

**SAVANNAH LANDINGS**  
HOMEOWNERS' ASSOCIATION, INC.

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**“How Savannah Landings Works Together”**  
**A Manual of Rules, Regulations, Guidelines & Standards**

**Revised June 12, 2023**  
**(Supersedes all previous versions)**

**This manual has been compiled to help homeowners be aware of the rules and regulations of our community. To maintain the beauty and desirability of Savannah Landings as a great place to live, certain rules exist. Some are “etched in stone” in our founding Declaration, while others have been suggested by owners and amended by HOA Boards since our inception in 2002. We all want as much freedom as possible to live our lives as we wish, while respecting our neighbors’ rights to do the same. We hope that this document will help you achieve both goals. This document is also available on our Association’s website at [www.savannahlandings.com](http://www.savannahlandings.com).**

**Table of Contents**

A. Architectural Design Standards .....	2
B. Maintenance Responsibilities.....	7
C. Roof Repair and Maintenance Policy.....	8
D. Committees.....	9
E. Gate Opening Guidelines .....	10
F. Animals & Pets within the Community.....	11
G. Clubhouse Rules & Reservations .....	11
H. Keys to Clubhouse & Pedestrian Gate; Amenity Pass; Vehicle Gates .....	11
I. Pool & Pool Area .....	12
J. Holiday Decorations.....	12
K. Leasing .....	12
L. Management Company .....	13
M. Parking .....	13
N. Ponds .....	13
O. Trash Containers/Recycle Bins.....	14
P. Signs & Message Board.....	14
Q. Security Cameras .....	14
R. Solar Panels.....	16
S. Website.....	16
T. Exhibits.....	16

# SAVANNAH LANDINGS

HOMEOWNERS' ASSOCIATION, INC.

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## **A. Architectural Design Standards**

The Architectural Control Committee ("ACC") operates by the authority given it by our Homeowners association documents: Declaration dated 01.15.2007, Article VII, Section 1 states, "No dwellings, building, parking cover, shed, structure, fence, outbuilding, color change, addition, exterior alteration or substantial attachment, trees or landscaping additions, or construction or erection of any kind may be erected, placed, reconstructed or permitted to remain on any lot unless and until approved by the ACC. Such approval will not be unreasonably withheld for replacements or reconstruction that conforms in design, material, appearance and quality to that of the original work."

### **STRUCTURAL**

Homeowners must submit an Alteration Application (Exhibit A) and supporting documentation as applicable in writing to the Association for any structural alteration to the exterior of your lot or home (at homeowner's expense). The Alteration Application request is then sent to the Architectural Control Committee ("ACC") to make a decision at their next scheduled meeting. The ACC generally meets monthly and all Owners are welcome to attend. Approval by the ACC must be granted before any work commences. If your application is disapproved/denied, you will receive information as to why the decision was made.

This section applies to all exterior changes to your lot and home. The following further clarifies changes that would need ACC approval.

1. All screen room/lanai alterations require approval. Screen room additions must be constructed of white aluminum.
2. Screen enclosures are NOT allowed to be installed at the main entrance of any home.
3. All railings located at the main entrance of homes require approval.
4. All screen/storm doors require approval.
5. All changes to exterior lighting in the main entry require approval.
6. All gutters require approval. Gutters may be either white aluminum or white vinyl.
7. All replacement or changes to exterior doors, garage doors, windows, or any other exterior replacement or reconstruction must conform in design, material, appearance and quality to that of the original work.
8. All additions of concrete or pavers require approval.
9. All repairs and coating to driveways and sidewalks must be as follows:
  - a. driveways and sidewalks shall NOT be painted or stained.
  - b. sealing of driveways and sidewalks is acceptable but must be a clear matte finish.
  - c. driveway and sidewalk repair of cracks must be filled with a clear epoxy or a gray flexible concrete material that does NOT overflow onto the driveway

# SAVANNAH LANDINGS

HOMEOWNERS' ASSOCIATION, INC.

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or sidewalk.

10. All exterior colors of all buildings will be determined by the ACC and will be chosen from the color palette approved by the ACC and the Board.
11. All decorative edging around beds requires approval.
12. Windowsill flower boxes are NOT permitted.
13. Approval is required for yard ornaments placed inside of a decorative bed. No more than three lawn ornaments are permitted per homesite Note: Lawn ornaments are not permitted outside of a decorative bed.
14. All plantings in decorative pots must be placed in a front yard bed, or at an owner's entryway on the cement landing. All dwellings will be permitted to have only three decorative pots. Taller decorative potted plants are permitted in the back yard only, provided they do NOT interfere with landscaping maintenance. NO decorative pot, in front or back, is permitted to be placed on the sod/lawn. Shepherd's hooks are permitted in a front yard bed only. Artificial plants are NOT allowed except within the roofed front entryway.
15. All landscape lighting must be low voltage or solar lighting and must not interfere with lawn maintenance.
16. Only removable storm panels may be installed when there is a threat of a hurricane in our area. Storm panels must be removed within three days of an all clear issued by the National Weather Service.
17. Only white motorized roll-down security shutters are permitted in the rear of the home and should not be seen from the street. An owner must have another window or door located in the same room to egress through in case of an emergency.
18. Satellite dishes must be NO larger than 39 inches in diameter and must be installed by a professional installer from the satellite dish company. Evidence of the installation by a professional installer must be provided to the ACC after the work has been completed. It is preferred that the satellite dish be installed on the fascia at the rear of the home. If reception cannot be received by placing the satellite dish on the fascia, then the satellite dish may be installed upon the roof, and a sealant must be used around the screws to ensure protection from water intrusion. Homeowners will be responsible for any damage or leaks caused by the installation of the satellite dish.
19. Solar attic fans are NOT permitted because new roofs have a built-in ventilation system.
20. NO stand-alone structures of a temporary or permanent nature such as trailers, tents, gazebos, barns, sheds, etc. are permitted.
21. NO temporary or permanently installed structures and expansions or recreational equipment including play yards (swing sets, slides, trampolines, etc.) are permitted.

