

Rainbow Springs Property Owners Association

Policies and Procedures

Adopted by the Board of Directors

Approved this 10th day of November, 2009

RAINBOW SPRINGS PROPERTY OWNERS' ASSOCIATION
Policies and Procedures,

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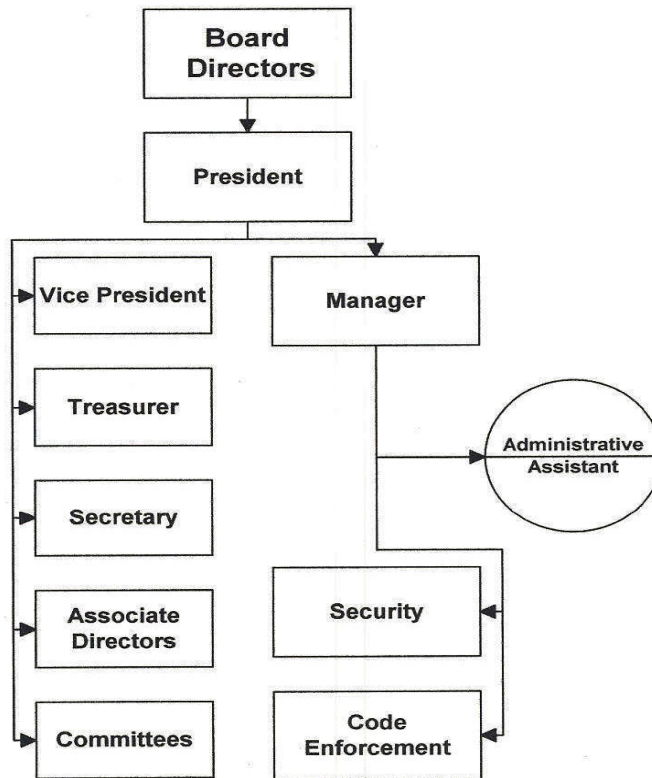
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1 ARCHITECTURAL CONTROL BOARD

1.1 BUILDING PLAN APPROVAL

The Architectural Control Board (ACB) has been established by the Declarant and is made up of three members, two appointed by the Declarant and one (the POA Manager) who represents the POA. All building plan approval requests will be in writing to the ACB. Building at the site should not begin until plan approval has been granted. A copy of the approval letter will be mailed to the builder with a copy to the owner. All outside builders must send in a check for \$30 to cover plan approval expense together with a complete set of building plans (sufficient to obtain a building permit) and a site plan. A construction sheet checklist will be completed. A copy of the building plans, construction check sheet and site plan will be retained in a POA file by owner's name and lot location for a period of one year after the house is completed.

The following will be checked:

Duration of Construction	Minimum Living Area
Materials	Roof Pitch
Roof Material	Building Elevations
Setbacks	Exterior Paint Colors
Paved Driveway	Garage
RV Pads	Landscape plan*

Fee

* (for builders other than Rainbow Springs Homebuilders)

An approval letter is mailed to the Builder, with a copy to the owner who also receives a copy of the ACB Criteria section dated March 1998 or a complete set of deed restrictions when the Builder is other than Rainbow Springs.

All plan approvals will comply with the ACB criteria in the deed restrictions. The approved plans will be stamped with the 'APPROVED ACB' stamp. A tag will be affixed at the job site citing the property owner, block and lot #, the approval name and date. Setbacks should be checked after the house boundary has been established.

1.2 RV's, BOATS, CAMPERS, ETC. - OUTSIDE STORAGE

(See March 23, 2002 Amendment to ACB Criteria).

Owners must request in writing permission to store a RV on their property. ACB approvals will be in writing and granted for a period of one year and must be renewed each year thereafter.

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RV's may be stored inside a permanent building or attached garage, independent of lot size. RV's may be stored outside in the Woodlands or Forest area with a lot size over 1 acre. The property owners' request must be in writing together with a sketch of the property and the location on that lot where the RV will be parked.

