



# **Terraverde Country Club Master Association**

## **Rules and Regulations**

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FORT MYERS, FL 33908**

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# 1 Introduction

Terraverde Country Club (TCC) is governed by two separate yet related organizational structures:

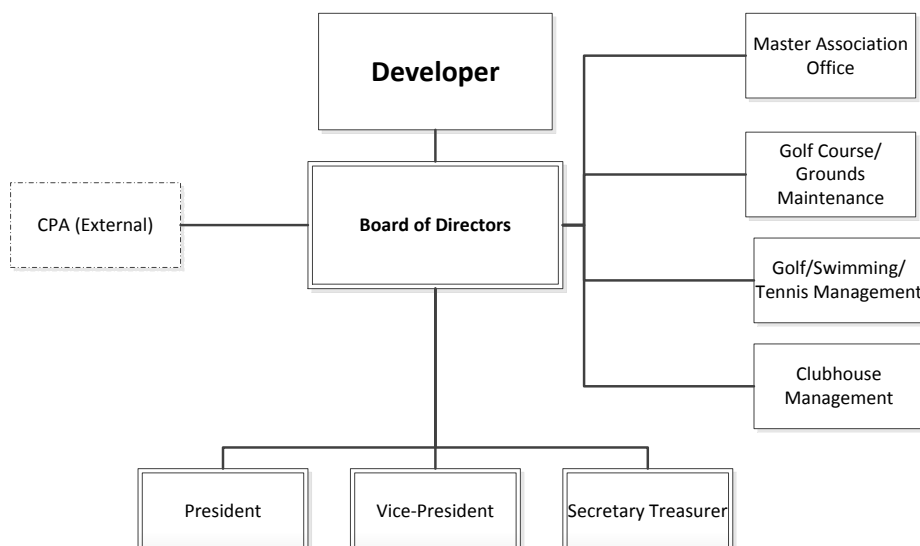
- the Terraverde Country Club Master Association, Inc. (Master Association).
- the Condominium Association specific to the building in which you reside.

## 1.1 Terraverde Country Club Master Association, Inc.

The Terraverde Country Club Master Association, Inc., which operates as a Home Owners' Association, oversees the operation of all Terraverde common areas including the clubhouse, golf course, tennis/pickle ball court, pool, etc.

The Master Association's operation is guided by a Board of Directors, which acts as the governing body for all of Terraverde. The Board meets on an as needed basis. A notice, detailing both the time and place of a forthcoming Board meeting, is posted on the clubhouse bulletin board no later than 48 hours prior to the meeting. While owners/renters are invited to attend these meetings, only Board members participate and vote during the meeting.

Below is the Master Association organizational chart for your reference. This chart includes generic roles, not specific names of persons holding these roles.



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## 1.2 TCC Condominium Associations

Your individual condominium association, guided by a Board of Directors, manages the operation of your building. Each association is governed by a specific set of documents, and is managed by a property management company. You must contact your building's property management company with issues pertaining to your unit or building, not the Master Association.

Note: Although each condominium association may set its own rules and regulations, in no instance, may an individual condominium association contravene the rules and regulations set by the Master Association.

## 2 Master Association Rules and Regulations - Overview

The Master Association Board of Directors has adopted rules and regulations governing the use of all Master Association common areas. These rules and regulations apply to all Terraverde Country Club owners, residents, renters and guests.

All Terraverde Country Club owners are responsible for familiarizing themselves, as well as all renters and/or guests with all rules and regulations. Contravention of Master Association rules and regulations will be dealt with according to the enforcement processes laid out in this document.

For a full listing of rules and regulations, refer to the following Terraverde Country Club Master Association documents:

- Articles of Incorporation;
- By-Laws;
- Declaration of Restrictions and Protective Covenants; and
- This document.

Note that the use of each residential building at Terraverde Country Club is governed by its specific condominium association's rules and regulations.

**While these may be more restrictive than those of the Master Association, in no instance will they be more lax.**

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### **3 Rules and Regulations**

#### **3.1 Provision of Ownership Information to the Master Association**

- All owners must provide the Master Associate with a completed Owner Information Sheet.
- If there is a change to previously provided information, such as a change in telephone number or email address, the owner must provide the Master Association with an update.

#### **3.2 Renting/Leasing of Condominium Units**

- If an owner's unit is rented/leased, a copy of the lease, which has been approved by unit owner's condominium association, must be provided to the Master Association.
- All renters must provide the Master Association with current contact information. If there is a change to previously provided information, such as a change in telephone number or email address, the renter must provide the Master Association with an update.
- Owners must provide renters/leasees (renters) with a copy of this document (Terraverde Country Club Master Association Rules and Regulations) as part of the rental process.
- Renters must comply with all Terraverde Country Club rules and regulations.
- Contravention of rules and regulations by renters will be dealt with according to TCC rules and regulations.
- All violations of Master Association rules by renters will be reported to the individual condominium owner.

