

THE VILLAS OF
SUNSET GROVE



Good Neighbor Guide

Code Compliance & Ordinance Reference
for Our Deed-Restricted Community

www.villasofsunsetgrove.com/hoa-documents

Last Updated September 29, 2020



It is the responsibility of the owner or agent of the owner to inform their tenants and seasonal renters of these rules. A copy of these rules and regulations must be displayed in all seasonal rental units.

Table of Contents

Important Contact Numbers5

Abandoned (Inoperative) Vehicles6

Address Numbering6

Animals6

Debris.....7

Easements.....7

Exterior Storage and Display for Residential Properties.....7

Fences8

Garage Sales.....9

Grass and Overgrowth9

Homeowner Association Dues.....10

Housing10

Parking Restrictions11

Property Maintenance Requirements11

Signs (Commercial, Political, Vehicles, etc.).....13

Speeding13

Trash Collection13

Tree Trimming.....14

Vehicle Repair14

Appendix A: Additional Statutes, Compliance & HOA Information15

Appendix B: Required Paint, Trim & Shingle Color Codes.....16

Appendix C: Architectural Form.....17

Welcome!

We all have different expectations of our neighbors. For some of us, a good neighbor is one who takes time for a chat across the fence, or one who helps when a neighbor is ill.

For others, a good neighbor is one who leaves us alone. Although we don't agree on all the fine points of neighborliness, we do tend to agree on certain basic standards which allow residents to enjoy their homes and property, preserve peace and quiet in our neighborhoods, help maintain property values, and prevent disputes among neighbors.

The members of The Villas of Sunset Grove have derived these standards from numerous articles including the Association Documents, By-Laws, City of Clearwater Codes and the State of Florida Laws.

It doesn't take much. Look for simple opportunities to start on your own property. Clean up your yard and carport, plant a garden. If you see trash or a problem in a public space, pick it up or report it to the HOA Board. Do your part to invest and participate in the upkeep of The Villas of Sunset Grove. Beautification doesn't have to take a lot of effort to be effective. And if you need help, don't be afraid to ask your neighbor.

Remember, when you follow these simple rules, you are not only obeying the law, but you’re being a good neighbor.

Important Contact Numbers

The City of Clearwater website (www.myclearwater.com/gov) has information on all city departments, codes and programs for our area. It is sometimes confusing finding the correct department to contact when you have questions or need service. The following numbers may be helpful:



9-1-1 Emergency911

Property Maintenance Code Enforcement (727) 562-4720

Responds to repair and maintenance issues, exterior property upkeep and compliance violations set forth in the Association Documents, Bylaws and the Good Neighbor Guide. *Call Monday-Friday 8am-5pm.*

Clearwater Code Compliance Division (727) 562-4720

Responsible for the enforcement of established standards as set forth in the City’s Code of Ordinances.

Building Permits..... (727) 562-4567

Electronic Waste Collection..... (727) 562-4920

Fire Administration (727) 562-4334

Landscaping (727) 562-4567

Neighborhood Services (727) 562-4559

Police Non-Emergency (727) 562-4242

Solid Waste/Recycling..... (727) 562-4920

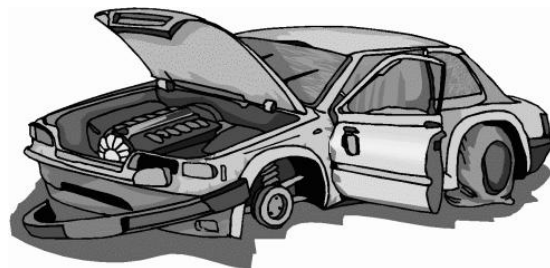
Trees – Private Property..... (727) 562-4746

Utilities (727) 562-4960

Abandoned (Inoperative) Vehicles

Section 3-1503.B.6/Florida Statutes 316.215-316.2954

All vehicles must be mechanically operable and display current registration or must be kept in a garage or carport. Operable means that the vehicle runs and all tires are inflated.



