



**Rules  
And  
Regulations  
Manual**

Our property management company is:

**Ameri-Tech Community Management, Inc.**

**5434 Grand Blvd.**

**New Port Richey, Florida 34652**

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## **GENERAL INFORMATION**

Shadow Run is a residential subdivision located in Hudson, Florida. It consists of eighty-three (83) villas. In order to promote the community concept and protect the community's property values, The Shadow Run Community Association, Inc. was established. In 1984 the development was registered as a non-profit corporation in compliance with the requirements of Chapter 617 Florida Statutes.

Amenities of Shadow Run include nature preserves throughout the development along with five small lakes or ponds. There is a central swimming pool and cabana available.

## **ORGANIZATION AND MANAGEMENT**

Shadow Run is a DEED RESTRICTED community.

An elected five (5) member Board of Directors is responsible for the operation of the development. A management company is employed to handle certain general management and financial activities. The Management Company assists in obtaining and supervising the vendors who provide services necessary to properly maintain and enhance the grounds and assets. The Management Company also handles routine homeowner problems. The Board of Directors establishes a monthly fee for all owners to cover the expense of the community.

**All owners and renters** are required to abide by the Articles of Incorporation, By Laws, Restrictions and Rules & Regulations of the Shadow Run Community Association.

## **OWNERSHIP**

All owners must provide an up to date ***Owners Data Information Sheet*** to the Association. All applicable information including that on tenants' vehicles, and pets must be provided. The sheets are available upon request from the Management Company. The name, address and phone number of the Management Company can be found on Page 2 of this manual.

## **SALE OF PROPERTY**

- All owners must process a ***Sale Transfer Form*** prior to the actual closing of a sale of their unit. The form should be submitted to the Management Company at least seven (7) days prior to the scheduled closing.
- When a sale is executed and the instrument of transfer is recorded, the prior owner's membership in The Shadow Run Community Association terminates and the new owner's membership begins.
- It is the responsibility of the seller to supply pool keys, mailbox key and documents to buyers. Disclosure of the governing documents must be made prior to the execution of a contract for sale.
- Additional copies of the governing documents and pool key are available from the Board of Directors. (One key per unit). There will be a charge of \$35.00 for a new pool key. The Post Office issues the mailbox keys.

## **LEASES AND RENTALS**

- A rental or lease of less than ninety (90) days will not be permitted under any circumstances.
- Unit owners are responsible to provide a copy of the Rules and Regulations to all tenants, including pool and mailbox keys.
- It is the unit owners' responsibility to ensure that their tenants abide by the Rules and Regulations. Repeated infractions will require the unit owner to follow the appropriate eviction procedures.
- Unit owners will need to submit upon rental, an ***Owners Data / Information Sheet*** on the tenants to the Property Management Company. We will accept the unit owners background check on each renter over 18 years of age. If not, we will charge married couples \$25.00 for one form and \$12.00 for each single resident.

## **ASSESSMENTS**

A monthly fee will be assessed to each homeowner. Based on the annual budget, this fee may vary from year to year. This fee will cover the maintenance and upkeep of the lawns and maintenance and repairs of the common grounds. There is also a portion of this fee which goes into designated reserves for future repairs and/or replacement of the roads, swimming pool and ponds.

Each homeowner is responsible for the exterior maintenance of their unit. This responsibility shall include painting and repair of walls, cleaning, repair and/or replacement of roofs, painting and repair and/or replacement of fences, sprinkler systems, lawns and shrubs and termite control and damage resulting therefrom.

## **ARCHITECTURAL CONTROL**

### **CONCEPT**

- “The uniqueness of community living results in the necessity for a greater degree of control over the rights of the individual parcel owners than might be tolerated given more traditional forms of property ownership. This concept is one of the basic principles of the homeowner’s association.”
- “Restrictions often appear severe to those unaccustomed to community association life. The principles of community ownership require that the rights of the individuals yield some degree the goals of the majority.”

### **PURPOSE**

The Board of Directors has the power to appoint an Architectural Control Committee (the Committee). The purpose of this committee is to carry out the responsibility of the Board of Directors to assure that no exterior modifications or changes shall be made to dwellings or improvements upon lots unless they conform to the Shadow Run documents. This process will:

- Assure consistency and maintain the architectural integrity of the complex
- Assure harmony of external design colors and materials in relation to the surrounding units in Shadow Run.
- Protect and conserve the property value and desirability of the properties as a residential community.
- Keep the community attractive for the enjoyment of the residents.
- Prevent the unnecessary removal, destruction or blighting of natural landscape.