The owner must also provide the following RV information:

- Type and make of RV
- Dimensions (length, width, and height)
- Storage location on lot
- Shielding

Permanent hookups are not allowed (Refer to Marion County Regulations). All other deed restriction requirements relative to outside storage of RV's must be met. (RV may park on drive 24 hr for servicing)

1.3 SHEDS AND OTHER TEMPORARY BUILDINGS

The property owner's request must be in writing to the ACB together with a site plan (sketch) indicating the size, elevation, dimensions and locations of the proposed improvements. Indicate the setbacks from all sides of the property. Sheds, etc. must comply with Marion County building code. The manager will make a site visit to determine where the shed will be placed. All approvals will be in writing. The following must be included in the evaluation:

- Size of building ((length, width, and height)
- Construction Material
- Lot Size
- Color
- Location on lot
- Setbacks
- Shielding

A second site visit should be made after the shed is installed to verify size, location and setbacks. All other requirements of the deed restrictions for temporary buildings must be met.

1.4 FENCES

All requests for the addition of a fence must be in writing to the ACB by the property owner.

The following must be included with each request:

- Lot Size and setbacks
- Fence Height (Maximum height 48")
- Material
- Location
- Shielding

All fences must comply with POA/ACB deed restrictions.

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1.5 TREE REMOVAL

Property owners shall provide the following data when the trees in question are outside the approved size/distance as stated in the deed restrictions:

Type and Size
Condition
Location to house

1.6 CLOTHESLINES.

Location
Shielding

1.7 MISCELLANEOUS DEED RESTRICTION VIOLATIONS

Refer to Deed Restriction Booklet

	SECTION	PG
LIVESTOCK	8	18
NUISANCES: Dogs, Noise, Light, Odors	11	18
LOT MAINTENANCE	8	13
PARKING	6	13
ASSESSMENTS	16	23
BUSINESS FROM RESIDENCE	13	18
COMMERCIAL TRUCKS	9	18
CATV AND ANTENNAS (FCC rules)	17	35

1.8 APPROVAL AND ENFORCEMENT

Authority to approve requests of members with regard to issues noted in this Section 1 rests solely with the ACB, however, the POA has the responsibility to enforce the decisions made by the ACB as well as the rules and regulations set forth in the deed restrictions.

2 ANNUAL ASSESSMENT STATEMENTS

Annual assessment statements are mailed to each property owner in December for the following year. Payment is due on January 1 and is considered late if not paid by January 31.

When the payment is received, the check is reviewed for signature, date, amount and lot identification. Partial payments are not allowed. When available a bank lockbox system will be used to expedite payments of assessments. The payment is credited to the account, and then deposited in the bank. Deposits are made at minimum of weekly. Cash receipts are handled

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in the same manner except a written receipt is issued to the payer. Payments by check are to be encouraged.

If the assessment is not paid by January 31, follow up statements are mailed by February 10th and every 2 months thereafter. Interest of 1% per month is added to the account.

If the assessment is delinquent as of **March 1** a demand for past due assessments as well as any other amounts owed to the Association shall be sent by registered or certified mail, return receipt requested, and by first-class United States mail to the parcel owner at his or her last address as reflected in the records of the Association, if the address is within the United States, and to the parcel owner subject to the demand at the address of the parcel if the owner's address as reflected in the records of the Association is not the parcel address. If the address reflected in the records is outside the United States, then sending the notice to that address and to the parcel address by first-class United States mail is sufficient.

The Association will provide the owner with 45 days following the date the notice is deposited in the mail to make payment for all amounts due, including, but not limited to, attorney's fees and actual costs associated with the preparation and delivery of the written demand.

2.1 LIENS

If the assessment is still not paid by May, a lien will be filed on the delinquent property with Marion County. All lien administrative costs and legal fees are added to the owners' account.

