

# Bella Terra of Southwest Florida Policies & Procedures

<b>Title:</b> BELLA TERRA OPEN HOUSE POLICY		Page #: 1 <span style="display: block; text-align: right;">----- 1</span>
	Effective Date: 1/1/2023	
Department: Admin	Date of Previous Issue: 7/1/2019	
Distribution: CAM, Board Members, Security, Realtors		
Reference: <b>Amended Rules &amp; Regulations; Map of Master Property</b>		

## ----- Approval -----

	12/14/2022
Bella Terra Board	Date

**Policy:**

Bella Terra Open House Policy

**Purpose:**

The purpose of this policy is to manage open house showings, allowing homeowners and realtors to direct prospective buyers to an Open House, while maintaining the aesthetic values of the community.

**Procedures:**

Showings may be held on any day of the week, as long as the Open House is completed by 5:00pm. Each Open House must be registered per occurrence. The Realtor Registration form (available on the Bella Terra website) must be submitted by email to bellaterra.office@alliantproperty.com by 4:00 PM the Thursday before the Open House will be held. The owner must register the Listing agent on their guestlist, so the open houses may be registered by them. Failure to register the Open House or the Listing agent according to this policy will result in prospective buyers being denied access to the community.

Prospective buyers shall be directed to the property with signs limited to:

- 3 Open House Directionals sign which must be placed on Bella Terra Master Association Property only. Signs may be placed on private property with written consent of the homeowner.
- 1 Open House Sign placed on the front lawn of the property for sale.

Signs may be placed 1/2 hour prior and must be removed no later than 1 hour after Open House ends.

Signs can be of any material, but cannot exceed a dimension of 24" wide x 18" tall.

Signs in violations of the above rules will be subject to collection by HOA staff and/or security. Confiscated signs can be picked up in the office the next business day after the open house.

Realtors found to have multiple violations of the above HOA rules can be subject to reduced and/or removed sign privileges.

Security personnel will only hand out office produced open house lists. Private realtor forms are not to be dropped off at the guard house and will not be distributed by security personnel.

On weekend days that have at least one Open House, security personnel will place the community Open House sign at the bullnose at Corkscrew Road. Private realtor signs are not permitted in this area.

Any other rule or item not addressed in this policy is considered to be prohibited unless granted specific permission by the Master Board of Directors.