

PINE GROVE RESERVE

Homeowners Association Guide



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TABLE OF CONTENTS

- **Mission Statement**
- **Organization**
 - **Homeowners**
 - **Board of Directors**
 - **Officers**
 - **Management Company**
 - **Committees**
 - **Meetings**
 - **Annual**
 - **Special**
 - **Board of Directors**
 - **Officers**
 - **Committees**
 - **Voting**
- **Rules and Regulations**

- **Appendix A**

MISSION STATEMENT

Pine Grove Reserve Homeowners Association is a not for profit Florida Corporation comprised of the Homeowners of Pine Grove Reserve, an over-55 Community. There are a total of 44 units in 14 buildings. In addition, there is a common area gazebo park for the use of ALL our homeowners and residents.

In order to promote peace, quiet and tranquility, the Reserve is separated from the Condo Association by a fence and one gate at the southeast end of our Big Pine Drive.

The security gate will remain closed and secured except for trash days and for emergency use.

The continued physical improvements to the Reserve property and Units has led to an increase in property values. It is our objective to continue to maintain the entire Reserve property at levels expected by our homeowners.

It is the GOAL of the Pine Grove Reserve Home Owners Association to have a community that is the envy of all our neighboring Associations, and at the same time to keep the Association maintenance fees at appropriate levels to maintain the Reserve.

We should all realize that the costs of maintaining a high level of quality property maintenance is a benefit to all homeowners. This will keep the value of your property at expected growth levels, and to make for an enjoyable living experience in our Reserve.

We are constantly striving to IMPROVE our area and to make it a great place to live.

ORGANIZATION

HOMEOWNERS

Every organization starts with the people it was designed to serve. In our case the Homeowners designed the **Pine Grove Reserve**. The Homeowners selected the Board of Directors to operate the Association. The Homeowners are required to vote on changes in the By-Laws, the Articles of Incorporation and the Declaration of Covenants, Conditions and Regulations. The owners/residents are responsible for being familiar with and complying with these documents, and the Rules and Restrictions established by the Association. The owners/residents are responsible for becoming active and participating members of the Association, which may include serving on various committees, attending membership meetings and participating in working groups. An organization is only as good as the membership.

BOARD OF DIRECTORS

The Board of Directors, consisting of three Pine Grove Reserve Homeowners, serves a term of two years with staggered terms, commencing in March. The Board's duties and responsibilities include adopting and publishing a rulebook/guidebook such as this one, filling and declaring vacant positions on the Board and employing managers and contractors. The duties also include maintaining all official records of the Association, determining and collecting all assessments levied against the members, responsible for maintaining the common areas, establishing the annual budget and providing for reserve requirements, distributing the Annual Budget and Financial Statement to all members.

OFFICERS

The Officers of the Association which are the Board of Directors are elected by the Pine Grove Reserve Homeowners. They will continue in their positions until they are duly replaced. The Officers will be President, Vice President, and Secretary-Treasurer. One person may hold the positions of Secretary and Treasurer.

- The President will preside at all meetings of the Board of Directors. In addition, the President will ensure that all Homeowners and their residents follow all rules and regulations contained in the Articles of Incorporation, the By-Laws, the Declaration of Covenants, and this Guidebook.
- The Vice President will act in the place of the President when the President is absent or unable to perform the assigned duties. The Vice President will oversee and co-ordinate the functions of all the committees.
- The Secretary shall record the votes and assist the Management Company in keeping the minutes of all meetings and proceedings of the Board and the Homeowners. The Secretary will serve notice of meetings of the Board and of the Homeowners. The secretary will keep an action list for the Board, to keep track of all accomplishments and outstanding items that have been directed, but are not complete.
- The Treasurer will assist the Management Company as needed to ensure that all monies received are deposited in the appropriate bank accounts. The Treasurer will assist the Management Company to insure that the monies are disbursed as directed by the Board of Directors and conform to the approved yearly Budget. The Treasurer will assist the Management Company in maintaining a running database of the Association's financial status and have it available at all Board of Directors and Homeowners' meetings.

- The Treasurer will assist the Management Company to maintain an inventory of all Association accountable property. The Treasurer will ensure that an outside audit is conducted yearly.

MANAGEMENT COMPANY

The Board of Directors has contracted with Terra Management in 2018 to perform property management for the Association. The responsibilities include but are not limited to:

- Answering and returning correspondence and phone calls from Homeowners and the Board Members.
- Working with Terra's Accounting Department to monitor financial matters, including the monthly Financial Statement.
- Reviewing invoices and charges by vendors.
- Ensuring that vendors and contractors are licensed, and insured so that the Association is protected.
- Filing required Notices of Commencement when any work over \$2500 is performed on Association property.
- Monitoring and reporting to the Board about any delinquent accounts.
- Working with the Association attorney during the Collection-Lien-Foreclosure process.
- Working with Terra's Closing Department to ensure new accounts are set-up when properties are sold.
- Attending Board and Homeowner meetings and distributing the minutes to the Board.
- Assisting in Rules Enforcement.
- Perform a monthly walk through of the Association's property and provide a written report to the Board of all discrepancies.