2.2 FORECLOSURES

Once the total assessment amount due reaches \$1,000, the account is turned over to our attorney to begin foreclosure proceedings, unless the property is scheduled for tax foreclosure sale by the county. The number of foreclosures submitted is dependent on available POA funds for legal costs. All legal fees are charged to the account and are eventually recovered once the property is disposed of.

3 Financials

3.1 BANK DEPOSITS

All bank deposits are made into an interest-bearing account when possible. Monies are to be in FDIC insured accounts. FDIC limitations may make it necessary for the Association to use multiple banks. Transfers are made into a checking account to cover checks that are written. Checks are to be processed weekly.

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3.2 EXPENSES

The Property Owner POA Manager is permitted to spend up to \$1,000.00 on any single expenditure. Any expenditure over \$1,000 requires Board approval.

A minimum of three vendor quotes must be obtained for expenditures over \$10,000.00 unless otherwise directed by the board. All vendors must be licensed and insured.

3.3 PAYMENTS

The POA Manager reviews all invoices for approval. An original copy of the invoice is required. All payment requests where there is no invoice initiates a RFC (Request for Check) form and must be cosigned by a corporate officer. A corporate officer must cosign Request for Check forms for payments to the Association Manager. An example would be where reimbursement is necessary for authorized purchases. The invoice or the RFC is submitted to the Administrative Assistant (AA). A check is generated, a copy of the check is made, the invoice is attached to the copy of the check and the expense is posted to the proper expense account in the computer. The President, Vice-President, Treasurer or Secretary must sign the checks (Only individuals authorized to sign checks). The signer reviews the invoice to insure the expense is legitimate and initials the invoice. Copies of invoices are retained for seven years. Checks in excess of \$ 10,000 must be signed by two corporate officers

3.4 BANK STATEMENT REVIEW

Interest-bearing and Checking accounts are reconciled monthly by the Administrative Assistant. Interest is posted into the computer. The Administrative Assistant runs the General Ledger Trial Balance and Accounts Receivable reports. The Administrative Assistant runs Balance Sheet and Income Statements at the end of each month and copies are distributed to all Board members at the monthly Board of Director meetings.

3.5 PETTY CASH

A maximum of \$50.00 is kept in Petty Cash in the office safe. A Request For Check (RFC) form is filled out for any authorized payments from Petty Cash. The POA Manager approves all requests for checks.

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3.6 EMERGENCY FUND ACCOUNT

Cash designated for major repairs and replacement (adopted by Board of Directors at 11/15/07 board meeting)

A fund account designated for major repairs and replacement is established in a separate bank account for the following use.

Deductible amount of all insurance policies including hurricane deduction

Unexpected legal fees not budgeted

Capital replacement and repair

Funds for replacement of security vehicle

Miscellaneous unexpected needs as defined by the board

Approval by the board is necessary before use of any funds from this account.

Interests accrued by this fund shall remain in this account.

3.7 FINANCIAL DATA BASE/OPERATING SYSTEM

A computerized financial system will be used to record the general ledger and track all financial records of the Association. The system is to be backed up at the end of each working day. Off-site and local backups are made to provide for disaster recovery if necessary. The system tracks the following information:

Assessments A/R, New Owner/Setup, Other Charges, Payments, Bank Deposits,

A/P, Vendor Codes, A/R, A/P Codes, Owner Change, Set Assessment rate

Reports: Income/Balance Sheet/Accounts, etc., Adjustments

3.8 END OF YEAR FINANCIAL REVIEW

A third-party accounting firm will be selected for an annual review to meet Florida Code 720.

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4 INSPECTION/COPYING OF POA RECORDS

The official records of the Association will be maintained as required by the Florida state statutes and will be open to inspection by Association members or their authorized agents at reasonable times and places within 10 working days after the receipt of a written request for access. Any copies requested will be made under the direction of the POA Manager or his designee. All requests must be in writing on the standard access form noted below and be must be specific as to what documents and time periods are required.

