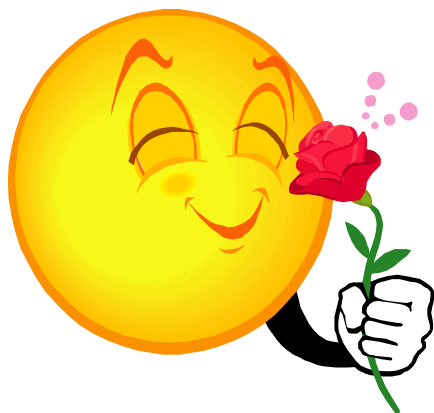




**Rosedown Village
Homeowners'
Association, Inc.**



**Reference Handbook
for
Rosedown Village Residents**

Rosedown Village



TABLE OF CONTENTS

WELCOME.....	3
INFORMATION/ANNUAL MEETINGS	
BOARD OF DIRECTORS & OFFICERS.....	5
STANDING COMMITTEES.....	7
DECORATING GUIDELINES.....	8
ROSEDOWN FUTURE AND CURRENT EVENTS	
MONTHLY DANCE	11
PLANTATION COVERED DISH.	11
BLOCK PARTY.....	11
HOLIDAY PARTY.....	11
PLANTATION OLYMPICS	11
HOMEOWNERS ASSOCIATION.....	12
IMPORTANT REMINDERS.....	14
IRRIGATION/WATER CONSERVATION.....	15
RECYCLING & RESIDENTIAL GARBAGE/TRASH.....	16
ARCHITECTURAL REVIEW.....	18
NOTES FOR PART-TIME RESIDENTS.....	19
MAP OF ROSEDOWN: LOT-HOUSE #.....	20

Welcome To Rosedown Village!

You have just moved into one of the most unique Villages in the Plantation and, we think, the best place in the Plantation to live!

We were the second Village to have a completely self-governed Homeowners' Association. This is not the same as the Plantation Homeowners' Association, however. The Rosedown Homeowners' Association is a completely separate organization with its own dues and regulations.

Rosedown Village is one of only three "maintained" villages within the Plantation. This maintenance includes lawn mowing, edging, fertilizing, weed control and shrub trimming. It does *not* include flower bed weeding or irrigation system repair.

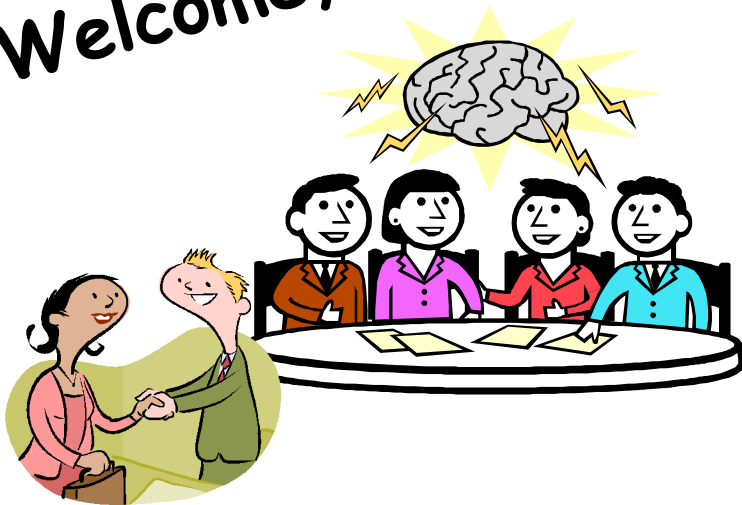
Please review this Reference Handbook. It will answer many questions and provide important information in a condensed form.

This booklet does *not* replace the explicit rules found in the Plantation at Leesburg Declarations of Covenants, Bylaws and Articles of Incorporation, and the Rosedown Village Declaration of Covenants, Bylaws and Articles of Incorporation.

If you did not receive copies of these important documents from the previous owner of your house, please obtain a copy from The Plantation Administration Office.