## LANDSCAPING

Homeowners must submit an Alteration Application (Exhibit A) and supporting documentation as applicable in writing to the Association for any landscaping alteration, including removal or replacement of living, dead or diseased plants to the exterior of your lot (at homeowner's expense). Management sends the Alteration Application

# SAVANNAH LANDINGS

HOMEOWNERS' ASSOCIATION, INC.

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request to the ACC to make a decision at their next scheduled meeting. The ACC generally meets monthly and all Owners are welcome to attend. Approval by the ACC must be granted before any work begins. If your application is disapproved/denied, you will receive information as to why the decision was made.

1. **SHRUBBERY, HEDGES, TREES AND OTHER PLANTINGS:** If an owner wishes to plant shrubbery, hedges, trees and other plantings on their lot, the owner must submit an Alteration Application, a proposal which identifies Florida Friendly plants requested, and a lot drawing/survey or otherwise, which shows the proposed location of the planting, and all drainage easements. No plantings will be permitted in the areas of drainage easement. Please Note: Incomplete Alteration Application requests will be returned to the owner.
  - a. New trees cannot be located within 20 feet from the home for large or medium trees, and 10 feet from the home for small trees as per the State of Florida guidelines. Trees cannot be an invasive species and must be Florida-friendly.
  - b. ACC will determine the suitability of the plants for Florida's climate, mature plant size, water drainage, etc. Owners may plant annuals or perennials in existing flower beds in the front yard. Annuals/perennials are NOT permitted in other areas of the front yard. Owners are responsible for their maintenance once planted.
  - c. Invasive - The following plants are NOT permitted, including but NOT limited to: Ferns, fruit bearing bushes/trees, vegetable gardens, any type of vines, any other plant deemed by the State of Florida to be a pest plant (see the Florida Exotic Pest Plant Council list at <https://www.fleppc.org/>), and any other plant that a certified arborist or the State of Florida deems as invasive.
  - d. Because of the complexity of our community's irrigation system, homeowners are required to use the HOA's irrigation team to make any changes/additions to their landscaping. Any irrigation improvements made will be maintained by the HOA. Irrigation changes/additions as recommended by HOA's landscaper should be indicated, as well as where such additions will be located. Mitigation or damage to irrigation will be at the homeowner's expense.

"NO owner shall plant or place any shrubbery, hedges, trees or other plantings on any part of the Property lying outside of an Owner's Lot" per the Declaration dated 01.15.2007, Article III Section 15.

Notes:

Mulch installed by Homeowners must be of the same color as existing mulch used by HOA landscaper at the time.

Declaration Amendment dated 04-21-2008, Article III, Section 16: Regarding landscape maintenance, the Declaration does not clearly state who is responsible for replacing shrubs / hedges. The HOA attorney, Wesley Jones, stated at the

# SAVANNAH LANDINGS

HOMEOWNERS' ASSOCIATION, INC.

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8/31/2020 BOD meeting that the HOA is responsible for maintaining landscaping, not replacing. The Homeowner is also not responsible, or obligated, to replace shrubs / hedges. Owners cannot obligate HOA to replace. Also, if a shrub or hedge dies, and the owner pulls it out, the owner is not obligated to replace it. If funds are available, the HOA may replace landscaping.

2. **SOD, TOPSOIL AND CHANGES TO ELEVATION/CONDITION OF SOIL:**

For sod replacement only, the Board will utilize the recommendations of the HOA's landscaper regarding the environmental conditions and recommendations to install sod or not, at the HOA's expense. The Association reserves the right to delay the installation and replacement of sod based upon financial viability of the Association and environmental conditions (best time of year to install new sod, if gutters are installed on the home in area of concern, drainage/grading of the area, and shade by trees). Otherwise, homeowners may install sod at their own expense.

"...no sod, topsoil, or shrubbery shall be removed from the property, no change in elevations shall be made, and no change in the condition of the soil or the level of the land shall be made which result in any permanent change in the flow and drainage of surface water which is not approved by the Architectural Committee" per the Declaration dated 01.15.2007, Article III Section 15.

