

The Landings

Community Guide – Rules and Policies

October 2017 (Revised)

This Community Guide:

- Is subject to The Landings Neighborhood Association documents, local, state and federal laws, codes ordinances, rules and regulations.
- Includes the established general guidelines for exterior architectural modifications and other rules and policies within the community.
- Is intended to establish consistency of appearance within the community.
- Does not address all possible situations.
- Is subject to amendment from time to time by the Board of Directors and matters prohibited or approved in the past may not necessarily be prohibited or approved in the future.

The information is included in 4 sections:

- Homeowner Payment for Property Repairs Related To Association Projects
- New Homeowner Information
- Other Community Rules and Policies
- Enforcement

The original Declaration of Covenants for The Landings, Article VII – Certain Use Restrictions, Article VIII Resale, Lease and Occupancy Restrictions and Article IX - Enforcement prepared by the developer is included in this Guide. Certain sections have been updated or modified.

Homeowners should contact the Association with any questions or any issues not covered in this Guide by sending an email to info@thelandingsatweston.com or directly to the Property Manager (info@procommunitymgmt.com).

Architectural Control and Review

- All modifications to the exterior of your home require Association approval before the work commences.
- Architectural Review Application forms can be obtained from the [Association website](#) under Arch Review or Forms & Docs.

Association Documents

- Association documents are available to all Landings homeowners upon request.
- Articles of incorporation, By-laws and Declaration of Covenants, Board agendas and minutes and tax returns are available on the [Association website](#) under Forms & Docs.
- Other documents include: budgets, financial statements, contracts and insurance policies. Please send your request for these documents by email to info@thelandingsatweston.com. Please include your address.

I. Homeowner Payment for Property Repairs Related To Association Projects

- When the Association contracts for services (i.e. tree trimming, power washing sidewalks, installing cable TV lines) that may impact a homeowner's property (i.e. sod, bushes, sprinklers, sidewalks), the agreement with the vendor will include City of Weston permit requirements and The Landings requirements that the vendor repair any damages to the homeowner property or the common areas at the vendor's cost, unless otherwise specified in the contract.
- Homeowners should notify the Association by calling the Property Manager (954-349-1037) or sending an email (info@procommunitymgmt.com) if they become aware of any damage to their property directly caused by an Association vendor.
- For all valid claims, the Property Manager or his designee will coordinate the required follow up and repairs.
- Homeowners should not call and pay a repair person to correct the problem.
- The Association will not reimburse the homeowner if the homeowner has paid for the repairs.

II. New Homeowner Information

Architectural Control, Review and Approvals

- An Architectural Review Application must be submitted for approval prior to commencing any exterior changes to your home. Security Deposits may be required.
- This includes landscaping, additions, fences, pools, shutters, paint, etc.
- The Architectural Review Application can be found on the Association website under Arch Review or Forms & Docs.
- Approved paint colors are included in the Exterior Paint Guidelines on the [Association website](#) under Arch Review or Forms & Docs.
- Paint color books are available from the Architectural Review Committee (send email to info@procommunitymgmt.com) or call the Property Manager (954-349-1037).

Board Meetings and Communication

- The Board communicates with the homeowners using emails, newsletters, the website and Board meetings.
- The Board meeting schedule is on the [Association website](#) homepage. Email reminders are sent one week before each of the 6 bi-monthly Board meetings. Public notice is posted at the entry to The Landings prior to each meeting.

- The Landings website includes information about Board Meetings, Board and Committee members, architectural review, forms, newsletters and community rules and regulations.

Cable TV, Internet and Phone

- Your cable TV, phone and internet options include:
 - Advanced Cable
 - ATT
 - Comcast
 - Direct TV
 - Dish Network

Contractor and Vendor Hours

- In order to maintain the safety and tranquility of the community, The Landings restricts contractor activity and deliveries primarily to daytime hours.
- Commercial traffic (moving vans, vendors, service trucks), except for emergency services, will not be allowed in the community outside of these hours:
 - Weekdays 8 AM – 6 PM
 - Saturdays 9 AM – 5 PM
 - No Deliveries on Sundays or Holidays
- Emergency services include plumbers, electricians, air conditioning and major disasters.

