

Pine Glen HOA

Board of Directors Communication

September 17th, 2024

Reasonable Rules & Regulations Update

At last night's board meeting, the Board of Directors approved two new rules for the community, which are enclosed. The 2024 legislative updates for HOAs mandate that communities establish rules regarding hurricane shutters and provide guidelines for official record requests.

As required by law, a hard copy of these new rules will be included in the mailing for the annual meeting notice.

Sincerely, Board of Directors

PINE GLEN HOA HURRICANE SHUTTER AND STORM PANEL SPECIFICATIONS

A. Hurricane Shutters or Storm Panels must be of one of three types:

1. Hurricane Panels - Solid corrugated panels made from either aluminum, steel or polycarbonate for added stability. They are affixed to the outside of the building using pre-installed fasteners. When there is no danger, these panels will be stored in the owner's garage.

2. Fabric Storm Panels (also referenced as Hurricane or Storm Panels) - Also known as wind abatement screens, Fabric Storm Panels, consisting of a strong, lightweight layer of woven fabric that is coated with a geo-synthetic PVC material. They are affixed to the outside of the building using pre-installed fasteners. When there is no danger these panels will be stored in the owner's garage.

3. White aluminum horizontal roll-down, high impact tested interlocking slats to ensure protection from winds of at least 123 MPH. Shutter storage box for roll-down. Shutters must be made of aluminum and be 5-sided. Motorized Shutters are permitted.

B. All mounting hardware must be non-corrosive and all penetrations of the building must be sealed. All mounting hardware must be painted to match the masonry. Roll down shutters will be installed and painted to be as unobtrusive as possible and to maintain the aesthetic look of the buildings. Approved colors are white, gray, brown and black. Home owners may also match the colors to their existing house or trim color, as long as it is an approved house color.

Sample pictures of Shutters and Storm Panels must accompany this Request Form.

C. All work must comply in all respects with the building codes of the State of Florida and Pasco County in effect on the day of installation.

D. Installation companies must be licensed with the State of Florida and the County of Pasco, Florida and carry liability insurance coverage and carry workers compensation coverage (unless the contractor can demonstrate that the contractor is not legally obligated to carry workers compensation insurance), and be bonded and insured. Documentation evidencing all of this must be submitted with this Request Form.

E. The Association is not liable to any Owner for damage resulting from the approval process set forth herein.

F. Construction of the Hurricane Shutters or Hurricane Panels shall be completed within ninety (90) days subsequent to the commencement of construction. Failure to complete construction within the specified time shall be deemed an abandonment of construction/installation and a withdrawal of the request for the proposed installation. A new written request will need to be submitted and approved by the Association.

G. Any Owner seeking approval for Hurricane Shutters and/or Hurricane Panels shall sign a Request form and the Supplemental Agreement in which he/she agrees to comply with all adopted Rules and Regulations of the Association pertaining to the Hurricane Shutters and/or Hurricane Panels.

H. Owner agrees to be responsible for all costs and expenses incurred in the installation, maintenance and continued first-class upkeep of the Hurricane Shutters and/or Hurricane Panels.

I. Owner assumes all responsibility for procuring, buying and/or obtaining any necessary Building or Zoning Permits, variances and adherence to any and all other procedures outlined for the construction and maintenance of the improvements described herein by all City, County, State or other governmental entities, including compliance, if required, with the Southern Standard Building Code.

J. The Association shall have the right but not the obligation to periodically inspect the Shutters and/or Panels to verify compliance with the Association's Governing Documents and all applicable law.

K. Owner agrees to indemnify, defend, and hold harmless the Association from any and all claims, actions, costs or expenses of any nature whatsoever, including but not limited to attorney's fees, arising out of or because of the construction, installation or maintenance of the Hurricane Shutters and/or Hurricane Panels described above.

L. Owner agrees to be responsible for any damage to the Common Elements, Association property, or other homes within the Association which is caused as a result of the construction, installation, or maintenance of the Hurricane Shutters and/or Panels described herein.

M. The Association shall not be required to approve or permit any Hurricane Shutters and/or Hurricane Panels, unless and until the person requesting the installation thereof has fully and completely complied with each and every provision of the Governing Documents of the Association, including these Rules and Specifications.

