

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

Date of most recent changes: 08/09/22

COLOR CODES FOR POLICY BOOK:	
Blue	Denotes Board interpretation of By-laws
BLACK	Boldface – denotes header of a Section or Sub-section

FOR QUICK ACCESS: (BY SECTION)	
A0000	TRAVELER'S REST RESORT, INC – DEFINITION
B0000	SAFETY
C0000	GUIDELINES FOR TR
D0000	SITES
E0000	PETS AND PET AREAS
F0000	FACILITIES
G0000	ACTIVITIES
H0000	CHURCH ASSOCIATION OF TRAVELERS REST RESORT, INC.
I0000	PUBLICATIONS/WEBSITES/SOCIAL MEDIA
J0000	FIRE/RESCUE AND OTHER EMERGENCIES
K0000	GOLF
L0000	TRAC (DE-ACTIVATED 02/08)
N0000	BOARD OF DIRECTORS
O0000	TR ANNUAL MEETING PROCEDURE
P0000	OFFICE PROCEDURES AND PERSONNEL POLICY BOOK
Q0000	STORAGE
R0000	TRAVELERS REST RESORT, INC – STOCK TRANSFER PROCEDURES
W0000	DISPOSAL OF REFUSE

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

A0000	TRAVELERS REST RESORT, INC - DEFINITION
A0010	DEFINITIONS
A1000	DESCRIPTION
A1005	TR LOCATION
A1010	FIRST STREET RIGHT OF WAY
A1015	EXPANSION TR
AA2000	PROCEDURAL MIG OF SELECTED BYLAWS
AA2260	DIRECTORS MEETING PLACE (Section 7)
AA2330	TREASURER (Section 6)
AA2325	CORPORATE SECRETARY (Section 5)
AA2415	TRANSFER (Section 3)

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

B0000	SAFETY
B0005	SAFETY AND GRANDFATHERING
B0010	FIREPLACE
B0015	FIRES
B0020	FIREARMS DISCHARGE
C0000	GUIDELINES FOR TR
C0500	ARCHITECTURAL CONTROL
C0505	PERMANENT PHYSICAL CHANGES TO THE RESORT
C0600	POLICY GUIDELINES
C0605	POLICY AWARENESS
C1000	CONDUCT GUIDELINES
C1005	ALCOHOLIC BEVERAGES
C1010	ABUSE OF RESIDENTS OR EMPLOYEES
C1015	DISPLAY OF WEAPONS
C2000	GUIDELINES ON VEHICLES
C2015	GOLF CART OPERATION
C2020	SPEED LIMIT
C2025	VEHICLE OPERATION
C2030	VEHICLE MAINTENANCE, OIL CHANGE
C2035	WASHING VEHICLE
C3000	GUIDELINES – OTHER
C3005	CROSSING SITES
C3010	SKATES, SEGWAY'S & HOVERBOARDS
C3015	LIBRARY HOURS
C3020	LAUNDRY HOURS
C3025	MAINTENANCE EQUIPMENT
C3030	SIGNS WITHIN TRAVELERS REST
C3035	SOLICITATION, MERCHANDISE, AND SERVICE SALES
C3040	AIRCRAFT ULTRA-LIGHT

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

C3045	TRAVEL TOURS
C3050	FLAG DISPLAY
C3055	ANTENNA DISH
C3060	SHED DOUBLE DOOR
C3065	VISITORS CONDUCT
C3070	ATTIRE
C3075	SMOKING
C3080	POST BOX KEYS
C3085	MAIL FORWARDING
C3090	PROPANE SALES
C3095	YARD SALES
D0000	SITES
D1000	GENERAL GUIDELINES
D1005	KEYS - EMERGENCY USE
D2000	TR OCCUPANCY REQUIREMENTS
D2005	RESIDENCY
D2010	AGE OCCUPANCY
D2015	STOCK OWNERSHIP
D2020	LEASE AGREEMENTS
D2025	LEASE FEE PAYMENT
D2026	LEASE INCLUSIONS
D2027	LATE PAYMENTS
D2030	RV REQUIREMENT
D3000	OBTAINING A SITE
D3005	SITE OCCUPANCY
D3010	RENTAL OF RV
D3015	SITE DESCRIPTION (TR SITES = SUB-LEASE SITES)
D3020	SUBLEASING BY LESSEE
D3100	SITE ASSIGNMENT PROCEDURES
D3105	SITE ASSIGNMENTS
D3110	SITE EXCHANGE PRIORITY #1
D3115	SITE EXCHANGE IN RV SOUTH PRIORITY #2
D3120	SITE EXCHANGE WAITING LISTS RV SOUTH PRIORITY # 3
D3125	SITE EXCHANGE DOG
D3130	WAITING LIST ADDING NAMES
D3135	SITES CHOICE
D3200	CABANA
D3205	CABANA LEASE TRANSFER
D3210	CABANA SALE NOTICE
D3300	MOBILE HOME IN VILLAGE
D3305	MOBILE HOME OCCUPANCY
D3310	MOBILE HOME HISTORY
D3315	MOBILE HOME DEED RESTRICTIONS

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

D3320	MOBILE HOME DEED RESTRICTION ENFORCEMENT
D3350	PARK MODEL PROCEDURES
D3355	PARK MODEL SITE PERMIT PLANS
D3360	PARK MODEL APPROVAL
D3400	PARK MODEL (HUD)
D3405	DELETED 08-09-2022
D3410	DELETED 08-09-2022
D3500	PARK MODEL PROCEDURES (ANSI STANDARD)
D3505	PARK MODEL (ANSI) TRAILERS GENERAL REQUIREMENTS
D3510	PARK TRAILER (ANSI) SITE RESTRICTIONS
D3515	PARK MODEL (ANSI) TRAILERS SITE LIMITATIONS
D3520	PARK MODEL (ANSI) TRAILERS COSTS
D3525	PARK MODEL (ANSI) POLICY CONFLICTS AND OMISSIONS
D3600	PARK MODEL PROCEDURES (HUD STANDARD with UL certification)
D3605	PARK MODELS
D3610	PARK MODEL APPROVED MANUFACTURER
D3615	PARK MODEL APPROVED DEALER
D3620	PARK MODEL SITE PREPARATION
D3625	PARK MODEL SITE REQUIREMENTS
D3630	PARK MODEL (HUD) NONCONFORMING SITE REQUIREMENTS (10-23,10-27,14-17,14-19)
D3635	PARK MODEL SITE PERMIT PLANS
D3640	PARK MODEL LESSEE CONSTRUCTION RESPONSABILITY
D3645	PARK MODEL SCREEN OR RAISED ROOMS
D3650	PARK MODEL PLACEMENT TIME FRAME
D3655	PARK MODEL SITE FEES
D3660	PARK MODEL TAXES AND FEES
D3665	PARK MODEL POLICY CONFLICTS AND OMISSIONS
D3700	RV SOUTH AND CABANA AREAS
D3705	PARK MODEL OR MOBILE HOME ON LEASED SITE
D3710	REGISTRATION VEHICLE DISPLAY
D3720	CHANGING SIZE OF RV
D3725	RV POSITIONING ON SITE
D3730	SET BACK FROM ROAD
D3735	SITE AND RV OMISSION
D3800	GOLF VIEW
D3805	GOLF VIEW AREA RESTRICTION
D3810	GOLF VIEW RV TYPE
D3815	GOLF VIEW REQUIREMENT
D3820	GOLF VIEW FEE
D3825	GOLF VIEW SHED
D3830	GOLF VIEW GOLF CART

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

D3835	RALLY RATE
D3900	SUB-LEASING OF SITE BY LESSEE
D3905	SUB-LEASE OPTION
D3910	EXERCISING THE SUB-LEASE PRIVILEGE
D4000	SITE MAINTENANCE/HANDLING
D4005	SITE CHANGE
D4010	SITE CLEANLINESS AND APPEARANCE
D4012	PARK MODEL/ ANSI / RV: AGE AND CONDITION
D4015	SITE CLEANLINESS AND APPEARANCE MAINTENANCE
D4020	EXTERIOR UNIT COLORS
D4025	PLANTINGS
D5000	VEHICLES
D5100	RV SOUTH AND CABANA AREAS
D5105	VEHICLE QUANTITY ON LEASED SITE
D5200	PARKING
D5205	PARKING ON STREET
D5210	PARKING ON LEASED SITE
D6000	ATTACHMENTS/ADDITIONS
D6100	CABANAS
D6105	CABANA CONSTRUCTION AND OWNERSHIP
D6110	CABANA CONSTRUCTION AUTHORIZATION
D6115	CABANA CONSTRUCTION REQUIREMENTS
D6120	CABANA OWNERSHIP TRANSFER
D6125	CABANA SITE
D6130	CABANA SIZE
D6135	INTERIOR FINISHING OF CABANAS
D6140	CABANA PATIO ENCLOSURE
D6200	OTHER STRUCTURES
D6205	CARPORTS
D6210	PROPANE - FREE STANDING TANK
D6215	SHED LOCATION
D6215A	Point of Information
D6220	SHED MAINTENANCE
D6225	PREMIUM SITES
D6230	METAL HURRICANE AWNINGS
D6235	FIFTH WHEEL CURTAIN
D6240	SUNSCREENS
D6250	SUN PROTECTION TIRES
D6255	RV MODIFICATIONS/ADDITIONS
D6260	DRIVEWAYS/STRIPS

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

D6265	SKIRTING
D6270	STORAGE OF RV ON SITE
D6275	STORAGE OF VEHICLE ON SITE
D6280	DOUBLE ROOF ADDITIONS
D6285	FREE STANDING SCREEN/GLASS ENCLOSURE ROOMS
D7000	MISCELLANEOUS
D7005	VISITORS
D7010	SALE OF RVs
D7015	CHECKOUT
D7020	CHECK OUT - LEAVING LOOSE ITEMS
D7025	SUN SHIELD
D7030	PROPERTY LEFT ON SITE
D7035	FENCES
E0000	PETS AND PET AREAS
E1000	PHYSICAL REQUIREMENTS
E1005	PET DEFINITION
E1010	PET HEALTH
E1015	PET (DOG) OWNER RESPONSIBILITY
E1020	DOG AGGRESSION
E1025	PET CONTAINMENT
E2000	PET GUIDELINES
E2005	PET SITE ASSIGNMENT
E2010	PET LIMITATION
E2015	PET WALKING
E2025	PET CLEANUP
E2030	PET EXERCISE FACILITY
F0000	FACILITIES
F0005	TR RECREATIONAL FACILITIES
F0010	TR RECREATIONAL FACILITY USE BY EMPLOYEES
F0015	POST OFFICE
F0020	WATER TREATMENT
F0025	WASTE TREATMENT PLANT
F0030	WASTE DISPOSAL
F0035	TV OTA (OVER-THE-AIR)
G0000	ACTIVITIES
G0001	ACTIVITIES VOLUNTEERS / CHAIRPERSON
G0002	RECONGITION PROGRAM
G0005	COORDINATOR OF ACTIVITIES
G0010	ACTIVITIES LIST

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

G0015	ACTIVITY FORMATION
G0020	ACTIVITIES FUND RAISING
G0025	ACTIVITIES FUNDS REPORTING
G0030	ACTIVITY FUNDS
G0035	ACTIVITIES' PROFITS
G0040	ACTIVITIES FUNDS RESTRICTION
G0045	PROGRAMS
H0000	CHURCH ASSOCIATION OF TR RESORT, INC.
H0005	CHURCH ORGANIZATION
H0010	CHURCH FACILITIES
H0020	MEMORIAL DONATIONS
I0000	PUBLICATIONS
I0005	PUBLICATIONS PERMISSION
I0010	NEWSPAPER
I0015	WEBSITES/SOCIAL MEDIA
J0000	FIRE/RESCUE AND OTHER EMERGENCIES
J1000	FIRE/RESCUE DEPARTMENT
J1005	FIRE/RESCUE DEPARTMENT ORGANIZATION
J1010	FIRE/RESCUE RESPONSIBILITIES
J1015	FIRE/RESCUE ALARM
J1020	FUND RAISING FIRE/RESCUE DEPARTMENT
J1025	FIRE OR MEDICAL EMERGENCY
J1030	FIRE/RESCUE TEAM
J1035	MINOR INJURIES OR MEDICAL PROBLEMS
J2000	DISASTER PREPAREDNESS
J2005	WARNING DISASTER SIREN
J2010	DISASTER
J2015	DISASTER COMMUNICATIONS
J3000	MAINTENANCE EMERGENCIES
J3005	MAINTENANCE EMERGENCY CALLS
L0000	TRAC (DE-ACTIVATED 02/08)
K0000	GOLF
K0005	GOLF COURSE RESPONSIBILITY

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

K0010	TRAVELERS REST GOLF ASSOCIATION
K0015	DELEGATIONS TO THE ASSOCIATION
K0020	REPORTING RELATIONSHIPS
N0000	BOARD OF DIRECTORS
N1000	MEETING CONTROLS
N1005	ROBERT'S RULES OF ORDER (TR By Laws Article 10)
N2000	BOARD OF DIRECTORS MEETINGS
N2005	BOARD POLICY MOTIONS
N2010	CONFLICT OF INTEREST
N2011	CONFIDENTIALITY AGREEMENT
N2015	BOARD RECORDING SECRETARY
N2020	BOARD MEETING ATTENDANCE
N2025	BOARD APPOINTMENTS
N2030	VOTING OF PROXIES
N2035	POLICY MANUAL
N2040	ANNUAL MEETING DATES
N2045	BOARD LIAISON APPOINTMENTS
N2050	BOARD COMMITTEES
N2055	COMPLIANCE COMMITTEE
N2060	PROCEDURES FOR ENFORCEMENT OF RULES AND REGULATIONS
N2065	NOMINATING COMMITTEE GUIDE
N2070	LIAISON GUIDELINES
O0000	TR ANNUAL MEETING PROCEDURE
O1000	INITIAL PREPARATIONS FOR ANNUAL MEETING
O1005	STOCKHOLDER MEETING DATE
O1010	STOCKHOLDER RESOLUTIONS SUBMISSION
O1015	STOCKHOLDER RESOLUTIONS BOARD OF DIRECTORS APPROVAL/DISAPPROVAL
O1020	STOCKHOLDER MEETING PREPARATION
O1025	STOCKHOLDER MEETING APPOINTMENT OF NOMINATING COMMITTEE
O1035	STOCKHOLDER MEETING NOTICE
O1040	STOCKHOLDER MEETING HEAD TELLER

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

O2000	STOCKHOLDER MEETING DUTIES		
O2005	STOCKHOLDER MEETING RESPONSIBILITY		
O2010	STOCKHOLDER MEETING PACKET CONTENT		
O2015	STOCKHOLDER MEETING PACKET PREPARATION		
O2020	STOCKHOLDER MEETING PACKET ASSEMBLY		
O3000	STOCKHOLDER MEETING – PRE-MEETING SETUP		
O3005	STOCKHOLDER MEETING PERSONNEL		
O3010	PERSONNEL		
O3015	HEAD COMPUTER OPERATOR		
O3020	COMPUTER OPERATORS		
O3025	STOCKHOLDER MEETING PREPARATION		
O3030	STOCKHOLDER MEETING MATERIALS		
O4000	MEETING DATE SELECTION		
O4005	MEETING DATE IS SET BY TR BYLAW AND IS LISTED AS POLICY #A2105. MAILING DATE SET BY STATE LAW # 607.0705 AND BYLAW #A2120. RECORD DATE SET BY STATE LAW #607.0707		
O4010	Meeting date is set		
O5000	DETERMINE MAILING DEADLINE		
O6000	STOCKHOLDER MEETING - SETUP		
O6005	MEETING HALL		
O6010	REGISTRATION		
O6015	REGISTRATION TABLES		
O6020	REGISTRATION CLERK		
O6025	DOOR MONITORS		
O6030	ENTRANCE MONITOR		
O6035	RESTROOMS		
O6040	USHERS		
O6045	CLERKS		
O7000	STOCKHOLDER MEETING – PREPARATIONS PRIOR TO START-UP		
O7005	STOCKHOLDER NEW LIST		
O7010	SHARES NUMBER		
O7015	PROXY LIST		
O7020	PROXY CANCEL		
O7025	PROXY		
O7030	PROXY SUMMARY		
O7035	PROXY CANCEL CARD		
O7040	LOST ATTENDANCE FORM		

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

O8000	STOCKHOLDER MEETING
O8010	QUORUM
O8015	PROXY REVOKE
O8020	FLOOR BALLOT
O8025	BALLOT ISSUED
O8030	BALLOT CLOSED
O8035	FLOOR VOTE
O8040	BALLOTS COUNT
O8045	VOTE RESULTS
O8050	BALLOTS AUDIT
O8055	PROXY VOTE AUDIT
O8060	ELECTION VOTE AUDIT
O8065	FLOOR VOTE AUDIT
O9000	AUDIT REPORT OF ELECTION
O9005	AUDIT REPORT
O10000	STOCKHOLDER MEETING COMPUTER REPORTS REQUIRED
O10005	COMPUTER CODE LIST
O10010	PROXY VOTE RECORD
O10015	COMPUTER VOTE TALLY
O11000	STOCKHOLDER MEETING AFTER AUDIT
O11005	STOCKHOLDER MEETING AUDIT REPORT
P0000	OFFICE PROCEDURES AND PERSONNEL POLICY BOOK
P0005	ALL PERSONNEL POLICY STATEMENTS
P0010	ALL POLICIES PREVIOUSLY LISTED
Q0000	STORAGE AREA
Q0005	STORAGE AREA
Q0010	STORAGE LOTS
Q0015	STORAGE - COMMERCIAL
Q0020	STORAGE RATES
Q0025	STORAGE REGISTRATION
Q0030	STORAGE MOVE
Q0035	STORAGE MOVE RV FEE
Q0040	SHED STORAGE RENTAL
Q0045	STORAGE LOTS

