

UNIVERSITY PLACE A-Z

An overview of University Place Neighborhood Association rules and regulations, and helpful community information for new homeowners

v.10.2019

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University Place is a deed-restricted community; this guide is an overview of University Place rules and regulations, and general information for members of the Neighborhood Association, which will be referred to as a Homeowners Association (HOA) in this document. As a homeowner, you are required to familiarize yourself with and abide by the University Place Governing Documents and Architectural Guidelines.

If you choose to lease out your home, you have an obligation to ensure that your tenants are made aware of and abide by these covenants and guidelines. As the homeowner, you will be held legally responsible for any violations your tenants incur during their time of lease.

Please contact the HOA via our management firm, Sunstate Association Management Group, Inc., at uphoa@sunstatemanagement.com or 941-870-4920 with questions or concerns.

ACCESS (VEHICULAR)

The University Place Community Development District (CDD) is responsible for the entry and exit security gates at both the main entrance on Cooper Creek Blvd. and the residents-only entrance on Honore Ave. and has retained Envera Systems to oversee day-to-day operation and management. All residents must have a barcode decal on record with Envera Systems and installed on the outside right rear window of their vehicle to enter and exit through the residents' gates. Barcodes must not be altered.

To admit entrance for guests and vendors, homeowners must add each individual or business to a personal approved visitor list managed by Envera Systems. Once a guest or vendor has entered the neighborhood initially, the security system utilizes license plate recognition and should allow for automatic entrance moving forward unless the homeowner has designated the visitor as a one-time entrant. Guests and vendors may only gain vehicular entry to University Place at the main entrance on Cooper Creek Blvd., however, they may depart through either the main or rear exit gates.

Homeowners should contact Envera Systems at 941-556-0732 or the website myenvera.com to update accounts and register guests and vendors. In addition, Envera has an app MyEnvera for iPhone and Android users that is extremely quick and user-friendly.

Please retain the four-digit pin number and username created at your initial registration with Envera Systems. For future reference, write your username and pin number here:

(USERNAME: _____ PIN _____)

The HOA will provide two vehicle barcode decals per home to new homeowners. Additional vehicle barcode decals may be purchased for \$25 each at myuniversityplace.com, or by contacting Sunstate Management at uphoa@sunstatemanagement.com or 941-376-3177.

Please note that while University Place is a gated neighborhood, our roads were built with funds obtained by a Community Development District (CDD) and are therefore public roads subject to the rules and regulations set forth by the State of Florida and Manatee County. All vehicles on public roads must stop for pedestrians and bicyclists at designated crosswalks, and PLEASE do not exceed the speed limit of 25 MPH. University Place is a very active community of residents of all ages that enjoy biking, jogging, and walking on our roads, trails, and sidewalks.

ASSOCIATION DUES

Dues are for the operational maintenance and updating of common areas including but not limited to landscaping, ponds, and recreational facilities. HOA dues are currently \$99/month, payable the first of every month. If dues are not paid by the last day of each month a late fee will be accrued. You may sign up for Automatic Debit Service by filling out the form included with this Homeowner's Handbook and mailing it, along with a voided check to Centennial Bank at:

Centennial Bank
PO Box 30061
Tampa, FL 33630-3061

If you choose to forgo the convenience of automatic withdrawals, you may order a coupon book by emailing uphoa@sunstatemanagement.com or by calling 941-870-4920; you must mail your monthly payments to Centennial Bank at your own cost. Payments will not be accepted by or handled through Sunstate Management. Please note: if you choose this method you are responsible for making sure that your dues are paid promptly in order to avoid late fee penalties. Homeowners considered not in good standing may be denied the use of University Place recreational facilities until the account is made current.

ARCHITECTURAL REVIEW

University Place is a deed-restricted community. New homeowners should peruse the Governing Documents and the Architectural Guidelines included with this Handbook before making any alterations to a home or landscaping. All modifications to the exterior of your home and lot must be approved by the Architectural Review Committee (ARC). The Board of Directors delegates architectural oversight to the ARC and appoints ARC members on a yearly basis. The ARC will meet the first Friday of every month at 10 a.m. at the Charles Town Landing recreational facility unless otherwise noted. These meetings are open. Homeowners are encouraged to attend if they wish to discuss a request.

