

The Estates At Glenn Lakes



Resident's Manual

A summary adapted from the Homeowners Association's Documents

May 2002

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Foreword

All rules, however necessary, may impinge on the rights or perceived rights of individual owners. Never-the-less, rules are necessary for civilized living in a homeowners association. Choosing to live in such an association presumes a willingness to give up some rights that might otherwise be enjoyed in a single family home not associated within a community. It also means that we might have to live with certain petty irritations ... the alternative to which is a plethora of rules combined with a police state mentality detracting from the life style we all want.

The Estates at Glenn Lakes (hereinafter The Estates or The Association) wants to foster a comfortable, friendly "**Spirit of Community**" within our residential complex. The safety and enjoyment of all members of the community (Owners, Tenants, Family Members and Guests) are of primary concern. While we cannot please all the people all the time, we attempt to articulate requirements that demonstrate consideration for others.

Above all, we believe our duty is to preserve and enhance the value of our property and lifestyles at the Estates At Glenn Lakes

We believe that rules:

- should be kept to a **minimum**;
- should be directed to solve a **specific problem**;
- should be **consistently enforceable & enforced**; and
- should be **acknowledged and understood** by our Estates Community

Association Documents: All rules in this booklet are dictated by our Association's Documents, Articles of Incorporation and By-Laws. All owners should be familiar with all provisions of the Association's Documents and the rules and regulations therein and should be certain that all tenants are familiar as well. This document is based primarily on Articles 9, 10, & 11 (pages 38 - 55).

In the event of an inadvertent conflict with the Association's Documents ... those Documents, as amended, take precedence.

All persons who occupy, own, or use the Association or any of its common elements must comply with these use restrictions; this includes owners, guests, family members and tenants alike. The home owner is liable for the actions of any of these people.

Most of the following have some coverage in our Documents, however, we wanted to clarify some of the provisions in plain English & publish them in a more accessible format so that owners and tenants (who may not have copies of the Documents) will know, understand and abide by them.

This document does not include all the provisions in our documents... only the most common. Ignorance of our By-Laws and Documents is not an acceptable excuse for Homeowners.

The Board of Directors
May 2002

THE ARCHITECTURAL REVIEW COMMITTEE (ARC):

This all-important committee is chaired by the Vice-President of the Estates. It has the responsibility to review all requests for external modifications, alterations and/or additions to a homeowner's property as well as the enforcement of the rules and regulations set forth by the Board and the Membership pertaining to those items in **Article 9** of the Estates Documents.

Areas subject to ARC review include but are not limited to:

- Architectural design modifications, alterations and/or additions ... including changes to **original exterior colors**, additions to existing house, or any other change that affects the exterior appearance of the house or grounds.
- Landscaping ... including the addition of trees, flower bed, hedges, foliage screens or other planting. (see also **LANDSCAPING**)
- Outside lighting.
- Fences
- Walkways and Driveways

PROCEDURES:

1. Obtain an "**Alteration/Modification Request Form**" from the Property Manager's Office (PMO). See forms at the end of this booklet.
2. Submit completed form to the PMO. It is important that the forms have as much detail about the request as possible in order to avoid delays. Include plans & specifications for the proposed improvement, site plans and/or plat of property showing the exact location, grading plans, landscape plans, and all relevant specifications regarding materials to be used, construction style and colors.
3. Forms will be accepted by the PMO via personal delivery (recommended), fax, mail or other delivery service. **DO NOT** give the request directly to the ARC or a Board Member.
4. PMO stamps the request with Time and Date, reviews it for completeness and notifies the ARC Chpn. or its designee that a request has been received and arranges to deliver the request to the ARC within 48 hours.
5. If all required information has been included, action will be taken on the request **within 30 days**.
6. If the ARC requires additional information, the 30-day requirement will begin the day the additional information has been received.
7. After review by the ARC, the request may be approved, approved conditionally or rejected and the homeowner notified.
8. All rejected requests will be reviewed by the Board of Directors at its next regularly scheduled meeting. Homeowners may appeal to the full Board.

FENCE GUIDELINES

Reference: Articles 9-11 of the Documents of the Estates At Glenn Lakes Homeowners' Association

Definitions:

- **Back Fence** Any fence that is not a "front" or "Lakeside" fence and is substantially parallel to the Rear Lot Line.
- **Front Fence** Any fence that abuts the house and is substantially parallel to the Front Lot Line.
- **Intersecting Fence** Any fence segment other than a front fence, back fence, lakeside fence, screening fence, or pool fence.
- **Lakeside fence** Any fence segment that is within 15 feet of and substantially parallel to a Lake Lot Line.
- **Pool fence** Any fence surrounding a swimming pool area and intended to deter children from entering without adult supervision.
- **Screening fence** Any fence that does not completely enclose the backyard of the house, but serves to provide privacy or security to some portion of the house.

