

**Woodcrest Village Homeowners Association Inc.**  
**Lehigh Acres, FL, 33970**  
c/o DZBC, LLC  
P. O Box 84216 – Lexington SC 29073

## **RULES & REGULATIONS**

Adopted: April 21, 2026

## **Policy Making**

The Woodcrest Village Homeowners Association Inc. Board of Directors are responsible for promulgating, adopting and enforcing rules and regulations consistent with the Declaration, Articles of Incorporation, and Bylaws. (Declaration, Article IV, section 5).

The Board of Directors manages the affairs of the Association (Article of Incorporation, Article V). The Board of Directors may promulgate rules and regulations and policies to promote the health, safety and welfare of residents and to preserve the integrity of the common elements and community. Rules and Regulations have been and will be developed to serve the benefit of all owners and residents.

## **The Architectural Review Committee (ARC)**

This Committee has been empowered by the Board of Directors to examine and approve all requests for modifications and the ongoing maintenance and appearance of units, and all common elements. It is the Committee's task to enforce the will of the Board of Directors for the benefit of the association members; therefore, refer to the ARC Policy & Procedures before altering anything visible from outside the individual units.

The purpose of the ARC Committee is to preserve and maintain the architectural aesthetics of the community.

A member of the Board of Directors shall be a member of the ARC Committee at all times. The ARC Form must be completed and authorized by the ARC Committee prior to the commencement of any project.

The ARC Policy shall be made a part herein and identified in the Rules & Regulations of the association as ARC Policy identified as "Exhibit A". The ARC Committee has no authority to change or modify the ARC Policy.

## Rules and Regulations

### Ownership

1. Every owner shall be a member of the Association. Membership shall be appurtenant to and may not be separated from ownership of any Parcel which is subject to assessment.
2. Parcels shall be used for single-family residential purposes only. Businesses and all other non-residential uses are specifically prohibited. Renting or leasing of units is prohibited.
3. Guests under the age of 18, may not extend vacations beyond thirty (30) days in a given year without knowledge and approval of the Board of Directors. Any guest and/or visitor remaining in occupancy beyond 30 days (over the age of 18), shall be required to submit to a background check on the 31<sup>st</sup> day.
4. Quarterly assessments are due on the 1<sup>st</sup> of each month. Unpaid assessments not received by the tenth (10<sup>th</sup>) of the month shall be assessed a late fee of twenty-five dollars (\$25.00), as shall be set by the Board of Directors from time to time. Any assessment not paid within thirty (30) days after the due dates shall bear interest from the due date at the highest rate allowable by law per annum.
5. No trailer shall be used as a residence or place of business either temporarily or permanently.
6. No illegal, noxious or offensive activity shall be permitted which is, or may become a nuisance. This includes harassing or intimidating behavior which is a violation of the Fair Housing Act.
7. The grounds of each parcel and exterior of the home and patio area (whether vacant or occupied) shall be maintained in a neat and attractive condition.

### Pet Rules:

1. a) Owners may have two animals; only one of which can be a dog, and is subject to the approval of the Board of Directors. The animal (dog) shall be identified by breed and adult weight according to the American Kennel Club Classification. The Pet adult weight shall not exceed twenty-five (25) pounds.  
  
b) The pet is to be on a leash under close control of an adult at all times (Lee County Ordinance); no pet may create a nuisance; owners must remove pet excrement immediately and dispose of same. No pet shall be permitted to trespass on the yards or private property of another owner.  
  
c) Certified Service Animals and ESA shall be governed by Florida Law and shall conform to specific guidelines with proper documentation presented to the Board of Directors.

### General Property Rules:

1. Exterior Post Lamps in front of homes must be on from dusk to dawn. Outdoor light switches shall be in the ON position at all times. Woodcrest Village Homeowners Association (WCV HOA) shall maintain and replace post lamps as needed. Owners shall supply electricity to the exterior light pole. Costs due to wiring malfunctions or switches or other causes are the responsibility of the owner.

