

# **Exhibit**

# **E**

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**Coach Houses at Leesburg Condominium  
Association, Inc.**

# **Rules**

**As of August 2004**

**It has been said "Good fences make good neighbors."  
Likewise, following the rules set by the Association help  
maintain good relations between our members.**

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**Coach Houses at Leesburg Condominium Association,  
Inc.**

**Rules Covering Guests, Parking, Security and  
Housekeeping**

**GUEST RULES:** If you guest stays longer than one week (30 days are allowed), please register the guest name(s) and the auto ID (*Brand, model, year, color, license number & state of issue*) with the Board. Unauthorized cars will be towed.

**PARKING:** Please use your driveway for two car families or park in the street (*Oak Terrace Drive*) in front of the Association property. NO parking on the street in front of our buildings is allowed by order of the Leesburg Fire Marshall. This rule is to allow for access for emergency vehicles, should they be needed. (*An exception is allowed for tradesmen, while they are working on the site.*)

**FRONT DOORS:** Please be sure that doors are locked at all times. Take your key with you when you go out. Give your guests a key. Safety to you and your neighbors is very important.

**OUTSIDE FURNITURE, BAR-B-Qs, etc.** must be taken indoors at the end of *each* day. They are not allowed out in the yard, except when in use.

(These rules were contained in a page of type issued in April 2003, signed by all of the then current members of the Board. They have been enlarged slightly for clarification in italics. We have found no amendments or rescissions on these items.)

**Coach Houses at Leesburg Condominium Association, Inc.  
Rules Covering Limited Common Areas in Your Building**

**By order of the City of Leesburg's Fire Marshall:**

**All lights in the hallways must be in working order 24 hours a day.**

To implement this, the following Units are assigned responsibility for the lights as indicated below. If a neighbor's light is inoperative due to a defective bulb, please replace it for them. (In most instances, these lights are wired to the circuit labeled "Garage" in your Circuit Breaker Box. Even though you are not occupying your unit you must continue electric service to illuminate this light.) Please report all inoperative fixtures to your Board.

Unit 1 is responsible for the light at in front of unit 2.

Unit 2 is responsible for the light at the end of the downstairs hall.

Unit 3 is responsible for the light on a chain, above the stairs.

Unit 4 is responsible for the light at the top of the stairs.

**Hallway and Shared Entrance Maintenance.**

Units 1 & 2 share responsibility for keeping the carpets clean in the downstairs hallways, and the cobwebs removed from the walls and ceilings.

Units 3 & 4 share responsibility for keeping the carpets clean on the stairs and landing, and the cobwebs removed from the walls and ceilings.

All units should take turns keeping the glass in the entryway clean. (It was suggested that each unit clean the glass during the week of the month corresponding to its unit number.)

**These rules were noted in a resident's list published in November 2003.**

*At this time the Association is not budgeted for contract limited common area maintenance. Should that be your common wish, dues would have to be increased to fund such actions. This would also mean that passkeys for entrance to each building would have to be made and distributed to non-residents.*

## Coach Houses at Leesburg Rules Covering Pets

All Pets, including Assistance Animals: Must be contained within the owner's premises unless traveling to or from another destination. An animal being walked should be on a leash or under effective voice control. Should a pet defecate while on the grounds, its handler must either remove the feces or take steps to dissolve and dilute residue, rendering it inoffensive to others. This action will be effected within 30 minutes time from the time it was deposited. Pets must not become a nuisance to neighbors due to unreasonable noisemaking.

Because these premises were constructed to house people, not animals, there shall be a limit of two mammals per condominium. In any event, animals resident will be for the purposes of companionship or service and will not be bred. It is recommended that all mammals in residence, be neutered. If an animal becomes impregnated, it will be neutered after that pregnancy if it is to remain resident within the grounds of the association.

Felines: All must be held in the owner's grasp, on a leash or inside a carrier when outside the owner's premises.