The goal of the architectural review process is to ensure that all properties are held to the uniform standards set forth by University Place covenants and guidelines, thereby preserving and elevating the cohesive style and “curb appeal” of our community. This is deemed essential as the community ages, and the HOA shall strive to maintain these principles while also acknowledging and incorporating changes in exterior and landscaping design trends. The Board will in turn update the Architectural Guidelines from time to time as it deems necessary to do so.

Architectural modification request forms are included with this Handbook and are also available on myuniversityplace.com, as well as information boxes located next to the bulletin boards at both recreation facilities. Homeowners who plan to update their home’s exterior should fill out the appropriate ARC form and return it to the ARC drop box located at the Charles Town Landing recreational facility, or scan and email it to uphoa@sunstatemanagement.com. If the request includes exterior paint changes, original paint chips must be included with the forms and submitted through the ARC drop box. Scanned or color copies of paint chips will not be accepted.

Homeowners who want to appeal decisions made by the ARC should submit a written notice to the Board of Directors within 10 days after the date the decision of the ARC was made via email uphoa@sunstatemanagement.com or by mailing the appeal to Sunstate Management at:

Nicole Banks
Sunstate Association Management Group Inc.
PO Box 18809
Sarasota, FL 34276

The Board will conduct a review within 30 days at which time it will affirm, reverse, or modify the decision of the ARC. Failure of the Board to act within 30 days will result in automatic approval of the homeowner’s appeal.

BOATING

Only non-motorized recreational boating (i.e. rowboats, kayaks, and canoes) is permitted on University Place ponds and lakes. Please use caution. The HOA is not responsible for any accidents or injuries incurred either by person or wildlife. Swimming in the ponds and lakes is never allowed.

Trailers, canoes or boats of any kind shall not be parked on a driveway or on the street overnight. Under no circumstances may any vehicle or boat be parked on lawns or common grassy areas.

CLUBS AND COMMITTEES

University Place is a neighborhood administered by volunteers! If you are interested in volunteering on a committee or running for a position on the Board of Directors, please contact Sunstate Management at myuniversityplace.com, uphoa@sunstatemanagement.com, or call 941-870-4920. Current committees are as follows: Architectural Review Committee (ARC), Hurricane Preparedness, Hearings (Compliance), New Events, Ponds, and Social.

The Board of Directors consists of five homeowners, each of whom shall hold a two-year term. Directors are elected on a staggered (3:2) annual basis by majority vote at the annual HOA meeting held in December.

University Place has several informal social clubs formed by residents over time. We encourage new residents to become involved in any of these groups as a beneficial way to meet neighbors with similar interests. Current clubs include: Golf, Travel, Book, Breakfast Group, Men's Lunch Group, and Pilates.

If you are interested in joining a current club or would like to start a new club, please contact Sunstate Management at myuniversityplace.com, uphoa@sunstatemanagement.com, or call 941-870-4920.

COMMUNICATION

The HOA Board communicates to residents through several means, including the bulletin boards at each exit gate and at each recreational facility, email, myuniversityplace.com, and flyer tubes located under each mailbox. We are an active multi-generational community with events scheduled throughout the year that provide an opportunity to meet other residents of all ages.

The HOA endeavors to create and maintain a welcoming and friendly environment within the community and welcomes fresh perspective and suggestions that homeowners, new and old alike, may have. Please reach out to us through email uphoa@sunstatemanagement.com, by phone at 941-870-4920, or in person at our monthly HOA Board meetings. Be sure to provide Sunstate Management with any changes to your contact information so that we may stay in touch!

COMMUNITY DEVELOPMENT DISTRICT (CDD)

The original developer of University Place, Neal Communities, created a CDD which obtained a \$3M bond from Manatee County to build out and maintain the infrastructure of University Place, which includes but is not limited to roads, sidewalks, the gatehouse, entry/exit gates, entry/exit security cameras, and perimeter fencing and monuments. In addition, bonds were used to purchase University Place's stormwater irrigation water rights from Neal Communities.

