

# LONE PINE ESTATES HOMEOWNERS' ASSOCIATION, INC. RULES & REGULATIONS

The Board of Directors of LONE PINE ESTATES HOMEOWNERS' ASSOCIATION, INC., (the "Association") has adopted the following rules and regulations in accordance with the provisions of the Declaration of Covenants and Restrictions for Lone Pine Estates, the Articles of Incorporation and the By-Laws of Lone Pine Estates Homeowners Association, Inc.

COMPLIANCE WITH THE CITY OF RIVIERA BEACH IS MANDATORY; YOU MUST ALWAYS OBTAIN "CITY" APPROVAL FIRST IF A PERMIT IS NEEDED. NON-COMPLIANCE OF ANY OF THESE RULES & REGULATIONS COULD RESULT IN VIOLATION NOTICES & FINES.

## I LANDSCAPE MAINTENANCE STANDARDS

All landscaping will need to be maintained to the standards listed below. The following specifications are adopted for purposes of identifying standards for **FRONT, BACK & SIDES OF GRASS LAWNS**, and UNIMPROVED LOTS:

1. All grassy areas shall be neatly mowed so that a uniform, healthy green-colored grass not exceeding six (6) inches in height is achieved in all applicable lawn areas. Walkways, sidewalks, driveways, and streets shall be edged and weed-free. Any section of the landscaping or lawn that is devastated, for whatever reason, shall be replaced within one (1) month after receiving a first violation from the Association.
2. Hedges, bushes, and grass shall not overgrow walkways. Undergrowth must be weeded (pulled up/out). Hedges must be trimmed and maintained.
3. Trees shall not restrict sidewalks and shall be maintained in an orderly trimmed status. Owners shall remove or trim any tree that is deemed, by the Association, to endanger a neighbor's property.
4. Any part of a devastated tree must be removed and tree reshaped. If unsalvageable, tree and stump must be removed.
5. All lots should be fully sodded and have planted as minimums: two (2) trees and six (6) bushes.
6. Composting is allowable as long as it does not become offensive or become a nuisance to your neighbors.
7. The Association recommends that homeowners should not plant in the swale area of a property. The homeowner will be liable for any damages that may occur to the sidewalk and any utilities that the homeowners' vegetation may damage (Per City of Riviera Beach).
8. All Lots: The owner shall maintain his/her property in a clean, neat, and attractive condition by regular mowing, trimming, weeding, edging, pruning, and watering. Failure to comply will result in an assessment to the owner to cover reasonable charges incurred in establishing compliance. This includes homes in foreclosure. Piles of dirt, sand, mulch, rocks, decorative stones, pavers etc. must be dispensed within two weeks of delivery. Said piles cannot be stored on property.

## II DRIVEWAYS

1. No person shall change the grade of any sidewalk or swale for the purpose of providing a driveway across the sidewalk.

2. Driveway width shall not exceed the City of Riviera Beach requirements, and homeowners must submit all proposed driveway changes to the Association for review after receiving "City" approval.

### **III PARKING**

In order to ensure orderly parking within the community, the following parking regulations have been adopted. Parking at either entrance way is strictly prohibited and will be enforced.

	<b>DRIVEWAY</b>	<b>SIDE YARD</b>	<b>ENTRANCE WAYS</b>
Passenger Car	Yes	No	No
Van	Yes	No	No
Pick-up Truck	Yes	No	No
Trailer (all)	No	No	No
Recreational Vehicle	No	No	No
Motorcycle	Yes	No	No
¾ Ton Truck	Yes	No	No
Semi-Truck or Cab	No	No	No
Boat on Trailer	No	Yes**	No

\*\* Boats on trailers may be parked or stored in fenced yards provided 75% of the watercraft is concealed from public view on all sides. All watercraft on trailers must have prior approval from the Association before they can be stored. Lot size, watercraft size and available property space will all be taken into consideration when making this decision.

NOTE: Absolutely **NO** vehicles of any kind shall be parked on any portion of the sidewalk, or front yard at any time. Parking is defined as two spaces in the garage and two driveway spaces. Parking shall be permitted as follows: Private passenger vehicles, including vans and pick-up trucks, with valid, current license plates, other than commercial license plates, shall be permitted in driveways. Other permissible vehicle parking will be determined by the HOA.

