

Key Vista Villas Handbook

A short handbook for residents of the Key Vista Villas.

Florida Statute 720, governs home owners' associations. The Declaration of Covenants and Bylaws and the Design Review Manual are the documents that specifically govern our community.

Over a four-year time-span, a several committees of residents reviewed and revised our governing documents to update and bring them into compliance with current law. After an intense review by the association attorneys, the documents were presented to the community for approval in May 2020.

This handbook is designed to present the general rules for living in the "Villas". When in doubt about an item, please refer to the full Declaration of Covenants document and the Bylaws. The "meat" of the Declaration of Covenants begins in Section 6, Property Rights of Owners and extends through Section 11, Architectural Control.

The index for the Declaration of Covenants, June 2020, follows:

1. Submission Statement Pg1.
2. Definitions (lists 31 definitions used in the document) Pg1
3. Purpose Pg4
4. Easements Pg4
5. Surface water Management System, Wetland and Wildlife Habitat Pg7
6. Property Rights of Owner Pg9
7. Membership and Voting Rights Pg9
8. Rights and Obligations of the Association Pg10
9. Covenant for Maintenance Assessments Pg13
10. Use Restrictions Pg18
11. Architectural Control Pg28
12. Miscellaneous Pg32
13. Community for Older Persons Restrictions Pg33

Exhibit A: Key Vista Phase I Villas Parcel Pg35

The index for the Amended and Restated Bylaws of Key Vista Villas Homeowners Association follows:

1. Name Pg1
2. Location Pg1
3. Definitions Pg1
4. Meetings of Members Pg1

5. Board of Directors Pg2
6. Nomination and Election of Directors Pg3
7. Meetings of Directors Pg4
8. Powers and Duties of the Board of Directors Pg5
9. Officers and Their Duties Pg7
10. Committees Pg8
11. Books and Records Pg8
12. Fiscal Management Pg10
13. Corporate Seal Pg11
14. Amendment Pg11
15. General/Miscellaneous Pg12

The reference section of the Declaration of Covenants and Bylaws are in parenthesis following the subject titles.

AGE RESTRICTION (13.3)

No person under the age of twenty-one (21) may permanently reside in KVV. A person under 21 may reside for a period not to exceed 30 days consecutively in any calendar year, but no more than 45 days cumulative in a calendar year. For children, grandchildren, nieces and nephews' visitation see 13.3.

AGE VERIFICATION (13)

To maintain the KVV status as "housing for Older Persons" as defined in the Fair Housing Act, we must maintain at least 80% occupancy of the occupied units by at least one person 55 years or older. The HOA must be able to show this through our records. To this end, it is required that records of age verification for each household be maintained. Each household **MUST** submit to the HOA an age verification affidavit along with proof of age, i.e. copy of a passport or driver's license. *Proof of age only needs to be submitted once (as we do not tend to get any younger).* The affidavit ***must be submitted annually.*** It is suggested that age verification be submitted at the same time each year as the renewed insurance documents. Copies of the age verification are available on the mykeyvista.com website under the documents drop down menu.

ASSESSMENTS (9)

To pay for all the maintenance of the property within KVV, a monthly assessment (dues) is levied. The amount is determined in the annual budget prepared by the HOA Board of Directors on an annual basis. Assessments must be paid within ten (10) days of the due date to prevent late fees. Non-payment may lead to suspension of use of the facilities as well as legal action.

COMMITTEES (Bylaws, Sec. 10)

Committees maybe appointed to help carry out the duties and obligations of the HOA Board of Directors. Please inquire at the monthly Board meetings at to what committees have an opening. All owners are encouraged to participate in the running of the KVV community.

COMMON AREA (3)

The HOA may make, amend, or rescind rules, regulations and policies for the use of the common area. The KVV common area consists of the clubhouse and pool located on Wood Point. (The Masters HOA controls all the other common area.) An owner's use of the common area can be suspended for non-payment of assessments (dues).

