

# Rules and Regulations Harbor Ridge of Palm Harbor

The following Rules and Regulations are approved by the Board of Directors. Owners are responsible for assuring their tenants and guests are aware of and obey these rules. Owners are responsible for providing a copy of the Rules and Regulations to their tenants.

Your property is managed by Ameri-Tech Community Management. Below is your property manager information.

- Jenny Kidd, LCAM as Property Manager
- Ameri-Tech Community Management
- 24701 US Highway 19 N, Ste 102
- Clearwater, FL 33763
- 727-726-8000x247
- Fax 727-723-1101
- [JKidd@ameritechmail.com](mailto:JKidd@ameritechmail.com)

## Request for management services:

- Requests or issues that need timely/emergency response should be directed by phone to Jenny or a member of the board if Jenny is not available. All non-emergency requests or issues should be mailed to the address above to Jenny's attention or emailed to Jenny at [JKidd@ameritechmail.com](mailto:JKidd@ameritechmail.com) Include the topic and unit address in the heading. Complaints should be sent to Jenny by mail or email **only**. Phone call complaints will not be addressed.

## Board members email (phone for emergency contact only)

Don Donato [dondonato384@yahoo.com](mailto:dondonato384@yahoo.com) 631-488-5858

Nancy Hawkins [nlv5219@aol.com](mailto:nlv5219@aol.com) 407-463-0642

Sonia Bermudez [verosonia@aol.com](mailto:verosonia@aol.com) 727-505-9367

Linda Moore [lm Moore1@illinois.edu](mailto:lm Moore1@illinois.edu) 217-621-6673

Steve Bove [sebove@comcast.net](mailto:sebove@comcast.net) 802-238-8039

## Rental Process:

**No more than 10% or 8 units are to be rented at any one time.** The rental application process is below.

- Owners are required to own a unit for twelve months prior to obtaining approval to lease a unit. Leasing of units require a minimum of a one year lease.
- Owner submits a complete application (see website for application forms) to Ameritech. If a slot is available, it will be held as pending. Allow 3 weeks for a response.
- Ameritech completes the background check then submits the complete packet to the board.

- Board reviews and responds. If approved, the pending slot is allocated. If the application is not approved, the pending slot is held open for 14 days for submission of a new application for this unit.
- If there are no slots available, the owner may request in writing to Jenny to be put on the waiting list which is maintained by Ameritech and the Board.
- If a current lease is terminated, this rental gives up their rental position. If there is a waiting list, they can be added to the end of the list. If a current owner has a lease that is about to expire and they are renewing that lease, they would not need to go on the waiting list.

## **Pool and Cabana Rules**

- Pool is for the use of Association members and their guests only
- Children under the age of 16 must be accompanied by an adult.
- Pool capacity: 20
- Loaning out of pool keys to non-members is prohibited. Violations are subject to fine.
- Members are responsible for their guests.
- Pool hours are dawn to dusk.
- Association is not responsible for injuries or lost items.
- Appropriate pool attire is required.
- Shower before entering pool.
- Do not use pool if ill with diarrhea.
- No glass at the pool, on the deck or in the cabana.
- No pets are allowed at the pool, on the deck or in the cabana. Service pets would be an exception to this rule. However, no animals are allowed in the water.
- No grills are allowed at the pool, on the deck or in the cabana.
- Cabana and pool users are responsible for cleaning up and removal of food garbage after use.
- No smoking.
- No lifeguard is on duty.
- NO DIVING.

## **Vehicles and Parking, including visitor parking**

- No overnight parking is allowed on the streets. Violators will be towed at the owners' expense.
- Cars parked in the visitor parking overnight must display a parking permit for the identification of the responsible unit and homeowner. Visitor parking is available at the pool cabana, on North Harbor Drive, and at the end of the street in Phase II. **Pets**
- No more than 2 pets are allowed per unit.

- Walking of pets is allowed only on common areas. Pet owners are responsible for ensuring the grassy areas are being used and not owners' private lots. Clean up and removal is required after your pet.

## **Owner Insurance Verification**

- Proof of adequate homeowners insurance must be given to Ameritech at each annual renewal and upon purchase for a new owner. See Section 7c of HOA documents.

## **Pest Control**

- No feeding of wildlife is allowed (alligators, birds, ducks, squirrels, etc).