We are glad to have you with us, and we look forward to meeting you in the near future.

Welcome, Neighbor!



***ROSEDOWN VILLAGE NEEDS YOU!
PLEASE BE A VOLUNTEER
AND HELP OUR VILLAGE.***

Board of Directors

All members of the Board of Directors of Rosedown Village are volunteers and receive no remuneration whatsoever for serving. For more information about Board positions and terms, please refer to the Rosedown Village Bylaws.

The purpose of the Board of Directors is to make decisions on behalf of the residents, concerning the following:

- Asset protection
- Monitoring adherence to the Addendum to Agreement for Purchase and Sale of property required by Section 689.26 of the Florida Statutes.
- Adherence to the Plantation Declarations of Covenants, Conditions, Easements and Restrictions
- Contract compliance
- Collection of Rosedown Village dues and payment of bills
- Establishment of procedures as required

MEETINGS

The Rosedown Village Board of Directors hold General Meetings as a way to keep all Rosedown Village homeowners apprised of important information. These meetings are usually held in the meeting room of Ashley Hall in January, March, June, October and November. The Rosedown Village Homeowners' Association Annual Meeting is held on the first Sunday in December as stipulated in the Rosedown Village Bylaws. This meeting is also held in the meeting room of Ashley Hall.

- Special Meetings may be called at any time by the President and/or Elected Officers

BOARD OF DIRECTORS

The Directors of the Rosedown Village Association in the Plantation at Leesburg shall be President, Vice President, Recording Secretary, Treasurer and Lawn Maintenance Liaison. Elections/nominations are held each year at the December meeting for the first four positions. The Lawn Maintenance Liaison is a non-elected Board Member. New officers will commence their duties in January.

PRESIDENT

It shall be the duty of the President to preside over all meetings, prepare the Meeting Agenda, schedule meeting dates and insure there are chairs for *Social Activities, Golf Outings, Emergency Preparedness, PlantationTimes Distribution & Web Site Maintenance, Plantation Olympics, and Entrance Decorations Committees.*

VICE PRESIDENT

The Vice President shall complete all tasks as assigned by the President. In the absence of the President, the Vice President shall function as the President.

RECORDING SECRETARY

The Recording Secretary shall attend all meetings, keep a true record of all proceedings and present this record at subsequent meetings. The Recording Secretary will also maintain record of resident emergency contact information.

TREASURER

The Treasurer shall receive the Associations monies and maintain an accurate record of the amounts, sources, and purposes of all monies received and disbursed.

LAWN MAINTENANCE LIAISON

In addition to soliciting RFPs for Rosedown Village lawn services, the Lawn Maintenance Liaison will accept written requests from residents for services and exclusively maintain direct contact with the contractor.

STANDING COMMITTEES

SOCIAL ACTIVITIES COMMITTEE

It is the responsibility of social activities for all Rosedown Village Residents. The Social Activities Chair(s) will ask for volunteers to head various social events. Examples of social events and activity oversight include, but are not limited to: *Block Parties, Progressive Dinners, Adopt-A-Family, The Village Historian, Jingle Bell Walk, and Yard Flag Maintenance.*

GOLF OUTING COMMITTEE

The Golf Chair oversees bi-weekly golf outings that take place throughout the year. Members of the Golf Group organize each individual outing. Members are expected to coordinate one golf outing, usually a scramble, each year (scheduling Tee-times, organizing 4-somes, and hosting dinner after golf). Visiting guests of members are always welcome. A high degree of golfing skill is unnecessary to participate.

EMERGENCY PREPAREDNESS COMMITTEE

The Emergency Preparedness Chair(s) secure(s) appointees to help keep Rosedown residents informed of both Lake County and The Plantation emergency guidelines. Examples of such information are, but not limited to: Distribution of Emergency Preparedness Program Booklets, and Oversight of Emergency Contact Forms.

PLANTATION TIMES COMMITTEE The Plantation Times Chair solicits volunteers to assure delivery of the monthly Plantation Times Newsletter. The Chair also accepts and coordinates postings (photos, event and meeting dates) to the Rosedown Neighborhood News via the website, <http://www.palhoa.com>.

