

Sutton Place of Tampa HOA

WELCOME TO SUTTON PLACE

The following information is provided to assist you in your residency at Sutton Place. **PLEASE RETAIN THIS INFORMATION FOR FUTURE REFERENCE.**

Sutton Place is managed by:

Ameri-Tech Community Management, Inc.

24701 US Highway 19 North, Suite 102

Clearwater, FL 33763

Office: 727-726-8000

Fax: 727-723-1101

Manager: Christina Kelly, LCAM
ckelly@ameritechmail.com

Our Homeowners Board of Directors consists of 5 members. Meeting dates and time are posted at each mailbox cluster in advance of the meeting: The board normally meets at the pool house on the second Tuesday quarterly at 6:30pm. Owners are encouraged to attend and participate.

Each new owner should receive a copy of our Governing Documents from the former owner or their realtor. Copies are available on the Association website www.suttonplaceoftampa.com or from the Management Company for a Fee if requesting a mailed copy or at no charge if they are emailed.

We request that everyone observe the posted speed limit of 15 MPH. Children are in the area.

ASSESSMENT fees are due on the 1st of each month from the owner. Contact the Management Company to obtain your coupon book or to make any inquiries. Each owner is responsible for mailing both maintenance payment and assessment payment to address given with payment slips. See Collection Policy.

- Each unit is under individual warranty for Subterranean termite protection. If you find evidence of termites, please call NaturZone Pest Control directly (941) 378-3334.
- If you have an exterior maintenance question, please contact the Management Company by email or letter requesting repairs. Renters should contact owner.
- Each resident is responsible for maintaining the exterior of their unit in a neat and orderly condition in order to keep an attractive appearance of our community. It is your responsibility to keep your gutters clear of leaves to insure fascia protection. Gutter replacement is at the discretion of the Association. Gutters will be replaced only if they are severely damaged and no longer functional. If an owner replaces their gutters and not the Association, the Association is not obligated to reimburse the owner.
- Each Owner should know their property lines. Visit www.hcpafl.org to look up your address.

The lawn service personnel service our lawn weekly in the growing season and Bi-weekly during the winter.

Sprinklers activate according to water restrictions or twice weekly. If you see any damaged sprinklers or leaks, contact the Management Company.

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IMPORTANT TELEPHONE NUMBERS

DISTRICT II TAMPA POLICE EMERGENCY	911
TAMPA POLICE NON-EMERGENCY <i>(NO NOISE NUISANCE FROM 11:00PM TO 7:00AM)</i>	813-231-6130
TAMPA POLICE GENERAL INFORMATION LINE	813-276-3200
TAMPA POLICE DETECTIVE DIVISION	813-276-3594
TAMPA POLICE DISTRICT II	813-931-6500
TAMPA POLICE NEIGHBORHOOD WATCH PROGRAM	813-931-6541
TAMPA POLICE DISTRICT II CRIME PREVENTION TEAM	
COORDINATOR CATLIN PARRISH	OFFICE 813-931-6541
	CELL 813-751-4542
EMAIL ADDRESS: CATLIN.PARRISH@TAMPAGOV.NET	
TAMPA POLICE REPORTS AND INFORMATION UNIT	813-276-3205
CLEAN CITY DIVISION	813-931-2140
CODE ENFORCEMENT	813-274-5545
TAMPA ELECTRIC <i>(Streetlights Are Maintained by TECO – Report Any Light Outage By Providing the Numbers on the Pole and or Nearest Address)</i>	813-223-0800