All records of the Association will be inspected in the Association office or as determined by the POA Manager. Original records must remain in the control of the Property Owners' Association and be kept secure.

a. Labor:

Records may be inspected for up to 2 hours per day at the discretion of the POA Manager. If more time is required, the manager may extend inspection or schedule another inspection session. All labor costs associated with the inspection of records will be billed at the rate of \$25.00 per hour, pro rated at 15-minute increments. Included is the time required to pull and return records to storage.

b. Copies:

A charge of \$.50 per copy will apply for all copies of records made by the POA office. Copies made outside the office will be at actual cost. One copy is defined as 1 sheet, one side of paper. Mailing of copies of Association records to members will be by registered or certified return receipt mail and charged to the requester. All mailing costs will be charged to the member requesting the information. Copies may be picked up at the office with a signed receipt. Requesters may waive registered or certified mail return receipt, but the Association will not guarantee delivery.

All costs will be pre-paid by the member prior to inspection or copying of records.

RAINBOW SPRINGS PROPERTY OWNERS' ASSOCIATION
REQUEST FOR ACCESS TO ASSOCIATION BOOKS AND RECORDS

Member Name: _____ Date: _____

Address: _____

Telephone Number: _____

Pursuant to the relevant Florida Homeowners' Association statutes 720.303, SECTION 5c and the governing documents of the Rainbow Springs Property Owners' Association, I hereby request access to the books and records of the Association.

1. The books and records* that I wish to review are:

a. _____

b. _____

c. _____

d. _____

e. _____

f. _____

* Indicate if copies are required.

2. I acknowledge that the books and records of the Association will be made available to me in accordance with the Association's policy and Florida Statute 720.

I agree to pay the costs of providing copies of the official records, including, without limitation, the costs of copying; 50 cents per page. I further acknowledge that any additional costs involved, such as registered mail and time retrieving information will be paid in advance.

Check here to waive registered mail, the Association does not guarantee delivery if checked.

Member signature: _____ Date: _____

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5 CHANGES TO DEED RESTRICTIONS

For consideration of changes to deed restrictions, property owners must submit a petition of suggested changes signed by 25 property owners from each subsection, including the amenity subsections. It will then be reviewed with the Declarant for approval as required by our Covenants. If not approved, the proponent will be advised in writing of the Declarant's decision and the request will not receive further consideration. If the Declarant approves the request, the change will be submitted to the Rainbow Springs Property Owners Association attorney for creation of a legal draft.

The requested change will be mailed to the membership (First Class mail) for a vote. If 66 2/3% (*) agreement of the total membership is not reached, the change is a dead issue and the requester is notified in writing. If a 66 2/3 % agreement is reached, the author is notified in writing and the change is sent to the POA Attorney to be filed at the Marion County Courthouse. After the change is filed and stamped by the courthouse, it will then become part of the Deed Restriction booklet. A copy of the change will be mailed to all property owners.

(*) Required by Covenants

6 HIRE POLICY

The POA Manager will be responsible to hire new or replacement employees that are within the annual budget as approved by the Board. The Board will also approve the maximum hourly rate for positions and the standard hours to be worked. This will be done during the yearly budget process. The POA Manager may adjust hours and wages within the budget for employees. Hours in excess of budgeted hours may be approved by the POA Manager based on need.

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7 PROJECT GUIDELINES

The POA Manager shall obtain at least 3 quotes for any project over \$10,000.00. The Board of Directors may suspend this guideline for specific projects. If obtaining 3 quotes is not possible, the POA Manager will explain in detail to the Board why it was not possible. The Board will consider and advise the Association Manager as to any additional action prior to bringing the motion on the project to the floor for a vote. The POA Manager will obtain a release of liens from suppliers, subcontractors and contractor prior to final payments for construction projects.