3. **DRAINAGE SYSTEMS (FRENCH DRAINS AND THE LIKE):**

If an owner wishes to add a new drainage system (French drains and the like) on their property, the owner should submit an Alteration Application, a proposal which specifies the method by which the water will disburse, a proposal for re-installation of sod removed during the process, and a lot drawing, clearly identifying the location of the new drainage system.

Notes:

Owners are responsible for repairing and/or replacing irrigation, electrical or any other damage that may have occurred during the process.

Owners are responsible for obtaining proper approvals/permits from applicable municipalities, including but not limited to County, SWFWMD, EPC, etc.

4. **IRRIGATION:** If an owner observes an irrigation issue, whether it is an issue with a sprinkler head or drip line, the owner is responsible for reporting the issue immediately to management by utilizing the Service Request Form on the HOA's website <https://savannahlandings.com/index.php/landscaping-irrigation/>.

5. **TREE REMOVAL AND TREE ROOT PRUNING (OWNER):** If an owner wishes to remove a tree or to prune tree roots, owner should submit an Alteration Application, a proposal from a certified arborist stating reason for tree removal, and a lot drawing, survey or otherwise, clearly identifying the tree(s) to be

# SAVANNAH LANDINGS

HOMEOWNERS' ASSOCIATION, INC.

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removed and/or roots to be pruned. Incomplete Alteration Application requests will be returned to the owner.

Notes:

Owner is responsible for obtaining appropriate permit from Hillsborough County. The County may require a tree to be planted in its place.

Please see 6-b regarding trimming/thinning of a tree on an Owner's lot affecting an Association asset (i.e. including but NOT limited to roofs and community walls/fences).

**Tree trimming standards:** The following tree trimming standards apply:

- a. Oak trees and similar species should be trimmed allowing a clearance minimum of 12 feet or higher if needed for roof clearance.
- b. Palm trees should have dead fronds removed and the palm tree kept clean and tidy. No fronds should touch the roof.
  - i. Robellini Palms will fall under the Association's landscaping maintenance (like trimming of shrubs/hedges).
- c. Magnolia trees should have a clearance adequate for maintenance.
- d. Bottle Brush trees should be shaped naturally.
- e. Crape Myrtle trees should be pruned annually.

**Root pruning of a tree (owner's lot) affecting community walls/fences or community roads:** The Association reserves the right to notify the owner of tree roots that need pruning if the tree is affecting Association assets such as community fence/walls, and/or community roads. After sufficient notification is provided to the owner, the Association will begin the enforcement process.

**An owner's tree affecting another owner's property (trees, roots or otherwise)** is a matter to be resolved by the concerned Owners and is NOT a concern of the Association.

"...no living tree, may be planted or cut on any portion of the Property, including the (owner's) Lot, without first obtaining written approval of the Architectural Committee" per the Declaration dated 01.15.2007, Article III Section 15.

6. **TREE TRIMMING/THINNING, ROOT PRUNING AND TREE REMOVAL (ASSOCIATION):** The following Section explains the HOA's responsibility in regard to tree care.

"...no living tree, may be planted or cut on any portion of the Property, including the (Owner's) Lot, without first obtaining written approval of the Architectural Committee" per the Declaration dated 01.15.2007, Article III Section 15.

- a. Trimming/thinning of a tree (common area only).

# SAVANNAH LANDINGS

HOMEOWNERS' ASSOCIATION, INC.

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- b. Trimming/thinning of a tree (on an owner's lot affecting an Association asset i.e. including but NOT limited to roofs and community walls and fences).
- c. Root pruning (common area only).

## **B. Maintenance Responsibilities**

Maintenance responsibilities in Savannah Landings are shared by the owners, the Association and a few outside entities as specified below.

1. **Exterior Maintenance.** Per Declaration Amendment dated 04.21.2008, Article V, Section 4 – Exterior Maintenance. The Association shall maintain:
  - a. Exterior landscaping (lawn mowing/blowing, fertilization, irrigation repairs, trimming of all shrubs/hedges, edging along driveways/walkways, mulch beds).
  - b. Lawn
  - c. Irrigation system including timer, well pump, irrigation breaks and irrigation head replacement.
  - d. Mailboxes on lots (replacement, cleaning and routine maintenance).
  - e. Exterior painting (buildings and doors).
  - f. Roof repair/replacement (Owners to follow Roof Repair & Maintenance Policy for reimbursement by Association for repair events, including soffit/fascia repair, excluding damages caused by casualty).
2. **Common Area.** Per the Declaration dated 01.15.2007, Article V, Section 3 – Common Area. The Association shall maintain:
  - a. Road maintenance, repair, sealcoating and mill/overlay.
  - b. Ponds maintenance including maintenance of pond aerators, underwater and floating vegetation control program, shoreline grass and brush control program, and outfall structure (free of debris).
  - c. Perimeter fences/walls – repair, replacement and cleaning.
  - d. Pool and pool deck, including complete pool maintenance/replacement of the furniture and equipment, deck maintenance. Annual management of inspection by Florida Health Department.
  - e. Backflow preventer maintenance and annual inspection.
  - f. Clubhouse, including maintenance, repair and replacement of assets within and around the clubhouse, including but not limited to furnishings, plumbing, electrical, HVAC, walkway, parking area, replace carpet, etc.
  - g. Entryway flagpole and message board.
  - h. Gates (vehicle/pedestrian) including painting, repair, replacement, routine maintenance to ensure that motors and electronics are in proper functioning order.
  - i. Pressure washing of community curbs, storm drains, entrance way, clubhouse, clubhouse sidewalks, pool deck, mailboxes and HOA fencing/walls.
  - j. Drainage facilities (roads).

