

# 2014 UPDATE

## ***RULES AND REGULATIONS***

**Twin Lakes of Brandon Homeowners Association, Inc.**

**Revised and Adopted: August 13, 2014**

### **INTRODUCTION AND SUMMARY:**

WHEREAS the Twin Lakes of Brandon Homeowners Association, Inc. has rule making authority under Article V, Section 6 of its Declarations of Covenants, Conditions, and Restrictions of Twin Lakes of Brandon Homeowners Association (the "Declarations") Article VII, Section 1(a) of the By-Laws of Twin Lakes of Brandon Homeowners Association, Inc. (the "By-Laws") and Article III, Section 6 of the Articles of Incorporation of Twin Lakes of Brandon Homeowners Association, Inc. (The "Articles of Incorporation") and;

WHEREAS the Twin Lakes of Brandon Homeowners Association, Inc.'s Board of Directors ("Board of Directors") from time to time have adopted various *Rules and Regulations*, and; WHEREAS, the Board of Directors believes it in the best interest to revise the various *Rules and Regulations* and;

WHEREAS, the Board of Directors held a meeting where all Members and residents were notified and encouraged to participate and;

WHEREAS, these meetings included the review of all existing *Rules and Regulations* over a three month period and;

WHEREAS, all Twin Lakes of Brandon Homeowners Association Members were officially notified by regular mail, which was delivered to the Post Office on July 18, 2014 of a pending Board Meeting scheduled for August 13, 2014 and that the *Rules and Regulations* were to be reviewed, revised and possibly adopted by the Board of Directors and,

WHEREAS at the meeting scheduled, at the River Hills Country Club, Valrico, Florida 33596 at 6:30 pm, all Members were given a reasonable opportunity to be heard, in person, or through representatives of such Members choosing or both; and,

WHEREAS, the Board of Directors on August 13, 2014 rescinded all previous *Rules and Regulations* adopted for the community and approved the 2014 *Rules and Regulations*.

NOW THEREFORE, these adopted *Rules And Regulations* are attached hereto, and available for review, by visiting the official Twin Lakes of Brandon Homeowners Association website at: TLBHOA.org and/or at the Management Office of the Twin Lakes of Brandon Homeowners Association.

# IMPORTANT NOTICE

THESE *RULES AND REGULATIONS* ARE IN ADDITION TO AND SUPPLEMENT THE ASSOCIATION'S *DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS, ARTICLES OF INCORPORATION AND BY-LAWS OF TWIN LAKES*.

TO THE EXTENT THERE IS A CONFLICT BETWEEN THE ASSOCIATION'S *DECLARATIONS OF COVENANTS, CONDITIONS AND RESTRICTIONS, ARTICLES OF INCORPORATION OR BY-LAWS OF TWIN LAKES* WITH THESE *RULES AND REGULATIONS, THE DECLARATIONS OF COVENANTS, CONDITIONS AND RESTRICTIONS, ARTICLES OF INCORPORATION AND BY-LAWS OF TWIN LAKES* WILL CONTROL.

IF ANY RULE, REGULATION, PROVISION OR PORTION THEREOF, CONTAINED IN THIS DOCUMENT IS HELD UNCONSTITUTIONAL, INVALID, OR UNENFORCEABLE, THE REMAINDER OF THESE RULES, OR PORTION THEREOF, SHALL BE DEEMED SEVERABLE AND ENFORCEABLE, SHALL NOT BE AFFECTED AND SHALL REMAIN IN FULL FORCE AND EFFECT.

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## **A. USES OF COMMON AREAS**

**INTRODUCTION: Pursuant to the rule making authority provided in the Association's Governing Documents, the Association has promulgated the following rules for the Common Areas.**

1. **Common Areas** –The following rules regulate the Association's Common Areas, as defined in the Declarations and includes, but is not limited to, the Community Basketball Courts, Soccer Field, Tennis Courts, and Zeina Park (including the Playground Area and the Community Stage):
  - a. Common Areas are for the enjoyment of all members and shall not be abused, altered, changed or destroyed in any way
  - b. Motor vehicles including dirt bikes, all terrain vehicles, etc., (unless used for maintenance purposes, as approved by the Board of Directors) are prohibited from all Common Areas and retention ponds.
  - c. Eating and drinking non-alcoholic beverages in the Common Areas are allowed. Glass containers are strictly prohibited. Members are responsible for themselves, their children, guests and invitees who eat and drink in Common Areas and are responsible for cleaning up all trash and removing all remaining food or beverage items when finished.
  - d. All persons using the recreation areas shall conduct themselves in a courteous manner with due regard to the rights of others. Children should be instructed to conduct themselves in the same manner and must have parental supervision under the age of 12.
  - e. Members shall limit time of play to 60- minutes if others are waiting to play.
  - f. Members are responsible for the conduct of their children, guests and invitees.
  - g. Members must be present for their guests or invitees to utilize the Common Area facilities.
  - h. The number of people using the facilities may be limited to comply with safety regulations or for other practical reasons.
  - i. Advertising leaflets, signs, posters or other written matter may not be delivered or posted on common area property without Board of Directors' approval.
  - j. All speed limit signs, traffic signs and parking signs must be obeyed.
  - k. Members, guests and invitees are expected to leave the recreation areas in a clean, neat appearance placing all trash in the appropriate receptacles and take all personal belongings when departing.
  - l. Noise levels shall be kept to a minimum unless it is an approved Association-sponsored event.
  - m. Hours for all recreation facilities are from 8:00 AM to dusk unless otherwise posted.
  - n. Loitering in Common Areas or parking lots is prohibited.
  - o. All benches, picnic tables, etc. shall remain in place and shall not be moved.
  - p. No skateboarding, roller skating, roller blading, bike riding or other wheeled conveyance is permitted at any time on the community Basketball Court, Tennis Court, pool deck or Stage.
  - q. Unattended vehicles parked on Common Area property or parking lots must have a Twin Lakes of Brandon vehicle sticker or the vehicle will be subject to towing and removal from the property at the vehicle owner's expense.
  - r. In no case shall any vehicle remain on Common Area property or parking lots beyond dusk or the vehicle will be subject to towing and removal from the property at the vehicle owner's expense.
  - s. With the exception of Association-sponsored events (as approved by the Board of Directors), Common Areas shall not be reserved for any reason by any homeowner.

2. **Community Pool** – The following are general rules as they relate to the use of the community pool:
- a. The Community Pool is for the enjoyment of all Members and shall not be abused or destroyed in any way.
  - b. Members are responsible for the conduct of their guests and invitees.
  - c. Members must be present for their guests or invitees to utilize the Common Area facilities.
  - d. All persons using Community Pool shall conduct themselves in a courteous manner with due regard to the rights of others. Children under 12 must have parental supervision present at all times.
  - e. The maximum number of person in the pool at any time shall be limited to 69 individuals.
  - f. Showers are required of all persons prior to entering the pool.
  - g. There are no lifeguards on duty; Members are responsible for their children, guests and invitees, who shall swim at their own risk.
  - h. There is no diving or jumping permitted in or around the pool area.
  - i. Unattached flotation devices such as rafts, floats and tubes and diving equipment are not permitted.
  - j. It shall be the responsibility of the Members and their guests and invitees to vacate the pool at the threat of lightning.
  - k. No radios or other music audio devices are allowed, unless such devices can be heard solely by the user, i.e., headphones.
  - l. Shoes and bathing slippers are not to be left by poolside.
  - m. There is to be no reserving of chairs or lounges and only one chair or lounge per person. Stacking of chairs is strictly prohibited.
  - n. Individuals who are incontinent are not permitted in the pool without the use of proper sanitary devices. Infants must be toilet trained or have “swimmers diapers” or plastic pants covering the diapers.
  - o. Glass containers are not allowed anywhere in or near the pool area.
  - p. Pool hours are 8:00 am to dusk, unless otherwise posted.
  - q. No loitering in or around the pool or pool parking areas.
  - r. Skateboarding, roller skating, rollerblading, bike riding or other wheeled conveyance is prohibited at all times within the fenced boundary of the Community Pool
  - s. Proper bathing attire is required at all times in the pool and pool area; cut off shorts and cotton tee shirts are not permitted in the pool due to damage they cause the filtration system.

