

# Clubhouse Preserve Homeowner's Association



## Handbook

REVISED 2023

**TABLE OF CONTENTS**

Clubhouse Preserve Association Handbook Overview.....Page 3

Board of Directors and Management Information .....Page 4

Goals, Mission Statement and Strategy .....Page 5

Committees, Architectural information, Lawn Watering ...Page 6

Tampa Bay Golf and Country Club Member Information...Page 7

TBG&CC Covenants .....Page 8 -10

Procedures for Architectural Approval.....Page 11

Architectural Guidelines.....Page 12-14

Fee Collection Procedures .....Page 15

Procedures for Rule Enforcement .....Page 15

Reviewing/Copying Official Records .....Page 16

Pertinent Documents .....Page 16

# CLUBHOUSE PRESERVE HOMEOWNERS ASSOCIATION HANDBOOK

The purpose of this handbook is:

- To provide owners and residents of Clubhouse Preserve with general rules, guidelines and information.
- To operate as a corporation not for profit pursuant to Florida Statutes.
- To promote the health, welfare, comfort, social and economic benefit of the members of the association.

The Board to the best of its ability will:

- Enforce the duties of the association as provided in the Declaration.
- Fulfill the mandates for the entire Clubhouse Preserve Community with no discrimination whatsoever.
- Encourage residents to operate under the covenants.

A Board consisting of five members will govern the Association:

- President
- Vice President
- Secretary
- Treasurer
- Director

The Board also has an additional non voting member designated as Master Board Representative.

A Board will be elected for a 1-year term.

Meetings of the Board will be posted at the Meeting Minutes link on the CHP website, bulletin boards and neighborhood signage. For more information see

<https://www.chphoa.com/p/Meeting-Minutes>

## **I. Clubhouse Preserve Association Inc. Board of Directors**

and Master Board Representative's contact information is listed on the homepage of the CHP website. See <https://www.chphoa.com/>

## **Management Company**

The Clubhouse Preserve management company's contact information is listed on the CHP website. See <https://www.chphoa.com/>

## **Clubhouse Preserve Goal**

The Clubhouse Preserve Board of Directors' goal is to protect and preserve the value of the common elements of our community by maintaining the high standards required in the Associations Bylaws, Articles of Incorporation, and Covenants & Restrictions (C & Rs).

## **Mission Statement**

To promote the health, welfare, comfort, social, and economic benefits of the owners of the association, and to operate as a corporation not for profit pursuant to Florida statutes.

## **Strategies**

We encourage you to become familiar with the regulations that you agreed to at the time of the purchase of your home.

We will continuously communicate with the community regarding their desires for our community as identified in the Association documents.

For more information see <https://www.chphoa.com/p/Covenants--Documents>

The Board President may establish community committees, as necessary, to continuously address topics that affect the health, welfare, comfort, social and economic benefit of the homeowners.

The Management Company has been instructed to take immediate action as identified in the C&Rs to address violations of the C&Rs.

A Due Process Committee has been established in the event that C&Rs are not faithfully adopted by a homeowner.

In the event that that HOA fees become delinquent, the Management Company has been instructed to take action as identified in the C&Rs.

Continual communications will be sent to the community to request feedback on a variety of topics affecting our community. The Board's desire is to be a reflection of the community's wishes.

The Board will act within the requirements of Clubhouse Preserve Articles of Incorporation, Bylaws, and Covenants & Restrictions in addition to Florida Statute 720. See <https://www.chphoa.com/p/Covenants--Documents>

## **Committees:**

The Clubhouse Preserve Board of Directors has established the following committees, made up of association members, to assist with functions of the association. We realize that our community will be at its strongest if members of the community are fully involved in the decisions of the community. The Board thanks all the volunteer Chairs and their teams for the time they give to our community.

Lawn Care Committee

Architectural Review Committee (ARC)

Rules and Covenants Committee

Social Committee

Due Process Committee

Welcoming Committee

Website Committee/Information Network

Committee's Chairperson and committee members are listed on the CHP website.

See <https://www.chphoa.com/p/Committees--Charters-2>

## **Architectural Requests**

**Forms for architectural approval are located on the CHP website and the Clubhouse Library.** All requests to the ARC must be accompanied by a set of plans for the proposed work. This will include a scalable survey of the lot with existing lot lines, easements, vegetation, and trees.