# SAVANNAH LANDINGS

HOMEOWNERS' ASSOCIATION, INC.

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3. **Owner Responsibility.** Per the Declaration Amendment dated 04.21.2008, Article III. Section 16 – Maintenance. The owner is responsible to maintain:
- a. Walks – repair, replacement and cleaning - including front sidewalks and walkways as per your individual lot survey.
  - b. Fencing – repair, replacement and cleaning - if NOT within the Association’s perimeter property boundary.
  - c. Exterior Building Surfaces – including but NOT limited to repair of cracks in stucco, mitigation of decorative elements and/or non-elements of the building, removal of stains (mildew/mold) from exterior doors, walls, patios/lanais.
  - d. Windows – repair, replacement and cleaning.
  - e. Doors – repair, replacement and cleaning.
  - f. Trim members – repair, replacement and cleaning.
  - g. Driveways – repair, replacement and cleaning.
  - h. Other exterior improvements and attachments – including but NOT limited:
    - i. Electrical repairs.
    - ii. Interior repairs.  
Plumbing repairs (water/sewer line) including externally from each home to the homes’ property line and inside of the home. Maintenance of emergency water shut-off valves.
    - iii. Individual air conditioners and heating systems.
    - iv. Patio/lanai maintenance – screen repair/replacement, painting/replacement of screen enclosure aluminum frame.
    - v. Flag poles on owner’s lots – repair, replacement and cleaning.
    - vi. Gutters/downspouts – repair, replacement, installation and cleaning.
  - i. Proof of HO3 homeowner’s insurance coverage to be provided annually to management (per Declaration dated 01.15.2007, Article VIII, Section 11).
4. **Other Entities.** Maintenance by other entities includes:
- a. Vinyl gates and lift station on Springvale Drive (Hillsborough County).
  - b. Light poles and fixtures (TECO).
  - c. Perimeter walls on Springvale Drive (Bloomingdale Special Taxing District).

## **C. Roof Repair and Maintenance Policy**

1. **Responsibilities.** Per the Declaration dated 01.15.2007 Article III, Section 16 – Maintenance. “...exterior roofing including repair and replacement for ordinary use, wear and tear...”
- a. The HOA is responsible for total roof replacement when the lifespan of the roof of an entire building unit has been exhausted. The first roof replacement events occurred in 2019 through 2022. All building roofs were replaced at that time and a roof warranty was issued to all homeowners through Owens Corning.
  - b. The homeowner is responsible for contacting Shingle Masters Roofing at (813) 661-4600 to evaluate the roof if a roof repair event occurs.



# SAVANNAH LANDINGS

HOMEOWNERS' ASSOCIATION, INC.

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- i. If it is determined that the roof repair event is under warranty, then no further communication with the HOA is required. Homeowner and/or Shingle Masters must submit the roof warranty claim to Owens Corning.
- ii. If it is determined that the roof repair event is not under warranty, then:
  1. If the repair cost is more than \$750, then homeowner must gain permission from the HOA to proceed with the repair by submitting an estimate from the vendor to the HOA. After approval from the Board, homeowner then engages the vendor to complete the repair, homeowner pays for the repair and then submits the invoice marked "PAID IN FULL" to the HOA for reimbursement.
  2. If the repair cost is \$750 or less, then homeowner may proceed with the repair without approval from the HOA\*. After the repair has been completed, the homeowner pays for the repair and then submits the invoice marked "PAID IN FULL" to the HOA for reimbursement.

\*Under no circumstances will the HOA pay for roof repair events caused by a storm, hurricane, tornado, fire or any other extraordinary casualty loss, including but NOT limited to leaks or damage caused by the homeowner having attached appliances to the roof such as solar panels, solar tubes, skylights, gutters or satellite dishes, then repairs resulting from such damages are the sole responsibility of the individual homeowner. The homeowner must seek counsel from their insurance broker regarding such events.
- c. The HOA is NOT responsible for providing insurance coverage for the roofs on the individually owned units.
- d. Homeowners are responsible for keeping gutters clean and free of debris that may damage the integrity of the roof. When installing gutters, Owners should take care NOT to damage the integrity of the roof.
- e. Homeowners who wish to refresh the sealing around areas such as flashings, roof vents, boots or solar tubes may do so at their own expense.

