

# **Kylemont at Lansbrook Homeowners Association (HOA)**

## **General Information and Guidelines**

**November 2017**

### **Board of Directors (BOD)**

- Selection and Term – Per the Kylemont By-Laws, the BOD is to consist of an odd number of members between 3 and 9. BOD members are elected during the Nov/Dec Annual Meeting to a 3-year term. The terms are staggered so that no more than 2 to 3 BOD member terms expire in any given year. If a BOD member position becomes open before its term expires, the BOD appoints a person to fulfill the existing term based on a solicitation of nominees from all homeowners.
- Meeting Schedule – The BOD business meeting are typically schedule on a bi-monthly basis. See the Kylemont web-site ([www.kylemont.com](http://www.kylemont.com)) for the current business meeting schedule. The Homeowners Association Annual Meeting is scheduled at the end of the year in November/December.
- Attendance Requirements – For the BOD to be effective, members must attend meetings. While some absences cannot be avoided, a BOD member may be asked to resign his or her position upon missing three (3) consecutive meetings or five meetings in a 12-month period.
- BOD Voting via email – The following procedure was approved for electronic/email BOD voting on a resident request or non-budget issue that must be resolved prior to the next BOD meeting:
  1. All BOD members voting shall "Reply to All" so their vote is copied to all BOD members.
  2. No action can be taken until all board members have responded to an electronic vote request. All BOD members must respond (yes, no or abstain).
  3. The BOD President shall tally and report on the results of all voting in a roll-call format prior to taking any action as a result of that vote.

### **Association Fees**

- What's included – The Kylemont HOA Annual Fees include the following:
  - assessment from the Lansbrook Master Association (LMA) for grounds operating & maintenance costs
  - LMA irrigation charges for sprinklers along Highpoint Drive & Lansbrook Parkway
  - maintenance of the common grounds & ponds within Kylemont
  - waste & recycle collection for all homeowners
  - street lighting costs.
- Self-Management - Kylemont is the only self-managed HOA in Lansbrook, saving the HOA ~\$9000 per year (~\$100 per homeowner). Kylemont Homeowner Association financial records are available to homeowners on request.

- HOA fees are invoiced in the 1<sup>st</sup> quarter of the calendar year and can be paid in either a single or dual payments. Homeowners paying in a single payment receive a discount.
  - Any HOA fee not paid by its due date is subject to an additional interest charge.
  - Any HOA fee not paid 60 days after its due date will be subject to placement of lien on the respective property and if unaddressed long term, subject to foreclosure proceedings. In these situations, the homeowners are also be responsible for any applicable legal fees.
  - All unpaid fees (HOA dues, interest, legal fees) will carry over to next homeowner association fee invoice. Any subsequent payments will first be applied to any past due balance, and then to the current invoice.

### **Architectural Review**

- Request and Approval Process – HOA BOD approval is required for external home and landscape modification(s), alteration(s), or addition(s), except for landscaping in the rear of the home, not visible to common areas. A completed “HOMEOWNER ARCHITECTURAL MODIFICATION REQUEST” form is to be submitted to the BOD for approval prior to making any changes. For landscaping and structure additions, two copies of a detailed site plan must be submitted with the completed request form. Please note that the BOD has up to 30 days to render a decision.
- A copy of the “HOMEOWNER ARCHITECTURAL MODIFICATION REQUEST” form can be found at the Kylemont HOA website ([www.kylemont.com](http://www.kylemont.com)). To expedite the approval process, the Kylemont website also includes a list of approved colors for external house painting.
- Changes that require submission of a Request Form:
  - Exterior painting – Color description / samples to be included with request
  - Exterior surface refinishing (e.g., brick,)
  - Roof / Shingle replacement
  - Significant front landscape changes (e.g., trees, bushes, mulch beds, etc.)
  - Yard fencing (see Deed Restrictions for requirements)
  - Building additions (see Deed Restrictions for setback requirements)
  - New pool, patio and screening installation (see Deed Restrictions for setback requirements)
  - Storm Shutters and Doors
  - Outside statuary / fountains / flag poles / basketball polls or other athletic equipment
  - Irrigation well installation (location and associated landscaping)
- Penalty for Non-Compliance – The implementation of external home and front landscaping changes without HOA BOD approval is subject to reversal of the modification at homeowner expense and a potential fine.