Address Numbering

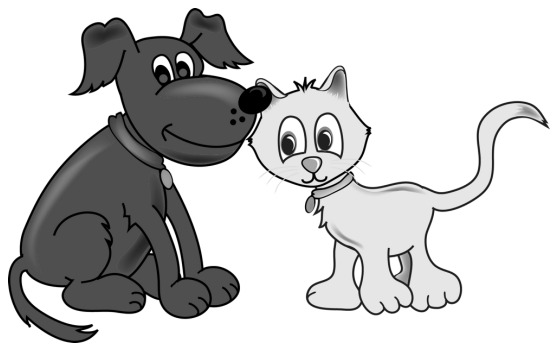
Section 28.82

For public safety reasons, all developed properties must have their address numbers clearly visible from the streets that they face. Any bushes or obstructions should be cut back or removed to allow the numbers to be visible. Numbers must be Arabic numerals (script and numbers on the curb do not meet code requirements). The numbers must also be at least 3 inches high and adhere to the overall community look.

Animals

Sections 8.31-8.35

Dogs must be kept on a leash when not on the owner's property. No animals, livestock or poultry of any kind shall be raised, bred or kept on any lot or on the common areas; however, dogs, cats and other



customary house pets may be kept on lots and in units subject to the rules of the Association and City of Clearwater so long as they are not kept, bred or maintained for commercial or business purposes.

Family pets must be on the owner's property or shall not be allowed to wander on the streets or on the property of another.

Owners must clean up after their animals on public property and on private property of others.

City Code empowers police officers to handle ALL animal complaints including barking dogs, animals running at large, etc. *(See page 5 for the Police Non-Emergency phone number.)*

Debris

Sections 3-1503.B.5&7

To keep our community free from blight, no accumulation of debris is allowed on a property, including rear and side yards. Any accumulation of weeds, debris, trash, garden trash, junk, untended growth of vegetation or that otherwise threatens the public health, safety or welfare is prohibited.

Easements

HOA Documents Article II. Section 4.a&b

Easements for installation and maintenance of utilities, drainage facilities and access and ingress are shown on the recorded subdivision plat. Within these easements, no structure, shrubbery, trees, bushes or other material shall be placed or permitted to remain which may damage or interfere with the installation or change the direction of flow of drainage facilities in the easements.

The easement area of each lot and all improvements, including landscaping therein shall be continuously maintained by the owner of such lot, except for improvements for maintenance, of which a public authority or utility company is responsible, and except for improvements for which the Association is specifically responsible.

No dwelling unit or other structure of any kind shall be built, erected or maintained on any such easement, reservation or right-of-way, and such easements, reservations and rights of way shall at all times be open and accessible to the public and quasi-public utility corporation, their employees and contractors.

Exterior Storage and Display for Residential Properties

Section 3-1502.G-1-5

Outdoor storage is prohibited.

For the purposes of this section, carports are subject to the outdoor storage provisions. Equipment, materials or furnishings not designed for outdoors, such as automobile parts and tires, building materials, and interior furniture, may not be stored outdoors.

Construction materials, unless such materials are related to an active building permit related to the property on which the materials are located, shall not be stored outdoors. Additionally, goods and materials (example: furniture, appliances, etc.) may not be stored so that they are visible from an abutting property or a public right-of-way.

Bulk items intended for pick up by the city may **not** be placed at the curb more than **24 hours** prior to the scheduled pick up.

Fences

HOA Documents Article V

Fences must be structurally sound, maintained and in good repair and be finished on the side facing out from the owner's property. No fence, wall or other structure shall be commenced, erected or maintained upon the properties, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, materials, and location of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography by the Board of Directors of the Association.



Fences require a building permit, which can be obtained from the Planning & Development Department of the City of Clearwater.

Only shadowbox or board-on-board styles are allowed. Vinyl fences are not acceptable. Maximum height is 6 feet. If painted, must be uniform color (medium brown; see **Appendix B** for exact color codes). If fencing extends rear lot line, must have gated access on both sides to the rear 10-foot easement area.

The fence on the south side of the complex is on the easement line and the property line of the town homes behind us and is therefore owned and maintained by the HOA. As such, NO GATES ARE ALLOWED to be installed in your fence.

Garage Sales

Section 3-2103.A

Garage, yard or estate sales may be held no more than two times within one year.