## **D. Committees**

The Association forms committees and appoints committee members to better the community. Below is a list, including but NOT limited to, of the committees that may exist currently in the community. Committees and committee members may be added as deemed appropriate by the Board:

1. Architectural Control Committee ("ACC") – established by Declaration
2. Welcome Committee
3. Neighborhood Watch Committee
4. Pool/Clubhouse/Social Committee

# SAVANNAH LANDINGS

HOMEOWNERS' ASSOCIATION, INC.

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## **E. Gate Opening Guidelines**

Savannah Landings is a gated community where the gates are maintained in a consistently closed position. However, the Savannah Landings Board recognizes the following instances where the gates may be held open to the public:

### **1. Open Houses**

- a. An Owner with a home for sale may hold three open houses per active listing with a maximum of six in any 12-month period. Open houses are held from 12 pm to 4 pm.
- b. Realtors must notify the management company a minimum of one week in advance of a desired open house. Weekend open houses can be held on either Saturday or Sunday, but NOT both in the same weekend. The management company will coordinate the gate hold-open operations.
- c. Realtors must place sufficient signage inside the gate so that the interested buyers can find the home easily upon entering the community. Realtors must remove directional signage immediately following the open house.
- d. NO open houses may be held over holiday weekends such as Easter, Christmas, Thanksgiving, etc. The Board may reject a request if there is a community conflict with the requested dates.
- e. Open houses are a privilege, NOT a right. Any activities that prove disruptive to the community will result in loss of privilege.

### **2. Estate Sale**

- a. An estate sale may only be conducted if an Owner (or Owner's spouse) passes away or moves to an assisted living facility, nursing home, or is permanently leaving the property to live with family members. An estate sale may be conducted for one day only.
- b. The person liquidating the assets must contact the management company NO less than 30 days prior to the sale. After permission has been granted, arrangements will be made to allow the gate to be held open during the hours of the estate sale. The estate sale may be conducted for a six-hour maximum time frame between 9 am-5 pm.
- c. The estate sale must be conducted inside of the house. The sale may NOT be conducted inside of the garage or in the yard/driveway.
- d. A sign may be placed at the entrance of the community on the day of the sale only and must state "Estate Sale" (NOT Yard Sale or Garage Sale).

### **3. Garage Sales**

- a. A community garage sale may be held once a year if there are at least 10 residents interested in participating.
- b. Residents must present their request to the Board for approval. If approved by the Board, the management company will coordinate the gate hold-open operations. Homeowners are responsible for the advertising and costs.

### **4. Miscellaneous Requests**

Any requests that do NOT fall into the categories spelled out above must be presented to the Board for consideration.

# SAVANNAH LANDINGS

HOMEOWNERS' ASSOCIATION, INC.

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## **F. Animals & Pets within the Community**

1. Animals: Per Declaration dated 01.15.2007, Article III, Section 13 – Animals, and Section 14 – Nuisances.
  - a. All Pet Owners must adhere to Hillsborough County Animal Ordinances.
  - b. Each Pet Owner is responsible to promptly clean up after their pets.
  - c. Pet Owners must leash all pets.
  - d. Your pets must NOT become a nuisance, loud or vicious.
  - e. Do NOT feed stray or unleashed animals.
  - f. Report all stray and unleashed animals to Hillsborough County Animal Services.

## **G. Clubhouse Rules & Reservations**

1. Only members and their guests may use the clubhouse.
2. Association social events will take precedence when scheduling.
3. All social activities, no matter what the size, must be approved by the Clubhouse Director.
4. A “Clubhouse Reservation Agreement” must be completed by members who would like to reserve the clubhouse. See Exhibit B.
5. A \$150 deposit check or money order is required, payable to “Savannah Landings HOA”; the deposit and Agreement must be mailed to the management company.
6. After a reservation has been approved, a Board member or the Clubhouse Committee Director can assist the owner with unlocking the kitchen.
7. All children under 16 years of age must be accompanied by a parent or guardian.
8. Members must remove trash and secure the facility after use.
9. NO smoking or vaping is allowed.
10. NO pets are allowed.
11. Please notify the management company regarding any problems with the facility.
12. Report any trespassers to the Hillsborough County Sheriff’s Department.
13. The deposit will be refunded upon inspection of the clubhouse.

## **H. Keys to Clubhouse & Pedestrian Gate; Amenity Pass; Vehicle Gates**

1. All new Owners will receive one set of keys – clubhouse and pedestrian gate, if not received from the previous owner. Keys are NOT to be duplicated. Contact management for keys.
2. All new Owners are issued two Amenity Passes (yellow keychain) per property. When frequenting the pool, Owners must be in possession of the Amenity Pass. Fees may apply if an Amenity Pass has been lost, stolen or the previous owner has not provided new owner with the pass. Contact the management company for the Amenity Pass and current pricing.
3. Vehicle gate remotes are available for a fee. Contact the management company for the purchase of a vehicle gate remote and current pricing.

# SAVANNAH LANDINGS

HOMEOWNERS' ASSOCIATION, INC.

