Berkshire Lakes Master Association, Inc.

495 Belville Boulevard

Naples, FL 34104

Tel: (239) 353-7633

https://www.berkshirelakes.org

berkshirelakesmaster@gmail.com

RULES AND REGULATIONS

Approved by the BLMA Board of Directors on February, 2026

The Berkshire Lakes Master Association (sometimes referred to herein as "BLMA" or the "Association") Board of Directors strives to maintain the pristine nature of our community and to ensure compliance with the BLMA Articles, Declaration of Covenants, and Bylaws (the "BLMA Governing Documents") which all members agreed to comply with when they purchased their property in Berkshire Lakes.

This document contains a selection of the Rules and Regulations which are contained within the Governing Documents of the Berkshire Lakes Master Association and is not intended to be an entire listing of all the pertinent matters set forth in the Governing Documents. They are items selected from the documents which most frequently invoke unwitting violations. They are provided in this advisory form to assist and alert you to avoid a violation. Also provided in this document are rules approved by the Board of Directors, designed to support and maintain the desired ambiance and value of our individual and Association's properties. The titles, captions, and table of contents in this document are for reference purposes only, and shall not in any way define, limit, extend or describe the scope of this document or otherwise affect the meaning or interpretation of the provisions of this document.

All BLMA members (also referred to herein as "property owners" or "owners") should acquaint themselves with the Association's Governing Documents, and specifically Article 8 in the Berkshire Lakes Declaration of Covenants which spells out the Restrictions. The Berkshire Lakes Master Association strictly enforces the provisions of the Governing Documents and these Rules and Regulations.

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1. Membership

When you buy a home within Berkshire Lakes you become a member of the Association and contractually agree to abide by the rules.

2. Architectural Review Board (ARB)

Please refer to the separately published guidelines

- When you want to make any exterior changes to your landscape, house paint color, install a new roof, windows, or other to your property you need to get permission from the ARB. Alteration request forms are available at the Master Association office or can be downloaded from the Berkshire Lakes Website: https://www.berkshirelakes.org.
- The ARB meets twice monthly, on the 2nd and 4th Wednesdays
- The alteration request form specifies the required additional documentation required for submission. • Alteration request forms must be received at the BLMA office Monday Morning prior to the 2nd and 4th Wednesday
- Failure to obtain ARB written prior approval can result in having the alteration removed and a fine.

3. Quiet Enjoyment

Collier County Noise Ordinance Article IV specifies the permissible levels of noise during particular hours of the day. BLMA has adopted the applicable levels set forth in the Ordinance. Any noise level violations, or other activity on the part of BLMA property owners, their guests, or renters which may unreasonably interfere with the quiet use and enjoyment of neighboring properties is prohibited. Violators can be fined $100 per occurrence by BLMA, and also may be fined by the County for violation of County Ordinances.

4. Parking

• All vehicles must have a current and valid registration. Unregistered vehicles must be kept in a garage. • All Property Owner's vehicles or renter's vehicles must be registered with the HOA. • No vehicle of any type, including boats, campers, and trailers, can be parked on a non-solid surface, i.e., grass or sand lot.

• No motor homes, campers, boats or trailers shall be parked on a residential driveway overnight.

5. Trash

- Trash containers, recycling bins, lawn trimmings and trash stored for pick-up shall comply with the applicable Collier County Ordinance(s), as may be amended. Containers must be set out no earlier than 24 hours before the day of pick-up, and no later than 24 hours after pick-up.
- Trash containers, recycling bins and yard waste containers when not placed for collection shall be screened from the view from the road.

6. Pets

Cats, dogs, and other common household pets may be kept as companion animals.

- No breeding or raising animals for commercial use is allowed.
- Pets must be leashed when outside the owner's property.
- Pets must be under the owner's control at all times and not become a nuisance.
- Owners are responsible for the removal of pet waste from public or private property.

7. Driveways

Driveways and off-street parking must be paved with concrete or decorative pavers, and must be kept in good condition, free from mold, stains, dirt, and debris. No macadam or stone is allowed.

8. Garage Doors

Operable garage doors must be provided for all garages and equipped with operable remote control electric openers. Garage doors shall be kept closed at all times, except when vehicles are entering or exiting the garage or when outdoor activities necessitate convenient garage access. Garage doors may be left open if equipped with electronically/manually operated overhead garage door screens designed to increase air circulation while shielding the garage interior from public view. The installation of such screens requires prior approval from the Architectural Review Board.

9. Water Property Rights

• No docks, bulkheads, moorings, pilings, or boat shelters of any kind shall be erected on or over any lakes. • No boats shall be used upon any portion of the property that is designed for water retention. • As our lakes are essentially retention ponds, swimming is prohibited. All fishing shall be "catch and release" only.

• Owners of detached residential units located on a lake lot, and their guests, current renters, and guests of their current renters, can fish from such lake lot. Owners of detached residential units not located on a lake lot, and owners of all other types of residential units, and their guests, current renters, and guests of their current renters, can fish only from the BLMA fishing pier and/or selected common properties. All BLMA members can fish from the Master Association's fishing pier, and/or selected common properties. Guests wishing to fish must be accompanied by a BLMA member or the BLMA member's current renter.