PLANTATION OLYMPICS COMMITTEE

The Chair for the Plantation Olympics helps coordinate sign ups, (usually in August) for events. The Chair will also facilitate active participation in the Opening and Closing Ceremonies by Rosedown Residents to encourage, support, and applaud our Olympic athletes.

STANDING COMMITTEES (continued)

• ENTRANCE WAY DECORATIONS

The Entrance Way Decoration chair/committee is responsible for purchasing/crafting decorations for the Rosedown Village entrance way for the following Special Holiday/Occasion:



ENTRANCE DECORATING GUIDELINES

UNITED STATES FLAG

PROPER PROTOCOL includes:

Flag should be lighted at all times, either by sunlight or by an appropriate light source.

The flag should be flown in fair weather, unless the flag is designed for inclement weather use.

When the flag is so worn it is no longer fit to serve as a symbol of our country, it should be destroyed by burning in a dignified manner.

Refer to the complete American Flag Etiquette at:

<http://www.usa-flag-site.org/etiquette.shtml>

It is recommended that the United States Flag be flown especially on the following holidays:

Presidents' Day	Flag Day (June 14 th)
Armed Forces Day--(3 rd Saturday in May)	Independence Day (July 4 th)
Memorial Day--(recommended half mast until noon)	Labor Day
	Veterans' Day

The American flag may also be flown on any other days of the year as proclaimed by the President of the United States.

FLAG POLE STANDARDS FOR VILLAGE ENTRANCES:

Height above the ground should not exceed 12 - 16 feet. White or plain aluminum poles may be used.

Sleeves to hold the poles are to be installed without the use of concrete. A small amount of sacrete may be used when necessary to secure the sleeve. All installations should be coordinated with the Homeowners' Association Manager (326-1250) before installation, so as to assure that location and digging will not interfere with electrical power and underground sprinkler systems.

HOLIDAY DECORATIONS:

The following guidelines provide a framework for all village entrance displays. Each individual village may decide whether or not to decorate and what to display. It is recommended that the materials used be weather resistant and substantial.

The entrance displays MAY be set in place according to the following schedule, but **NO EARLIER OR LATER THAN** the time frame as listed below:

7 DAYS:

4 days before the holiday-the HOLIDAY itself-2 days following the holiday

VALENTINES' DAY (2/14)

ST. PAT'S DAY (3/17)

MEMORIAL DAY (AS OBSERVED)

INDEPENDENCE DAY (7/4)

(ENTRANCE DECORATING GUIDELINES CONTINUED)

10 DAYS:

EASTER

The Friday before PALM SUNDAY to 2 days following EASTER SUNDAY

If **PASSOVER** does not fall within this time frame, special observance will be allowed.

HALLOWEEN

7 days before HALLOWEEN (10/31)—HALLOWEEN itself—2 days following.

THANKSGIVING

5 days before THANKSGIVING (4th Thurs. Nov.)—THANKSGIVING itself—4 days following.

3 WEEKS:

**11 days before - the day of - 9 days following
HANUKKAH & CHRISTMAS**

SPECIAL CONSIDERATIONS:

1. No decorations covering the name of the village on the feature brick wall.
2. No damage to existing plant material or sprinkler system.
3. All decorations are to be within the plant bed areas; no decorations in the grass areas.
4. No drilling of holes into the feature brick wall.
5. No empty flag poles to be left on display.
6. Lighted displays should not overload electric circuit breakers or cover feature wall lights.
7. In the event of special circumstances, exceptions may be granted upon request to the Homeowners Association.

ROSEDOWN EVENTS

PLANTATION MONTHLY DANCE

The Plantation Monthly Dances are sponsored by a Plantation Village. The Rosedown Dance Chair and Committee shall be responsible for hosting a Plantation monthly dance. Currently, Rosedown will co-host the October Halloween dance. However, Rosedown Village may be asked to host a different month. (Not required every year)

PLANTATION COVERED DISH

Rosedown will host a Plantation Monthly Covered Dish Dinner.