TRAVELERS REST RESORT, INC.
POLICY BOOK

R0000	TRAVELERS REST RESORT, INC – STOCK TRANSFER PROCEDURES
R1000	DESCRIPTION STA (Small Transfer Agent)
R1005	ACCOUNTABILITY
W0000	DISPOSAL OF REFUSE
W1000	WASTE DISPOSAL

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

A0000	TRAVELERS REST RESORT, INC - DEFINITION
A0010	<p>DEFINITIONS</p> <p>Activity: Organized events or meetings open to residents.</p> <p>Amenity: Features in the Park that provide comfort, convenience, or enjoyment for the residents and staff.</p> <p>ATV: An All-Terrain Vehicle (also known as Quad, Quad Bike, Three-wheeler, Four-wheeler, or Quadricycle is a vehicle that travels on low-pressure tires with a seat that is straddled by the operator, along with handlebars for steering control, designed to traverse varied uneven terrain as well as roads. (Reference: ANSI definition).</p> <p>Board: The TR Board of Directors.</p> <p>Cabana Section: Lots 1101 through 1340.</p> <p>Club: An association dedicated to a particular interest or activity. Members may pay dues or generate income to offset expenses.</p> <p>Common Area: All real property which is owned by Travelers Rest Resort Inc. and available for use by the residents.</p> <p>Corporation: Travelers Rest Resort, Inc.</p> <p>Fence: Any chain link webbing, any wooded or vinyl structure supported by buried support poles, any brick, block, or any type of masonry structure, invisible pet fences, and small portable pet fences. Fences are not small privacy screens made of any material not to exceed the length of the unit or sunscreens placed at the front or back of existing patios.</p> <p>Golf View: Lots 3001 through 7012.</p> <p>Homeowner: A person or entity on the title to a Village property.</p> <p>Lease: The yearly agreement between TR and residents of a lot in sections other than the Village that is the contract for the use of the land under and around the lessee's recreational vehicle along with other regulations relating to occupancy.</p> <p>Lease Holder: - see Lessee.</p> <p>Lessee: One or more parties entering into a lot lease with TR.</p>

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

A0010 cont'd	<p>Lot - see Site.</p> <p>Maintenance Agreement: The annual contract between a Village property owner and TR establishing rights and responsibilities between the parties.</p> <p>Mobile Home: A prefabricated structure built in a factory on a permanently attached chassis before being transported to a home site, usually on removable axles and wheels. It is intended to be left in place for a prolonged time but can be moved with the reattachment of axles and wheels. It is registered and taxed as real property.</p> <p>Mobile Home subdivision: The Village section of TR.</p> <p>Oak View: Lots 8001 through 9005.</p> <p>Proxy: A person or group (such as the TR Board of Directors) authorized to act for another with regard to voting.</p> <p>Recreational Vehicle (RV): A motor vehicle or trailer equipped with living space and amenities usually found in a home such as a kitchen, bathroom, and sleeping facilities. Animal trailers, even if equipped with a living space are excluded.</p> <p>Class A vehicle: A motor home constructed on either a commercial truck chassis, a specially designed motor vehicle chassis, or a commercial bus chassis.</p> <p>Class B vehicle: A motor home built as a commercial van that has been modified to be a recreational vehicle and may have a raised roof, modified sheet metal, and customized interior.</p> <p>Class B+ vehicle: A motor home that is a hybrid between a Class B and C motor home. They are built on either a truck or van chassis and built to be a recreational vehicle.</p> <p>Class C vehicle: A motor home built on a minimal truck cab and chassis with a forward engine. The recreational vehicle portion is built separately and permanently attached to the cab and chassis.</p> <p>Travel trailer: A trailer equipped for use as a dwelling and fully self-contained.</p> <p>Rules and Regulations: The TR Articles of Incorporation, By-laws, and Policy Book.</p>
-----------------	---

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

<p>A0010 cont'd</p>	<p>RV South: Lots 0101 through 1073 and 1401 through 2130.</p> <p>Shareholder: A person or other legal entity whose name is on at least one share of Travelers Rest Resort stock.</p> <p>Site: Any of the numbered lots or sites in TR.</p> <p>Soliciting: Any plea or request for materials or services placed in a resident's mailbox or knocking door to door with a sales presentation.</p> <p>Stockholder: See Shareholder.</p> <p>TR: Travelers Rest Resort, Inc.</p> <p>TR Privileges: Privileges include, but are not limited to the following: golf course, swimming pool, entertainment programs, postal services, on-site shed availability, trash collection and all other indoor and outdoor activities taking place throughout the park.</p> <p>Trailer: A vehicle without a self-contained motive power source designed to be towed by another vehicle either with a ball type trailer hitch, fifth-wheel hitch, or pintle hook.</p> <p>Vehicles: Automobiles, recreational vehicles, trailers, motorcycles, mopeds, golf carts, powered handicap vehicles and bicycles.</p> <p>Village: Lots 2501 through 2816.</p> <p>(Revised 01-22-19)</p>
<p>A1000</p>	<p>DESCRIPTION</p>
<p>A1005</p>	<p>TR LOCATION: TR is located at 29129 Johnston Rd, Dade City, Fl, 33523 in Pasco County. (Revised 11-17-20)</p>
<p>A1010</p>	<p>TRAVELERS REST RESPONSIBILITY: Travelers Rest Resort, Inc., by authority of the Board of Directors as described in the Articles of Incorporation, shall assume the responsibility for all maintenance and upkeep of infrastructure elements of water, sewer, roads, trash, and all common areas including RV South, the Cabana Section, and the Mobile subdivision. (Revised 02-17-09)</p>
<p>A1015</p>	<p>EXPANSION TR: There will be no further acquisition of land by the Corporation. There will be no increase in TR population from added sites or housing facilities. Any deviation from the above restrictions will require a majority vote by the Stockholders of Travelers Rest Resort, Inc. (Revised 11-17-20)</p>

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

AA2000	PROCEDURAL MGT OF SELECTED BYLAWS
AA2260	<p>DIRECTORS MEETING PLACE (Section 7): In accordance with Florida Statutes 607.0820 and 607.0821, the Directors meetings may be held at Travelers Rest Resort Inc., 29129 Johnston Road, Dade City, Florida 33523-6128, or by telephone, by E-Mail or in person whether it be in Florida or out of state provided the Article II Section 6 quorum requirements are met. All Directors present must be able to hear all other Directors present and votes may be taken verbally provided they are verified in writing by means of the U. S. mail, commercial delivery service, facsimile machine (fax) or E-Mail. (Revised 11-23-04)</p>
AA2325	<p>CORPORATE SECRETARY (Section 5): The Corporate Secretary is elected by the new Board of Directors at their first meeting held immediately following the Annual Meeting of Stockholders. (See policy N2010 for exceptions). The Corporate Secretary Duties:</p> <ul style="list-style-type: none"> • Have custody of and maintain all of the Corporate records except the financial records, • Shall record the minutes of all meetings. <ul style="list-style-type: none"> ○ Stockholders (AGM) ○ Board of Directors ○ Executive Board Meetings • Prepare and send out all notices of meetings.\ • Receive and present to the Board all correspondence directed to the Board and prepare letters of reply. • Maintain the Corporate Policy Manual. • Maintain the Archives and keep up to date the Board Meeting Minutes Book (official archive record). • Sign legal Documents (i.e., Stock Certificates, Banking related documents) when appropriate. • Write article for TR Times (unless otherwise assigned) • Perform other duties assigned by the Board through the President. • Notify, in writing, park manager, any items assigned to him during a board meeting. <p>(Revised 11-23-04) (Revised 01-19-21)</p>
AA2330	<p>TREASURER (Section 6): The Treasurer shall oversee the custody of all Corporate funds and financial records, shall keep full and accurate accounts of receipts and disbursements and render account thereof at the Annual Meetings of the Stockholders and, whenever else required by the Board of Directors or President, shall perform such duties as may be prescribed by the Board of Directors. (The records themselves are maintained and reside in the Corporate Office.) (New 07-06-07)</p>
AA2415	<p>TRANSFER (Section 3): No transfer of stock shall be made on the books of the Corporation until the Transfer Agent is satisfied that the transferee is qualified to own such stock.</p>

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

B0000	SAFETY
B0005	SAFETY AND GRANDFATHERING: No grandfathering regarding safety issues is permitted. (Approved 11-23-04)
B0010	FIREPLACE: No fireplaces may be constructed on leased sites.
B0015	FIRES: Burning of any type of campfire on leased lots is strictly forbidden as are oil flamed torches, flares, and oil pots. Gas grills, charcoal grills, gas operated appliances and cookers are acceptable. NOTE: The only exception to ground fires is the authorized fire pit beside the Snack Shack. This may be booked through the Activity Coordinator. (Revised 12-7-04)
B0020	FIREARMS DISCHARGE: Firearms are not to be discharged in TR.

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

C0000	GUIDELINES FOR TR
C0500	ARCHITECTURAL CONTROL
C0505	PERMANENT STRUCTURAL CHANGES TO THE RESORT: Any permanent alteration to the physical appearance of any portion of the resort must have prior written management and/or Board approval. Included in this are all common areas and the golf Course. Permanent structural changes to the Village Section of the resort shall be governed by the Village Deed Restrictions and Park Policy Regulations. (Revised 01-23-18) (Revised 12-01-20)
C0600	POLICIES
C0605	POLICY AWARENESS: Lessees are subject to the policies of Travelers Rest Resort. A copy of the current Policy Book is available in the Office and online at the TR Webpage. (Approved 02-05-08) (Revised 01-07-14)
C1000	CONDUCT GUIDELINES
C1005	ALCOHOLIC BEVERAGES: Within the limits of TR, the usage and display of alcoholic beverages is limited to the TR resident's own premises and is prohibited at or in any of the public facilities or in any open area away from a resident's premises unless the Activities Coordinator has approved the use and display of alcohol at the specific park event being attended. The sales or serving of alcoholic beverages is prohibited within the limits of TR except for a TR resident's own premises. The Activities Coordinator shall notify the Corporate Secretary of a newly approved event and the Board has the power to revoke the approval. The Chair of the event must submit a specific form for approval. Once granted, the approval for the specific event is valid until revoked. The responsibility for the event's attendees' conduct is with the Chair of the event. (Revised 02-05-19)
C1010	<p>ABUSE OF RESIDENTS OR EMPLOYEES</p> <p>All Park guests, residents and employees are strictly prohibited from verbally or physically abusing, harassing, or threatening any Park guests, residents, staff, employees or members of management. Examples of conduct that are prohibited by this policy include racial slurs and epithets; negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; distribution, display, or discussion of racially-offensive symbols or written or graphic material that ridicules, denigrates, insults, belittles, or shows hostility, aversion, or disrespect towards another person; and offensive or derogatory remarks based on a person's race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, pregnancy, appearance or any other characteristic protected by law.</p> <p>All guests, residents, and employees are encouraged to report any perceived instances of abusive conduct to the General Manager. Any perceived instances of abusive conduct are subject to an immediate review by the General Manager, who may submit the incident to the Compliance Committee for further action. The Compliance Committee may refuse to provide accommodations, service, or access to the premises to any person who violates this rule, in addition to canceling his or her lease, suspending his or her resort privileges, or terminating his or her employment, where applicable. (Revised 01-03-22)</p>

TRAVELERS REST RESORT, INC.
POLICY BOOK

C1015	DISPLAY OF WEAPONS: Weapons, and the ammunition thereof, such as firearms, bows, knives intended as weapons, and similar items may not be openly displayed outdoors within the park or in any TR owned buildings. Knives may be displayed for sale at periodic TR Flea Markets and yard sales. (New 11- 29-16)
-------	---

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

C2000	VEHICLE GUIDELINES
C2015	<p>GOLF CART OPERATION:</p> <ul style="list-style-type: none"> • All golf carts must have VISIBLE headlights and tail lights or reflectors. • All golf carts operating on TR roads must be kept in safe operating condition. • All rules of the road and etiquette must be followed. Stop or turn signals must be given by hand and arm or by signal lights. • No drivers underage of 16 permitted unless accompanied by an adult who will assume responsibility. <p>(Revised 11-03-06) (Revised 12-02-20)</p>
C2020	SPEED LIMIT: The speed limit for all vehicles in TR is 10 MPH.
C2025	VEHICLE OPERATION: Resident access to and from TRR shall be from 1 st Street only.
C2030	VEHICLE MAINTENANCE, OIL CHANGE: Minor vehicle maintenance should be conducted at your own lot. Lubrication and oil changes may only be done on vehicles up to one ton load capacity and may only be accomplished at the "LUBE STATION". Hours and rules for use will be provided upon payment of annual fee at the TR Office. Servicing other than this is not permitted on TR property. (Revised 01-23-18) (Revised 01-19-21)
C2035	WASHING VEHICLE: Washing of any vehicle in the Maintenance Shop Area is prohibited. Use your own site for washing and waxing your vehicle. (Approved 11-08-05)
C3000	GUIDELINES – OTHER
C3005	CROSSING SITES: Do not cross another resident's site on foot or with any vehicle including RVs, bicycles, golf carts. (Revised 12-16-03)
C3010	SKATES, SEGWAY'S & HOVERBOARDS: Roller skates, Segway's and hoverboards are permitted but are to be used, at the user's own risk, on roads of TR and must follow all rules which apply to vehicles. Skateboards are prohibited. (Revised 01-18-05) (Revised 02-02-21)
C3015	LIBRARY HOURS: The library will be open 24 hours each day.
C3020	LAUNDRY HOURS: The laundry will be open 24 hours per day except for cleaning between 6:30 a.m. and 7:30 a.m., Monday through Saturday, and also on Sunday from 6:00 a.m. until 12:00 noon. Notices will be posted for special events if Laundry is closed.
C3025	MAINTENANCE EQUIPMENT: Lawn mowers and other equipment to be used on leased or sub-leased sites may be borrowed from Maintenance provided they are signed out. Equipment must be returned by the end of next business day. (Revised 02-01-22)

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

C3030	<p>SIGNS WITHIN TRAVELERS REST: All signs posted in Travelers Rest Resort must have approval of the Board of Directors and/or Management. Exception: A "For Sale" sign no larger than 11" by 14" may be placed on the front and on the patio fence/screen of any recreational vehicle, including "ANSI" and "HUD" Units, Cabanas and Village Mobile Homes. A normal "Real Estate" type "For Sale" sign may be placed in the front yard of a Village Mobile Home. No business or general advertising signs are permitted.</p>
C3035	<p>SOLICITATION, MERCHANDISE, AND SERVICE SALES:</p> <p>A) Solicitation Soliciting for funds, services or products on TR property is not permitted even by TR residents.</p> <p>B) Approval for fund raising for a TR activity may be granted after a request in writing is received and is approved by the Activities Coordinator. If approved this will remain in effect until revoked.(revised 11-17-20)</p> <p>C) Merchandise No merchandise offered for sale can be placed in any common area by a resident except at Board approved events. Merchandise offered for sale can only include articles wholly owned by a resident or Board approved non-resident vendor. No consignment sales are permitted.</p> <p>D) Services Services may be offered by residents and non-residents via business cards, newspaper advertisements, and bulletin board notices or with Board approval.</p> <p>Notify the Office if unauthorized soliciting or sales are occurring. (Revised 02-20-18 and effective 08-01-18)</p>
C3040	<p>AIRCRAFT ULTRA-LIGHT: No ultra-light aircraft are permitted on TR property.</p>
C3045	<p>TRAVEL TOURS Bus tours and trips that are planned by tour director. Tours should be handled through a licensed and insured commercial travel agency. Travelers Rest assumes no responsibility. (Revised 01-23-18) (revised 12-01-20)</p>
C3050	<p>FLAG DISPLAY: The American flag, with night lights, will fly continuously in the Memorial Garden, the Veterans Memorial, and at the TR front entrance. Other flags such as the Canadian, Florida, and military flags may also be flown outdoors with night lights. (Revised 01-23-18)</p>
C3055	<p>ANTENNA DISH: Television dish antennas 36" or smaller in diameter are permitted for roof mounted installation. Permission from the Manager is required before installation of ground antennas. (Revised 03-19-13) (Revised 12-15-20)</p>
C3060	<p>SHED DOUBLE DOOR: It is possible to exchange a single door for a double door with the applicable charge being paid to TR.</p>
C3065	<p>VISITORS CONDUCT: Residents of TR shall be present and responsible for the conduct of their guests. (Approved 11-08-05)</p>

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

C3070	<p>ATTIRE: Bathing attire is acceptable only at poolside. Shoes, shirts and cover-ups are to be worn at all times in public areas, including while walking, bicycling and traveling in golf carts. Busch Hall rest rooms are the only public building where bathing attire is allowed. Spike golf shoes are prohibited in all public buildings. (Revised 12-16-03) (Revised 02-02-20)</p>
C3075	<p>SMOKING: Smoking or vaping is not permitted in public buildings or screened pavilions. No smoking or vaping within 15 feet of doorways, operable windows, or intake vents of any public building. (Approved 11-08-05) (Revised 12-01-20)</p>
C3080	<p>POST BOX KEYS: Residents wanting more than one post box key must obtain them from the TR post office. A charge will be levied for replacing a lost key. Payments are made at the Post Office in accordance with the current TR fee schedule. (Revised 01-09-18)</p>
C3085	<p>MAIL FORWARDING: Mail forwarding or holding is available for First Class and Priority mail and Periodicals for all residents including those on Golf View and Oak View for up to one year. There is no charge for forwarding to a US address. For Canadian addresses, the resident will be billed by the office for the forwarding cost to be paid when they return to the park.</p> <p>Third class mail will not be held or forwarded.</p> <p>First Class and Priority mail and Periodicals for which the TR post office does not have a forwarding address will be returned to the sender.</p> <p>Residents must have a current TR Post Office Information card on file to have mail forwarded. It is the resident's responsibility to complete a new card whenever the forwarding address changes.</p> <p>Residents must provide the TR post office with sufficient forwarding address labels to cover the anticipated mail volume to be forwarded. If additional labels are needed, the TR post office will print more for a fee. (Revised 01-23-18)</p>
C3090	<p>PROPANE SALES: Tags to refill propane tanks are available for a fee at the office. (Revised 02-04-20)</p>
C3095	<p>YARD SALES: Only one yard sale is allowed per year and that is the TR Community Yard Sale scheduled by the Activities Director. Any variance will require management/BOD approval. (Approved 11-17-20)</p>