3. **Lakes and Water Retention Areas** - The lakes and water retention areas in the Twin Lakes of Brandon community are part of the drainage system within the development. The lakes and retention areas are scenic features and are governed by County and Southwest Florida Water Management District and Environmental Protection Commission restrictions, as appropriate. The use of the lakes and retention areas are subject to the following Association *Rules and Regulations*:

- a. Swimming or boating is prohibited in the lakes and water retention areas except for maintenance boats used on behalf of the Twin Lakes of Brandon Homeowners Association. Residents bordering Lake Sterns may use non-motorized boats but any boats on these properties must be stored out of view of adjacent lots.
- b. Fishing, from the lake banks only is permitted by Members or their guests and invitees.
- c. Fishing may only be done with fishing poles, rods and reels. The uses of spears, nets, bows & arrows, crossbows, guns or any other non-fishing rod equipment and/or apparatus is strictly prohibited.
- d. Members and their guests or invitees shall not feed, harass or interfere with wildlife in the lakes or water retention areas.
- e. Members must be present for their guests or invitees to utilize the Common Area facilities.

- f. Members and guests or invitees are prohibited from access in any form and prohibited from using the dry retention area located at the end of Partridge Point Trail. Violators will be considered trespassing.
4. **Lot Use** - Each lot is to be used solely for single-family residential purposes. Lots may be used for home offices, so long as the business use of the lot does not result in any retail or wholesale operation or increased vehicular or pedestrian traffic. Any trade or business use of a lot is prohibited.
5. **Rental Homes** – Within five (5) business days of leasing a lot, Members must notify the Association that their home has been leased and furnish a copy of the lease agreement, the name of the tenant, a copy of background check, contact phone numbers for the Member, and length of lease to the Association. Members shall remain responsible for the tenant's compliance with rules, regulations, and all other obligations contained in the Association's governing documents. It is the Member's responsibility to transfer any pool access cards and/or tennis court keys, if provided in the lease, to the tenant; only the Member may request issue of these items and will be subject to issuance fees, as appropriate.
6. **Sale of Homes** - The Owner is responsible for notifying the Association when a new Owner takes title or when record title is transferred in any way. Florida law requires the Seller of a Unit in a Homeowner's Association to furnish all Association Documents to the Buyer. The Association Documents may be obtained from the Association's Management Company at reproduction cost or can be downloaded from the Associations website at TLBHOA.org. It is the seller's responsibility to transfer any pool access cards and/or tennis court keys to the new owners; if not transferred, the new owners will be subject to replacement fees for these items.
7. **Animals and Pets** - No animals except common household pets such as dogs, cats and pet birds will be allowed. All pets must be kept on leashes when outside the limits of the private property. Owners are responsible for cleaning up after pets at all times. Any pets causing or creating a nuisance or unreasonable disturbance shall be required to be permanently removed from the property as deemed appropriate by Hillsborough County Animal Control.
8. **Vehicle Parking** - Vehicles must never be parked on any lawn, turf or landscaped areas and shall not block or obstruct clear passage of any public sidewalk. Vehicles are not permitted to be parked on the street and shall not block or obstruct clear passage of any public roadway, to include, but not limited to, neighboring driveways, fire hydrants, stop signs, or blind/sharp curves.
9. **Commercial and Other Prohibited Vehicles:** No commercial trucks, trailers, campers, or commercial vehicles, vehicles with commercial signage, non-motorized vehicles, maintenance equipment, or trailers may be parked where they can be viewed by the public or other owners which includes, but is not limited to any driveway, street or Common Area. Multiple violations within any 12-month period shall be considered subsequent violations (i.e. not singular events). The above vehicles can be parked in a garage or other location if completely screened from public view of the adjoining neighbors. Temporary parking of commercial vehicles or other prohibited vehicles is permitted for no more than 4-hours in any given day exclusively for loading, unloading or preparing for a trip. Contractor trucks are permissible only when actively working at a home. For purposes of this subsection law enforcement and fire and rescue vehicles shall not be considered commercial vehicles.
10. **Vehicle Maintenance:** No vehicle maintenance of any type other than the washing/cleaning of a Member's personal vehicle(s) is allowed unless done within the confines of the garage.

11. **Boats and Recreational Vehicles** – No boats or watercrafts, of any kind or size, or boat trailers, or recreational vehicles, including campers, of any size or type may be stored on any lot unless completely concealed from public view, and/or view of adjacent residences. Boats and recreational vehicles that cannot be completely concealed may be brought into the community for a maximum period of 12 hours within any seven (7) day period strictly for the purpose of actively loading or unloading and cleaning. Multiple violations within any 12-month period shall be considered subsequent violations (i.e. not singular events).
12. **Firearms** - The use of any firearms or other weapons including B-B guns, pellet guns, paint ball gun, archery equipment is strictly prohibited within the Twin Lakes of Brandon Community.
13. **Wetlands Encroachment** - No lot may be increased in size by filling in any water body it may abut.

## **B. ARCHITECTURAL GUIDELINES**

**INTRODUCTION:** The Association and Architectural Committee (AC) have established the following rules and regulations to govern any addition, change, alteration or improvement to any lot.

**ANY TYPE OF IMPROVEMENT, ADDITION, CHANGE, MODIFICATION, OR ALTERATION NOT SPECIFICALLY PERMITTED IN THESE RULES OR REGULATIONS IS PROHIBITED.**

1. **All Exterior Modifications** – In accordance with the Declarations any and all exterior modifications or changes to any lot or structure, including but not limited to any additions, construction, alterations, painting, resurfacing, fencing, elevation changes, landscaping modification planting or removal or any other work must be pre-approved in writing by the Architectural Committee (AC). All applications shall include a copy of the Lot Survey, clearly indicating the location of all proposed modifications and/or improvements.

No proposed modification or improvement is permitted that will alter or negatively impact the adjacent properties with respect to drainage flow. No filling or altering of swales, ditches or other natural or constructed flow ways is permitted.

Use of Common Areas for access during any exterior modifications requires pre-approval by the Association. Any damage to Common Areas or right of way areas such as sidewalks, curbs, grass, sod, shrubs or other areas shall be the responsibility of the owner of the lot having the exterior modifications performed and any such damage shall be repaired immediately without need for demand by the Association. If Common Areas are damaged the Association, at its discretion, may undertake the repairs to the Common Area and assess the Owner for the costs or may require a Damage Deposit in advance of approving the access At no times shall debris, materials or equipment from improvements be stored in any Common Area.

2. **Additions** – Additions to the existing dwelling structure are permitted and require approval by the Architectural Committee (AC) before construction can commence. All applicable permits and approvals from governmental agencies must be obtained and included as part of the AC application for review.

Additions are permitted only in the rear yard or side yard where setbacks can be maintained and must be attached and contiguous to the existing structure. Additions must meet all applicable set-backs and be built within the side walls of the dwelling so that it is not visible from the street in front of the house. Additions must be constructed of concrete block and stucco with a roof line matching the existing structure roof line and shingle type and color. The addition must be finished with the same stucco texture, finish, and paint colors as the main structure. Windows and doors must match the style and type as the windows and doors on the main structure.

Use of community Common Areas for access during any addition requires pre-approval by the Board of Directors. Any damage to Common Areas or right of way areas such as sidewalks, curbs, grass, sod, shrubs or other areas shall be the responsibility of the Owner of the lot constructing the addition and any such damage shall be repaired immediately without demand by the Association. If not addressed by the Owner, the Association, at its discretion, may undertake the repairs to the Common Areas and assess the Owner for the costs or may require a Damage Deposit in advance of approving the access At no times shall debris, materials or equipment from improvements be stored in any Common Area.

3. **Antennas and Satellite Dishes** – Unless preempted by Federal or State Law or County Ordinance, satellite dishes, radio, television transmission or reception antennae, along with any free standing transmission or receiving towers are strictly prohibited and shall not be erected on any lot or structure. Antennas or satellite dishes allowed via the preemption of Federal or State Law or County Ordinance must be approved by the Architectural Committee (AC) prior to installation. Satellite dishes must be 18-inches in diameter or smaller. Antennas and Dishes must be located on the rear third of the house or post mounted in the rear yard. For corner lots, it must be located on the side of the house not adjacent to the street.

Special location waivers can be obtained if reception cannot be achieved by placing the dish in the approved locations noted herein. This will require the requesting party to pay up to \$100.00 for the Association to perform a special evaluation to ensure that adequate reception cannot be achieved in the rear third of the house or the rear yard.