ROSEDOWN BLOCK PARTY

HOLIDAY PARTY

PLANTATION OLYMPICS

The Plantation Olympics is held in October and usually runs for two weeks. Various indoor and outdoor events are held.

The Village colors for Rosedown are white top and blue shorts/slacks. The flag for Rosedown is retained by the top medal winner at the end of the Olympic events.

The Plantation Activities Office and the Olympics Committee (volunteers) establish dates, events, and schedules for each year's events. The Sign-up for the events usually start in August. The sign-up form is inserted in the August/September Plantation Times newsletter.

All Rosedown residents participate in the Opening and Closing Ceremonies. You do not have to actively participate in an event to participate in the Opening and Closing Ceremonies.

The opening ceremony consists of a parade of all Village residents grouped in their respective Village with the flag bearer leading the group. The parade participants line up in the parking lot near the mail boxes and proceed to the entrance of the Manor.

Closing Ceremonies consist of awarding the medal winners. All residents are encouraged to attend both **the Opening and Closing ceremonies.**

Homeowners Associations

There are two Homeowners' Associations (HOA's) to which you must pay dues:

- The Plantation at Leesburg HOA
- The Rosedown Village HOA

These are separate Homeowners' Associations and each is responsible for maintaining specific areas. They do **NOT** overlap responsibilities.

The Plantation at Leesburg HOA

- Payable to the Plantation at Leesburg Homeowners Association, Inc.
- Due on the 1st of each month.
- A payment coupon book is provided by the Plantation.
- Contact the Plantation Administration Office for payment details.

The PAL/HOA Due Maintain the Following:

- Roads and parking lots
- Village entrances
- The Manor and the Manor pool
- Ashley Hall and Ashley pool
- Hermitage Hall and Hermitage pool
- Common areas such as the greenways along the roadways
- Recreation areas, including but not limited to, softball field, bocce courts, tennis courts, etc.

NOTE: The Plantation at Leesburg HOA owns and maintains The Rosedown Village entrance.

Refer to Article V of the Plantation Covenants for further details.

Consult the Administration Office for current Plantation HOA fees and/or any questions about Plantation HOA fees.

Rosedown Homeowners' Association Dues

- Payable to: The Rosedown Village Homeowners' Association
- Coupons and mailing labels are provided to each homeowner in November for the next calendar year by Atwood Phillips.
- Due on: The first day of the month of each calendar quarter

January 1 April 1 July 1 October 1

RVHOA Dues Maintain The Following:

- Liability Insurance for Officers and Directors
- Lawn mowing/Edging
- Lawn pest control
- Lawn weeding and feeding
- Shrub trimming of original foundation plantings
- Income Tax Return
- Annual Audit

ANNUAL MEETING

The annual RVHOA meeting will be held in December of each year.

“The annual Rosedown HOA meeting is held on the first Sunday of December of each year for the purpose of electing directors and transacting any other business authorized to be transacted by the members, provided, however, that if that day is a legal holiday, the meeting shall be held at the same hour on the next date that is not a legal holiday.”

INFORMATION MEETINGS

Rosedown Informational meetings are held as scheduled on the 1st Sunday of the following months:

- January
- March
- June
- October
- November
- December (Elections/Annual Meeting)

Important Reminders

- NO OVERNIGHT PARKING IS PERMITTED ON ANY ROSEDOWN VILLAGE STREETS.
- There are no parking areas in the Rosedown Village for RV's and/or boats. Please see the Plantation Administration Office for designated parking areas for these items
- 8.5 Motor Home Parking in Driveway a maximum of 48 hours.
- 8.6 Pick up after pets.
- 8.17 No cutting of trees unless replaced by same.
- Cannot change mulch color to red cypress or add lava rock.
- Water days Wednesday & Sunday.
- Trash set out the day of pickup or after 5pm the day before.
- For sale sign or open house in window only not in yard.
- No antennae but Satellite ok after ARC approval.
- Children under 18 can visit up to 30 days.