**Send the application to the Architectural Review Committee Chairperson.**

See <https://www.chphoa.com/p/Architectural-Review-2>

## **Lawn watering**

Water is tightly controlled in Florida. You must follow the Pasco County lawn watering regulations that may change throughout the year due to drought conditions. It is each home owner's responsibility to adapt to the Pasco County regulations, Refer to Pasco County website.

See <https://www.pascocountyfl.net/1361/Potable-Water> for more information.

## **Tampa Bay Golf and Country Club Member Information:**

### **The Tampa Bay Golf and Country Club (TBGCC) “Tidbits”.**

This newsletter comes out the 1st day of each month and is emailed to all members of the Community Association or can be picked up at the front desk of the Clubhouse by showing your TBGCC ID. Check out all the activities around Tampa Bay Golf and Country Club.

### **Speed Limit in Clubhouse Preserve is 15mph.**

For the safety of everyone please drive the speed limit.

### **Golf Carts.**

Unlicensed children are not permitted to drive golf carts. This is for your safety, the child's safety, and the safety of our residents. It is recommended that you check with your insurance agent about golf cart insurance due to potential liability of owning a golf cart.

### **Membership Identification Card.**

This TBGCC identification card is needed to use the Clubhouse facilities and community amenities. Carry your ID card to show when asked at any amenity. You may be asked at anytime to show your ID.

### **Dress Code.**

A bathing suit cover up and foot wear are required when inside the Clubhouse including the Lobby, Grill Room and the patio. Please remove golf hats when dining in the Ballroom. The golf course has a dress code that is similar to other golf clubs. Check at the Pro Shop for details.

### **Clubhouse Preserve Information Network. (CHP Website)**

This CHP website email system is used to send you valuable information about events in Tampa Bay Golf & Country Club and Clubhouse Preserve. If you would like to receive email information and updates please register at <https://www.chphoa.com/account/register>

## COVENANTS

**The following synopsis of the covenants is published for easy reference. However, the exact text of the Declarations of Covenants, Restrictions, By-Laws and Rules will prevail in the event of a conflict. The aforementioned documents are listed on the last page of this Handbook and displayed on the CHP website at <https://www.chphoa.com/p/Covenants--Documents>**

- 1. Each home shall be occupied by at least one person who is 55 years of age or older.** The Board of Directors may approve waivers to this rule when the home is willed to a relative who is less than 55 years of age or when the surviving partner of the owner is less than 55 years of age.
- 2. No person 22 years of age or younger shall reside in any home.**
  - A. Anyone under the age of 55 who inherits a property and desires to live in the community may be granted a waiver after written application to the Board and the Board issues a waiver in writing. No children shall reside under the age of 22 for more than 90 days in any calendar year.
  - B. Any person residing in the home at the time of death of the qualifying resident may be granted a waiver after written application to the Board and the Board issues a waiver in writing.
- 3. Any proposed addition, alteration or change** (including but not limited to patio, building exterior paint color, landscaping, swimming pool, screen enclosures, spas, roofing, driveway widening, etc.) to the exterior of any home, including the lot must have prior written approval by the Architectural Review Committee (ARC). See <https://www.chphoa.com/p/Architectural-Review-2>
- 4. Air Conditioning Units:** Only central air conditioning units are permitted, and no window, wall, or portable air condition units are permitted, without the prior written consent of the ARC.
- 5. Automobiles:** Only automobiles, vans, pick-up trucks, and other vehicles manufactured and used as private passenger vehicles, may be parked in the driveway, with current license plate. Without the prior written consent of the Board no vehicles containing commercial lettering, signs, equipment, trucks with more than two axles or vehicles other than a private passenger vehicle shall be parked overnight. Recreational vehicles, campers, trailers, or other vehicles intended for off site “camping” may park in the street overnight, one night prior to embarking and overnight, one night upon returning. No boat may be parked or stored outside of a home overnight. No overnight parking is permitted on any street, lawns, or areas other than driveways and garages.
- 7. Major Repairs** to vehicles shall not be performed in the driveway. Oil spills must be cleaned up immediately.



