

# **EASTRIDGE LOT OWNERS HANDBOOK**



Adopted by the EASTRIDGE Board of Directors  
July 14, 2008

## **PURPOSE OF THE HANDBOOK**

The purpose of this handbook is to familiarize homeowners with the objectives, scope and application of design standards and guidelines, which will be used to maintain the aesthetic appearance and environmental quality of the community.

The handbook provides specific design standards and guidelines that have been adopted by the Board of Directors of EASTRIDGE Lot Owners Association. It also explains the application and review process that must be adhered to by homeowners seeking approval for any exterior modifications or changes to their homes or lots that are subject to approval by the Association.

Homeowners are reminded that approval by the Architectural Review Committee (ARC) for a proposed change does not remove the need for the appropriate building permits or other documentation. This handbook will serve as a valuable reference source and will assist homeowners in preparing acceptable applications for review by the Association's ARC. All homeowners are encouraged to familiarize themselves with its contents and to retain the handbook for future use.

## **BASIS FOR, AND OBJECTIVES OF, PROTECTIVE COVENANTS**

The legal documents for the EASTRIDGE Lot Owners Association, Inc. include the Declaration of Covenants, Conditions and Restrictions. They impose use restrictions and specify the process for obtaining approval for changes, improvements or alterations to an owner's lot. Legally, these covenants are a part of the deed for each home and are binding upon all initial homeowners and their successors in ownership, irrespective of whether or not these owners are familiar with such covenants.

The primary purpose of this document is to establish design guidelines for the entire community. The promulgation and enforcement of design guidelines is intended to achieve the following objectives:

- Maintain consistency with the overall design guidelines for the community.
- Promote harmonious architectural and environmental design qualities and features.
- Promote and enhance the visual and aesthetic appearance of the community.
- Maintain a clean, neat, orderly appearance.

The enforcement of design standards not only enhances the physical appearance of a community but also protects and preserves property values. Homeowners who reside in association communities that enforce design covenants are protected from actions of neighbors that can detract from the physical appearance of the community and, in some cases, diminish property values. In fact, surveys of homeowners living in association

communities consistently reveal that this was an important consideration in their decision to purchase a home.

## **ROLE OF THE ARCHITECTURAL REVIEW COMMITTEE**

All homeowners are automatically Members of the Homeowners Association. The Association is a not-for-profit corporation that owns and is responsible for the upkeep and maintenance of all common properties within the community.

The Association is also responsible for the administration and enforcement of all covenants and restrictions. The Declaration for EASTRIDGE provides the scope and authority of the ARC. The members of the ARC are appointed by the Board of Directors (BOD) of the Association.

The ARC is responsible for enforcing the Association's design guidelines for construction, exterior modifications to homes and improvements to lots as proposed by lot owners.

The ARC will review and approve, or disapprove, applications submitted by lot owners for construction and exterior additions, alterations or modifications to a home or lot using design guidelines approved by the Association's Board of Directors.

As part of its responsibilities, the ARC will make recommendations to the Board of Directors with respect to the modification of the design guidelines initially approved by the BOD. The BOD will also be responsible for reviewing possible violations of the association's design guidelines.

## **ALTERATIONS REQUIRING REVIEW AND APPROVAL BY THE ARCHITECTURAL REVIEW COMMITTEE (ARC)**

Any changes, permanent or temporary, to the exterior appearance of a building or lot are subject to review and approval by the ARC. The review process is not limited to major additions or alterations, such as adding a room, deck, or patio. It includes such minor items as changes in color and materials. Approval is also required when an existing item is to be removed.

There are a number of exceptions to this otherwise inclusive review requirement:

1. Building exteriors may be repainted or re-stained provided that there is no color change from the original. Similarly, exterior-building components may be repaired or replaced so long as there is no change in the type of material and color.
2. Minor landscape improvements do not require ARC approval. This includes foundation plantings, single specimen plants or small scale improvements

which do not materially alter the appearance of the lot, involve a change in topography or grade and which are not of sufficient scale to constitute a natural structure.

