

Myrtle Point

New Homeowner Welcome Packet



Myrtle Point Homeowner Association Website:

<http://www.franklycoastal.com/myrtlepoint.html>

Note: You are not required to 'Log In' to view Myrtle Point's Governing Documents or Forms & Information. Simply click on "Gov Docs" or "Forms & Info". "Logging In" does, however, allow you to access more detailed Myrtle Point Homeowners Association information.

January 27, 2022

Table of Contents

1. Welcome Letter	Page 3
2. Board Functions/Annual Meetings	Page 4
3. Explanation of Semi-Annual Assessments (Dues)	Page 5
4. Garbage/Recycling Collection	Page 6
5. Architectural Control Committee	Pages 7-9
6. Utilities/Police/Fire Information	Page 10
7. Lawn Irrigation & Restrictions	Pages 11-12
8. Neighborhood Nuisances	Page 13
9. Current Board Members & Contact Information	Page 14

A Message from your Myrtle Point Neighbors ...

Congratulations on the purchase of your new house, and welcome to our beautiful Myrtle Point neighborhood! We are confident that your new house will very quickly become a home, and that your new neighbors will quickly become close friends.

You have wisely chosen to invest in a deed-restricted neighborhood. A deed-restricted neighborhood helps secure your long-term investment in your property by requiring all homeowners to abide by certain rules and by-laws that are intended to preserve the ‘curb appeal’ of our homes. We pride ourselves in our well-kept properties – no doubt that our neighborhood appealed to you when you were searching for a house and helped to solidify your interest in buying in Myrtle Point. Your Myrtle Point Homeowners Association, and its Board of Directors (comprised solely of current residents), is charged with working with all homeowners to maintain our neighborhood.

Myrtle Point itself is administratively managed by Frankly Coastal Property Management, LLC (<http://www.franklycoastal.com>). Our property manager is Stephany Charpentier and her email address is scharpentier@franklycoastal.com. The company’s office phone is 727-799-0031. Please email her directly and she will provide you access to the Myrtle Point website and its current and relevant controlling documents.

Myrtle Point subdivision is a part of the Lansbrook Master Association (LMA). Here is a link to all of the current and relevant controlling documents that govern the LMA - lansbrooktampabay.com. This link also allows you to access the LMA:

- Community documents
- Meeting schedules
- Past meeting minutes
- Our two Lansbrook community parks and other amenities.

Additionally, Myrtle Point has an Architectural Control Committee (ACC). It is responsible for approving any changes or additions to the outside of all Myrtle Point homes, including landscaping changes, new roofing, new gutters, house painting and colors, etc. This ensures that acceptable materials are used and that your proposed change is architecturally pleasing (maintaining that “curb appeal”). Application procedures are addressed in greater detail in the ACC information sheet that is part of this package.

We hope you will enjoy living in Myrtle Point and getting to know your neighbors. We certainly would like to get to know you, and are glad to have you in the community! We are a diverse group of people

from young families to retirees. Please log in to both sites above to learn more about Lansbrook and Myrtle Point, and feel free to reach out to any Board Member with any questions.

Welcome!

Your Neighborhood Board of Directors

Board Functions and Annual Meeting

The Myrtle Point Board of Directors (BOD) manages and governs the Myrtle Point Homeowners Association (HOA) in accordance with the comprehensive rules and regulations set forth in the Myrtle Point Community Documents.

Currently, the BOD is made up of five volunteer Directors, all of which are your neighbors, who are elected by the Members. Each property may vote for up to five candidates each year. In other matters, each property has one vote. The term of office is one year. The election of Directors occurs at the Annual Meeting of the HOA Members which is held in November or December each year. The five Members receiving the most votes become the new BOD. Once the BOD is determined by the Members, the BOD elects its own officers.

Directors must be documented Members of the HOA. In other words, they must be owners or co-owners of a Myrtle Point property. In order to stand for election, Members may self-nominate or be nominated by another Member. Nominations are invited in October each year.

It is very important that all HOA Members show up to the announced Annual Meeting, preferably in-person, or by proxy. Quorum requirements are strictly enforced. Failing to raise a quorum adversely affects the ability of the HOA to conduct its normal business.

During its term in office, the BOD schedules monthly meetings. Occasionally, a meeting may be cancelled if there is no significant business to attend to. Meetings are announced and open to Members of the HOA. A period in each meeting is set aside for Members to ask questions, raise concerns or register criticisms about HOA operations. In the event that a BOD vacancy occurs during a term, the BOD may appoint a director to fill out the term of office.

