

**Oak Pine Village II  
Homeowners Association**



**Oak Pine Village II of Timber Greens**

**Architectural Standards,  
Restrictions, and Guidelines**

Established and approved by  
Board of Directors Motion May 17, 2019  
Revised February 16, 2024  
Supercedes all previous revisions

Changes: Revise Section 7; Paragraph e

## **Oak Pine Village II Architectural Standards, Restrictions & Guidelines**

**1. Governing Directives.** In addition to architectural review and general maintenance provisions contained in (a) the Declaration of Covenants, Conditions & Restrictions for both Oak Pine Village II and the Timber Greens Master Association, and (b) the Timber Greens Architectural Review Policy Manual, the Architectural Standards, Restrictions & Guidelines provided herein apply within Oak Pine Village II. Homeowners have an obligation to familiarize themselves with the Deed Restrictions of all controlling documents.

### **2. Authority.**

a. The Oak Pine Village II (OPV II) Board of Directors retains architectural review and serves as the Architectural Review Committee (ARC), with the sole purpose of protecting our property values and sustaining OPV II as a truly upscale community.

b. The Board's designated ARC Liaison is responsible for receiving, logging, and retaining all ARC Change Requests from homeowners within OPV II. The Liaison is also responsible for presenting instances of OPV II architectural violations to the OPV II Board of Directors. In his/her absence, any other Board Member may assume temporary ARC Liaison responsibilities.

**3. Procedures.** To ensure the timely processing of ARC requests, the following procedures will be followed:

#### **a. Change Requests.**

(1) ARC Change Requests fall into two categories:

(a) Category 1 – Requests where similar changes have been pre-determined by recorded Board approvals/disapprovals, or changes pre-determined as allowed or prevented by published policy.

(b) Category 2 – Requests that are questionable, require additional Information or pre-inspection, or represent precedent setting changes.

(2) The Board's ARC Liaison has authority to approve or disapprove Category 1 requests based on past Board actions or published prohibitions or authorizations, forwarding them onto the Timber Greens ARC. Category 1 requests will be logged and recorded at the next Board or interim ARC meeting.

(3) Category 2 requests require review and vote at either a regular Board meeting or, if extenuating circumstances warrant, an interim ARC meeting to determine approval or disapproval action.

(4) Once cleared by OPV II, change requests are forwarded onto the Timber Greens Master ARC, which meets twice a month.

#### **4. Exterior Painting.**

a. Exterior home painting is a maintenance item included in the association fees of Oak Pine Village II and, therefore, within the regulatory control of the Board of Directors. A paint policy, published as a separate document, establishes authorized color options and a paint schedule for a current painting cycle. Paint policies are developed by the Board and distributed prior to the start of any repainting cycle.

b. Walls within screened porches and lanais are considered exterior and will be painted the selected base color. Walls within permanently enclosed porches are considered to be interior walls and the responsibility of the homeowner.

**5. Maintenance of Lawn, Landscaping & Sprinkler System.** The OPV II Association is responsible for limited and defined maintenance, care and upkeep of lawns, landscaping, and sprinkler systems.

a. Shrubs will be maintained at a height not to exceed 6 feet.

b. Ornamental trees exceeding 10 feet in height or have limbs in excess of 2" in diameter must be maintained by the homeowner.

c. Native and hardwood trees, with limbs under 2" in diameter will have their branch line elevated up 8 feet from the ground to allow for mowing under and around the base and prevent obstruction of views.

d. Any area or individual plant/shrub that the homeowner does not want trimmed should be tagged with ribbon.

e. Pine Bark Mulch replacement will be reviewed annually, and regulated by the Board of Directors as to its frequency and placement.

f. Work done on irrigation lines or sprinkler heads must be done by Association contractors or authorized personnel.

**6. Scope of Architectural Reviews.** In addition to the architectural change reviews incorporated in the Timber Greens Architectural Review Policy Manual, the following changes to properties within Oak Pine Village II require the submission of an ARC Change Request:

a. As a basic rule-of-thumb, any change in the exterior appearance or modification of any home or improvements to any Lot requires an ARC Change Request. Certain changes also have color, style or size restrictions.

(1) Replacement Windows. Replacement windows may be bronze or white framed on the exterior with black screens. If changing from bronze frame to white frame or from white frame to bronze frame, ALL windows must be changed simultaneously.

(2) Front Entrance Doors. Homeowners may exercise discretion in selecting the style, material, stain and/or accent color for entrance doors; selection is subject to ARC approval.

(3) Front Entrance Storm/ Screen Doors. A storm/screen door may be added to front entrance doors. Framing must be either bronze or painted to match the front entrance door, with black screen.

(4) Drive & Walkway Refurbishment. Concrete refurbishment is permitted utilizing stains in shades of sand or grey, or replacement with pavers from approved colors and designs. Color samples must be submitted and are subject to prior ARC approval.