4. **Awnings** – Unless preempted by Federal or State law or County Ordinance, no awnings of any type, style or material including but not limited to metal, canvas or wood will be permitted.
5. **Basketball Hoops** - Basketball hoops are allowed so long as they are painted, well maintained and include a net. Damaged poles and hoops must be repaired or removed immediately. Permanent basketball hoops must be approved prior to installation by the Architectural Committee (AC). Basketball hoops that are extendable beyond a height of 4 feet tall are only permitted in the front/address side of the property. Permanent and portable basketball hoops shall not be placed within 8' of any public sidewalk or street.
6. **Clotheslines** - No permanent clotheslines are permitted. Portable clotheslines must be stored out of site when not in use and cannot remain on the lot after dusk.
7. **Cooking Grills** – Grills are allowed but must be screened from public view when not in use, either on an enclosed patio, concealed by landscaping or stored in a garage.
8. **Decks** – Wooded decks are permitted in rear yards only. The installation of a deck must be approved in writing by the Architectural Committee (AC) and must comply with Hillsborough County codes and all applicable set back lines and easements. Decks must be placed adjacent and contiguous to the dwelling structure and must meet all applicable set-backs and be built within the side walls of the dwelling so that it is not visible from the street in front of the house. Decks cannot extend more than 16-feet from the rear of the house.

Decks must be constructed of pressure treated wood or engineered composite material resembling wood (i.e. Trex or Veranda). All decks must be sealed with a natural finish (refer to "WOOD FENCES" maintenance for sealing and maintenance requirements).

If on a corner lot, the rear yard must be fenced from view of adjacent streets in accordance with the fence guidelines herein or otherwise shielded from view with landscaping.

9. **Decorative ponds** – Decorative ponds are not permitted in any front or side yard. Rear yard ponds are permitted if approved by the Architectural Committee (AC). Ponds cannot exceed 36 square feet in area and property owner is responsible for compliance with all applicable safety requirements. Adjacent waterfalls may not exceed 48-inches in height. Ponds must be maintained such that they do not become a visual, noise, or odor nuisance.



10. **Dog Runs and Animal Kennel Cages** – Exterior/outdoor dog runs and animal kennel cages are not permitted within Twin Lakes of Brandon community.

11. **Driveways and Sidewalks**- Modification of any driveway or sidewalk including any shape, texture and/or color changes must be pre-approved in writing by the Architectural Committee (AC). Permitted driveway and sidewalk materials are limited to poured concrete and pavers; no asphalt, stone, rock or ether material is permitted. Pavers must be a natural, earth tone with a brown or gray base color.

Any driveway and/or sidewalk color changes must be in accordance with the “Driveway Paint/Stain Color Supplemental Guidelines” attached and made a part hereto.

Sidewalks within public right-of-way must be non-textured poured concrete as required by Hillsborough County standards and cannot be painted, stained or textured.

Driveway extensions of no more than two (2) feet per side are permitted so long as the extension is of the same material as the rest of the original driveway. Driveway extensions may not exceed beyond the side walls of the dwelling also driveway extension may not extend within the public right-of-way between the sidewalk and the back of curb.

12. **Fences** – All fences must be in accordance with the Twin Lakes of Brandon Fence Guidelines Supplement attached and made part hereto. In summary:

- No fence may extend forward of the front of any house or within the 25-foot lot set-back from public rights-of-way.
- All fences, unless set forth below, must be six (6) feet in height except: All fences adjacent to and bordering the Zeina Park, and side and back fences on lots along Lake Sterns may not exceed four (4) feet in height and require special review by the Architectural Committee (AC) so as not to block the view of Lake Sterns on any other adjacent Lake Sterns lots.
- Approved materials for fences are limited to Wood, Vinyl, Wrought Iron, Steel and Aluminum (wrought iron style for all metal fences); specific specification requirements for each type are included in the Fence Guideline Supplement. No chain link fences are permitted except at perimeter buffers where original chain link fences were installed by the developer; in these areas, 4-foot black vinyl coated chain link fences must be used.
- Fence Signage: The only allowable signage on any exterior fence surface shall be no more than two (2) 7”L x 2-1/8”H “Beware of Dog” signs as manufactured by Signature Hardware Whittington Collection. Antique Brushed Nickel or Antique Brass finishes are permitted. These signs can be purchased on-line at:  
<http://www.signaturehardware.com/product15620>  
Equivalent signs matching this style, size and finish are permitted with ACC approval.

13. **Fire Pits and Barbeque Pits** – Fire pits and barbeque pits are permitted only in the rear yards. Permanent installations require Architectural Committee (AC) approval and must be constructed of decorative block or pavers; pavers or block must be a natural, earth tone color with a brown or gray base color. Pits are not permitted in set-backs or easements and must be built within the side walls of the dwelling so that it is not visible from the street in front of the house. The owner is responsible for all applicable laws and ordinances relating to burning.

14. **Flags** – The U.S. Flag, flown pursuant to proper flag etiquette, State of Florida Flags or POW/MIA flags are permitted and encouraged. Other flag types including U.S. Armed Forces flags (Army, Marines, Navy, Air Force and Coast Guard), college flags and pro sport team flags are also permitted; no other flag types are permitted. Flag size may not exceed 3' x 5' and flags must be mounted to the front façade of the home. Flag poles of any type or size are not permitted on lots.
15. **Flower Pots and Urns** – Flower pots and/or urns may be located in the front yard such that they are visible from the adjacent street or right-of-way. All pots and/or urns must be located within planting beds and shall not be located further than ten (10) feet from the house. No pot or urn may be larger than 32-inches in diameter or in excess of 36-inches high. Pots and urns must be decorative; plastic nursery pots or growing pots are prohibited. Up to two (2) pots and/or urns may be placed on the front entry area; pots and urns are not permitted in driveways except when they are adjacent to the structure and located between the garage doors. The collective number of pots and urns shall not exceed five (5) pieces. No artificial plants or flowers are permitted in pots, urns or planting beds in the front or side yard of houses.
16. **Fountains** – Fountains are permitted in front and rear yards and may not exceed 60-inches in height. If located in the front yard, fountains must be placed within ten (10) feet of the front of the house and be located within a plant bed. In rear yards, the fountains must be located out of any established set-back and easement.
17. **Garage Conversions** – No garage is permitted to be permanently enclosed or converted to other use. Garage door screen enclosures are also prohibited.
18. **Garage Doors** – Only garage doors matching the style and type originally installed by the developers/builders of Twin Lakes will be permitted. These are limited to aluminum garage doors with or without top-bay windows. Garage doors must be painted in accordance with the approved Color Palette Book.
19. **Gazebos** – Gazebos are allowed only on lots backing up to a designated conservation area. Gazebos must be placed within 5-feet of but not within the conservation area. Gazebos may not exceed 144-sf (12'x12' max) in ground surface area and may not exceed 13-feet in height. Gazebos must be constructed of wood or vinyl and must be white in color and match the architectural style of the existing community common gazebos. All gazebos must obtain Architectural Committee (AC) approval before installation. All maintenance requirements included herein in Section C for structures apply to gazebos.
20. **Holiday Decorations** – Holiday Decorations are allowed and may be put up 45 days in advance of the holiday, however, all such holiday decorations shall be removed from view and stored no later than 14 days after the holiday.
21. **Hurricane and Storm Shutters** – Temporary Hurricane and/or temporary storm shutters are allowed including the accordion type, plywood and the corrugated aluminum type shutters. Temporary hurricane and storm shutters must be properly installed. Temporary hurricane and storm shutters can be installed up to two (2) days prior to a storm warning issued for the area and must be removed within five (5) days of a storm passing.
22. **Invasive Plant Species** – No plant material considered an invasive species in the Florida Exotic Pest Plant Councils (FLEPPC) "2009 List of Invasive Plant Species" is permitted to be planted or to grow on any lot. This list of invasive species can be found on the FLEPPC's website at [www.fleppc.org](http://www.fleppc.org)