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

D0000	SITES
D1000	General Guidelines
D1005	KEYS - EMERGENCY USE: It is the owner's responsibility to supply separate keys to all persons he/she authorizes to inspect, check on, or enter the premises for any reason. (Revised 11-03-06)
D2000	TR OCCUPANCY REQUIREMENTS
D2005	RESIDENCY: RV South and Cabana Sections are limited to lessees and sub-lessees only. NOTE: TR is licensed as an RV park. (Revised 02-20-07)
D2010	<p>AGE OCCUPANCY: For all leased and/or sub-leased sites.</p> <ol style="list-style-type: none"> 1. Occupancy of a site is limited to two adults, one of whom is the lessee, and one who must be 55 years of age or older. A third occupant is permitted as long as they are 16 years of age or older and are a relative of one of the two residing adults. 2. Occupancy of a permanent live in companion or caregiver is not considered a visitor. 3. If the lessee of record leaves the resort but continues to meet the financial obligations of lease agreements or maintenance fees, the permanent live in or caregiver may continue to live in the unit. 4. If the lessee of record is deceased and does not include legal passing of ownership of stock, property, and RV, Cabana or Mobile Home, the remaining spouse, permanent live in or caregiver must vacate within 60 days unless they provide a notarized document from the legal owner stating that they may reside in the unit as the lessee. A time extension may be approved upon request. 5. No permanent resident younger than 16 is permitted. <p>(NOTE: Should a share of stock be given as a gift or an inheritance, the occupancy lease rules will apply upon exercising the rights of ownership of that share.) (Revised 02-20-07) (Revised 11-29-11) (Revised 11-26-13)</p>
D2015	STOCK OWNERSHIP: Lessees shall own one or more shares of Travelers Rest Corporate stock, unless lessee was a leaseholder or subdivision resident prior to 2/8/85. Village subdivision residents shall not be required to own a hard-sided RV to purchase stock. (Revised 11-03-06) (Revised 03-20-12)
D2020	LEASE AGREEMENTS: Annual Lease Agreement must be executed and signed by TR Management and by the site lessee. (Revised 11-03-06)

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

D2025	<p>LEASE FEE PAYMENT</p> <ul style="list-style-type: none"> >Annual Lease and maintenance agreements are for the period Aug 1st to July 31st >Leases and maintenance fees are mailed on Aug 1st. >Due in full by Sept 30th. >New leases and maintenance fees are payable upon issue >No discounts on leases or maintenance agreements. <p>(Revised 12-01-15) (Revised 11-17-20)</p>
D2026	<p>LEASE INCLUSIONS: (Some additional fees may apply)</p> <ul style="list-style-type: none"> >Post Office services. >Summer lawn maintenance (cutting) in RV South and Cabana Area. >Electric, water, and sewer maintenance, up to the unit. >Shed rental (for lessees who accepted the first lease on 11/4/97 or later). >Sell on site & premium pads, where applicable. >TR privileges (not limited to): <ul style="list-style-type: none"> >Golf Course >Swimming pool and hot tub. >Entertainment Programs >Trash Collection. >All activities with the park. <p>(Approved 11-17-20)</p>
D2027	<p>LATE PAYMENTS:</p> <ul style="list-style-type: none"> >Any payment received, or post marked after September 30th will be assessed a penalty per month on unpaid balances. >All TR privileges will be suspended for any lessee whose fees are not paid in full by October 31st. <p>(Approved 11-17-20)</p>
D2030	<p>RV REQUIREMENT: Must be an owned hard-sided, commercially-manufactured recreational vehicle that is self-contained (that is, contains sleeping, cooking, bathing, and toilet facilities) to occupy any site. (Note: This is a resort occupancy definition, not a Florida state definition.)</p> <p>(Revised 03-06-18) (Revised 12-01-20)</p>

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

D3000	OBTAINING A SITE
D3005	SITE OCCUPANCY: A lessee may have a lease for only one site, if that site contains an RV Unit of any type unless the lessee has a "Unit for Sale" on a Site Hold Lot per Section D7010. If the "Unit for Sale" does not sell by August 1 st , which is the beginning of a new leasing season, the lessee may leave the "Unit for Sale" on the site as long as no one has requested that site for an ANSI or HUD Unit and the annual lease fees are paid in full. The "Unit for Sale" shall not be sub-leased or rented. If there are RVs on both sites, only one of them may be occupied at a time. (Revised 01-09-18)
D3010	RENTAL OF RV: Rental of lessee's RV on site is not permitted. (Revised 01-23-07)
D3015	SITE DESCRIPTION: TR held sites shall be classified as Sub-lease sites. TR will not allow the sub-lessee the use of the shed located on any TR Sub-lease site. (Approved 02-05-08) (Revised 03-24-15)
D3020	SUBLEASING BY LESSEE: A lessee who holds one site in TR shall not be permitted to sub-lease an additional site. (Approved 02-05-08) (Revised 12-01-20)

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

D3100	SITE ASSIGNMENT PROCEDURES
D3105	<p>SITE ASSIGNMENTS: When the TR Office is notified that the lessee of a RV South or Cabana (non-cabana) site will not renew the lease, the site will be reassigned by the TR Office to a new individual in one of three ways, in the following priority order as stated in policies D3110 through D3135. IN ALL INSTANCES, ONLY TR STOCKHOLDERS CAN BE NEW LESSEES ON A SITE. (Approved 11-08-05)</p>
D3110	<p>SITE EXCHANGE PRIORITY #1: Mobile home owners are permitted to trade sites with RV South or Cabana lessees without waiting to progress through the lease list. (Note: At time of trade all current requirements for lessees will apply.) (Revised 03-06-07)</p>
D3115	<p>SITE EXCHANGE IN RV SOUTH PRIORITY #2: Moving to another site (without progressing through the Wait List) is allowed provided the following conditions are met:</p> <ol style="list-style-type: none"> 1. Must be a stockholder. 2. Must have held a TR lease for one full year. (For new lessees only; partial year leases are not applicable to this requirement.) 3. Must put in a request by filling out a Site Transfer Request and by paying the applicable fee. (A lessee may indicate up to 2 site preferences on this request) <p>(Note: When the site becomes available, the office will give first acceptance or refusal to requestors in the order in which they were originally received.) (Revised 02-05-08)</p>

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

D3120	<p>SITE EXCHANGE WAITING LISTS RV SOUTH PRIORITY # 3: INCLUDING SITES 11-18, 11-24, 12-9, 13-15, 13-19, 13-21 and 13-27. An applicant may be added to the list by owning a share of TR Corporate stock, owning an RV which meets the TR specifications, and filling out Lease Information Form. (Note: Site 11-31 is a cabana lot but has been grandfathered until current resident departs) (Revised 02-05-08)</p>
D3125	<p>SITE EXCHANGE DOG: Residents wishing to move from a dog prohibited area to a dog permitted area, or the reverse, may do so by making a request of a resident living in the desired area to exchange sites. All site exchanges are to have written Management approval prior to any move taking place. The Resort accepts no responsibility for any expense incurred by either party as a result of a site exchange. (Revised 12-04-07)</p>
D3130	<p>WAITING LIST ADDING NAMES: Names are added to the waiting list in the order they are received, and assignment of available sites, on which lessee's RV will fit, are made in the same sequence.</p>
D3135	<p>SITES CHOICE: An applicant for an RV South site lease will be given the choice of available suitable sites. If the site is refused, applicant's name will be moved to the bottom of the waiting list. Before refusal, applicant must be advised in writing of the Priority # 2 option of Move Between Leased Sites above.</p>
D3200	CABANA
D3205	<p>CABANA LEASE TRANSFER: At the time of a lease transfer, the Cabana owner (vacating lessee) must:</p> <ol style="list-style-type: none"> 1. Sell the Cabana to a prospective lessee, at which time the Cabana, including trim, and the Shed, including trim, shall be restored to the Park Basic White by the resort, or 2. Remove the Cabana from the site at the owner's expense. During the transfer period and until ownership of the cabana passes to the new lessee, the seller of the Cabana will be charged the lease fee due on the site. <p style="text-align: center;">(Revised 02-05-13) (Revised 02-02-16)</p>
D3210	<p>CABANA SALE NOTICE: Prior to the sale of a Cabana, or at the time of a lease expiration, the incumbent lessee shall give the TR Office written notice of intention to terminate, and complete the necessary forms for providing a prospective purchaser with information regarding the Cabana and any furnishings. (Revised 01-09-07)</p>

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

D3300	MOBILE HOME IN VILLAGE
D3305	MOBILE HOME OCCUPANCY: See Requirements for TR Residency and Deed Restrictions of 12/19/97, Page 1, Item A, Amendment to Revision #1 of Deed Restrictions dated March 6, 2006 and Amendment to Revision #1 of Deed Restrictions dated March 12, 2012. (These revised Deed Restriction Documents supersede and void in their entirety the original Deed Restriction Documents recorded December 28, 1977 and March 3, 1978.)
D3310	MOBILE HOME HISTORY: The original deed restriction documents, of which there are two independent and separate documents covering the same deed restrictions were submitted to and recorded by Pasco County as follows: The first document was recorded December 28, 1977 in Official Record Book 923, pages 551 through 555, Public Records of Pasco County, Florida; the second document was recorded March 3, 1978 in Official Record Book 933, pages 304 through 314, Public Records of Pasco County, Florida. Both documents contain paragraph 17 which provides that the original restrictions would be binding for a period of twenty years from the date of recording, after which they would extend automatically for successive periods of ten years, unless a revised and recorded document, changing the restrictions in whole or in part, is signed by a majority of the owners and consented to by Travelers Rest. An amendment to Revision #1 was recorded March 13, 2012 in Official Record Book 8668, pages 1140 through 1147. (Revised 01-09-18)
D3315	MOBILE HOME DEED RESTRICTIONS: Mobile Home Owners agree to abide by the stipulations of the subdivision "Deed Restrictions." The restrictions are a binding document registered with the Pasco County Recorder's Office and are provided to the buyer by the title company at the time of sale. All TR policies apply to the mobile home subdivision in conjunction with the current Deed Restrictions. The Office will supply copies of the Deed Restrictions of Travelers Rest Resort Mobile Home Section upon request. (Revised 12-07-04)
D3320	MOBILE HOME DEED RESTRICTION ENFORCEMENT: Mobile Home Sub-division Deed Restrictions are subject to enforcement by the Board of Travelers Rest Resort, Inc. and may also be enforced by residents in the sub-division. (Reference letter of 11-29-04 from Corporate Attorney) (Approved 12-14-04)
D3350	PARK MODEL PROCEDURES - General Requirements for all types
D3355	PARK MODEL SITE PERMIT PLANS: Specific, written Management approval is required of all site permit construction plans prior to submission to the County and/or actual construction. (Approved 12-09-03)
D3360	PARK MODEL APPROVAL: Prior to purchase, specific, written Management approval is required. (Premeasuring of the proposed site for size is required.) (Approved 03-28-06)

TRAVELERS REST RESORT, INC.
POLICY BOOK

D3400	PARK MODEL (HUD)
D3405	DELETED 08-09-2022
D3410	DELETED 08-09-2022

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

D3500	PARK TRAILER PROCEDURES (ANSI STANDARD)
D3505	<p>PARK TRAILERS (ANSI) GENERAL REQUIREMENTS:</p> <ul style="list-style-type: none"> • Must be new or less than a year old • Cannot exceed 400 sq. ft. • Must comply with all standard RV requirements (policies D3000-D3695). • If unit has peaked roof <ul style="list-style-type: none"> a. Must have shingled roof b. Cannot have slides or external side window awnings c. If placing an A/C unit, with or without a heat pump, it must be located at the rear of the RV unit. (Only legal issues will be considered for a variance of A/C placement) d. Will be allowed either in the Cabana or RV South areas, if the proposed site is adequate in size, both length and width, as determined by Management. • If unit does not have a peaked roof: <ul style="list-style-type: none"> a. Must be equipped with furnace. Air conditioner optional. If placing a non-roof mounted A/C unit, with or without a heat pump, it must be located at the rear of the RV unit. (Only legal issues will be considered for a variance of A/C placement) b. Will be allowed either in the Cabana or RV South areas, if the proposed site is adequate in size, both length and width, as determined by Management. <p>(Approved 12-05-06) (Revised 03-30-10) (Revised 12-11-12)</p>
D3510	<p>PARK TRAILER (ANSI) SITE RESTRICTIONS: Modifications to non-leased sites. Not all lot sizes are the same. The Board and Management from time to time will alter sites which are deemed problematic due to size deficiencies. To accommodate potential larger units and/or to allow proper access to adjacent sites, some sites may require re-size alteration by moving the patio and parking areas. In such instances, the resort will assume the site work costs.</p> <p>(Revised, 11-18-08)</p>

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

D3515	<p>PARK TRAILER (ANSI) SITE LIMITATIONS: To ensure a quality development with a consistent appearance the following basic items, in addition to the park model trailer, are required (or disallowed) on each site:</p> <ul style="list-style-type: none"> • Any necessary electric and plumbing site upgrades required by Pasco County Codes. Effective July 1, 2015, the Lessee shall be responsible for one-half (1/2) of the total site electrical service upgrade cost. • Must have "Hurricane Straps" and be tied down. • Must be supported on blocks. • A permanent sewer connection installed. • No permanent additions may be attached, but permanent screen/acrylic window enclosure rooms are permitted and must be built by a licensed Florida contractor. Glass enclosure rooms are not permitted. • A concrete pad under the unit is optional and at the owner's expense if so desired. • Any additional requirements as approved by Management and the Board • Any cost of site modification (i.e. relocation of patio or drive strips) will be assumed by the lessee. (See policy D3510) <p style="text-align: center;">(Revised 11-26-13) (Revised 03-24-15)</p>
D3520	<p>PARK TRAILER (ANSI) COSTS: The Lessee will assume the cost of the unit's set-ups, county permits, plumbing and electric connections, and all required concrete slab work. No "do-it yourself" installations will be allowed except for vinyl skirting approved by Management after installation. (Approved 03-28-06)</p>
D3525	<p>PARK TRAILER (ANSI) POLICY CONFLICTS AND OMISSIONS: In the event that park model (ANSI) policy conflicts with current site, leaseholder, or RV policy, the specific park model (ANSI) policy shall take precedence. In matters where there is no specific, applicable park model (ANSI) policy, Management and/or Board approval is required. (Approved 03-28-06)</p>

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

D3530	<p>ANSI CODE PEAKED ROOF PARK TRAILERS FOR RV SOUTH & CABANA SECTIONS: ANSI units with peaked shingled roofs not to exceed 12 feet in width, not to exceed more than 8 feet on cathedral ceilings are allowed in RV South interior and the Cabana Section. No dormers or lofts are permitted. Placement of these units is subject to lot size and must be pre-approved by management. Dealerships are not authorized to place orders without written approval from Travelers Rest Resort, Inc.</p> <p>Units must be vinyl sided, fully skirted, hard plumbed with the air handler/heat pump in the back of the unit, (no side mounted units allowed)</p> <p>No window awnings are allowed on the non-patio side of the units. Clam shells or a free standing screen room may be attached to the patio side, if the site will accommodate such. Patios cannot be widened without management approval, but may be lengthened to the overall length of the unit if necessary. If the unit does not fit within the determined site area, placement may result in a smaller patio area by whatever amount is needed for placement.</p> <p>New ANSI units are required to obtain the "Sell-on-Site Option" within 30 days after set up is completed. (Approved 03-30-10) (Revised 11-26-13)</p>
D3600	PARK MODEL PROCEDURES (HUD STANDARD with UL certification)
D3605	<p>PARK MODELS: "Park Model" trailers, titled as RVs, are permitted. (Revised 12-04-07)</p>
D3610	<p>PARK MODEL APPROVED MANUFACTURER: Skyline, Palm Harbor, Chariot or Jacobson manufactured UL classified park models are approved for placement. Alternative manufacturers require Board and Management review and approval. (Revised 11-29-16)</p>
D3615	<p>PARK MODEL APPROVED DEALERS: Approved dealer</p> <ul style="list-style-type: none"> • Harvey Mobile Home, Inc in Summerfield, Florida <p>Approved dealer for meeting Pasco County and the TR basic package of requirements. Alternative dealers require Board and Management review and approval. (Revised 11-03-09)</p>
D3620	<p>HUD PARK MODEL SITE PREPARATION: The Resort will be responsible for removing the current patio pad (if required), shed, preparing the lot for the dealer installation and installing parking strips. (Approved 12-09-03)</p>

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

D3625	<p>PARK MODEL SITE REQUIREMENTS: To ensure a quality development, with a consistent appearance, the following basic accessory structures, in addition to the park model, are required (or disallowed) on each site:</p> <ul style="list-style-type: none">• An extension roof at least eight (8) feet wide and at least the length of the park model, unless restricted by site width, as determined by Management. Management may issue a written exemption for the extension roof if the owner is not constructing an addition to the park model.• A concrete slab (patio) one (1) foot narrower in width than the roof and running a minimum distance equal to the full length of the roof• A Storage Shed, with a minimum of sixty four (64) square feet, integrated under the roof, with the exterior finish to match the park model exterior siding or retain the 8' x 8' corporate shed at the established annual fee, if not constructing an addition to the park model.• Electric service to the shed is required. Water and plumbing connections to the shed for a washer/dryer are required. Retention of the corporate shed exempts these requirements unless the owner desires installation at their own expense.• Necessary electric and plumbing site upgrades required by Pasco County Codes• White split stone masonry skirting at the front of the park model. The balance must be skirted with a vinyl commercial product made for that purpose.• Split stone masonry steps into the unit which meets County Code requirements• External side window awnings are not allowed.• Any additional requirements as approved by Management and the Board. <p>(Approved 12-09-03) (Revised 03-19-13)</p>
-------	--