***If there is any doubt as to whether or not a proposed exterior change is exempt from design review, and approval, homeowners should first seek clarification from the ARC before proceeding with the improvement.***

## **APPLICATION AND REVIEW PROCEDURES**

Application and review procedures that will be used by the ARC are detailed below:

1. Applications. All applications for proposed improvements must be submitted in writing using the application form authorized by the ARC. A copy of this form is included as an attachment to this handbook. Applications must be complete in order to commence the review process. Incomplete applications will be returned to the applicant with a statement of deficiencies that must be remedied in order to be considered for review.
2. Supporting Documentation. The application must include a complete and accurate description of the proposed improvement(s). To permit evaluation by the ARC, supporting exhibits will frequently be required. Examples include: a site plan showing the location and dimensions of the proposed improvement; architectural drawings or plans, as applicable, landscape plan; material and/or color samples, etc. The design guidelines and application forms provide guidance with respect to the supporting documentation required for various types of improvements.
3. Time Frame for Completion of the Review. The ARC is required to approve or disapprove any proposed improvement within fifteen (15) days after the receipt of a properly completed application. However, the fifteen (15) day review period will only commence upon the receipt of a complete application form, including any required exhibits. It is therefore advisable for homeowners contemplating substantial improvements to first ensure that they are aware of all required supporting documentation prior to submitting a design review application.
4. Notice of Approval/Disapproval. Homeowners who have submitted design review applications will be given written notice of the decision of the ARC. Homeowners are advised to submit a new application if their original request is denied.

## **ENFORCEMENT PROCEDURES**

The Declaration for the Association provides the authority for the Board of Directors to establish these standards and guidelines.

The following enforcement procedures will be used to ensure compliance:

1. A violation may be observed and reported to the BOD through the managing agent by a member of the ARC or a homeowner. In the case of homeowners wishing to report a potential violation, a written notification should be transmitted to the managing agent.
2. The alleged violation will be confirmed by a site visit by a member of the BOD, a member of the ARC or the managing agent.
3. The Board, through the managing agent, will contact the resident in violation by letter advising them of the violation and requesting appropriate action to remedy the violation.
4. If the violation continues for thirty (30) days after the first notification (or if no substantial progress is made in curing the violation, where such remedy would require more than thirty days), a second letter will be sent to the resident in violation. This letter will provide notice that the violation must be remedied within fifteen (15) days from the date of mailing of the letter or alternatively, the resident in violation must submit to the BOD a written plan, including timing, for the abatement of the violation within a reasonable period of time, where such violation cannot be cured within the fifteen (15) day period.
5. If the violation is not abated within fifteen (15) days from the date of mailing of the second letter described in number 4 above (or if progress is not being made to abate such violation in accordance with a plan agreed to by the resident in violation and the BOD), the Board, through the managing agent, will send the resident in violation a certified letter informing the resident that they have seven (7) days to comply, or the BOD will refer the matter to legal counsel for appropriate action to secure compliance with the Association's governing documents.
6. The above procedures do not preclude the BOD from taking accelerated measures in the case of a violation which constitutes an emergency situation; provided that the resident in violation has been properly notified by mailing and that the action is consistent with the provisions of the Association's governing documents. Likewise, the Board may establish shorter notification periods for the correction of violations of the Standards and Guidelines where the homeowner shall not be disadvantaged by a shorter notification period for compliance.

## DESIGN GUIDELINES

The specific Design Guidelines detailed below have been adopted by the Board of Directors. Please note: These guidelines will not cover every situation. If you wish to make a permanent or significant visual modification to your property that is NOT explicitly covered in these Design Guidelines, you still must submit an application to the ARC. Please follow the application procedures and note on your application that your request is a special circumstance.