Canines: No resident or guest animal may be of a breed or a cross between a breed, or breeds, currently considered a risk by insurers. Some of those breeds are listed on the bottom of this rule. These breed restrictions will not apply to service or guide dogs. Animals of other breeds, with a history of aggressive behavior must be muzzled at all times while outside their owner's area, regardless of breed.

Breeds currently deemed unacceptable include, but are not limited to, the following, and include crosses in which they are the dominant strain:

Akita, Boxer, Bulldog, Chow, Coyote, Doberman, German Shepherd, Great Dane, Husky, Malamute, Mastiff, Pit Bull, Saint Bernard, or Wolf

APPROVED BY THE BOARD ON MAY 18, 2004

## **Coach Houses at Leesburg Rules Covering Placement, Care, and Responsibility for Privately Owned Plants**

1. No person is to plant any personal vegetation of any type in the ground without explicit approval of the Board. If any plant, currently in place, belongs to a resident, they may claim same, subject to the conditions in 2, below.
2. In instances where the board does approve such placements, the person(s) planting such vegetation shall accept all responsibility for any damage it may cause and for removal at their expense upon its demise or by order of the then current Board.
3. Containerized plants may be sited above ground without Board approval providing:
  - a. Their location does not adversely impact the egress or safety of those who need to be present in the common areas or cause damage to Association property.
  - b. They are maintained regularly by their owners and removed upon their owner's departure, or when the plants die, become diseased and unsightly when viewed from the paved asphalt area accessed by residents and guests.
4. Failure to comply with these standards may result in the vegetation's removal at the owner's expense.
5. This ruling applies to all plants currently in place in the grounds of the common area.

APPROVED BY THE BOARD ON MAY 18, 2004

## **Coach Houses at Leesburg Condominium Association Policy on 18" Satellite Dish Receivers**

Federal law requires that residents be able to have 18" satellite dishes installed as an alternate to cable television access.

No satellite dish may be installed anywhere on the roofs or walls of buildings. Any dish installed including dishes installed prior to the Association Board's approval of this policy must be properly maintained to minimize the aesthetic impact on the grounds.

**Routing of Cables:** Cabling must be protected from accidental cuts and should be underground. The Association Board reserves the right to regulate standards for protection and concealment of cable exposed to the elements on exterior walls.

**Installation at the Front of Buildings:** Due to the positioning of the satellite, some units will require the dish be installed at the front of the buildings. All satellite dishes placed at the front of the buildings must be concealed under a fiberglass "rock." Final placement and installation is subject to the approval of the Board.

**Installation at the Back of the Buildings:** If a unit wants to place a satellite dish to the back of the buildings, the owners must first contact the vendor to determine exactly where the dish must be placed to allow unobstructed access to the satellite signal. Once the location is established, the owner must contact the owners whose units are within eyesight of the placement location to notify of intent to place the dish. If any one of these owners expresses a desire for the satellite dish to be concealed, then it must be done. Final placement and installation is subject to approval of the Association Board. Dishes installed prior to the Association Board's approval of this policy have already been approved and are not subject to any further regulation with regard to their concealment.

**Sale of Property:** If the owner of the satellite dish sells the property, the satellite dish must be removed and the grounds restored as if the dish had never been there. If the new owner wants to keep the dish, then it can remain and the new owner assumes responsible for the removal upon sale of the property. This policy applies to all dishes installed, including dishes installed prior to the approval of this policy.

APPROVED BY THE ASSOCIATION BOARD ON JULY 20, 2004



**COACH HOUSES AT LEESBURG CONDOMINIUM ASSOCIATION, INC.**

**RULES AND REGULATIONS RELATING TO WRITTEN INQUIRIES**  
**JANUARY 2019**

The handling of all written inquiries made pursuant to section 718.112(2)(a)(2), Fla. Stat. or any successor provision having a similar purpose shall be governed by the following rules:

1. A member may submit no more than one (1) inquiry per thirty (30) day period. For purposes of this rule "member" shall refer collectively to all co-owners of a unit in the condominium, or a person duly authorized in writing to act on behalf of and in place of the member. The sufficiency of any such written authorization first shall be determined by the Board, prior to responding to any inquiry.
2. The Association shall not be obligated to respond to any inquiry unless same is typed or legibly printed, dated and signed by the unit's voting member, and sent via certified mail, return receipt requested, to the Association in care of its property manager, attorney, or its president. An inquiry must ask one or more questions, or no response shall be required.
3. If more than one inquiry is received from a member in any thirty (30) day period, any additional inquiry or inquiries shall be responded to in a subsequent consecutive 30-day period, or periods, as applicable.
4. For purposes of determining the number of inquiries received, each question posed, including parts and sub-parts of questions posed in a single inquiry, shall be deemed additional inquiries to the extent that they exceed a total of seven (7) questions in a single inquiry. Such additional inquiry or inquiries shall be responded to in one or more subsequent consecutive 30-day period, or periods, as applicable.
5. The number of inquiries to be responded to shall further be limited by requiring no more than two type-written single-spaced 8.5 inch by 11 inch pages containing substantive information in a narrative form responsive to the inquiry(s). Inquiries shall be answered in the order received. If additional pages are needed to respond to inquiries, such inquiries shall be treated as additional inquiries. Such additional inquiry or inquiries shall be responded to in one or more consecutive subsequent 30-day period, or periods, as applicable.
6. Except to the extent permitted by law or court order, no member in litigation may use written inquiries in lieu of or in addition to discovery procedures established by court rule in the litigation. If, in the sole judgment of the Association's legal counsel, an inquiry is or may be calculated to lead to discoverable evidence in any litigation, the response to the inquiry shall so state, and this shall be deemed to be a substantive response to the inquiry.
7. No inquiry shall be used in lieu of a request to inspect records. If the answer to an inquiry may be readily determined by reference to one or more official records, including but not limited to the Association's minutes, it shall be an appropriate substantive response to invite the

member to inspect the official records.

8. No inquiry shall be substantially duplicative of a prior request to inspect records that have been inspected within the past sixty (60) days.

9. No inquiry shall be substantially duplicative of a prior inquiry that has been answered within the past one-hundred eighty (180) days.

10. No inquiry shall be made solely or primarily for the purpose of harassment. No inquiry may have the effect of materially harassing any other person.

11. No inquiry shall seek information subject to a legal privilege or which is information that by law is violative of the legal privacy rights of any person.

12. No inquiry may seek the mental impressions of a person not an officer, director or agent of the Association at the time the Association becomes obligated to respond to the inquiry.

13. No inquiry may seek information from an officer, director or agent of the Association that is primarily personal in nature and not directly related to their position or actions as an officer, director or agent of the Association.

14. Inquiries that violate any of the foregoing rules shall be deemed a nullity and it shall be an appropriate substantive response to indicate the rule violated and the factual basis for deeming the inquiry to be a violation.

15. The Association shall have the right to institute appropriate legal proceedings to enforce these rules. Recovery of attorneys fees and costs shall be governed by applicable law.

16. If an inquiry refers or relates, in whole or in part, to any document or portion thereof, or to any statement previously made or alleged to have been made by any person, as part of the inquiry the inquiring member shall be obligated to supply the Association with a complete copy of the document, highlighting the portion or portions relevant to the inquiry and shall produce all quotations verbatim, identifying the maker of the statement and the date, time and place on which it was made. Inquiries lacking this information shall be deemed a nullity.

17. No inquiry shall ask purely hypothetical or speculative questions that call for the answering party to state what would or could have happened if facts or circumstances not then actually known or available to the actor(s) had been available and known.

18. No inquiry shall be deemed to have been properly delivered as required by law unless the inquiry recites on its face (including the envelope thereto) a statement that it is being sent via certified mail, return receipt requested, and also lists thereon the complete United States Postal Service certified mail receipt number.

