



**The Estates
At Glenn Lakes
Homeowners Association**

2007-8 Board of Directors

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Executive Committee:

Nancy Riley
Mike G. Scaros
Jeanne Yeagle
Thomas Eschedor

Dear Homeowner,

February, 2007

Enclosed you will find a packet that contains all the ARC Policies and the Grounds Policies. Please insert them in the back of the **Resident Manual** for future reference. Please be aware that the following policies are new and will go in effect after the next Board of Directors Meeting, March 19, 2007.

- Revised Real Estate For Sale Policy.
- Dog Run Policy
- Entrance and Pathway Policy
- Pool Policy
- Neighbor Notification of Alteration Policy

The above new policies have been approved by the both the ARC Committee and the Board.

The Board of Directors,

POLICY

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Architectural Review Committee Estates at Glenn Lakes

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

Architectural Review Committee Estates at Glenn Lakes

Stained/Engraved Driveway Policy

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 pressured 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 (941) 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.

Architectural Review Committee Estates At Glenn Lakes

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.

The Board

Architectural Review Committee 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 powdered, unsightly oxidized aluminum. In order to restore the mailboxes to their original appearance the following is recommended:

1. Remove all the loose paint and powdered 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

Repairs and mailbox parts are available from:
MASTERWORKS SIGN SYSTEM
4653 19TH St. Court E.
708-0977 EXT 308

March 2006

Architectural Review Committee Estates at Glenn Lakes

Sign Policy

It is the policy/objective of the Homeowner Association to maintain the aesthetic quality of the Estates at Glenn Lakes. Therefore, the Architectural Review Committee (ARC), with approval from the Board at the March 16, 2006 meeting, adopted a new policy regarding all Signs within The Estates at Glenn Lakes.

Section 11.4. Signs. Property Owners may only display the types of signs that meet the following criteria. All signs must be displayed on the front lawn. In a high wind event, signs must be properly stored so as not to become flying debris.

- a. **Address Signs.** An Owner may display an address sign or marker in the form and style first installed by the Builder of the Unit.
- b. **For Sale Signs.** An Owner may erect one (1) sign advertising the property for sale. Such signs must conform to the standards set by the Association and may be displayed from the date of listing with a real estate agent for the length agreed upon in the listing. The sign shall be removed five (5) days from the day the property is sold. If not listed with an agent, the sign shall be removed after ninety (90) days. An additional ninety (90) days will be allowed with prior approval from the ARC.
- c. **Security Alarm Signs.** Signs indicating a home is protected by a security alarm system are permitted. Such signs must be fastened to one (1) stake in the ground, not exceed ten (10) inches by twelve (12) inches, and not extend more than twenty-four (24) inches above ground level.
- d. **Political Signs.** Political signs may be erected upon a Lot by the Owner advocating the election of one or more political candidates or the sponsorship of a political party, issue, or proposal provided that such sign shall not be erected more than sixty (60) days in advance of the election to which they pertain and are removed within seven (7) days after the election.
- e. **Contractor, Service Signs and For Rent Signs.** These signs are NOT permitted.

Any deviation from these guidelines **MUST** have prior ARC approval.

The Board

Architectural Review Committee Estates at Glenn Lakes

Sign Policy

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, 2006 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**

As of February 2007, clear or white tubes can be attached horizontally to the bottom of the sign.

As of February 2007, the color for the following words; Agent, Agency Name and Phone Number can be either gold or black (this also applies to sign For Sale by Owner).

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

**Estates Logo at Top
FOR SALE
BY OWNER
Phone Number**

As of February 2007 clear or white tubes can be attached horizontally to the bottom of the sign.

As of February 2007, the color for the following words; Agent, Agency Name and Phone Number can be either gold or black (this also applies to sign For Sale by Owner).