## **Deed Restrictions**

- Easement Restrictions – No structure, planting or other material is to be placed within the utility or drainage easement on each lot. The HOA has the right to remove any items encroaching on an easement in order to maintain standards of health, safety and appearance.
- Fence Requirements – No fences or walls may be constructed along rear or side property lines except for fences six (6) feet or less in height and of chain link construction and fully coated with black colored vinyl. All such chain link fences shall be landscaped on the inside with planted hedges of no less than three (3) feet at the time of the initial installation and maintained at a height of no less than the height of the chain link fence. Fences facing lot frontage streets must have landscaping on the outside facing the street satisfactory to the BOD. The Committee's approval of any fence may be conditioned upon (without limitation) the installation and continued maintenance of hedges on the outside of such fence, and continuing maintenance provisions as to the fence and landscaping in addition to those set out above. In addition, any such fences shall be constructed to connect to and with any existing fences on any neighboring Lot and all such fences shall be maintained by the Owner of the Lot on which the fence is located in good repair, clean, and otherwise in first-class condition. Nothing stated in this Section 3.6.5 shall be interpreted to mean that the Committee is required or obligated to approve a fence for installation on any Lot, or that because a fence has been approved on a specific Lot, that it will be approved for installation on any other Lot. Should fences or the associated landscaping not be maintained as stated herein, or as required by a Committee approval, the Association may require the Owner of the fence to remove it upon 30 days written notice to do so. No fence or wall shall be constructed or maintained on any Lot within any front setback or closer to the street than 15 feet back from the Dwellings front wall which is most distant from the street. For purposes of this front setback restriction only, lots abutting more than one street shall be deemed to have only one front as designated by the Committee, however, fences on the side street must be setback a distance of no less than 15 feet from the Lot line or such greater distance as may be required by the Committee or by governmental regulations. (NOTE: The BOD will consider requests for installation of alternate types metal fences that are black in color.
- Basketball Pole Requirements – Portable basketball poles with backboard & net are acceptable but must be set off the side of the driveway on a brick/cement pad and at least 10 feet from the sidewalk. Installation of basketball backboards on garage roofs is prohibited.
- Parking Restrictions (boats, RV's, etc.) – Overnight parking of boats, mobile homes, recreational and commercial vehicles on streets and driveways for more than 2 consecutive nights or more than 4 nights in a 30-day period is prohibited.
- Portable Storage Units & Dumpsters – With prior BOD approval, portable storage units (e.g., PODS) and dumpsters are permitted to be placed on driveways for a period not to exceed 10 days for the purpose of home renovation projects or moving purposes.
- Building / Patio / Pool Additions – Specific easement and property line setback requirements must be maintained for any building, patio or pool additions. Refer to published deed restrictions or contact the BOD with any questions.

- Other Issues (i.e., statuary, fountains, etc.) – are permitted with prior BOD approval of an architectural request form.
- Ponds – No swimming is allowed in the local ponds. After receiving a permit from the Kylemont Board of Directors, Kylemont residents are allowed to fish from the HOA common grounds on the ponds at the Keystone Way entrance and along the southwest end of Kernwood Court. Non-residents of Kylemont are prohibited from fishing in the local ponds. Fishing from private property or crossing private property around the ponds is prohibited to all without the explicit permission of the respective property owner. No fish caught may be kept. The ponds are stocked with fish for maintenance purposes at a cost to the HOA