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GUIDELINES FOR NEIGHBORHOOD WATCH MEMBERS



1. Get acquainted with your neighbors.
 - Exchange names addresses and phone numbers with your neighbors.
 - Know your neighbor's automobiles.
2. Post the address numbers of your residence where they can be readily seen from the street. Use fluorescent numbers if possible.
3. Take advantage of Operation Inventory.
4. Call the police when you observe suspicious persons or activity.
 - Have emergency phone numbers readily available by the telephone.
 - Continue to observe the subject(s) and obtain a description as well as a mode and direction of travel. DO NOT confront the subjects.
 - Identify yourself to the police communications operator as a Neighborhood Watch member.
5. Give your neighbors your business and/or emergency phone number where you can be reached.
6. Give your residence and neighborhood maximum visibility by keeping shrubbery neatly trimmed and use exterior lighting.
7. Take an active interest in your neighborhood.
 - Attend Neighborhood Watch meetings.
 - Encourage your neighbors to be involved.
8. Know who your block leaders are and bring your concerns and suggestions to them.
9. Know your District Crime Prevention Team and how to contact them.

REMEMBER

This is not a vigilante committee!
You are the eyes and ears assisting the police making your neighborhood a safe place to live. This is YOUR neighborhood. Take an active interest in it!

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FOR SALE/RENT SIGNS **EFFECTIVE JANUARY 8, 2008**

Subject to the below authorized location, owners selling or renting their units may display upon their lot, one professionally printed sign not to exceed 2 feet square in size. No handwritten letters or numbers are permitted.

The sign must be placed adjacent to and along the driveway, near the street.

No other sign or location is permitted, except that an open house sign not to exceed 2 feet square may be posted at each community entrance and alongside the For-Sale sign during the period an Open House is conducted. Open House events are limited to one, four-hour period per week per unit.

The Board of Directors has revised this policy in order to maximize sign visibility and to accommodate owners in a difficult market.

The Board reserves the right to require relocation of any sign posted under this policy in the event this policy must be modified due to extenuating circumstances. Further, the Association will remove any sign posted in violation of this policy.

GARAGE DOOR STANDARD **EFFECTIVE MARCH 12, 2008 (REVISED OCTOBER 2020)**

Replacement of garage doors must be one of the styles below. Flat panel doors are no longer standard. The Standard garage door is now raised panels, no windows. White color replacement doors to be painted with the current color scheme.

OVERHEAD DOOR

Classic Raised Panels - 4 sections 32 panel wood textured panels

Series Model 281 Popular Steel

Series Model 194 Preferred Thermocore (insulated)

CLOPAY DOOR

Traditional Short Panels - 4 sections 32 panel wood grain texture

Model 73 Value Series

Model 1500 Value Plus (insulated)

CONTACT ANY REPUTABLE INSTALLER LICENSED WITH CLOPAY

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FENCE STANDARDS **EFFECTIVE SEPTEMBER 1, 2009**

Owners are required to install six (6) foot high, white vinyl-clad, flat-paneled privacy fences when replacing existing deteriorated or damaged wooden fences.

Conversion to the new standard would only be required when replacing fences as opposed to simple repairs. Replacement is defined as the removal/repair of more than one (1) 8-foot section of wooden fence. All arrangements regarding the cost sharing of vinyl fences along adjoining properties is the responsibility of the individually affected owners.

WALKWAY ENTRANCE GATE STANDARD **EFFECTIVE FEBRUARY 9, 2011**

Gate standard which requires new and replacement walkway entrance gates to be black, metal, wrought iron style, no screening attached and not to exceed 6 feet in height.

GUTTER / ROOF CLEANING **EFFECTIVE JULY 14, 2015**

The Association will perform Annual cleaning of gutters along the fronts of building upon completion of dropping of leaves. Rear gutters are not included. Homeowners remain responsible for gutter and lanai roof cleaning/clearing at the rear of units.

POOL RULES **EFFECTIVE JULY 14, 2015**

General: The pool and pool area are private for use by homeowners in good standing. Please be considerate of the residents whose homes are adjacent to the pool. Minors under 18 must have accompanying adult supervision in the pool area. Guests must be accompanied by the homeowner or the HOA approved tenant named on a valid, current lease. Following pool use, any and all persons must clean up the area and remove all trash. Any damage to furniture or pool equipment will be the responsibility of the homeowner. Obey all posted rules.