It is the role of the BOD to enforce the stipulations and restrictions contained in the Community Documents. In order to do this, the BOD is empowered to impose fines and/or take legal actions against owners, if and as necessary, in order to gain compliance. The BOD is responsible for establishing an annual budget and calculating the annual assessments that each property is required to pay (annual assessments are paid semi-annually, in equal shares). The BOD is authorized to enter into contracts for maintenance services for common areas and areas or items explicitly specified in the Community Documents.

Explanation of Semi-Annual Assessments (Dues)

The Myrtle Point Board of Directors (BOD) goes through an annual budgeting process that occurs in the latter part of every year, generally in October or November. The BOD takes into account the expenditures from the current year, the amount of reserve funds, and the anticipated costs and increases for the following year (including our mandatory fees to the Lansbrook Master Association). Once budget numbers are finalized and adopted the semi-annual assessment or dues are established for the following year.

As such, semi-annual assessments are then due each year on **January 1st** and **July 1st**.

Each homeowner receives a payment coupon book near the end of December (or possibly in early January if there is a delay in processing the coupon books). This coupon book has a mailing address to a PO Box in Orlando. This PO box number is unique to Myrtle Point and allows for “behind-the-scenes” accounting to be near seamless for our management company.

Should homeowners wish to pay their assessments electronically instead of by check, they can set up these same PO Box details in their individual bank’s bill pay system. For those homeowner’s who desire to pay on a “one-time-and-done” basis, you are able to pay the full year assessment (2 payments) in January each year. Some homeowners desire this option so as to not forget about the second payment. Our system tracks your extra payment as a “pre-payment” for July. Also, some homeowners have been known to queue the July payment in their bank’s bill pay system in January, so that it is sent just prior to July 1st, and avoid late fees.

Our late fee is \$25 and the BOD generally gives homeowners a 30-day grace period for each assessment.

If you have any questions about your account, past payments, late fees, etc. please reach out to our Myrtle Point property manager at Frankly Coastal Property Management, LLC.

Garbage/Recycling Collection

Your Myrtle Point semi-annual assessment covers the cost of semi-weekly garbage and weekly recycling collection.

Garbage collection takes place in Myrtle Point on Tuesday and Friday mornings typically prior to 10:00a.m., while Recycling collection takes place on Fridays only. County Sanitation handles our garbage and recycling collection, and County Sanitation is a private company that can be reached at 888-522-5794.

All garbage and recycling containers may be placed outside in your driveway, by the curb, starting at 6 p.m. the evening prior to each garbage day (i.e., Monday and Thursday evenings).

Empty garbage and recycling containers must be retrieved from your driveway by that evening and returned/stowed in your garage. While not encouraged, containers are allowed to be stowed outside of your garage, but they must not be visible by your neighbors or from the street as the stowing of garbage/recycling receptacles in view from the street or neighbors is a violation of Myrtle Point by-laws.

Utilizing the supplied, wheeled 95-gallon container with lid is most useful. In addition to garbage bags, small tree trimmings may also be placed in the container. Larger yard refuse must be tied or bundled and be placed next to the garbage receptacle.

A blue recycling bin (with no wheels) is also supplied by County Sanitation. Should you be interested, you may also purchase a blue, wheeled recycling container (sold by Home Depot and other retailers).

Architectural Control Committee Purpose and Application

Ownership of a home in Myrtle Point means that you must abide by certain deed restrictions. These restrictions are designed to help protect property values, both your own and those of your neighbors. The enforcement of these restrictions begins with the Architectural Control Committee (ACC), members of which are appointed by the Myrtle Point Board each year.

Nearly all exterior additions or modifications to a property require prior approval from the ACC. What sorts of projects are included? Here's a partial list: reroofing, exterior painting, fencing, landscaping modifications, backyard play structures, basketball goals, walkways, and any addition or modification that changes the appearance of the property. For more complete information on restrictions, including forbidden installations, owners should refer to the Lansbrook Declaration of Covenants (especially Articles 7 through 12) and the Myrtle Point Declaration of Covenants (especially Articles 3 and 4).

What activities do not require ACC approval? Generally, routine maintenance or repair do not require an ACC application. Examples are replacing a dead tree or shrub, trimming a hedge or tree, pressure-washing a home or walkway, and repairing a lanai cage or screen.

Following this overview is a blank ACC Alteration Application form. You are free to copy and use it. A copy is also available from the Myrtle Point community web pages.