Commercial Vehicles, Trucks, Trailers, Campers and Boats

- No trucks, or commercial vehicles or campers, mobile homes, motorhomes, house trailers or trailers, recreational vehicles, boats, boat trailers, horse trailers or horse vans shall be parked or stored at any place in the community, except in an enclosed garage.
- Commercial vehicles are those vehicles that are not designed and used for customary personal/family purposes. The absence of commercial lettering or graphics on a vehicle shall not be the determining factors as to whether it is a commercial vehicle.
- Temporary parking of trucks and commercial vehicles, such as for construction use or providing pickup and delivery, and passenger vans with windows for personal use is permitted.
- Homeowners are advised to consult with the Association prior to purchasing or bringing into the community any vehicle, other than a passenger car, since it may not be permitted to be kept within the community.

Garages and Parking

- No vehicles of any type shall be parked on any portion of the common areas, including roadways, unless the common area is specifically designated for such purpose.
- Parking is permitted only in your garage and driveway.
- Parking across the sidewalk, parking on the swale lawn, driveway apron or on common areas is not permitted.
- Garage conversions are not permitted.
- Where boats or trailers are stored in the garage, at least 1 space shall remain for a car.
- Garage doors are to be kept completely closed except when entering or leaving the residence or when the resident is in the immediate area.

Gate RFID Tags

- If you are a new homeowner or need new or replacement gate tags for your car, please contact the Property Manager by phone (954-349-1037) or by email info@procommunitymgmt.com.
- The Property Manager will arrange to install the tag on your car, enter your information into the database and collect the fee.
- The current gate tag fees are included on the [Association website](#) under Rules and Policies.

Quarterly Assessments and Late Fee Policy

- The Quarterly Assessment Fees are due quarterly on Jan 1st, April 1st, July 1st and Oct 1st.
- The policy and current fee schedule are included on the [Association website](#) under Rules & Policies.
- Late Fees
 - 15th Day A \$25 late fee is charged if payment is not received by the 15th.
 - 30th Day All gate tags registered to the homeowner address are deactivated if payment is not received by the 30th day
There is an administration fee of \$30 per tag to reactivate the gate tags.
 - 60th Day The account is sent to Association attorney on the 60th day if payment is not received. Homeowner will be responsible for attorney collection fees.

Trash Disposal

- Trash pickup days are Monday and Thursday.
- Recycling is picked up on Thursday.
- Trash is picked up on holidays.
- Trash bins and recycle bins may be placed at the curb for pickup up no earlier than 5:00 pm the evening prior to pick up.
- Garbage should be placed in plastic bags and then placed inside the trash bins.
- Trash bins must be stored away out of view from the street and any neighbor's view the evening of pick up.
- Call the All Services (954-583-1830) if you need additional trash bins.
- Call (954) 765-4202 ext. 221 for recycle bins.
- Bulk trash pickup dates are included in the quarterly newsletter and on the [Association website](#) homepage.

Website and Email

- The Association's website is www.thelandingsatweston.com.
- The Association's email address is info@thelandingsatweston.com.

III. Other Community Rules and Policies

Air Conditioners

- Window air conditioning units are not permitted.
- Air conditioning units shall be completely screened from the street with proper shrubbery (see Hedges below).

Alligators

- Call to report a nuisance alligator at (866) 392-1286. This is the number for the Florida Fish and Wildlife Conservation Commission.
- A nuisance alligator is defined as one that is more than four feet in length and is considered a threat.

Antennas (Satellite Dishes)

- Exterior TV or radio antennae are not permitted.
- Satellite dishes with a diameter of 24 inches or less will be approved with the following conditions:
 - The diameter shall be 24 inches or less.
 - They cannot be installed on roof tops or in the front of the house.
 - Prior to installation, submit a copy of your survey with the architectural review application showing the location of the of the satellite dish.

Artificial Vegetation

- No artificial grass, plants or other vegetation or rocks or other landscape devices shall be placed or maintained in the exterior portion of the lot without the prior approval of the Architectural Review Committee.

Awnings

- Prior to installation, submit a sample of the fabric and a copy of your survey with the architectural review application showing the location of the awning.
- Periodic cleaning and eventual replacement is at the discretion of the Board of Directors.