LIGHTS ON !

Part of the beauty of The Plantation is the absence of utility poles strung with cables. The front yard post lights are important for three reasons:

1. Security
 - Because there are no street lights, the post light in your yard is a vital part of neighborhood security. For that reason alone, it is very important to make sure your yard post light is operating properly at all times.
2. Safety
 - Your neighbors who walk their dogs (or just themselves!) after dark rightfully expect to walk in a well-lighted neighborhood.
3. Requirement
 - It is a requirement of the Plantation that every property owner maintain the proper white light of maximum wattage for their yard post light. Failure to do so will result in having to replace burnt-out bulbs which, in turn, the property owner will be charged for the replacement.

•“**Paragraph 8.20** was added to Article VIII of the Declaration by Amendment recorded in the official Records Book 2724, Pages 1037-1039, Public Records of Lake County, Florida, and such Amendment is hereby voided in its entirety and replaced by the following:

8.20 YARD POST LIGHT. A yard post light has been installed on each lot for the purpose of illuminating the streets and sidewalks in the community, thereby providing safety and security for the community. Each lot owner shall maintain in good working condition the post light in their yard and install thereon (and replace when necessary) the highest wattage white light bulb allowed by the light fixture attached to the yard post. The lot owner shall also keep the lighted portion of the post light clear of shrubbery and decorative items to facilitate full illumination. If the post light requires replacement or major repairs, the lot owner must first secure the approval of the Architectural Review Committee pursuant to Article VII of the Declaration before making such replacement or repairs. The terms and conditions of the Declaration, as amended, supplemented and further amended, are hereby ratified and confirmed.”

IRRIGATION - WATERING

Existing Landscape Irrigation

Declaration of Covenants, Article IV, General Provisions, **Paragraph 4.1, Rules Pertaining to Lawns and Landscaping states:** “. . . each Lot owner shall maintain the irrigation systems on a Lot and shall ensure that satisfactory watering is effected to maintain high quality lawns and landscape plantings.”

Home Irrigation System Suggestions

- Rain Sensors – be sure your rain sensor is operating properly and set to turn your system off when rain exceeds ¼ inch. Check the “pads” or corks” in your gauges and replace if deteriorated. Set your rain gauge to ¼ inch.
- Sprinkler Timers – Set your sprinkler timers to come on only two days per week. Wednesdays and Sundays are the only authorized days of the week to irrigate. Twenty-Thirty Five minutes per zone should be sufficient except in times of drought, up to Fifty minutes may be required for proper coverage on the lawn zones.
- Set your sprinklers to come on between 1 A.M. and 10 A.M which is the coolest time to water and reduce the chance of St. Augustine fungus.
- Be sure your sprinkler heads are clean and give proper coverage. Be sure to keep sprinkler heads in planted areas slightly above the plants to give proper coverage.

PLEASE HELP CONSERVE WATER.

IT IS ONE OF FLORIDA’S MOST PRECIOUS RESOURCES.

Recycling What, Where & How

Recycled Items Collected at Curbside On Tuesdays

- Newspapers and magazines
- Clear, green, and brown glass
- Aluminum and steel cans
- Plastic bottles with necks, any color (#1, #2, #3, #4, #5, #6, and #7)
- Household batteries - put batteries in clear plastic bags before placing in a recycling bin.

Recycling Bins

- Homeowners may call Waste Management
- When recycling bins develop holes in the bottom and or jagged edges, call Waste Management to arrange for removal.

Residential Garbage/Trash Service

(Information Below Supplied by Waste Management)

Residential Garbage and Rubbish

- Must be placed for collection in standard 20-30 gallon trash cans or sealed bags.
- Each container must weigh 50 pounds or less
- Boxes must be flattened and bundled.