The HOA will hold a “community” garage sale two times a year, (once in the spring and again in the fall). The Association will pay for the advertising and will allow all homeowners to display and sell their goods during those periods. The duration of each sale cannot exceed three days. This will allow exposure for the community as a whole and increase traffic during those times for the homeowners that wish to participate.



Grass and Overgrowth

Section 3-1503.B.7 & 8



Grass, weeds and undergrowth must be maintained **6 inches high or less** and must not extend more than four inches over the sidewalk, curb, and edge of pavement. Rights-of-way and sidewalks shall be clear of refuse and vegetation, and a height clearance of less than eight feet from the pavement surface shall be maintained, unless an exception has been granted by the urban Forester for protected trees.

Any portion of a lot not covered by a structure shall be landscaped with grass or other appropriate ground cover and shall be maintained in a neat and healthy condition.

Shrubs alongside buildings are to be kept trimmed no higher than windowsill height.

Homeowner Association Dues

Payment of dues shall remain annually and are to be paid on or before April 1st of each year. Any dues that are still owed after 90 days will be subject to interest and/or late fees.

Housing

Section 3-1502.A

All residential properties must be in compliance with the State of Florida's Minimum Standard Housing Code. Each unit shall be used as a residence for a single family and for no other purpose. No business of any kind shall be conducted in any residence. No noxious or offensive activity or nuisance shall be carried on, in or about any lot, unit or common area.

Additions, alterations or changes to any dwelling are not permissible without prior written approval from the Board of Directors. See **Appendix C** for the required form that needs to be completed and submitted to the Board of Directors before changes are made. This form can also be found on our website at www.villasofsunsetgrove.com.

No sign of any kind shall be displayed to public view on a lot, unit or in the common area without the prior written consent of the Association.

No articles are to be hung from the outside of the windows, patio fences, etc. with the exception of hanging plants. Clothes lines are not permitted in the front yard or carports.



Parking Restrictions

Section 3-1407.A.1.a-e, Section 316.1945

For the dual purpose of preserving attractive residential areas within the community and promoting safe, unimpeded traffic circulation throughout the neighborhood, the following restrictions shall apply.

Vehicles listed below shall not be parked or stored on any public right-of-way or in a front setback and/or forward of a residence:

- Any boat or boat trailer
- Any hauling trailer
- Any recreational vehicle
- Any commercial vehicles or vehicles with company lettering or signs on them
- Any race car, dune buggy, farm equipment, go kart, ATV or other similar vehicle not designated for street operation

In addition, if you must park on the street please use **staggered parking** for the safety of our community and residents. **Remember, no vehicles are permitted to be parked on the street (Sunset Grove Lane) from the hours of 12am – 7am or within 30 feet of a stop sign (Section 316.1945).**

The overflow areas at the East and West ends of the community are for the residents of The Villas of Sunset Grove only and all rules apply to these areas as well. These lots shall be maintained so that they are clear of litter, trash, debris, equipment, weeds, dead vegetation and refuse.

Motor vehicles may not be parked, displayed or stored on grass or other unpaved areas unless specifically authorized (East and West Overflow Areas). **Parking is not allowed on the lawns of a residential property.**

In case of any violation here within the above mentioned, the vehicle will be towed at the owner's expense and/or fines incurred.

Property Maintenance Requirements

Section 3-1502.B, C&D, HOA Documents

All building walls shall be maintained in a secure and attractive manner. All defective structural and decorative elements of any building wall shall be repaired or replaced in a work-like manner to match as closely as possible the original materials and construction.

Exterior surfaces shall be free of mildew, rust, and loose material including peeling paint. Patching, painting or resurfacing shall be accomplished to match the existing or adjacent surfaces as to materials, color, bond, and joining. All exterior surfaces other than decay-resistant wood and other weather-durable finishes shall be protected from the elements by paint or other protective covering applied and maintained according to the Association Documents.