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

D3630	<p>RV South HUD and ANSI Site Requirements: Only HUD or ANSI code peaked roofed units are allowed. No site is required to have an external room addition built on any HUD or ANSI unit. External room additions may be built if desired, but sites 10-05,10-09,10-11, 10-17, 10-23, 10-27, 10,-29, 10-33, 10-47, 10-49,10-53, 14-09, and 14-19 are deemed not able to accommodate additions. However, these sites will accept any size unit HUD or ANSI. Sites 10-27 and 10- 33 will only accommodate either a 12 X 40 HUD or a 12 X 33 ANSI unit. These sites must have the following basic accessory structures, to keep consistence with existing park model units.</p> <p>(Revised, 03-30-2010) (Revised 11-01-2011) (Revised 01-22-2013) (Revised 08-09-2022)</p>
D3635	<p>PARK MODEL SITE PERMIT PLANS: Specific, written Management approval is required of all site permit construction plans prior to submission to the County and/or actual construction.</p> <p>(Approved 12-09-03)</p>
D3640	<p>PARK MODEL (HUD) LESSEE CONSTRUCTION RESPONSIBILITY: The Lessee will assume the cost of the unit, set-ups, county permits, plumbing and electric connections, all required concrete slab work, an attached extension roof the specified length of the park model, a minimum sixty four (64) square foot integrated shed with electric service, water, and plumbing connections, and a ground level or raised screen room, if any. All construction will be done exclusively by Florida licensed contractors to Pasco County Code and TR construction specifications and only in accordance with TR approved plans. No "do-it yourself" installations will be allowed except for vinyl skirting approved by Management after installation. (Revised 11-03-06)</p>
D3645	<p>PARK MODEL (HUD) SCREEN OR RAISED ROOMS: An integrated screen room can be built on the concrete slab under the roof extension and can be a raised open or enclosed porch or room. Design specifications must receive written Management approval prior to construction. (Approved 12-09-03)</p>

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

D3650	PARK MODEL PLACEMENT TIME FRAME: All basic requirements must be completed without delay at the time the park model is placed on site. (Approved 12-09-03)
D3655	PARK MODEL SITE FEES: The designated sites, occupied by park models, will have a \$200 annual surcharge added to the current fee for basic sites in RV South. This pricing reflects existing park practice - \$100 dollar additional fee for a premium site and \$100 additional fee for the privilege of selling the unit in place. The \$100 additional fee applied to the Cabana Section covers the privilege of selling on site with the exception of 11-18, 11-24, 11-31, 12-09, 13-15, 13-19, and 13-27 which all have no cabanas. Approved 12-09-03) (Revised 11-05-13) (Revised 08-09-2022)
D3660	PARK MODEL TAXES AND FEES: Park Models require annual renewal of the license plate tags. The shed, roof extension, and screen room, if any, are classified as tangible property and taxed by Pasco County and assessed a mill rate according to their current valuation. (Approved 12-09-03)
D3665	PARK MODEL POLICY CONFLICTS AND OMISSIONS: In the event that park model policy conflicts with current site, leaseholder, or RV policy, the specific park model policy shall take precedence. In matters where there is no specific, applicable park model policy, Management and/or Board approval is required. (Approved 12-09-03)
D3700	RV SOUTH AND CABANA AREAS
D3705	PARK MODEL OR MOBILE HOME ON LEASED SITE: Only RV's titled as RV's are permitted on leased sites. Mobile homes are not permitted and no variance will be granted. (Revised 12-09-03)
D3710	REGISTRATION VEHICLE DISPLAY: Recreational vehicles must be titled as an RV with current year's highway registration displayed. (Revised 12-16-03)
D3720	CHANGING SIZE OF RV: Lessees who wish to get a larger RV must: 1. Submit a request in writing to the Manager for written approval prior to purchase. Each site must be measured individually to determine if the request is feasible for the current site. 2. If the lessee decides to purchase an RV that is too large for the assigned site, the lessee must vacate his/her current site and go through the site exchange policy to obtain a lot suitable for the unit. (Revised 01-09-07)
D3725	RV POSITIONING ON SITE: No recreational vehicle may be situated on any site so that its open windows, awnings, slide-outs, push-outs or any portion of the recreational vehicle extends beyond the site boundary line as determined by the Manager. (Revised, 04-08-08)

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

D3730	SET BACK FROM ROAD: The recreational vehicle must be compatible with and fit the site with a set back from the edge of the street of at least 8 feet. This measurement is from the front-most part of the RV (i.e. A-frame on a trailer, front bumper of a motor home or front edge of a fifth wheel).
D3735	SITE AND RV OMISSION: Any site or RV related matter not specifically permitted by existing policy is prohibited without Management or Board approval. (Approved 11-04-03)
D3800	GOLF VIEW
D3805	GOLF VIEW AREA RESTRICTION: To be parked in the Golf View area renters must have recreational vehicles that conform to general TR regulations. (Refer to policy D2030 - RV Requirement.)
D3810	GOLF VIEW RV TYPE: No freestanding tents or converted school buses are permitted on Golf View Sites.
D3815	GOLF VIEW REQUIREMENT: Renters in the Golf View Area must fill out and sign the Registration Card and accept a copy of the Rules and Regulations that the renter is expected to abide by during the stay.
D3820	GOLF VIEW FEE: Site rental fees are set by the Board of Directors and can include extra cost for more than two people per unit.
D3825	GOLF VIEW SHED: No sheds are permitted on Golf View sites.
D3830	GOLF VIEW GOLF CART: Persons renting in the Golf View Area are allowed to have golf carts.
D3835	RALLY RATE: Site rental rates for any group rally will be set by the Board of Directors. (Revised 11-21-06)
D3900	SUB-LEASING OF SITE BY LESSEE
D3905	SUB-LEASE OPTION: A lessee who will not be occupying their site for a specified period of time, (weeks, months and season), can sign Subleasing Authorization Form, authorizing the Office to sub-lease the site. This then must be executed and signed both by TR Management and the site sub-lessee.

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

D3910	<p>EXERCISING THE SUB-LEASE PRIVILEGE:</p> <ol style="list-style-type: none"> 1. If a lessee wants to sub-lease their site, he/she shall remove his/her RV from the site and sign a sub-lease agreement with TR Management. 2. Signing of the sub-leasing authorization constitutes a written contract between the lessee and Travelers Rest Resort, Inc. This contract is non-cancelable for the period designated and cannot be rescinded. 3. During the period of the sub-lease, the lessee forfeits and transfers all his/her privileges to the sub-lessee, without exception. (Note: The lessee is not allowed to sub-lease the use of the shed.) 4. All details of the sub-lease, including selection of sub-lessee and collection of sub-lease rent, will be handled by the Office. 5. As stated on Subleasing Authorization Form, the following applies: Sub-lease rental will be shared as follows: 65% to the site lessee and 35% to the Corporation. 6. All charges for electricity on sub-leased sites are the responsibility of the lessee. 7. Any RV placed on the sub-leased site must be removed at the end of the sub-lease. <p>(Revised 03-24-15)</p>
D4000	<p>SITE MAINTENANCE/HANDLING</p>
D4005	<p>SITE CHANGE: No construction on or permanent change in appearance of leased site is permitted without prior written consent of the Manager.</p> <p>(Revised 01-09-07)</p>
D4010	<p>SITE CLEANLINESS AND APPEARANCE:</p> <ol style="list-style-type: none"> 1. Lessees and Village property owners are responsible for maintaining their site in a neat, clean and safe condition. 2. All lots, Units, Cabanas, Sheds and Village Mobile Homes must be kept clean and free from accumulated clutter, trash, junk, dirt, debris, foliage, algae stains and discoloration. 3. Lessees and Village Property owners are responsible for pest control on their own lot. 4. Only Bar-b-ques and patio furniture shall be stored next to RV. All other items should be put away or stored properly. 5. Lawn furniture is be kept orderly and on the patio. 6. A patio table which may include an umbrella is permitted. 7. Clothing, wet bathing suits, etc. are not to be hung outside 8. Propane tanks may not be stored in any confined space per Florida law. <p>(Revised 01-22-19) (Revised 02-16-21)</p>

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

D4012

PARK MODEL / ANSI / RV: AGE AND CONDITION

All units within TR must maintain the following criteria.

- No peeling paint or body damage.
- No leaking tanks, no oil or other fluid leaks.
- No damaged awnings.
- No A/C unit attached to a window on Park Model/ANSI/RV.
- Must be kept clean.
- Sealed sewer connections.
- Maintenance Includes:
 - Repainting as needed
 - Adding a clear coat for shine
 - Replacing decals
 - Updating chrome trim
 - New hubcaps or wheel covers

- Overall, the Park Model/ANSI/RV should look and function as it was originally designed. Subject to Park Management/BOD approval for any modifications.
 - Doors, shroud, panels, windows and covering, etc, should be intact.
 - Exterior should not be unsightly and should be free of obvious, poorly repaired damages.
 - Tarps cannot be used for weatherproofing and awnings should be in good condition.
 - Air conditioning units should not be added through the walls or windows unless previously approved.
 - Sealed sewer connections for the RVs.
 - All RV hoses, wires, etc, should route through ports as originally designed
 - Exterior should be free of duct tape, repair tape, excessive caulk, etc.

- Isolated minor issues are generally acceptable, provided multiple issues aren't combined to substantially deteriorate the appearance of a Park Model/ ANSI/RV.
 - Minor damage which has been properly repaired but is still visible.
 - Fading of decals and/or paint.
 - Minor window cracking, although replacements should be scheduled.
 - Park Model and ANSI must have a current license displayed and RV must be registered to be on the road.

- Park Model/ANSI/RVs 10 or more years old may be sold on a site based on condition and appearance. Park Management has the right to refuse Park Model/ANSI/ RV's to remain on sites after sales, if they do not meet criteria.

Units failing to meet criteria will be notified of any violation and given 14 days to remedy the issue. Failure to comply could result in a fine or be directed to the Compliance Committee. (Approved 07-21-21)

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

D4015	<p>SITE CLEANLINESS AND APPEARANCE MAINTENANCE: Should a lessee not occupy his/her site by November 1: it is the responsibility of the lessee to arrange for both its continued maintenance as well as for any unit remaining seasonally on site.</p> <p>In lieu of this, TR Management may assess a surcharge to cover the cost of extra mowing or clean up. (Note: Maintenance will not be liable for clean-up damage to plants that are not sufficiently mulched to prevent the growth of weeds.) (See policy D4010 for site specific requirements) (Approved 01-24-06)</p>
D4020	<p>EXTERIOR UNIT COLORS: TR Management approval is required anytime the color and/or color combinations are to be different from the Original Existing Color Schemes in RV South, the Cabana Section and in the Village. All changes of exterior colors, including trim, must be submitted in writing for approval by TR Management.</p> <p>TR Management will:</p> <ol style="list-style-type: none"> 1. Approve the request and notify the Owner in writing, or 2. Contact the Owner and identify any additional information or clarification needed, or 3. Disapprove the request and notify the Owner in writing. Suggestions for modifications to the request may also be provided to assist the Owner in modifying and resubmitting the request to meet Park Requirements. 4. TR Management will respond to the Owner's request no later than seven (7) days after the request has been submitted, if possible. <p>(Approved 01-05-12)</p>
D4025	<p>PLANTINGS:</p> <ol style="list-style-type: none"> 1. Trees, shrubs, bushes and plants must be located so that they do not interfere with or encroach upon adjoining sites when planted or in the future. 2. Plantings are not permitted where they can restrict removing or parking the RV or other vehicles now or in the future. 3. Vegetable gardens are not authorized. A few vegetable plants among ornamental flowers or shrubs are permitted. 4. Removal and/or radical pruning of mature trees and bushes on leased lots may only be done with Management written approval. Some trees are protected by Florida State law. 5. TR Management may assess a surcharge to cover the cost of extra mowing or clean up caused by plantings. 6. Residents are responsible for the cost of repair to utilities damaged by digging. 7. If the site is vacated, it must be restored to a condition satisfactory to TR Management. Cost of such restoration may be charged to the vacating lessee. <p>(Revised 01-09-07)</p>

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

D5000	VEHICLES
D5100	RV SOUTH AND CABANA AREAS
D5105	<p>VEHICLE QUANTITY ON LEASED SITE:</p> <ol style="list-style-type: none">1. The maximum quantity is:<ol style="list-style-type: none">a. One registered RV for living purposes.b. Two additional licensed vehicles.c. No more than two unlicensed vehicles except bicycles.2. B-Vans (As a secondary vehicle):<ol style="list-style-type: none">a. Shall not be used for occupancy on lessee's site at any time.b. Shall be permitted as one of the two additional vehicles per site.3. Class A, B+ and C Motorhomes: Shall not be permitted on any site as one of the two additional vehicles per site. They only qualify to be on site if they are the one registered RV for living purposes.4. Commercial/RV type tractors are prohibited on site and must be placed in storage.5. Double occupancy of a site is prohibited. Exception: When returning to or leaving from the park, an additional RV may be parked on site for purpose of loading or unloading for a maximum of 3 business days.6. All licensed motorized vehicles parked anywhere within TR must have a current plate and registration.7. Boats, utility trailers, camper shells/caps, car dollies or similar equipment may not be stored on any site. All vehicles and/or items of this type shall be parked in the storage area. (Note: Kayaks on premise while lessee is present shall not be considered part of this grouping and, if present, shall be stored parallel to the RV or underneath the RV.) This paragraph does not apply to TR owned equipment.8. No lessee is permitted either verbally or in writing to authorize the use of an unoccupied leased site with the intention of it being used at any time for the storage of any trailer, golf cart, or any type of RV.9. No vehicle shall drive through or across any lot except to stop at that lot. <p>Note: Specific leased site restrictions have been instituted by the Board of Directors and shall be adhered to by the lessee. Violation can result in lease cancellation. See the Village Deed Restrictions document for parking and storage limitations. (Revised 02-05-19) (Revised 02-01-22)</p>

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

D5200	PARKING
D5205	PARKING ON STREET: Except for special weather conditions, or as may be authorized by the Office, no vehicle shall be parked overnight on any street. During extremely wet weather, when it is necessary to park on the street, all vehicles should be parked on only one side of the street to allow emergency vehicle passage. For North-South running streets, park on the West side. For East-West running avenues, park on the North side. (Exceptions: 21 st park on South side and 14 th park on North side.) (Revised 12-07-04)
D5210	PARKING ON LEASED SITE: All motorized vehicles, including golf carts, are to be parked parallel to the RV Unit, unless parking is otherwise designated. (I.e. corner lots) No motorized vehicle shall be parked in the grass in front of any RV Unit. TR Management must approve all exceptions. (Revised 01-21-14)
D6000	ATTACHMENTS/ADDITIONS
D6100	CABANAS
D6105	CABANA CONSTRUCTION AND OWNERSHIP: Effective 1/1/91, a new lessee, upon acceptance of the lease, must agree to erect a cabana within 12 months after acceptance providing the site has been approved for a cabana (See policy D6125). Failure to erect a cabana within the twelve-month period will result in cancellation of the site lease. All current lessees on open cabana sites prior to 1/1/91 are excluded from the above.
D6110	CABANA CONSTRUCTION AUTHORIZATION: Any new, replacements of, or additions to present cabanas; require a Pasco County building permit and approval from the Manager. All work must be done by a Florida licensed contractor and meet all State and Pasco County Codes. No do-it-yourself projects are permitted. (Approved 11-08-05) (Revised 01-22-13)
D6115	CABANA CONSTRUCTION REQUIREMENTS: New or replacement cabanas must be built to the updated building code which reflects the current hurricane and flood plain standards. (Approved 11-08-05)
D6120	CABANA OWNERSHIP TRANSFER: All expenses for cabana construction, including the concrete pad, will be paid for by the lessee. The cabana building, EXCLUDING CONCRETE PAD, is the property of the current lessee.
D6125	CABANA SITE: Cabanas may be erected on all sites in the Cabana section with the exception of sites 11-18, 11-24, 11-31, 12-9, 13-15, 13-19, 13-21, and 13-27 which are considered inadequate for a cabana. Effective 4/13/88, the \$100 premium charge for a cabana site is no longer applied to sites 11-18, 11-24, 11-31, 12-9, 13-15, 13-19, 13-21 and 13-27. (Revised 01-27-09)

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

D6130	<p>CABANA SIZE: No part of the building can be closer than a minimum of 10 ft. from another unit or building. The distance between the cabana and the nearest edge (slide-out) or corner of the RV on the adjacent lot must be a minimum of 10 ft.</p> <p>This 10 ft. set back does not apply to the storage shed and trailer on the lot being considered. All cabanas must be 2 ft. inside the rear imaginary lot line as defined in Park Policy.</p> <p>The cabana must conform to the Park policy of an 8 ft. setback from the road. This is measured from the closest corner of the building excluding any roof overhang or awning.</p> <p>No Cabana extension may exceed the width of the present cabana. It may not infringe on its own RV parking space.</p> <p>All work done must be permitted by Pasco County and done by a Florida Licensed Contractor.</p> <p>(Approved 11-08-05) (Revised 12-11-12)</p>
D6135	<p>INTERIOR FINISHING OF CABANAS: Detached accessory structures, which offer living, bathroom and sleeping facilities cannot have a kitchen (no cooking appliances or food preparation area), or the same would be considered a second dwelling. (Per Pasco County memo #ZN03-108 dated 3-27-05)</p> <p>All work done must be permitted by Pasco County and done by a Florida Licensed Contractor.</p> <p>(Approved 11-08-05) (Revised 12-11-12)</p>
D6140	<p>CABANA PATIO ENCLOSURE: Screening or enclosure of the front or back patio is permitted, as long as it is within the cabana overhang. Patio enclosures will be treated as extensions. The screen portion may not exceed the same parameter as a solid extension (i.e., Same width as cabana, length to suit lot area, leaving offsets from adjacent RVs). (See D6130 for size limitations.)</p> <p>All work done must be permitted by Pasco County and done by a Florida Licensed Contractor.</p> <p>(Approved 11-08-05) (Revised 12-11-12)</p>
D6200	OTHER STRUCTURES
D6205	<p>CARPORTS: Carports, raised or ground level porches or screened enclosures located on the front of any unit and raised entry platforms on the patio side of the unit exceeding handicapped ramp size regulations are not permitted in RV South, the Cabana and Golf View Areas. (Approved 11-08-05) (Revised 12-02-14)</p>