ARC approval required: No fence may be erected without the prior written approval of the ARC as described in Article 9 of the referenced Documents. Fences erected without prior written approval of the ARC shall be deemed to not comply with this declaration and may be subject to the enforcement provisions provided by the Documents.

These guidelines are **advisory only** to help Owners make decisions regarding the installation of fences on their property. The ARC may deviate from these guidelines to accommodate unusual site conditions, alleviate a hardship or to allow the use of new or innovative materials, designs or building techniques.

Height:

Front fences, back fences, intersecting fences and screening fences shall be no less than 4 feet high nor greater than 6 feet high. Pool fences shall be no less than 4 feet or the minimum height required by governmental authorities, now or in the future, whichever is greater and no higher than 6 feet.

Lakeside fences and all segments of intersecting fences or back fences within 15 feet of any Lake Lot Line shall be 4 feet high provided, however, that beginning at a point 15 feet from the Lake Lot Line segments of intersecting or back fences shall be tapered at a 45 degree angle from their maximum height (e.g. 6 feet) to the required 4 foot height.

The ARC may deviate from these limitations if doing so will result in a more aesthetically pleasing overall appearance.

Materials and Color:

Fences shall be constructed of either PVC, aluminum or wrought iron and must be either white or bronze in color

Construction & Style:

Fence styles deemed acceptable are picket and "shadow box". Regardless of the style approved, all fence segments are to be constructed of uniform material and uniform style. Supporting structures, braces or members needed to erect or support any portion of the fence shall be placed on the interior portion of the Lot and shall not be visible to an observer from an adjacent property.

Location:

Front fences shall connect to the rear corners of the house on the owner's lot and shall not be placed nearer to the Front Lot Line than the rear corners of the house.

Intersecting fences and back fences separating lots shall be placed within the owner's lot no nearer than 2 ½ feet from the Lot Line ... provided there is no interference with either proper drainage or the ability of the grounds crew to maintain the area.

No fence shall be placed within the area between the street and any Setback Line, and no fence may be extended beyond the Lot Lines of the owner's Lot.

If an owner prefers not to install a Lakeside fence, the owner may install a back fence or intersecting fence at a location more than 15 feet away from the Lake Lot Line.

Compliance with Lot Lines and Setback Lines is the responsibility of the owner. Extension of any fence across Lot Lines or into Setback Line areas by the owner or the owner's contractor, whether intentional or unintentional, shall be a violation and the owner shall remove the fence within 30 days of notification.

Maintenance:

All fences shall be erected as approved and shall be maintained in proper condition and appearance. Damaged or defective portions shall be promptly repaired. No portion of a fence may be permanently removed or materially altered from its original appearance without prior written approval from the ARC.

If a fence is not maintained in an appropriate manner, the owner will have 30 days to make the required repairs, after which the Association may perform the necessary work and bill the owner.

MAINTENANCE FEES:

Timely receipt of monthly maintenance fees is essential to the orderly administration of the affairs of our Association. The annual budget is based on anticipated receipts being sufficient to cover anticipated expenditures. Failure to do so could result in our losing discounts or borrowing to cover expenses. Reserve funds earmarked for specific long term projects may not, by law, be used for other purposes.

The Board of Directors of the Estates At Glenn Lakes Homeowners' Association has adopted the following policy governing the collection of maintenance fees:

1. Fees are due on the 1st day of each Month. This is the first notice or bill. Owners may use the coupon books or may arrange for a direct withdrawal from a bank account (preferred)
2. On the 15th day following the due date unpaid fees will be considered delinquent. A second notice will be sent and will include a \$25.00 late charge. A copy of this letter will be given to the President and Treasurer.
3. On the 30th day following the due date, a 3rd letter will be sent and interest at the rate of 18% per annum retroactive to the due date will begin to accrue.

At this point, the PMO will personally contact the homeowner, if possible, to determine the problem and inform the homeowner of the possible consequences outlined in steps 4, 5 & 6. This will attempt to solve the problem amicably and without recourse to legal action.