Basketball Hoops

- Shall be the portable type only.
- Shall be stored within 5 feet of the garage when not in use.
- Shall not cause a nuisance.
- Shall be kept in good repair.

Clothes Drying

- Clothing, laundry or wash may be aired or dried only on a portion of a yard which is completely screened from the view of all persons other than those on the lot itself.

Driveways, Sidewalks and Walkways

- Surfaces must be consistent with original approved materials and colors.
- Walkways from the driveway to the front door, front to the rear patio and porches may be considered for resurfacing (tile, paver, etc.).
- All surfaces need to be free from mold, stains and discolorations.
- Prior to installation, submit a picture or sample of the material and a copy of your survey with the architectural review application showing the location of the fixtures.
- Approved changes must be made in a reasonable time determined by the Board of Directors.

Easements

- Utility and lake easements are reserved as shown on the recorded plats covering each property.
- These shall be perpetual easements for the installation and maintenance of underground water lines, sanitary sewers, storm drains, electric, telephone, cables and conduits.

Electronic Insect Traps

- Shall not be in front yards.
- Shall not be a nuisance.
- Shall not be visible from the street.

Exterior House Lights

- All exterior light fixture replacements require prior approval of the Architectural Review Committee.
- Prior to installation, submit a picture of the fixture and a copy of your survey with the Architectural Review Application showing the location of the fixtures.
- All approved additions need to be completed in a reasonable time determined by the Board of Directors.

Fences

- Prior to installation, plans must be submitted for approval with a copy of your survey with the architectural review application showing the location of the fences.
- Only 5 ft. bronze aluminum handrail fences are permitted.
- No PVC or wooden shadow box fencing is permitted.
- Side setbacks: Fences must go down the side property line.
- Rear setbacks: Dry lots – fences must go down the rear property line.
- Rear setbacks: Waterfront lots – Fences must on the lake maintenance easement line.
- Rear setbacks: Waterfront lots - Fences may not encroach into the lake maintenance easement.
- Front setbacks: Fences must be set back at least 10 feet from the front corner of the house.
- For the safety of all residents, all gates should be in good working order at all times.
- Fences shall be maintained in proper condition and original color and hue.
- Replacement or altering/moving a fence requires a permit from the City of Weston.

Flags and Flagpoles

- 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, regardless of any covenants, restrictions, bylaws, rules, or requirements of the Association.
- Any homeowner may erect a freestanding flagpole no more than 20 feet high on any portion of the homeowner's real property, regardless of any covenants, restrictions, bylaws, rules, or requirements of the Association, if the flagpole does not obstruct sightlines at intersections and is not erected within or upon an easement.

Gardens – Vegetables and Fruit Trees

- Must comply with Broward County regulations.

Gas Tanks

- Gas tanks, gas container or cylinder are not permitted except for:
 - Gas cylinders (20 lbs.) used for a barbeque grill.
 - Gas tanks used for swimming pools.
 - Such other tank as is designed and used for household purposes and approved by the Architectural Review Committee.
- If buried:
 - Tanks must be 10 feet from any structure and follow all county and federal safety guidelines.
 - The homeowner assumes all liability.
 - An Architectural Review Application with a survey must be submitted for approval prior to installation.
 - All approved projects need to be completed in a reasonable time determined by the Board of Directors.

Gatehouse Procedures

- Homeowners and their invitees shall comply with all procedures adopted for controlling access to the property and use of roadways and other common areas.

Gutters and Downspouts

- Gutter color must match the fascia of the house.
- Down spouts must match the color of the house.
- Down spouts on the front elevation of the home should be avoided.
- An architectural application with a survey must be submitted for approval prior to installation.