An owner may extend the use of the common area facilities to family members or tenants as long as they reside in the owner's residence. Guest accompanied by a resident may use the facilities also.

Residents may not plant, build on, dump trash or yard waste or use any part of the common area belonging to either HOA.

COMMUNITY COMPLIANCE (8.7 & 10.17) (Bylaws Sec. 8)

To ensure that the community is maintained at a high level of appearance, and remains within the requirements and intent of Federal and State laws as well as Pasco County ordinances and the KVV Declaration of Covenants, violation notice letters are used to notify lot owners when they are not in compliance with the KVV Covenants and other governing documents, i.e. The Design Review Board Manual.

The compliance time for violations is thirty (30) days with the exception of irrigation related violations, e.g. turning off or reducing times on irrigation timers, which is ten (10) days. These time frames are set by a Board of Directors Resolution.

If you receive a violation notice letter, please correct the violation and notify the management company of the correction.

After the third notice of a violation, the BOD may fine the lot owner a \$100 a day with an accumulated fine of no more than \$1000. After the fine is imposed, the lot owner may appeal the fine to the Hearing Committee in a committee setting. The Hearing Committee may uphold the fine or rescind it. If a fine is upheld, it must be paid or it will become a lien on the property.

DESIGN REVIEW BOARD / ARCHITECTURAL CONTROL (11)

Architectural control of our community is vested in the Design Review Board (DRB) a board that is separate from the HOA Board of Directors. All exterior alterations (basically anything

outside your house's paint line) to a lot or residence must be submitted to and approved by the DRB. This includes, but not limited to, removal of trees, shrubs or turf and the planting of any trees, shrubs, and gardens. Exterior painting of the residence must comply with the established colors and approved by the DRB.

See the current DRB manual at the mykeyvista.com website for details.

ELECTION OF THE BOARD OF DIRECTORS (Bylaws Sec. 6)

The Board of Directors are elected annually for a two-year term. The terms are staggered to ensure continuity of knowledge on the board. All owners who are current on their KVV assessments(dues) may become a candidate. Intent to run for the board must be given 40 days in advance of the annual meeting normally held in March. Elections are decided by a plurality of ballots cast. Every owner is encouraged to attend all board meetings and become involved in the KVV community. Monthly board meetings are on the fourth Monday of each month except in July and August when a meeting is not normally held. Meetings maybe held via video conference.

ELECTRONIC FOB FOR CLUBHOUSE

May be obtained from the Masters' Clubhouse manager.

FLAGS (10.18)

" Any homeowner may display one portable removable United States Flag or official flag of the State of Florida in a respectful manner, and one portable removable official flag in a respectful manner, not larger than 4 ½ feet by 6 feet which represents the United States Army, Navy, Air Force, Marine Corps, or Coast Guard, or a POW-MIA flag,"

Holiday decorative flags may be displayed for not more than 30 days. (DRB Manual).

INSURANCE (8.4)

"The lot owner shall be obligated to procure and maintain fire, windstorm, and all hazard insurance on the dwelling and for the personal property of the lot owner and public liability insurance." Additionally, all lot owners are required to submit proof of insurance to the HOA via the management company on an annual basis. The proof must be up dated as policies expire.

IRRIGATION (8.1B, 4)

The attorneys retained by the KVV HOA have determined that since the HOA is responsible for the landscape of the individual lots, therefore all irrigation clocks are to be administered by the HOA landscape vendors. Homeowners or tenants are not to adjust the irrigation clocks.

LEASES AND RENTALS (10.20 B)

Any and all leases and rental contracts are subject to HOA approval. Landlords are required by Pasco County to report all rental properties for habitation to the Pasco County Sheriff. Pasco County Ordinances must be complied with.

A request for sale or lease must be submitted through the management company for approval by the HOA compliance officer.

MAINTENANCE (3 & 8.1)

The HOA shall maintain the lawn, landscaping, and irrigation on the residential lots. The irrigation maintenance is only for the originally installed systems. Additions or alterations to the irrigation systems are the responsibility of the lot owner.