- 8. Basketball backboards and clotheslines:** No permanently installed basketball backboards are permitted. No portable basketball backboards may be kept outside of any home overnight when not in use.
- 9. Business/Commercial Uses:** No trade or business can be operated from a home if the business is apparent from the exterior of the home or where client visits are apparent to the public.
- 10. Flagpoles:** The ARC committee and the Board must first approve flagpoles.
- 11. Outside Storage:** No sheds or portable buildings are allowed. All patio type furniture, accessories, and barbecue grills must be kept in the rear of the home, be neat in appearance and in good condition.
- 12. Pets:** Two household pets are allowed per home if they both weigh under 50 pounds. One pet weighing over 50 pounds is allowed only with Board approval. All household pets must be on a leash when outside and all excrement must be removed and disposed of at the pet owner's residence. No pit bulls are allowed.
- 13. Signs:** No signs shall be placed upon any lot or other portion of the subject property, and no signs shall be placed in or upon any home which are visible from the exterior of the home without Board approval. No "for rent", "open house", or "for sale by owner" sign is permitted.
- 14. Solar Collectors:** Must have prior written approval by the ARC.
- 15. Swimming Pools:** No below or above-ground swimming pools, spas, or the like, shall be installed or placed on the property without written consent of the ARC.
- 16. Shutters/Window Treatments:** Shutters (including hurricane shutters) must have prior written approval by the ARC. Window Treatments shall consist of drapery, blinds, and other tasteful window coverings. No aluminum foil, newspaper or other temporary window treatments are permitted except for periods not exceeding 90 days after owner first moves into a home.
- 17. Garbage and Trash:** Garbage/trash may be placed by the street after 5:00 p.m. on the day before the scheduled day of collection and all trash containers must be kept inside the home out of view. Garbage containers should have secure lids to prevent animals from getting into them.
- 18. Guns and Firearms:** No discharge of guns or firearms (including pellet and BB guns) is allowed.

**19. Landscape Maintenance:** Any alteration of trees and installation of new or additional shrubs/flower beds must have prior approval from ARC. No prior approval is required for planting of annuals and placement of shrubs in existing shrub/flower beds. No artificial grass, plants or other artificial vegetation is allowed.

**20. Maintenance of Homes:** All homes and driveways must be maintained in first class condition and good working order, in a clean, neat and attractive manner.

**21. Nuisances:** No nuisance shall be permitted. No unreasonable source of annoyance to other residents shall interfere with the peaceful possession. No unreasonably offensive or unlawful action shall be permitted.

**22. Outside Antennas/Satellite Dishes:** No outside signal receiving or sending antennas, dishes, or devices are permitted without Board approval. Digital satellite dishes not exceeding 18” in diameter which are located in the rear or the home and not visible from adjoining street are permitted.

**23. Garages:** No garage shall be permanently enclosed, and no portion of a garage originally intended for the parking of an automobile shall be converted into a living space or storage area. All garage doors shall remain closed when not in use.

## PROCEDURE FOR ARCHITECTURAL APPROVAL

1. The Master Declaration and Deed Restrictions require that ALL exterior changes, additions or improvements to the subject property must be submitted to the Architectural Committee for review and approval. The intent and purpose of the ARC is not to restrict homeowners by limiting choices, but to insure that appearance of the houses in Clubhouse Preserve is consistent with the rest of the community.

See <https://www.chphoa.com/p/Architectural-Review-2>

2. Included, but not limited to, are lanai & driveway extensions, exterior painting, landscaping, hurricane protection, driveway resurfacing, flagpoles and same color repainting.

3. The planting of annuals in the existing beds do not require approval by the ARC.

4. When in doubt, contact the Architectural Committee Chairperson.

Process to follow:

1. Members are to submit ARC Request Change Forms, together with all pertinent information as required on the form to the Architectural Committee Chairperson. (Forms are available on the CHP website and in the Clubhouse library.)

2. The Architectural Review Committee will hold meetings as needed. It will be its sole discretion to approve or disapprove of the applications based on the information and/or plans submitted to the ARC. **The Committee has 30 days to review and approve or deny an application request.**

**NOTE: Pasco County Building Permit Requirement: It is each homeowner's responsibility** to either personally obtain or assure that any contractor they have hired acquires the appropriate BUILDING PERMIT from the PASCO County Central Permitting Office for any construction work.

See <https://www.pascocountyfl.net/4065/Central-Permitting>

If you have any questions concerning whether or not a Permit is required, contact PASCO County Central Permitting at 352-521-4279. Failure to do so could cause the homeowner to be charged with not only the price of the permit but an additional fine.