All windows and doors shall be secured in a tight-fitting and weatherproof manner and shall have sashes of proper size and design. Window air conditioning units are not permitted. Additional requirements:

- Building extensions: Not permitted.
- Carports: Carports are to be maintained in a neat and orderly condition and not to be used for storage or as an extended living area.
- Carport ceilings: Drywall or open structures must be painted white or white aluminum or vinyl.
- Carport storage closets: Wood-only construction for doors. Width must be the same as the existing closet. Length cannot extend beyond shared concrete party wall of carport. Must be painted to match exterior wall and trim (see **Appendix B** for acceptable color codes).
- Driveway colors: If painted, can only be one solid color: battleship gray or beige/tan.
- Exterior decorative lighting: No lighting such as colored lenses, bulbs or lamps shall be situated within the improvements of the lot, except for appropriate holiday lighting. Lights are only permitted during the holidays and must be taken down within 30 days after the holiday.
- Exterior painting: Uniform color to be maintained throughout complex. Units must painted a minimum of every eight years or as needed, whichever occurs first. See **Appendix B** for acceptable color codes.
- Mailboxes: Must remain uniform in size and color (black).
- Planter strip between driveways: Small shrubs or flowers are permitted, but must be kept weed-free and trimmed so as not to interfere with vehicles in driveways. No fencing allowed.
- Roofs: Roofs and parapets must be maintained in a clean, mildew-free condition and kept free of trash, loose shingles, debris, or any other substances including grass or weeds, which are not permanent parts of the buildings or functional elements. All shingles must conform to the community standards of 3-tab or architectural asphalt or fiberglass shingles as stated in the Association Documents (see **Appendix B** for acceptable shingle colors). The installation of any antennas or wiring on the exterior walls or roofs is prohibited. Only one satellite dish per unit is permitted.

In the event an owner of any lot shall fail to maintain the premises and the improvements situated thereon in a satisfactory manner, the Board of Directors shall have the right to enter upon said parcel to repair, maintain, and restore the lot. The costs of such maintenance shall be added to and become part of the assessment to which such lot is subject. Persons found in violation of the property maintenance code can also be subject to fines.

Signs (Commercial, Political, Vehicles, etc.)

No sign of any kind shall be displayed to public view on a lot, unit or in the common area without the prior written consent of the Association.

No commercial signage on vehicles are allowed in the complex.

Speeding

The posted speed limit throughout the community is **15 MPH**. Please adhere to this for the safety of our residents and their children who play in the streets at times.

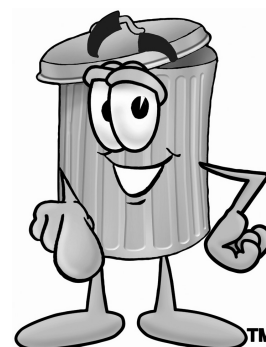


Trash Collection

Section 1502.G.4

Trash collection follows a set schedule and may NOT be placed at the curb more than **24 hours** prior to the scheduled pick up day:

- Container trash (black barrel) is on **Tuesday**.
- Recyclables (blue barrel) are on **Tuesday**.
- Bulk items for pickup are also on **Tuesday**.



Bring empty trash bins back into your carport as soon as possible; do not leave them out past Tuesday.

For electronics, Clearwater Solid Waste offers a monthly Electronics Collection Day from 7 a.m. to 3 p.m. on the **last Wednesday of each month**. For more information, visit

<http://www.myclearwater.com/government/city-departments/solid-waste-general-services-department/recycling-services/electronic-waste-collection> or call **(727) 562-4920**.



Clearwater residents, with proof of residency (a copy of your utility bill), may bring up to six unwanted electronics to the recycling drop-off center at **1701 N .Hercules Ave** for free disposal. Electronics accepted are: *camcorders, cameras, cassette players, CD players, cell phones, computers, DVD players, fax machines, microwave ovens, photocopiers, radios, scanners, stereos, TVs and VCRs.*

Additional resources:

- The comprehensive **How to Get Rid of It: A to Z Recycling & Disposal Guide** includes over 350 items! Find out how to recycle or safely dispose of just about anything in Pinellas County: www.pinellascounty.org/utilities/getridofit/by-item.htm
- **The Clearwater Recycler** guide has information about what you can recycle in your blue recycling bin: www.myclearwater.com/gov/depts/solid_waste/docs_pub/pdf/SW_annual_mailer_2014.pdf

Tree Trimming

Permits may be required for removal of trees. By City ordinance, owners of residential properties may place tree trimmings by the curb for collection, provided the homeowners perform the tree removal themselves.

