contractor.
16. Contractors are required to keep their job sites in a neat and clean condition at all times.
- a. Sand, mud, concrete, nails and any other debris from the construction site shall be removed from the street DAILY.
 - b. Trash and discarded materials must be removed or placed in approved dumpsters or other approved containers daily.
 - c. Stockpiling of building material on adjacent lots or on streets is not allowed.
 - d. Trash not removed or contained as required will cause the job to be shut down until the job site is brought up to standards.

- e. Full dumpsters must be emptied in a timely manner.
17. Contractors will use only the utilities provided on the immediate site on which they are working.
 18. Portable sanitation devices must be green or tan in color and the location thereof must be approved by the Architectural Review Committee. Appropriate screening will be required. Contractors and workers should use approved restroom facilities provided at the job site. Association facilities are for resident & resident's guests only.
 19. All personnel working in Avila are to ensure that they keep all areas in which they work, or travel through, free of discarded materials, such as lunch bags and odd materials. Objects should not be thrown out of cars and trucks.
 20. The washing of vehicles at construction sites is prohibited. Concrete delivery trucks may be washed out, but only on the construction site, not on the street or neighboring property. The contractor will be responsible for the removal of concrete residue resulting from the wash.
 21. Operators of delivery vehicles will be responsible for any spills within Avila, and if spillage of a load occurs, operators are responsible for cleanup. Cleanups performed by Avila personnel will be billed to the responsible party. All spills should be reported to security immediately.
 22. If any telephone, cable, electrical, water, etc. lines are cut, it is your responsibility to report and repair such an accident to the security personnel within 30 minutes.
 23. No short cuts across the golf course are allowed. Any contractor working on or adjacent to the course must have a full-time golf employee show them paths of access and egress.
 24. Contractors should take reasonable precautions to protect streets, curbs, and drainage structures from damage caused by construction activities, dumpsters, heavy equipment, or material deliveries.
 25. Contractors should take precautions to prevent any construction debris, paint, chemicals, fuels, or other pollutants from entering storm drains, lakes, wetlands, or other water bodies.
 26. Contractors should take reasonable measures to minimize dust, dirt, and airborne debris from leaving the construction site and impacting neighboring properties.