Instructions for completing the ACC Alteration Application are found on the form itself. It matters what materials are proposed for a project. For example, the brand, grade and color of roof shingles should be specified on a reroofing application. Pictures are helpful. For exterior paint, manufacturer, color names, and sample chips are necessary as are photos of neighboring homes so as to be certain of color compatibility. For fencing, specific materials must be specified and a landscaping plan that will mask the fence from view must be submitted. The proposed addition of a structure of some kind requires a plat map and placement that does not interfere with any easements.

The form itself must be readable and complete because members of the ACC may have questions about your project. It's best to scan your application and email the resulting file (typically a pdf) to the management company. Please do not submit a picture of the form itself because the files are huge, unwieldy and at times impossible to email. You can also submit the completed form via the US Mail.

All submissions should go to the management company so they can be logged in and posted to the Myrtle Point web pages — yes, they are a public record. Do not direct your ACC application to an ACC member; this merely adds processing time. After receipt, the management company forwards completed applications to the ACC members for their consideration.

The ACC has 30 days after receiving your application to make a decision on it. Its meetings are announced and your attendance is welcome. You will be notified by the management company as to whether the application is 1.) Approved, 2.) Approved with Stipulations, or 3.) Denied. Approved projects must be completed within six months or the approval expires.



Myrtle Point Homeowners Association, Inc.

Alteration Application (2017-10-28)

Owner's Name: _____ Date: _____
 Property _____ Address: _____
 Phone: Other _____ Address: _____
 Sec Phone: _____ email Contact: _____

NOTE: The Architecture Control Committee has up to 30 days from submission to approve or deny an application.

Brief Description of alteration, improvement, addition, etc.:

Contractor (if applicable): _____
 Address: _____

An application requesting approval for **exterior painting** must include the following:

1. One copy of this form
2. One copy of the paint chips showing actual proposed colors for all colors being used.
3. One copy of pictures of immediately adjacent properties (for color comparison).

All other applications must include the following:

1. One copy of this form.
2. One copy of the site survey/plat map showing relevant items.
3. Additional detail describing proposed change (e.g., product material from manufacturer, or sample pictures)

If approval is granted, it is not to be construed to cover approval of any County or City Code requirements. A building permit from the appropriate building department is needed on most property alterations and/or improvements. The Architectural Control Committee shall have no liability or obligation to determine whether such improvement, alteration and addition comply with any applicable law, rule, regulation, code or ordinance.

As a condition precedent to granting approval of any request for a change, alteration or addition to an existing basic structure, the applicant, their hires and assigns thereto, hereby assume sole responsibility for the repair, maintenance or replacement of any such changes, alteration or addition. **IT IS UNDERSTOOD AND AGREED THAT MYRTLE POINT AT LANSBROOK HOMEOWNER'S ASSOCIATION AND ASSOCIATION DATA MANAGEMENT ARE NOT REQUIRED TO TAKE ANY ACTION TO REPAIR, REPLACE OR MAINTAIN ANY SUCH APPROVED CHANGE, ALTERATION OR ADDITION, OR ANY STRUCTURE OR ANY OTHER PROPERTY. THE HOMEOWNER AND ITS' ASSIGNS ASUMES ALL RESPONSIBILITY AND COST FOR ANY ADDITION OR CHANGES AND ITS FUTURE UPKEEP AND MAINTENANCE.**

Signed: _____ Date: _____

IMPORTANT INFORMATION FOR ALTERATION APPLICATIONS

The accompanying application form must be completed, and must be signed by all owners of the property. Please review the Declarations of Covenants, Conditions and Restrictions for a complete description of your responsibilities regarding Architectural Control Committee requirements and submittals. As a reminder, all improvements and/or modifications performed on the exterior of your home require prior written approval of the Architectural Committee, as specified in the Governing Documents. This includes, but is not limited to: painting, landscaping changes, structures, fences, and recreational equipment. Failure to comply may result in corrective actions at the expense of the owner and/or the Association. You may return this application and accompanying documentation, to:

Frankly Coastal Property Management, LLC
PO Box 1294
Tarpon Springs, FL 34688
(727) 799-0031

Electronic versions may be sent to info@franklycoastal.com

The Architectural Committee will act upon your application at their next scheduled meeting. When your application is acted upon, a properly executed copy will be returned to you.

UNDER NO CIRCUMSTANCES IS ANY ALTERATION TO BEGIN WITHOUT THE PROPER APPROVAL OF YOUR ASSOCIATION.

If you have any questions, please contact your property manager at the telephone number listed above.

