

Association Budget

Association is a not-for-profit corporation and operating and reserve funds are funded solely by members' assessments.

Your Budget is adopted in October or November and coupon booklets are mailed in November or December.

Your Association Budget line items include entrance maintenance, landscape and pond maintenance, street lighting, insurance, property taxes, community services, signage, street tree pruning, sidewalk maintenance, park repairs and maintenance, perimeter wall and gate maintenance, roadway and drainage repairs, management fees and reserve funding for the repaving of all the roadways within Westchester and other major common elements which require replacement (park equipment, wall sections, drainage related components etc.)

SUMMARY OF ASSESSMENT DUE DATES

FEB 1ST

JULY 1ST

Your Association is Managed by:

The Property Group of Central Florida
2753 S.R.580 Suite 202, Clearwater, FL 33761
Tel: (813) 855-4860 / (727) 771-7753
Fax: (727) 238-8801

Directions from Westchester are:

From Countryway Blvd turn left onto Race Track Road,
Turn right onto Forest Lakes Blvd; Turn right onto S.R. 580;
Get in left lane to continue straight on S.R.580 at McMullen Booth
intersection;
Turn left onto Charles Avenue, Turn left at 4-way stop.
The Colonial Centre building's carpark in on the left
Suite 202 is on the 2nd floor

If you sell your home, please be sure to give this handbook together with the governing documents for your Association to the new homeowner.

Westchester of Hillsborough Homeowners Association Inc.

(Sheffield, Newcastle & Coventry)

Resident Handbook

Important Information
& Summary of Association Declaration
Restrictions, Rules, Regulations

2023



Website: www.westchesterhoa.us

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- **Useful Contact Numbers**
- **Important & Useful Information**
- **Westchester Use Restrictions (summarized)**

Useful Contact Numbers

Association Management Office 813-855-4860/727-771-7753
ext 317 Accounts
ext 316 Manager
ext 325 Emergency

County, Utilities & Services (www.hillsboroughcounty.org)

Animal Services 813 744-5660
Alligator Removal Hotline 1 866 392-4286
Driver's License Service 813 635-5200
Fire Rescue 813 272-6600
Health Department 813 307-8000
Hurricane Emergency Management 813 236-3800
Information 813 272-5900
Library (Upper Tampa Bay) 813 273-3652
Mosquito Control 813 635-5400
Property Taxes 813 635-5200
Property – Homestead exemption 813 272-6100
Sheriff's Office (non-emergency) 813 247-8000
Republic Services (Trash Company) 813 265-0292
Solid Waste – Trash 813 272-5680
Solid Waste – NW Facility 813 264-3816
Tampa Electric (tampaelectric.com) 813 223-0800
Tree Permit (Natural Resources) 813 272-5600
Voter Registration 813 272-5850
Water Customer Service 813 272-6680
Water Reclaimed Customer Service 813 272-5977

Hospitals

Haley VA Medical Center 813 972-2000
Mease Countryside 727 725-6111
Memorial 813 873-6400
St. Josephs 813 870-4000
St. Josephs North 813 443-7000
St. Josephs Women's 813 879-4730
Tampa General 813 844-7000

Tampa Community Hospital 813 888-7060
Florida Hospital 813 971-6000

Post Office

Odessa 813 926-7013
Oldsmar (Tampa Road) 813 854-4660
Tampa 813 908-2467

Schools

Mary Bryant Elementary 813 356-1645
Deer Park Elementary 813 854-6031
Farnell Middle School 813 356-1640
Alonso High School 813 356-1525
IB – Hillsborough 813 276-5620

Important & Useful Information

Advertising Signs

No advertising signs are permitted on lots at any time except that one only For Sale or For Rent sign may be displayed in accordance with the Design Review Manual. For Sale or For Rent Sign must be located centrally on the lot and is not allowed in the area between the roadway and the sidewalk.