## **SCOPE OF ARCHITECTURAL REVIEW**

The Board or its appointed Committee will have the authority to promulgate rules concerning color and quality of paint and frequency of painting required, minimum standards and appearance requirements for roof cleaning, repair and replacement, including shingle type and roof design, rules concerning appearance and upkeep of lawns and shrubs. They shall also have the power to limit or prohibit various types of noxious or unsightly vegetation.

No exterior change or modification or improvements shall be made to any unit, nor shall any fences, walls, structures, or improvements be made to any unit unless first approved by either the Board or its appointed Architectural Control Committee. Plans and/or specifications showing the nature, kind, shape, height, materials, and color to be used in the improvement shall be submitted to the Board. Approval must be obtained in writing from the Board before work is started. Along with all necessary permits.

Exterior changes or improvements include, but are not limited to:

- Extensions or addition of rooms or porches
- Changes in exterior surfaces or materials
- Installation of patios, railings, or porch enclosures
- Erection of lattice work, barriers, fences, hedges, or trellises
- Planting or removing of trees or shrubs
- Driveway expansions
- Doors, windows, shutters, or awnings
- Replacement roofs
- Painting exterior of building
- Improvements or changes done as close to the original design as possible



## **ARCHITECTURAL REVIEW OBJECTIVES**

The Board or its appointed Committee evaluates all properly submitted requests on an individual basis. Their decisions are not based upon personal opinion or taste, but on the following criteria:

- Conformance with governing documents
- Design compatibility

*Compatibility is defined as similarity in architectural style, quality of workmanship, use of similar materials, color or colors and construction details.*

- Location and Impact on Neighborhood

*The proposed alteration or addition should relate favorably to the landscape, the existing structure and neighborhood.*

- Materials

*Continuity is established by the use of the same color or color compatible materials as close to the original construction.*

- Workmanship

*The quality of workmanship should be equal or better than that of the surrounding area.*

- Relation to the Natural Environment

*To prevent the unnecessary removal, destruction or blighting of the natural landscape*

## **SUBMISSION OF REQUESTS FOR CHANGE OR MODIFICATION**

Any homeowner wishing to make an exterior change or modification to their unit or lot must submit a written request to the Property Management Company or Board of Directors. The Property Management Company will submit each request to the Board or its appointed Architectural Control Committee. This request shall contain the following:

- Exact nature of the change or modification
- Plans and specifications to include a scale drawing
- Material samples including exterior paint color
- For major landscaping, as sketch or drawing show name or type of planting(s) together with location of each
- A proposed contract when a contract is involved
- An estimated start and completion date

Additionally, any deviation from the project as proposed after approval has been granted is subject to further review and additional approval. The Board or the Committee will evaluate an accurately completed request within thirty (30) days of receipt of such requests. Written reply of approval or disapproval will be delivered to the homeowner.

***PLEASE NOTE that an approval is not a substitute for a building permit when one is required. Also, a building permit is not a substitute for an approval by the association.***

## **CHANGES OR MODIFICATIONS MADE WITHOUT APPROVAL**

A change or modification made without written approval may subject the owner to remove said change or modification and restore the property to its original condition. All owners shall have the right to be informed of any infraction on their lot and be given a specific time frame in which to cure the same, prior to the Board taking any action.

## **ENFORCEMENT OF OTHER RESTRICTIONS**

In the event that an owner shall fail to maintain the lot and attached family dwelling in accordance with the governing documents, the Board or its appointed Committee shall give the owner written warning stating the infraction or the work needing to be done. The owner shall have thirty (30) days within which to cure the default. The Board may grant an extension of thirty (30) days upon request.

If the default by the owner or tenant is not cured in accordance with the existing rules, the Board shall have the authority to enter upon the Lot and perform the work that may be necessary to cure the default. Entering upon the Lot will not be considered trespassing. The cost incurred to perform any work will be charged against the Lot and shall be secured by a lien against the Lot and shall be the personal obligation of the owner. Each such charge together with interest costs and reasonable attorney's fees shall also be the personal obligation of the person who was the property owner at the time the charge became due [Declaration Of Restrictions Section 24(H)].