#### **3.3 Use of Key Fobs**

- Upon submission of a completed Owner Information Sheet, a condo owner will be provided with two unit-specific key fobs by the Master Association.
- Use of another owner's key fob is prohibited.

#### **3.4 Storage of Personal Property in Common Areas**

- Nothing, with the exception of bicycles, may be stored or left on stairways, walkways or in carport areas.

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- Bicycles may be parked or stored in carport areas, but may not hinder vehicle parking.

### 3.5 Posting of Signs, Advertisements, etc.

- No signs, advertisements, notices or other lettering, including “For Sale” or “For Rent” signs shall be exhibited, displayed, inscribed, painted or affixed upon any exterior walls, doors, lanais or windows.

### 3.6 Quiet Time

- Quiet time is from 10:00 PM until 7:00 AM per Lee County court ordinance 14-18.

### 3.7 Traffic Control

- All traffic rules, including posted speed limit restrictions, must be honored throughout Terraverde.

### 3.8 Parking

- No vehicle may be parked in a manner so as to impede or prevent access to another parking space.
- The Master Association may, at its discretion, issue a written warning to the owner or may have the offending vehicle towed at the owner’s expense.
- Overnight parking of commercial vehicles, including all vehicles displaying commercial badging/signs, trailers, campers, motor homes, or boats is not allowed anywhere on Terraverde Country Club property without prior approval, and vehicle registration with the Master Office.
- No vehicle may park in the clubhouse parking lot except while using clubhouse facilities, such as the pool, tennis/pickleball court, or golf course, or while the owner is attending clubhouse events.
- No vehicle may be parked overnight in the clubhouse parking lot.
- No vehicle may be parked in any area not specifically designated for parking, included grassed areas.
- Each parking space assigned as an appurtenance to a particular condominium unit may be used only by the unit owner or renter of such unit, except where the unit owner has given written permission for use by another unit owner, renter or guest.
- Condominium visitors and guests must park in the designated condominium parking area.

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- The enforcement of rules and regulations pertaining to each condominium association's parking area is the sole responsibility of that condominium association.

### 3.9 Vehicle Repairs

- No vehicle that cannot operate under its own power may remain on Terraverde property for more than twenty-four (24) hours, unless an exception to this duration is approved by the Master Association.
- No repair of a vehicle, with the exception of an emergency repair, may be made on Terraverde property.
- Vehicle maintenance, such as oil changes, and/or repair of vehicles is not allowed on TCC property.

### 3.10 Vehicle Registration

- All vehicles must be registered with both the Master Association and the condominium association where the owner/renter resides.

### 3.11 Use of Drones

- Commercial use of drones is allowed with prior approval from the Master Association.
- Personal use of drones must comply with all state and federal regulations.

### 3.12 Trash Disposal

- Each dumpster is under the care of a specific condominium association. Contact your condominium association if you have questions concerning disposal of trash, including large household items/materials, and recycling.
- Use only the dumpster assigned to your condominium association.
- All trash must be placed in assigned dumpsters.
- Recycling bins are provided for recyclables such as newspaper, glass and plastics. Refer to Lee County guidelines for information on what materials may be recycled.
- Place all recyclables in recycling bins. Flatten all boxes before placing in recycling bins.
- Do not place items on the ground outside the dumpster enclosure without prior approval for pickup from your condominium association.



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- Dumpsters are for use of residents only. It is the responsibility of each resident to ensure that delivery persons do not place empty boxes or packing materials in the dumpster area.

### 3.13 Pets

- Residents must control their pets at all times.
- Pet owners must clean up their pet's solid waste.
- All pets must be leashed at all times with a leash no longer than six (6) feet.
- Pets may not be on the golf course at any time.
- Pets are not allowed in the clubhouse or tennis/pickleball courts.

### 3.14 Owners/Renters/Guests Use of Master Association Amenities

- Owners who rent their units are not considered to be Terraverde residents for the duration of the rental period. The right to use all amenities that require a key fob, transfers to the renter for the term of the rental agreement.
- No more than four (4) overnight guests of owners/renters are entitled to use Master Association amenities. Use of facilities by numbers outside of this definition must be pre-approved by the Master Association.
- When using amenities, children under the age of 12 must be under direct adult (16+) supervision at all times, except where posted regulations override this defined age.
- Individuals, including children, whose behavior is annoying or disruptive to others may be asked to leave the specific area.
- No fishing, boating or swimming is permitted in ponds.