Trimming of trees over 12 feet in height is the responsibility of the lot owner. Shrubs and trees less than 12 feet are trimmed as needed by the landscape vendor employed by the HOA.

Failure by the lot owner to properly irrigate the turf on the lot can lead to fines imposed by the HOA and possibly the cost of replacing the turf by the lot owner.

Dead plants (shrubs, flowers, etc.) are the responsibility of the lot owner for removal.

A Trouble Service Complaint (TSC) system has been established by the HOA for reporting deficiencies, damage, or maintenance requests for action by the landscape vendor. The form for submission may be found on the mykeyvista.com website. Additionally, a TSC may be initiated by sending an email to, calling or faxing the management company.

PARKING/VEHICLES (10.8)

There is no parking on any street in KVV between the hours of 11 PM and 5 AM. This a policy/ rule of the Masters HOA. The Masters HOA may have a vehicle towed upon receiving a complaint.

If there are two cars/trucks on a lot, one must be parked within the garage. Parking of RV's, campers, trailers and commercial vehicle (this includes rental trucks) are not allowed overnight either in the driveway or on the streets. Campers or RV's may not be used as living quarters.

Vehicles left in driveways must be in operational condition with a current registration and license tag.

PETS – ANIMALS (10.7)

No livestock or poultry of any kind shall be kept on any lot. Only dogs, cats or other household pets may be kept in KVV. Dogs *and* cats MUST be leashed at all times when

outside the owner's lot. This is a requirement of Pasco County Ordinance as well for the well-being of your pet. Alligators have been known to snatch un-leased pets. All pet waste must be cleaned up.

REVIEW OF RECORDS (Bylaws, Sec. 11)

A lot owner may review any HOA records or documents upon a written request to the management company. Such a request is limited to once in a 30-day period.

SIGNS (10.14)

Only realty signs and security company signs may be placed on the lots. Temporary holiday signs are the exception. Political signs may *not* be displayed. Signs may not be displayed in windows or open garages.

SNOW BIRDS

Please insure someone in the area has access to your residence in case of an emergency during your absence. This information should be provided the BOD secretary. Please also provide a contact telephone number to our management company for the period of your absence.

TRASH AND TRASH CONTAINERS (10.9)

Pasco County collects trash twice weekly, currently on Mondays and Thursdays. Recyclables are collected on Wednesdays. Pasco County provides the trash containers through its collection vendor that are consistent with the type of vehicle used for the collection of trash. Recycle containers are of your choice.

Trash, and recyclables, may be placed curbside *after 5 PM the evening prior to collection*. Placement of containers should be at the driveway curb opposite the mailbox (requested by the US Post Office).

On non-collection days trash and recycle containers must be maintained out of sight from the street and within the garage.

VENDOR PERSONNEL CONTACT

Residents SHALL NOT interfere with vendor personnel working on the property! If a problem arises, contact the vendor supervisor on the property or a BOD member. A TSC may be submitted for any issue with a vendor.

VOTING (7.2 and Bylaws 4)

Each lot has one vote in the HOA elections. The KVV annual meeting is normally held in March.

Key Vista Villas

Board of Directors

May 2021

Contact information (as of May 2021):

Property management for the Key Vista Villas is:

Resource Property Management

Property Manager Chuck Pitassi 727-796-5900

Email: cpitassi@resourcepropertymgmt.com

Administrative Assistant Nancy Starkweather 727-796-5900, ext. 2128

Email: nstarkweather@resourcepropertymgmt.com

Facsimile: 727-796-5011

KV Master's Clubhouse 727-943-0295

KV Masters Maintenance 727-944-5771

KV Masters facsimile 727-943-0796

Pasco County Sheriff 727-847-8102 or 911

KEY VISTA WEBSITE

<http://www.mykeyvista.com/villas.htm>

Revision: May 2021/mh