23. **Landscape Curbing and Pavers** – Landscape curbing and pavers are permitted around planting beds and tree rings and require Architectural Control (AC) approval prior to installation. Curbing can be constructed of poured concrete or decorative pavers. Landscape timbers or other wood products are not permitted for this use. Curbing and/or pavers must be a natural, earth tone color with a brown or gray base color.
24. **Landscape Lighting** – Landscape lighting is permitted on lots. No more than two (2) lights may be used for any one tree and no more than ten (10) landscape lights can be used in front and side yards. Lights are limited to a maximum of 50-watts per unit with white or clear bulbs (no colored lights are permitted). They shall be installed no higher than 18 inches from the ground and aimed such that there is minimal light trespass to adjacent properties or rights-of-way.
- One (1) light post and lamp is permitted in the front yard. Lamp style must match the outdoor lighting style on the main structure. Posts cannot exceed 7-feet in height.
25. **Landscape Walls** - Low landscape walls are permitted around planting beds and tree rings and require Architectural Committee (AC) approval prior to installation. If located in the front or side yards, landscape walls cannot exceed 30-inches in height and must be constructed of decorative paver block type materials; landscape timber, concrete block or other type of wall material is not permitted. No landscape walls are permitted in the right-of-way area between the back of curb and the sidewalk. Landscape walls must be a natural, earth tone color with a brown or gray base color.
26. **Lawn Ornaments and Yard Art** – No more than a total of five (5) pieces of lawn ornaments and lawn/yard art collectively may be placed in the front yard or be otherwise visible from the street fronting a property. Lawn ornaments or lawn/yard art may be no higher than 18-inches and must be located within six (6) feet of the front of the home. This rule is not applicable to rear yards so long as the rear yard is not visible from the street. Ornaments or yard art bearing written messages or numbers are considered signs and must comply with the signage guidelines.
27. **Mailbox and Mail Box Posts** – Mailboxes and mail box posts must be in accordance with the “Mailbox and Post Supplemental Guideline” attached and made a part hereto. The approved color and architectural design of the mailbox and posts are provided in this supplemental guideline. No other mailboxes or mailbox posts are permitted.
28. **Outdoor Furniture** - Only furniture specifically designed for use outdoors may be stored or used outside of the house and shall not be placed or left on the driveway or sidewalk adjacent to any home.
29. **Outdoor Kitchens** – Outdoor kitchens are permitted in rear yards only. Outdoor kitchens must be located on patios or lanais connected to the main dwelling structure and must be located within screen enclosures or be located on a fenced lot. Any additions of outdoor kitchens must be approved by the Architectural Committee (AC).
30. **Painting** – Any painting beyond minor touch-up or repairs to the exterior of a home including re-painting the same colors or changing colors requires pre-approval by the Architectural Committee (AC). All requests must be in accordance with the “House Paint Color Supplemental Guideline” attached and made a part hereto.
31. **Path Lighting** – Path lighting shall be permitted in the front yard of houses and must be located within ten (10) feet of the structure. Path lighting is limited to no more than sixteen (16) low watt or solar landscape lights. No

path lighting is permitted adjacent to public sidewalks or driveways. All path lighting shall be down lighting no more than 18 inches in height from the ground; no up lighting is permitted.

32. **Patios and Lanais** – Patios and Lanais are permitted in rear yards only. The installation of a patio or lanai must be approved in writing by the Architectural Committee (AC) and must comply with Hillsborough County codes and all applicable set back lines and easements. Patios and lanais must be placed adjacent to and contiguous with the dwelling structure and must meet all applicable set-backs and be built within the side walls of the dwelling so that it is not visible from the street in front of the house. Patios and lanais cannot extend more than 16-feet from the face of the house and must be constructed of poured concrete or decorative pavers. If pavers are used, pavers must be a natural, earth tone color with a brown or gray base color.

Free floating lanais are permitted in rear yards backing to conservation easements or other non-residential properties. These lanais must be constructed of decorative pavers matching the requirements herein and cannot exceed 150 square feet in size.

33. **Pergolas** – Pergolas are permitted only in the rear yard as a shade covering for a lanai or deck. The installation of a pergola must be approved in writing by the Architectural Committee (AC) and must comply with Hillsborough County codes and all applicable set back lines and easements. Pergolas must be contiguous and attached to the house structure and cannot extend more than 16-feet from the structure and cannot exceed nine (9) feet in height. Pergolas must be built within the side walls of the dwelling so that it is not visible from the street in front of the house. Pergolas must be constructed of pressure treated wood products. All pergolas must be stained with a natural finish (refer to “WOOD FENCES” maintenance for stain and maintenance requirements).

34. **Planting Beds** – Planting beds are permitted in front and side yards in accordance with these guidelines. Front yard planting beds cannot exceed more than 35% of the open area of the effective front yard area (measured property line to property line, and back of sidewalk to face of structure/house, excluding the driveway). The remaining open area must be sodded in accordance with these guidelines. For corner lot side yards, these same guidelines apply regarding area of the planting beds. For rear yards, the area guidelines do not apply but all other guidelines relative to planting beds and maintenance thereof apply. Planting beds not adjacent to the structure/house must contain at a minimum one (1) shade tree or palm tree over 8-feet in height; additional plantings of trees or shrubs in these beds is permitted.

35. **Planting in Right-of-Way** – Only turf grass as defined herein shall be permitted to be planted in the right-of-way adjacent to properties (between the back of curb and the public sidewalk) except as noted below. No trees, shrubs or other plant beds will be permitted in these areas. For properties with existing trees in this area, trees shall be maintained in accordance with these guidelines such that they do not impede walking or vehicle travel. If removed, replanting is not permitted. A small planting bed, not exceeding 4 square feet (2' x 2' max) can be installed around the mailbox post on a lot. Plants in this area cannot exceed a height of 18-inches at maturity and the bed must be maintained as other plant beds described herein.

36. **Play Equipment** – Any play equipment that requires assembly or that which may be visible from adjacent residences, including but not limited to swing sets, play houses, trampolines, slides and elevated platforms require an Architectural Committee (AC) approval prior to installation. All play equipment must be placed a minimum of 10-feet from the rear property line and outside the set-back limits when adjacent to a public street or easement. Notwithstanding the above, play equipment shall be placed so as to not be visible from the street in front of the home or from an adjacent right-of-way for corner lots. No play equipment shall exceed ten

(10) feet in height (to top of the equipment) and no platform can be over six (6) feet above the adjacent ground surface.

37. **Portable Air Conditioners** - No wall or window type air condition units or fans are permitted.
38. **Portable Storage Units** – Portable storage units such as “PODS” may be used for loading or unloading on a temporary basis not to exceed 72-hours in any 30-day period.
39. **Rain Barrels and Cisterns** – Rain barrels and cisterns are permitted in rear yards and must be located adjacent to the house structure only and shall not be visible from the street in front of the house. Rain barrels and cisterns may not exceed 55-gallons in size and must be screened from view with a fence or landscaping.
40. **Rain Gutters** – Rain gutters on houses are permitted but require Architectural Committee (AC) approval prior to installation. New gutter systems must be standard 5” wide x 3.5” depth aluminum gutters fastened at the eave line of the house. Gutters and downspouts may be white or painted the primary color of the house. If there is an existing system, owners may match that existing system Downspouts shall be located such that they do not discharge water directly onto adjacent properties or common areas.
41. **Roofs** – All roofs in Twin lakes, unless otherwise installed by the original builder, must be asphalt shingles. Metal, tile or other roof material is prohibited. Colors for asphalt shingles must match the original builder shingle color or be in accordance with the colors provided in the “Roof Style and Color Supplemental Guideline” attached and made a part hereto. The installation of a roof must be approved in writing by the Architectural Committee (AC) and must comply with Hillsborough County codes and all applicable building codes.
42. **Screen Enclosures** - All screen enclosures must receive written approval from the Architectural Committee (AC) prior to installation and comply with all applicable building code standards. Screen enclosures must be made of bronze or white aluminum with gray or black screening only. Screen enclosures must be in rear yards only and be within the side walls of the home so as not to extend beyond the structure and be visible from the street in front of the home. Screen enclosures shall be limited in height to 80% of the adjacent height of the house at the peak of the roof line. No aluminum roofs are permitted on screen enclosures or lanai areas. Any non-screen roof area must match the dwelling roof in type, style, color and materials.
43. **Signs** - No signs showing from any window, on any lot, on or in any dwelling, on the Common Areas, or in/on any vehicle of any kind are allowed except:
  - One (1) professional sign (6 square feet maximum) advertising the property for sale or rent.
  - Alarm system signs are allowed when in compliance with State Statute but cannot exceed 8”x12” in size.
  - Pesticide signs are permitted and must be removed within 48 hours of application.
  - The only allowable signage on any exterior fence surface shall be no more than two (2) 7”L x 2-1/8”H “Beware of Dog” signs as manufactured by Signature Hardware Whittington Collection. Antique Brushed Nickel or Antique Brass finishes are permitted. These signs can be purchased on-line at: <http://www.signaturehardware.com/product15620>  
Equivalent signs matching this style, size and finish are permitted with ACC approval.

Any other signs including, but not limited to, automobile for sale, fence contractor, landscape contractor, pool contractor, builder signs or political signs are strictly prohibited.