2. The repair or servicing of any vehicles, including boats, is prohibited outside an enclosed garage.
3. Burning trash, leaves, and clippings or other debris or refuse is strictly prohibited on any part of the properties or roads right-of-way.
4. WCV HOA roads are private, and are restricted to vehicle and pedestrian traffic. No play activity will be permitted on these roadways.
5. Landscaping: Requests for planting or removal of trees, vines, or plants on the common property must be made in writing to the Board of Directors. Homeowners may add annuals in planting beds to provide color but the Association will not replace these. These policies do not apply to the rear of the units, where landscaping design and maintenance are the responsibility of the homeowner.
6. Repairs or adjustments to the sprinkler heads, pumps and timers, plus repairs or adjustments to the pool pump and filter equipment and pool heating equipment will be done only by authorized persons designated by the Board. Residents should refer any problems in these areas to the Association Management company or designated Board member. Any damage to these items or any part of the common grounds by visitors (guests) shall be the responsibility of appropriate homeowners.
7. Curbside pickups for recycling, garbage and horticultural collection should be placed at curbside no more than twenty-four (24) hours prior to collection, and removed within 24 hours of pick-up. Trash receptacles should be stored in a non-visible area of property, i.e. garage, behind gate or patio. They should not be placed on the grass. As of January 2, recycling, garbage and horticulture is picked up on Tuesdays. (Subject to change)
8. **Soliciting is NOT permitted** in Woodcrest Village.
9. The Board of Directors and/or ARC Committee shall have access to the back yards of all properties.
10. Decorating: there shall be no decorative items displayed in the front of or attached to the front of the house or to the lamppost. This includes but is not limited to license plates, emblems, signs, paintings, or wood scrollwork. House names on the mailbox, garage or entranceway are not permitted. The United States flag, and those flags federal laws have included, may be displayed at the resident's discretion. Hanging floral baskets in moderate numbers are permitted. Extra housing lights are prohibited unless approved by the Architectural Committee. No more than six (6) Solar Lights are permitted and may only be placed in the mulched area bordering the sidewalk to the unit's entrance. Solar Lights are NOT permitted in any grass areas. Christmas decorations are permitted from Thanksgiving to January 6th. Halloween decorations are permitted during the Halloween season. Halloween decorations can be put up a week before and taken down after Halloween night. Decorations shall be allowed for Easter and the Fourth of July, starting two weeks before these holidays and removed by one week after. These restrictions do not apply to rear areas or side areas behind the gate, providing such decorative items are not readily visible from the street.
11. Signs are prohibited with the exception of one "For Sale" sign which must be placed under the Structure's eave, in a mulch or shrub bed, to eliminate interference with lawn care.

12. Garage, tag, rummage, yard, estate, etc. sales are allowed with prior Board of Directors approval.
13. The Board may approve or disapprove any request for the installation of a generator pad at the front or side of a home after considering exhaust and noise hazards as well as appearance. Generators on the pad must be portable, not permanent, and can be installed and used from the day electric power is lost and then removed the day electricity is restored.

### **Parking**

1. Parking on landscaped areas is prohibited. Parking on streets is prohibited except for up to three (3) hours during daylight hours. Parking lots are reserved for guests only. Exceptions will be considered by the board on a case by case basis. Parking of a vehicle that is inoperative, wrecked, dismantled, in disrepair, or that does not have a current affixed and valid license tag is prohibited.

### **Architectural:**

1. No owner shall proceed with any addition, modification or alteration without the prior written approval of the ARC Committee. All additions, modification and alterations to property are addressed in the ARC Policy. (attached hereto and made a part hereof, and identified as "Exhibit A").
2. Approval of storm shutters must be obtained from the ARC Committee. Roll up shutters (electric, crank or belt operated) are permitted; hand-installed emergency panels will not be approved. Windows visible from the street should have shutters deployed only in emergency situations or with express board approval for seasonal owners who wish to protect the safety of their unit.
3. The prior written approval of the ARC Committee is required for any alterations to the front of the units. This includes but not limited to such items as replacement of roofs, gates, garage doors, screen doors, siding, stucco and repainting.
4. There shall be no addition or alteration to any structure, which is visible from the street, with the exception of the installation of gutters and the screen enclosure of the entranceway. The entrance way is defined as the original poured concrete slab bounded by the front door and the sidewalk. The screening and its structural parts shall have a dark-tone finish, typically bronze or black. Vinyl windows for protection from rain may be installed on the screening. Gutters installed in the front shall be painted to match the surface on which they are mounted. The prohibited additions include windows, doors, and awnings. Aluminum framed windows on the front of the houses may be replaced with new vinyl-framed windows with white frames for the grey houses and brown vinyl for the brown houses. The new front windows must have the same number of panels, which can be done by using window inserts. Approval for new front windows must be obtained first from the Architectural Committee.
5. The owner shall clean, repair, re-stain or replace, as appropriate, the exterior portion of each structure, with the same colors as initially used on the structure, including exterior surfaces of garage doors, as often as is necessary to comply.