4. 45 days after the due date, the Association's attorney will be asked to begin appropriate procedures. The homeowner becomes liable for all charges stemming from this action.
5. On the 60th day after the due date, a lien will be recorded in the public records of Manatee County and the owner will be assessed all legal filing and attorney's fees incurred by the Association. Said lien shall remain in effect until all fees and charges have been received by the Association.
6. In addition, the Board of Directors may declare that the **due date of all remaining assessments for the current fiscal year be accelerated and, therefore, due and payable immediately as permitted by the State of Florida and our Documents.**

N.B. Should the Association become aware of circumstances that would adversely affect its ability to collect its maintenance fees, this process may be accelerated and the account referred to the attorney immediately.

LANDSCAPING:

Generally speaking, **foundation** landscaping using approved plants, mulch and edging need not be approved by the ARC. Foundation planting refers to all plantings in close proximity to the walls of the home with no portions of grass between the plantings and the walls.

Plantings placed as *"Islands"* in the lawns, however, impact the ability and the time required for the grounds crews to mow our lawns, hence they increase our costs! They may also hinder proper drainage. **Therefore all such plantings must receive prior written approval from the ARC!**

The Grounds Committee has a list of those plants that tolerate reclaimed water as well as some of those that don't. Azaleas, for example do not do well when watered with reclaimed water or in a salt air environment. Approved mulch includes Cypress (preferred), pine bark, lava rock or equivalent. White rock or marble chips as mulch has a tendency to become discolored due to algae and other growths and are strongly discouraged.

All Landscaping and architectural changes approved by the ARC become the sole responsibility for the homeowner to maintain. This includes the relocation or replacement of sprinkler heads and the replacement of sod.

PETS:

All pets shall be kept in strict accordance with local laws and ordinances (**including leash laws**) as well as in accordance with rules established by the Estates At Glenn Lakes Owners' Association.

1. No pets shall be kept, bred or maintained for any commercial purpose.
2. No unit shall house more than 2 dogs, nor more than 4 adult animals (e.g. 2 dogs & 2 cats).
3. Owners must clean up after their pets, or run the risk that their pet will be designated a "nuisance".
4. After multiple complaints, the Board of Directors may declare a pet as a "nuisance". These complaints can be from ... but not limited to ... the following behaviors:
 - Failure to clean up after the pet.
 - Aggressive behavior.
 - Excessive or inappropriate noise.
 - Failure to observe leash laws and other ordinances.
5. Any pet designated as a "nuisance " must be removed from the Estates within 30 days.

SIGNS, DECORATIONS, LIGHTS AND FLAGS:

1. The **American flag** may be flown at any time following proper flag etiquette, from a flag staff attached to the Owner's home. No free standing flag poles are to be erected.
2. **Christmas decorations** & lights may not be displayed before November 15th and shall be removed by January 24th.
3. Decorations for any **other holiday** including seasonal or personal flags and banners may not be displayed more than 14 days prior to the holiday and removed 30 days after.
4. **Address signs** are limited in form and style to those established by the builder unless approved by the ARC.
5. **For Sale** signs are limited to 1 not exceeding 2 feet by 3 feet and fastened only to a stake in the ground. Signs shall not extend more than 3 feet above the ground.

6. **Political signs** are not encouraged. If an owner insists on erecting a political sign, said sign shall not be erected more than 90 days prior to the election and must be removed within 5 days after the election. The sign shall not exceed 2 feet by 3 feet and shall not extend more than 3 feet above the ground.
7. **Decorative lights** of a permanent nature must have prior written approval from the ARC. They must not shine into a neighbors windows and should be on timers so as to be extinguished by 11:00 p.m.

PARKING CAMPERS, BOATS & RECREATIONAL VEHICLES (RV):

1. No camper, boat or RV or other non passenger vehicles, equipment or accessories may be parked on any lot unless screened from view. **Such screening must be approved by the ARC.**
2. Such vehicles may be brought to the lot **temporarily** for the purpose of cleaning, loading or unloading. In no case shall such a vehicle be present for a period exceeding 7 hours.
3. For safety as well as esthetic reasons, no such vehicle shall **ever** be parked **overnight or during hours of darkness.**
4. No commercial vehicle or vehicle with commercial insignia or names shall be parked on any lot unless within a garage or approved screened area **unless** such vehicle is parked **temporarily** to service the lot.
5. **Overnight parking** on the street is discouraged and should be used **only** when an owner has a number of overnight guests and their vehicles cannot fit on the owner's driveway.
6. **Never park** on the grass due to damage to the turf or sprinkler system.

ATHLETIC AND RECREATIONAL MATERIALS:

1. This includes, but is not limited to basketball hoops, swing sets, wading pools, play houses, dog houses or sports courts.
2. None of the above shall be placed on any lot within view of the street without written approval from the ARC.
3. None shall be placed permanently on grass areas and any damage done to the lawns as the result of said items shall be the sole responsibility of the owner.
4. Any of the above items temporarily on the lawn should be removed on the day prior to mowing by the grounds crew.