44. **Solar Water Heaters and/or Solar Cells** – Solar panels and/or cells are permitted in accordance with local, State and Federal guidelines. Where possible, the panels or cells should be located on the rear or side of the roof line to minimize the view from the adjacent street. Free-standing panels and/or cells are not permitted in the front or side yards; if located in the rear yard, the rear yard must be fenced. The installation of solar water heaters or solar cells must be approved in writing by the Architectural Committee (AC) and must comply with Hillsborough County codes and all applicable building codes.
45. **Swimming Pools and Spas** - Above ground pools are prohibited except for children pools holding less than 50-gallons of water, which must be removed and stored out of view when not in use or after dusk. The installation of a swimming pool or spa must be approved in writing by the Architectural Committee (AC) and must comply with Hillsborough County codes and all applicable set back lines and easements. Pools and decks must be constructed within the side walls of the dwelling and in the rear yard of the house so that it is not visible from the street in front of the house. All pools must be within a screen enclosure or six (6) foot fence; enclosures and fences must be in accordance with these guidelines.

Free standing hot tubs or spas must be placed on the rear porch or lanai and owners must follow mandated safety requirements from the appropriate governmental agencies including those regarding safety fences and covers. Hot tubs and spas must be placed such that they may not be visible from the street in front of the house.

Unless otherwise allowed by these guidelines, other structures that are not contiguous and part of the pool or spa are not permitted.

Use of community Common Areas for access during any pool or spa installation requires pre-approval by the Association. Any damage to Common Areas or right of way areas such as sidewalks, curbs, grass, sod, shrubs or other areas shall be the responsibility of the owner of the lot having the pool or spa installed and any such damage shall be repaired immediately without the need for demand by the Association. If damage is not repaired by the owner, the Association, at its discretion, may undertake the repairs to the Common Areas and assess the owner for the costs or may require a Damage Deposit in advance of approving the access. At no times shall debris, materials or equipment from improvements be stored in any Common Area.

46. **Temporary Signs** – Signs, other than those used by the Twin Lakes of Brandon HOA to announce upcoming meetings or community events, may not be placed in the community common property or right-of-way. Signs used for the specific purpose of directing interested parties to a temporary event such as an open house or yard sale may be used on the individual lot for no more than twelve (12) hours and shall not remain on the property after dusk.
47. **Temporary Structures, Sheds and Storage Containers** - No structure of a temporary or permanent character, trailer, garage, playhouse, shed (including any outdoor storage container such as Rubbermaid type storage units or any other manufactured or homemade storage unit), are allowed at any time either temporarily or permanently. Sheds and any type of storage container are prohibited on any lot except for Portable Storage units “PODs” as are herein provided for.
48. **Temporary Tents, Canopies and Covers** – Temporary tents, canopies and covers are permitted in rear yards only. Temporary tents, canopies and covers can be erected for no more than 24-hours in any 30-day period. Temporary tenting for whole house treatment with pesticides is permitted.

49. **Vehicle Covers** – Vehicles located outside of the garage are not permitted to be covered at anytime or for any reason.
50. **Water Supply** - No individual water supply system will be permitted including individual irrigation systems connected to any well, pond or lake.
51. **Window Treatments** – No newspaper, magazines, aluminum foil, reflective film, mirrored tint, sales signs, bed sheets or towels shall be placed over the windows of any dwelling. Any window treatments placed on windows in the front and when a corner lot, the side of the dwelling shall be compatible with the color scheme of the house.
52. **Propane/Natural Gas Tanks** – Propane/Natural Gas tanks for any use, including but not limited to pool heaters, generators, and/or hot water heaters, shall only be permitted if the tanks are buried in accordance with local regulations and meet all required permit and set-back requirements. For properties with existing above ground tanks, tanks shall be screened from view from the public right-of-way if located in side yards; tanks shall be maintained and be free of rust and peeling paint.
53. **Pool Equipment/Water Softener Screening** – Where pool equipment and/or water softeners are located in side yards where it may be visible to the public right-of-way, the equipment must be screened from view with landscaping and/or a 4-foot fence (reference Fence Requirements for permitted style and types. An AC approval is required for equipment screening.

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## **C. MAINTENANCE**

**INTRODUCTION:** Pursuant to the maintenance obligation of each owner as set forth in the association's Declarations and to set forth standards by which owners can determine if their lots are properly maintained, the Association has published the following *Rules and Regulations*.

**NONE OF THESE RULES AND REGULATIONS SHALL BE READ OR INTERPRETED IN A MANNER THAT IS CONTRARY TO FLA. STAT. §373.185(b), FLORIDA-FRIENDLY LANDSCAPING.**

- **Turf Grass** - Strong, healthy St. Augustine turf grass must be maintained at all times on all grassed portions of all lots; no other grass type is permitted on lots in Twin Lakes. In the event of damage to the turf due to pests, drought, acts of God or any other cause, the dead turf must be removed and replaced with healthy sod within fifteen days (15-days) of notice. In the case of a severe freeze, sod replacement must be completed by the end of March. Grass shall not exceed the height of 5.5- inches. All dead turf must be replaced with St. Augustine sod; no plugs, seed and/or sprigs are permitted for turf replacement.
- **Turf Grass Maintenance** - Turf Grass shall be cut weekly between the months of April and October and bi-weekly between the months of November and March. Landscape trimmings may not be blown down storm sewer inlets.
- **Turf Trimming** - Line Trimming (weed whacking) against houses, fences, landscape curbing and any other structures shall be completed with every yard mowing event.
- **Turf Edging** - Edging along all hard surfaces abutting turf areas shall be completed with every yard mowing event.
- **Weed Control** - Weeds and grasses growing in the cracks of concrete, pavers, plant beds, etc. are prohibited and must be removed at first sight.
- **Plant Beds** - All flower beds, planting beds, shrub beds, tree rings and non-turf areas shall remain weed free at all times and be properly mulched in accordance with these guidelines.
- **Mulch** - All plant beds, shrub beds, tree rings, and planting areas must be covered with a continuous mulch covering (3-inch is standard depth). Permitted mulch types are: Pine Bark Chips or Nuggets, Shredded Cypress Mulch, Landscape Rock, or Rubber Mulch. The color for all mulch types must be a neutral, earth tone brown based color. Pine straw mulch is not permitted.
- **Shrubbery** - All shrubs and other non-tree type plant material shall be trimmed according to industry accepted horticultural practices and shall remain within these trimming bounds at all times. Shrubs or other non-tree plant material may not exceed six-feet (6-ft) in height anywhere on the lot. Shrubs or other non-tree plant material may never exceed three feet (3-ft) in height between the front of the house and the street unless they are within 6-feet (6-ft) of the dwelling structure.



- **Plant Trimming** - No trees, shrubs, or other plant material may infringe upon any public sidewalks. Trees, shrubs and other plant material must be at least eight feet (8-ft) above the sidewalk and fourteen feet (14-ft) above the roadway at all times. All plants shall be regularly trimmed to meet these guidelines.
- **Palm Tree Trimming** - Dead, dying or unhealthy palm fronds shall be removed from palm trees.
- **Tree Removal** – Diseased or damaged trees must be removed to prevent damage to properties and personal injury. Property owners must obtain necessary governmental approvals for all applicable tree removals. If not damaged or diseased, AC approval is required prior to removal. Removal will only be permitted if the tree is causing damage to property (i.e. cracking foundations, driveways or sidewalks) or is necessary to allow another allowable improvement (i.e. pool, patio, etc.). Replacement trees may be required in accordance with Hillsborough County codes; AC approval is required for the location of any replacement trees on the lot.
- **Irrigation System Maintenance** - Irrigation systems should be checked regularly in order to prevent wasting of water and to promote healthy landscape growth. Broken irrigation heads or malfunctioning zones must be repaired or replaced within 30-days of failure. Homeowners are required to follow all water restrictions as imposed by any governmental authorities.
- **Driveway and Sidewalk Maintenance** - All hard flat surfaces such as, but not limited to, concrete and pavers, shall remain in good repair and maintained such that they are free of mold, mildew, dirt and stains at all times. Driveways must remain free of litter, trash, newspapers, cigarette butts, etc. at all times. Driveways or sidewalks that have shifted or lifted must be repaired or replaced due to safety concerns as well as aesthetics. All repairs or replacements, unless permission is obtained from the AC, must use the same material as was originally built (i.e. concrete, pavers, etc.). In addition, all concrete curbing in the right-of-way, adjacent to properties shall be maintained (pressure washed) such that they are free of mold, mildew, dirt and stains.
- **Fences** - Fences must be maintained so there are no loose or missing slats or panels. Fences shall not lean or sag and both sides of the fence must be maintained free of dirt, mold, mildew and stains at all times. Property Owners who choose to install fences are responsible for the maintenance on both sides of the fence, unless the adjacent property owner has utilized the fence to enclose the adjacent property, thereby accepting responsibility for maintenance of the enclosed side.
- **Wood Fences** - In addition to the provisions above, wood fences must be regularly sealed with a natural sealer only. No painting of any color is permitted for fences. Wood fences may be stained with a Cedar Color Stain matching Behr Premium Alkyd/Acrylic Natural Cedar Weatherproofing Wood Finish (Model # 50101) or equivalent; no other stain color is permitted.
- **Structures** - All parts of all structures including, but not limited to, walls, columns, piers, soffit, fascia, doors (entry and garage), window frames, gutters, roofs, fences, pool enclosures, gazebos, etc. shall remain free of dirt, mold, mildew, stains, graffiti, flaking stucco or paint, rot, termite damage, etc. at all times.
- **Structure Painting** - All parts of all structures shall have a proper coating (paint or stain) adhered to the structure at all times. Once coating starts to chalk, crack, or wear through, or allow the excessive growth of mold or mildew, it is necessary to repaint. All repainting must be done in accordance with the Twin Lakes of Brandon HOA's current paint policy which is incorporated herein by reference.