CDD taxes are a separate fee payable annually, which will appear at the bottom of your yearly Manatee County property tax bill. You may have elected to include the CDD fees in your monthly mortgage payment. These fees are divided into two portions: a variable operations and maintenance assessment, and fixed debt service portion. The annual installment for each lot is determined by combining the fixed amount for debt service with the variable amount for operations and maintenance service. The debt service portion is a fixed lump sum assessed on every lot, which may be paid off in full at any time. For more information on your current bond debt and payoff calculations please contact Luvinia La Cap at Inframark by calling 954-603-0034, ext. 3025. A \$75 fee may be charged for payoff calculation computations.

The CDD is an independent special purpose unit of local government established pursuant to and governed by Chapter 190, Florida Statutes. The five members of its Board are all University Place homeowners. The CDD is managed by Inframark and the District Manager is Bob Nanni, who may be reached at 813-991-1116, ext. 8, or info@universityplacecdd.org.

COMPLIANCE

Curb appeal is an essential component of high property values as well as crucial to maintaining an attractive and cohesive neighborhood aesthetic. The HOA has enlisted Sunstate Management to conduct monthly walkthroughs of our neighborhood and note lots that are in violation of University Place covenants and architectural guidelines. Infraction letters will be mailed via USPS each month. A homeowner who receives a violation letter should review the infraction(s) listed and reply in writing with either a remedy or reason why the infraction is not substantiated, and return the form to the attention of Nicole Banks, University Place Property Manager at nicole@sunstatemanagement.com or by USPS mail to:

Nicole Banks
Sunstate Association Management Group Inc.
PO Box 18809
Sarasota, FL 34276

Please be advised that failure to comply in a timely manner with the covenants and regulations of the Governing Documents and Architectural Guidelines of University Place may result in fines of \$100 per day up to \$5,000 per violation. Homeowners considered not in good standing may be denied the use of University Place recreational facilities until the account is made current.

CONSERVATION AND PRESERVE AREAS

If your property line coincides with a preserve area you may cut back any growth that encroaches on your property. Please note that if you are cutting tree branches or other plant material you are prohibited from going into the conservation area to remove or cut back such plant growth, excluding plants considered invasive species such as Brazilian peppertree and kudzu. These areas are protected by Manatee County and you may incur fines from the County if you are found to be in violation. If you need further clarification to define the conservation area around your property please contact Sunstate Management at myuniversityplace.com, uphoa@sunstatemanagement.com, or 941-306-5831.

EXTERIOR LIGHTING

Please check that your lamppost and carriage lights are in proper working order and replace bulbs as necessary. Lamppost and carriage lights provide much of our community street lighting at night. For troubleshooting and additional information review LAMPPOST 101 in the Homeowner's Handbook.

FISHING

Common area ponds and lakes may be used for recreational fishing on a catch and release basis only. Net fishing is not allowed. Please note that dangerous wildlife is present and fish at your own risk. Swimming in the ponds and lakes is not allowed.

FITNESS CENTER

The fitness center is located at the Seven Oaks Pointe recreational facility and is open during pool hours. The equipment is only available to residents and their guests. Use of the fitness center is at your own risk. Children under 12 may not use the fitness center unless accompanied and directly supervised by a responsible adult. Please wipe down and clean the machines after each use. Cleaning materials are provided in the fitness center. Please promptly report fitness center problems and/or issues to Sunstate Management at 941-306-5831.

GARAGE SALES

The University Place Social Club sponsors one garage sale per year during the month of March. No other garage or estate sales are allowed.

GARBAGE AND RECYCLING

Manatee County has contracted Waste Management for residential waste removal. University Place's schedule is as follows:

- General Waste: every TUESDAY
- Recycling: every TUESDAY
- Yard Waste: every TUESDAY

****EACH CONTAINER IS TO BE SPACED ALONG THE CURB 5 FT APART**

****GENERAL WASTE & RECYCLING MUST BE IN MANATEE CO. ISSUED COLLECTION BINS**

Pick-up may be as early as 6 a.m. for homes located near the front entrance. Please place all waste and recyclables in proper Manatee Co. issued containers with tight-fitting lids at the curb no earlier than 6 p.m. the night before the scheduled pick-up date. Yard waste must be bagged, in a waste container or bundled with heavy string.

Manatee County residents can schedule white goods pick-up (large appliances such as refrigerators, washing machines, stoves, etc.) for a nominal fee by calling 941-792-8811.

