

# Catalina Cove HOA Architectural Guidelines

## **Purpose**

To provide residential homeowners and tenants of Catalina Cove guidelines on Architectural improvements and changes that are aesthetically, structurally and logistically representable of homeowners and the community.

All structural changes to homes should be presented to the HOA Committee prior to commencement for approval. Presentations are considered to be two (2) drawings with accompanying documentation submitted before HOA meetings, which are conducted once a month.

The purpose for review and approval by the HOA Committee is to help residents follow guidelines in the Catalina Cove Declaration of Covenants, Conditions and Restrictions, Articles of Incorporation, Bylaws and also city, county and state ordinances. The HOA may also be able to provide examples of improvements that can save time and money.

Homeowners are responsible of informing tenants, if any, of all guidelines and requirements of the Catalina Cove HOA as homeowners will be notified when rules are amended or changed.

HOA Contact Information:

TITLE	NAME	CONTACT INFO
President	Carla Douglas	Ameri-Tech Management
Vice President	Bill Shemela	Ameri-Tech Management
Ameri-Tech Management	Gloria Reed	(727) 726-8000 ext 504 <a href="mailto:greed@ameritechmail.com">greed@ameritechmail.com</a>

## **Limitations**

The exterior structure and landscaping of outside of dwelling area, including areas visible from the exterior of each unit on Catalina Cove property.

## **Boundary Topics**

### **Structural:**

- Fences – Shadowbox design and can vary from 30” to 72” in height from the interior level of pavement or decking and should have a natural wood finish. Fencing slats should be approximately 6” in width. Gates must be attached and match fence. Repairs/Replacement must be approved by Architectural Committee. Fencing and fenced areas cannot exceed beyond the extending Mansard rooflines on any unit. It is the responsibility of the unit owner to check their survey and verify ownership boundaries.

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- Ratings are as follows:
  - 10 – new
  - 09 – almost new
  - 08 – minimal weathering with no damage
  - 07 – good weathering with no damage
  - 06 – weathered with no damage
  - 05 – weathered with signs of deterioration starting
  - 04 – weathered with boards loose or falling with damage
  - 03 – weathered with boards missing
  - 02 – weathered with structural damage
  - 01 – all symptoms above and causing hazards
- Decks – Picket design with 36” – 42” high top rails, and pickets/balusters at 3-3/4” to 6” apart with a natural finish. Pickets should be constructed of a 2” x 2” wood material. Repairs/replacement must meet Pinellas County/Florida Building Codes and be approved by Architectural Committee.
- Mansard Roof – Is HOA warranted and therefore will not be warranted if tampered with. Any attachments or modifications to Mansard Roof voids warranty on section of material the attachments or modifications were made on. A section can be described as roof height of area, and whole section width where attachments or modifications are made. Repairs due to tampering are the responsibility of the homeowner.
- Screening and Screen Rooms – Frame should be made of material with a brown finish. Lower sections should not have roofs that extend beyond the Mansard rooflines on any unit. Upper section roofs should not extend over 12” beyond deck and be built with no part of the screened room extending above the existing building roof. Enclosures must meet Pinellas County/Florida Building Codes and be approved by Architectural Committee.
- Storage Areas – Must meet the standard specified in the Amendments dated November 2002 and be approved by Architectural Committee.
- Exterior Walls – Must be touched up and finished with existing style and model of paints similar to existing models Scott Ultra 420 Light, Medium (sw2052) or Dark (sw2033).
- Exterior Windows and Door Frames – Must be finished with an exterior rust-inhibiting brown paint similar to what is in use in Catalina Cove. Repairs/replacements must follow Pinellas/Florida Building Codes and be approved by Architectural Committee.
- Carports – Are HOA warranted and included in the ‘common area’ and therefore cannot be tampered with, changed or modified.
- Docs – Are owned by individual homeowners and are the responsibility of the homeowner to keep docks in good repair. No attachments of any kind can be made to the HOA maintained boardwalk. Any changes made to docks are subject to Pinellas County Water and Navigation Control Authority Regulations that can be obtained by the Department of

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Environmental Management at (727) 464-4761 ([www.pinellascounty.org](http://www.pinellascounty.org)). Installation/upgrades must be submitted to the Architectural Committee on the approved form, including a copy of the permit, for approval. Written approval by the unit owner with whom the dock is shared is also required if the work affects both owners.