Hedges

- What are the height requirements and who is responsible for maintaining the hedge?
 - There is no height regulation for Weston or Broward County.
A hedge height of 8-10 feet will be considered reasonable to maintain privacy.
 - The proper width of hedges is recommended not to exceed 3 feet.
- The general guidelines for the proper maintenance of the ficus hedges that border the property lines between houses are as follows:
 - All hedges must be neat and well maintained at all times.
 - Neat and well maintained is more important than the height and width.
 - A homeowner cannot be compelled to trim “the other side” of a hedge facing his neighbor; nor can that homeowner go on his neighbor’s property to trim “the other side” without the permission of the other homeowner.
- Under Florida law, a property owner is not liable to his “next door” neighbor or others outside his property for a nuisance resulting from trees or other vegetation growing on his land.
- The law allows neighboring owners to use self-help to trim back any encroaching tree roots or branches and other vegetation which has grown onto or beneath their property.
- We encourage homeowners to get to know their neighbors and to reach to a mutual agreement on how best to maintain the hedges on both sides.
- Regardless of who may have paid for the installation and whether the hedge is planted a foot or two on either side of the property line both owners benefit from the hedge.

- As a result, the most common approach is for each homeowner to maintain their side of the hedge.
- Hedge height in front areas of your home's landscaping and including screening of pool equipment and air conditioning units is not to exceed a reasonable height. 3-5 feet will be considered reasonable.
- Front property line hedges are not permitted
- Spacing of hedges shall be continuously planted and no wider than 18" centers.
- All hedges shall be planted inside the property line by 18"
- Hedges shall not extend into the lake easement or block the view of any other homeowners on the lake.
- The Board of Directors will adopt the Broward County list of native plants in approve hedge material. Ficus Benjimis is not on the approved list.

Hoses and Racks

- Shall not be placed in front of the house.
- Must be properly landscaped to obscure from view from the street and neighbors.
- Shall be properly stored when not in use.

House Numbers

- Decorative house number plates require approval from the Architectural review Committee.
- Include a photograph or sketch of the plate with you Architectural Review Application.

House Paint/Trim/Doors

- Shall be free of dirt, mildew and irrigation staining.
- Shall not have chipped or peeling or faded paint.
- Shall be approved colors only.
- Submit an Architectural Review Application for approval before you commence painting with the color names from the approved list and/or color samples.
- The paint color books are available from the Architectural Review Committee or the Property Manager.
- Your home may not be the same color as your next door neighbor, nor your neighbors immediately across the street.

Lakefront Property and Boats

- Boat houses or docks are not permitted.
- Boats shall not be left in the water or in the lake easement.
- Boats shall be stored in the garage and shall not be visible at all when not in use.
- Indian Trace Community Development District has regulatory responsibility for all lakes located within Weston.

Leases

- No portion of a lot or unit (other than the entire lot and unit) may be rented.
- All leases must be approved by the Association and are subject to a \$500 escrow deposit..

- A Rental Application must be completed and submitted by the renter to the Property Manager along with a \$100 application fee, plus a \$50 fee for each person over 18 years old who will live at the residence. The Rental Application is available on the [Association website](#).
- The Property Manager will perform a criminal background check on each person over 18 years old and will make that information available to the Board of Directors.
- The minimum lease term is one year. Renewal options must be approved by the Association.
- No more than one family may reside in a residence at one time.

Mailboxes

- Mailbox repair is the responsibility of the homeowners.
- Contact Beautiful Mailbox Co. (954) 792-6245 for repairs or replacement.
- Mailboxes shall be the original builder design only.
- The base of the mailbox shall be ringed (mulch, landscape of stone) so that the paint on the post will not be chipped by landscape equipment.

Motorized Unlicensed Vehicles (ATV, Go Carts)

- Unlicensed gas powered vehicles (all types) are not permitted within the community.
- They may not be operated on your lot, the sidewalks, the streets or any common area.

Nuisances

- Homeowners shall not create any annoyance to the neighborhood (i.e. pets, music, mufflers, parties, etc.).
- Equipment (including hoses, gas tanks and air conditioning units) shall be landscaped to obscure view.
- Rodents and insects shall be controlled.

Oil and Mining Operation

- No oil drilling, oil development, quarrying or mining operations of any kind are permitted.

Park Hours

- The parking lot is closed to vehicles from 11:00 PM to 6:00 AM.
- The tot lot playground is closed from 11:00 PM to 6:00 AM.
- The park is open to pedestrians 24/7.

Park Reservation Application (Use for Family Parties and Events)

- You may reserve the park area for parties and events.
- The Park Reservation Application must be submitted to the Property Manager for approval at least one week prior to the event.
- The Application is available on the [Association website](#) under Forms & Docs.
- A \$250 Security Deposit is required with the Application.
- All vendors attending the Event must be licensed and insured.