Nuisance Alligators

An abundance of wildlife exists and is valued in Westchester. It is against the law to feed or disturb the wildlife. To remove a nuisance alligator 1) the homeowner must call FWC Alligator Hotline at 1-866-392-4286 to obtain a reference number; 2) Homeowner then calls the management office with the reference number; 3) The Association will authorize the trappers access to remove the alligator who will then be harvested.

Association Dues

Westchester operates on a calendar year. For 2023 the annual assessment is \$750* and is payable in 2 payments of \$375 each (due Feb 1st & July 1st).

Failure to pay assessments on time will result in a lien against the property and possible foreclosure. Only one late reminder notice is sent before the delinquent assessment is turned over to an attorney for collection and recovery of all directly related fees.

There is a Ten Dollar (\$13) cost to re-order any lost coupon book during the year.

The writer of any dishonored check will be charged an additional \$25 or more according to Florida Statutes.

Payments may be made in advance, but any post-dated check(s) received for Association dues will be processed upon receipt and incur a \$25 charge.

*Subject to change annually

Basketball Hoops

One portable basketball hoop is permitted on driveways contingent it is maintained in good condition and repair and is not located to promote play in the street or hinder sidewalk access. No exterior base weighting is allowed. It must be stored standing upright perpendicular to the driveway on the side of the driveway opposite to the front walkway to the front door. It must be located on the driveway at least 12 feet from the roadway when in use.

Campaign Signs

Only one campaign sign is permitted 2 weeks before Election Day and must be removed the day after Election Day. It must be located on the lawn between the sidewalk and the home.

Assessment Collection Policy

Assessments are considered delinquent on the 31st day the assessment is due;

Interest at the rate of 18% per annum (or in accordance with Florida Statute) is assessed to delinquent assessments;

Homeowners shall receive ONLY ONE friendly reminder from the management company for late assessments and/or homeowner's dues;

Unpaid assessments and/or dues shall be turned over to an attorney 15 days after the homeowner's receipt of the friendly reminder;

The mandatory 45-day notice of intent to lien certified letter shall be sent by the collection attorney;

Actual costs for the 45-day notice of intent to lien letter is collectable by the collection attorney directly from the homeowner;

All payments received shall be applied in the following order: interest, late fees, costs, attorney fees and then assessment/and or dues. The full amount as determined by the attorney is required to be settled to prevent the filing of the lien on the 46th day;

Should the lien be filed, the costs shall escalate accordingly as a 45-day notice of intent to foreclose letter by certified mail shall also be sent by the collection attorney;

Once a homeowner is handed over to the collection attorney that homeowner shall pay amounts owed and contact the collection attorney directly.

Payments shall only be deemed paid in full when the collection attorney instructs the Association to remove from attorney status;

The Board of Directors cannot waive any attorney fees incurred by a homeowner for delinquent assessments.

Communication Policy

All communication to the Association shall be by regular or certified first class mail to: The Board of Directors, Westchester of Hillsborough Homeowners Association c/o the management company. The Board shall not be held responsible for non-response to other forms of communication sent or relayed to the Association and/or Board of Directors.

Contractor Work & Hours (excludes Emergency Services)

Monday through Friday: 7am – 6pm

Saturday : 8am – 6pm

Sunday & Holidays : no contractor work permitted unless work does not produce noise (permitted from 10am-6pm)

Emergency service contractors (water, electric & plumbing) are permitted access when such service is ordered by a homeowner.

Contractors are not permitted to bring pets to jobsites and no loud music is permitted. They are required to respect the posted speed limits and are not permitted to display advertising signs on homeowner's lots or common areas.

No Dumping: No dumping of any kind is permitted within Westchester.

Fining Authority

The Association is empowered to fine homeowners for non-compliance of governing documents and adopted Rules. Fines are assessed in accordance with Florida Statutes (\$100 per day for each continued day of non-compliance up to \$1,000).

No Fishing

No swimming, bathing, fishing or boating is permitted in the retention ponds.