1. Dilapidated vehicles shall not be parked, stored, or abandoned in areas where such is not specifically permitted by these Rules and Regulations. Dilapidated is defined as a vehicle with a flat tire(s), broken windshields, or non-running. (Per City of Riviera Beach).
2. No vehicle without a current license plate shall be permitted to park in Lone Pine Estates.
3. No boat, vehicle, or any other recreational equipment parked in Lone Pine Estates may be used for living, sleeping, storage, or housekeeping purposes. (Per City of Riviera Beach).
4. Commercial vehicles parked overnight must cover up any lettering or advertising with a car cover or magnetic stripping or be parked in the garage.
5. No equipment or vehicles not incidental to residential use, such as industrial or military equipment, trucks and truck trailer, buses, golf carts and other commercial equipment or vehicles, shall be parked in driveways. (This excludes deliveries, tradesmen, and service calls).
6. No recreational vehicle, including boats on trailers, or equipment, shall be stored in driveways or any other area designated solely for parking purposes.
7. Recreational vehicles, boats, trailers, moving vans, etc. with current license plates can be temporarily parked in driveway for the purpose of cleaning, packing, loading, unloading, etc. for a maximum of two (2) days.

**IV VEHICLE RESPONSIBILITY**

1. Motor vehicles of all types must be properly muffled, licensed and maintained and not create any unnecessary disturbance in the community.
2. No vehicles including motorcycles, mopeds, golf carts and any other motorized vehicles, whether consisting of two, three, or four wheels, are permitted to drive or park on grassy areas or sidewalks at any time.
3. Only simple car maintenance and repairs taking less than eight (8) hours to complete are allowed to be done outside of the garage. Repairs can only be done on your own vehicle(s). Exceptions will all require permission from the HOA.

**V FENCES and HAVERHILL WALL**

No walls or fences can be constructed in the front of any property. Fences must be set back at least one foot from the front of the home. All fences bordering the golf course and side yard shall not exceed six (6) feet in height. As applicable, all wooden fences shall be "beauty side out." All fence construction or changes must be submitted to the Association and to the City of Riviera Beach for review and approval prior to any changes. Since the Governing Documents prohibit "unsightly conditions" on a lot, all homeowners shall maintain their fences by keeping them clean, in good condition and repair in accordance with Association standards.

Maintenance of the interior of the perimeter wall fences along the Haverhill Road properties are the responsibility of the homeowner. These perimeter walls, both fencing and concrete, must be kept clean, in good condition and repair in accordance with Association standards. The Association has the authority to continue to require owners to maintain the inside portion of the Haverhill Wall on their respective lots.

**VI POOLS**

**INGROUND POOL:**

You must provide a plot plan, containing the proposed location and dimensions of said pool, to both the City of Riviera Beach and to the Association for approval. Once permit is obtained from the City of Riviera Beach you must provide us a copy of the permit.

**ABOVE GROUND POOL:**

Above ground pools are not permitted in Lone Pine Estates. The exception would be children's portable wading pools, not to exceed eight to ten feet in width or diameter and no more than one foot in height. Children's portable pools are not to remain filled and on the lawn for more than 72 hours. Above ground pools are only permitted in an enclosed area.

**VII LONE PINE ESTATES NUISANCE ABATEMENT LIST**

The following events are not permitted within Lone Pine Estates. Note: the list is not intended to be complete and may be amended by the Association as deemed necessary for the good of the community.

1. Permitting or engaging in loud and/or boisterous conduct after 9:00pm. Sunday through Thursday or after 10:00 pm Friday and Saturday is prohibited. Riviera Beach Noise Ordinance is in effect till noon on Sunday. There is to be no yard maintenance, car maintenance, or loud activities prior to 12:00 noon on Sunday.
2. Lewd conduct is not permitted at any time.
3. Engaging in any type of ball playing that violates any neighbor's premises.

- 4 Operating any outboard or boat engines or un-muffled vehicle engines at any time.
- 5 Operating any audio device or instrument at a volume that is disruptive to neighbors.
- 6 Burning any trash or debris within Lone Pine Estates is not allowed.