Anything on our lawns impedes the ability of the lawn crews to do their mowing efficiently. The more they have to hand trim the greater are the labor costs. We all want to keep our maintenance fees down as grounds maintenance is the largest part of our entire budget. You can help by keeping your lawn as free from obstructions as possible.

As of this writing, the Board recognizes that most portable basketball hoops are not all that portable. Since our neighborhood does not have a specific play area, the Board does not intend to make an issue of the **daily** removal of such items. However, all such items must be kept in good repair, and must **never be placed on the lawns.** If placed on the lawns, any damage to sprinklers and/or turf will be the homeowner's responsibility. Homeowners may apply to the ARC for permission to install a concrete pad, if they wish to place such items adjacent to their driveway.

MISCELLANEOUS:

- **Air conditioners** ...No air conditioning compressor shall be placed forward of the front corners of the building. No air conditioners mounted in windows or walls or portable air conditioners visible from the exterior shall be allowed.
- **Antennas** ... No antenna, satellite dish or device for sending and receiving TV or radio signals may be placed on the outside of any building without written approval of the ARC.
- **Awnings** ... All exterior awnings must have prior written approval from the ARC. Generally, they should be of the fixed variety (not roll-up) and they should be of a color matching the color of the house and/or the trim.
- **Chimneys** ... All fireplace flues shall be completely enclosed and concealed from view and be of materials architecturally compatible with the exterior walls of the building. All must have prior written approval from the ARC.
- **Clothes Hanging** ... Such devices shall not exceed 6 feet in height and placed in accordance with the Association Documents. They must be screened from view and must have prior written approval from the ARC.
- **Commercial use** ... No lot or building may be used for manufacturing, industrial, business, commercial, institutional, or other non-residential purposes. Home offices that do not involve the attendance or entry of non-residents or otherwise diminish the residential character of the neighborhood are permitted.
- **Garbage & Refuse Disposal** ... Trash & Garbage must be in sanitary containers (trash cans or plastic bags). Avoid where possible, setting garbage out the day before a scheduled pick up. This is not only unsightly but attracts animals. Where it is not possible to set it out the same day, such trash must be in secure containers (not plastic bags)
- **Garage Sales** ... There will be two garage sale days per year designated by the Board of Directors in which residents may participate. In addition, a homeowner may apply to the ARC for permission to have a special sale to facilitate moving, etc. No other garage sales will be permitted.
- **Solar Energy Devices** ... All such devices must receive prior written approval from the ARC. ARC approval may be given provided all such devices are screened from view from the center line of the public street in front of the house.
- **Window Treatments** ... No aluminum foil, **reflective** film, or similar treatments shall be placed on windows or glass doors. Film to protect against sun or hurricane damage is permitted if it is NOT reflective.

IRRIGATION SYSTEM:

The irrigation system is exclusively the property of the Homeowners' Association and not individual homeowners. Only those authorized by the Board of Directors are permitted to adjust or manipulate the system. Some homeowners have attempted to turn water on or off and have damaged valves and timers in the process.

Unauthorized tampering with the irrigation system is prohibited.

If you feel that your irrigation is not working properly, notify the PMO so that we will have a record of the problem. Most of the time we can correct the problem within 24 hours.

Please note however, that there are times when the County shuts off the reclaimed water or greatly reduces the pressure. This is something we have absolutely no control over. When we learn there is a problem, members of the grounds committee will try to contact you so that you may water from your own supply. The Committee suggests that all owners have a hose and sprinkler available that can be used in emergencies.

PROBLEM SOLVING:

If you have a problem with any aspect of life at the Estates at Glenn Lakes for which you feel the Association has responsibility, please follow these simple steps. You will note that the **first step is always contact our Property Manager** (Harmony Management, John Hagerty, 758-9624). This is extremely important because it gives us a record of the complaint and the ability to follow-up on our contractors. **DO NOT CALL THE CONTRACTORS DIRECTLY.**

1. Call Harmony Management and either talk to John Hagerty or leave a message for him.
2. If not resolved to your satisfaction, call Harmony again, but also call or leave a note for the appropriate committee chairperson and/or the President.
3. If still not resolved, notify either the Secretary or the President (or both) that you would like to discuss the problem at the next Board Meeting.
4. Remember, all homeowners may address the Board at any meeting during the "open forum" portions of the meetings without prior notification.