(5) Stacked Stone Accent. The use of stacked stone as an accent on the exterior of a home is limited to front facing sections, with a total height restriction not to exceed 4 and a half feet, measured from the ground up, to include any stone "cap" at the top of a stacked section. Maintenance of the stone accent is the responsibility of the homeowner and must be maintained as stacked stone, excluded from Association paint cycles.

(6) Gutters & Downspouts. Installation requires an ARC Change Request. Both need to be painted with the home's base or trim color, based on their mounted locations.

(7) Exterior Lamp Poles, Coach & Front Entrance Lighting. All exterior fixed lighting fixtures, either through painting or replacement, must be black and similar in design to original contractor issue. If the original style and size are not available, an ARC approved substitute may be used. Pole lamp nameplates must be Timber Greens issue.

(8) Garage Door Screens. Both retractable and 4-panel sliding screens may be added to the garage door opening. Framing must be bronze, with black screen.

(9) Window Box Screens. Extended window box screens may be added to windows exposed to breakage from golf balls. Framing must be black, with black screen.

(10) Tinted Windows. Window tinting may be added to window glass panes. Replacement window panels must also be tinted to match. Silver reflective tinting is not permitted.

(11) Screen & Cage Enclosures. Addition or replacement of screen cages or porch enclosures must be bronze framed with black screen.

(12) Security Cameras. Installation requires an ARC Change Request listing location(s) of installation.

b. Landscaping.

(1) Any plans for additional landscaping beds, or changes in size or configuration of existing beds must consider the impact on the mowing crews ability to perform lawn cutting.

(2) Plantings and landscape beds cannot encroach on the golf course, preserve lands or adjacent lot lines.

(3) Changes in landscaping that require re-configuring of sprinkler heads will be performed by the Association's sprinkler contractor and will be at the homeowner's expense. Maintenance thereafter of the relocated sprinkler heads will be the responsibility of the Association.

(4) Planting of any landscaping shall be no closer than 3 feet to the lot line.

(5) No shrubs or bushes should be planted to constitute a hedge line or an obstruction to a neighbor's view. Shrubs cannot exceed 6 feet in height.

(6) The number of lawn and garden ornaments should be reasonable within the size of the exterior area of the lot. Statuary, birdbaths and the like shall not exceed Four (4) feet in height. All other ornaments shall not exceed three (3) feet in height. Shepard Hooks, when installed, shall not exceed six (6) feet in height, shall be painted black and placed where they do not interfere with mowing operations.

(7) Removal of trees 4 inches or greater in diameter requires ARC approval and may require Pasco permits. Stumps must be removed to below ground level.

**7. Restrictions.** The following restrictions apply within OPV II:

a. Street Illumination. Only white bulbs will be used in lamp poles for maximum illumination from dusk to dawn.

b. Garbage, Rubbish or Other Discarded Material. No rubbish, trash, garbage or other waste material shall be kept or permitted on any lot except in rigid containers with tight fitting lids that are adequate to protect the contents from the elements and from intrusion by animals. Such containers shall be located in appropriate areas concealed from public view.

c. LPG Tanks. All newly installed LPG tanks must be placed above ground and not exceed twenty-four inches (24") in height and be hidden from sight by fencing. Prior ARC approval is required.

d. Screened Patios and Porches. The area contained within screened patios and porches, with and without fixed roofs, must not cause or create an unsightly condition (visual nuisance) that is visible from adjoining homes, the street or the golf course.

e. Mailboxes & Posts. Mailboxes and posts must comply with the “Timber Greens Mailbox Style Guideline”. No graphics are to be displayed on the box or horizontal panels. The guideline is available on the Oak Pine Village II page on the Timber Greens web site.

f. Community “Tubes”. Seasonal residents are discouraged from using tape as a means of sealing off their tube when they leave for the season. It is recommended that the opening be either plugged or capped.

g. Holiday Decorations. All exterior holiday decorations, lights and ornaments are not to be installed earlier than three (3) weeks prior to any holiday event and must be removed within one (1) week after the holiday event. An exception is Christmas where holiday decorations may be displayed immediately following Thanksgiving and must be removed no later than January 7<sup>th</sup> of the following year. Please remember that lights, wreathes and such are not to become permanent decorations.

**8. Maintenance Standards.** The purpose of membership communities (HOAs) is to protect and preserve the value and desirability of the residential community. To assist in achieving that goal, your attention is directed to removing mildew, algae and mold on exterior surfaces, replacing broken windows, cleaning dirty or stained concrete driveways, painting or replacing tubes, rotting mailbox and light posts, and fixing broken or inoperable light fixtures.

**9. Association Controlled Maintenance Concerns.** Certain repairs or modifications to items that fall within the Association’s scope of responsibility, i.e. lawns, irrigation or exterior painted surfaces, requires use of the Association’s contractor.