An open Project Folder will be maintained in the P.O.A. office for 30 days after that project is completed and all payments have been made and will include the following:

- a. The quotes for the project.
- b. A brief explanation if there are less than 3 quotes and that it had been presented to the board
- c. A copy of the minutes approving the project with the motion and vote approval.
- d. Any ongoing notes by the Association Manager
- e. Copies of any affidavits from the General Contractor.
- f. Copy of invoice for payment.
- g. Copies of checks issued to contractors for materials and labor.

The Open Project Folder will be available to all POA members and Board Directors during regular POA office hours.

8 POLICY REGARDING MEETING MOTIONS

Any motion that affects changes or addresses policies, procedures or processes that are now in place must have an impact study of financial cost, operational cost and a study of how the process will take place. This motion will then be given to the Executive Committee for review. Motions of this type are to be discussed at a minimum of two board meetings after the approval of the Executive Committee, as approved at June 11, 2007 Board Meeting.

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9 Election Procedures

Rainbow Springs Property Owners' Association, Inc.
2010 Election Policy and Procedures
Adopted By Board of Directors September 8, 2009

I. Requirements for Board Candidates

1. Candidates shall meet requirements of the Florida State Code 720, Covenants and Bylaws of the Association and be members in good standing of the Association.
2. Candidates are expected to be able to devote 10 hours per month to the Association and attend the majority of scheduled board meetings. Board members may be excused for good reason.
3. It is expected that candidates can work well with others in a professional and collaborative manner.
4. A candidate cannot be a paid employee of the Rainbow Springs Property Owners' Association.
5. Potential candidates will submit a written application for the recommendation process of the board of directors. Applications will be available through the office and on the website.

II. Applications for Board of Directors

1. Applications may be requested by phone at (352) 489-1621 between 10:00 A.M. and 2:00 P.M. Monday through Friday or by mail to the P.O.A. office; Rainbow Springs POA, P.O. Box 3389, Dunnellon, FL 34430 or at our website www.rainbowspringspoa.org
2. Applications must arrive at the Association office by 2 p.m. the first Monday of October. No applications will be accepted or considered after that time. Applicants will submit their application with their signature and date.
3. Nominations from the floor will be accepted at the annual meeting. The nominee must be present and acknowledge their willingness to be a candidate.

III. Board Review Process

1. Candidates are expected to attend the October board meeting and will be allowed to speak up to three minutes. This allows the candidates to present themselves to the Board and the community. This is not mandatory and candidates who do not wish to speak or attend the meeting are not required to do so. The board election committee may seek additional information at their discretion.
2. The Board election committee will report at the November meeting and recommend eight candidates for endorsement. Association Board of Directors will select eight candidates for recommendation to the membership. This will be through a motion at the November Board meeting.
3. Should a candidate drop out of the election for any reason after the proxies are printed, the board will fill the position after the annual election. Diversity of Villages' location will be taken into account.

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**Rainbow Springs Property Owners' Association, Inc.
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Adopted By Board of Directors September 8, 2009**

4. Proxies will be developed and reviewed by the Board of Directors and their attorney prior to mailing for the annual meeting. The proxies will indicate the cut off date and time, as determined by the Board of Directors. The proxy will include all candidates and spaces for write in candidates.

IV. Tabulation Procedures

1. A Florida Certified Public Accountant firm shall perform all proxy and ballot counting and certification of the Rainbow Springs Property Owners Association annual election. All proxies will be considered privileged and will not be made available to the Board or staff. If there is an election dispute, resolution will be as outlined in Florida State code 720.
2. All proxies will be mailed or forwarded directly to the accounting firm.
3. The accounting firm will validate all information required and certify that the receiving date and time is prior to the determined cut off date and time. The Board of Directors will determine the cut off date and time. Any proxies delivered late for any reason will not be opened or counted. The accounting firm will send representatives to the annual meeting to count ballots cast at that time.
4. Representatives from the accounting firm will attend the annual meeting to advise the corporate solicitor or board secretary that a quorum is met.
5. Nominations will be accepted from the floor, Association members attending the annual meeting may cast a ballot if they have not submitted a proxy. A ballot will be provided at the meeting.
6. Special assessments will be listed on a separate sheet as directed by the Board.
7. After the close of the annual meeting and at the completion of tabulation of votes the presiding officer or president of the Association will announce the results.(May take up to 10 business days)
8. The Board of Directors will meet to determine by secret ballot their slate of officers for the coming year. The new officers will be accepted by a vote of the board at the first board meeting in 2010.