RULES ENFORCEMENT PROCEDURES:

In an effort that all violations and/or disputes be settled amicably among neighbors, The Board of Directors has established a policy which allows for due process including but not necessarily limited to the following:

- **All complaints should be made to the Property Manager's Office.**
- Upon receipt of the complaint the PMO, after consultation with the President or ranking officer available, will contact the person responsible for the violation and seek **voluntary compliance**.
- If the violation continues or reoccurs, the President will write a letter reciting the circumstances of the alleged violation and asking for a prompt resolution. A copy of this letter will be sent to the Association's attorney and to the owner where a tenant is involved.
- If the violation still continues or reoccurs the resident and/or owner will be invited to appear before the Board of Directors to explain his/her actions.
- If still unresolved, the Board shall take appropriate legal action.

**ESTATES AT GLENN LAKES
ARC Committee
House Painting Policy**

All the houses within the Estates will in time have to be painted. The normal cycle for repainting is five to seven years. In order to maintain a well-balanced and coordinated appearance for the exterior of the homes in the Estates of Glenn Lakes, the ARC Committee HOUSE PAINTING POLICY follows.

- No permission or approval shall be required to repaint the exterior of your home if you use the original color scheme.
- Permission from the ARC Committee is required if you repaint with an exterior color other than the original color scheme.
- If your color change is other than the pre-approved colors, the homeowner must present color samples to the ARC Committee before final approval will be granted.
- The ARC Committee will provide a color chart as a guideline with approved exterior colors that the owners may choose. This is to help the homeowners choose the colors that will be appropriate for a coordinated appearance of the homes. *See the chairmen of the ARC Committee to sign out the color charts.*
- When choosing your color scheme be aware of the color scheme of your immediate neighbors. The ARC committee will not approve the same color scheme for adjacent houses.
- When repainting it is recommended that you use an exterior semi-gloss paint since it will extend the painting cycle.

The Board
Estates of Glenn Lakes

**Estates at Glenn Lakes
Homeowner's Association**

Addendum: ARC Approval for Alteration/Modification Policy

Approval for alterations:

All alterations undertaken during hurricane season or periods when inclement weather is considered normal, are subject to approval **only** if the owner assumes the responsibility to ensure removal, or adequate storage of construction materials/debris, during periods of high winds, which without attention, could cause damage to other homes in the community.

In the event of impending weather danger, your contractor should be instructed to remove or adequately secure construction materials which could damage nearby homes.

The owner's physical absence during construction/alteration does not excuse him/her of the responsibility to assure safety for others. Emergency numbers should be provided to Harmony Management so that you can contact others to secure your property.

Reference: Article 9 of Estates Documents
Page 4-a *Resident Manual Summary* Please insert

Adopted at a regularly scheduled meeting of the Board of Directors - December 1, 2004

ESTATES AT GLENN LAKES

MAIL BOX POLICY

Under the Association Bylaws, the mailboxes are the property and responsibility of the homeowners. Since the mailboxes are one of the first things seen when one enters the Estates at Glenn Lakes, it is imperative that we maintain the mailboxes in a degree of uniformity as well as a well-balanced and coordinated appearance.

The mailboxes are cast aluminum, however, in many cases the paint has peeled and the cast aluminum has actually corroded. This in part is due to several factors: the original inferior painting, the weed whackers breaking the paint seal, and the corrosive irrigation water. This has caused the paint to peel and expose large areas of powered, unsightly oxidized aluminum. In order to restore the mailboxes to their original appearance the following is recommended:

1. Remove all the loose paint and powered aluminum with a wire brush or a scraper.
2. If possible, clean the exposed surface with a diluted solution of muriatic acid. Rinse the surface with water and allow to dry.

Note: Muriatic acid is very corrosive and must not come in contact with your skin or lungs. Use in a well-ventilated area and avoid breathing vapors.

3. Prime the surface with a high quality primer followed by high quality black gloss enamel paint.
4. In order to prevent the weed wackers from removing the paint when the grass is being trimmed around the mailboxes, it is highly recommended that the homeowner install a decorative barrier around the mailbox. The decorative barrier is left to the discretion of the homeowner. A walk-around of the Estates will give you several options to choose from.
5. If your mailbox is beyond repair or has been damaged by vandalism, it is your responsibility to replace it. A mailbox that is as similar as possible to the original must replace it.

If you are unable to repair your mailbox contact a Board member and the Board will try to find a volunteer that will paint or replace your mailbox.

The Board
Estates at Glenn Lakes

ESTATES AT GLENN LAKES
ARC Committee
Stained/Engraved Driveways

Several homeowners have requested permission for their driveways to be stained/engraved.