Patio and Deck Additions

- Patios and decks are permitted in the rear of the home.
- Standard sized lots may not exceed the side plane of the home.
- Oversized lots may exceed the side plane of the home by 25% of the distance between the home and the property line.
- Require an architectural application with a survey for approval prior to installation.

Pets, Livestock and Poultry

- No animals shall be raised or bred for commercial purposes.
- 2 household pets are allowed at each residence, plus fish and household birds.
- The City of Weston reminds dog owners that dogs must be under the owner's control with a leash in public areas or confined to the owner's property by a fence. Dogs cannot roam freely in a neighborhood, community, park or any open area.
- Pets cannot be left outside barking to the annoyance of neighbors.
- Pet owners must pick up after dogs and cats in any public swale, sidewalk, park and on any private property not belonging to the owner.
- All dogs and cats four months and older must be vaccinated against rabies every year by a licensed veterinarian.
- Every dog and cat in Broward County must have and wear a Broward County Rabies registration tag that is renewed annually.

Play Equipment (Swing Sets, Trampolines, etc.)

- Tree houses are not permitted.
- Shall be landscaped so as to be obscured from street view and must not become a nuisance.
- Must be placed behind the side planes of your home.
- Shall not be placed closer than 10 feet from any rear adjoining property line.
- Require an Architectural Review Application with a survey for approval prior to installation.

Pools, Spas, and Pool Equipment

- Swimming pools and spas
 - Pools on standardized lots must be located behind the side planes of your home.
 - Pools on oversized lots may exceed the side plane of the home by 25% of the distance from the house to the property line.
 - Any pool that qualifies for the 25% rule will be required to install lush landscaping.
 - You must submit an architectural application with a survey showing the scaled drawing of the pool/spa.
- Pool equipment/pump
 - Landscaping shall be used to obscure pool equipment from view.
 - Pump shall not be a sound nuisance.
- All projects must be completed in a reasonable time determined by the Board of Directors.

Signs

- Only one approved real estate sign can be placed on the property.
- The sign must be 8" x 12", professionally lettered and installed on a metal arm.
- Signs must be placed at least 5 feet from the sidewalk.
- Election signs are permitted no longer than 30 days prior to a general election and must be removed within 24 hours after the election.
- Real estate signs shall be removed within 5 days from the date of a binding agreement is entered into for the sale, lease or rental of the property or immediately upon the removal of the property from the market.
- Signs may not be placed in a swale or common areas, including the entry to The Landings.

Solar Panels

- Require an Architectural Review Application with a survey for approval prior to installation.
- Are not permitted on the front of the house.
- Mandatory landscaping may be required on corner lots wishing to install solar panels.
- Panels must be positioned as close to the rear section of the roof as possible and down the edge of the roof line.

Storage Sheds

- Storage sheds are not permitted.
- Patio boxes are permitted.
 - They shall not be visible from the street.
 - They must be brought indoors during hurricane warnings.

Storm Shutters

- Require an architectural review application with a survey for approval prior to installation.
- Permanent tracks shall match the adjacent wall color or be white.
- Accordion or roll down shutters must match the wall color, window or door frame
- Bahama shutters are not permitted.
- Panels must be in place no earlier than 48 hours prior to a storm or warning.
- Panels must be removed 7-14 days after a storm or 48 hours after a warning.
- Shutters may not be used for security purposes.

Street Flooding

- Homeowners are responsible for keeping storm drains clear of leaves, palm fronds and other debris that can prevent the proper drainage of water during heavy rain storms.
- Storm drains are professionally cleaned each year and a storm drain certification is obtained by the Association every 5 years as required by the City of Weston.

Street Light Outages

- Please report any street lights that are out to our Property Manager (954-349-1037) or send an email to The Landings email account (info@thelandingsatweston.com.)
- Please include the pole number at the base of the light post and nearest address.

Tailgating

- Please do not tailgate through the entry or exit gates.
- Anyone damaging the gates will be responsible to pay for the repair costs.
- Owners are responsible for their guests and vendors.