- **Mechanical Equipment Shielding** - All mechanical equipment including, but not limited to, A/C units, water softeners, water conditioners, pool equipment, electrical generators, etc. must be shielded by landscaping. Fencing may be approved if it is consistent with other fencing on the property and is in accordance with the fencing guidelines herein.
- **Storage Areas** - The driveway and other parts of the lot visible from the roads or adjacent lots shall not be used as storage areas. Items such as, but not limited to, landscape materials, trash, building materials, auto parts, tools, equipment, recreational equipment not currently in use, recycle bins, trash cans, boxes, lawn or outdoor furniture not currently in use, bicycles, toys, cages, buckets/pails, etc. must be stored out of sight at all times. Garden hoses must be rolled up and stored next to the spigot when not in use.
- **Mailboxes and Mailbox Posts** - All mailboxes and mailbox posts shall remain free of dirt, mold, mildew, and stains or other damage at all times. Mailbox posts must have a quality coating attached at all times and meet the guidelines as provided for in the "Mailbox and Post Supplemental Guideline" included herein. All posts must stand straight up as intended and all mailboxes must be securely attached to the post. Damaged posts caused by line trimming (weed whacking) must be repaired or replaced when damaged. Plant material may not exceed 18-inches in height around mailboxes and mailbox posts.

All mailbox and mailbox post replacements must be in accordance with the "Mailbox and Post Supplemental Guideline" included herein.

- **Trash and Trash Receptacles** - All trash must be stored in sanitary containers with those containers placed out of sight from the road unless at the curb for pick-up. Exterior storage, unless behind a solid fence and completely out of sight from all neighboring properties or public areas, is prohibited. Lots must remain free of trash, litter, pet waste, cigarette butts, newspapers, garbage, etc. at all times.
- **Trash Pick-up** - Trash and recycling containers may not be placed at the curb more than 12-hours prior to pick-up and all trash receptacles and recycling containers must be out of sight of the street by 6:00pm on the day of pick-up. Non-bagged lawn waste can be placed at the curb side up to three (3) days in advance of the pick-up but must not obstruct the adjacent sidewalks, driveways or roadways; bagged yard waste cannot be placed at curb side more than 12-hours prior to pick-up. Multiple violations within any 12-month period shall be considered subsequent violations (i.e. not singular events).

#### **SUPPLEMENTAL GUIDELINES INCLUDED BY REFERENCE:**

- A. Fence Guideline Supplement**
- B. Driveway Paint/Stain Color Supplemental Guidelines**
- C. House Paint Color Supplemental Guideline**
- D. Mailbox and Post Supplemental Guideline**
- E. Roof Style and Color Supplemental Guideline**

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# **IMPORTANT NOTICE**

**THESE *RULES AND REGULATIONS* ARE IN ADDITION TO AND SUPPLEMENT THE ASSOCIATION'S *DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS, ARTICLES OF INCORPORATION AND BY-LAWS OF TWIN LAKES.***

**TO THE EXTENT THERE IS A CONFLICT BETWEEN THE ASSOCIATION'S *DECLARATIONS OF COVENANTS, CONDITIONS AND RESTRICTIONS, ARTICLES OF INCORPORATION OR BY-LAWS OF TWIN LAKES* WITH THESE *RULES AND REGULATIONS, THE DECLARATIONS OF COVENANTS, CONDITIONS AND RESTRICTIONS, ARTICLES OF INCORPORATION AND BY-LAWS OF TWIN LAKES* WILL CONTROL.**

**IF ANY RULE, REGULATION, PROVISION OR PORTION THEREOF, CONTAINED IN THIS DOCUMENT IS HELD UNCONSTITUTIONAL, INVALID, OR UNENFORCEABLE, THE REMAINDER OF THESE RULES, OR PORTION THEREOF, SHALL BE DEEMED SEVERABLE AND ENFORCEABLE, SHALL NOT BE AFFECTED AND SHALL REMAIN IN FULL FORCE AND EFFECT.**

## **Fence Guideline Supplement**

Please note that these fence specifications **Do Not** authorize the construction, renovation, replacement or installation of any fence without pre-approval of the Architectural Committee (AC). It is the homeowner's responsibility to submit a complete AC Submission Request Form with fence specifications, proposed design and type along with a site survey showing details of the fence, measurements and proposed location. Homeowner's must have a written approval from the AC, **before** proceeding with any fencing installation or changes.

### **Wood Fence**

- Fence must be pressure treated pine and no higher than 6 feet. Fence height is measured from ground to top of fence panel.
- Pickets: ½ inch (minimum) x 4 inch x 6 feet.
- Stringers (horizontal pieces): 2 inch x 4 inch x 8 feet.
- Line Posts: 4 inch x 4 inch x 8 feet.
- Fence style may be 4ft or 6ft vertical Board-on Board or Shadow Box (see Guidelines for approved locations for 4-foot fences). Fence must have a convex or concave top cut and Gothic Finials on line posts.
- Gate Style should be the same as the fence style (Board-on Board or Vertical Shadow Box) with reinforced bracing.
- Galvanized ring-shanked nails or galvanized screws are best.
- Natural Sealer and Finish is permitted – No painting of any color is permitted for fences. Wood fences may be stained with a Cedar Color Stain matching Behr Premium Alkyd/Acrylic Natural Cedar Weatherproofing Wood Finish (Model # 50101) or equivalent; no other stain color is permitted.

### **Vinyl Fence**

- Fence must be no higher than 6 feet in height measured from ground to top of fence panel including lattice accent.
- Fence style for 6 feet fences may be tongue and groove narrow or wide board panels with or without lattice accent. Vertical panels only.
- Fence style for 4 feet may be wide or narrow picket (see Guidelines for approved locations for 4-foot fences). Vertical panels only.
- Style may include convex or concave top but is not required.
- White color only.

### **Aluminum / Wrought Iron / Steel**

- Aluminum, wrought iron or steel fences are only permitted along rear or side property lines when directly adjacent to common areas, lakes, wetlands, conservations areas, or non-Twin Lakes property.
- Fence must be no higher than 6 feet in height measured from ground to top of fence panel (see Guidelines for approved locations for 4-foot fences).
- Fences must be wrought iron style fences (chain link fences are prohibited except as noted in the *Rules and Regulations*).
- Contact AC Chairperson to review the styles available.
- White or black color only. Vertical rods only.

**No other types of fences are permitted.**

## **Driveway Paint/Stain Color Supplemental Guidelines**

The Association recognized the need to address some of the aging and stained driveways located within Twin Lakes of Brandon. This color is the only color the Architectural Committee may authorize when reviewing any submission request to paint and/or stain a driveway.

Please note that this approved color **Does Not** authorize the painting of any driveway without pre-approval of the Architectural Committee. It is the homeowner's responsibility to submit a complete Architectural Committee Submission Request Form and wait for a written approval from the Architectural Committee, **before** proceeding with any proposed driveway painting or color coating.

Paint Type: Behr 1-Part Epoxy, Acrylic Concrete & Garage Floor Paint or equivalent

Availability: Home Depot

Approved Color:

- C70-36 Trowel

### **THE FOLLOWING SECTION ONLY APPLIES TO REPAINTING PREVIOUSLY APPROVED PAINTED DRIVEWAYS**

If a property has previously been approved and has a painted driveway with a previously approved color, the owner may repaint the driveway with the same color. These previously approved colors were: C70 1 Classic Mustang (now PFC-26), C70 3 Cold Lager (now PFC-22), C70 4 Beige, C70 31 Wool Coat (now PFC-16), C70 32 Spanish Parador (now PFC-32), C60 31 Silver Gray (now PFC-68), and C60 33 Slate Gray (now PFC-63).