## GENERAL RESTRICTIONS

1. **Single Family Homes.** No lot shall be used except for single family residential purposes. Real estate agents and homeowners and their agents may show dwellings for sale or lease.
2. **Nuisances.** Nothing shall be done on any Lot which may become a nuisance or an unreasonable annoyance to the neighborhood. Examples of such nuisances are: increased pedestrian or vehicular traffic to any Lot, increased daytime street parking; increased use of common areas, commercial vehicles parked overnight, dogs barking constantly and or any other violations of the restrictions within this document.
3. **Garages.** All garages shall be enclosed and shall be adequate to house not less than two (2) cars. All garage doors must be maintained and in useable condition. No repairs, alterations, or modifications shall be made to any vehicle except in a totally enclosed structure.
4. **Household Pets.** Pets shall not be allowed off the premises of Owner's Lot except on a leash. If a pet is chained in the yard, the Owner must be present at all times. In no event shall such pets be kept, bred, or maintained for any commercial purposes. Every Property Owner shall have the responsibility for cleaning up after their pets. No homeowner shall have an excess of four (4) pets.
5. **Signs.** No sign of any kind shall be displayed to the public view on any Lot, or from a window, except one identification (family name or address) sign of not more than one square foot in size, or one of the following temporary signs: Real Estate sign (For Sale/For Rent) or Garage/Yard Sale sign of not more than two square feet in size. Political signs may be displayed during an election season, but must be removed the day after the election.

6. **Antennas and Satellite Dishes.** All satellite dishes must be located in the rear of the home or in a location approved by the ARC. All satellite dishes must conform to current Federal Communication Commission guidelines. A dish antenna is usually one meter or less in diameter. The installation of the satellite dish should be mounted on the back of the house or otherwise placed to hide it from street view and should not extend above the crown of the roof. If reception cannot be obtained from these locations, the satellite dish should be located as unobtrusively as possible on the property. All other radio or television antenna must be mounted in the attic of the residence and obscured from view.
7. **Outbuildings/Sheds.** An outdoor storage shed may be constructed so as to match the exterior of the dwelling on the lot. This structure may be erected behind the furthest rear line of the dwelling and not closer than ten (10) feet to any property line. Any such shed must have a minimum 5/12 roof pitch and have shingles to match the house. No metal sheds shall be allowed. All sheds and outbuildings must conform to the city of Minneola building codes.
8. **Trailers and/or Temporary Structures.** No mobile home, semi-trailer, tractor trailer, trucks (other than light pick-up and utility van trucks, not exceeding one (1) ton capacity), canopy, barn, shack, garage or other similar outbuilding or structure shall be placed or parked on any Lot or street at any time, either temporarily or permanently, except in a closed garage.
9. **Boats, Boat Trailers and Recreational Vehicles.** Boats, Boat Trailers and Recreational Vehicles must be parked or placed on the side or rear of the house.
10. **Trash Containers.** All containers should be kept within the garage or approved shed in the rear of the home. Containers and recycle receptacles are to be placed out no earlier than 6:00 PM the day before pickup. Trash containers and recycle bins should be placed away from the mailbox so that a mail person is not blocked from getting to the mailbox in a vehicle. Trash containers and recycle bins must be returned to proper storage areas by no later than 9:00 PM of the day of pick up.
11. **Concrete Slabs, Patio Blocks, Decks, Screen Enclosures, Gutters, Exterior Lighting.** All of the previously mentioned items must be approved in writing by the BOD or ARC before installation occurs.
12. **Clotheslines.** EASTRIDGE covenants prohibit exterior clotheslines. The Environmental Protection Agency endorses the use of alternate energy sources. Therefore, clotheslines are permitted and must be placed at the rear of the lot. Clotheslines are not to cover an area larger than ten (10) feet by ten (10) feet. Items on a clothesline must be removed within twenty-four (24) hours.
13. **Mailboxes.** The location and style of mailboxes has been established by the developer. Mailboxes are to be Rubbermaid style in Beige, Black or Green only.

All mailboxes must be maintained in good condition, as determined by the ARC. Only U. S. Postal workers are permitted to insert mail or other items into mailboxes.