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

D6210	PROPANE - FREE STANDING TANK: No free standing or portable propane fueled appliance propane tanks over 20-pound capacity are allowed on any site or Village lot, either as primary or as auxiliary fuel sources, except for park trailers so configured by the manufacturer. Propane tanks connected to a portable appliance must be turned off when not in use. (Revised 12-18-18)
D6215	<p>SLED LOCATION:</p> <ol style="list-style-type: none"> 1. No shed is to be moved from its location without prior written approval by TR Management. 2. Under no circumstances will the shed be moved across the imaginary line from electric post to electric post. 3. Sufficient clearance between the shed and the recreational vehicle must be left to allow access by emergency crews. <p>Note: There will be a charge to move a shed. (Revised 01-23-07)</p>
D6215A	Point of Information: <u>On D6215:</u> After checking with the Fire Chief, and he with Pasco County and Townships, we find that Travelers Rest has been given an "exemption from the Rule #3" and therefore has not maximum or minimum distance required. (02-20-07)
D6220	<p>SLED MAINTENANCE: The lessee is responsible for the exterior maintenance and upkeep of his/her site's shed. This maintenance includes both cleaning and painting. If required by the Management, new lessees shall have thirty (30) days upon arrival to TR to clean and paint their shed. All sheds, including fascia, shall be basic white in color. (Note: White Paint for this purpose is available from the Resort.) (Approved 12-05-06) (Revised 01-05-12) (Revised 12-11-12)</p>
D6225	<p>PREMIUM SITES:</p> <ol style="list-style-type: none"> 1. Premium Sites are those designated, and/or are larger, and/or are corner sites and/or have been upgraded to hold heavier RV's. 2. Any site in RV South or the Cabana Section, which has been upgraded, regardless of the size of the concrete pad, is considered as a Premium Site. This includes any site constructed under the old set of specifications or the current set of specifications. 3. To upgrade a site: <ul style="list-style-type: none"> • A cement pad under RV is permissible. • Written permission shall be secured from the Manager to ensure the work will meet TR specifications. • A one-time fee is charged to reflect the increase in the tax base. • The slab is installed at lessee's expense and becomes TR property without compensation or reimbursement to the lessee. • Note: TR budgets for 10 reimbursements for construction costs of up to \$500 each, if funds are available. Reimbursement is only available to lessees who register in advance of construction in the office and receive Management approval. <p>Note: At the change of lessee of a Premium site, there will be a \$100 a year increase above the established lease fee for that site. (Revised 01-23-07)</p>

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

D6230	<p>METAL HURRICANE AWNINGS: Hurricane awnings (aka Clams or Clamshells) which are installed in Travelers Rest must be placed in "Storage Mode" and locked down when high wind and/or hurricane warnings are in effect. (Approved 01-09-07)</p>
D6235	<p>FIFTH WHEEL CURTAIN: A canvas curtain may be attached to the body of a fifth wheel trailer around hitch area to be used as a storage area.</p>
D6240	<p>SUNSCREENS:</p> <ol style="list-style-type: none"> 1. Permanent Types: Sunscreens are permitted in accordance with specified plans available through TR Office and must have written approval from Management. 2. Temporary Types: Commercial sunscreen material made for that purpose may be attached to the awning of a RV. It must be completely disassembled and stored at the end of the resident's season. Tents or any type of free standing screen rooms are prohibited from being placed on any lot. <p>(Revised 01-23-07) (Revised 03-10-12)</p>
D6250	<p>SUN PROTECTION TIRES:</p> <ol style="list-style-type: none"> 1. Sun protectors for tires are permitted. 2. Tire protective wheel covers, if used, must be either a commercially available product manufactured and intended for that purpose or attractive materials that blend with the RV. 3. Mismatched boards, bare wood, metal siding insulation material, or corrugated fiberglass or plastic are not permitted. 4. Materials used to secure wheels covers must likewise be inconspicuous and attractive. 5. Cement blocks shall not be used to anchor or support wheel covers. <p>(Revised 01-23-07)</p>
D6255	<p>RV MODIFICATIONS/ADDITIONS:</p> <ol style="list-style-type: none"> 1. Permanently attached additions to the RV are not permitted except for Park Models built to HUD standards. 2. Freestanding permanent screen rooms are not permitted except on approved ANSI/HUD Park Trailers. 3. Screen rooms that attach to the awning and RV are permitted while lessee is in residence. An access area must be clearly defined and visible. 4. Any alteration to the structure of an RV must be in line with the original design of the RV or it is prohibited. <p>(Revised 01-23-07) (Revised 03-30-10) (Revised 01-22-13)</p>
D6260	<p>DRIVEWAYS/STRIPS:</p> <ol style="list-style-type: none"> 1. One-piece concrete driveways are not permitted on leased sites unless approved by the Park Manager for handicap access. 2. Two concrete wheel strips are permitted. To ensure compliance with TR rules, the lessee shall obtain written approval from the Manager. <p style="text-align: center;">Note: Strips installed by lessees become TR property without compensation or reimbursement to the lessee.</p> <p>(Revised 02-05-19)</p>

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

D6265	<p>SKIRTING: Commercially made white vinyl RV skirting is required for all Park trailers. A skirting plan shall be submitted to Management for written approval prior to installation. Applicable units must have skirting installed within one month of placement on lot. (Revised 02-19-08)</p>
D6270	<p>STORAGE OF RV ON SITE: Storage of an RV on lessee's site during the summer is permitted provided the RV:</p> <ol style="list-style-type: none"> 1. has a current legal registration 2. is anchored with the necessary tie downs as required by his/her insurer 3. If the trailer is removed, the lessee is required to mark all tie downs using 1/2" PVC pipe in 2' lengths painted either red or yellow. PVC pipe is available from TR maintenance at no cost. <p>(Revised, 03-04-08)</p>
D6275	<p>STORAGE OF VEHICLE ON SITE: During the summer, a car and a golf cart may be stored on the site in the place normally occupied by the RV or on the patio. Use of the patio for such a purpose will require prior submission of a completed <i>Request for Summer Storage of Vehicle on Site Form</i>, indicating the existing condition of the patio and signed by the lessee and the Manager. Any subsequent damage to the patio will result in the lessee bearing the complete cost for removal and replacement of the patio structure. The Manager will be the sole judge of damage done to the patio.</p>
D6280	<p>DOUBLE ROOF ADDITIONS: Rubber roofed units such as Trophy, Breckenridge, Franklin, Salem, etc., may be allowed to have a double roof installed on the unit. The double roof must be done by a Florida State licensed contractor and meet all State and Pasco County Codes. No Do-It-Yourself Projects are permitted.</p> <p>Sites which are occupied by a 5th Wheel, Travel Trailer, Motor Coaches or any type of RV that is considered towable are excluded.</p> <p>The suggested aluminum contractor is Sauer & Sons Construction, in Ocala, Florida. The use of a single source contractor ensures the continuity of construction and keeps warranty issues local and consistent.</p> <p>Lease holder must obtain written approval from the TR office before ordering and commencing with the double roof. (Approved 03-30-10) (Revised 11-06-12)</p>

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

D7000	MISCELLANEOUS
D7005	<p>VISITORS: All visitors to TR, including children, are limited to a 30-day stay each year in the Mobile Home, Cabana and RV South sections of TR when the owners or lessee(s) are present 100% of the time of the stay. All visitors are to be registered at the Office upon arrival. <u>Travelers Rest Resort retains the right to evict any and all visitor(s) at any time.</u></p> <p><u>A process to allow family members and friends to use a Leaseholders' Unit when the Leaseholder(s) are not present in the park is listed below. This process shall be subject to annual review for value and efficiency.</u></p> <ol style="list-style-type: none">1.) Leaseholder(s) are required to complete and return to the Office the "<u>Travelers Rest Visitor Notification Form</u>" for each visit planned for family or friends in which the Leaseholder(s) will not be present for the visit.2.) The "<u>Travelers Rest Notification Form</u>" shall include the names and ages of all visitors, their relationship to the Leaseholder(s) and the beginning and ending dates of the visit. All visits are limited to 30 days or less.3.) <u>All visitors must register at the Office upon arrival</u>, sign a "<u>Release of Liability Form</u>" and show proof of identity. A non-refundable park amenity usage fee of \$3.00/person/day will be assessed and must be paid up front at the time of registration. Daily Golf Fees are additional and available at the posted Daily Rate at the Golf Starter Shack. Any and all unpaid fees/charges accrued by any and all visitors will be assessed to the original Leaseholder(s).4.) Leaseholder(s) are responsible to identify and explain all applicable "<u>Rules and Regulations</u>" to their visitors.5.) <u>Leaseholder(s) are responsible for their visitors' adherence to "All Travelers Rest Rules and Regulations" emphasizing "All Pet Regulations" and Policy D4010 - Site Cleanliness and Appearance,</u> including property mowing and cleanup during the months of November through April. <p>(Revised 01-20-15)</p>

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

D7010	<p>SALE OF RVs: Effective as of 8-1-08 any RV to be sold on site is subject to the following criteria: 1. An RV that is for "Sale on Site", must be the one on the site at the time that the Site Hold Fee is paid. (No exchanging of units unless the unit is of greater value and quality than the one being replaced.) The lessee must remove the "existing unit" that is "for sale" by the end of the season, (i.e. July 31st), or pay the additional lease and site hold fee due for the next year. 2. The park trailer (ANSI*) shall be skirted with white vinyl commercial grade material (no lattice or brick work). Note: any non-conforming skirting shall be brought to standard at time of sale. (Revised, 11-03-09) (Revised 03-29-11) (Revised 03-19-13) (Revised, 08-09-2022)</p>
-------	--

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

D7015	<p>CHECKOUT: Before a lessee departs for the summer months, the lessee is to make sure of the following:</p> <ol style="list-style-type: none">1. All hoses, wires, wire fencing or other materials are to be removed from the ground.2. All material must be removed from shed exteriors and stored in the shed.3. All flowerbeds on site must be left each season with a heavy mulch covering to help contain weed growth.4. If the RV is leaving the site, sewer covers must be installed and screwed down tightly.5. Awning tie downs must be removed.6. No material may be left on patios or pads or under RVs.7. Sites are to be left neat with no materials loose, which could cause problems for the mowers.8. Any vehicles left on patios must have written approval.9. Unique maintenance requirements must be made in writing and approved by the manager.10. Store Trailer 'street numbers' inside, unless permanently mounted on the RV.11. All clam shells should be lowered & locked down. <p>(Revised 12-04-07) (Revised 12-15-20)</p>
D7020	<p>CHECK OUT - LEAVING LOOSE ITEMS: Due to the hazard of flying objects during the storm season of the summer months, if a lessee departs without storing loose items properly (hoses, wires, buckets, chairs, etc.), these items will be picked up by maintenance and disposed of.</p> <p>(Approved 11-03-06)</p>
D7025	<p>SUN SHIELD: Material placed in the windows, such as sunshields, must not show advertisements or deterioration.</p>
D7030	<p>PROPERTY LEFT ON SITE: TR is not responsible for property left on sites or in sheds.</p>

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

D7035	<p>FENCES: Fences of any kind, including invisible fences and temporary portable small area pet fences, are prohibited in RV South and the Cabana Section. Currently existing temporary portable pet fences prior to November 29, 2011 are grandfathered.</p> <p>A FENCE IS CONSIDERED AS:</p> <ol style="list-style-type: none">1. Any chain link webbing supported by buried support poles of any kind, at any height and length that could be considered as a fence.2. Any wooded or vinyl structure supported by buried support poles of any kind at any height and length that could be considered as a fence.3. Any brick, block, or any type of missionary structure of any height or length that could be considered as a fence. <p>NOT CONSIDERED A FENCE:</p> <ol style="list-style-type: none">1. Small privacy screens made of any material not to exceed the length of the RV unit.2. Sun screens placed at the front or back of existing patios.3. Any placement of privacy screens and/or sun screens cannot interfere with normal maintenance duties or restrict access by Fire Rescue Teams. <p>(Approved 11-29-11) (Revised 02-07-12)</p>
D7036	<p>STORM PREPARATION</p> <p>If TR maintenance has to work at your site while you are gone, remove or secure items or lower clam shells in preparation for a storm, you may be assessed a fee. (Approved 12-15-20)</p>

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

E0000	PETS AND PET AREAS
E1000	PHYSICAL REQUIREMENTS
E1005	<p>PET DEFINITION: Common household pets, such as a dog, a cat or a bird which will not constitute a nuisance, as defined in Pasco County Ordinance 14-98, to any resident or to any property are permitted at TR. Other animals are not acceptable for residency in the resort. (Revised 01-24-06)</p>
E1010	<p>PET HEALTH: Pets must be in good health and may not pose a risk to the health and safety of other TR residents or their pets. Pet owners are required to provide proof of current rabies, bordetella, and DA2PP (Distemper/Parvo) for dogs; and rabies, FVRCP (Distemper), and FELV (Leukemia) for cats with Lease Documents each year, or at the time of Check-In for site occupants of Golf View/Oak View and park Sub-Lessees. (Revised 01-24-06) (Revised 03-06-2012)</p>
E1015	<p>PET (DOG) OWNER RESPONSIBILITY: Owners of outdoor pets shall sign a <i>Hold Harmless Agreement</i> annually and have it on file in the office. As defined in Pasco County Ordinance 14-98, owners of dogs are responsible for the behavior and must not allow them to become a nuisance or danger to others. Dogs must be under the direct control of their owners at all times. (Revised 01-24-06)</p>
E1020	<p>DOG AGGRESSION: Any dog that has shown aggression as observed by two independent individuals will be required to wear a muzzle while in the Dog Park and while walking in any public or common areas. This policy will be enforced by park management and/or by the Compliance Officer. (Approved 01-12-11)(Revised 02-19-13) (Revised 11-17-20)</p>

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

E1025	<p>PET CONTAINMENT:</p> <ul style="list-style-type: none">• All outdoor pets must be properly controlled/contained on the owner's lot by use of a sturdy leash, chain, or cage.• Fences of any kind, including invisible electric fences and temporary portable small area pet fences, are not allowed. Currently existing temporary portable pet fences prior to November 29, 2011 are grandfathered.• The method of control and confinement must be suited to the size and temperament of the animal.• Pets must not be left unattended when tethered, chained, or confined in cages.• Pets must be kept in the RV or home overnight.• When off the owner's property, pets must be controlled by means of a sturdy leash not to exceed 8' (feet) in length.• Extend-a-leashes (retractable leashes) are <u>NOT PERMITTED AT TR.</u>• Dogs must have current rabies vaccination tags displayed on their collars at all times.• All pets are required to be under the control and visual observation of their owners at all times. Allowing pets to run free will not be tolerated.• Health Department rules dictate no pets in bathrooms, laundry, game rooms, library, public buildings and the swimming pool area with the exception of Service Dogs.• Allowing your pet to bark uncontrollably, day or night, will not be permitted.• We encourage all pet owners to call in advance to inquire about any specific rules that might apply to their specific situation. <p>(Approved 03-06-12) (Revised 12-11-12) (Revised 02-01-22)</p>
E2000	PET GUIDELINES
E2005	<p>PET SITE ASSIGNMENT: Owners of outdoor pets may not lease or sub-lease in RV South on Travelers Rest Blvd (aka 1st Street), 2nd, 3rd and 4th Streets between 14th and 17th Avenues. (Revised 03-28-06)</p>

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

E2010	<p>PET LIMITATION: The maximum number of pets allowed on any site including RV South, the Cabana Section, Golf View/Oak View and the Village shall be two (2). Two dogs, two cats, one dog and one cat, etc.</p> <p>Current residents with more than two pets concurrent with the date of this policy (03/06/12) are grandfathered in with the existing amount of pets. The grandfather clause is a descending clause and not perpetual. Deceased/lost pets cannot be replaced to maintain overages in the grandfather clause. Losses declining to the maximum of two pets must be maintained once reached.</p> <p>Travelers Rest Resort, Inc. reserves the right to refuse entry of any pet to the park, while also reserving the right to require removal of any pet from the park.</p> <p>(Approved 03-06-12)</p>
E2015	<p>PET WALKING:</p> <p>Prohibited areas:</p> <ul style="list-style-type: none"> • Golf Course • Any TR buildings or under building awnings • Any public gathering area. • In any grove, forest or wooded area. • Snack Shack area. • Vanishing Lake, Lake Margaret, bocce ball, or fire pit. • 2nd, 3rd, 4th Streets between 14th and 17th Streets. • TR Blvd (1st Street) resident side. • Any resident's lot other than your own. <p>Approved walking areas.</p> <ul style="list-style-type: none"> • Cabana section: Open (north) area behind 11th Avenue Cabanas. • Golf View: Posted Areas along the perimeter, away from pavilion and golf course. • RV South: West side of 10th Street, next to fence and behind sites on south side of 21st Street near Johnston Road fence. • Village: Use public sidewalk, boulevard or street with sub-division. • Public walkways: Keep pets on sidewalk, boulevard or roadway. <p>(Revised 03-28-06) (Revised 03-06-12) (Revised 12-11-12) (Revised 03-05-13) (Revised 02-02-20)</p>

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

E2025	<p>PET CLEANUP: Pet owners are responsible for cleaning up after their pets at all times and in all places, even on their own sites and when using the pet exercise facility. Droppings must be put in plastic bags and placed in the dumpsters. Allowing pets to defecate/urinate on any other resident's lot is strictly forbidden. Violators will be subject to a fine up to and including non-renewal of lease in accordance with enforcement of rules and regulations (Policy N2060). (Revised 01-24-06) (Revised 02-02-20)</p>
E2030	<p>PET EXERCISE FACILITY: The facility is located in RV South at the corner of 14th Avenue and 10th Street. Adhere to posted hours of operation. Follow posted regulations. This facility is maintained by the Kennel Club and Travelers Rest. (Revised 01-24-06) (Revised 12-15-20)</p>