The ARC and the board have made the decision that a homeowner can proceed with **A-1 Design on Concrete*** to install a stained/engraved driveway. However, in order to maintain a degree of uniformity the Board has given the homeowner the following two choices.

1. The first choice for the base color of the driveway stain is **Cement Color** concrete solvent-based stain/sealer with optional **Functional Gray** concrete solvent-based/sealer as trim.
2. The second choice for the base color of the driveway stain is **Bombay Color** concrete solvent-based stain/sealer with an optional **Fieldstone** concrete solvent-based stain/sealer as trim or vice versa.
3. **The concrete design (engraving) and the exact above color choice are left to the discretion of the homeowner but subject to final approval by the ARC Committee.**

As a homeowner you are free to hire other contractors who do stain/sealer engraved driveways. However, you must adhere to the above Board approved color specifications.

For those of you who want to do it yourself the Board has approved the **cement color** concrete solvent-based stain/sealer or the **clear** concrete solvent-based sealer **only**. The following procedure is recommended in order to get a good application:

1. The driveway must be etched with muriatic acid (4 parts water to 1 part muriatic acid mixture). Do not let the muriatic etching solution dry before pressure washing. **Note: Muriatic acid is very corrosive and must not come in contact with your skin. Wear an acid respirator to prevent lung damage.**
2. The etched driveway is then pressure washed 2 times in order to remove the muriatic acid residue.
3. The driveway must be allowed to dry for 24- 48 hours.
4. An application of the solvent-based stain/sealer (two-three coats) followed by a solvent based clear sealer is recommended.

*Contact Eric Witty (9410 727-6433 if you are interested in a stained/engraved driveway.

If in time appearance of the stained driveway is degraded you will be required by the Board or ARC committee to re-stain the driveway.

**Estates AT GLENN LAKES
ARC COMMITTEE
Brick Paved Driveways Policy**

The ARC Committee and the Board have made the decision that the homeowners may proceed with the installation of Paved Brick Driveways. However, in order to maintain a degree of uniformity as well as a well-balanced and coordinated appearance, the Board has given the homeowners the following choices regarding the colors of brick pavers.

- AMARETTO (white color mixes)
- MALT (solid colors)
- BROWN CHESTNUT (gray color mixes)
- MALT CAMEL (white color mixes)

As a homeowner you are free to contact any contractor that does brick paving. The ARC Committee leaves the brick paver patterns and the exact above color choices to the discretion of the homeowner but subject to final approval.

For your information the following is the name of a contractor that has done many of the driveways in Glenn Lakes.

Alex Bleiberg
2646 Procter Road
Sarasota, Fl. 34231
941-270-1079

If in time the appearance of your paved driveway is degrading you will be required to make any necessary repairs.



ALTERATION/MODIFICATION REQUEST FOR
ARC REVIEW

To: The Estates at Glenn Lakes
Architectural Review Committee
c/o Harmony Management
4400 El Conquistador Pkwy.
Bradenton, FL 34210
Tel: (941)758-9624

Date: _____

From: _____
(Print Owner's Name)

Property Street
Address: _____

Telephone #'s: _____ (day)
_____ (night)
_____ (mobile)
_____ (fax)

Address to which correspondence regarding
this request should be sent, if different than
above:

Description of alteration or modification request:

(Note: Please attach a sketch of alteration or modification, including its proposed position on a copy of the property's plat. Copies of contractor drawings should also be included. Any request for a change from the property's paint original exterior color(s) must be accompanied by the proposed alternative paint's manufacturer, color number, and paint chip of the exact color being proposed.)

If approved, this alteration/modification will be performed by:

Name of Contractor: _____

Address of Contractor: _____

Phone #: _____ FL Contractor License#: _____



ALTERATION/MODIFICATION REQUEST FOR
ARC REVIEW

To: The Estates at Glenn Lakes
Architectural Review Committee
c/o Harmony Management
4400 El Conquistador Pkwy.
Bradenton, FL 34210
Tel: (941)758-9624

Date: _____

From: _____
(Print Owner's Name)

Property Street
Address: _____

Telephone #'s: _____ (day)
_____ (night)
_____ (mobile)
_____ (fax)

Address to which correspondence regarding
this request should be sent, if different than
above:

Description of alteration or modification request:

(Note: Please attach a sketch of alteration or modification, including its proposed position on a copy of the property's plat. Copies of contractor drawings should also be included. Any request for a change from the property's paint original exterior color(s) must be accompanied by the proposed alternative paint's manufacturer, color number, and paint chip of the exact color being proposed.)