## **ARCHITECTURAL GUIDELINES:**

### **1. No window awnings of any type or material will be approved.**

TBG&CC has approximately 1500 homes. The worst case scenario is all homeowners decide to install awnings and there are approximately ten windows in each dwelling. That amounts to 15,000 awnings of every conceivable color, size, shape, and pattern. In addition, awnings tend to deteriorate in just a few years, and enforcing maintenance would cause difficulties.

### **2. Installation of exterior concrete will be restricted on a limited basis by the ARC.**

The entire community has a real problem with drainage. Every time a new house is built and every time concrete is laid for driveways and lanais we lose percolation and water runoff has no place to go. Community ponds and lakes are no solution, as more water drains into them they can overflow and endanger our homes. Please refer to Master Documents, from Para. 6.9.1 to 6.33, which deals with water management, flow, and drainage. Widening of a driveway is limited only to extend to the width of the garage.

### **3. All roof top installations of fans, vents, etc. will follow the principles as indicated in the Master Documents for satellite dishes.**

Please refer to Para. 6.24 of the Master Association Documents entitled “Outside Antennas & Flag Poles”. Part of this paragraph indicates the placement of satellite dishes in the rear of the property and not to be viewed from adjoining streets. A reasonable conclusion is that these structures are not very attractive and should be as unobtrusive as possible. This same rule should govern roof fans, vents, and other roof structures for the same reasons as the satellite dish.

## **4. Exterior Paint Color Guidelines**

### **A. House Paint Colors**

House paint colors should be chosen from those coordinated paint color options initially offered by builders Lennar and KHovnanian; including the existing colors on homes originally built by Engle Homes. Sample paint color options are contained in books maintained by the Architectural Review Committee. All other color requests must be approved by the Clubhouse Preserve Board of Directors. Homeowners may not paint their house an identical color already in place on a home immediately adjacent to theirs.

## **B. Driveway Enhancements**

All driveway enhancements must be approved in advance by the Architectural Review Committee.

Driveway enhancements should complement existing house paint colors. Complementary colors or shades (darker color versions) and tints (lighter color versions) of these same house colors may be used in paint splatter applications, brick pavers or painted driveways.

Driveway outlines using contrasting colors, or those different from a homeowner's house colors, along with their respective shades and tints, will only be allowed with approval of the Architectural Review Committee.

No symbols, letters or logos will be allowed or approved.

## **5. Outdoor Decoration Guidelines**

All outside decor items, including permanent landscape lighting, shall be located in non-grass areas only so as not to interfere with lawn maintenance service equipment. As to numbers and dimensions of landscape decoration items refer to the recommendations in the **Additional Resource for Outdoor Decorations**.

See <https://www.chphoa.com/file/document/1034276450/kIGGp2FPIUWoANtr.pdf>

In the event that a home exceeds the norms of the community, the Board has the ability to disapprove the number of and the dimensions of any landscape decoration item. The Board has the absolute right to disapprove any landscape decoration item that is deemed offensive or is counter to the dictates of good judgment. The Board has the final decision in regards to numbers, dimensions and aesthetics. Homeowners must submit an Architectural Review Committee Application when they wish to go outside the recommendations.

The allowable quantities and sizes listed shall include all man-made decorator items placed on the ground, mounted on outside walls and/or hanging from trees or any part of the home. The allowable quantities and sizes listed shall exclude all potted plantings, security system devices and warning signs, any protruding sprinkler system devices, all protruding utility service boxes/covers, water softener devices and two (2) landscape boulders. Decorator items placed completely under roof areas of entrance ways, a lanai or porch shall not be included in the quantity count.

Landscape lighting is limited to a count of 25 and none will be over 15" high. Permanent landscape lights should be placed only on non-grass areas. No rope lighting will be allowed nor will recessed lighting be allowed in the driveway or in the sidewalks.

## 6. Holiday Decoration Guidelines

Outdoor holiday decorations are allowed and are not subject to the quantity and size guidelines. Holiday decorations may be displayed from the week of Thanksgiving until January 15. Residents unable to meet this requirement need to advise the Architectural Review Committee and provide a date the decorations will be taken down.