---

## **I. Pool & Pool Area**

1. Only members and their guests may use the pool and pool area.
2. Members are responsible for their guests.
3. NO more than six guests are permitted per household.
  - a. Restroom requires the clubhouse key therefore you are responsible for relocking the door when leaving pool area.
4. When using the restroom, use the pool area restroom door.
5. Bicycles, skateboards, roller skates or scooters (with the exception of mobility scooters) are NOT permitted in the pool area at all.
6. By using the pool & pool area, members and guests are agreeing to the Savannah Landings Rules and Regulations as well as the posted pool & pool area rules.
7. No pets are allowed in the entire pool and pool area.

## **J. Holiday Decorations**

1. All holiday lighting should be considered temporary.
2. All seasonal decorations and lighting may NOT be installed prior to thirty (30) days of the holiday and must be removed within thirty (30) days after the particular holiday or celebration.
3. NO audio holiday decorations.
4. Consideration of neighbors should be exercised when decorating for any occasion.

## **K. Leasing**

1. Owners must provide a copy of the rental/lease application to the management company.
2. Owners are obligated to ensure that their tenants are provided with copies of this document, as well as the deed restrictions listed on the website, and that their tenants understand their obligation to follow all rules and regulations. As the Owner, you are responsible for the actions of your tenants.
3. Lease Restrictions:
  - a. A dwelling may not be rented or leased during the first two years (24 months) of ownership of the dwelling.
  - b. All leases or rentals must be for a minimum of one year (12 months), and no more than one lease per 12-month period is permitted.
  - c. Prior to the execution of any rental/lease application, the owner shall provide a copy of the rental/lease agreement to the Board, with the expiration date clearly noted, to update the Association's records.
  - d. A dwelling which is rented/leased shall be defined as any dwelling which is occupied by anyone other than the record owner, or his/her spouse, by which there is an exchange of money.
  - e. Only the entire dwelling may be rented/leased. Occupancy shall be by no more than two persons per bedroom.
  - f. In the event the owner becomes delinquent in the payment of any assessments due to the Association during the term of the rental/lease

# SAVANNAH LANDINGS

HOMEOWNERS' ASSOCIATION, INC.

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agreement, upon written demand by the Association, tenant shall pay directly to the Association rental payments due to the owner. The Association shall be granted the full right and authority to demand and receive the entire rent due from the tenant and deduct from the rent all assessments, interest, late charges and attorney's fees and costs, if any, due to the Association. The balance, if any, shall be forwarded to the Owner at such address as the owner may designate in writing. At such time as the delinquency no longer exists, the Association shall cease the demand and payments shall again be made by the tenant directly to the owner. This right may be exercised by the Association at any time the owner shall become delinquent.

Note: Lease restrictions do not apply to Owners who are allowing relatives to live within the dwelling (without the exchange of money) where the Owner is not residing, however Owner must submit a letter to the Board regarding the situation or arrangement.

## **L. Management Company**

The Association has engaged McNeil Management Services, Inc. to provide all management services for the community. They are located at 1463 Oakfield Drive, Suite 142, Brandon, FL 33511. The mailing address is P.O. Box 6235, Brandon, FL 33508-6004.

Phone: (813) 571-7100; Fax: (813) 689-2747; Email: [management@mcneilmsi.com](mailto:management@mcneilmsi.com).

## **M. Parking**

1. Overnight parking on the street is prohibited.
2. All vehicles must be off the street between 12 am and 6 am.
3. Vehicles are permitted to park at the clubhouse for club and pool activities. Long term (48 hours or more), habitual and storage parking is prohibited. Exception requests may be submitted to the management company for approval, proof of which must be displayed on the driver's side dashboard.
4. NO parking in front of mailboxes.
5. Recreational vehicles may be parked at the residence for a maximum of 36 hours, in locations that do NOT block any access to the community or driveways other than the driveway of the owner to permit loading in preparation for a trip.
6. NO inoperative vehicles shall be parked, repaired or maintained anywhere on the property.
7. Vehicles bearing commercial signs or writing are prohibited from being parked in the driveway, except for the time of a delivery or service is being performed.

## **N. Ponds**

1. All ponds are declared "NO SWIMMING AREAS".
2. Fishing is permitted for residents and guests only, subject to fishing license as

# SAVANNAH LANDINGS

HOMEOWNERS' ASSOCIATION, INC.

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required per State of Florida law.

## **O. Trash Containers/Recycle Bins**

1. Trash and recycle containers shall be stored and placed so as NOT to be visible from any street on non-collection days.
2. Trash may NOT be set out prior to dusk the day before collection.
3. Items placed out for collection must be secured such that animals cannot get into trash or that any littering is caused.

## **P. Signs & Message Board**

1. Except for security alarm systems, and a real estate sign, all other commercial and advertising signs, including signs of contractors performing work at residence, are prohibited.
2. Only one political sign of NOT more than six square feet is permitted to be placed in a resident's front yard two weeks prior to the election date. The sign must be removed within three days after the election.
3. The Board of Directors will communicate regularly with Owners by using the community message board located next to the exit gate.
4. The Board of Directors reserves the right to periodically place signs within the common space for the benefit of the community. Such signs include, but are not limited to, informational signs and warning signs.