**10. Architectural Infractions.** In the event there is an infraction of an architectural standard or restriction, the homeowner will be sent written notice of the violation and may be subject to penalties.

a. The OPOV II Board of Directors will initiate violation notices for infractions of architectural standards established specifically for properties within Oak Pine Village II.

b. The Timber Greens Master Architectural Review Committee will initiate violation notices for infractions of architectural standards established for all properties within the Timber Greens Community.

c. The penalty and appeal procedures contained in the Timber Greens Major Rules, Regulations & General Information Policies will be followed for all architectural infractions.

### 3 Exhibits

Exhibit 1 1<sup>st</sup> OPV II Violation Notice

Exhibit 2 2<sup>nd</sup> OPV II Violation Notice

Exhibit 3 3<sup>rd</sup> OPV II Violation Notice

Oak Pine Village II of Timber Greens  
Ameri-Tech Realty Inc. (Property Manager)  
24701 US Highway 19 N, Suite 102  
Clearwater, FL 33763

Lot #

Date:

Dear

The purpose of Architectural Review is to insure that no exterior modifications or changes are made to dwellings, or improvements upon lots, unless they conform to both Master and Sub-Association Declarations of Covenants, Conditions and Restrictions, as well as Architectural Review Policies and Standards.

These policies and standards were designed to assure that our community will remain clean and attractive. We are sure that you are as concerned as we are about the importance of maintaining the value of our investments here within Oak Pine Village II.

With this in mind, may we draw your attention to the following:

- [ ] Exterior change done without prior approval of an Architectural Review Exterior Change Request. See Comments below for specifics. We assume this was an oversight on your part and encourage you to follow the community rules and regulations in the future. **It is required that an Exterior Change Request be submitted to the Oak Pine Village II ARC Liaison within 30 days from the postmark of this notice.** A blank change request form is attached.
  
- [ ] Violation of an Oak Pine Village II architectural standard. See Comments below for specifics. **This violation must be corrected within 30 days from the postmark of this notice.** Please return this notice to the Oak Pine Village II ARC Liaison when the violation has been corrected.

Corrected as of \_\_\_\_\_ Homeowner's Signature \_\_\_\_\_

[ ] Comments.

By Order of the Oak Pine Village II Board of Directors:  
Andrew George, LCAM, Community Manager  
(727) 726-8000, Ext 301 andrewg@ameritechmail.com

Exhibit 1

Oak Pine Village II of Timber Greens  
Ameri-Tech Realty Inc. (Property Manager)  
24701 US Highway 19 N, Suite 102  
Clearwater, FL 33763

Lot #

Date:

**Second Notice**

Dear

On \_\_\_\_\_, we mailed you a letter outlining your:

Failure to submit an Architectural Exterior Change Request, specifically for:

Noncompliance of an Oak Pine Village II architectural standard, specifically:

Our first letter gave you 30 days to comply. As of this date, corrective action has not been complied with.

This letter gives you an additional 20 days to comply. If you feel you have a just reason or other mitigating circumstances for your noncompliance, you may ask for a resolution meeting with the Oak Pine Village II Board of Directors.

Please return a copy of this letter within 20 days to Ameri-Tech Realty Inc, at the address shown above, indicating whether the problem has been corrected or that you wish a resolution meeting. Questions may be directed to the Community Manager named below by phone or by email.

Request a resolution meeting.       Infraction has been corrected as of \_\_\_\_\_

Homeowner's Signature \_\_\_\_\_

By Order of the Oak Pine Village II Board of Directors  
Andrew George, LCAM, Community Manager  
727-726-8000, Ext 301      andrewg@ameritechmail.com

Oak Pine Village II of Timber Greens

Exhibit 2



Ameri-Tech Realty Inc. (Property Manager)  
24701 US Highway 19 N, Suite 102  
Clearwater, FL 33763

Lot #

Date:

**Third & Final Notice of Violation  
Notice To Impose Fine**

Dear

On \_\_\_\_\_ You were mailed a second notice for noncompliance of an Oak Pine Village II architectural standard, specifically,

You were given an additional 20 days to comply or seek a resolution meeting. As of this date, you are still found to be in noncompliance.

Please consider this your third and final notice. You have fourteen (14) days to comply by correcting the above-mentioned problem. You have the opportunity to request a hearing and call witnesses on your behalf. If you fail to do so, on the 15<sup>th</sup> day, you will be subjected to a fine of \$100.00 per day, up to \$1,000.00. If you fail or refuse to pay the fine, the Homeowners Association may file suit at your expense to include attorney fees. Also, be advised that the Association is working within the provisions of the laws of the State of Florida.

We sincerely hope that you will comply with the rules and standards set forth by the Oak Pine Village II Board of Directors.

By Order of the Oak Pine Village II Board of Directors  
Andrew George, LCAM, Community Manager  
727-726-8000, Ext 301    andrewg@ameritechmail.com

Exhibit 3