14. **Lawns.** All areas not covered by buildings, structures, walkways, or paved parking facilities shall be maintained as lawn or landscaped areas. Lawns shall be maintained no higher than six (6) inches. Lawns shall be maintained in a green and healthy appearance. Maintaining your lawn consists of cutting, edging, blowing and trimming. All cuttings must be mulched or swept clear, blown and placed in your trash. Maintenance of your lawn also includes proper fertilization, watering and weed control.
15. **Driveways and Parking Strips.** Architectural Review Committee approval will be required for all driveway construction, extensions, modifications and additions to driveways. The primary considerations will be no adverse aesthetic or drainage impact on adjoining lots or common area.
16. **Fencing and Hedging.** All fences constructed on any Lot must first be approved by the BOD or ARC, as to height, size, location, materials and design. No wall or fence shall be constructed with a height of more than six (6) feet above the ground level of adjoining property and shall be kept in a neat, orderly and attractive condition. No fences will be constructed further forward than 15 feet from the rear corners of the residential structure. The structural integrity and good visual appearance should be maintained throughout the life of the fence. No hedge or shrubbery abutting the property lines shall be permitted with a height of more than six (6) feet.
17. **Sidewalks.** Sidewalks should never be blocked by any vehicle or equipment. Sidewalks need to be kept clear. It is only considerate of your fellow neighbors who require the sidewalk to navigate through the community whether by walking, pushing a baby carriage, or disabled pedestrians getting their exercise.
18. **Recreation and Play Equipment.**
  - A. Play equipment must be of a temporary/portable style only and must be located in the rear of the lot. Examples include sandboxes, playhouses, swing sets, trampolines, etc.
  - B. Basketball backboards may not be affixed to the home and shall be placed at the rear of the lot. No skateboard or bicycle ramps are permitted.
19. **Personal Vehicle Parking.** All personal vehicles shall be parked in the driveway or garage and may not be parked on any other portion of the lot for more than 24 hours.

20. **Exterior Maintenance of Home Structures and Grounds.** Residents are responsible for maintaining the exterior appearance of their house, landscape and other improvements on their lots in good order and repair. The following examples represent some; but not all; of the conditions that would be considered a violation:

- peeling paint on homes
- damaged or dented mailboxes or garage doors
- fences/gates with leaning, broken, deteriorating or missing parts
- recreation/play equipment in need of painting or other repair
- un-kept lawn and landscaping
- missing shutters, shingles, or house numbers
- lack of proper storage of play items
- yard equipment and other clutter on lot
- excessive mold/mildew on exterior walls, fascia, sidewalks, driveways, garage doors and fences

Refuse piles, trash, scrap metal, unlicensed vehicles or non-operational household appliances or vehicles, dilapidated boats or unsightly items are not to be placed or maintained on any lot.

If a home is destroyed by any weather damage, such as hurricane, tornado, other natural disaster or by fire, the rebuilding of such structure must begin within three (3) months of the damage unless the BOD or ARC is notified of the reason that it cannot be built within that time.

21. **Refusal of Approval.** Refusal of approval of any plan or specifications, or location by the BOD or ARC may be based on any grounds, including purely aesthetic grounds, in the sole and absolute discretion of the BOD or ARC.

**GRANDFATHER CLAUSE**

Any change made to a homeowner’s property, which has been approved by the Association and is properly documented prior to the adoption of the above guidelines, need not be modified in accordance with the guidelines specified herein. Also, any improvements made by the original builder are automatically grandfathered. These modifications will be considered acceptable under this clause.

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**Members’ Rights:**

**Voting:**

Every owner of a Lot which is subject to assessment shall be a Member of the Association. Members shall be entitled to one vote for each lot owned. Voting for Members is as outlined in the Covenants:

- A. Annual Assessment exceeding an increase of 10%.
- B. Special assessments for capital improvements.
- C. Election of Directors.
- D. Recall of Directors.

**Right to speak at any Board of Directors Meetings.** Each member who wishes to address an issue on the agenda shall be allowed three (3) minutes to address the board, provided each member has signed up to speak prior to the start of the meeting. Residents attending BOD meetings shall be permitted to speak AFTER the board meeting has taken place.

Attachment: ARC Application

ARC approved color chart maintained in the Management Office