1. SWIM AT YOUR OWN RISK
2. NO LIFEGUARD ON DUTY
3. EMERGENCY CALL 911
4. SHOWER BEFORE ENTERING
5. NO GLASS CONTAINERS IN POOL AREAS
6. NO FOOD IN POOL AREA
7. NO JUMPING OR DIVING. NO HORSEPLAY
8. CHILDREN UNDER 18 MUST BE ACCOMPANIED BY AN ADULT
9. DO NOT REMOVE FURNITURE FROM POOL AREA
10. DO NOT FEED BIRDS OR ANIMALS IN POOL AREA
11. ALL TRASH MUST BE PLACED IN PLASTIC TRASH BAG AND TAKEN TO THE DUMPSTER.
12. POOL EQUIPMENT, POLE, NET AND LIFE PRESERVER WILL REMAIN ON THE WALL UNLESS NEEDED

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13. PETS ARE NOT ALLOWED IN POOL AREA
14. NO ALCOHOL BEVERAGES
15. ALL NON-TOILET TRAINED CHILDREN AND INCONTINENT INDIVIDUALS TO WEAR WATERPROOF DIAPERS.
16. POOL HOURS 8:00 AM TO 8:00 PM
17. **MAXIMUM LOAD CAPACITY IS 9 PERSONS AT ONE TIME**

GUESTS MUST BE ACCOMPANIED BY UNIT OWNER AT ALL TIMES.

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COLLECTION POLICY

1. Monthly assessments are due at the first of the month and are considered delinquent after (30) days past due.
2. Delinquent accounts are subject to Lien, attorney fees and costs, and interest charges.
3. Management will forward a reminder letter once an account becomes delinquent.
4. Accounts delinquent over forty-five days will be referred to the Association Attorney for collections.
5. The Attorney will forward a demand letter to the delinquent homeowner. Failure of the delinquent homeowner to submit full payment of all assessments due plus collection and legal fees and costs within 45 days will result in the filing of a lien against the property. Payments may be applied as follows, first interest, then costs, then to attorney fees, then, to the earliest delinquent assessment(s) due.
6. Failure of the delinquent owner to remit all assessments due plus collection and legal fees, including the costs of the lien, prior to 45 days following the recording of the lien, subjects the property to immediate action by foreclosure or monetary relief. Also, all assessment outstanding for the duration of the year will be accelerated.
7. Once an account is referred to the Attorney for collection the delinquent homeowner must communicate only with the Association Attorney as required by the Association Attorney.
8. Upon referral of a delinquent account to the Attorney, a \$12.00 bank fee will be assessed against the delinquent owners for a "Stop Coupon Payment Order". Future coupon payments will not be accepted until the delinquent account is fully resolved with the Attorney. All payments and communications from the debtor must be to the office of the Attorney. Delinquent owners who continue attempts to remit payments to the Bank will be Assessed an additional \$12.00 processing fee for every such rejected attempt.
9. Partial payments or payment plans are not accepted except in cases of extreme hardships where an owner has petitioned the Board for such relief and the Board has approved same.

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RULES AND REGULATIONS **EFFECTIVE JULY 25, 2017**

EACH UNIT IN SUTTON PLACE IS A SINGLE-FAMILY DWELLING.

ANIMALS: Pets must be leashed at all times inside the walls of the community. Residents are responsible to clean up after their pet. Pet weight limit is 25 lbs.

ENCLOSED REAR YARD: Rear yards should be kept mowed, clean and free from any build up of trash and debris.

FENCE MAINTENANCE: Fences are the responsibility of the owner and should be inspected and repaired on a regular basis. Replacement fences must be 6 ft white vinyl.

GARAGE DOOR: Garage doors must be kept clean and free from damage. If a replacement door is needed it must be one that is specifically outlined in the HOA rules.