Grass clippings, leaves and other related debris may not be blown into the street or down the sewer drains. In addition, homeowners are prohibited from throwing their yard waste over any fences on their property.



Please place it by the curb on Tuesdays, not more than **24 hours** prior to the scheduled pick up.

Vehicle Repair

Section 3-916.C

No repair of any vehicle is permitted unless such repair is both confined within a carport and limited to the vehicle service involving vehicles owned by the person who resides at that residence. Under no circumstances shall such repair be conducted as a commercial activity.

Appendix A: Additional Statutes, Compliance & HOA Information

For further guidance, please refer to the following resources:

[The Florida Statutes for Homeowners Associations](#)

www.flsenate.gov/Laws/Statutes/2013/Chapter720

[The City of Clearwater Code Compliance: A Citizens Guide to Code Enforcement](#)

www.myclearwater.com/services/cits/Code_book_English.pdf

[The Villas of Sunset Grove website](#)

www.villasofsunsetgrove.com

The Villas of Sunset Grove Homeowners Documents & Bylaws

(available upon request)

[Clearwater Connect](#)

To report violations and issues in the community to the City of Clearwater, you may do so online through the Clearwater Connect system at https://iframe.publicstuff.com/#?client_id=592 or call the **Code Compliance Division at (727) 562-4720**.

Appendix B: Required Paint, Trim & Shingle Color Codes

The following choices are the only acceptable colors to use to ensure your home is in compliance with the Villas of Sunset Grove bylaws and deed restrictions.

Home Exterior (main color, off-white)

One solid color only; must be the same throughout.

- Lowe's Valspar *Caribbean Walk* #7003-5
- Lowe's Valspar *Muslin Wrap* #7003-11
- Home Depot Behr *Cottage White* #OR-W9
- Home Depot Behr *Chenille Spread* #HDC-NT-03

Home Exterior Trim & Fencing

Shadow box or board-on-board fence style (no vinyl). One solid color only; must be the same throughout.

- Lowe's Valspar *Labrador* #3009-9
- Home Depot Glidden *Authentic Brown* #60YR 09/086

Driveway

One solid color only.

- Battleship Gray
- Beige/Tan

Roof Shingles

3-tab or architectural asphalt or fiberglass shingles only; must be the same style and color throughout.

- GAF Roofing *Autumn Brown*
http://www.gaf.com/Residential_Roofing/Shingles/Royal_Sovereign/Royal_Sovereign_Autumn_Brown.jpg
- GAF Roofing *Russet Red*
https://www.gaf.com/Residential_Roofing/Shingles/Royal_Sovereign/Royal_Sovereign_Russet_Red.jpg

Appendix C: Architectural Form

As noted previously in this guide, additions, alterations or changes to any dwelling are not permissible without prior written approval from the Board of Directors. The required Architectural Form that needs to be completed and submitted to the Board of Directors before changes are made is on the following pages.

This form can also be found on our website at www.villasofsunsetgrove.com. If you have any questions about the details of the form, please contact the Board of Directors at villasofsunsetgrove@gmail.com.

Please send your completed form to:

Villas of Sunset Grove HOA/Architectural Committee
P.O. Box 4462
Clearwater, FL 33458

If you have any questions, please go to our website and either send us an email or call the number listed on the website. Our website address is: www.villasofsunsetgrove.com

Architectural Submission/Application Form

Owner (Applicant): _____

Property Address: _____

Contractor Information:

Contractor Name: _____

Contractor Phone: _____

Contractor Email: _____

Project Start Date _____ / _____ / _____ Project End Date _____ / _____ / _____

Contact Information should the committee wish to contact you for additional information:

Phone: _____

Mailing Address: _____

Email Address: _____

Modification or Improvement Requesting:

- ☐ Exterior Painting
- ☐ Fencing Gate
- ☐ Exterior Modifications
- ☐ Patio/deck/arbor
- ☐ Other _____

- ☐ Roof (Shingles)
- ☐ Shed
- ☐ Solar Energy
- ☐ Satellite Dish

Description of and reason for request (**Required**) _____

Please make sure you have attached/included all of the following information:

- ☐ A completed Submission Form (including signature below the Owners Acknowledgement notice on the next page)
- ☐ A description of the project, including height, width and depth, roofing materials, colors, etc.
- ☐ A complete materials list of the project, including paint samples.
- ☐ A picture or drawing of the intended/existing project (sketches, clippings, catalog illustrations).
- ☐ A site plan showing the location of the house along with any other structures on your lot and the proposed structure (including dimensions from the property line or other structures).