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

F0000	FACILITIES
F0005	TR RECREATIONAL FACILITIES: All residents (Lease Holders) of Travelers Rest Resort, Inc. and their guests, including those in the Golf View/Oak View and Mobile Home Village area, are eligible to use all of the recreational facilities in TR. The facilities include tennis courts, swimming pool, horseshoe pits, bocce ball courts, shuffleboard courts, recreational buildings, picnic area, golf course and all other sanctioned park activities. (See rules governing golf course in the <i>Activities Directory</i> .) Posted rules at these facilities must be honored. (Approved 11-08-05) (Revised 11-26-13)
F0010	TR RECREATIONAL FACILITY USE BY EMPLOYEES: After working hours, TR employees and their immediate families have the use of all TR outside recreational facilities, including the golf course. The employees are not required to pay any golfing fees but must obey all TR Golf Association regulations. Friends and relatives of employees are not permitted to use the recreational facilities without prior approval of the Manager.
F0015	POST OFFICE: The TR Post Office is an operational function of TR Management. Expenses connected with the Post Office are included with the annual fees. (Revised 12-08-09)
F0020	WATER TREATMENT: The freshwater treatment plant is overseen by TR Management and must be operated by a Florida state licensed class "C" or higher operator for the benefit of all residents. (Revised 01-09-18)
F0025	WASTE TREATMENT PLANT: The sewage and waste treatment plant is overseen by TR Management and must be operated for a Florida state licensed class "C" or higher operator for the benefit of all residents. (Revised 01-09-18)
F0030	WASTE DISPOSAL: Solid waste disposal is an operational function of TR Management. This includes dumpsters (contract), aluminum, newspapers (contract), waste oil, lawn, and garden waste. (Revised 12-08-09)

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

F0035	<p>TV OTA (Over-the-air-Antenna)</p> <ol style="list-style-type: none">1. All OTA's are the property of TR except for Village residents and HUD/ANSI Models, where they become resident owned, if permanently attached to the home and therefore classified as a fixture.2. TR will replace any missing OTA's for any <u>new lessee residents</u> on lots in RV South and the Cabana Sections.3. OTA's may be raised in height to a maximum of ten (10) feet from the ground on a white vinyl pipe in RV South or the Cabana Sections. The white vinyl pipe must be purchased by the lessee from TR Maintenance to provide uniformity. No other form of piping will be permitted. HUD/ANSI Units in RV South and the Cabana Sections may raise the OTA to a maximum of four (4) foot above the highest peak of the unit. White vinyl pipe available to be purchased from TR Maintenance must be used for this purpose. Village residents, who attach the OTA to their unit, shall assume ownership of the OTA and may address the height and method of attachment necessary for their own unit.4. A <u>Lot Improvement Form</u> shall be required to relocate an OTA from its original location in RV South and the Cabana Sections.5. All OTA's will be of common design as furnished originally by TR in RV South and the Cabana Sections unless approved by Management using the <u>Lot Improvement Form</u>. Village residents may purchase any OTA they desire for their own use on their own unit.6. All responsibility for service and repair of the OTA, transfers to the lessee in full, after the original installation and satisfactory testing by TR. Cable lines leading from the OTA Power Station Box to each individual unit shall be the responsibility of the lessee of any lot in TR South and the Cabana Sections. Village residents are responsible for all lines and connections from the Power Station Box if using an OTA from TR. (Approved 12-16-14)
-------	---

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

G0000	ACTIVITIES
G0001	Activities Volunteers/Chairperson. TR activities are supported by volunteers. The activity chairperson reports directly to the Activity Coordinator (Approved 11-16-21)
G0002	Recognitions Program. A recognition program for volunteers may be held annually. (Approved 11-16-21)
G0005	COORDINATOR OF ACTIVITIES: The Job Description for the Activities Coordinator is in the Contract Employee Job Description Section of the Office and Policies Manual in the care of Management and is removed from the Policy Manual. (Revised 02-05-19)
G0010	ACTIVITIES LIST: For a complete listing of TR authorized volunteer activities, see the latest issue of the annual <i>Activities Directory</i> . (Approved 11-08-05)
G0015	ACTIVITY FORMATION: All activities within TR must be sponsored and sanctioned by the Board of Directors. Each TR authorized activity shall be financially supported when possible, by those participating in the activity. Dues collected should be kept to a minimum. The physical facilities and related costs, such as utilities, will be provided by the Corporation. (Revised 02-05-19)
G0020	ACTIVITIES FUND RAISING: A fund raiser is defined as any monies received from non-members of that specific activity which is designated for use by that activity. Approval for fund raising may be granted by the Board if the activity needs funds or has a specific project to accomplish through monies raised in an appropriate time frame. All fund raiser forms must be received in writing by the Activity Coordinator and state the fund raiser's purpose and approximate date monies will be used. The Fund Raiser/Raffle Request Form is readily available in Busch Hall or through the Activity Coordinator. (Revised 02-05-19)
G0025	ACTIVITIES FUNDS REPORTING: The Activities Coordinator is responsible for making the Annual Activity Financial Report Form readily available. The Chairperson of each TR authorized activity is responsible to the Corporation for the use of and the accounting for all funds. By the end of the fiscal year (July 31) an Annual Financial Report Form must be submitted to the TR bookkeeper. If the form is not received a hold will be put on that activity's account until the Annual Financial Report Form is received. (Revised 02-05-19)
G0030	ACTIVITY FUNDS: All monies except for Petty Cash must be turned in to the TR Office before leaving at the end of the season for deposit into their specific TR Activity Account. A receipt will be given for the monies. Monies will be returned upon request to the Chairperson or their representative. Activities or their representatives are not permitted to establish bank accounts in the name of the activity unless a request in writing is approved by the Board. All bank accounts must use the TRAG Federal Employer Identification Number. Any group or activity with a stand-alone checking account must have two authorized signatures on all checks written. (Revised 02-05-19)
G0035	ACTIVITIES' PROFITS: Profit from an activity's operations may only be used for the purchase of TR equipment and supplies including special projects, transfer to other TR activities, or Board approved charities outside TR. (Revised 02-05-19)
G0040	ACTIVITIES FUNDS RESTRICTION: No funds may be used in any way to reward those working on the activity.
G0045	PROGRAMS: Requests for individual programs or presentations for the general benefit of TR or its residents shall be submitted through the Activities Coordinator for Board approval. (Revised 02-05-19)

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

H0000	CHURCH ASSOCIATION OF TR RESORT, INC.
H0005	CHURCH ORGANIZATION: The Church Association is a non-denominational religious organization, which holds regularly scheduled worship services within TR. A chaplain is hired to conduct services and to provide other pastoral needs as requested. The Church Cabana and maintenance fees will be paid with the Church Association's funds. (Revised 01-09-18) (revised 12-15-20)
H0010	CHURCH FACILITIES: The TR Church Association is a separate entity from TR. The use of Travelers Rest facilities and related utilities may be provided by TR as a charitable donation. The Church Association provides for all its financial needs by donations from its attendees at Church services. The religious services are open to all who wish to attend, including neighbors and visitors from outside TR. (Approved 11-08-05) (Revised 12-15-20)
H0020	MEMORIAL DONATIONS: A TR Church Memorial Fund has been established for residents wishing to perpetuate the memory of a person. Donations are made to the Church Committee. Any donations received in the Office should be forwarded to the Church Committee. (Approved 11-08-05)

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

I0000	PUBLICATIONS/WEBSITES/SOCIAL MEDIA
I0005	PUBLICATIONS PERMISSION: Any publication produced either in written form, or by any social media, or internet posting, by any TR Activity Group, resident group, or individual, using any form of the title of Travelers Rest Resort is therefore under the corporate sponsorship of Travelers Rest Resort, Inc., and must have the approval of the Board of Directors before being initiated. (Revised 01-24-06) (Revised 01-22-13)
I0010	NEWSPAPER: The weekly newspaper, <i>The TR Times</i> , prints news of TR occurrences, information, interviews and commentaries, as well as a schedule of TR coming events. It is the property and responsibility of the Corporation and is organized, written and published by resident volunteers. It is distributed, free of charge, to all residents of TR including the Golf View area. The newspaper is available on the Travelers Rest web page. To defray expenses, the newspaper staff solicits advertising from local area businesses. (Revised 12-16-03) (Revised 11-16-21)
I0015	RADIO STATION: TR radio station is 1610 AM. Forms are available in the Post Office and Busch Hall to submit to have an announcement broadcast. Submissions can also be made via e-mail at Reservations@travelersrestresort.com . Announcements updates will be made as needed. (Approved 11-16-21)

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

I0015	<p>WEBSITES/SOCIAL MEDIA: All Travelers Rest Resort Websites or Social Media, which include all park activities or any representation of TRR, must be approved by the TRR Board Marketing Committee and then presented to the TRR Board of Directors for final approval. This must be done even if the website is not posted on the TRR Server.</p> <ol style="list-style-type: none">1. A written release must be obtained before any form of picture, graphic art or any representation of a resident of TRR may be placed on the websites or social media.2. Public Domain or purchased pictures, graphic art or any similar representation does not require a written release. All copyright regulations must be followed.3. No information on a website or social media can have any derogatory or defamatory comments whatsoever.4. The information on the websites or social media must be about the activities that it represents.5. The websites or social media must be maintained and kept current. If the website or social media is not maintained and kept current, it must be taken down. Being current involves at least a monthly update during the season, beginning November 1st through April 30th.6. The design of the website must be approved by the TRR Board Marketing Committee in order to keep a consistent marketing approach.7. Any and all variances from these guidelines must be approved by the TRR Board of Directors. <p>(Approved 11-03-15)</p>
-------	--

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

J0000	FIRE/RESCUE AND OTHER EMERGENCIES
J1000	FIRE/RESCUE DEPARTMENT
J1005	FIRE/RESCUE DEPARTMENT ORGANIZATION: The Travelers Rest Resort Volunteer Fire/Rescue Department is organized and operated by TR resident volunteers. It is incorporated and is a separate entity from Travelers Rest Resort, Inc. and is part of Pasco County Emergency Services. The fire and rescue equipment, including the fire and rescue vehicles, are owned by Pasco County Emergency Services. The fire station and underlying land are the property of Traveler's Rest Resort, Inc. and are currently leased by Pasco County Emergency Services. All utility services are provided by TR. (Revised 01-20-15)
J1010	FIRE/RESCUE RESPONSIBILITIES: The TR Board of Directors has delegated to the Fire/Rescue Department, responsibility for all fire and rescue emergencies. (Revised 01-20-15)
J1015	FIRE/RESCUE ALARM: The Red Button on the Fire House does not connect to 911 or the County System. This button summons "In-Park" help only. (See Policy J1025 on procedures for summoning help.) (Revised 01-20-15)
J1020	FUND RAISING FIRE/RESCUE DEPARTMENT: The Fire Department conducts an annual fund-raising drives.
J1025	FIRE OR MEDICAL EMERGENCY: To obtain help: Dial 911, state the emergency and location. Stay on the line to make sure they understand until they release you. Telephones for calling 911 are available on the outside of the Fire House, Busch Hall (across from the pool) and outside of Citrus East.
J1030	FIRE/RESCUE TEAM: Each member of the TR Volunteer Fire/Rescue Team has been trained in cardiopulmonary resuscitation and first aid and can be summoned for immediate aid.
J1035	MINOR INJURIES OR MEDICAL PROBLEMS: For minor injuries or medical problems contact any of the members of the Fire/Rescue Team. There is a listing in the TR telephone directory.

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

J2000	DISASTER PREPAREDNESS
J2005	WARNING DISASTER SIREN: In the event of a natural disaster or other major threat to Travelers Rest Resort, the TR Siren will be used to alert all TR occupants. The siren will be sounded with three distinct full-pitched sounds for 30 seconds, each followed by 15 seconds of silence. TR Management is not responsible for evacuating TR occupants. (Revised 12-16-03)
J2010	DISASTER: In anticipation of a major natural or man-made disaster, either in TR or outside TR, a disaster preparedness plan has been formulated for TR by the Disaster Preparedness Committee, with the following objectives: (1) coordinate the use of available human and material resources; and (2) determine methods of minimizing damage and injury.
J2015	DISASTER COMMUNICATIONS: If TR becomes isolated, the Disaster Preparedness Committee will provide and maintain vital services and communications within TR and with agencies outside TR. To facilitate this, an emergency radio communications center has been established to insure contact with outside rescue and emergency personnel if telephone system fails. Revised 02-07-17
J3000	MAINTENANCE EMERGENCIES
J3005	MAINTENANCE EMERGENCY CALLS: To report a facility emergency or an unsafe situation within TR, call the Office at 352-588-2013 during regular business hours and the Office staff will answer. After hours, follow the instructions on the phone message to reach a person for emergency maintenance. (Revised 01-23-18)

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

K0000	GOLF
K0005	GOLF COURSE RESPONSIBILITY: The Corporation and Management have full responsibility for maintenance and operation of the golf course. Any major changes to the Golf Course, such as planting of new trees, construction of new greens, cart paths or any project involving capital expenditures, must be approved by the Board of Directors. Opening and closing the course and regulating the use of golf carts, except as specified below, are specifically delegated to TR Management. (Revised 01-11-11)
K0010	TRAVELERS REST GOLF ASSOCIATION: The Corporation authorizes and directs the formation and operation of the Travelers Rest Golf Association to assist the Corporation in the operation and maintenance of the golf course. The Golf Association shall be guided by the following: a.) <u>Membership</u> : Membership in the Association shall be composed of the resort manager, spouse, designated employees, and TR homeowners, leaseholders, and Golf View and sublease residents who, by paying the appropriate annual membership fees, have the privilege of playing golf on the Travelers Rest Golf Course. b.) <u>Executive Committee</u> : The activities of the Association shall be directed by an Executive Committee, elected from and by the membership of the Association. c.) <u>Meetings</u> : The Executive Committee shall meet monthly, November through March, and the Association shall hold an Annual Members Meeting near the end of each season. (Revised 01-11-11)

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

K0015	<p>DELEGATIONS TO THE ASSOCIATION: The Corporation delegates to the TR Golf Association, authority to oversee day-to-day usage of the golf course, during the period of October 1 through April 30, including the following:</p> <ul style="list-style-type: none">a.) To supervise order of tee off and enforce collection of applicable fees. b.) To establish Rules of Play.c.) To establish and supervise golf leagues, competitions, and tournaments.d.) To assure procurement of supplies and equipment necessary for day-to-day play.e.) To authorize closure of the course for weekly maintenance, and for special events.f.) To regulate the use of golf carts on the golf course. g.) To administer operation of the practice range.h.) To establish, oversee and assist committees of volunteers to enhance the golfing experience at Travelers Rest.i.) To make routine administrative expenditures from current year golf receipts, not to exceed \$500 for a single item or \$1000 in aggregate within a fiscal year, without prior corporate approval.j.) To make routine golf course maintenance expenditures from current year golf receipts, not to exceed \$500 for a single item or \$1000 in aggregate within a fiscal year, without prior corporate approval.k.) To administer a Golf Course Beautification Fund, with proceeds primarily from fund raising and donations, to carry on a golf course beautification program.l.) To maintain and administer a Golf Activities Fund, with proceeds primarily from TR's golfing events and activities, to provide for and support such activities as scrambles, lessons, trophies, practice range, computer hardware and software, etc. <p style="text-align: center;">(Revised 01-11-11)</p>
-------	---

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

K0020	<p>REPORTING RELATIONSHIPS: To provide for an effective working relationship between the TR Board and the Golf Association, the following reports and communications are appropriate:</p> <ul style="list-style-type: none">a.) <u>Financial Report</u>: The Association will submit to the Board of Directors an Annual Financial Report showing the Association's income and expenses for the current season and will submit to the Corporation all golf course receipts in excess of those needed for routine administrative and maintenance expense.b.) <u>Capital Improvements</u>: The Association will submit to the Corporation, by the last Friday of December, recommendations for capital improvements to the golfing facility.c.) <u>Projects and Enhancements</u>: The Association will submit to the Corporation, plans for projects and enhancements to the golf course, which require prior Board approval, in a timely fashion.d.) <u>Summer Projects</u>: The Association will submit recommendations, by the last Friday of December, for golf course projects to be completed by the Corporation during the summer months.e.) <u>Golf Fee Recommendation</u>: The Golf Association will annually recommend to the TR Board of Directors, the golf fees for members and guests for the next fiscal year. The TR BOD may also impose rate increase as deemed necessary. The TR BOD has ultimate responsibility for determining golf fees.f.) <u>Board Action</u>: The Board will acknowledge, in a timely fashion, receipt of and action taken, upon the various recommendations and reports submitted by the Association. <p>(Revised 01-11-11) (Revised 12-15-20)</p>
-------	--

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

N0000	BOARD OF DIRECTORS
N1000	MEETING CONTROLS
N1005	ROBERT'S RULES OF ORDER (TR By Laws Article 10): Parliamentary procedure at all meetings of the Stockholders, the Board of Directors, any committee provided for in these Bylaws, and any other committee of the Board of Directors which from time to time may be duly established, shall be governed by the most recent edition of "Robert's Rules of Order."
N2000	BOARD OF DIRECTORS MEETINGS
N2005	<p>POLICY CHANGES: A Policy Motion must be in written form before it can be voted upon by the Board of Directors. Approved policies changes:</p> <ul style="list-style-type: none"> • Should be published in the TR Times in either their entirety or summarized. • The entire policy section should be posted on the BOD board located outside of the post office. • Should be revised on the TR server for posting to website. • Distribute to BOD members newly revised page. • Posted in the policy book at Office. <p>(Revised 01-19-21)</p>
N2010	CONFLICT OF INTEREST: The Travelers Rest Resort <i>Conflict of Interest Policy Statement</i> shall be signed by all Board members at the time of taking office and then reaffirmed annually. (Approved 03-15-05)
N2011	CONFIDENTIALITY AGREEMENT: The Travelers Rest Resort Confidentiality Agreement shall be signed by all Board members at the time of taking office and then reaffirmed annually. (Approved 12-15-20)
N2015	<p>BOARD RECORDING SECRETARY: The Recording Secretary position is appointed by the Board of Directors and can only be held by a Resident Stockholder who may also be the Corporate Secretary.</p> <p>The Recording Secretary's responsibilities include:</p> <ol style="list-style-type: none"> 1. Recording of the minutes of all Board meetings including the meeting date and numbering each page. 2. Signing the minutes and giving them to the President for review. 3. After Board approval, distributing copies to the Board members and Park and Office Managers and giving the original to the Corporate Secretary for the archives. <p>(Revised 12-18-18)</p>