Thank you for your cooperation,

MP HOA BOARD OF DIRECTORS

Architectural Control Committee Recommendation

Approved Denied Date: _____

Signed: _____ Print Name: _____

ACC Comments to Owner:

Utilities/Police/Fire Information

Clearwater Gas	
Gas Emergencies / Gas Leak	727-462-6623
General Information	727-562-4900
County Sanitation	888-522-5794
Duke Energy	800-777-9898
Johns Hopkins All-Children's Hospital	727-786-5482
Mease Countryside Hospital	727-725-6111
Pinellas County School Board	727-588-6000
Pinellas County Water	727-464-4000
Poison Control	800-282-3171
Police & Fire Emergency	911
Police & Fire Non-Emergency	727-582-6200
Spectrum	855-502-8968
Verizon	800-366-3001

Lawn Irrigation & Restrictions

Lawn Irrigation, as well as the overall use of water, is tightly controlled in Pinellas County for conservation reasons. Please note that Pinellas County is very serious about watering rules and violations and fines are common should a homeowner not follow all the rules.

The best website for the most up-to-date and comprehensive information is:

<http://www.pinellascounty.org/utilities/water-rules.htm>

Most homeowners wish to know when, and how often, they can irrigate their lawns. Here is the basic information for unincorporated Pinellas County residents, which includes all homeowners in Myrtle Point:

- Homeowners can water two days a week; one time per day.
- Address in Even Numbers (0, 2, 4, 6, 8): May water on Thursdays and Sundays.
- Addresses in Odd Numbers (1, 3, 5, 7, 9): May water on Wednesdays and Saturdays.
- Watering Times: Homeowners have 2 watering periods to choose from on each of your designated days:
 - 12:01 am to 10:00am
 - 4:00pm to 11:59pm
 - Lawn irrigation is prohibited between 10:00am and 4:00pm on all days.
- More detailed information on irrigation can be found at:
<http://www.pinellascounty.org/utilities/water-rules.htm#potable>
 - It is important to note that these restrictions apply whether you use Pinellas County water or use water from your own well pump.

Different watering rules apply for new lawns and new plants, called an “Establishment Period”:

- Irrigation Exemption Proof of new plant material may be faxed to (727) 464-3717. The property owner shall provide proof of installation date and call (727) 464-4000 to report the installation of new material to have an exception placed on the account and avoid receiving a violation.
- New lawns and plants have a 60-day total establishment period
 - From day 1 to day 30, new plant material may be watered any day of the week
 - From day 31 to day 60, new plant material may be watered 3 days per week
 - Even addresses only on Tuesday, Thursday, and Sunday
 - Odd addresses only on Monday, Wednesday, and Saturday
 - Only during authorized hours (water may not be done between 10:00am and 4:00pm)
- Isolated to new lawn or plant area only
- Exemption begins on the day of installation
- On the day of installation, new lawns and plants may be irrigated once without regard to the allowable watering times
- See more information about new lawns and new plants on the next page titled “OTHER RESTRICTIONS (APPLIES TO ALL WATER SOURCES)”

OTHER RESTRICTIONS (APPLIES TO ALL WATER SOURCES)