If approved, this alteration/modification will be performed by:

Name of Contractor: _____

Address of Contractor: _____

Phone #: _____

FL Contractor License#: _____

HURRICANE SHUTTERS:

POLICY AND PROCEDURES:

Should an owner wish to install hurricane shutters on his/her home at The Estates, the following procedures should be followed:

1. Prior permission must be obtained from the ARC in the normal manner for a building alteration (Alteration/Modification Request Form).
2. Installation must meet all State and Local Building Codes for hurricane shutters in this area.
3. Installation is the sole responsibility of the owner both as to costs, to meeting specifications and to future problems that may arise from this installation.
4. Shutters should meet the following specifications:
 - a. shutters are to be of the **rolldown** type
 - b. the shade (slats) are to be color matched to the exterior color of the home.
 - c. Track and boxes are to be color matched to the owners house
5. The finished job must be inspected and approved by the ARC.
6. Shutters may not be rolled down unless or until Hurricane notices (watches or warnings) are posted. Arrangements must be made by absent owners to have a friend, neighbor or the Property Manager to have these shutters closed.
7. Any exceptions to these procedures must be approved by the Board.

Owners are responsible for the securing and/or removal of furniture, awnings, playsets or any other materials that could be picked up by high winds and cause damage to any property.

LEASES AND RENTALS:

Any homeowner wishing to lease or rent his property must be familiar with all provisions of the homeowner's Association Documents.

- Minimum lease terms are for 6 months, however we strongly urge that all leases be for 12 months.
- Copies of the lease agreement must be delivered to the PMO prior to occupancy.
- Copies of the Association's Documents and this manual must be provided to the tenants.
- Whenever possible, the tenant should be introduced to the PMO and/or the Association Secretary.

**ESTATES AT GLENN LAKES
ARC Committee
Hurricane Shutter Policy**

Many of you have indicated a desire to install Hurricane Shutters. In order to maintain a well-balanced and coordinated appearance for the exterior of the homes in the Estates of Glenn Lakes, (prior, during and after a hurricane) the ARC Committee Hurricane Shutter Policy follows.

If you are going to be away for an extended period of time during the hurricane season the following policy must be followed:

- **Any window facing a street (front, side or back) must have the see-thru clear storm panels. The side and back of the house can have either one of the three different panels or a mixture of the aluminum panels and the see-thru clear panels (see list of available panels below).**

If you are going to install the panels approximately seven days prior to a hurricane and remove them seven days after the hurricane, the homeowner has the option of installing any of the three listed panels or a mixture (see list of available panels below).

The storm panel-mounting track must be painted to match the color of the house or trim, depending on where it is mounted.

Hurricane storm panels are available in:

- 1.) See-thru clear panels
- 2.) White aluminum panels
- 3.) Aluminum panels

This does not preclude you from using the traditional plywood or roll down shutters or wood-style (fiberglass) shutters. However, they would also come under the seven-day prior to hurricane and seven day removal after hurricane policy.

**The Board
Estates at Glenn Lakes
December 1, 2004**

Estates at Glenn Lakes - Hurricane Shutter Policy

Revised 5/20/06

Replaces previous statements

Resident Manual Summary: page 10.ARC Committee

Those of you wishing to install Hurricane Shutters, may do so with the following provisions which will provide exterior protection for your home, but maintain a well-balanced appearance for homes in the Estates at Glenn Lakes.

- **Those away for extended periods:**

1. Any window visible from the center line of the street facing the home's front door, or in case of a corner lot, facing the center line of the wall parallel to the street, must be covered with clear, see thru panels. (Examples of corner lots are: Lots #1, #40, #41, and #52. Note: Shutter tracks must be color matched to the home exterior.

2. Any window **not** visible from the above view points may be covered with any material you choose for protection, including: but **not** limited to plywood , aluminum panels, Tyvek, Kevlar, roll down/side roll shutters, or a mixture of the materials mentioned.

3. In no case may hurricane protection remain in place beyond the end of the official 'hurricane season' - December 1 of any year.

These materials may be in place during your absence, with the understanding that they may prevent emergency personnel from entering your home if necessary. Any material used for protection which deviates from #1 above, can be in place no more than 7 days prior to a storm, and removed no later than 7 days afterward. Home owner is responsible for providing labor to secure or remove other than standard materials as mentioned above or beyond the 12/1 guideline.

- **Those in residence during hurricane season may:**

1. Apply materials as outlined in section #1 above in anticipation of hurricane season prior to and including the entire season. Guidelines listed in #1 and #2 and #3 apply.