Exterior Modifications Require Approval

All exterior modifications (home and yard) require approval by the Design Review Board (DRB). A Design Review Manual was adopted in 2008 and provides the standards for Westchester. This document is changed from time to time. Exterior modification application forms are available from the website or from Management.

Garage Sale

One annual community-wide garage sale is held usually the first Saturday in May. The gates are locked open for that day. No other garage sale, moving sale, rummage sale or similar is permitted without prior written approval of the Board of Directors.

Gate Access:

Sheffield and Newcastle sections are gated. If the gate codes are changed (General and Vendor codes) they are changed in May. The new codes are supplied in the April Annual Meeting material mailed to each homeowner on record. Owners who have rentals must advise their tenants of the new codes accordingly. The gate codes must be preceded by the # sign. To facilitate gate access for visitors of Sheffield and Newcastle homeowners a phone number must be provided to management to program into the gate directory keypad system (local or long distance cell numbers are also accepted).

The gates are open during peak times Monday through Friday in the morning and in the afternoon.

No driver is permitted to enter via exit gates!

No codes are allowed to be advertised!

Mailbox Standard

Westchester has a uniform standard:

To replace your mailbox: Purchase a regular (plain) metal or pvc white mailbox at your local hardware store.

To repair your existing mailbox: Repaint your post Elegant Ivory (Behr Paint from Home Depot Ref # PWN-40) The dark green trim line color is Sherwin Williams SW0041 (any dark green paint color is acceptable). A kick plate or similar is permitted to protect the base of the mail post.

To replace your address numbers: Use 4" high brass or similar numbers and they must be installed on the front of the mail post. Your mailbox/post should look like this:



To order a new mail post – contact Management who will order for you. Due to the fluctuating price of cedar wood the price varies but is around \$350 installed and includes mailbox and address numbers.

Newsletter

A newsletter is delivered to each homeowner in Westchester every other month. The latest edition can be viewed at the publisher's website: www.ikarepublishing.com (select Westchester Community)

Park Lots

There are two park lots located in Sheffield (12218 Coldstream Lane & 11425 Cypress Reserve Drive). These parks are for the enjoyment of Westchester residents and their invitees. The parks are open from dawn to dusk and all posted Park Rules are to be read and understood before use.

P.O.D.S. or Similar

It is deemed reasonable that within 5 days a P.O.D., or similar portable storage container, can be loaded or unloaded. P.O.D.S., or similar, shall not remain on a driveway more than this timeframe without special circumstance and permission.

Ponds

The ponds maintained by the Association are marked (with Pond #) on the map. The unmarked ponds are maintained by the Special Taxing District. No swimming, bathing, fishing or boating is permitted in the retention ponds.

Realtor & Open House Signage Rule

Realtors must access the gated sections of Westchester by permission of the seller. The gates will not be locked open for Open Houses. During the Open House hours one sign may be installed at the gate directory keypad with instructions to enter – see example:



Open House Directional Signage is permitted for the duration of the Open House only. Except for one instructional sign at the keypad no Open House signs are permitted in common areas. No codes are permitted to be advertised.

Record Inspection Policy

The Board of Directors adopts the record inspection policy as outlined by the Management Company by separate document.

Rental or Leased Properties

Owners renting their home must provide and maintain with the Association a current off-site mailing address as well as the full names of all tenant occupants over the age of 18 to validate single-family occupancy. Owners are obligated to provide tenants with a copy of all governing documents and rules and regulations for the Association.

Owners are responsible for the actions of their tenants, guests, service providers and invitees. An amendment to the Westchester Governing Documents in September 2009 adds rental restrictions and caps the number of rentals in the community at 7%. All rentals must register with the Association.

Seasonal Décor

Holiday lights and décor are permitted a week before Thanksgiving through January 15th. Lighting and décor for all traditional holidays must be removed 15 days after the holiday.

No Soliciting Rule

Westchester is a No Soliciting community. The Board reserves the right to deny access to non-resident business owners found soliciting in Westchester. Any form of solicitation performed by a resident shall be subject to a fine in accordance with the Fining Policy.