## **VIII ANIMALS**

Homeowner may have a total of two (2) household dogs or cats, birds, or other small household pets. Household dogs shall be limited to a total weight of 100 pounds (for example, a member may have one 100 pound dog or two 50 pound dogs). "Total weight" refers to the maximum weight of a dog at maturity. No bird atriums, peacocks, zoo animals, and farm animals, including but not limited to, chickens, pigs, goats, horses or cows, shall be maintained or allowed on the member's property at any time. All animals shall be restrained whenever off the member's property by leash not to exceed ten (10) feet in length.

All members shall be responsible for maintaining all lands within Lone Pine Estates Homeowners' Association free of solid excrement by cleaning up after all animals under their control or supervision. Further, in the event that any animal constitutes a nuisance or disturbance, as determined by the Association, the owner of said animal agrees to correct the violation or remove their pet upon fourteen (14) days written notice from the HOA. Under Palm Beach County Ordinance 98-22, section 5; ANIMALS CREATING A NUISANCE SUCH AS:

1. Habitually barks, whines, howls or causes other objectionable noise resulting in a serious annoyance to a neighboring resident. Disturbances/complaints must be documented by a homeowner(s).
2. Disturbs the peace by habitually or repeatedly destroying or soiling public or private property, chasing of persons, cars or other vehicles, running at large, or other behavior that interferes with the reasonable use and enjoyment of said property. Disturbances must be documented by a homeowner(s).

## **VIII COMPLAINTS**

**PLEASE WRITE US A LETTER, SEND AN EMAIL OR LEAVE A PHONE MESSAGE IF YOU HAVE A COMPLAINT.**

Situational complaints alleging a violation of any of these Rules & Regulations shall be made in writing to the Board of Directors, along with any documentation (such as a picture showing the incident). The Board can act only upon receipt of a written and signed complaint. All other concerns and minor complaints can be called into the HOA for further investigation.

Unlawful or suspicious activity should be directed to Riviera Beach Police Department, not the Association. Problem animals should be reported to Animal Care & Control (561) 233-1213, after you check with your neighbors.

## **X OTHER RULES**

No owner shall permit or carry on any nuisance which will interfere with the use and enjoyment of any neighbor's property. For purposes of this paragraph, nuisance includes noise that disturbs the peace and quietude of the residents and any "unsightly conditions" on the property's exterior, but is not limited thereto. The Association and the Fining Committee shall determine non-compliance with the following.

1. Front lawns, side lawns, driveways, and unimproved lots should be free of debris and clutter.

2. Homeowners may place standard size realtor signs on their property such as "For Sale" or "For Rent" from real estate companies. Also permitted are signs intended to avoid personal liability but should not be larger than eighteen (18) by twenty-four (24) inches in size and shall be permanently affixed to the premises. Homeowners can have any one sign relating to a political expression in connection with a campaign or election. Political signs shall be removed once the election or campaign is final. Garage sale signs should be removed immediately after the sale. No unsightly signs shall be allowed.
3. Each dwelling shall install an adequate front yard post light illuminating the area from dusk until dawn. (We suggest photoelectric cell, electric, or electronic timer.) All lamps shall be kept in good condition.
4. House numbers must be placed on the home where they can be seen from the road. House numbers must also be on the mailbox. (Per City of Riviera Beach).
5. Mailboxes must be rust-free and mold-free with a working flag and door. Mailboxes must be on a post, cement structure or other stand placed in the ground. They should always be straight, and kept in good condition. Height requirements for a mailbox is 3 ½ to 4 feet in height. (Per the U.S. Postal Service).
6. All seasonal decorations shall be removed from the homeowner's property within 30 days following any holiday or seasonal celebration.
7. Trash pick-up and litter: Please contact the Solid Waste Authority for current schedule. Trash receptacles and yard debris are to be placed at the end of the driveway no earlier than dusk the previous day, and receptacles must be cleared from the street by dusk on the pick-up day. Tree clippings and yard debris should be placed in the swale, or the driveway, not in the street, and never placed as to cause a driver's vision to be blocked.
8. No trash, garbage, unsightly matter, tires, appliances, carpeting, etc., and refuse containers shall be stored where they are visible from the street or golf course except in compliance with normal city garbage collection schedules. Note: If prior to or after trash pick-up there is loose debris scattered, dropped, or flying around your property, you are responsible for picking it up.
9. Any dimensional shingle roof shall be constructed with a minimum 300 lbs. per square. All roofs regardless of type must be maintained in a clean fashion. Mold must be treated and missing shingles, tiles, etc. must be replaced as required.
10. Each lot owner agrees to permit Florida Power and Light Company to install and maintain adequate street lighting poles and facilities upon their premises and shall grant any additional easement, which may become necessary for said purposes.
11. No exterior clothes drying facility shall be installed, or maintained, that is visible from the roads or the golf course. Such clothes drying devices shall be obscured by landscaping approved by the Association.