### **Swimming Pool: Rules and Regulations**

**Emergency Phone: 911    Phones are in any house**

1. No lifeguard on duty: you swim at your own risk.

2. Residents and guests must obey all swimming rules as posted on the bulletin board as well as on the large signs.
3. Please shower each time before entering the pool, as body oils and suntan lotions damage the pool filter.
4. Children & Adolescent seventeen (17) years and younger are not allowed in the pool or on the pool deck area unless accompanied by a resident adult or guest adult from their household.
5. Babies in diapers and others with incontinence issues must wear plastic pants. DIAPERS ARE NOT ALLOWED TO BE PLACED IN THE POOL TRASH.
6. Safety, exercise devices, toys and floats are allowed in the pool or on the deck, but must not interfere with the quiet enjoyment of the pool by other members and Guests. Persistent violations of this rule may result in denial of pool privileges for up to one year.
7. No food is allowed in the pool area with the exception of Board approved social events. Beverages must be in non-breakable containers only.
8. Each resident is responsible for leaving the pool deck area free of litter.
9. If you move a chair or lounge, please replace it. Poolside furniture may not be removed from the pool deck area.
10. Animals are not permitted in the pool area or on the pool deck.
11. No diving or jumping permitted in the pool and no running on the pool deck.
12. Pulling or placing any body weight on the safety rope is not permitted. The last person to leave is responsible for replacing the safety rope.
13. Each homeowner is responsible for the safety and behavior of members of their households who are using the pool facilities.
14. Please observe the pool hours of sunrise to dusk, pursuant to the Lee County Health Department Certificate of Operation.
15. Pool capacity is seventeen (17) people. Pool depths are measured in feet.
16. Special events for the Association will operate under rules set by the planning committee.
17. Smoking is prohibited in the pool area.

#### **Precedence of Rules**

**All rule conflicts will be resolved by the following rule precedence utilized by the Board of Directors.**

1. Reference to Covenants, Reference to the Bylaws, Rules and Regulations; subject to laws adopted and enforced by the State of Florida which will supersede those identified in the governing documents of the association from time to time.

"Exhibit A"

**WOODCREST VILLAGE HOMEOWNERS ASSOCIATION, INC.  
Lehigh Acres, FL**

c/o DZBC, LLC

P.O. BOX 84216. Lexington, SC 29073

Email: [Woodcrestvillagehoa@gmail.com](mailto:Woodcrestvillagehoa@gmail.com) Office Phone: 803-399-1931

**ARC – Architectural Review Committee Policies**

It is the Policy of the Architectural Review Committee, which has been empowered by the elected Board of Woodcrest Village HOA, to preserve and maintain the architectural aesthetics established in Woodcrest Village HOA.

In order to ensure that the aesthetics are maintained and are in compliance, an Annual Inspection will be completed each year during the month of January/February by the ARC Committee. Following the annual inspection, if a property requires repairs or attention, the Homeowner will receive a copy of the Inspection Form either in person or by mail.

All repairs that have been identified on the inspection form must be completed within a 60 day time frame. If work has not been completed within the time period as noted, the Homeowner will be contacted by mail to appear before the Woodcrest Village HOA Fining Committee. The Board of Directors will determine if an extension of time will be provided should mitigating circumstances exist. Effective 4/15/2024, the Board of Directors approved an extended time period of up to 180 days from the date of notification, for items identified as "Major Structural Repairs"; which include beams, total driveway replacement, and those items identified specifically by the ARC Committee.

Homeowners are encouraged to contact an ARC Committee member to secure the proper form is being utilized for work to be undertaken which is not being completed as a part of the Annual Inspection.

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Architectural Control Committee - "Request for Plan Approval" form completion guidelines:

- Owner of Property identified on form
- Address of Home & Unit #
- Description of work to be completed
- Start Date ... Anticipated Completion Date
- Contractor/Handyman: Name, Address, and Phone (It is always in the best interest of the Unit owner to request and obtain liability insurance)
- Homeowner Signature & Date

*\* Please determine if a County issued permit is required prior to beginning the work. No contractor can begin major structural work requiring a permit ... permit must be displayed in a conspicuous place on the property.*

**NO WORK OF ANY TYPE; EXCEPT FOR THOSE ITEMS IDENTIFIED DURING THE ANNUAL INSPECTION, CAN BEGIN UNTIL APPROVAL OF THE ARC COMMITTEE HAS BEEN SECURED. HOMEOWNER IS RESPONSIBLE TO ALL WORK BEING COMPLETED AND/OR FINISHED.**

## Architectural Guidelines

### Standard Annual Inspection Items & Recommended Action

- 1) Identification of mold on exterior painted surfaces & walls of unit – Pressure wash and/or paint;
- 2) Identification of mold on concrete driveways – Pressure wash and/or paint;
- 3) Identification of deteriorating paint on exterior unit walls of unit – Paint as needed;
- 4) Identification cracks and deteriorated asphalt driveways – Fill, seal or repave;
- 5) Identification of “Structural deficiencies”, i.e. support beams – Contact Contractor/ Handyman for required work to be completed. (180 days for completion);
- 6) Identification of gate repair or replacement required – Contact Contractor/ Handyman for replacement (including painting gate consistent with exterior paint color);

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Alteration of Frontal Views: There shall be no addition or alteration to any structure which is visible from the street, except for the installation of gutters and the screen enclosure of the entranceway. The entrance way is defined as the original poured concrete slab bounded by the front door and the sidewalk. The screening and its structural parts shall have a dark-tone finish, typically bronze or black. Vinyl windows for protection from rain may be installed on the screening. Gutters installed in the front shall match the surface on which they are mounted.