## **Exterior lighting**

- Homeowners are responsible for maintaining the exterior lighting on their unit including keeping the bulbs in working order. Bulb adapters for the two prong bulbs can be purchased at Lowes or Home Depot. The light sensors need to be replaced if not working. Those can be purchased at Lowes.
- If a fixture is broken and unable to be repaired, contact the Architectural Committee for replacement options.

## **Building/Unit**

- Each unit shall be kept clean, including doors, windows, soffit/eaves, trim, and screened enclosure as necessary.
- Driveway, walkways and sidewalks must be maintained and kept clean and clear of residue or debris.
- Items must be stored from street and neighbor view. Lanais are NOT to be used for storage.
- Window air conditioners are not permitted at any time, except with board approval.
- Water hoses must be put away and properly stored.
- Exterior security cameras or spotlights may be allowed but only with approval of the ACC. Provide sketch of location and details of the camera being used. Spotlight cameras are discouraged as they may affect neighboring homes.
- Trash containers must be stored out of sight from the street and neighbor view, including pet trash containers. Trash containers must not be placed at the curb for pick up before 6:00 PM of the evening prior to pick up and removed by 7:00 PM the day of the pick-up.

# Architectural Standards

## INTRODUCTION

The **Board of Directors of Harbor Ridge Townhomes HOA** and the **Architectural Control Committee** have devised the following list of standards and guidelines for the continued welfare of the Association. The intent of these standards is not to enforce a list of arbitrary rules onto the HOA and the homeowners of Harbor Ridge, but rather to:

- Set expectations and provide consistency within the Harbor Ridge community.
- Ensure property values of our homes are maintained and that values will have a better opportunity to increase in the future.
- Minimize confusion about what is and what is not permitted in the community.
- Provide the HOA and each homeowner a “go to” list of manufacturers, style and color specific to each home and property.
- Deter potential neighbor disagreement and friction by clearly outlining and defining conditions for change and improvement to the overall HOA property, and to avoid any situations that may cause detriments to each home’s value.

The following proposed standards will go into effect starting **April 18, 2019**. Each homeowner must follow all standards in order to attain the goals set forth above.

In the case of investment properties, it is the responsibility of each investor/homeowner to provide the Architectural Standards of the HOA to each renter at the onset of each lease.

**ANY** changes to the exterior of any unit, building, windows, doors or to its surrounding landscape **MUST** be approved by the ACC **PRIOR** to installation. An application for approval is available on the Harbor Ridge website. Complete all the form and include additional pages, including a full description of size, materials, location, dimensions, etc. and all related sketches, architectural drawings or landscape plans. Omission of this information may delay approval or cause denial of the request, if the ACC does not have a complete understanding of the request. Please allow two (2) weeks for response to requests.

**PRIOR** to any landscaping work being done, it will be the responsibility of the homeowner to call 811 or submit a request online at [Sunshine811.com/homeowner](http://Sunshine811.com/homeowner) to ensure that the buried utility lines are properly marked in and around the areas requiring digging. As the water and irrigation lines cannot be identified prior to digging, it will be the homeowner’s responsibility to instruct the vendor to dig carefully and watch for these lines. The homeowner will be responsible for any and all costs associated to the water, irrigation or utility lines, in the event of damage.

If installation of any change occurs without ACC approval, the homeowner may run the risk of being fined by the HOA and/or required to remove the installed item(s) at the homeowner’s expense.

## DWELLING/STRUCTURE

### FRONT DOOR

Front and garage service doors must match the doors provided by the builder. Doors cannot be replaced with doors that incorporate windows of any kind. When submitting an application for approval to the ACC, provide a picture, sketch or brochure of the planned door.

**Currently Developer Approved:**

**Manufacturer:** Therma-Tru or Pro-Plast

**Style Name:** Smoothstar or Therma-tru style –  
S810 (6-panel/colonist)

**Color:** Off White; Scott L-4 All Grip

### DOOR HARDWARE

Door hardware must match the look and style of the hardware provided by the builder. Provide a brochure of the planned door hardware with your request for approval to the ACC. Installation of a peephole in the front door for security purposes is permitted.