- 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 (90) days. An additional ninety (90) days will be allowed with prior approval from the ARC.
 - c. In the event of a high wind, all signs must be stored properly so as not to become a flying 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 (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

Architectural Review Committee Estates at Glenn Lakes

Hurricane Shutter Policy

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. Homeowner is responsible for providing labor to secure or remove other than standard materials as mentioned above or beyond the 12/1 guidelines.

- **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

February 2007

Architectural Review Committee Estates at Glenn Lakes

Dog Run Policy

Please be informed that **dog/animal runs will no longer be approved.** If a dog/animal run has not been used in the past three months, it must be removed at the homeowner's expense and the yard restored to its original condition.

The Board

Estates at Glenn Lakes

Entrance Pathway and Driveway Policy

The ARC Committee is dedicated to maintaining the aesthetic quality and the resale value of our homes in the Estates. It was therefore deemed important to develop a standard for driveways and entrance pathway leading from the driveway to the front door.

Policy Guidelines as adopted by the ARC and the Board are:

1. Entrance pathways from the front door to the driveway can be stained/sealed with one of the following earth colors:
 - Neutral Balance Tan HC125
 - Bombay HC 133
 - Cemented Deal HC133
 - Siberian Haze HC149
 - Or a cement color concrete sealer
 - Or a clear concrete sealer

Note: For safety reasons it is strongly suggested that “Slip- Resistant Additive” be added to the stain/sealer.

2. Entrance pathways from the front door to the driveway can be topped with the following:
 - Earth color slip resistant ceramic tile
 - Stamped stained concrete
 - Stained/Engraved as per Stained/Engraved Driveway Policy, (page 2 of this Policy Packet).
 - For safety reasons we do not recommend half bricks for pathways, (tripping hazard) however, if the driveway and pathway were paved as a unit with brick pavers the hazard would not exist. Please be aware that half bricks for driveways will likely crack over time and are not recommended.

All of the above need color approval from the ARC.

3. Driveways must be stained with **only a cement color or clear sealer.**

Note: The sidewalks are the property of Manatee County. If a homeowner stains/seals the sidewalk crossing their driveway, they shall accept all liability for injuries that may occur.

Note: For safety reasons it is strongly suggested that “Slip- Resistant Additive” be added to the stain/sealer.

Note: The cement must be thoroughly cleaned prior to applying the stain/sealer in order to prevent peeling. Pressure washing with a concrete cleaner in most cases should be sufficient.

The Board

Architectural Review Committee Estates at Glenn Lakes

Pool Policy

Prior to the beginning of construction, the ARC must review and approve all plans for pool construction.

- The contractor of record must obtain a building permit, including: plot plan, design landscape/drainage alterations, with a time-line construction of six month. The pool cage cannot go beyond the building setback line and cannot be any wider than the width of the home in the rear.
- The irrigation system at the homeowners' expense must be **dead-ended prior to any construction**. This is required to prevent broken irrigation pipes and loss of water pressure during construction to your front yard and your neighbor's yards. On completion of the pool, the irrigation system must be restored to give complete coverage of the remaining yard at the original water pressure.
- The damaged sod must be replaced with weed-free sod that existed prior to construction (at the homeowner expense). The current lawn-care provider, West Bay is available for items 2 & 3. Please contact them prior to construction.
- Appropriate plants need to be planted (at homeowner expense) to screen the pool equipment from street view. Planting suggestions are available from the Grounds Committee.
- In order to insure proper drainage on both sides of the property, it is imperative that swale/drainage systems following construction comply with the original Centex plans that are on file with the County.
- In order to prevent the lanai screens being cut with the weed whacker (during the lawn cutting process) please have 4 inches of concrete extend beyond the cage edge or leave a perimeter of 6 inches beyond the cage, which can be covered by mulch.
- Neighbor Notification of Alteration Request Policy applies (page 10).