## **Q. Security Cameras**

### **1. Policy Statement**

Savannah Landings Homeowners Association (the Association) has installed security cameras in the community for the protection of HOA assets and for the security of residents and their guests. Video surveillance provides a deterrent to inappropriate behavior and can be used for identification purposes when damage or criminal activity occurs. To ensure that video surveillance is not abused the Savannah Landings HOA has established a security policy for the use of and access to the video equipment in the community.

The Association recognizes the necessity of balancing the individual's right to privacy and the need to provide a safe and secure community for the residents. This policy upholds those individual rights but also provides the means to protect the community. The Association does not guarantee that the system will always be recording. There will be times when the equipment will not be operating due to maintenance, service, or repair. The Association also reserves the right to discontinue recording at any time.

### **2. Scope**

This policy applies to all video surveillance systems installed within the Savannah Landings community by the HOA but excludes personal surveillance equipment installed by residents.

# SAVANNAH LANDINGS

HOMEOWNERS' ASSOCIATION, INC.

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### 3. **Installation, Placement, Maintenance of Video Equipment**

- a. The Association will use a Digital Video Recorder to collect and retain real-time video for a minimum of 30 days or longer depending on the capacity of the internal storage drive.
- b. Placement of video camera equipment is in visible locations that provide the best options for desired coverage, lighting conditions, and specific target areas. Camera positions will not compromise a homeowners privacy or property without written permission of the homeowner.
- c. Servicing of the system by a service technician will be authorized and reviewed by a member of the Association's Board of Directors or the designated Security Coordinator.

### 4. **Access to Video Recording**

- a. Association Access - Access to video surveillance records shall be restricted to the Board of Directors and the Security Coordinator. Video footage shall be viewed in response to an event, including but not limited to property damage, vandalism, criminal activity, insurance investigation, litigation evidence, and suspicious activity Requests for video footage shall be made to the President of the Board of Directors in writing.
- b. Law Enforcement Access - If access to video surveillance is required for law enforcement due to criminal activity or potential criminal activity the video will be reviewed by the Board of Directors or Security Coordinator. Subsequently the footage that is relevant to the investigation will be provided to law enforcement.
- c. Access - Log of Access - All instances of footage being viewed by the Board of Directors/ Security Coordinator or provided to law enforcement shall be entered into the minutes of the monthly Board meeting, so that it is a part of the public record.
- d. Security and Storage - Active video records will be stored in the secured clubhouse office with limited access. If necessary for investigative or legal reasons, archived recordings will be stored with McNeil Management, Inc. or HOA lawyers.
- e. Requests for data - Historical data availability is limited by the DVR drive capacity. Requests for data must be made within 7 days of a specific event and must specify a date range and time.
- f. Custody, Control, Retention and Disposal of Video Records - The Association has no intention of retaining video except when needed for investigations or evidence. Video footage will be automatically erased /overwritten by the recording device when capacity of the device is exhausted. Any specific records relating to evidence or investigations needing to be retained may be copied onto portable media and stored as long as required. Records requiring long term retention may be turned over to McNeil Management, Inc. for security.

### 5. **Accountability**

- a. The Association's Board of Directors is responsible for implementing, enforcing, and monitoring the deployment, use and viewing of all video footage.

# SAVANNAH LANDINGS

HOMEOWNERS' ASSOCIATION, INC.

- b. The Board president is responsible for communicating the policies and procedures to all board members, ensuring policy compliance.
- c. The Board is responsible for deciding when video footage needs to be viewed.

## **R. Solar Panels**

1. Owner must submit an Alteration Application with required documentation. A copy of the owners site survey must accompany the application, identifying the location of where the panels will be installed. Owner must wait for approval before proceeding.
2. Vendor's proposal/contract must provide documentation as to how the punctures in the roof will be sealed.
3. Owner should make themselves aware of any roof warranty concerns prior to installing solar panels.

## **S. Website**

The Association's website is [www.savannahlandings.com](http://www.savannahlandings.com). Other information not listed in this document can be found on the website, such as assessment information, meeting and social calendars, trash disposal schedule, etc.

## **T. Exhibits**

### Exhibit A: Alteration Application

SAVANNAH LANDINGS  
HOMEOWNERS ASSOCIATION, INC.  
Alteration Application

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Property Address: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

- You will receive written notification of your committee's determination within 30 days of the Association's receipt of this application. Status updates are not available from management at any time.
- If requesting approval for multiple alterations, each alteration must be submitted on a separate application.

Describe alteration AND provide all required supporting documentation indicated below.