10. Restrictions on Use of Residential Units

- To be used exclusively as a residential unit.
- The number of occupants shall not exceed the maximum number allowed by the applicable Collier County Ordinance(s), as may be amended.

11. Maintenance of Property

• All areas within a residential unit or multi-family property, not covered by structures, walkways or paved parking facilities shall be maintained as lawn or a landscaped area to the abutting street or lake. • Lawns shall be irrigated with an underground irrigation system, cut to a height of six inches, and replaced as necessary.

• Where properties are found not to be maintained in good condition, the owner shall receive written notice of violation requesting correction within a specified period of time. Failure to correct the violation after the notification can result in a fine.

• Not in good condition includes, but is not limited to, roofs dirty or needing replacement, dirty driveways, poor or no landscape maintenance, house needs cleaning or painting, debris in the yard and dirty sidewalks. • House paint should be kept clean and painted every 5-10 years.

• Hedges should be trimmed to the heights set forth in the ARB Standards.

• The removal of trees (except for dead trees), major changes to landscape, structural modifications to the residence and the painting of residence must have the approval of the ARB.

12. Antennas and Satellite Dishes

The installation of Antennas, Satellite Dishes, and other such devices requires prior approval by the Architectural Review Board.

13. Signage

No sign of any type shall be allowed on any part of any residential unit, except as follows:

- One (1) "FOR SALE" sign on a residential unit. The sign may state "For Sale By Owner" and set forth the contact information, or it may contain a realtor's name, logo, and contact information.
- One (1) sign on a residential unit which identifies the name of the company providing security monitoring for the unit.
- One (1) "Garage Sale" sign on a residential unit.
- Signs relating to construction activities are permitted on the residential unit and must be removed on or before the seventh (7th) day following the completion of the construction or final. inspection by the Collier County Building Department, whichever is sooner.
- No sign shall exceed two (2) square feet in area. All signs shall be placed in the front yard of the

residential unit. No sign is allowed in connection with activity for which a permit must be obtained from the County unless the required permit has been issued.

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14. Use of Lake and Drainage Ditch Water

The use of water for any purpose from a lake or drainage ditch by owners, their guests, and renters, is prohibited.

15. Flags and Flagpoles

BLMA follows the provisions of Florida Statutes section 720.304, to which all HOAs are subject. Those regulations follow.

- Any homeowner can erect one flagpole with a maximum height of 20 feet.
- The flagpole cannot obstruct sightlines and cannot be erected within the easement.
- Can fly one US or Florida state flag, no larger than 4 X 6 feet.
- Can fly, equal in size or smaller, beneath the US or Florida state flag, one flag representing one of the US Military services or the POW flag.

16. Leasing of Single-Family Home

The Berkshire Lakes Master Association's authority for lease approval is listed in its governing documents, Covenants, Article XI, section 11. Prior approval must be obtained from the Association for all leases and lease renewals of single-family homes. For all other residential units in Berkshire Lakes, please consult the rules of the neighborhood association that govern leasing of those units.

- The lessee (also referred to in this document as a "tenant" or "renter") must be a natural person, not a trust, partnership, or any type of business entity.
- The lease period must be for a minimum of thirty (30) consecutive days, except for the month of February if the lease period is for the entire month, with no more than a total of three (3) such lease periods per calendar year, or one twelve (12) month lease period. The renewal of a lease must be done prior to the expiration of the current lease and is dependent on the tenant's observance and adherence to the BLMA Governing Documents. If approved, the lease application fee is waived for lease renewals. A lease renewal is considered to be a separate lease period.
- The property owner/ rental agent must submit the completed forms ("Notice of Rental Occupancy") to the BLMA office 20 days prior to commencement or renewal of the lease.
- There is a lease application fee and a background check fee per person. These fees are not refundable in the event the lease application or lease renewal is disapproved.
- Any unresolved infractions, unpaid fines, or assessments, or any one of the items listed in the BLMA

covenants Article XI section 11.1 constitutes adequate grounds for disapproval of the lease application.
- The property owner is responsible to pay all fees associated with the background check in addition to the rental application fee.
- The entire residential unit must be leased. Leasing of only a portion of a residential unit or of any appurtenances thereto, including but not limited to rights to use the common areas, garages, driveways, yards, and parking spaces, is prohibited.
- The annual assessment is to be paid by the property owner.
- Once the requested information has been provided, the Board of Directors has Ten (10) days in which to approve or disapprove the proposed lease. If the Board fails to approve or disapprove the proposed lease within the established period, it will be regarded as an approval and a letter of approval will be sent to the property owner.

17. PODS and Dumpsters

Residents moving often use PODS to ship furniture / personal belongings. The maximum time allowed for this activity is (7) seven days. Interior home modifications often require the removal and temporary storage of furniture. With limited garage space and the need, if applicable, to garage the owner's truck / vehicle, the POD is the immediate solution. For accumulation of debris from any repair activity or major landscape activity the use of the dumpster is appropriate. The dumpster and POD must be removed once debris accumulation is completed.