### 3.15 Clubhouse Attire

- When exiting the pool area, cover-ups must be worn into the clubhouse. Towels are not acceptable attire.
- Bare feet are not allowed in the clubhouse.

### 3.16 Clubhouse Dinners/Events

- All clubhouse dinners/events must be approved by the Clubhouse Manager.

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- Owners/renters/overnight guests have first preference when registering for any dinners/events held at the clubhouse. Residents must sign up for guests.
- Guests and non-residents, including non-resident golf members, **must** be signed up for dinners by the owner who is sponsoring them.
- In all cases, fees for attendance **must** be paid at the time of registration.
- Non-resident golf members are not allowed to bring a guest or participate in clubhouse events.
- A cutoff limit will be set on the number of attendees allowed at any clubhouse dinner/event by the Clubhouse Management.

### 3.17 Purchase of Food or Beverages at Clubhouse by Non-Residents

- Immediately before or following a game of golf, non-residents are entitled to purchase food or beverages for consumption at the clubhouse.
- Outside of this period, non-residents are not allowed to purchase food or beverages except when accompanied by an owner/renter.

### 3.18 Pool Use - General

- Owners/renters must use their unit's key fob to enter and exit the pool area.
- Terraverde owners/renters must be in residence when their guests use the pool or spa, except when pre-approved by the Master Association.
- Guests must sign in on the clubhouse sign in sheet before entering the pool area.
- Owners/renters are responsible for the behavior of all guests in the pool area.
- Children under 16 must have adult (18+) supervision in the pool area.
- Children under 16 are not allowed in the spa.
- Fold down umbrellas after use.
- Do not drag chaise lounges.
- The pool and spa are open from dawn to dusk. No access is allowed before or after these times.
- Reserving of chairs and/or chaises is not permitted.
- Smoking is permitted in designated areas only.

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- Headphones or earbuds must be used while listening to music or watching entertainment devices.

### 3.19 Food and Drinks in the Pool Area

- Food and drinks must be purchased at the clubhouse snack bar. No outside food or drinks are allowed.
- Food or drinks are not allowed within 3 feet of the pool or spa.
- Glass containers are not allowed in the pool or spa area.
- No coolers are allowed in the pool area.

### 3.20 Use of Pool Toys and Equipment

- No swim toys, balls or the like may be used in the pool or pool area.
- No flotation devices, excluding pool noodles, are allowed in the pool.

### 3.21 Pool Behavior:

- No abusive or profane language is permitted.
- No running, boisterous or rough play, pushing or dunking is allowed in the pool or pool area.
- No diving or jumping into the pool.

### 3.22 Use of Exercise Room

- Use of the exercise room is restricted to owners, renters and guests.
- No children under the age of 16 may use the exercise room.

### 3.23 Use of Golf Course

- All players must register and pay at the pro shop prior to entering the golf course.
- Except for tournament play, all golfers must begin play on hole #1.
- USGA rules govern all golf course play.
- Proper golf attire, including collared shirts for both men and women, must be worn at all times. No swim suits, bare feet, cut off shorts, or tank tops are allowed at any time.
- Soft spikes only are allowed.
- Each player must have his/her own set of golf clubs.
- No more than four players to a group.
- Keep pace. Allow faster players to play through.
- Repair ball marks on greens and rake sand traps.

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- Replace all divots on tees and fairways.
- Only pull carts are allowed. Keep pull carts off greens and tees.
- Use tees in the tee box area.
- No coolers or outside alcoholic beverages permitted.
- Non-golfers may not walk on the golf course.

### 3.24 Use of Tennis/Pickleball Courts

- Courts are open for both day and evening play as per posted times.
- All players must register in clubhouse prior to play.
- Proper tennis attire is required.
- Children under 16 years of age must be accompanied by an adult.
- No glass bottles are allowed on the tennis courts.
- Pets are not allowed on the tennis courts.
- Limit your playing time to one hour if others are waiting.

### 3.25 Use of Boat Dock and Storage Area

- Storage space for canoes, kayaks, and boats under 26 feet in length is available for a yearly fee through the Master Association.
- If yearly storage fees are not paid, assigned storage space reverts back to the Master Association.
- Owners/renters have access to storage spaces on a “first come, first served” basis.
- Storage spaces cannot be transferred. If storage is no longer required, the key to the boat dock access gate lock must be returned to the Master Association office.
- All boats, trailers, and other vehicles must display valid registration numbers and plates.
- All boats, trailers, and other vehicles must display current Terraverde Country Club boat dock access/storage identification as provide by the Master Association.
- Inoperable equipment left in storage spaces for an unreasonable period of time may be removed.