Florida Administrative Code 40D-22

<p>New Plant Material (Lawn & Landscaping)</p> <p>Establishment Period Irrigation Exemption</p> <p>Proof of new lawn material must be faxed to (727) 464-3717</p>	<p>New plant materials may be watered for a <u>60-day total</u> establishment period.</p> <ul style="list-style-type: none"> • From day 1 to day 30, new plant material may be watered any day of the week. • From day 31 to day 60, new plant material may be watered 3 days per week. <ul style="list-style-type: none"> • Even addresses only on Tuesday, Thursday, and Sunday • Odd addresses only on Monday, Wednesday, and Saturday • Only during authorized hours. • Isolated to new lawn or plant area only. • Exemption begins on the day of installation. • On the day of installation, new turfgrass or plant material may be irrigated once without regard to the allowable watering times. • An entire zone of an irrigation system may be used only if the zone waters an area that contains at least 50% new plant material. • Partial zone or dispersed plantings shall be watered by some other, more targeted means of supplemental irrigation.
<p>Washing Windows, Buildings & Mobile Homes</p>	<p>Not specifically prohibited. Low-volume methods should be used. Hosing-down a building or other structure to remove material that can be removed with a dry method is considered wasteful and unnecessary.</p>
<p>Washing Sidewalks & Driveways</p>	<p>Not specifically prohibited. Low-volume methods should be used. Hosing-down a driveway or other surface to remove grass clippings or debris that can be removed with a broom or dry method is considered wasteful and unnecessary.</p>
<p>Washing Vehicles</p>	<p>May be washed on any day, at any time, when necessary. A shut-off nozzle or other water-efficient device must be used.</p>
<p>Trees, Shrubs, Flowers & Vegetables</p>	<p>Hand-watering is allowed as needed. A shut-off nozzle or other water efficient device must be used.</p>
<p>Lawn Chemicals</p> <p>Report chemical applications to (727) 464-4000</p>	<p>Chemical applications shall be watered during authorized watering hours. Watering-in shall be limited to one application of one-quarter inches within 24 hours of the application or per manufacturer’s instructions. A sign with the date of application must be on site when applied by a professional.</p>
<p>Hand-watering Lawns</p>	<p>Lawns may be <u>spot treated</u> by hand-watering isolated areas to provide uniform moisture content. This practice is a water-conserving means of compensating for difference in sun exposure, sprinkler coverage, and other site-specific factors.</p>
<p>Low-Volume Irrigation Devices</p>	<p>Landscape (groundcover other than lawn) may be irrigated on an as-needed basis without regard to the normally allowable watering days or times if Low-Volume Irrigation technology is used.</p>
<p>Irrigation System Testing & Repair</p>	<p>May be operated for maintenance and repair with an attendant on site in the area being tested – no more than once per week and one test should not exceed 10 minutes.</p>
<p>Wasteful & Unnecessary Use of Water</p>	<p>The following wasteful and unnecessary water uses are prohibited:</p> <ul style="list-style-type: none"> • Allowing water to flow from an unattended hose. • Hand-watering a lawn on a restricted day or more than once a day, except when used for spot treatment. • Hosing-down a driveway or solid surface when a dry method could be used. • Hosing-down a structure when a dry method could be used. • Allowing water to flow from a broken sprinkler head, outdoor faucet, malfunctioning plumbing or irrigation system after receiving verbal or written notice. • Irrigating during or after rainfall. Irrigation systems are required to have a properly installed and operating rain sensor or soil moisture sensing device to bypass irrigation cycles when sufficient soil moisture exists.

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Neighborhood Nuisances

Here in Myrtle Point, we believe that each of us should respect each other's right to live in a peaceful and harmonious neighborhood. In certain cases, some owner's activities can inadvertently impact your neighbors – whether it be loud noises, smells, or other. Additionally, some homes are in close proximity of each other which may exacerbate a situation. Therefore, we ask all neighbors to be observant and thoughtful about their activities and how those activities might negatively impact their neighbors.

In addition to following our common sense and neighborly courtesy, we also would like make you aware of laws, regulations and by-laws from certain governing bodies that also apply to our daily activities:

- **Pinellas County:** Certain Noise Ordinances that can be found on this link to their website: <http://www.pinellascounty.org/code-enforcement/enforcement-codes.htm>. Applicable sections are 58-444, 58-445, 58-446 and 58-451.
- **Lansbrook Master Association:** Master Document in Section 7.5.

No noise, odor or other nuisance shall be permitted to exist or operate upon any portion of a Parcel, Lot or Condominium Unit in the Properties so as to be, in the opinion of the Board, unreasonably offensive or detrimental to any other Parcel, Lot or Condominium Unit in the Properties. Without limiting the foregoing, no exterior speakers, horns, whistles, bells or other sound devices (other than security devices used exclusively for security purposes), noisy or smoky vehicles, large power equipment or tools, unlicensed off-road motor vehicles or other items which may unreasonably disturb other owners or their tenants shall be located, used or placed on any portion of the Properties without the prior written approval of the Board. Alarm devices used exclusively to protect the security of a Parcel, Lot or Condominium Unit and its contents, shall be permitted, provided that such devices do not produce frequently occurring false alarms.

- **Myrtle Point Declaration 3.6.2:**

No activity deemed by the Declarant or the Association to constitute a noxious, offensive or hazardous activity shall be carried on upon any Lot or Common Area, nor shall anything be done thereon which in the opinion of the Declarant or the Association constitutes an annoyance, nuisance or safety hazard to individual Owners or the neighborhood in general.

Current Contact Information

Board Members

<u>Name</u>	<u>Position</u>	<u>Email</u>
Dan Carioggia	President	dnlcrgg@gmail.com
Blair LaHaye	Vice President	bbarrineau@hotmail.com
Bryan Smith	Treasurer	bsmith2@gmail.com
Andy Panega	Secretary	abpiii@gmail.com
Jim Macomber	Director	revmacomber@gmail.com

Architectural Control Committee

Julie Lynch	Chair
Aina Macomber	Member at Large
Tiffany Spyridakos	Member at Large

Fining Committee

John Hectus	Committee Chair
Ron Nelson	Member at Large
Bob Salem	Member at Large