**Currently Developer Approved:**

**Manufacturer:**

Kwikset

**Style Name:** Chelsea

**Color:** Upgraded Finish

### OUTDOOR LIGHTING

The outdoor light must match the look and style of the light provided by the builder. Provide a picture or brochure of the planned lighting with your request for approval to the ACC.

**Currently Developer Approved:**

**Manufacturer:** Craftmade

**Style Name:** Frances II ES

**Style Number:** Z6110-OBO

**Color/Finish:** Oiled Bronze

### FRONT SCREEN/STORM DOOR

Screen/storm doors are permitted. The door must be white or off white to match the front door and house trim, and must be made metal. The storm window and replacement screen must be

full view. Provide a picture or brochure of the planned screen/storm door with your request for approval to the ACC.

Roll up screens to the side are NOT permitted.

## **WINDOWS**

Windows can be either clear glass with white window frames (standard) or obscure glass (optional) in bathrooms with white window frames. Windows MUST be hurricane/storm impact windows. Provide a picture, sketch or brochure of the planned window with your request for approval to the ACC.

**Currently Developer Approved:**

**Manufacturer:** MI Windows

**Style Name:** Single Hung, Aluminum

**Color:** White

## **GARAGE DOOR**

Garage doors must not have windows; must be hurricane/storm impact resistant; and must match the doors in look and style of the other units in the community. The color of the door is dependent upon the exterior of the unit: either Green or Yellow/Cream. Provide a picture, sketch or brochure of the planned door with your request for approval to the ACC. In the event of an emergency door replacement, please utilize the following door manufacturer and color scheme. In this case, a request for approval will not be necessary.

**Currently Developer Approved:**

**Manufacturer:** Overhead Doors **Style Name:** TBD **Colors: Green:** Scott, Green, 3B32, Cy24 per gallon **Yellow/Cream:** Scott, Limestone Ridge, #8531

## **ROOF**

Roofing material MUST match the roofing material used on the remainder of the building in which the unit resides, as well as the roofing material used in the entire community. Provide a picture, sketch or brochure of the planned roof material with your request for approval to the ACC.

**Currently Developer Approved:**

**Manufacturer:** CertainTeed **Style Name:** Landmark

**Color:** Silver Birch

## **EXTERIOR SIDING**

Exterior siding MUST be stucco only. No other material may be used on the exterior of the building.

**Currently Developer Approved:**

**Material:** Stucco Only                      **Color: Green:** Scott, Green, 3B32, Cy24 per gallon  
**Yellow/Cream:** Scott, Limestone Ridge, #8531

**NOTE:** no other siding material (i.e. wood, hardiplank, aluminum siding, etc.) is permitted.

**TRIM**

All window and door trims must match the trim material used throughout the community in look, style, width and color. Provide a picture, brochure or sketch of the trim with your application for approval to the ACC.

**Currently Developer Approved:**

**Manufacturer:** TBD   **Material:** Exterior Foam & Stucco Trim   **Color:** Scott, #B1L1, Builders White

**GUTTERS/EAVES**

Replacement or addition of the gutters or eave material must meet the material and placement guidelines provided by the builder. Provide a picture, sketch or brochure of the planned material with your request for approval to the ACC.

**Currently Developer Approved:**

**Manufacturer:** TBD                      **Style Name:** TBD   **Color:** White

**PATIO DOORS**

Replacement slider doors (3) as installed by Pioneer must be white and clear, non-opaque. Other door types that may be installed must be approved by the ACC with a request accompanied by a picture, sketch or brochure of the planned replacement doors.

**Currently Developer Approved:**

**Manufacturer:** MI Windows                      **Size:** TBD                      **Color:** White

**GENERAL STANDARDS**

**WINDOW COVERINGS**

All window coverings should be either white or have a white backing when seen from the building exterior. Bed sheets, aluminum foil, or any other non-conventional window coverings are not permitted.

**SCREEN ENCLOSURE (LANAI)**

The lanai screen enclosure must match the screen enclosures used in the rest of the community. The frames must be white and must enable egress from the lanai to the exterior of the home. The screen enclosure can either utilize a stationary white screen door on one end of the lanai or have moveable screen panels that slide open to one end. Provide a picture or sketch and a diagram of the planned enclosure with your application for approval to the ACC, along with the location of the screen door in the diagram.