## **FINES**

The Association shall have the right to enforce the restrictions of Shadow Run by levying a fine. The fine will be \$25.00 for the first offense and \$50.00 for the next offense. A fine may be levied on the basis of each day of violation with a single notice and opportunity for hearing except that no such fine shall exceed \$1000.00 [F S 617 305 (2)(a)]

A fine or suspension may not be imposed without written notice of at least 14 days. The person being fined will at their request be given an opportunity for a hearing before a committee of at least three (3) members appointed by the Board who are not officers, directors or employees of the Association, or the spouse, parent, sibling, child of an officer, director or employee. If the Committee does not approve a proposed fine, it may not be imposed [FS 617 305(2)(a)]

## **RULES & REGULATIONS**

### **HOME MAINTENANCE**

Unit owners are responsible for all exterior maintenance including but not limited to:

- Cleaning, painting & repair of walls due to weathering and/or termite damage.
- Cleaning, repair and/or replacement of roofs.
- Cleaning, repair and/or replacement of driveways.
- Cleaning, painting, repair and/or replacement of fences.
- Sprinkler system maintenance and/or replacement.
- Lawn & shrub maintenance and/or replacement.
- Exterior painting will be Board approved color, garage door same as unit, white trim.

### **ROOFS**

- ONLY dimensional shingles may be used on the roof.
- Color and design must match as close as possible to neighboring roofs.

### **DRIVEWAYS**

- Concrete or paver driveways not to exceed a width of 21 feet.

### **FENCES**

- No front privacy fences may be constructed to extend past the front or side of the unit.
- Fence material must be either wood or synthetic substitute with the appearance of the original fence design.
- Color will be white. An exception will be made for those homes built with the original architectural wrought iron design.

### **YARDS**

- Front, side and rear yards are to be sodded.

CHANGES IN COLOR OR MATERIALS REQUIRE AN ARCHITECTURAL CHANGE FORM

## **LANDSCAPING**

- Plans for major changes or additions which include planting in a non-existing bed (example: creating a new bed) or expanding on existing be requires approval from the Board or Architectural Control Committee.
- Removal of trees may also require the approval of the county in addition to the Board or Architectural Control Committee approval.

## **LAWN ORNAMENTS**

- Statuary and birdbaths shall not exceed three (3) feet in height and be of a solid color, either white or a natural concrete.
- Ornaments depicting animals, birds and the like are not to exceed twenty-four (24) inches in any dimension. Color shall be as near as possible to the natural color of the animal or bird.
- No more than five (5) ornaments, statues or birdbaths may be visible from the front of the house.
- Ornaments, statues, or birdbaths must only be placed areas that do not require mowing.

## **ENCROACHMENT & PLANTINGS ON COMMON GROUND AND PRESERVES**

- No planting of flowers, shrubs or the like is to be done on any common ground or preserve areas.

## **CLOTHESLINES**

- No permanent clotheslines may be used. Portable rotary or wind-up disappearing lines are permitted.

## **OUTBUILDINGS**

- No type of outbuildings or sheds, whether temporary or permanent, are allowed. Smaller storage bins are acceptable when placed on a concrete surface at the rear of the unit.

## **GRILLS AND LAWN FURNITURE**

- Grills and lawn furniture are not to remain on any grassy or common areas when in use. They may be left on concrete surfaces at the rear of the unit.

## **FRONT PORCH**

- No front porch will be permitted to be screened. A screen door at the front entrance is permitted.

## **DRIVEWAY EXPANSION**

- Driveways shall not exceed 21 feet in total width, including the original driveway.
- Driveways must be of poured concrete.

## **SIGNS**

- “For Sale” or “For Rent” signs may be displayed upon a lot but may not exceed five (5) square feet in size. No other types of signs are permitted.

## **FLAGS AND FLAG POLES**

- No promotional flags shall be displayed to the public view on any lot or building.
- The American flag may be flown in accordance with the proper rules and regulations for displaying the American Flag.

## **HOUSE NUMBERS**

- To aid emergency personnel and delivery people, each house must have a readily visible number on the front of the garage.
- The numbers shall be black.