Trees (Removal, Root Problems and Palm Fronds)

- Trees may not be removed without receiving a permit in advance from the City of Weston.
- Weston and Broward County regulations require that a similar size tree (or trees) be replanted at the same or a nearby location.
- Tree roots may be pruned in many circumstances by a homeowner if the work is performed by a certified arborist. Consult the certified arborist about permit requirements and pruning requirements and restrictions.
- Damage to sewer pipes, foundations, lawns and other landscaping, walkways, pavers and driveways due to tree root damage is the responsibility of the homeowner.
- The Association Board of Directors has chosen to repair sidewalk and valley gutters/asphalt damage caused by tree roots as part of a long term plan to address the problem in order to minimize costs and insure the continuity and appearance of the community.
- Palm fronds should be disposed of by cutting them and placing them in your trash can or by maintaining them out of sight on your property until your landscaper can dispose of them.
- Palm fronds should not be discarded in any common area including the cul de sacs.

Vandalism

- Please report vandalism to the Police Department (954) 764-4357 and to the Property Manager at (954) 349-1037.

VariANCES

- The Board of Directors may grant variances from these rules for good cause shown as determined in the reasonable discretion of the Board.

VEHICLES

- Recreational vehicles, trailers or mobile homes are not permitted.
- Pickup trucks that are used for commercial purposes by the resident are not allowed to be parked overnight in the driveway. These vehicles must be in the garage overnight.
- Vans having at least 50% windows may be parked outside of the garage.
- Commercial vehicles, cargo vans and the like are not permitted.

VISIBILITY AT INTERSECTIONS

- No obstruction to visibility at street intersections shall be permitted.

WATER FILTERS AND SOFTENING DEVICES

- These should be placed in the garage.
- If placed outside, they must be at least 10 feet back from the front corner of the house.
- If placed outside, they must be obscured from view by approved landscaping.
- For new devices, you must submit an architectural review application with a survey indicating the location of the filters on the property.

IV. Enforcement

Compliance By Owners

- Every homeowner, guest and invitee shall comply with the Association's rules and regulations.

Enforcement

- Failure to comply with the Association's rules and regulations shall be grounds for immediate action.
- Association shall have the right to suspend the rights of use of Common Areas and may deactivate car tags.
- The Board of Directors may impose a fine for failure to comply with the Association's rules and regulations.
- The offending owner shall be responsible for all costs of enforcement including attorney's fees incurred and court costs.

Notice of Violation

- In addition to overall compliance with the Association's rules and regulations, community inspections are done quarterly by the Property Manager. Violation notices are issued to homeowners when applicable.
- Violation notices are commonly issued to homeowners related to:
 - Pressure cleaning the roof
 - Pressure cleaning the driveway and sidewalks
 - Repairing driveway pavers
 - Fixing landscaping and mulch
 - Cleaning/painting the house
- The homeowner generally has 30 days to correct the violation (based on the type of violation).
- With all homeowners' cooperation and prompt attention to the violation notices, we can maintain the curb appeal of The Landings and the cooperation among neighbors.

Notice of Hearing - Violations Committee

- If a homeowner does not comply with the terms of a violation notice the homeowner must be given a minimum 14 day notice to appear before the Violations Committee of the Board of Directors.
- The Violation's Committee is composed of 3 homeowners who are not Board members, officers or employees (including related spouses, children, brother or sister) of the Association.
- The homeowner shall present reasons why a fine should not be imposed.
- If a fine is imposed, a written notice of such fine will be mailed or hand delivered to the homeowner, tenant or invitee.

Levy of Fines

- Association may levy fines of up to \$100 per violation against any homeowner, tenant, or invitee for the failure to comply with any provision of the rules of the Association.
- A fine may be levied for each day of a continuing violation, with a single notice and opportunity for hearing, except that the fine may not exceed \$1,000 in the aggregate.
- A fine of less than \$1,000 may not become a lien against a parcel.

Suspension To Use Common Areas and Facilities

- An association may suspend, for a reasonable period of time, the right of a homeowner, tenant or invitee to use common areas and facilities for the failure to comply with any provision of the rules of the Association.
- The suspension does not apply to that portion of common areas used to provide access or utility services to the home. A suspension may not impair the right of an owner or tenant of a parcel to have vehicular and pedestrian ingress to and egress from the parcel, including, but not limited to, the right to park.