**Currently Developer Approved:**

**Enclosure Color:** White Aluminum with Black Screening **Lanai Screen Door Color:** White

### **CLOTHES LINES**

No permanent outdoor clothes lines may be installed or maintained on any lot. Only portable rotary-type or reel-type clothes lines are permitted and must be stored out of sight when not in use. Units on corner lots may not place clothes lines within twenty (20) feet of a side street.

### **HURRICANE SHUTTERS**

No permanent hurricane shutters are permitted to be installed on any unit. Windows, patio doors and garage doors are already hurricane/storm impact. See window and door specifications for more information. For additional protection, homeowners can install temporary metal accordion hurricane shutters over windows and doors by screwing the shutter onto pre-drilled hooks on the home. This can be done no earlier than three (3) days prior to named storm's expected landfall in Florida, and must be removed from the home no later than sunset two days following the storm's passage.

### **LANAI/PATIO EXTENSION**

Lanai/Patio extension must be properly installed using the same building material used throughout the community on other lanai/patio extensions. The entire paver extension MUST meet the specifications provided and MUST leave enough room to allow access for commercial lawn cutting equipment. In addition, the lanai/patio extension must leave a two (2) foot buffer on each side of the patio where a neighbor resides and approved planting material must be planted in the buffer zone. Provide a landscape plan/diagram of the planned extension, along with the planting material for the buffer zone, with your request for approval to the ACC. The landscape plan must also include any relocation of the irrigation system that may be required in order to install the patio. Any relocation of the irrigation must be done with the HOA's contracted irrigation company to determine the best location for water coverage and water pressure.

**Currently Developer Approved:**

**Paver Manufacturer:** Flagstone Pavers **Paver Style Name:** New England **Shape:**

**Patriot Paver Color:** Cream/Orange/Pewter **Patio Extension Size:**

**Maximum Length** = Length of Unit + two (2) feet allowance on each side bordering another unit as a buffer. The space for the buffer may need to be larger if a section of the buffer area is taken up by an air conditioning unit. Podocarpus or other approved planting material must be planted in the buffer zone. Planting material must be able to grow quickly, not be invasive, need little maintenance and provide some privacy between units.



**Maximum Depth (distance from back of unit) = ten (10) feet**

**Maximum wall height from the patio floor = two (2) feet - Allow minimum of two (2) feet opening for egress.**

### **PATIO COVERS/AWNINGS**

Patio covers and awnings of any kind are not permitted.

### **DRIVEWAY WIDENING**

Only paver material may be used along the side of the driveway when egress from vehicles parked in the driveway encroach into planting beds. Pavers may extend no more than twelve (12) inches into the planting beds and must be installed flush/level with the driveway and walkway. The pavers cannot sit loosely on top of the planting bed. Paver colors must be either off white, tan or a color that matches the pavers used in the patio extension for the unit. Provide a picture or brochure of the planned paver that is to be installed, along with your application for approval from the ACC.

#### **Currently Developer Approved:**

**Paver Manufacturer:** See Patio Pavers      **Paver Color:** Off White, Grey or Tan to compliment patios

### **WALKWAYS**

Widening of walkways is not permitted. However, walkways may be extended for end units from the unit's entrance to the back patio extension only, no wider than existing walkway. The material used for the walkway extension must match the material used in the patio extension. Provide a detailed diagram of the walkway planned, with verification it remains within owner's verified lot, along with your application, for approval to the ACC.

### **STORAGE SHEDS/PET PENS or PLAY HOUSES**

Storage sheds, dog pens and playhouses are not permitted anywhere on the property. No other structure is permitted.

### **SPORTS EQUIPMENT**

No basketball hoops, whether temporary or permanent, including portable hoops shall be installed on any lot. No other sports equipment such as soccer goal posts, trampolines, bicycles, etc. may be displayed on any lot or association common area.

### **FENCES**

Fences are not permitted at any time.

### **GENERATORS**

Portable generators may only be used in the event of an extended power outage.

## LANDSCAPING

### TURF

- St. Augustine or Zoysia sod is permitted.
- No artificial turf is allowed.
- Outdoor furniture and grills can be temporarily stored on the grass during special situations only (i.e. cleaning, parties, etc.) and must be removed within a few hours after the event has ended. All outdoor furniture and grills must be placed on the unit's lanai or extended patio at all other times.