## **XI HOME-BASED BUSINESSES**

Any home-based business must be approved by the Association. Home-based businesses are not allowed to create traffic in the community, whether by car or by foot, or to destroy the appearance of the outside of your house. Property must be in good standing with the Association for consideration. In "good standing" refers to the overall status of the property in the community, past assessments paid, compliance with by-laws, etc.

## **XII ARCHITECTURAL FORM PROCEDURE**

Architectural Approval Forms (ACC Form) are needed for all exterior structural changes to your home. Some of these are: new roof, new garage door, changing of windows or doors, building a patio, swimming pool, porch, installing pavers or

installing new fences. Any exterior house painting also needs an ACC Form, even if you are painting your house the same color. A completed ACC Form is needed before any painting or any type of work is started.

If unsure if an ACC Form is needed, please go to our Website: [www.jilsamanagement.com](http://www.jilsamanagement.com) to obtain the HOA ACC Form or contact the HOA office by email: [info@jilsamanagement.com](mailto:info@jilsamanagement.com), or by phone (561) 544-1122, or contact a Board member. At least one Board Member or one ACC Member will need to approve or disapprove the improvement to your home and be given a week prior to do so. If you do not get approval for the changes, there can be a fine imposed, or you may need to change or remove your improvements. This could be costly and we do not want this to happen. Your changes and/or improvements must be in compliance with the City of Riviera Beach before the Board will be able to issue an approval. With proper documentation (plans, etc.) you may obtain prior written permission from the Board, if necessary, to get a permit from [Riviera Beach Engineering Department](#).

### **XIII VIOLATION PROCEDURE**

Observance of these rules and regulations is mandatory of all homeowners. The homeowner will be held responsible for their families, guests, employees and lessees' observance of these rules and regulations. Violations will be called to the attention of the violating owner by written notice. Disagreements concerning violations will be presented to and judged by the Fining Committee for action.

Should the conduct be deemed in violation of the provisions of the Declaration of Covenants or the Articles of Incorporation, or the By- Laws of said Association, or these Rules and Regulations, then the Association will notify in writing the individual owner that the conduct is in violation of the above described cited authority.

If the conduct deemed to be in violation does not cease and desist upon notification by the Association or its Agent, then the Association shall have the right to enforce the provisions of the Governing Documents through the institution of legal proceedings by seeking an injunction from a court of competent jurisdiction.

#### **Protocol for violation(s) is as follows:**

1. Written notice is sent via regular mail giving a specific amount of time to bring property into compliance.
2. If not in compliance after second notice, notification to comply or appear before the Fining Committee will be sent out via regular and certified mail. The homeowner has been given 14 more days to comply before the homeowner will be given an opportunity to speak at the Fining Committee Hearing. Failure to attend the meeting forces the Fining committee members to make a decision based on the information provided to them, and to advise the Board of their findings.

### **XIV LEASE OF HOME PROCEDURE**

The Association maintains control of rental and re-sale information, making certain that new residents are familiar with and uphold our community standards. No owner may lease a residence until the proposed lessee fills out an HOA Application form identifying who will be residing at the premises including children, vehicles, pets, etc. Forms must be completed and the following must be attached: A copy of the fully executed lease, a copy of the Lessee's Driver's License and a non-refundable **Application fee of \$125.00 made payable to Lone Pine Estates HOA** and a background screening fee made payable to Tenant Evaluation online each time the property is leased. If an existing tenant is extending an original lease, the fee will not be assessed.