COMMITTEES

The Vice President coordinates all committees except the Architectural Committee which will be the Board of Directors.

The Architectural Committee is responsible for the uniform appearance and standardization of the exterior of all the units of Pine Grove Reserve. All modifications, changes, and additions to the exterior of a unit or grounds must have the approval of this committee.

Homeowners who make unauthorized modifications, changes, or additions to their unit or grounds will be financially responsible for returning the unit or grounds to their original appearance. The Committee has the authority to return the modifications to the original and bill the Homeowner for all expenses incurred. Submit all requests for changes, etc to the Board of Directors in writing including detailed drawings. The golden rule is, if not specifically authorized, *DON'T*. Asking to make changes is easy, there will be a lot more "yes's" than "no's".

MEETINGS

ANNUAL:

The Annual Homeowners' Meeting is held once each year in March as close to the 11th as possible. This meeting is designed to elect the Board of Directors. Other items may be included on the agenda or may be brought up from the floor. Notice of this meeting will be given in writing and posted on the Bulletin Board at least 15 days prior to the meeting.

SPECIAL:

As stated in page 2 of our By-laws, Special meetings of the Homeowners may be called by the President of the Board of Directors or upon written request of at least 1/4th of the members who are entitled to vote. Business conducted at Special Meetings shall be limited to the purposes described in the notice of such meetings. Notice of these meetings will be given in writing and posted at least 15 days prior to the meeting.

BOARD OF DIRECTORS:

The Board of Directors' meetings can be held at published times throughout the year. These meetings are open to the Homeowners. Any such meetings shall be posted at least 48 hours prior to the meeting, indicating the time and place of the meeting in addition to the general topics and special topics (if applicable) to be discussed. A record of each meeting will be maintained by the Secretary and is available for review.

COMMITTEES:

The individual committees will meet at the call of their respective Chairperson or the Vice President. The committees will notify the Vice President of the time, date, and place of their meeting. No notice is required to be posted.

VOTING:

In general, changes to the By-Laws, Articles of Incorporation and the Declarations require a 75% of all Homeowners to vote in the affirmative for passage. In other matters before the annual or Special Meeting of Homeowners present in person or by proxy to vote in the affirmative for passage. Only one vote per unit is allowed.

RULES AND REGULATIONS

The following rules will be strictly enforced to enhance the value of the property, and to maintain a respect for others' privacy and safety. Fines can be assessed and will be assessed for violation of these rules ranging up to and including the placement of liens and ultimately foreclosure on the property for non-compliance.

1. **EXTERIOR CHANGES/MODIFICATIONS:** No exterior modifications, changes, or additions may be made to any residential unit without the prior written permission of the Board of Directors.

2. **GARBAGE/TRASH/RECYCLE/LAWN WASTE DISPOSAL:** Pickup days are Tuesday for both Garbage/Trash and Recycle. An additional Pickup is scheduled for Garbage/Trash only on Fridays. Garbage/Trash and Recycle must be placed in the receptacles provided by Hillsborough County at all times. Trash and Recycle may be place for pickup after 8pm the day prior to pickup and any containers must be retrieved prior to the end of the day of pickup. Lawn waste may be placed in a black garbage bag and will be picked up on Tuesday mornings.

3. **LANDSCAPING AND FLOWERBEDS:** Homeowners have the option of planting various trees or shrubs in their front areas. These plants would be at the Homeowners' expense. No trees can be placed closer that (5) feet to the street and should not interfere, in their mature growth, with walkways, driveways, roofs, or walls. Prior to planting any of the following:
 - a. Trees or Shrubs- Submit a request to the Board of Directors with details of your plan for placement of the requested planting.

- b. This requirement is to insure uniformity of the community. Authorized trees: **Crepe Myrtle and All varieties of Palm trees.**
 - c. **Annuals and perennials** may be planted within the beds, but must be maintained by the Homeowner. If any plants should die, they must be replaced to keep the area looking fresh at all times. From the side door back, Homeowners may plant whatever they choose, as with the back of their unit. These plants must be maintained by the resident of they will be removed without notice.
4. **MONTHLY DUES:** There is a procedure for handling of non-payments of the monthly maintenance fees as directed by the Board of Directors. If a financial problem exists, please inform a member of the Board of Directors so that a payment solution can possibly be arranged. Dues not paid by the 15th of the month, a \$15 late fee will be assessed. These fees become a lien upon your unit when past due. If not paid, foreclosure may result.
5. **MULTIPLE FAMILIES:** There shall be only one family unit occupying each home. Homes may be leased on an annual basis only and no less. Individual rooms may not be rented out. If there are multiple parties occupying any home, a letter should be submitted to the Association stating those residents other than the family unit originally listed.
6. **PARKING:** Temporary (24) hour street parking is allowed for Homeowners and guests. There are no exceptions to this rule. Blocking of the US Mail Boxes is not permitted. A neighbor's driveway may not be blocked or used without the neighbors' permission. No commercial vehicles or boats may be parked in driveways. No vehicles are permitted to be parked on lawn areas. If they are in violation, they will be towed at owner's expense.