When a scheduled pick-up day falls on a holiday, waste will be collected one day later than the scheduled day(s) for the remainder of the week. The regular schedule will resume the following Monday.

Household hazardous waste (including oil, gas, paint, household chemicals, etc.) will not be accepted curbside but can be disposed of on the third Saturday of each month from 9 a.m. to 3 p.m. at the Lena Road landfill, located west of I-75 on State Rd. 64.

All waste and recycling containers must be stored in the garage or in ARC-approved fully enclosed areas so that they are completely concealed from street view or view of common or adjacent property. At no time should waste receptacles be stored in a visible location from the street during days and times when no pick-up is scheduled. For more

information on waste pick-up please contact Manatee County at 941-792-8811 or mymanatee.org.

HURRICANE PREPAREDNESS

Hurricane season officially runs from June 1st to November 30th. Historically, the most active months for hurricanes are August, September, and October. Homes in University Place were constructed between 2003 and 2006 and built to stringent codes that State of Florida adopted after Hurricane Andrew in 1992 and continually updates.

Homes with clear hurricane shutters may keep those shutters installed for the full hurricane season. Homes with all other hurricane protection systems, including plywood, may install those systems during a hurricane watch, during a hurricane warning period or when NOAA's projection places University Place in the possible cone of a hurricane. These systems must be removed within 14 days from the end of the storm projection unless University Place is in the projected path of another named storm.

The HOA will update the community on preparations taking place via email. Hurricane preparedness guides created yearly by Manatee County are available in the information boxes located beneath the bulletin boards at both recreational facilities.

IRRIGATION

The irrigation system is centrally controlled, computerized and managed by Total Landscape Care (Duval) under the direction of the CDD. Homeowners must not attempt to operate or alter their lot's irrigation system. During the dry season, irrigation is run twice weekly. During times of excessive rainfall, the system may be turned off in part or entirely. Duval conducts monthly inspections and sends automated emails with irrigation repair issues to the lot's email address on file with Sunstate Management. All repairs to the lot's irrigation system are the homeowner's responsibility. Homeowners may contract with Duval for repairs or use a vendor of their choice. Please contact Duval at universityplace@duvallandscape.com with irrigation questions or concerns. Please reference the irrigation map in the Homeowner's Handbook to determine your lot's irrigation schedule zone.

LANDSCAPING/LOT MAINTENANCE

Curb appeal is an essential component of maintaining individual property values as well as creating an attractive and cohesive neighborhood aesthetic. All landscaping beds, trees, shrubs, lawns, and plantings are to be well-maintained and consistent with community standards. The HOA encourages all residents to follow Florida Friendly Landscaping best practices. Information on Florida Friendly Landscaping and additional resources can be found at fll.ifas.ufl.edu. Please

note that Manatee County has a Fertilizer Ordinance in effect which prohibits the use of nitrogen or phosphorus containing products between June 1 and September 30.

- ❑ To keep landscaping beds full and lush, all dead plant material should be removed and replaced in a timely manner.
- ❑ All landscaping beds are to have ground cover, mulch or otherwise.
- ❑ All homes, driveways, roofs and fences are to remain free of mold and mildew and be well maintained.
- ❑ All holiday decorations must be removed within two weeks following the date of the holiday.
- ❑ The removal of any tree located within 25 feet of any street requires Manatee County approval. Please visit mymanatee.org for more information regarding tree removal and replacement. Note that the HOA requires that all trees be replaced, and ARC approval must also be granted.
- ❑ Manatee County requires lots with 60-100' of linear frontage to have at least one canopy tree. Lots with less than 60' of linear frontage must have at least one smaller maturing canopy or understory tree. Corner lots must provide two street trees, one per frontage.

Please familiarize yourself with the Governing Documents and Architectural Guidelines included in the Homeowner's Handbook. All modifications to the exterior of your home and/or landscaping must be approved by the Architectural Review Committee (ARC). ARC modification request forms are included in the forms section of this Handbook and are available on myuniversityplace.com as well as information boxes located at both recreation facilities next to the bulletin boards.

Homeowners planning to update landscaping should fill out the appropriate ARC form and return it to the ARC drop box located at the Charles Town Landing recreational facility, or email it to uphoa@sunstatemanagement.com.