19. If the member making the inquiry (or if the facts and circumstances indicate that the

inquiry is being made for another, the member on whose behalf the inquiry is being made) shall have an unpaid outstanding financial obligation to the Association, the Association shall be under no obligation to provide answers to any inquiry for which the Association incurs any expenses in determining or providing the answers. In the event that an outstanding financial obligation exists, the Association shall prepare two responses to the inquiry. The first shall contain a substantive response to the inquiry. The second shall advise the member that a substantive response has been prepared and will be provided upon payment of the outstanding indebtedness, which shall be itemized with particularity. The original of the substantive response and a copy of the second response shall be delivered by the Association to its legal counsel to be held in escrow until the outstanding financial obligation shall have been paid in full, at which time the substantive response shall promptly be delivered to the member, provided however, that this rule shall not apply to inquiries directly related to the manner of calculation, adoption and collection of the unpaid financial obligation.

20. No inquiry shall be a substitute for a petition to consider an issue at a meeting of the Board, and the Board shall have no obligation to consider any matter raised by an inquiry request at a meeting of the Board unless it is the subject of a petition duly executed pursuant to Florida law.

**CERTIFICATE OF ADOPTION**

The undersigned, as President and Secretary of the Association, do hereby certify that the foregoing Rules and Regulations have been adopted by the affirmative vote of at least a majority of the Board of Directors at a duly called and properly noticed meeting of the Board of Directors held on the 15<sup>th</sup> day of January, 2019.

IN WITNESS WHEREOF, the Association has caused these presents to be executed in its name, this 15<sup>th</sup> day of January, 2019.

Signed, sealed and delivered  
in the presence of:

COACH HOUSES AT LEESBURG CONDOMINIUM  
ASSOCIATION, INC., a Florida corporation not for  
profit

[Signature]  
(Sign - Witness 1)

By:

[Signature]  
(Sign)

Vicki Hedrick  
(Print - Witness 1)

OMAR A. NUSEBETH  
(Print)

[Signature]  
(Sign - Witness 2)

President, Coach Houses at Leesburg  
Condominium Association, Inc.

Charlie Ann Aldridge  
(Print - Witness 2)

[Signature]  
(Sign - Witness 1)

Attest:

[Signature]  
(Sign)

Vicki Hedrick  
(Print - Witness 1)

KAREN Bollinger  
(Print)

[Signature]  
(Sign - Witness 2)

Secretary, Coach Houses at Leesburg  
Condominium Association, Inc.

Charlie Ann Aldridge  
(Print - Witness 2)

**COACH HOUSES AT LEESBURG**  
**CONDOMINIUM ASSOCIATION, INC.**

**RULES AND REGULATIONS REGARDING**  
**INSPECTION AND COPYING OF OFFICIAL RECORDS**  
**JANUARY 2019**

These rules are intended to provide guidelines to assist Members in requesting, reviewing and inspecting the Official Records of COACH HOUSES AT LEESBURG CONDOMINIUM ASSOCIATION, INC. (hereinafter "Association"). These rules have been promulgated in accordance with Florida Statute §718.111(12)(e) (2018) and the Association's governing documents. The term "Official Records" as used herein shall be defined to include only those items listed in Florida Statute §718.111(12) (2018) and all other terms used herein shall have the meaning given to them in that certain "Declaration of Condominium Ownership of Coach Houses at Leesburg, a Condominium," recorded in Official Records Book 713, at Page 2137, *et seq.*, of the Public Records of Lake County, Florida, as amended and supplemented, unless otherwise noted.

1. In accordance with Florida Statutes §718.111(12)(c), the Association shall provide access to its Official Records within ten (10) working days after receipt of a written request by a Member, upon the terms and conditions set forth herein, unless providing such access within such time period is impossible or impractical.
2. Each Member shall be allowed to inspect the Association's Official Records for not more than one (1) eight (8) hour business day per thirty (30) consecutive day period. More specifically, a Member delivering a written request to the Association requesting access to its Official Records shall be allowed to inspect them for up to one (1) eight (8) hour period per thirty (30) consecutive day period. As such, written requests to the Association from a Member requesting inspection of the Association's Official Records should not occur more frequently than once every thirty (30) consecutive day period unless a previously scheduled inspection did not transpire for valid, lawful and/or proper reasons.
3. Inspections of the Association's Official Records shall generally occur between the hours of 9:00 AM and 5:00 PM, Monday through Friday, with the actual date and time for the requested inspection being mutually agreed upon by the Association and the requesting Member. Nevertheless, should a requesting Member fail to agree with the Association as to a mutually convenient time and date for the inspection, the Association reserves the right to unilaterally determine and schedule the inspection to facilitate having the inspection occur within ten (10) business days after receipt by the Association of the written request for such inspection.
4. Inspections of the Association's Official Records shall be conducted at a location designated by the Association. Pursuant to Florida Statute 718.111(12)(e)(3), the Association may charge its actual costs for preparing and furnishing certain listed documents to those requesting those documents.