For Office/Committee Use Only:

Date Submission Received: _____

☐ Approved ☐ Approved w/ Stipulations ☐ Denied ☐ Denied – Insufficient Information

Stipulations/Comments/Suggestions: _____

Committee Pre-Approval Inspection: _____

Committee Post-Completion Inspection: _____

Owners Acknowledgements:

I understand:

- That no work on this request shall commence until I have received approval of the HOA Board/Architectural Committee.
- Any construction or alteration to the subject property prior to approval of the HOA board/Architectural Committee is strictly prohibited. If I have commenced or completed any construction or alteration to the subject property and any part of this application is disapproved, I may be required to return the subject property to its original condition at MY OWN EXPENSE. If I refuse to do so and the HOA incurs any legal fees related to my construction and/or application, I will reimburse the HOA for all such legal expenses incurred.
- That any approval is contingent upon construction or alterations being completed in a neat and orderly manner.
- That there are architectural requirements covered by the Covenants and a board review process as established by the Board of Directors.
- That if the proposed construction or improvement will cover any easement (any area within your property where utilities have the right of entry for construction or maintenance of their facilities) the homeowner will inform the utilities involved.
- That the established drainage pattern of your lot must not be altered either during or after construction of any improvement to the property.
- All proposed improvements to the property must comply with the city, county, state and local codes. I understand applications for all required building permits are my responsibility. Nothing herein shall be construed as a waiver of modification of any codes. My signature indicates that these standards are met to the best of my knowledge.
- That any variation from the original application must be resubmitted for approval.
- That if approved, said alteration must be maintained per the Declaration of Covenants, Conditions and Restrictions for the HOA.
- This alteration will not detrimentally affect the proper drainage of any common areas or surrounding lots. I will be responsible at my expense to correct any drainage problems to such areas that may occur as a result of this work or alteration.
- The builder/Applicant acknowledges and agrees that the Committee and the Association assume no liability resulting from the approval or disapproval of any plans submitted. The Committee and Association assume no liability and make no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governing authority requirements. The Committee's review, comments, and/or approvals do not relieve the Builder/Applicant of their responsibility and obligation to comply with Covenants or city, state, local laws.
- It is the duty of the owner and contractor employed by the owner to determine that the proposed improvement is structurally, mechanically and otherwise safe and that it is designed and constructed in compliance with applicable building codes, fire codes, and other laws or regulations and sound practices. Your association, the Architectural committee and any employee or member thereof, shall not be liable in damages or otherwise because of the approval or non-approval of any improvement.

I certify that the above information is an accurate representation of the proposed improvements and that the work will conform to applicable codes, covenants and standards. I also certify that the improvements will be completed in accordance with the approved application. I understand that the construction is not to begin until approval has been received from the HOA board/Architectural Committee. The HOA board/Architectural Committee has permission to enter the property to make inspections, as they deem necessary.

Owner/Applicant Signature: _____ Date: _____

Co-owner/Applicant Signature: _____ Date: _____

Informational Addendum

Review Process – Your association's governing documents stipulate the amount of time the HOA Board/Architectural Committee may take to render a decision. However, the HOA Board/Architectural Committee will make every reasonable effort to expedite the review process. Applications will be reviewed during the timeframe for completeness and the HOA board/committee may request additional information to help clarify your proposal.

Application – The application must be accompanied with the necessary documents, photos, drawings, brochures, and information necessary to present to the HOA board/Committee. Property owners must sign the application. Contractor's signatures for property owners will not be accepted. Modifications are not permitted to commence until the modification has been reviewed and approved by the HOA board/ Committee.

Notification – All owners will be notified in writing by mail (USPS) once the request has been approved or denied.