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

N2020	<p>BOARD MEETING ATTENDANCE This policy is intended to support full contribution of all board members in the decision-making process. A board attendance problem occurs if any of the following conditions exist in regard to a board member's attendance to board meetings:</p> <ol style="list-style-type: none">1. The member has two "un-notified" absences in one operational year. "Un-notified" means that the member failed to contact the Board President before the upcoming meeting to indicate they would not be in attendance.2. The member misses one-third of the total number of board meetings in one operational year. <p>If a board-attendance problem exists regarding a member, the Board President will promptly contact the member to discuss the problem. The member's response will be shared by the Board President with the entire Board at the next board meeting. The Board of Directors may then request (not require) that the member with attendance problems tender his/her resignation from the Board. (Approved 03-06-12)</p>
-------	--

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

N2025	<p>BOARD APPOINTMENTS: At the second regularly scheduled meeting in November, the Board of Directors will appoint a Nominating Committee for candidates to the Board and a Head Teller for the Annual Meeting. At this time, to comply with Article II. Section 4.E of the bylaws, the Nominating Committee shall be directed in writing to secure, interview, screen and otherwise qualify all candidates being considered for Director positions to ensure that they meet the following minimal requirements:</p> <ol style="list-style-type: none"> (1) A Stockholder of record (2) Will be available in person or electronically (by prior arrangements) for Board meetings (3) Willing to be available in the park between 11/1 and 4/1 except for President's approved absences (4) A reasonable record of involvement with and contributions to the activities of the park sufficient to demonstrate an interest in the quality and welfare of the resort. (5) Communicative competency including computer literacy and email (6) Ability and willingness to serve as liaison to park activities and member of assigned committees (7) Ability to maintain confidential information (8) Business, educational, career or organizational membership experience that enables the potential candidate to contribute and function effectively as a member of the Board. <p>In addition to these basic requirements, the Board will further specify in writing any additional specific needs and requirements which in its judgment are to be given priority by the Nominating Committee in the identification and qualification of candidates. (Revised 12-18-18) (Revised 02-04-20)</p>
N2030	<p>VOTING OF PROXIES: Upon advice of legal counsel (01-05), the Board shall vote proxies in the election of candidates per the recommendation of the Nominating Committee. In the absence of a recommendation, the board will decide how the proxies are voted. (Approved 11-08-05)</p>
N2035	<p>POLICY MANUAL: The Board of Directors shall at the last meeting of the Board before the Annual Meeting accept the changes to the Policy Manual, which occurred during the current year. At the second meeting, after a new Board is elected in March, the new Board shall accept the Policy Manual as written.</p>
N2040	<p>ANNUAL MEETING DATES: At the second regularly scheduled Board meeting in November, the Board of Directors shall set the correct dates for the conduct of the next Annual Meeting which is held on the second Tuesday in March of each year. The earliest record date, the earliest mailing date and the latest mailing date are contained in policies O6000-O6070.</p>
N2045	<p>BOARD LIAISON APPOINTMENTS: Not later than the first regularly scheduled Board meeting in November, the President will assign liaison positions to the members of the new Board as needed or required. (Revised 01-07-14)</p>
N2050	<p>BOARD COMMITTEES: Not later than the first regularly scheduled Board meeting in November, the President will assign committee appointments to the members of the new Board as needed or required. (Revised 01-07-14)</p>

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

N2055	<p>COMPLIANCE COMMITTEE: The Compliance Committee is created in accordance with Section 607.0825, FLORIDA STATUTES, and shall be composed of the following members of the Board of Directors: President, 1st Vice President, and 2nd Vice President. If any Director(s) is in conflict with any issue or person being investigated, it is their responsibility to recuse themselves from this Committee, for all such matters for which a conflict exists. In such event, the Board will then appoint a replacement for the conflicted Director(s). The duties of the Compliance Committee shall consist of the following:</p> <ul style="list-style-type: none">• Reviewing compliance issues, relative to the Rules and Regulations, which cannot be addressed by management• Addressing specific issues referred by Management.• Meeting with Shareholder(s), Lessee(s) or Guest(s) who present compliance concerns or any issues of a more serious nature (i.e. threats, abuse, harassment, etc)• Resolving these concerns and issues for the good of the resort, which may include, but is not limited to, recommending the imposition of sanctions, fines, fees, probation, prohibition or other resolutions, as may be deemed appropriate. <p>(Revised 03-15-11)</p>
-------	--

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

N2060	<p>PROCEDURES FOR ENFORCEMENT OF RULES AND REGULATIONS:</p> <ol style="list-style-type: none">1. Shareholders/Lessees should report all violations directly to the TR Office. Shareholders/Lessees reporting a violation must provide all pertinent information, including location, time, identity and address of the violator, as appropriate, and, if at all possible. Lessees must make complaints in writing. Verbal issues or complaints and anonymous reports will not be acknowledged.2. To ensure compliance with the Rules and Regulations, Shareholders and/or Lessees, may be fined not less than \$10.00 nor more than \$100.00 per occurrence of violations. Fine amounts are to be set by the Compliance Committee, and approved by the Board of Directors, based on the merits of each violation.3. <u>Due Process Requirements</u>: Before the Compliance Committee imposes any monetary penalties or suspensions of rights or use of privileges against any Shareholder(s) and/or Lessee(s) for failure to comply with the Declaration, the Bylaws or the Rules, the Board must act in good faith and satisfy each of the following requirements:<ol style="list-style-type: none">a.) The Shareholder(s) and/or Lessee(s) must be given fifteen (15) days prior written notice specifying the nature of the damage or violation and stating the time, date and place that the Shareholder(s) and/or Lessee(s) will have an opportunity to be heard. Notice shall be delivered personally or by United States Certified Mail, Return Receipt Requested. Such notices shall be deemed delivered when deposited in the United States Mail. Any Shareholder(s) and/or Lessee(s) may change his/her Forwarding Mailing Address by providing written notice to the TR Office at: 29129 Johnston Rd., Dade City, Florida 33523, or to any address subsequently designated by the Board of Directors from time to time.
-------	--

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

N2060

- b.) The Shareholder(s) and/or Lessee(s) will be given an opportunity to be heard, orally or in writing, by the Compliance Committee. Shareholder(s) and/or Lessee(s) shall have the opportunity to present witnesses on their behalf and to cross-examine witnesses that may testify against the Shareholder(s) and/or Lessee(s). A time limit of fifteen (15) minutes per witness shall be provided. After the hearing, the Compliance Committee shall determine whether any damage or violation has occurred and, if so, may impose the following remedies, which shall become effective not less than five (5) days after the date of the hearing:
- i. Impose a special charge (fine) upon the Shareholder(s) and/or Lessee(s) based upon a fine schedule as approved by the Board of Directors.
 - ii. Temporarily bar the Shareholder(s) and/or Lessee(s) from use of Resort Amenities as approved by the Board of Directors.
 - iii. Cause the violation to be cured and charge the cost thereof to such Shareholder(s) and/or Lessee(s);
 - iv. Initiate a lawsuit to compel compliance; and
 - v. Take other such action as may be appropriate in the sole and absolute discretion of the Board.
- c. The substantially prevailing party in any action to enforce the Rules and Regulations shall be entitled to recover its cost and reasonable attorney's fees.
4. Shareholder(s) and/or Lessee(s) are responsible for informing their guests of the Rules and Regulations. The Compliance Committee has the authority to issue fines and/or suspend Resort Amenities use to any Shareholder(s) and/or Lessee(s) and their guests for any violation of the Rules and Regulations.

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

N2060

5. Fines: The Board of Directors has adopted the following schedule of fines and/or Resort Amenity suspensions for violations identified by Policy Book Section:

Section B - Safety
Section C - Guidelines For Travelers Rest
Section D - Guidelines
Section E - Pets and Pet Areas
Section F - Facilities
Section G - Activities
Section I - Publications
Section K - Golf
Section M - Volunteer Workers
Section Q - Storage Area
Section W - Disposal of Refuse

A.) STANDARD MINIMUM SCHEDULE OF FINES

1. \$25.00 for first offense, (after violation procedures have been followed), and \$5.00 per day until compliance.
2. \$50.00 for the second offense, and \$10.00 per day until compliance.
3. \$100.00 for subsequent offenses, and \$25.00 per day until compliance.

B.) STANDARD MINIMUM SCHEDULE OF SUSPENSION OF RESORT AMENITIES/ACTIVITIES

1. Thirty (30) days suspension of all Resort Amenities for the first offense, (after violation procedures been followed).
2. Sixty (60) day suspension of all Resort Amenities for subsequent offenses.

C.) EXCEPTIONAL SCHEDULE OF FINES/SUSPENSIONS

The Board of Directors retains the right to assess fines and/or suspensions at any level based upon severity, frequency, and length of time of the violation.

(Approved 03-15-11)

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

N2065	<p>NOMINATING COMMITTEE GUIDE: (Guided by By-laws: Article II, Section 4, parts A, B, and C)</p> <ol style="list-style-type: none">1. Approximately four months before the Annual Meeting of the Stockholders, the Board of Directors of the Corporation shall appoint a Nominating Committee. The purpose being the nominating of stockholders to the Board of Directors.2. A director shall be selected from the full Board, by at least 2/3s of its membership, to convene and/or direct the nominating committee. His/her duties:<ul style="list-style-type: none">• Seek viable candidates for the committee. (The committee consists of five stockholders of the corporation at large of which only one may be a director.)• Submit for approval the list of candidates for that committee. (Not later than December 1)3. The Board is to:<ul style="list-style-type: none">• Elect the list of candidates as members to the Nominating Committee not including the appointed director.• Provide a list of any special/specific expertise needed in the prospective Board candidates. (This list must be approved and signed by at least 7 current board members.)• Provide the number of director candidates needed to fill vacancies and/or succession of office where terms are expiring. (Note: the number of candidates may exceed the number of offices available.)4. Once the Committee meets:<ul style="list-style-type: none">• The President of the Board and the Corporate Secretary will meet with the committee and charge them with their duties• A chairman is elected from the 5 members of the committee.• Committee:<ol style="list-style-type: none">a. Will receive potential Board Candidate resumes and interview each for qualifications.b. Shall decide on a recommendation for the Voting of Proxies.c. If the decision is to recommend, the committee has multiple options:<ol style="list-style-type: none">1. May vote to the spread of proxies over the maximum equal to the number of vacancies.2. May choose to vote an alternative. (i.e., by picking only the best qualified, best 2, or.)d. The recommendation must remain confidential until the Board has been notified.5. The chairman reports the list of nominees along with their resumes to the current Board. (Usually, the 1st Board meeting of the New Year but not later than January 10th.)6. The Board affirms the Slate of Candidates and accepts the recommendations of the Nominating Committee.7. Once accepted, the candidates may be informed in writing of the recommendations by the Nominating Committee.8. Copies of all official correspondence and a summary report will be submitted to the Corporate Secretary by the Chairman of the Nominating Committee after the Annual General Meeting. <p>(Approved 03-06-07)</p>
-------	---

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

N2070	<p>LIAISON GUIDELINES:</p> <ol style="list-style-type: none">1. Definition: A liaison is an appointed Board member who functions as the main point of contact between an activity and the Board.2. Function:<ul style="list-style-type: none">• Attends appointed Resident Activity's Meetings as requested or invited.• Enables inter-group communication; this includes coordination or exchange of information and/or aiding in the planning of joint efforts.• If needed, may provide input relative to existing policy.• At times, shall communicate to the board, a complaint or grievance, which cannot be addressed by other means of resort problem management (I.e., TRAC, work orders, compliance call, etc.) <p>(Approved 03-06-07)</p>
-------	---

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

O0000	TR ANNUAL MEETING PROCEDURE
O1000	INITIAL PREPARATIONS FOR ANNUAL MEETING
O1005	<p>STOCKHOLDER MEETING DATE: Introduction - The Stockholders' Annual Meeting is held at Travelers Rest Resort, Inc. at 2:00 PM on the second Tuesday of March each year. The meeting is held in accordance with the Corporate Bylaws. Depending on the year, the meeting date can vary from March 8 to March 14. As dictated by the Bylaws, notice of the meeting must be sent to the Stockholders no earlier than 60 days and no less than 30 days before the meeting.</p>
O1010	<p>STOCKHOLDER RESOLUTION SUBMISSION:</p> <p>>Priority of bylaw changes to be considered for presentation at the annual meeting is:</p> <ul style="list-style-type: none"> ➤ >Changes needed to be in compliance with County/State regulations. ➤ >Changes submitted by the Board of Directors. ➤ >Changes submitted by the stockholders, maximum of 2 per year ➤ >Stockholders and the Board of Directors may submit resolutions to amend the bylaws. ➤ >Resolutions must be received by the Corporate Secretary either directly or by the office (where it will be date stamped) by the first business day of November for consideration at the next regularly scheduled Annual Meeting. ➤ >They must then be approved by the Board of Directors pending the Corporate Attorney's review, and modify if necessary, before change can be placed on the ballot for a vote at the Annual Meeting. ➤ >If the Corporate Attorney's review is challenged, a second legal opinion must be obtained. ➤ >A written copy of the Attorney's opinion must be available to Stockholders upon request. <p>(Revised 01-23-18) (Revised 01-03-22)</p>
O1015	<p>STOCKHOLDER RESOLUTIONS BOARD OF DIRECTORS APPROVAL/DISAPPROVAL: By nature of its corporate structure, the Board has the obligation and the responsibility for setting policy and overseeing the operation of the Resort. Resolutions presented by Stockholders or Board Members which do not directly affect the Bylaws, but deal with policy and procedures, are not required or obligated to be presented to the Stockholders and are solely at the discretion of the Board of Directors to approve or disapprove. Note: Reference Corporate Attorney letter dated February 19, 2004. (Revised 03-02-04)</p>

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

O1020	STOCKHOLDER MEETING PREPARATION: The Board of Directors prepares for and conducts the Annual Meeting. The meeting is chaired by the Board President. Assisting the Board President are the Recording Secretary, Board Members, the Managers, and may include a Parliamentarian, the Corporate Attorney, the Auditor, and, if needed, a person doing signing for the hearing impaired. The meeting is tape recorded to facilitate accurate transcribing of the meeting minutes. (Revised 03-15-05)
O1020	STOCKHOLDER MEETING PREPARATION: The Board of Directors prepares for and conducts the Annual Meeting. The meeting is chaired by the Board President. Assisting the Board President are the Recording Secretary, Board Members, the Managers, and may include a Parliamentarian, the Corporate Attorney, the Auditor, and, if needed, a person doing signing for the hearing impaired. The meeting is tape recorded to facilitate accurate transcribing of the meeting minutes. (Revised 03-15-05)
O1025	STOCKHOLDER MEETING APPOINTMENT OF NOMINATING COMMITTEE: At the second regularly scheduled Board meeting in November, the Board of Directors will appoint a Nominating Committee for candidates to the Board and a Head Teller.
O1035	STOCKHOLDER MEETING NOTICE: It is the responsibility of the Board Corporate Secretary to prepare and mail to the Stockholders the Notice of the Annual Stockholders Meeting. (Revised 03-15-05)
O1040	STOCKHOLDER MEETING HEAD TELLER: Responsibilities of the Head Teller are to assist the Board First Vice President in preparing the Annual Meeting Packets for mailing, set up Busch Hall for the meeting, supervise the registration of attending Stockholders, advise the meeting Chairman when a quorum exists so the meeting may be called to order, vote the proxy ballots held by the Board of Directors and maintain an accurate tally of proxy ballot votes and floor votes.
O2000	STOCKHOLDER MEETING DUTIES
O2005	STOCKHOLDER MEETING RESPONSIBILITY: It is the responsibility of the First Vice President of the Board and the Head Teller to see that the detailed work required to prepare for the meeting and to carry out the registration and voting procedures, before and during the meeting, are carried out in a timely manner. This includes the preparation of the packet for notification of the Annual Stockholders' Meeting and should begin by December 15 each year. (Revised 03-15-05)

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

O2010	<p>STOCKHOLDER MEETING PACKET CONTENT: The packet will consist of the following:</p> <ol style="list-style-type: none">1. Index of Enclosures2. Notice of Annual Meeting of Stockholders/Corporate Secretary's Letter3. President's Letter4. Information regarding various types of stock transfers, including name changes and instructions for contacting TR for assistance in making these changes.5. A form letter for changing the address on stock certificate registration6. Annual Meeting Minutes from the previous year7. Letter from Nominating Committee regarding nominees for the Board8. A resume for each candidate for the Board9. Statement of Board vote of proxies and recommendations on approved Resolutions.10. Proposed Resolutions (If approved by the Board)11. Accountant's Report12. The stock value from the corporation Treasurer as of the end of the previous year. This valuation should be on paper of a different color.13. Proxy/Meeting Attendance Form with coded label14. A #10 envelope addressed to Travelers Rest Resort for returning the Proxy15. The items above are to be enclosed in an envelope that is at least 9" x 12" and mailed using the transfer agent or bank provided mailing labels. <p>(Approved 11-08-05)</p>
-------	---