Conditions governing the use of a POD or Dumpster (hereafter called the "equipment")

- BLMA must first be advised in writing of the reason for the proposed use of a POD or dumpster, and the start and end dates of such use.
- If the need for the equipment is necessary past the stated end date the office must be notified. • The BLMA office will issue a Berkshire Lakes permit which needs to be attached to the equipment.

18. Master Association Clubhouse

The clubhouse is located at 495 Belville Boulevard. The use of the clubhouse may be restricted by the BLMA Board of Directors, as it deems appropriate.

- Houses the Master Association's office, which is open from 8:00 AM to 2:00 PM Monday through Friday. Telephone (239) 353-7633.
- Meeting place for the Master Association's monthly board meetings, the multi-family association's board meetings, and town hall meetings.
- Used daily by various clubs and organizations.
- All clubs must be registered with and approved by the Master Association Board.
- Contact the Master Association office for criteria and use policy details.
- Voting precinct (#431) for Berkshire Lakes' residents.
- Available to residents for private parties, contact the Master Association office for rental details, available facilities, and dates.
- Lending library facility for residents' use.

19. Master Association Swimming Pool and Tennis Courts:

The Berkshire Lakes Master Association clubhouse facilities include a swimming pool and tennis courts. The use of the clubhouse, swimming pool and tennis courts may be restricted by the BLMA Board of Directors, as it deems appropriate. Use of these facilities is restricted to members, and their guests and renters who are registered at the Master Association office. Under no circumstances may a BLMA member provide access or allow the use of these facilities by someone who is not a BLMA member, except for the member's current guest(s), or current renter(s) of the members' residential unit. All guests must be accompanied by a member or the member's current renter. Children under the age of 16 must be accompanied by an adult. Owners are responsible to provide their respective renters with the key for pool and tennis court access. All rules must be strictly observed.

The use of the pool is also subject to the following:

- Pool access requires a fob which is available from the Master Association's office, for a non-refundable $20 deposit.
- BLMA reserves the right to request identification of pool users at any time.
- There is no Lifeguard assigned to the pool; individuals using the pool do so at their own risk.
- Pool hours are 8:00 AM to dusk as per Collier County ordinance.
- Infants and toddlers who are not potty-trained must wear clean swim diapers.

- No smoking, diving, running or music playing (except when wearing ear pods) in pool area.

The use of the tennis/pickleball courts is also subject to the following:

- Court access requires a fob which is available from the Master Association's office, the fob cost is $20.00. • Tennis shoes must be worn while on the courts.
- Proper attire will be strictly enforced.
- Courts are not to be used for any purpose other than tennis or pickleball.
- No Pets, scooters, bicycles are permitted on the courts at any time.
- Everyone is to observe tennis etiquette. Profanity, loud noises, and any misconduct will not be tolerated. No one is to cross a court, distract, or interfere while play is in progress. Courts are available on a first come, first served basis. BLMA may block out times reserved for league or special play.
- BLMA reserves the right to request identification of court users at any time. If you need the code for the Pickleball Lock you need to go into the BLMA office with proof of residency. Court hours are 8:00 AM to dusk as per Collier County ordinance.

20. Work Hours for Maintenance and Repairs

Monday through **Saturday** 7:00 a.m. to 7:00 p.m.

Sundays and on **Holidays** work may be performed if the work does not create noise for your neighbors, Except for emergency repairs to restore the functionality of utilities and mechanical systems, or for temporary repairs that may be required to mitigate safety issues and secure a residence from intrusion after damage to the residence. Repairs and maintenance by homeowners doing their own work on their own properties is permitted between the hours of 7:00 A.M. and 7:00 P.M. on Sundays and Holidays. However, such work should be limited in scope and duration so as not to unreasonably interfere with their neighbors' use and enjoyment of their properties.

21. Feeding Wildlife

The use of a single small bird feeder per residential unit is allowed, as long as it is properly managed so as not to draw other types of wildlife (such as rats, squirrels, feral cats, ducks, and other animals) to the bird feeder site. Such bird feeders must be placed in the back yard of the residential unit. No other type of wildlife feeding is allowed. All feeding of pets shall be done inside the residential unit; no food of any kind shall be left outside to feed pets, even if the area is fenced or screened-in.

22. Fines Committee: Levy of Fines for Violations

The Board of Directors may determine that a fine should be levied against Owners and Members for non-compliance with the provisions of the BLMA Governing Documents or these Rules and Regulations by the Owners, Members, their Guests or Tenants, or other persons within their control, which is then reported to the Fines Committee. The Fines Committee conducts an independent review of, and hearing process in connection with, each matter reported by the Board of Directors. Based upon their independent review and evaluation of each such matter after following the procedures required by Florida law and the Governing Documents, the Fines Committee can only approve the recommended amount of the fine, or determine that no fine shall be levied. Members of the Board of Directors and their family members are prohibited from serving on the Fines Committee. Current members of the Compliance Committee may serve on the Fines Committee, but shall not vote or participate in any matter before the Fines

Committee in which they were previously involved as a Compliance Committee member.