GUTTERS: Gutter repair, replacement and maintenance is the responsibility of the Association. Front gutters and downspouts are cleaned once a year by the Association. Back gutters are the owner's responsibility. Trees should be trimmed away from the roofline and exterior as to not clog gutters and downspouts. Failure to clean could result in damage to the soffit, fascia and walls. If the association determines the exterior repairs are necessary due to improper maintenance, the owner will be held responsible for the costs of repairs and/or replacement. Gutter replacement is at the discretion of the Association. Gutters will be replaced only if they are severely damaged and no longer functional. If an owner replaces their gutters and not the Association, the Association is not obligated to reimburse the owner.

HOMEOWNERS INSURANCE: Owners are required under provisions of paragraph 9.04 of the Declaration to provide management a certificate of insurance in an amount equal to the maximum insurable replacement value of the unit excluding foundation and excavation costs. A HO 3 Form or like policy is required. Upon renewal, the owner is required to send a copy of the declaration page to the management company.

Landlord insurance is required if the unit is leased.

INDIVIDUAL WATER: Shut-off valves for individual units are located in the front courtyard beneath the surface below the spigot. At no time is anyone allowed to turn off the main water valve for the community without permission of the management company and the Board. Except in the case of emergency water shut off notices will be placed at each mailbox area in advance of the shut off. All emergencies should be reported to the management company immediately.

PARKING: Parking is not allowed on the grass, street or common areas. Each residence has a double garage and a driveway for parking. Vehicles must be parked entirely on the driveway and may not extend onto the grass or into the street. Residents are responsible to inform guests of the parking rules. All roadways are fire lanes and must remain clear at all times.

NO STREET PARKING IS ALLOWED. VIOLATORS COULD BE TOWED WITHOUT WARNING.

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PLANTINGS: Permission must be obtained by the Board of Directors prior to installing any plantings or pavers on any common area. The Association is not obligated to replace any damage to said plants or pavers by any contractor hired by the Association.

POOL: Rules are posted in the pool area and must be followed. Please be considerate of the residents that live near the pool. If you did not receive a key to the restrooms, please contact the management company. Pool parties must be requested in advance and are limited to a first come first serve basis. Clean up of the pool area is required and any damage to furniture are the responsibility of the resident hosting the party to repair or replace. Minors under the age of 18 must be accompanied by an adult resident. All guest must also be accompanied by an owner or an approved resident. **PETS ARE NOT PERMITTED IN THE POOL AREA AT ANY TIME.**

ROOFS: Owners are responsible for keeping the debris off their roof. Any trees located on their property should be trimmed to prevent possible damage to the roof or building.

SALE OR LEASING: Sale or Lease applications are available from the management company or Associations website www.suttonplaceoftampa.com. All sales and leasing applicants must be approved prior to closing or moving in.

SIGNS: Owners selling or leasing their homes may display one professionally lettered sign not to exceed 2 feet square and must be placed adjacent to along the street. No handwritten signs are allowed. Any other signage must be approved by the Board.

SPEEDING: All residents are reminded that the speed limit through the community is 15 mph. Please comply.

TRASH DUMPSTERS: Are emptied on Friday. Household trash only is allowed in the dumpster and must be bagged. All trash must be placed inside the dumpster. Please keep the enclosure door closed at all times. Please do not leave items inside the enclosure. Boxes must be broken down. Any large items such as furniture, construction debris, appliances, etc., must be disposed of elsewhere by the resident and not left at the dumpster.

UNIT APPEARANCE: Residents are responsible for keeping the exterior of their units neat and orderly in order to maintain an attractive community appearance.

WALKWAY ENTRANCE GATES: New or Replacement gates must be black, metal, wrought iron style.

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APPLICATION FOR PROPOSED UNIT SALE, LEASE OR RENTAL

NOTE: A properly completed application must be received by Association or Management At least Fifteen (15) days prior to closing date. All applicants must obtain approval prior to closing. This application will not be considered unless it is: fully completed on both sides & signed and includes a \$150.00 non-refundable application fee per application payable to Sutton Place of Tampa Homeowners Association, Inc.. By signing the application, Applicants certify that they have read, understand, and will abide by the Declaration of Subdivision, the By-laws and all Rules and Regulations, including the restrictions regarding pets. EVERY occupant over the age of 18 must apply and complete a separate application. Return application to: Chris Kelly at email **ckelly@ameritechmail.com** or Ameri-Tech Community Management, Inc., 24701 US Highway 19 No., Suite 102, Clearwater FL 33763. If application is approved, owner must provide Association Proof of Insurance as required (see bottom of form) prior to date of closing.