5. In the event the Member desires copies of the Association's Official Records, he or she shall notify the Association of the copies requested and shall pay the Association a reasonable charge, as determined by the Association, to cover the cost of the copies requested by the Member. Double-sided copies of the Association's Official Records shall be considered two (2) pages for purposes of calculating copying charges. The Association reserves and shall have the right to condition copying the requested Official Records upon receiving, in advance, payment and/or a retainer for such copying. In the event the amount advanced for copying exceeds the Association's charges, the difference shall be refunded. The Association may have copies made by an outside vendor and may charge the actual cost of copying, including any reasonable costs involving personnel fees and charges at an hourly rate for vendor or employee time to cover administrative costs to the vendor or association. The Association shall allow a Member or his or her authorized representative to use a "portable device," including a smartphone, tablet, portable scanner, or any other technology capable of scanning or taking photographs, to make an electronic copy of the official records in lieu of the Association's providing the Member or his or her authorized representative with a copy of such records. The Association may not charge a Member or his or her authorized representative for the use of a "portable device."
6. The following records are not available for inspection or copying by Members or any other person requesting to inspect or copy the following documents in accordance with the Florida Statutes:
- (a) Any record protected by the lawyer-client privilege as defined under the Florida Statutes and any record protected by the work-product privilege;
  - (b) Information obtained by the Association in connection with the approval of the lease, sale, or other transfer of a Unit;
  - (c) Personnel records of Association or Management Company employees, including, but not limited to, disciplinary, payroll, health, and insurance records;
  - (d) Medical records of Unit Owners;
  - (e) Social security numbers, driver's license numbers, credit card numbers, e-mail addresses, telephone numbers, facsimile numbers, emergency contact information, any addresses for a Unit Owner other than as provided for association notice requirements, and other personal identifying information of any person, excluding the person's name, unit designation, mailing address, property address, and any address, e-mail address, or facsimile number provided to the Association to fulfill notice requirements;
  - (f) Any electronic security measures that are used by the Association to safeguard data, including passwords; and
  - (g) The software and operating system used by the Association which allow the manipulation of data, even if the Owner owns a copy of the same software used by the Association.
7. Regardless of the number of Units a Member owns, he or she shall only have access to inspect the Association's Official Records for one (1) eight (8)-hour period per thirty (30) consecutive day period as described in paragraph 2 hereof.

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Signed, sealed and delivered  
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COACH HOUSES AT LEEBURG CONDOMINIUM  
ASSOCIATION, INC., a Florida corporation not for  
profit

Vicki Hedrick  
(Sign - Witness 1)

Vicki Hedrick  
(Print - Witness 1)

[Signature]  
(Sign - Witness 2)

Charlee Ann Aldridge  
(Print - Witness 2)

By: [Signature]  
(Sign)

DMAR A. NUSEBERT  
(Print)

President, Coach Houses at Leesburg  
Condominium Association, Inc.

Vicki Hedrick  
(Sign - Witness 1)

Vicki Hedrick  
(Print - Witness 1)

[Signature]  
(Sign - Witness 2)

Charlee Ann Aldridge  
(Print - Witness 2)

Attest: Karen Bollinger  
(Sign)

KAREN BOLLINGER  
(Print)

Secretary, Coach Houses at Leesburg  
Condominium Association, Inc.