### EDGING

All planting beds, driveways, walkways and patio extensions must be edged and free of weeds and overgrown grass. Residents may use certain border material to separate planting beds from grass encroachment. The border material must be properly installed at ground level per manufacturer's specifications and maintained accordingly. Provide the description and/or brochure of any intended border material and a landscape plan with the application for approval to the ACC.

### MULCH

All planting beds must contain *pine bark mulch* to maintain consistency throughout the community, which will be refreshed by the HOA every other year.

**If a homeowner chooses to use a mulch different than pine bark mulch, the following four (4) points apply.**

1. In lieu of pine bark, only the following are permitted, **no exceptions in material or color:**
  - Scotts Earth Gro Brown
  - Vigoro Brown Mulch
  - Vigoro Brown Rubber Mulch
  - Scotts Nature Scapes Brown Mulch
  - Rubberific Brown Mulch
  - Timberline Brown Mulch
2. Homeowner is responsible for replacement and maintenance of all mulch on their lot.
3. Each planting bed between units must contain only one style mulch and must be agreed upon by both owners and signed on the ACC request submitted.
4. Provide a picture, sketch or brochure of the planned mulching material with your request for approval to the ACC.

### TREES

- Shade trees need to be trimmed as necessary.
- Dead fronds need to be regularly trimmed from palms.
- Removal or installation of a tree is homeowner's responsibility and is required to be submitted to the ACC for review and approval. It is the homeowner's responsibility to obtain the necessary Pinellas County permits.

- Tree stumps must be ground or removed and the area returned to match surrounding landscaping.

#### **SHRUBS**

- Shrubs installed in a solid line intended as a buffer must be maintained at a minimum five (5) feet in height, not to exceed six (6) feet.
- All shrubs must be maintained and trimmed on a consistent basis. Shrubbery in all common areas must be maintained at a height no more than four feet in height.

#### **FLOWERING PLANTS**

- Annual and perennial plants must be kept current.
- **NO** artificial plant material is permitted in any landscaping.

#### **POTTED PLANTS**

- Potted plants are permitted. Potted plants do not require ACC approval. However, pots must NOT be plastic. All pots must be decorative and must be made out of ceramic or clay only. Any potted plant not properly maintained will be removed by the HOA's landscaper.

#### **GARDEN ORNAMENTS**

- Each unit is permitted no more than five garden ornaments on the property.
- Garden ornaments are permitted only along the walkway to the front door and back patio. No ornaments are permitted in the front of the unit and no ornament should be attached to any tree, plant or shrub in the landscape.
- For purposes of this section, trellises are considered a type of garden ornament to which plantings can be attached. Size, color, shape and material used must be approved by the ACC prior to use in the landscape.

#### **DECORATIONS**

- Exterior holiday decorations can only be displayed one week prior to the holiday and must be removed one week following the holiday, with the following exceptions:
- Halloween decorations can only be displayed two weeks prior to Halloween and must be taken down immediately on November 1<sup>st</sup>.  
Christmas decorations can be only displayed from Thanksgiving and must be taken down one week following Epiphany.
- Only American and U.S. Military flags are permitted to be displayed on the exterior of individual units. No other flag may be displayed.

#### **FOUNTAINS/PONDS**

- Small, unobtrusive, patio-sized fountains are permitted, only on homeowner's patio or lanai.
- No installation of a pond is allowed.

#### **GENERAL PLANTING REQUIREMENTS**

- **Florida Friendly Landscaping** and guidelines are encouraged.
- All landscaping must be maintained so not to appear overgrown or unruly.

- All plants must be pre-approved by the ACC. All homeowners must file joint applications for approval of planting affecting joint planting beds (i.e. beds between driveways and units, etc.). All applications must be accompanied by a landscape plan. Homeowners cannot alter or relocate any planting in a common area of the community.
- If plant material is being replaced with the same type of existing material, no prior approval is required. Any changes in type or plant material must be approved by the ACC prior to installation in the ground.
- Adjustment to the system or relocation of sprinklers may be necessary when adding or removing plant material, when installing additional walkways or lanai/patio extensions. It is the responsibility of the homeowner to ensure the proper placement of the irrigation system when changes are made affecting its placement. For this reason, the homeowner must use the HOA landscaper/irrigation company when determining placement for the best water coverage and water pressure.
- The irrigation system must provide 100% coverage and be properly maintained.