2. In the event of a **major storm prediction**, **any** material may be used to protect your home, regardless of guidelines above. Installation of such materials may be no more than 7 days prior, and must be removed no more than 7 days afterwards, unless your home has sustained damage, in which case protective panels can remain in place until major repairs are completed.



**The Estates
At Glenn Lakes
Homeowners Association**

2005-06 Board of Directors:
Duncan W. Riley, President
Mike Scaros, Vice-President – Chair ARC Committee
Jeanne Yeagle, Treasurer – Chair Finance Committee
Patricia Pierce, Secretary – Chair Soc. & Communications Committee
Keith Mynatt, Director – Chair Grounds/Maintenance Committee

Executive Committee:
Duncan W. Riley
Mike Scaros
Jeanne Yeagle

Dear Homeowner,

March 23, 2006

As you are aware, it is the objective of the Homeowners Association to maintain the aesthetic quality of the Estates at Glenn Lakes.

To that end, the Architectural Review Committee (ARC) formed an independent committee, in consultation with a local real estate agent, to develop a policy statement regarding signage within the Estates. That policy was adopted by the board at its regularly scheduled meeting on March 16, 2006.

Please be advised that the current “For Sale” signs presently being used in the Estates are no longer allowed. Instead, the Board adopted a uniform sign format to be used both by homeowners selling their homes independently, as well as those using Real Estate Agencies. No riders, or add-ons will be permitted.

Examples of the new format adopted are attached.

The signs may be purchased at: **Budget Signs – 941-755-6719** A sample sign for your review is available by calling the phone numbers listed below.

4537 26th St. W.

Bradenton, Fl. 34207 - or a place of your own choice as long as the sign conforms to the dimensions supplied. (The price as of 3/06 from Budget Signs was \$49.00.)

The policy takes effect immediately, with compliance by May 15, 2006.

Questions may be directed to: **Mike Scaros**
941-756-5881 or

Duncan Riley
941-755-9157

**Board of Directors – Homeowners Association
Estates at Glenn Lakes**

Reference: Section 11.4 part b. Page 46 Homeowner Documents

ESTATES AT GLENN LAKES
Architectural Review Committee
POLICY STATEMENT
Adopted 3/16/06

Signage Page 9- 'Blue Book'

Please include the following pages in your 'Blue Book' after page 9
Relative to signage Section 11.4 (Homeowner Documents) – Page 46.

The ARC Committee is dedicated to maintaining the aesthetic quality as well as the resale value of our homes in the Estates. It was deemed important to develop a standard for signage within the community. This policy addresses the types and sizes of signs permitted in the neighborhood.

**Policy Guidelines relative to above section, as adopted by the ARC and
the Board**

March 16, 2003 follow:

1. Any sign erected within the Estates at Glenn Lakes advertising a home FOR SALE must be of uniform size, and color, and display the Estates Logo. No sign may exceed the following dimensions: Sign Width = 18" Sign Height = 12" The sign must be affixed to a metal stake. Stake height, when installed in ground = 20". Total height, stake + sign = 32".

A sign displayed by an Agency must use the following format:

Estates Logo at top

FOR SALE

Agency

Agent's Name

Phone Number

No flyers or add-ons may be attached. E.g. a tube with home info etc.

A sign displayed by an individual homeowner must use the following format:

Estates Logo at top

FOR SALE

BY OWNER

Phone Number

No flyers or add-ons may be attached. E.g. a tube with home info, etc.

a. Agency signs must be removed from the property immediately after the sale has been completed.

b. A "FOR SALE- By Owner" sign may be in place for ninety (90) days. An additional ninety (90) days will be allowed with prior approval from the ARC.

c. In the event of a high wind event, all signs must be stored properly so as not to become a flying debris hazard.

d. Only one "For Sale" sign, as described above may be erected on the homeowner's property. No signs will be permitted on 'common' areas advertising a home "For Sale".

2. For Rent signs are not permitted, and may not be placed on any property within the Estates either by a homeowner, or an agency.

3. Security Alarm Signs - Signs indicating a home is protected by a security system should be no larger than ten inches (10) x twelve (12) inches. They may be attached to one (1) stake in the ground extending no more than twenty-four (24) inches in height, once placed.

4. Contractor/Service Signs are not permitted. E.g. Pool construction, painting, roofing, etc.

5. Legal notification, as required by State Law, or Event Information signs affecting the entire community may be placed on common property by the Board of Directors.

Deviations to these policy guidelines MUST have prior approval from ARC.

Policy in effect as of 3/16/06 – Compliance no later than ^{5/15/06}~~4/15/06~~