Household Garbage

- All broken glass should be wrapped in newspaper and placed only in a garbage can.
- Must be placed at curbside within 3 feet from the edge of the traveled portion of the street.
- Put trash containers out for pickup by 6:00 A.M. on Tuesdays and Fridays.

Trash Cans

- Must have handles, with tight-fitting lids, be free of sharp and jagged edges, with bottoms in tact.

- Do not stack trash cans or trash bags over water or gas meters or under low hanging tree limbs or utility wires.

All trash containers should be kept free of excessive ants, wasps, beehives, etc., and all kinds of rodents.

Tree Limbs and Yard Trash

- Yard trash and waste building materials must be bagged, bundled, or placed in an easy to handle container (such as a standard trash can) weighing no more than 50 pounds.
- Limbs and branches must be stacked parallel to each other and tied in bundles weighing no more than 50 pounds each. Bundles must be no longer than 4 feet in length with limbs no greater than 6 inches in diameter. These items should be stacked with the household trash for easier pickup.

Appliances and Furniture

- Call Waste Management to schedule a pickup. Once a pickup is scheduled with the hauler, place appliances, furniture, and other bulk items at the curb for pickup.
- Call local charities for possible reuse of these items before calling to schedule pickup.

NOT ACCEPTED AT ANY TIME

- No paint or oil cans
- No hazardous waste such as lawn or pool chemicals
- No construction or demolition debris such as fencing, floor tiles, etc.
- No tires

Architectural Review Committee

*Before you make ANY exterior changes
to your house or yard!*

According to Article III, Section 3.2.2 of the Plantation Covenants, no changes can be made to the exterior of your house or your yard without the written approval of the Architectural Review Committee.

Architectural Review Committee approval, in writing, is required for:

- Any change(s) to the exterior of residential structure, including change(s) to exterior paint color, adding any screening and/or screened enclosure(s), removing any railing(s), etc.
- Any yard modification from the original plot plan, including expanding and/or reshaping of the flower/plant beds, addition and/or removal of any tree(s), changing plantings in beds, adding fountains and/or ponds, etc.

It must be remembered that the Rosedown Village is a maintained community, and as such, it must have strict controls for the protection of the property values. Changes in the configuration of individual yards can also cause the maintenance fees to escalate for all Rosedown homeowners. This is unfair to the other homeowners who DO abide by the regulations.

What You MAY Do Without ARC Approval:

Plant flowering plants in existing plant beds.

Replace like plants if diseased

Replace Trees with Like: Magnolia, Live Oak Laurel Oak or Holly.

Homeowners Must Submit A Request For Change Or Improvement To Property Form. Submit to your Rosedown HOA to have it reviewed, and then submit to the ARC at the Administration office. These forms can be obtained at The Plantation Administration Office.

The Architectural Review Committee enforces all rules. Refer to the Plantation Covenants and Rosedown Village Covenants for further details about Architectural Review Committee procedures.