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

O2015	<p>STOCKHOLDER MEETING PACKET PREPARATION: The following steps should be used in preparing the packet for mailing to the Stockholders (Revised 12-16-03):</p> <ol style="list-style-type: none">1. Obtain from the Transfer Agent* one copy of the Stockholder list as of the close of business, no more than 70 days before the meeting date, showing only the Stockholder's name, address and shares owned.2. By December 15 order from the Transfer Agent* two sets of mailing labels that match the Stockholders list on the cutoff date (no more than 70 days before Meeting Date).3. From the Stockholder list, determine the number of packets required. Allow an overage of 25 or 30 copies.4. Using the Transfer Agent Stockholder list prepare one set of labels for the proxy/meeting attendance form. These labels include the Stockholder computer code, Stockholder ownership exactly as shown on the Transfer Agent list and number of shares owned.5. Order the required number of proxy/meeting attendance forms. Allow an overage of 25 or more.6. Affix the computer-coded label to each proxy/meeting attendance form.7. Order the required number or more of 9" x 12" envelopes with the TR return address in the upper left corner of the envelope. IMPORTANT INFORMATION is to be printed on the lower left side of the envelope.8. Order the required number of #10 envelopes for the return of the proxy. Place the TR address in both the addressed to and returned to locations. This will ensure that TR will receive the envelopes. Have the words PROXY VOTE placed in the lower left corner of the envelope.9. The First Vice-President shall secure bids for printing if necessary.10. Make a master for printing copies for each of the pages of the packet. Have at least 2 people proofread each page. Normally the Accountant's Report can be used as received for a master.11. Make the required number of copies. Print on both sides of the pages, if possible, to minimize bulk and postage costs. Reducing print size is not practical.12. Staple or have the printer staple the collated packet as needed. <p>(Revised 12-16-03) (*Note: Transfer Agent is currently the Resort Manager.)</p>
-------	---

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

O2020	<p>STOCKHOLDER MEETING PACKET ASSEMBLY: Assembling and mailing packets will be done by the Board First Vice President or his representative. The following procedure should be followed in preparation of the packets:</p> <ol style="list-style-type: none">1. Affix a mailing label to each of the 9" X 12" mailing envelopes. Have the TR postmaster advise which packets can be delivered within TR and which ones will require postage and mailing.2. Assemble packet materials in the order listed on the Index Page. Place all materials except for the Proxy/Meeting Attendance Form in the mailing envelope.3. Affix one coded label to the upper left-hand corner of each Proxy/Meeting Attendance Form. This label designates the correct name and number of shares voted to coincide with stockholder list from the Transfer Agent or bank.4. Check that the label on the Proxy/Meeting Attendance Form and the mailing label match. Place the Proxy/Meeting Attendance Form in the mailing envelope.5. Mark the Transfer Agent mailing list to indicate that a packet will be mailed to each Stockholder.6. Seal the mailing envelopes.7. Separate the notices into those requiring postage and those that do not. Be sure to separate those being mailed to Canada and other foreign countries.8. A postage meter may be used to affix postage to the packets, which are to be sent by first class US mail.9. Mail the notices not less than 30 days and not more than 60 days before the date set for the Annual Meeting. (See policies O6000-06070)10. Notify the TR Post Office of the date Stockholder packages are to be stamped and instruct the outlet to have sufficient postage on the postage meter to take care of the mailing.11. Deliver the packets to the Dade City Post Office Rear Door on the same day as they are metered. Remind the postal staff the packets are First Class Mail and not bulk mail. <p>(Revised 11-23-04)</p>
-------	--

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

O3000	STOCKHOLDER MEETING – PRE-MEETING SETUP
O3005	STOCKHOLDER MEETING PERSONNEL: In order to carry out the functions required, the Head Teller will need the following personnel to carry out the duties of election workers: computer operators, monitors, ushers, clerks and tellers.
03010	PERSONNEL: The Head Teller will recruit and train the necessary personnel from Stockholders.
O3015	HEAD COMPUTER OPERATOR: The Head Teller will recruit and train the Head Computer Operator.
O3020	COMPUTER OPERATORS: The Head Computer Operator will recruit and train other computer operators to handle the tallies of votes. The Head Computer Operator will maintain the official registration record of all proxy votes, the floor vote and the final vote tally.

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

O3025	<p>STOCKHOLDER MEETING PREPARATION: The following are the combined duties of the Board First Vice President and Head Teller in preparing for the meeting:</p> <ol style="list-style-type: none">1. Maintain an accurate listing of qualified Stockholders showing shares held. The record date is no earlier than 70 days before the meeting. (See policies O5000-O5070) The First Vice President always keeps the original Official Stockholder List. The First Vice President will make available a copy to the Head Computer Operator in order to prepare the proxy card labels.2. After mailing the Annual Meeting packet and before the Annual Meeting, maintain a file of the proxy ballots received. This file will be stored in the file safe in the TR Office. All proxy ballot envelopes will be opened in the presence of at least 2 other people.3. Proxy votes will be entered in the computers. At least 24 hours before the Annual Meeting the final proxy count will be made. <p>(Revised 01-18-05)</p>
O3030	<p>STOCKHOLDER MEETING MATERIALS The following materials will be saved for future Annual Meetings and will be stored in the Office Storeroom:</p> <ol style="list-style-type: none">1. An alphabetized folder with separators in which to store returned proxy forms2. Samples of the following from the previous Annual Meeting:<ul style="list-style-type: none">Proxy/Meeting Attendance FormsFloor BallotsTally CardsAssignment Sheet for Election WorkersMemosCopies of <i>The TR Times</i> Articles3. Supplies:<ul style="list-style-type: none">Signs in Labeled FolderPencilsMarking Pens18 Tally BoardsRubber Stamps:<ul style="list-style-type: none">BALLOT ISSUEDPROXY REVOKEDOther Miscellaneous Items

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

O4000	MEETING DATE SELECTION			
O4005	MEETING DATE IS SET BY TR BYLAW AND IS LISTED AS POLICY #A2105. MAILING DATE SET BY STATE LAW # 607.0705 AND BYLAW #A2120. RECORD DATE SET BY STATE LAW #607.0707			
O4010	MEETING DATE IS SET AS SECOND TUESDAY IN MARCH	EARLIEST DATE TO MAIL PROXY No more than 60 days before meeting	LATEST DATE TO MAIL PROXY No less than 30 days before meeting	EARLIEST DATE TO CUT OFF VOTING OF NEW STOCK-HOLDERS No more than 70 days before the date of the meeting RECORD DATE (Rev. 1-23-18)
O5000	DETERMINE MAILING DEADLINE			
O5005	LEAP YR MARCH 8 =68	JANUARY 8=-60	FEBRUARY 7 =-30	DECEMBER 29=-70
O5010	MARCH 8=67	JANUARY 7=-60	FEBRUARY 6=-30	DECEMBER 28=-70
O5015	LEAP YEAR MARCH 9=69	JANUARY 9=-60	FEBRUARY 8=-30	DECEMBER 30=-70
O5020	MARCH 9=68	JANUARY 8=-60	FEBRUARY 7=-30	DECEMBER 29=-70
O5025	LEAP YEAR MARCH 10=70	JANUARY 10=-60	FEBRUARY 9=-30	DECEMBER 31=-70
O5030	MARCH 10=69	JANUARY 9=-60	FEBRUARY 8=-30	DECEMBER 30=-70
O5035	LEAP YEAR MARCH 11=71	JANUARY 11=-60	FEBRUARY 10=-30	JANUARY 1=-70
O5040	MARCH 11=70	JANUARY 10=-60	FEBRUARY 9=-30	DECEMBER 31=-70
O5045	LEAP YEAR MARCH 12=72	JANUARY 12=-60	FEBRUARY 11=-30	JANUARY 2=-70
O5050	MARCH 12=71	JANUARY 11=-60	FEBRUARY 10=-30	JANUARY 1=-70
O5055	LEAP YEAR MARCH 13=73	JANUARY 13=-60	FEBRUARY 12=-30	JANUARY 3=-70
O5060	MARCH 13=72	JANUARY 12=-60	FEBRUARY 11=-30	JANUARY 2=-70
O5065	LEAP YEAR MARCH 14=74	JANUARY 14=-60	FEBRUARY 13=-30	JANUARY 4=-70
O5070	MARCH 14=73	JANUARY 13=-60	FEBRUARY 12=-30	JANUARY 3=-70

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

O6000	STOCKHOLDER MEETING – SETUP
O6005	MEETING HALL: Arrange the meeting hall for conduct of the meeting (tables, chairs, signs, sound system, etc.). This is done by the Head Teller and his/her committee.
O6010	REGISTRATION: Supervise the registration procedures for the Annual Meeting. This is done by the Head Teller and his/her committee.
O6015	REGISTRATION TABLES: The clerks at the A-K Registration Table and the L-Z Registration Table will register Stockholders. One clerk will check the Meeting Attendance Form for the correct signatures then will date stamp the form with the floor "Ballot Issued" stamp.
O6020	REGISTRATION CLERK: Another clerk will take the Meeting Attendance Form and check the number of shares owned and give the Stockholder the appropriate floor ballot for that number of shares.
O6025	DOOR MONITORS: Entrance Door Monitors will check the Stockholder Meeting Attendance Form against the Stockholder list at each entrance door (northwest and southwest). The entrance door monitors will direct the Stockholder to the appropriate registration clerk.
O6030	ENTRANCE MONITOR: Door Monitors will assure that no one enters the North door, the South door or the East laundry doors.
O6035	RESTROOMS: A Door Monitor will assure that no one enters through the restrooms and will issue restroom passes as necessary.
O6040	USHERS: Ushers will oversee the registration lines. The Ushers will collect ballots and assist with other procedures as needed and directed by the Head Teller.
O6045	CLERKS: Registration Clerks will be assigned as needed.
O7000	STOCKHOLDER MEETING – PREPARATIONS PRIOR TO START-UP
O7005	STOCKHOLDER NEW LIST: The Entrance Door Clerk will check the list of Stockholders who purchased stock after the closing date. These Stockholders are ineligible to vote but may attend the meeting. The Entrance Door Clerk will direct them where to sit.
O7010	SHARES NUMBER: There are 1000 outstanding shares.

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

O7015	PROXY LIST: The Entrance Door Clerk will check the proxy list for any Stockholder who wants to revoke his/her previously voted proxy and, if valid, will direct the Stockholder to the Revoke Proxy Table.
O7020	PROXY CANCEL: The cancelled proxy card will be signed by the Stockholder and then taken by the Stockholder to the Cancel Proxy Computer Operator where the proxy will be deleted from the proxy vote record and tally. The proxy will be stamped "Proxy Revoked."
O7025	PROXY: No proxy ballot may be turned in to be voted as a proxy on the day of the Annual Meeting.
O7030	PROXY SUMMARY: Before the 2 PM meeting time, provide the Board President with an accurate summary of the registration and proxy ballot count.
O7035	PROXY CANCEL CARD: This cancel proxy card will be taken by the Stockholder to the appropriate registration clerk and will exchange it for a floor ballot.
O7040	LOST ATTENDANCE FORM: A clerk at the Replace Meeting Attendance Form Table will fill out the appropriate card for each Stockholder who has forgotten or misplaced his/her Meeting Attendance Form. The Stockholder will sign the card and take it to the appropriate Registration Clerk to exchange it for a floor ballot.
O8000	STOCKHOLDER MEETING
O8010	QUORUM: When a quorum is reached, the Head Teller will notify the Board President. The report will include the number of proxy shares voted, the number of Stockholders registered for the meeting and the number of shares to be voted as floor ballots.
O8015	PROXY REVOKE: A clerk will work at the Revoke Proxy Table with the Cancel Proxy Computer Operator. The clerk will fill out the appropriate card for each Stockholder who wishes to cancel his/her previously voted proxy.
O8020	FLOOR BALLOT: The Proxy/Meeting Attendance Form may be turned in at the meeting to receive a floor ballot.
O8025	BALLOT ISSUED: The "Ballot Issued" stamped Meeting Attendance Form will then be taken by an usher to the appropriate computer operator to be entered into the computer.
O8030	BALLOT CLOSED: No proxy ballots may be exchanged for a floor ballot after the meeting has opened.
O8035	FLOOR VOTE: The Head Teller shall supervise any floor vote counts required during the course of the meeting.
O8040	BALLOTS COUNT: The Head Teller will designate tellers to count the ballots.
O8045	VOTE RESULTS: The Head Teller shall summarize Stockholder registration, voting and proxy results for the Annual Meeting report.

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

O8050	BALLOTS AUDIT: An Audit Committee of at least 3 and no more than 5 Stockholders will be appointed by the Board President. The Audit Committee may not contain any of the tellers from the Annual Meeting.
O8055	PROXY VOTE AUDIT: The Audit Committee will audit the proxy vote count.
O8060	ELECTION VOTE AUDIT: The Audit Committee will audit the election vote count comparing it to the final computer vote tally and report.
O8065	FLOOR VOTE AUDIT: The Audit Committee will audit the accuracy of the floor vote.
O9000	AUDIT REPORT OF ELECTION
O9005	AUDIT REPORT: A copy of the Final Audit Report will be signed by the Audit Committee and the Head Teller and submitted immediately to the Board President for dissemination at his discretion.
O10000	STOCKHOLDER MEETING COMPUTER REPORTS REQUIRED
O10005	COMPUTER CODE LIST: Official Stockholder List with Computer Codes as of the Record Date. Three (3) copies.
O10010	PROXY VOTE RECORD: An audited copy of the proxy vote record as of 24 hours before the meeting. Three (3) copies.
O10015	COMPUTER VOTE TALLY: A final computer vote tally and report including the proxy votes and floor votes. Two (2) copies.
O11000	STOCKHOLDER MEETING AFTER AUDIT
O11005	STOCKHOLDER MEETING AUDIT REPORT: A copy of the final signed Audit Report will be submitted to the new Board at the next regularly scheduled Board meeting after the Annual Meeting day. This is <u>not</u> the Board meeting that occurs on the date of the Annual Meeting.

TRAVELERS REST RESORT, INC.
POLICY BOOK

P0000	OFFICE PROCEDURES AND PERSONNEL POLICY BOOK
P0005	All Personnel Policy Statements are extracted from this Policy Manual and placed in the Offices and Policies Manual held in the care of Management. (Revised 12-06-05)
P0010	All policies previously listed covering administrative and office procedures are described in the official Travelers Rest Resort Offices and Policies Manual , which is in the care of Management. (Revised 12-06-05)

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

Q0000	<p>STORAGE AREA ALL STORAGE US AT YOUR OWN RISK</p>
Q0010	<p>STORAGE AREA REQUIREMENTS/RESTRICTIONS:</p> <ol style="list-style-type: none"> 1. Must be a current leaseholder, sub-lessee or mobile homeowner. 2. Based on availability and management approval seasonal renters may request slot. 3. A lessee can rent one (1) from each of the three (3) areas in storage. 4. No storage of commercial vehicles is permitted unless BOD gives written approval. 5. Each vehicle must have a current license plate and be registered at the Office. 6. Annual storage fee for all rentals is payable by September 30th. 7. New rentals are payable at time of rental agreement. <p>(Revised 02-20-07) (Revised 02-01-22)</p>
Q0020	<p>STORAGE SHEDS:</p> <ol style="list-style-type: none"> 1. A limited number of storage sheds are available. 2. Generally, there is a first come waiting list for these sheds. 3. Do not store anything outside of shed. <p>(Revised 02-01-22)</p>
Q0030	<p>VEHICLE STORAGE SLOT:</p> <ol style="list-style-type: none"> 1. Lessees are responsible for maintaining their storage slot in a neat, clean, and safe condition. 2. All vehicles shall be kept clean and free from accumulated dirt, debris, foliage, algae stains, and discoloration. 3. As a high wind safety issue, only custom-made fitted covers are permitted and must be secured and properly fastened to the object being covered. <p>(Revised 02-01-22)</p>
Q0040	<p>STORAGE MOVE:</p> <ol style="list-style-type: none"> 1. Renters may move their vehicle themselves. 2. Recommended to have someone from Maintenance assist to prevent damage to other vehicles. 3. For a fee, TR Maintenance can move RV's, either storage to site, or site to site. 4. Contact office for scheduling and fee amount. <p>(Revised 02-01-22)</p>
Q0050	<p>STORAGE AREA RENTALS:</p> <p>Consists of three (3) areas</p> <ol style="list-style-type: none"> 1. Back fence slot 2. Vehicle (Care, RV, Trailer, Boat) storage slot 3. Sheds <p>(Revised 02-01-22)</p>

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

R0000	TRAVELERS REST RESORT, INC – STOCK TRANSFER PROCEDURES
R1000	DESCRIPTION STA - Travelers Rest Resort is considered by the SEC as a Small Transfer Agent (STA) (Revised 02-21-17)
R1005	ACCOUNTABILITY: Accountability for STOCK TRANSFER, SEARCHES FOR LOST STOCKHOLDERES, EMPLOYEE SECURITY CLEARANCE REQUIREMENTS, and STOCK RETENTION are assigned to the Travelers Rest Resort, Inc. General Manager. The procedures shall be in accordance with all applicable Federal and State Laws, rules and Regulations including The Securities and Exchange act of 1934 CFR 240.17Ad-4 (stock transfer logging and tallying), 17 CFR 240.17Ad-17(a)(1) (searches for lost stockholders), 17 CFR 240.17f-2 (employee security clearance requirements), and Florida state statute 717.1101 (Stock retention). (Revised 02-21-17)

**TRAVELERS REST RESORT, INC.
POLICY BOOK**

W0000	DISPOSAL OF REFUSE:
W1000	<p>WASTE DISPOSAL:</p> <ul style="list-style-type: none">• Dumpsters may only be used for the disposal of normal household refuse i.e. cans, bottles, packaging materials, animal waste, food waste, etc.• No appliances, TV's, hazardous materials, chemicals, batteries, tires, construction materials, furniture, mattresses, or yard waste.• Dnot leave items on ground around or near dumpsters. If usable item, please take to donation trailer.)• Flatten or cut up cardboard boxes for recyclable dumpsters.• <u>Any items that cannot be disposed of in the dumpsters must be taken to East Pasco Transfer Station located at 9626 Handcart Road, Dade City, FL 33525.</u> <p>(Approved 12-04-07) (Revised 02-16-21)</p>