The Board

February 2007

Architectural Review Committee Estates at Glenn Lakes

Neighbor Notification of Alteration Request Policy

Prior to granting ARC approval of a homeowner request for modification or construction, adjacent neighbors will be notified by the ARC Committee. Such requests include:

- pools
- fences
- lanais
- construction to the house that involves extending the dimensions
- extensive alterations to the landscaping (e.g., trees and bushes that may block your neighbors view or extend onto their property)
- etc.

In turn, the neighbors will have the opportunity to express their opinion to the ARC Committee and Board before a final decision is made.

The Board

February 2007

Architectural Review Committee Estates at Glenn Lakes

Homeowners Responsibility During Hurricane/Tropical Storm/Inclement Weather Policy

During the following: hurricanes, tropical storms and inclement weather, it is the responsibility of the homeowner to secure all loose items on their property. This is to prevent loose items from causing damage to their home, and their neighbors.

Homeowners must also instruct contractors working on their property to remove and or adequately secure all construction material, which could damage nearby homes.

Homeowners need to make arrangements to secure the safety of their home when they are absent.
The homeowner's physical absence does not excuse them from the responsibility of the above.

The Board

February 22, 2007

Architectural Review Committee
Estates at Glenn Lakes

Privacy Fence Policy

Privacy fences that are constructed to screen air conditioners and pool equipment etc. from the street must be open at the rear and must have ARC approval.

The Board

Grounds Committee Estates at Glenn Lakes

Wall Planting Policy

Many of the homeowners on 52nd Avenue West have expressed their desire to minimize the noise level from the traffic on 53rd Avenue West.

One solution to reducing the noise level is to use plantings along the inside walls. Keep in mind that this may help but results are rarely dramatic.

In order to maintain the irrigation system and the ability to repair and paint the wall, please adhere to the following policy.

1. The plants should be planted 4 feet from the inside wall with mulch from wall to the plantings.
2. Prior to your planting, please contact **our Management Co.** The management Co. will have **West Bay Landscape** inspect the area to make sure that your plants will not interfere with the irrigation system. If the irrigation system has to be modified it will be the responsibility of the homeowner. *West Bay will plant your plants if you so desire at your expense.*
3. The homeowner is responsible for the costs relating to the plants and planting.
4. Maintenance of the plants and the mulch is the responsibility of the homeowner.

The following identifies various types of plants that can be planted and are approved by the Board but not necessarily limited to.

- **Laurel Cherry** ... grows to 40'; clusters to white flowers in spring berries in fall for birds; full or partial sun; plant 4' apart.
- **Wax Myrtle** ... grows to 25'; free of serious pests; fruit for birds; tolerates shade but does better full sun; plant 4' apart.
- **Virburnum Odoratissimum** ... grows to 20' new growth has a reddish hue; white flowers (most like the fragrance, but some don't); free of pest; tolerant of weather extremes; plant 3' apart.
- **Podocarpus** ... grows to 39' if left unpruned; familiar trees in the Association; grows rapidly; plant 3' apart.

The Board

Grounds Committee
Estates at Glenn Lakes
Foundation Plantings, Irrigation System Policy

Foundation Plantings

- As of 1/1/03 any foundation plantings, including mandatory “street trees” original to the property at the time of closing which are damaged by conditions beyond our control, including, but not limited to the following: severe wind, abnormal temperatures, ‘tropical’ conditions, or attacks by insects for which there is no effective treatment, shall be the responsibility of the homeowner for replacement.
- Owner-planted material is sole responsibility of the homeowner for replacement.

Irrigation System

- The irrigation system is the exclusive property of the Homeowners” Association and not individual homeowners. Resident’s are asked NOT to tamper with the irrigation system. Only those authorized by the Board of Directors are permitted to adjust or manipulate the system. Costs for repairs due to tampering with the system will be born by the violator.
- Any repairs to the original irrigation system installed by the builder are the responsibility of the Association and the Association will pay for the cost of its repair/ maintenance. However, if in the course of making the repairs it is determined that the homeowner has planted plants that have interrupted the irrigation heads, (thus preventing adequate irrigation to the lawns) the home owner will be assessed for the cost of moving and making the necessary repairs to the irrigation heads.
- Residents are asked to remember that during the winter months, our St. Augustine grass goes dormant and requires only once a week watering vs. two to three times during the summer. Some yellowing is normal, and does not indicate water deprivation.