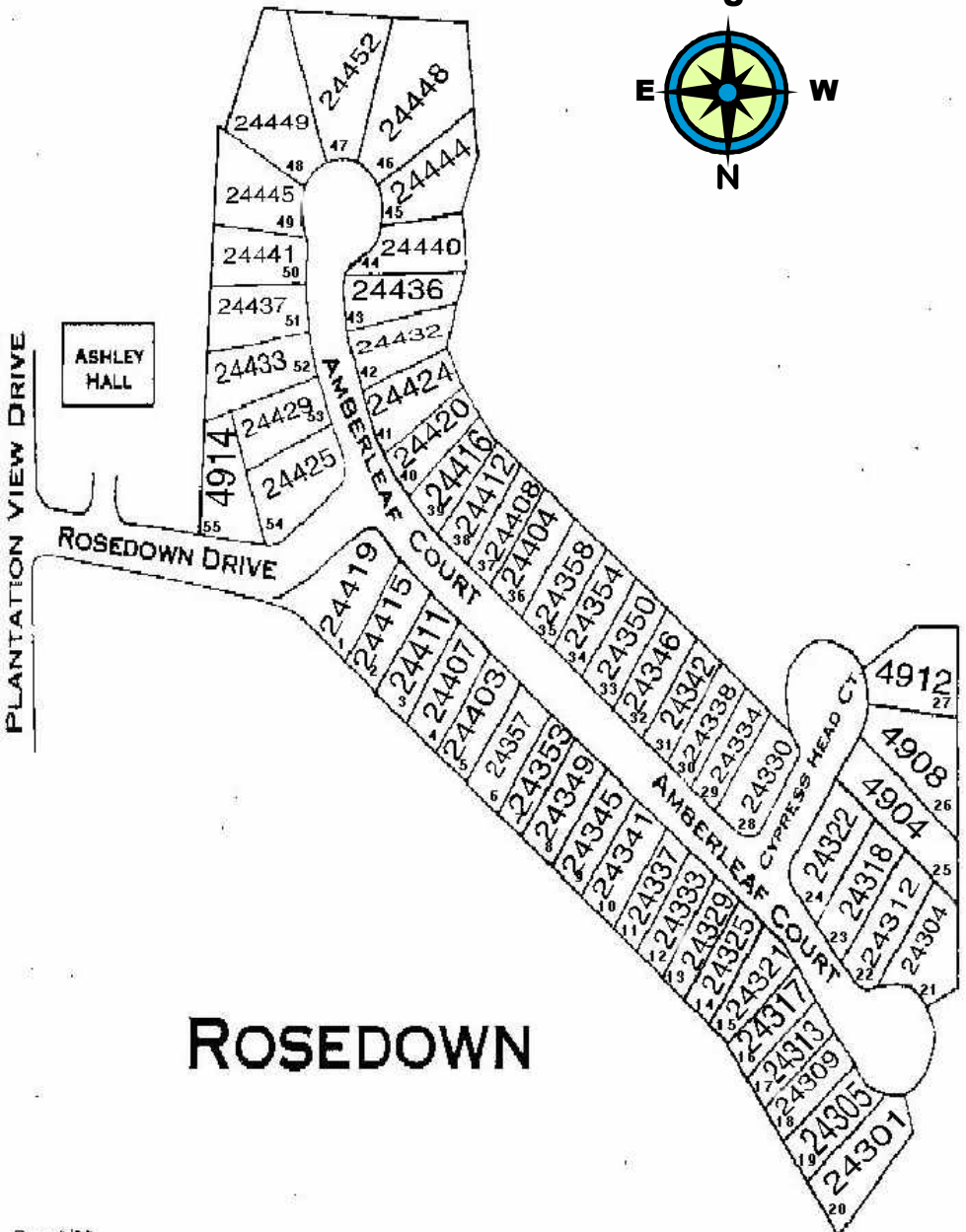
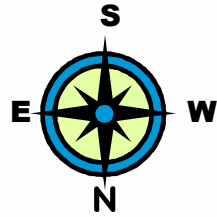
Special Note to Part-Time Residents

DO

- Remove and store all porch and outdoor furnishings, including barbeque grills, inside of the house or garage.
- Contract with some entity to keep all planted areas weed-free.
- Notify Plantation Security (obtain a form from the guard's station) and notify the Rosedown HOA Treasurer of:
 1. When you plan to leave
 2. When you plan to return
 3. How you can be contacted via:
 - a. Mailing Address
 - b. E-mail Address
 - c. Telephone Number
 - d. Cell Phone Number
 4. Open circuit breakers to electric water heater.

DO NOT

- Discontinue electric service or water service while you are away. To do so is to invite trouble:
 1. A fine from The Plantation at Leesburg Homeowners' Association because of an inoperative yard post light. (to avoid a fine, be sure a neighbor is monitoring your yard post light and will replace a bulb when necessary.
 2. Uncontrolled humidity inside the house. This condition will result in mold and/or mildew (very costly!) and/or carpet buckling. Set the thermostat no higher than 80 degrees.
 3. Insufficient lawn and shrub watering (very costly!)



Rev 6/06