## House Paint Color Supplemental Guideline

Residents **MUST** comply with the following House Paint Color Approval Guidelines which were modified, approved and adopted by the Association's Board of Directors on March 6, 2008.

**NOTE: ALL OPTIONS REQUIRE SUBMITTAL OF AN AC REQUEST IN ORDER TO OBTAIN APPROVAL AND SUBMISSION IS NOT AN AUTOMATIC APPROVAL.**

### OPTION #1 – COLOR PALATTE BOOK

A resident may select paint colors from the approved Color Palette Book. These colors must match the book exactly (substitutions are not permitted). The process for approval is:

1. Contact the Association's management company to review the Color Palette Book.
2. Select one of the approved color schemes and complete an AC Request form that lists the selected colors for body, trim and door from the book
3. Submit the form to the Association's management company which will review for compliance with the Color Palette Book
4. If the colors submitted match the Color Palette Book, the Association's management company, pursuant to delegated authority will issue an approval letter directly to the home owner
5. If the colors do NOT match, the application will be denied and a letter of denial will be sent to the home owner

**Time:** Since these colors have been previously approved, the application will be approved (but an application **MUST** be made for tracking purposes).

### OPTION #2 – PAINTING THE EXISTING COLOR

This option is only valid for original, builder painted houses and documented previously approved colors. If **YOUR** house is the original color, as painted by the builder or if **YOUR** house has been painted previously and the paint colors were approved by the AC (this must be documented), then you can repaint **YOUR** house the same colors upon approval by the AC. The process for approval is:

1. Submit an AC Request form to the Association's management company which will forward it to the AC Committee. This applications **MUST** include the following:
  - Completed AC Form
  - Paint Samples for the existing colors (or that match the existing colors)
  - A color photograph of the house
  - For original builder color – a statement in the application that the house colors were builder approved
  - For approved repainted houses – a copy of your previous AC approval (if this is not available, the Association's management company will research its files for the previous approval. If not available or on record, this will **NOT** be approved by the AC)
2. The AC will review applications and provide approvals/denials to the Association's management company who will send a letter to the home owner.

**Time:** The AC meets once a month so depending on when you submit you application to the Association's management company and if a records search is required by the Association's management company, it will likely be 30-45 days to receive back an approval/denial letter.

**NOTE: IF NO RECORD CAN BE FOUND FOR PREVIOUS APPROVALS, THIS APPLCIATION WILL NOT BE APPROVED BY THE AC.**

## **Mailbox and Post Supplemental Guideline**

Twin Lakes of Brandon approved mailbox and posts are powder coated aluminum by Creative Mailbox & Sign Designs.

**Homeowners are required to purchase their mailbox and post from Creative Mailbox & Sign Designs at 12801 Commodity Place, Tampa FL 33626 or (813) 818.7100. When ordering, note the property is located in Twin Lakes of Brandon and specify whether the order is for a single or double mailbox post.**

The approved mailbox and post has the following specifications:

- Mailbox Style is "Estate Style Mailbox"
- 3"x6.5' fluted aluminum post w/ B3 finial, SB63 base, DB12 bracket & ME-3 Cast
- Mailbox with gold cast flag. Raised aluminum numbers with painted metallic gold address numbers on both sides of bracket (same address if single box and different addresses if double box)
- All components of mailbox and post to be powder coated mineral black.

**Phase-in of mailbox and post standard begins September 1, 2014 and is required for all homes no later than September 1, 2015.**

**No other mailboxes/posts are permitted after September 1, 2015.**

## **Roof Style and Color Supplemental Guideline**

Residents **MUST** comply with the following Roof Style and Color Supplemental Guidelines which were modified, approved and adopted by the Association's Board of Directors on August 4, 2011. All roofs, unless otherwise originally installed by the builder, must be replaced with asphalt shingles and be installed in accordance with the provisions of the Florida Building Code.

**NOTE: ALL OPTIONS REQUIRE SUBMITTAL OF AN AC REQUEST IN ORDER TO OBTAIN APPROVAL AND SUBMISSION IS NOT AN AUTOMATIC APPROVAL.**

Two style options are available: Standard Three-Tab Asphalt Shingles (GAF Sovereign Series or equivalent) and Architectural Profile Tabbed Asphalt Shingle (GAF Timberline Prestique High Definition Shingles or equivalent).

The following color options are approved for installation in Twin Lakes; no other colors will be permitted. In all cases, the roof shingle color shall be compatible with the prime paint color of the house. As part of the application for a new roof, the AC submittal must include a color picture of the house.

### **COLOR OPTIONS #1 – STANDARD 3-TAB ASPHALT SHINGLES**

A resident may select from the following roof shingle colors for Standard 3-Tab Asphalt Shingles. The colors are GAF Sovereign Series colors, if an equivalent shingle is submitted for approval, a color sample matching one of the approved colors will be required with the submittal. These colors must match the approved colors below (substitutions are not permitted). The approved colors are:

3. Autumn Brown
4. Charcoal
5. Cypress Tan
6. Golden Cedar
7. Sandrift

### **COLOR OPTIONS #2 – Architectural Profile Tabbed Asphalt Shingle**

A resident may select from the following roof shingle colors for Architectural Profile Tabbed Asphalt Shingle. The colors are GAF Timberline Prestique High Definition Shingles colors, if an equivalent shingle is submitted for approval, a color sample matching one of the approved colors will be required with the submittal. These colors must match the approved colors below (substitutions are not permitted). The approved colors are:

1. Drift Wood
2. Charcoal
3. Shakewood
4. Weathered Wood
5. Slate



## **Architectural Control Description**

Architectural Control is an important element of a deed restricted community like Twin Lakes of Brandon. Twin Lakes of Brandon Covenants call for an Architectural Committee (AC) to be comprised of homeowners who are charged with the review and oversee of any/all exterior modifications of any lot or home in the community.

This part of the community's covenants is designed to maintain certain standards for community appearance that are in harmony and balance with the existing homes and landscape.

Twin Lakes of Brandon covenants require all residents to obtain pre-approval from the AC before making any changes to the exterior of their property or home. Requests are submitted by Homeowners only.

This requirement of pre-approval includes any outside modifications or changes such as the addition of a pool or enclosure, installation of a satellite dish, installing or staining a fence and the repainting a home, even if such repainting will be will be the same color.

Also covered under this requirement of a pre-approval are any changes to the landscaping, grass, shrubs, trees, flower beds and sidewalks, patios or driveways since they are also considered and included as an exterior modification.

Submission forms can be obtained on this website's AC Submission Form page. Please be sure and include all required support documents when submitting a request as missing information is the most common cause of delay.

Homeowners must submit all requests by mail, in advance since the AC is allotted up to 45 days to make a decision. Requests that require plans or survey reviews may take additional time while others may be quicker. As stated in the Association's Declarations, if a decision is not received from the AC within this allotted time frame, the request is automatically deemed to be denied.

It is important that homeowners/residents do not begin any exterior modifications or changes until you have received an official written approval. Failure to obtain a written pre-approval may result in the required removal of any modifications.

The Association and the AC appreciates all Homeowners'/residents' cooperation in maintaining these standards.

# Architectural Committee

## Purpose and Responsibilities

**Purpose:** To control and approve all construction, remodeling, addition, landscaping or other changes to any existing dwelling or lot in the manner and to the extent set forth in the *Declaration of Covenants, Conditions & Restrictions* (ARTICLE VII) for Twin Lakes of Brandon.

**Area of Responsibility:** Architectural Committee (AC) oversees all lots and structures within the boundaries of the Twin Lakes of Brandon.

### **Committee Membership:**

1. The committee chairperson shall be a member of the Board of Directors and will represent the committee at all Board Meetings.
2. Membership will consist of the chairperson and up to five Twin Lakes Members in good standing with the TLBHOA.
3. All committee members shall be approved by the Board of Directors.