Prohibited additions include adding additional windows, doors, and awnings. Aluminum framed windows on the front of the houses may be replaced with new vinyl-framed windows with white frames for the grey houses and brown vinyl for the brown houses. The new front windows must have the same number of panels, which can be done by using window inserts. Approval for new front windows must be obtained first from the ARC Committee having completed the required ARC Form.

1. The owner shall clean, repair, re-stain or replace, as appropriate, the exterior portion of each structure, with the same colors as initially used on the structure, including exterior surfaces of garage doors, as often as is necessary to comply. Article VI Section 2 (g) Declaration of Covenants. The following are the exterior home color schemes.

#### Approved Paint Colors & Shingles

<p style="text-align: center;">Shingles: "Glacier White" (Tamco or similar shingle- Shingle)</p> <p><b><u>Brown Houses: (Sherwin Williams)</u></b></p> <p>Stucco: " " " "</p> <p>Trim: "Dark Walnut" #5385</p> <p>Field: "Light Brown" #5744</p> <p>Sidewalks: #5744</p>	<p><b><u>Grey Houses: (Sherwin Williams)</u></b></p> <p>Stucco: "Moonlight" #5430</p> <p>Trim: "Dark Grey" #5434</p> <p>Field: "Light Grey" #5433</p> <p>Sidewalks: #5433</p>
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No more than three adjacent homes can have the same color combination, i.e., three brown or three gray combinations.

### **Unit/House Windows & Gutters**

A Unit/House replacement window may be installed and must conform to the existing window:

Aluminum framed windows on the front of the houses may be replaced with new vinyl-framed windows with white frames for the grey houses and brown vinyl for the brown houses. The new front windows must have the same number of panels, which can be done by using window inserts. Approval for new front windows must be obtained first from the Architectural Committee.

Gutters installed in the front shall be painted to match the surface on which they are mounted.

If required, application for a building permit should be made to the Code and Building Services Department of Lee County after approval of the Architectural Control Committee.

### **Garage Windows**

A garage window may be installed on a garage wall if installed to conform to the following conditions:

- a) The window may be 24"H X 36" W or 24"H X 30" W metal framed, double hung or louvered unit.
- b) The installation is to be high above the ground and as far from the street as feasible.
- c) The window is to be trimmed with 4" wood, painted to conform to the house trim.
- d) The window addition starts with a written request to the Architectural Control Committee.

If required, application for a building permit should be made to the Code and Building Services Department of Lee County after approval of the Architectural Control Committee.

### **Garage Door Repair/Replacement**

The only metal door authorized at the present is the insulated steel AMARR CORP. insulated "Weather Guard" or the insulated "Heritage 3" door. Contact your Architectural Control Committee for details and approval before proceeding with repair or replacement.

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***THE PHYSICAL ARC FORM MUST BE SUBMITTED TO THE ARC COMMITTEE FOR APPROVAL.***

***TWO ARC COMMITTEE MEMBERS MUST SIGN OFF ON THE ARC FORM PRIOR TO THE COMMENCEMENT OF ANY WORK***

**WOODCREST VILLAGE HOMEOWNERS ASSOCIATION, INC.**

**Lehigh Acres, FL**

P.O. BOX 84216 • Lexington SC 29073

Email: Woodcrestvillagehoa@gmail.com Office Phone: 803-399-1931

**ARCHITECTURAL REVIEW COMMITTEE**

**Request for Plan Approval**

Homeowner: \_\_\_\_\_

Unit #: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Brief Description of Plan with Supporting Documentation**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approximate Starting Date: \_\_\_\_\_ Expected Completion Date: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Homeowner's Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

\*\*\*\*\*

For Architectural Control Committee Action: 60 day \_\_\_\_\_ 180 day \_\_\_\_\_

\_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED

**APPROVAL SUBJECT TO:**

\_\_\_\_\_  
\_\_\_\_\_

The above plan and drawings have been reviewed and are found to be in/non-conforming with Article VI, Section 4 of the Declaration of Covenants, Conditions and Restrictions for Woodcrest Village HOA.

**TWO ARC COMMITTEE MEMBER'S SIGNATURES REQUIRED**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(This form will be reviewed and returned within 10 working days).

**DO NOT BEGIN WORK PRIOR TO APPROVAL.**

**This form must be submitted for all exterior work, excluding Annual Inspection items on any house. Approved paint colors may be obtained through the ARC Committee or as found on the ARC Policies Document.**