When several vehicles are parked in the same area, make sure to allow enough room for moving vehicles to pass. Try to have guests part not across from another vehicle but staggered to allow more room for traffic flow.

7. **PETS:** The keeping of a pet is not an assumed right, but permission granted by the Association as outlined in our Covenants. Conditions and Restrictions, Hillsborough County Animal Ordinance effective January 1, 2001 will be abided by and enforced. This effects dogs and cats. All dogs must be kept on a leash at all times and under complete control of the resident. Dogs should not be allowed to eliminate on other Homeowners lawns and flowerbed. This applies to all size of dogs, large and small. Dogs are not allowed to use the park areas to relieve themselves. Clean up after your pets! Not everyone owns a pet and they do not appreciate having their lawns used for these purposes.
8. **SATELLITE DISHES:** Please refer to Appendix A for requirements.
9. **SPEED LIMIT:** Please keep speed at 10mph or LOWER at all times. With the number of pedestrian traffic, it is important to slow down.
10. **FIRE HYDRANTS:** Parking within 15 feet of any hydrant is illegal and if violated, autos WILL BE TOWED without notice. No warnings will be given.

11. **HOA MAINTAINS :**

- a. Common Areas
- b. Landscapes in front and side yards
- c. Roof surfaces
- d. Outside painting per schedule

OWNERS MAINTAIN:

- a. Backyards
- b. Approved Additions
- c. Screens
- d. Gutters
- e. Driveways, walkways, buildings, and soffits, including cleaning
- f. **Do Not PRESSURE CLEAN ROOFS**

12. **INSURANCE**

- a. HOA handles Insurance ONLY on Common Areas
- b. Homeowners are required to insure their units with an HO3 policy including walls, walkways, and driveways.
- c. Owners must insure their units from hurricanes, wind, fire, collapse, falling trees, etc.
- d. Homeowners MUST provide a copy of their Annual Declaration page to Terra Management, or give the Declaration page to a Board member.

13. **Water bill: National Exemption Service**

PGR water usage is billed monthly by National Exemption Service (NES)

A one-time \$100 water assessment is due from ALL Homeowners

14. **Garage Sales** may only be conducted on a coordinated community-wide date/time due to traffic and congestion issues.

Request dates/times well in advance if you wish to have a Garage Sale.

15. Age 55 and Over Restrictions

While the State/Federal regulations require all units be occupied by at least one resident age 55 or older, NO MORE than 20% of the units may be occupied by a person who was a resident at the time of the death or permanent departure of the qualifying person who was then 55 years of age or older or a person who has obtained title to that unit through inheritance or probate proceedings, pursuant to the rules adopted by the Board of Directors.

16. Front Door Colors

Historically, the Standard approved front door colors are Black, Purple, or Maroon. Side facing front doors may be approved for other colors through an ARC request procedure.

APPENDIX A

EXTERIOR MODIFICATIONS REQUIREMENTS FOR APPROVAL

1. **FENCES:** Submit a request to the **Board of Directors** with detailed plans. All fences must be the same style and specifications as presently installed within the reserve. Fences must have a gate large enough to all lawn care or emergency equipment into the enclosed area. At least one fence of the end units must have a gate. The center unit cannot be land locked.
2. **GUTTERS:** Submit a request to the **Board of Directors** with detailed plans. Rear gutters must extend the full length of the unit. All gutters must conform in style to the existing approved gutters of all units.
3. **LANDSCAPING:** Submit a detailed request with plans to the **Board of Directors**. This only pertains to the front areas of your home. For side entry homes, the side from the entrance to the rear is entirely at your discretion. For front entry homes, the sides are entirely at your discretion.
4. **LANAI ADDITIONS:** Submit a request with detailed plans and specifications to the **Board of Directors**. All work must be performed by Licensed and Bonded contractors. Should a concrete or wooden pad be required, it is the responsibility of the Homeowner for the relocation of the sprinkler system by our approved irrigation service. All repairs required as a result of the construction of a slab or deck will be at the expense of the homeowner.
5. **STORM/SCREEN DOORS:** Submit a letter of intent to the **Board of Directors** to install a screen door on any entrance facing the street. The HOA has selected a particular design for all doors and this must be maintained. Any deviation from this selected style door will be in violation and must be removed or made to conform to the approved door.
6. **SKYLIGHTS:** Submit a letter of intent to the **Board of Directors**. All skylights must conform to the existing skylight in other units. The HOA will **NOT** be responsible for any leaks caused by the installation of skylights. This installation is solely at the expense of the Homeowner
7. **SECURITY LIGHTS:** Submit a letter of intent to the **Board of Directors** requesting approval for the installation of any exterior lighting. All lighting must be installed in a manner not to interfere with any adjacent living units. Lighting must not be directed at the street.
8. **SATELLITE DISHES:** Satellite Dishes **MUST NOT** be installed on any roof or in front of the front door. Submit a letter of intent to the **Board of Directors** for the installation of any satellite dishes. All installed dishes must be properly installed and grounded. The location of all satellite dishes must be approved by the **Board of Directors** before installation is made.