Negligence

- Any original plantings lost through the negligence of the lawn-care provider, including failure to fertilize, failure to contain pests (except as noted above) which results in the **demise** of foundation plantings will be the responsibility of the lawn-care provider for replacement. In the event of a dispute, a final determination will be made in concert with a committee, composed of a University of Florida Extension Agent, the lawn-care provider, and a member of the Grounds Committee, along with the homeowner. If there is a fee involved for consultation services the cost of the fee will be the responsibility of the homeowner.

Curb Appeal

- In collaboration with our lawn-care provider, it is the responsibility of the homeowner to be mindful of the overall exterior appearance of their landscape from curbside.
- The lawn-care provider will be given authority to remove dead or dying plantings that have not been removed by the homeowner within a reasonable time period, after such notification to the homeowner. Replacement of such plantings will be at the homeowner’s expense. (Section 4.3.13 of our documents)
- Removal of all dog feces is the responsibility of the dog owner. Please pick up after your dog, whether walked on your property, or around the neighborhood. All guests should be advised of this regulation.

The Board

Sign Width = 18"

Sign Height = 12"



Stake height, when installed in ground = 20"
Total height, stake + sign = 32"

The sign can be obtained at:

Budget Sign
4537 26th Street West
Bradenton Fl.

or a place of your choice

Estates at  Glenn Lakes

FOR SALE

AGENCY

AGENT'S NAME

PHONE NUMBER



ALTERATION /MODIFICATION REQUEST FORM

TO: The Estates at Glenn Lakes
Architectural Review Committee
C/O Sentry Management
6901 Professional Pkwy East
Suite 107
Sarasota, FL 34240-8473
Tel: (941) 361-1222
Fax: (941) 361-1113

Date _____

From: _____ Address _____

Telephones: Day _____ Night _____ Mobile _____

Fax: _____

Description of alteration or modification request:

(N.B.: Please attach a sketch of alteration or modification request, including its proposed position on a copy of the property's plat as well as copies of your contractor's drawings. Any request for a change from the property's original exterior colors 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: _____

Phone #: _____ FL Contractor License # _____

The undersigned owner(s) agree to bear the cost of all materials and labor for this alteration/modification. This also includes all material and labor involved in relocating the irrigation heads and replacement of sod and plants and insuring that the lawns and plants are receiving the proper amount of water. If, upon inspection by the Association's Irrigation Contractor, the re-configured irrigation does not meet the Association's standards, the Association will make corrective changes and bill the owner for the cost.

The undersigned owner(s), in consideration of granting said approvals, does/do for myself/ourselves, my/our heirs, personal representative(s) successors, and assigns, hereby agree(s) to indemnify and hold harmless, the above named Association and all other homeowners and institutional Mortgages from and against any and all claims, demands, causes of action and liabilities that may be asserted arising out of or in connection with such modifications or alteration for all of which the Association shall, for itself and on behalf of all such owners and institutional mortgages, have the right or Compliance Charge secured by a lien against the unit of the owner proposing such alteration. Any such alteration undertaken without such prior approval, or carried out in contravention of approval may be required to be removed or altered to conform by the Association at the homeowners' expense.

Date: _____ (Signature)

Date: _____ (Signature)

Date Received by Sentry Management: _____

Date approved by ARC: _____

Signature of ARC Official: _____

Requests will be considered within 30 days of receipt. It is the responsibility of the homeowner(s) to confirm and, if necessary, to prove receipt of request. Official copies of this form MUST be used and can be obtained from any member of the ARC committee or Board Members or Sentry Management.