Home owners are welcome to propose alternative products that meet the requirements of the building code and substantially comply with this resolution.

APPROVAL / DISAPPROVAL OF REQUEST

The above request is APPROVED: _____ or DISAPPROVED: _____

Pine Glen Home Owners Association

By: _____ Date: _____ Title: _____

**PINE GLEN HOA HURRICANE SHUTTERS AND/OR HURRICANE PANELS
SUPPLEMENTAL AGREEMENT**

Pine Glen Home Owners Association. (the "Association") requires all Owners wishing to install Hurricane Shutters and/or Hurricane Panels to agree to the following regulations governing the use of Hurricane Shutters and/or Hurricane Panels to ensure the uniformity of installations for the safety and aesthetics of the community.

1. Hurricane Shutters or Panels may **NOT** be put up or lowered in front of the windows or doors prior to 5 days of projected landfall of the storm in Pasco, announced by the Pasco County Emergency Management Office or before a Tropical Storm Watch or Hurricane Watch is issued by the National Weather Service.

2. Hurricane Panels may **NOT** remain in place covering any windows or doors longer than 7 days after the "All Clear" announcement by the Pasco County Emergency Management Office. Shutters left up longer than 30 days are considered a nuisance.

It is the Board's intention that Hurricane Shutters and/or Hurricane Panels **NOT** be closed or left in position for unnecessary periods in advance of or after the storm threat has passed. In the event successive hurricane warnings are issued by governmental authorities, there is no need to remove the Hurricane Shutters or Hurricane Panels between projected hurricane landfalls in the area.

3. Residents who choose to install Hurricane Shutters and/or Hurricane Panels do so at their own risk and expense and release the Association from liability as a result of the Association approving of the Hurricane shutters or Hurricane Panels.

4. Residents are responsible for the storage and maintenance of their Hurricane Shutters and/or Hurricane Panels.

5. Hurricane Shutters, if installed, shall remain open unless and until a storm or storm warning is announced by the National Weather Center or other recognized weather forecaster. Shutters shall **NOT** be activated for any reason unless a hurricane or storm warning has been issued.

No Hurricane Shutters except of the standard model, color and style approved by the Board of Directors shall be used. The undersigned Owner agrees to comply with regulations passed by the Board of Directors regarding the use and storage of hurricane shutters and/or panels

Address: _____

Signed: _____ (Owner)

Date: _____

PINE GLEN

HURRICANE SHUTTERS SPECIFICATIONS AND INSTALLATION REQUEST FORM

Pine Glen Home Owners Association (the "Association") requires all homeowners wishing to install Hurricane Shutters and/or Storm Panels to obtain written approval from the Association prior to installation. This policy is necessary to ensure the uniformity of installation and use of the Hurricane Shutters and/or Storm Panels, to promote the safety and aesthetics of the community. All installations must meet or exceed any legal requirements and conform with the appearance standards noted below and as set forth in the Specification and Supplemental Agreement adopted by the Association.

Owner Name (Please Print): _____

Address: _____

Daytime Phone #: (____) _____

Hurricane Shutter or Panel Installer:

Name: _____ Phone #: (____) _____

Address: _____

Brief description of Installation:

Approximate Installation date: _____

The undersigned owner requests approval for the installation of Hurricane Shutters and/or Storm Panels, and certifies to the Association that such installation will comply with building codes and other legal requirements that may be in place.

Signed: _____ (Owner)

Date: _____

PINE GLEN RECORDS REQUEST FORM

Date of Request: _____

Please Print

Name of Owner(s) : _____

Address: _____

Email: _____

Records Requested - Please be as specific as possible.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Delivery Method: (Please check one) 1. Email 2. Mail 3. In-Person pick up

Send the request form to all sitting board members and property management company if submitting via email. Contact information can be found on the Pine Glen website WWW.PINEGLENLOLHOA.COM

Record request forms must be filled out entirely to properly execute the request for documents. Incomplete forms will require a new form to be completed to begin the document request process.

If copies requested exceed 25 pages or require longer than ½ hour to retrieve/prepare records, the homeowner may be subject to copying and personnel costs.

Records requests shall be limited to 2 times per calendar year for each member's parcel of Pine Glen. This does not pertain to in-person inspection of the records.

Signature of Owner(s)