- Roofs – Are contiguous per building, and it is recommended to communicate with building residents when roof repair is required due to damage or leakage. This may help homeowners ensure warranties and increase the integrity of a uniform roof. Having work conducted on an entire roof may also lower cost per individual unit. Repairs/replacement must follow Pinellas/Florida Building Codes, adhere to CCHOA Deed Restrictions for roof maintenance and be submitted to the Architectural Committee for approval.
- Gutters – Must be securely fastened and uniform as gutter systems in the complex, with brown finish. Installation must be approved by Architectural Committee.
- Air Conditioning Units – Are recommended to have enclosures around the bottom perimeter, of a sheet metal or metal screening, to prevent rodents and birds from meeting as their habitat can cause health hazards. Enclosures and stands must meet Pinellas County/Florida Building Codes.

## Landscaping:

- Plants and Garden Areas – Add beauty to our community and are vital in preserving soil. It is recommended that plants be sectioned in designated areas around homes where they are maintained by the homeowner and do not interfere with HOA landscaping crew. Damage to such areas by maintenance or contractor crews is the responsibility of homeowner.
- Trees – Are a bonus to our community, but please take care in planting them as there are extra charges to the HOA to trim branches near roof lines and soffits as trees are not included in HOA landscaping crew standard duties. Tree removal or special trimming is the responsibility and liability of the homeowner. Trees located inside patio area are the responsibility of the unit owner and must always be trimmed away from the mansards.
- Lawn Area – Is cared for by HOA landscaping crew and is cut on a weekly basis. It is recommended that homeowners not apply repellents or other lawn chemicals since these may interfere with normal pest and fertilization being performed by lawn maintenance personnel, which may cause grass to die.
- Sprinklers, underground electrical and cable lines – Sprinklers are owned and maintained by Catalina Cove, but underground electrical and cable lines are not. Any of them can be located anywhere around units under grass and plants so please take extra caution if digging or planting as it will be the homeowners' responsibility to repair damages to these lines if damaged. Please contact 'Sunshine State One Call Florida' at (800) 432-4770 two

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full business days (but not more than five) before digging to find out where buried facilities (electric, gas, telephone, cable, water) are located.

## **CCHOA Architectural Form Requirements:**

Homeowners must submit two (2) copies to the Board/Architectural Committee for approval. The submissions can only be approved at a regularly scheduled Board meeting. It is suggested that the homeowner be present at the meeting to answer any questions the Committee/Board may have. Submissions will be reviewed in accordance with the posted meeting agenda.

Plans, permits, drawings, construction start, and end dates must all be included with submission on approved forms (see below) only. Two copies of all supplemental attachments must also be provided. Once the submission is accepted and approved, the Board will retain one (1) signed copy and one (1) signed copy will be returned to the homeowner as proof of approval.

Incomplete documents and the use of unapproved Architectural Forms will be rejected. Fines may be imposed, or the Board may require that the unauthorized work be removed as per the CCHOA Deed Restrictions and/or Pinellas County/Florida Building & Zoning Codes.

# Catalina Cove HOA Architectural Form

I, , the owner of record at address   
would like to make the following exterior modifications to my unit:

  
  
  
  
  


***A copy of the specifications and a photograph of the proposed change must be submitted along with this form for the Board of Directors to review.***

I understand that I am to await the approval before beginning any modification to the exterior of my unit, and I understand that I may not receive authorization for the above request. I understand that the Board will answer my request within three days following the next Board Meeting and I agree to abide by the decision of the Board on this matter.

Unit Owner Signature:  Date:

The above request has been:  Approved  Denied Date:

Authorized Signature:   
(By or for Board of Directors)

***(Board approval is only good for 30 days from the approval date, and all aspects of the modification must be completed within 90 days of start.)***

Reason for denial (if applicable):

**Note to Requester: Please ensure all contractors are appropriately licensed and insured, and all state/local building codes are followed.**

**If you have any questions regarding this request, please contact the property manager, Gloria Reed at (727) 726-8000 ext. 504 or [greed@ameritechmail.com](mailto:greed@ameritechmail.com).**