V. Determination and rulings

Disputes will be resolved under Florida State Code 720 and other implied state codes. All costs will be the burden of the requester.

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10. PARKING PERMITS AND COMMON PROPERTY RULES

RAINBOW SPRINGS PROPERTY OWNERS' ASSOCIATION, INC
PO BOX 3389 – DUNNELLON, FLORIDA 34430
(352) 489-1621

RESIDENT RIVER PARK RULES (THE BEACH)

THE BEACH IS FOR THE USE AND ENJOYMENT OF RESIDENTS OF RAINBOW SPRINGS P.O.A. AND THEIR GUESTS. UNAUTHORIZED PERSONS WILL BE PROSECUTED

Residents of Rainbow Springs POA must have a current parking pass to enter the Resident's River Park. One pass will be issued per lot. The tag must be hung on the rear view mirror and be visible at all times. Bicyclists, walkers, etc. must have a beach tag on their person.

Entry will be denied if you do not have a current pass displayed. Vehicles without a current pass displayed will be towed at the owners' expense. A \$25.00 fee will be charged for replacement passes.

The tag may be obtained from the Rainbow Springs POA Office Monday - Friday between the hours of 10AM to 2PM or you may send in stamped self addressed envelope to receive a tag by mail.

1. Emergency 911, phone is located outside the Security Building.
2. Speed limit is 5 MPH or slower and is strictly enforced as children may be at play
3. No pets are permitted in the entire beach area.
4. Any one under the age of 18 must be accompanied by an adult property owner.
5. Canoes, rubber rafts, and kayaks are permitted in the lagoon area only when under the operation by a property owner with a current colored beach tag displayed on his vehicle.
6. Boat trailers are not permitted to be parked in the beach area.
7. Boats or kayaks are not permitted in the swimming area of the beach.
8. **Residents are allowed up to 5 guests per each POA member present.**
9. More than 5 guests must have a prior 48 hour written approval by the POA.
10. Picnic Tables are on a first come basis; however the 2 pavilions may be reserved for group picnics by notifying the POA office seven days in advance. A \$25.00 deposit is required.
11. Parking must be in areas designated with signs for parking.
12. Tubers and kayakers may be drop off at the beach if they have a current beach pass.
13. Restrooms are for the use of Rainbow Springs POA members and their guests ONLY.
14. Alcohol is permitted in moderation, but you must be at least 21 years of age. Anyone found to be intoxicated, or less than 21 years of age, will be asked to leave the beach area.

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RESIDENT RIVER PARK RULES (continued)

15. No glass containers of any kind are permitted in the entire beach area.
16. Radios may be played as long as it does not disturb other residents in the beach area.
17. Feeding or harassing of Alligators is not permitted. (STATE LAW), violators will be prosecuted.
18. Smoking is not permitted in the Beach Restrooms, P.O.A. Office or Security Office.
19. Fishing or the use of fishing equipment is not permitted from any part of the shore line.
20. Docking of boats with motors is not permitted.
21. Swimming in the river is at your own risk. No lifeguards on duty.
22. Residents are not allowed to remove vegetation or feed wildlife

Security will strictly enforce these POA rules. Any infraction of these rules may result in eviction from the beach area and/or involvement of the Marion County Sheriffs' Department.

RAINBOW SPRINGS PROPERTY OWNERS ASSOCIATION
Robert Frankenfield, President

REV