Speed Limits

The speed limit in Westchester is 15mph and around parks it is 10mph.

Speed humps have been installed to discourage speeding within the community.

Street Light Outage (or other street light problems): An on-line form is available at www:tampaelectric.com to report a street light malfunction. Go to get more info at the "street light out" option. You must provide the 10 digit number from the light pole as well as the closest address to the light pole. This information can also be relayed to the Property Manager who can report the malfunction.

Towing Rule

The Association has the power to fine and tow vehicles observed regularly street parked. Special permission can be obtained for street parking required for unusual circumstances.

Trash Collection: Service will include two garbage collections every week (Tuesdays=Garbage, Yard Debris & Recyclables & Fridays=Garbage only). The automated residential garbage and recycling system includes a gray or green 95-gallon roll cart for garbage (or smaller by special request) and a blue 65-gallon roll cart for recycling. Trash that does not fit in these containers will not be picked up. Yard waste is collected manually, in your own containers, bags and bundles (e.g. palm fronds and tree trimmings must be bundled into 4ft easy to pick up bundles). Yard debris pickup day is Tuesday and yard debris collected from weekend work should not be left curbside until Tuesday. It should be stored alongside the home until Monday evening or Tuesday morning. Special arrangements

must be made for the disposal of large items like furniture, mattresses & appliances. Trash is not collected on National Holidays.

Household Chemicals and Electronics Collections: Go to hillsboroughcounty.org and search "Trash & Recycling" to obtain location, dates and times to dispose of batteries, household hazardous waste, cooking oil, paint, electronics etc.

Website

The Westchester website is at www.westchesterhoa.us where the full text version of the governing documents, Rules and Regulations and Design Review Guidelines is available.

WESTCHESTER OF HILLSBOROUGH HOMEOWNERS ASSOCIATION INC.

Summary of Association's Use Restrictions

Since the documents are complex and cumbersome, we have tried to provide you this summary of some of the most important and frequently requested information.

Please understand that this booklet is not meant to substitute your owner's documents. If there should be any disagreement between the two, the owner's documents would apply. We hope you will find the information in this booklet helpful.

Use of Accessory Structures (Article VIII Sec 5)

No tents, sheds or similar, whether permanent or temporary, are permitted except by Amendment in 2005 a rear yard shed is permitted contingent it is approved by the DRB and does not exceed 6ft in height, is not visible from the street, is not made of wood or metal and is anchored in place.

Commercial Uses & Nuisances (Article VIII Sec. 6)

No trade, business, profession or commercial activity shall be conducted on any lot nor shall anything be done which may become a nuisance or an unreasonable annoyance to the neighborhood. An amendment in 2009 permits a unit to conduct business contingent it is not apparent or detectable by sight, sound or smell, that the business conforms to zoning requirements and the business does not attract traffic to the unit.

Animals (Article VIII Sec 7)

Only two common household pets are permitted per household. Pets are not permitted to roam free and cats and dogs shall be leashed and under full and responsible control of a capable family member when outside the confines of a dwelling or enclosed yard. Picking up after your pets is required by law and the requirement to pick up after your pet is specified in this restriction.

Vehicles and Parking (Article VIII Sec 9)

Street parking is not permitted. Regular street parking of a resident's vehicle(s) shall be subject to fines and or towing. All towing costs are the responsibility of the vehicle owner as required by the towing company as posted at each entrance. Commercial vehicles which are not present on business, nor any trailers, are permitted to park in public view. Boats, boat trailers, campers, commercial trucks, commercial vans, motorcycles and other recreational vehicles shall be parked inside of garages and concealed from public view.

Parking on the grass is also not permitted.

Storage & Trash Containers (Article VIII Sec. 10)

No lot shall be used for the storage of rubbish. All trash and recycle receptacles are required to be stored concealed from public view.