The display of holiday decorations and lights during the allowable time frame shall be permitted on grass and non-grass areas. If the homeowner elects to place outdoor holiday decorations and lights in grass areas, the contracted lawn service company will be directed by the Board to discontinue service to the yards that have outdoor holiday decorations and lights placed in grass areas. Once those items have been removed lawn service will be restarted. This is necessary due to the potential hazard of striking electrical cords and possible accidental damage to items placed on the grass.

All other Holiday decorations from January 15 until the Thanksgiving week will be subject to the outside decoration counts in Paragraph 5 and are restricted to non-grass areas. Decorations in this category may only be displayed one week prior to and/or one week after the actual holiday.

## 7. Other

Mulch in non-grass areas is provided through the lawn maintenance services to all residents as specified in the Landscape Services Agreement.

See <https://www.chphoa.com/file/document/2127996804/3lQfjet8lwEwbjhp.pdf>

Each owner has the option to substitute the standard mulch with an alternate selection. Choices should be either wood mulch in natural colors or shredded rubber. Landscape rock/stones may also be used as a mulch bed material. Lava rock is not allowed on any Clubhouse Preserve property.

**The cost to remove the existing mulch, selected mulch replacement and future maintenance of the mulch bed rests entirely with the owner.**

## **ASSOCIATION FEE COLLECTION PROCEDURES**

1. All Association fees will be due quarterly. There are various methods of payment See <https://www.chphoa.com/p/Pay-Your-Assessment-2>
2. Coupon books containing your account number will be mailed prior to the new year by the Management Company. Be sure to enter your account number in whichever method you select to pay.
3. If you select to pay by check, enter your account number on the check, make the check payable to Clubhouse Preserve at Tampa Bay Association, Inc. and mail your check to the designated bank address.
4. If payments are not received ten days following due date, a late fee will be charged and a collection notice will be sent.
5. If payments are not received 30 days following due date, interest will be charged from the due date at the rate of 18% per annum, in addition to the late fee. A second collection notice will be sent.
6. If payments are not received 60 days following due date, interest will continue, HOA dues will be accelerated, and a lien will be filed on the property. If lien is not satisfied within F.S. 720 guidelines, foreclosure suit will be filed. Owner will be responsible for all attorney fees and costs associated with actions taken by an attorney.

## **PROCEDURES FOR RULE ENFORCEMENT**

1. All complaints from residents must be forwarded to the Board of Directors in writing, signed and e-mailed to, or mailed to the Management Company.
2. Upon noting a violation, the Board of Directors or Manager will contact the party responsible either verbally or in writing, giving them a reasonable time to cure or correct the problem.
3. If not corrected, a second request will be sent by certified mail, allowing a reasonable time for correction.
4. If second request is ignored, the Board will take appropriate action according to the Clubhouse Preserve Declaration of Covenants and Restrictions.

## **REVIEWING/COPYING OFFICIAL RECORDS**

1. All requests to review Association official records must be in writing and sent by certified mail with return receipt requested, to the Manager's office, Board Meeting Minutes do not become Official Records until approved by the Board at its next meeting. All Board Meeting Minutes will be posted on the CHP website and marked "Minutes Pending Approval" prior to being revised/approved at the next Board meeting. Approved minutes will be posted on the bulletin boards after Board approval.

See <https://www.chphoa.com/p/Board-Meeting-Minutes>

2. Manager will schedule an appointment with the member making the request to view the records in their office during business hours of 9 a.m. to 2 p.m. within ten (10) business days from receipt of the written request. Maximum time for each appointment will be two hours.

3. Members may request copies of records at the time of the review at the Manager's Office. Cost per copy will apply and payment must be made prior to Manager furnishing copies.

4. Exception: Members may request a copy of Recorded Declaration By-laws and Articles of Incorporation via telephone or e-mail. Cost of same will be actual cost for reproducing and furnishing these copies to the requested party.

5. E-mail and correspondence to the Manager and/or a Board Member are not official records in accordance with F.S. 720 and will not be retained as such.

### **PERTINENT DOCUMENTS:**

Florida Statute – Title 40 Real and Personal Property (Chs 689-723),  
Chapter 720. Homeowners Associations

Master Declaration for Tampa Bay, Dtd 7/25/2000

Declaration of Covenants and Restrictions of Clubhouse Preserve at Tampa Bay,  
Dtd 3/2/2009

Additional Resource for Outdoor Decorations

See <https://www.chphoa.com/p/Covenants--Documents>

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