RENTAL _____ PURCHASE _____ UNIT ADDRESS _____

[If rental, please include a copy of the lease; if sale, please include a copy of the sale contract]

RENTAL RATE: \$ _____ / Month PURCHASE PRICE: \$ _____

If purchase, home will be: ___ OWNER OCCUPIED ___ SECOND HOME ___ INVESTMENT PROPERTY

CURRENT UNIT OWNER _____

APPLICANT INFORMATION

NAME #1 _____ SOC. SEC. NO. _____ DOB _____

NAME #2 _____ SOC. SEC. NO. _____ DOB _____

CURRENT TELEPHONE NUMBER _____

CURRENT ADDRESS _____

PREVIOUS ADDRESS _____

[Please include last five years]

PRESENT LANDLORD OR MORTGAGE COMPANY NAME, ADDRESS AND PHONE NUMBER _____

EMPLOYMENT INFORMATION

APP #1 PRESENT EMPLOYER _____ PHONE _____

EMPLOYER ADDRESS _____

CURRENT POSITION _____ LENGTH OF EMPLOYMENT _____

APP #2 PRESENT EMPLOYER _____ PHONE _____

EMPLOYER ADDRESS _____

CURRENT POSITION _____ LENGTH OF EMPLOYMENT _____

REFERENCE AND OTHER INFORMATION

NAME _____ ADDRESS _____ PHONE _____

NAME _____ ADDRESS _____ PHONE _____

EMERGENCY CONTACT NAME AND PHONE _____

VEHICLE INFORMATION

VEHICLE #1 _____	YEAR	MAKE	MODEL	TAG NO.	STATE
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VEHICLE #2 _____	YEAR	MAKE	MODEL	TAG NO.	STATE
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NOTE: TRAILERS, BOATS AND COMMERCIAL VEHICLES ARE NOT PERMITTED AT ANY TIME. STREET PARKING AND OTHER UNAUTHORIZED PARKING WILL RESULT IN IMMEDIATE TOWING.

PET-INDICATE DOG OR CAT, BREED AND WEIGHT _____
(25 lbs. Limit on dogs)

Applicant represents that all the above information is true and complete and authorizes the verification of same by reasonable means. Applicant authorizes Association and its Management to obtain Applicant's credit bureau reports and other information deemed necessary to process this application. Applicant understands that false or incomplete information given herein may constitute grounds for rejection of this application. Applicant agrees that a full disclosure of all information obtained may be made to the Association and the owner of the property for which applicant has applied.

_____	_____	_____	_____
Signature Applicant	Date	Signature Applicant	Date

RE: Paragraph 9.04 – DECLARATION OF EASEMENTS, COVENANTS, CONDITIONS AND RESTRICTIONS OF SUTTON PLACE INSURANCE ON LOTS

Each owner of a lot shall obtain insurance coverage upon the lot insuring the dwelling unit located thereon in an amount equal to the maximum insurable replacement value, excluding foundation and excavation costs. Such coverage shall afford protection against loss or damage by fire and other hazards covered by a standard extended coverage endorsement, and such other risks as from time to time shall be customarily covered with respect to buildings similar in construction, location and use as the buildings on the land, including but not limited to vandalism and malicious mischief.

The owner shall furnish proof of such insurance to the Association at the time of purchase of a lot and shall furnish proof of renewal of such insurance on each anniversary date thereof. If an owner shall fail to provide such insurance the Association may obtain such insurance and shall assess the owner for the cost of same in accordance with the provisions of this Declaration.