- 1 The property owner or his representative must provide the proposed lessee with a copy of the Rules & Regulations and the lessee(s) must sign an agreement that he/she has read, understands and agrees to abide by them.
- 2 The Tenant Application must be completed and submitted to the Association at least seven (7) business days prior to the starting date of the lease. Once completed, an HOA Approval will be issued.

**XV SALE OF HOME PROCEDURE**

If you are selling your home in Lone Pine Estates, you will need to follow these procedures:

- 1 Notify the Association when your house is placed on the market for resale and request the required paperwork from the Association. Requests can be made by phone or by email. Forms are also available on our website.
- 2 Upon signing a purchase or sales agreement, the new buyer(s) will need to fill out an Application, Information and Consent Form and submit copy of the sales Contract and completed form and fee to Lone Pine Estates HOA. There is a Buyer Application Fee of \$125.00. Thier is also a background screening fee paid to tenant evaluation
- 3 The buyer(s) must sign a form indicating that they have read, understand and agree to abide by the Rules and Regulations of Lone Pine Estates HOA. If they have any questions, a telephone interview will be scheduled. One of our board members may contact the new homeowner to arrange a "welcome to our community" visit.
- 4 Governing Documents, if not transferred from seller to buyer, are available in PDF format by sending us an email request; or by going to our website: [www.jilsamanagement.com](http://www.jilsamanagement.com).
- 5 There is a Seller's Estoppel Fee of \$250.00, payable to the Lone Pine Estates HOA, due prior to all sales. This fee is paid to the Association by the title company/attorney prior to closing the sale. It may be added to the settlement statement and collected at closing with prior agreement. Fees may be higher on properties in foreclosure and/or with delinquencies in collection. After all appropriate forms are completed, submitted to HOA and fees have been paid, the new buyer's mandatory "HOA Certificate of Approval" will be issued.
- 6 After the sales transaction is completed, the new title owner must present a Warranty Deed to the Association so that the records of the Association reflect the appropriate new owner information.

**XVI SPECIAL NOTE FOR LEASE/RESALE OF HOME**

No sale or rental of any property in Lone Pine Estates shall be approved by the Association until:

- All assessments due the Association are current; or guaranteed by Estoppel to be paid at closing.
- All violations of the Governing Documents, included in these Rules and Regulations are satisfied; or fines imposed are guaranteed by Estoppel to be paid at closing.
- All procedures for home re-sales and rentals have been followed.

**XVII GARAGE SALES**

In Lone Pine Estates you must have a permit from Riviera Beach to have a garage sale. Please contact Riviera Beach City Hall for information. Garage sale signs must be removed immediately following the garage sale. Only three per year are allowed.

**THESE RULES AND REGULATIONS ARE IN ACCORDANCE WITH THE GOVERNING DOCUMENTS OF THE LONE PINE ESTATES HOMEOWNERS' ASSOCIATION, INC., ADOPTED BY THE BOARD OF DIRECTORS ON THE 13<sup>th</sup> DAY OF DECEMBER, 2011; AND REVISED AND VOTED ON FOR CLARITY ONLY, ON OCTOBER 10, 2017. OUR ASSOCIATION ALSO FOLLOWS THE ORDERS OF LAWS SET OUT IN THE FLORIDA STATUTES, SECTION 720, GOVERNING HOMEOWNER ASSOCIATIONS.**

**\*ATTENTION NEW BUYERS AND TENANTS: IN ORDER TO OBTAIN YOUR HOA CERTIFICATE OF APPROVAL, YOU MUST SIGN BELOW AND RETURN THIS PAGE TO THE HOA OFFICE INDICATING THAT YOU HAVE READ AND UNDERSTAND THE RULES AND REGULATIONS, AND AGREE TO ABIDE BY THEM. THANKYOU.**

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BUYER/TENANT SIGNATURE	PRINT NAME	DATE
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BUYER/TENANT SIGNATURE	PRINT NAME	DATE 7
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