LEASING AND RENTALS

Every lot in University Place is designated for single-family residential purposes only. No homeowner may lease less than the entire lot OR lease a lot/home more than twice in a calendar year for a minimum of 30 days each lease period. Beginning October 1, 2019, each adult tenant occupying a leased home within University Place must pay a one-time fee of \$100 payable to University Place Neighborhood Association. In addition, each adult tenant must complete in full a UPNA rental agreement, obtained by contacting Sunstate Management at 941-306-5831, uphoa@sunstatemanagement.com, or myuniversityplace.com.

The rental form(s) and payment(s), along with a copy of the signed rental agreement between tenant and landlord must be submitted to Sunstate Management before tenants may purchase (\$25) vehicle barcode decals to access the residents' gates. A maximum of three (3) barcodes are permitted per rental property.

The homeowner is responsible for supplying tenants with key fob(s) to access recreational facilities. Tenants are NOT permitted to purchase fobs or retain fobs or vehicle decals when the lease expires. Tenants may be barred from use of University Place recreational facilities if found to be in violation of any covenants and/or recreational facility terms of use. It is the duty of the homeowner to ensure that tenants have been given a copy of the Governing Documents and Architectural Guidelines and abide by them. Failure of tenants to comply with covenants and restrictions may result in fines levied against the homeowner by the HOA.

MEETINGS (HOA and CDD)

The HOA Board of Directors meets monthly, typically the third Wednesday of every month at 1:30 p.m. The CDD Directors meet monthly, typically the fourth Wednesday of every month at 3:30 p.m. Both meetings are held in a conference room at:

Northern Trust Bank
6320 Venture Drive, Unit 100
Lakewood Ranch, FL 34202

Meeting dates and times are posted with proper notice at the bulletin boards at both entrances and recreation facilities as well as myuniversityplace.com.

PARKING

Residents are encouraged to park all cars foremost in the garage, followed by the driveway, so that residential streets remain clear for emergency vehicle access. Cars parked on driveways must be in working condition and parked perpendicular to the street (apart from homes with side entrance garages). Vehicles parked on streets must be positioned in the direction of normal traffic flow and on the opposite side of the street from mailboxes. Blocking mailboxes, sidewalks, driveways, or fire hydrants is not allowed. If you have many visitors at one time, you may temporarily use the parking lots at the recreational facilities for overflow parking. Ongoing and overnight parking in the recreational facility lots is not permitted and may result in vehicular removal incurred at the owner's expense.

All commercial vehicles must be parked in the garage unless performing a service during business hours or an emergency service after hours and then must be parked on the correct side of the street.

Recreational vehicles, to include but not limited to trailers, campers, motor homes, panel trucks, canoes or boats of any kind shall not be parked on a driveway or on the street overnight. Under no circumstances may any vehicle be parked on lawns or common grassy areas.

PETS

Only common domesticated household pets in reasonable numbers are allowed. There are no canine breed restrictions. Animal breeding and commercial animal use are not permitted. Manatee County has a “leash law” in effect which mandates that owners must have dogs and cats on a leash while off the property of the pet’s owner. It also requires the removal of pet waste from personal and public property.

Unfortunately, it is sometimes the case that pet owners do not remove pet waste from common areas, sidewalks, and neighbor’s lawns. Please remember that failure to do so affects the health and safety of your neighbors, pets, as well as our water resources. Along with fertilizers and pesticides, animal feces are one of the main contributors to Southwest Florida’s water pollution.

To encourage waste removal University Place has installed several “doggie stations” throughout the community with complimentary emergency waste bags for disposal of such. Your cooperation with this matter is greatly appreciated by your neighbors!

PONDS

University Place has numerous bodies of water that are commonly defined as lakes and ponds. These bodies of water are stormwater retention ponds and are regulated by Surface Water Management Permits issued by the Southwest Florida Water Management District (SWFWMD). They are designed and constructed to reduce flooding during high water periods as well as play a vital role in managing surface water quality by handling stormwater runoff.

The ponds have littoral shelves which are shallow, heavily vegetated areas essential for pond health. In addition, plants along the shoreline, often mislabeled as weeds, are valuable to the prevention of shoreline erosion. They help to improve water quality through filtration and provide habitats for native fish, birds, reptiles, and insects.