### **Responsibilities:**

1. Receive and review Architectural Committee Submission Forms.
2. Compile necessary pictures, brochures, drawings and detailed specifications necessary to properly evaluate any such request.
3. One or more Committee members may visit the property to review the requested changes and may request a meeting with the homeowner(s) if the Committee deems it necessary prior to the vote on a particular submission.
4. Determine whether or not the submission meets the established standards within the Architectural Control of the Declaration of Covenants, Conditions & Restrictions of Twin Lakes of Brandon.
5. Approve or disapprove all submission forms within 45 days of receipt provided they contain all the required supporting documents and/or materials

## **ACC Exterior Modification Submittal Form**

Article VII, Section 1 of the Declaration of Covenants, Conditions and Restrictions of Twin Lakes of Brandon requires pre-approval before performing any exterior modifications.

Further, applicants must allow the Architectural Committee (AC) up to forty-five (45) days from receipt of this form and all support materials for a review. As stated in Article VII, Section 2; if the Architectural Committee does not approve or disapprove any application within forty-five (45) days after receipt of an application consisting of a complete set of plans and specifications, its application will be deemed disapproved.

In all other events, the approval must be in writing and must be received prior to proceeding with any such exterior modification.

Please note that effective October 24, 2006, the Board of Directors required that all AC Submissions Forms with the required support documentation (surveys, plans, specifications, proposals, drawings, paint color samples, etc.) must be mailed to the Association's Management Company. Effective May 1, 2012, the mailing address for AC submissions is as follows:

***Twin Lakes of Brandon Homeowners Association  
c/o Greenacre Properties, Inc.  
4131 Gunn Highway  
Tampa, Florida 33618***

Below is the AC Submission / Application form used to request approval for an exterior modification, improvement or change. This is a three (3) page document and all pages must be completed, signed and dated when submitted by mail. Be sure and include all necessary support documents required to avoid a delay and/or return of the submission as incomplete. A PDF of the file can be downloaded at [TLBHOA.org](http://TLBHOA.org).

# Exterior Modification Submission Form

*Twin Lakes of Brandon Homeowners Association*  
*c/o Greenacre Properties, Inc. 4131 Gunn Highway, Tampa, Florida 33618*

Article VII, Section 1 of the Declaration of Covenants, Conditions and Restrictions of Twin Lakes of Brandon require pre-approval before performing any exterior modifications. Further, applicants must allow the Architectural Committee (AC) up to forty-five (45) days from receipt of this form and all materials for a review. As stated in Article VII, Section 2; If the Architectural Committee (AC) does not approve or disapprove any application within forty-five (45) days after receipt of an application consisting of a complete set of plans and specifications, its application will be deemed disapproved. In all other events, the approval must be in writing and must be received prior to proceeding with any requested exterior modification. All requests must be in accordance with the governing documents for Twin Lakes and the most recently Board of Directors approved *Twin Lakes Rules and Regulations*.

Please note that effective October 24, 2006, the Board of Directors ruled that all AC Submission Forms, along with the required support documentation (surveys, plans, specifications, proposals, drawings, paint color samples, etc.), must be mailed to the address shown above for review by the AC Committee.

Please complete (print) the following information:

Date of this Submission: \_\_\_\_\_

1. Homeowners Name: \_\_\_\_\_

2. Street Address: \_\_\_\_\_

3. Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

4. Email Address: \_\_\_\_\_

5. Existing features of the residence (general description, model of the home, landscaping, etc.):

\_\_\_\_\_  
\_\_\_\_\_

6. Description of the proposed exterior modification / improvement / changes being submitted for approval:

\_\_\_\_\_  
\_\_\_\_\_

7. When do you plan to begin? \_\_\_\_\_ (\*Must allow 45-days from the submittal date for a decision)

Estimated completion date or time? \_\_\_\_\_

8. Who will be doing the work? (Indicate "Self" if to be performed by the homeowner)

Individual Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_

9. Will a permit be required? (Circle one)      Yes      No      Unknown

## Exterior Modification Submission Form Cont.

With each request, please submit the following specified documents as listed below. To avoid the re-application process, provide as much detail as possible with your application and if your schedule permits, please plan to attend the posted AC Committee meeting.

Other requests may require additional information and/or supporting documentation as well. Any questions should be directed to the AC the Community Management Company via email at [Manager@TLBHOA.org](mailto:Manager@TLBHOA.org).

### **Gutters:**

- Copy of the proposal by the installer showing location, type and color
- Drawing showing gutter and downspout placement

### **Hurricane Shutters:**

- Copy of the proposal by the installer
- Specifications / pictures of proposed shutters

### **Power Generator:**

- Copy of lot survey showing exact generator placement
- Specifications on type and size of unit

### **Landscaping/Curbing/Walls:**

- Copy of the lot survey with locations shown
- Copy of the proposal by the installer (if applicable)
- Plan showing location, type and proposed changes and materials

### **Pool / Screen Enclosure:**

- Copy of the lot survey w/sketch of location
- Copy of the proposal by the installer
- Site plan showing size and location
- Copy of the approved permit
- Screen Enclosure Color \_\_\_\_\_

### **Satellite Dish:**

- Copy of the proposal by the installer
- Copy of lot survey showing exact dish placement on house

### **Paint or Repainting:**

#### **Option #1 – Color Change using Color Palette Book**

- Color Section / Page # \_\_\_\_\_
- Body Color - Code / Name \_\_\_\_\_
- Garage Door (A or B) - Code / Name \_\_\_\_\_
- Trim Opt (A or B) - Code / Name \_\_\_\_\_
- Accent Color - Code / Name \_\_\_\_\_
- Door Opt (A – F) - Code / Name \_\_\_\_\_

#### **Option #2 – Repaint using Existing Color (samples required)**

- Body Color - Code / Name \_\_\_\_\_
- Garage Door - Code / Name \_\_\_\_\_
- Trim Color - Code / Name \_\_\_\_\_
- Accent Color - Code / Name \_\_\_\_\_
- Door Color - Code / Name \_\_\_\_\_

### **Fences:**

- Copy of the lot survey showing location of fence and gates
- Clearly identify the Fence type (wood/vinyl/metal)
- Fence style and finish color
- Fence height and post finial type
- Copy of proposal by the installer

### **Decks/Additions/Patios/Gazebos/Pergolas:**

- Copy of the proposal by the installer
- Copy of the lot survey showing proposed location and size
- List of materials and colors (samples may be required)

### **Play Equipment:**

- Copy of the lot survey showing proposed location
- Specification of proposed equipment including size, type and material

### **Roof Replacement/Shingles:**

- Copy of the proposal by the installer
- Shingle Type: \_\_\_\_\_
- Manufacture: \_\_\_\_\_
- Color: \_\_\_\_\_

### **Landscape and Path Lighting:**

- Copy of the lot survey showing location of proposed lighting
- Specification of proposed lighting
- Copy of the proposal by the installer

### **Landscape Ponds and Fountains:**

- Copy of the lot survey showing location of proposed pond and/or fountain
- Specifications/sketch of proposed pond
- Specification of proposed fountain
- Copy of the proposal by the installer

### **Fire Pits and Barbeques:**

- Copy of the lot survey showing location of pit
- List of material types, colors and styles
- Copy of the proposal by the installer

**Exterior Modification Submission Form Cont.**

The undersigned is requesting a review of the above-submitted information, which is true and correct to the best of my knowledge and acknowledges that the *Declarations of Covenants, Conditions and Restrictions of Twin Lakes of Brandon* require approval of the Architectural Committee (AC), prior to beginning any exterior modifications.

Signed and submitted on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By: \_\_\_\_\_  
Signature

Name: \_\_\_\_\_  
Printed

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**AC COMMITTEE USE ONLY - LEAVE THIS AREA BLANK**

Reviewed by the ACC Committee on: \_\_\_\_\_

Decision:      Approved \_\_\_\_\_

Approved with Conditions \_\_\_\_\_ (See below)

Denied \_\_\_\_\_

Additional Information Required \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

AC Comments/Conditions (if any):

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## **Official Notice:**

**All Homeowners Association members were officially notified by regular mail of the Board Meeting held August 13, 2014 and that community rules were to be reviewed and revised by the Board of Directors.**

**This official notice was sent on or about July 18, 2014.**

**All community rules were reviewed, revised and this revision was drafted at that meeting of the Board of Directors, held at the River Hills Country Club, Valrico, Florida 33596 at 6:30 pm.**

**These rules are herein approved by the Board of Directors with a vote of 4 - 0 on this the 13<sup>th</sup> day of August, 2014. Voting Board Members present: Lou Ferrucci, President; Howard Strahan, Vice President 1; Tony Pawlisz, Vice President 2; and Mark Gaudio, Secretary. Voting Board Members absent: Troy Ligon, Treasurer.**

**Lou Ferrucci  
President  
Twin Lakes of Brandon Homeowners Association, Inc.**