\_\_\_\_\_

\_\_\_\_\_

**The following supporting documentation must be included or this application will be rejected!**

- Contractor/Person's Name (if applicable) \_\_\_\_\_
- Contractor/Person's qualifications/line of work (if applicable) \_\_\_\_\_
- Contractor/Person's insurance certificate (if applicable) \_\_\_\_\_
- Lot Survey indicating exactly where alteration will occur on the lot
- Contractor Specification Sheet (if contracted) or you must show types, styles, colors, size/dimensions of materials
- Picture, Photo, Manufacturer Brochure, Vendor Information and/or detailed description of materials to be used
- Any/All additional documentation or information as needed to fully describe the alteration

While the Association may grant approval for the requested alteration, the homeowner alone is responsible for seeking the required county/city permit(s). Some alterations require permit(s) from one or more county/city departments. The obligation to determine whether the requested improvement, alteration or addition complies with any applicable law, rule, regulation, code or ordinance is strictly the responsibility of the homeowner. Additionally, it is understood and agreed that the Association as well as McNeil Management Services, Inc. are not required to take any action to repair, replace or maintain any such approved change, alteration or addition, or any structure or any other property. The homeowner and its' assigns assumes all responsibility and cost for any addition or change and its future upkeep and maintenance.

- I understand that the Association will contact me in writing regarding their approval or denial of this request.
- I agree not to commence any alteration(s) until I have received written approval from the Association.
- If an alteration I perform is found NOT to be in compliance with community standards, I will return the property to its original, pre-alteration condition within thirty (30) days of written notification to do so.

HOMEOWNER SIGNATURE: \_\_\_\_\_ REQUEST DATE: \_\_\_\_\_

Please submit this completed application and required supporting documentation to the following:  
McNeil Management Services, Inc.  
P.O. Box 6235, Brandon, FL 33508-6004  
Phone: (813) 571-7100 Fax: (813) 689-2747  
Email: management@mcnelmsi.com  
Internet: www.mcnelmsi.com

<b>FOR ASSOCIATION USE ONLY</b>		
APPROVED _____	DENIED _____	DATE REVIEWED: _____
STIPULATION(s) or REASON(s): _____		
AUTHORIZED SIGNATURE(s): _____		
IF NOT STARTED by _____ and COMPLETED by _____ APPROVAL IS NULL AND VOID		



# SAVANNAH LANDINGS

HOMEOWNERS' ASSOCIATION, INC.

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## Exhibit B: Clubhouse Reservation Agreement

### SAVANNAH LANDINGS

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HOMEOWNERS ASSOCIATION, INC.

#### Clubhouse Reservation Agreement

Resident Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Unit Address: \_\_\_\_\_

Date/Time of Event: \_\_\_\_\_ # of Attendees: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Special Provisions:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### Clubhouse Reservation Rules & Regulations

- Clubhouse reservations are required for all private events and must be approved in advance by a member of the Social Committee.
- Reservation agreements must be submitted at least fifteen (15) days prior to the event.
- Association social events will take precedence during scheduling.
- The maximum capacity in the clubhouse is:
  - 50 people for a sit down event with multiple tables
  - 70 people for events that are not sit down
  - 90 people for meetings
- **Use of the pool and office space is not included when reserving the clubhouse.**
- A check in the amount of \$150 is required for a deposit. The check should be made payable to the Savannah Landings Homeowners Association and returned along with this form to the management company. The check must be from a resident with the resident's phone number and address clearly indicated on the check.
- The reserving party must be present throughout the event and must ensure that the clubhouse is cleaned, vacated and secured at the conclusion of the event, by no later than 10:00 PM.
- All rental or extra furniture associated with the event must be removed by NOON on the day following the event.
- The reserving party will be responsible for the conduct of ALL event attendees.

# SAVANNAH LANDINGS

HOMEOWNERS' ASSOCIATION, INC.

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## SAVANNAH LANDINGS

HOMEOWNERS ASSOCIATION, INC.

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- The clubhouse will be inspected by a committee member before and after each event, to ensure proper cleanup and approve return of the security deposit. A member of the social committee may request that the resident be present for these inspections. The cost of any repairs or maintenance due to damage incurred will be deducted from the security deposit. Additionally, the resident reserving the clubhouse will pay any repairs above the \$150 deposit. (Subject to the Board of Directors determination.)
- No smoking is allowed.
- No pets are allowed.
- The Savannah Landings Homeowners' Association, Inc. bears no responsibility for any liabilities resulting from injuries or damages created by any of the event attendees.
- The use of alcohol must be approved in advance by the Association. Under age drinking is not allowed.
- Due to limited guest parking all parking of vehicles beyond the capacity at the clubhouse lot must be parked on one side of the street to allow passage of emergency vehicles.
- Please notify the Community Manager regarding any problems with the facility.
- Report any trespassers to the Hillsborough County Sheriff at 813-635-8040.

THE UNDERSIGNED RESIDENT HEREBY AGREES TO ABIDE BY THE RULES & REGULATIONS AS LISTED ABOVE:

Resident Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date Approved: \_\_\_\_\_

McNeil Management Services, Inc.  
P.O. Box 6235 Brandon, FL 33508-6004  
Phone: (813) 571-7100 Fax: (813) 689-2747  
Email: [management@mcneilmsi.com](mailto:management@mcneilmsi.com)  
Internet: [www.mcneilmsi.com](http://www.mcneilmsi.com)