Excessive and unwelcome fish kills, vegetation growth, and algae blooms in our ponds are directly attributed to the improper management of fertilizers and other substances by homeowners and landscapers.

To maintain healthy waterways, homeowners and landscapers must reduce the amount of fertilizer, pet waste, and grass clippings that get into the ponds and follow the guidelines set forth by Florida Friendly Landscaping. Manatee County has a Fertilizer Ordinance in effect which prohibits the use of nitrogen or phosphorus containing products between June 1 and September 30.

Information on Florida Friendly Landscaping and our region's stormwater system is available at the University of Florida/IFAS website ffl.ifas.ufl.edu and SWFWMD's website swfwmd.state.fl.us.

POOLS AND SPA (COMMUNITY)

University Place boasts two resort-style heated pools for your enjoyment. These pools are for the use of residents and guests only and require a key fob for entry. Use the pools at your own risk. There are no lifeguards on duty at any time. Hours of operation are dusk to dawn.

The Charles Town Landing pool is located on Charleston Street near the main entrance of the community and features a zero-entry children's fountain and slide area, as well as a center lap lane, and has a water depth up to 3'6". A children's playground is also located at the Charles Town Landing facility.

The Seven Oaks Pointe pool is located on Seven Oaks Drive near the rear entrance of the community. This pool features two lap lanes, fountains, a depth up to 5', as well as a heated spa.

The fitness center is located at the Seven Oaks recreational facility. Please note that due to the smaller size of the Seven Oaks pool rafts are not permitted.

Both recreation facilities have separate men's and women's restrooms with diaper changing stations, designated areas for outdoor dining, and outdoor kitchens with natural gas grills.

Children under 12 must always be supervised by an adult. Animals of any kind are prohibited. Smoking is prohibited. Diving is prohibited. All trash must be removed prior to leaving the facilities. Please return all furniture and umbrellas to their proper positions and please close umbrellas when not in use. Emergency phones are located at both facilities. Dial 911 in the event of an emergency. Residents who find either pool in disrepair or need to report a fecal pool incident should contact Sunstate Management immediately at 941-306-5831.

As a University Place homeowner, you may reserve either facility's sheltered areas for your own personal gathering if you are in good standing with the Association and do not have past due payments or fines. The fee for such a gathering is \$50 with a refundable \$100 deposit. Please contact Sunstate Management at myuniversityplace.com, uphoa@sunstatemanagement.com, or 941-306-5831 for more information or to place your reservation. Please note that the pools are open to all residents during hours of operation and your reservation does not include exclusive use of the entire facility. In addition, reservations are not available on holidays.

UNIVERSITY PLACE COMMUNITY PARK

University Place Community Park is located across from the main entrance of University Place and is a Manatee County Parks and Recreation facility. The park is not owned or operated by the HOA. This park has a children's playground, pavilion with picnic tables and restrooms, and two lighted tennis courts. There is open space that is slated by the County for a future dog park in 2024. The tennis courts are public and on a first-come basis. Proper time limits should be observed. For more information or to rent the pavilion for an event contact mymanatee.org.

VIOLATIONS

The HOA is committed to protecting and preserving the positive and neighborly environment of University Place. One of the tasks of the Board and Sunstate Management is to respond to resident concerns. In keeping with this commitment, all individual concerns must be in writing and submitted to the Board through Sunstate Management. The violation in question must fall under the community covenants and restrictions. The Board and Sunstate Management will make every attempt possible to resolve all issues. A violation form is not anonymous and must be filled out in its entirety in order to be considered. Forms may be found in the information

boxes located by the bulletin boards at both recreation facilities and online at myuniversityplace.com.

WILDLIFE

Florida is a vast and varied wildlife habitat with many animals, birds, reptiles and insects that call our preserves, ponds and yards home. People new to our state will quickly discover that families of sandhill cranes take their time while crossing streets, anoles (geckos) are EVERYWHERE, and our native deer enjoy eating newly planted annuals. A bobcat sighting is not uncommon, and there are numerous snakes both venomous and nonvenomous. It goes without saying that Florida has lots of alligators. Fishing in ponds is allowed on a catch and release basis only. Use caution when standing near lakes and ponds, walking along sidewalks, natural trails, common areas, and while gardening. Never feed wild animals. Florida law prohibits the feeding and harassment of alligators.