### **Landscape Committee**

- Purpose – The purpose of the Landscape Committee is to make periodic inspections of the neighborhood to ensure that homeowner property landscaping is sufficiently maintained and does not detract from the aesthetics of the neighborhood.
- Inspections – Property / landscape inspections are limited to what is visible from the street. While backyard landscape is not inspected, homeowners are expected to maintain this area commensurate with the standards of the neighborhood. The BOD may investigate backyard issues based on neighbor complaints.
- The following are typical issues considered during the routine inspections
  - Healthy, maintained lawn (no more than 25% of the street visible lawn dead or missing)
  - Substandard landscaping – e.g., missing, dead or untrimmed shrubbery, necessary tree trimming, excessive weeds, etc.
  - Excessive mold on driveways, sidewalk and home
  - Items stored on the side of the house
  - Deteriorated house paint and roof
  - Unapproved landscape and architectural changes / additions
- Notice Letters – Following the routine inspections, homeowners will be notified by letter of any issues that must be addressed. Homeowners must respond to the BOD within 30 days and describe actions that have been or will be taken to correct the issue.
- All Lots shall be fully landscaped, including complete sod coverage of all lawn areas with St. Augustine grass, Bermuda grass, or other grass varieties approved by the BOD. All Lots shall be irrigated with an automatic underground irrigation system providing 100% coverage of the landscaped area of the Lot.
- Trees/Bushes/Hedges – Each homeowner must properly maintain trees / bushes / hedges on the Lot for both aesthetics and safety. If plantings encroach upon an adjoining property (i.e., cross at or above the property line), the adjoining property owner may trim or cut the encroaching growth, and upon doing so must properly dispose of any debris.

### **Kylemont HOA Web-Site**

- Address: [www.kylemont.com](http://www.kylemont.com)

- Information: The Kylemont website includes the following information:
  - Kylemont HOA By-Laws and Standard Operating Practice (SOP)
  - Calendar of events (meetings and other events)
  - Minutes of previous Board of Directors (BOD) meetings
  - List of BOD members (email the BOD using [Board@kylemont.com](mailto:Board@kylemont.com) )
  - General Information and Links

### **Social Committee**

- Purpose – To promote a sense of community among Kylemont residents; to make new residents feel welcome to the neighborhood; to sponsor activities for the children of Kylemont and to facilitate homeowner interaction. The Committee is responsible for scheduling, promotion, communication and volunteer coordination (refreshments, location).
- Activities
  - Neighborhood garage sale – typically scheduled for each Spring and/or Fall. See the Kylemont website ([www.kylemont.com](http://www.kylemont.com)) for future dates
  - Santa Fire Truck – held each December with the East Lake Fire Department; an opportunity for younger kids to receive a small present from Santa Claus.
  - Kids Halloween – held each October before trick-or-treating begins with games, refreshments and a chance for kids to show-off their costumes.
  - Other Social Gatherings – appropriate events for all neighbors in which volunteer support is available.

### **Other Items of Note**

- Waste & Recycle Collection – The Kylemont HOA contracts for waste garbage and recycle collection for all homeowners. Contracting for the entire neighborhood results provides the most favorable pricing. See the Kylemont website for sanitation contractor contact and pickup details.
- Mailbox Maintenance – All Kylemont homeowners are responsible for upkeep and repair of their mailbox. See the Kylemont website for mailbox details
- Commons Park and Lakefront Park – see the Kylemont website ([www.kylemont.com](http://www.kylemont.com)) for details on rules, regulations, park hours, pavilion usage, access card, etc.
- Lansbrook Master Association – Any questions / concerns regarding the Lansbrook Master Association and/or operation of the parks and other Lansbrook common areas should contact the Lansbrook Master Association management company (contact information on the Kylemont website).
- Lakefront Park Boat Ramp Usage (Car and Trailer tags) – The boat ramp at Lakefront Park is for Lansbrook residents only. Users of the boat ramp must display the authorized Lansbrook tag on their boat trailer and vehicle. Tags are available from the current Lansbrook Master Association management company (contact information on the Kylemont website).

- Nuisance Alligator – Call Florida’s Fish and Wildlife Commission’s nuisance alligator hotline at 866-FWC-GATOR (866-392-4286). Information also can be found at: [http://myfwc.com/WILDLIFEHABITATS/Alligator\\_nuisance.htm](http://myfwc.com/WILDLIFEHABITATS/Alligator_nuisance.htm)
- Water Restrictions – Current water restrictions for Kylemont residents can be found at <http://www.pinellascounty.org/utilities/water-restrict.htm>
- Personal Wells – Individual wells for irrigation purposes are allowed.
- Street Light Outages – Neighborhood street light repair requests can be reported at <https://www.progress-energy.com/app/StreetlightRepair/default.aspx>