Clothes Hanging & Drying (Article VIII Sec. 11)

Outdoor clothes hanging and drying is only permitted in a manner so as not to be visible from any street or adjacent or abutting property. All clothes poles used for this purpose must be removable by one person in one minute and must be removed after use.

Antennas & Similar (Article VIII Sec 12)

Customary satellite dishes and antennas are permitted contingent application is made. All dishes and similar are, reception permitted, required to be located least obtrusive from street view.

Lot and Dwelling Upkeep (Article VIII Sec 14)

Homeowners are responsible for the first-class maintenance of the dwelling and lot (located between respective lot lines and the pavement of the streets).

Window Treatments (Article VIII Sec. 15)

Only usual and customary window treatments are permitted. No newspaper, aluminum foil, sheets and similar is allowed to be placed over the windows of any dwelling.

Signs (Article VIII Sec 16)

No advertising or signage which compliments, congratulates or supports any individual, family, group, club, team or company is permitted to be displayed in the yard except one only For Sale or For Rent sign which shall be professionally made and shall not exceed 18"Hx24"W in size and can be attached to a 2x4 no higher than 3ft from the ground is permitted. The Association also allows the display of one only regular sized campaign sign 2 weeks prior to Election Day. The campaign sign must be removed promptly the day after Election Day.

Trees (Article VIII Sec 17)

The Declaration emphasized the favorability to the preservation of the trees in the development by stating that *the trees existing on the Properties at the time of original development and those permitted to grow on the Properties be preserved and maintained as best as possible in their natural state and condition.*

No tree with trunk which exceeds eight inches or more in diameter at a height of 24" above natural grade shall be cut down without the proper permit issued by the County and approval of the DRB. Customary pruning is permitted and encouraged for front and rear yard trees -maintained at least 7ft above walkways and 16ft above roadways. The Association has assumed responsibility of pruning all street trees (those between the sidewalk and the street). If you prefer to arrange your own pruning of your street trees please contact management accordingly.

Wetland Conservation Area (Article VIII Sec 18)

All lots which abut a wetland and/or conservation area should be aware that such property is governed by the Hillsborough County Environmental Protection Commission which requires that the area must be permanently retained in a natural state and may not be permitted to be altered from the present state i.e. no structures or construction of any kind may be erected; no filling, excavation, dredging, grading, paving, clearing, timbering, ditching, draining and similar is permitted; no activity may be done or performed which

would adversely affect or impair endangered or threatened species, fish and aquatic life as to nesting, reproduction, food source, habitat or affect the vegetation itself; & no organic or inorganic matter or substances or chemical compounds may be discharged or placed in the wetland and/or conservation areas.

Significant Upland Wildlife Habitat Conservation Area (Article VIII Sec 19) *see map for SUWHCA area*

There are some tracts behind Northumberland, Evanshire & Bishopsford homes that abut an area marked on their survey as SUWHCA (Significant Upland Wildlife Habitat Conservation Area) which expressly states in the Declaration and the recorded plat map that this area is protected by the Hillsborough County Land Development Code and absolutely forbids any filling, excavating, removal of vegetation, construction whether permanent or temporary or any installation of impervious surfaces within this area.

Occupancy (Article VIII Sec. 21)

The Declaration was amended in 2009 to define occupancy permitted for each home in Westchester. Specifically, no more than one single family shall reside in a home and "single family" is defined as one or more persons related by blood, adoption or marriage. If persons occupying a home are not all related by blood, adoption or marriage then occupancy shall be limited to a maximum of 2 persons and their respective children.

Rental Restrictions (Article VIII Sec. 22) *Recorded September 2009*

-The number of homes that are allowed to be rented at any given time are limited to 7% of the total number in Westchester (368). Existing rentals are grandfathered until the home is sold.

-A full lawn and landscaping service is required

-No dwelling shall be rented for a period of less than 1 year

-Registration process is required which includes signed confirmation that the tenant agrees to abide by the governing documents for Westchester.