## **AWNINGS & SHUTTERS**

- Only state approved hurricane awnings or storm shutters may be installed upon a unit.
- All owners who wish to install awnings or shutters must submit a request to the Board prior to installation. This request must consist of the design and location as well as the specific manufacturer's recommendation for installation.
- A sample of the fabric or materials to be used for shutters or awnings must also be submitted.
- Hurricane awnings or storm shutters must be white.

## **OUTSIDE RECREATIONAL EQUIPMENT**

- No type of outside recreational equipment may be placed on any lot of common ground. This shall include, but is not limited to, swing sets, play gyms, basketball hoops, trampolines, tree houses or tents.

## **HOLIDAY DECORATIONS**

- Holiday decorations, lights and ornaments must not be installed prior to four (4) weeks of any holiday event.
- They must be removed within one (1) week after the holiday.

## **ANTENNAS & SATELITE DISHES**

Only antennas and satellite dishes designed to receive direct television broadcast services may be installed on your lot according to the following restrictions:

- Antennas may be no higher than 12 feet above the roofline.
- Satellite dishes may be no larger than one meter (39.37") in diameter or diagonal measurement.
- The installation of antennas and satellite dishes should be at the back of the unit, attached to the house and out of view from the street whenever possible.

## **TREES IN COMMUNITY**

- **NO** tree can be removed without prior approval from the Architectural Committee, even if it is on your property.
- Limbs that overhang your property can be cut by you just to the property line.

- The Board will make decisions on trees to be trimmed or removed yearly.
- If you have concerns over a tree falling, please notify the Board.

### **PETS**

No unit owner shall possess more than a total of two (2) domestic animals, provided they are not kept, bred, or maintained for any commercial purpose.

Owners are expected to keep their pets (cats and dogs) confined to their own lot or leashed. Animals may not roam free.

Any pet owner walking their pets must clean up after them. Pets should never be walked on another owner's lot.

Cats must be up to date on rabies, on leashes outside and must be licensed to Pasco County.

Dogs must be up to date on rabies, on leashes outside and must be licensed to Pasco County.

No tie outs allowed.

Any pet creating a nuisance may require the owner to remove the pet. In such an event, the resident shall promptly comply with any order to remove the pet from the premises. A nuisance will be defined below, but not limited to:

- Pets running at large
- Pets damaging, soiling, defecating on or defiling any private property or common elements.
- Pets causing unsanitary, dangerous, or offensive conditions.
- Pets causing noticeable odors.
- Pets making or causing noises of sufficient frequency, particularly between the hours of 11:00 pm and 7:00 am.
- Pets attacking or otherwise interfering with the freedom of movement of a persons and other pets.
- Pets creating a disturbance in any other way.



## **PARKING**

Members are to prioritize parking of vehicles used for personal use in the order of garage first, then driveway. Should the garage and driveway be vehicle occupied, additional parking spaces are available as overflow areas to be used not longer than 24 hours. In addition, a parking lot located off Sugar Creek Blvd is available for use on a temporary basis not to exceed one (1) week.

Recreational vehicles such as campers, boats & trailers should be stored in a garage and concealed from view. Campers are permitted in overflow PARKING LOT in order to load and unload.

Commercial vehicles (per Florida Statute) brought home must park in the overflow parking lot off Sugar Creek Blvd. All parking in the overflow lot is at your own risk.

Vehicles are not to be repaired on the premises or surrounding property if such repairs take longer than one day, unless in an enclosed parking garage.

Parking is prohibited in all areas where there are signs designated as a NO PARKING AREA.

NO STREET PARKING anywhere in the Shadow Run development is advised to allow for emergency vehicles and service vehicles.

No vehicle of any type may be parked on the grass of any lot, sidewalk, or common area.

Parking at the pool parking lot: In-season (April through October) overnight parking is only permitted after the pool closes until it opens the next day. Off-season (November through March) The lot may serve as overflow parking, not to exceed 24 hours.

## **MISCELLANEOUS**

### **HOME BUSINESS**

No noxious or offensive trade or commercial activity shall be carried on upon any lot nor shall anything be done thereon which may be or may become an annoyance or nuisance to the neighborhood. A nuisance shall be defined as anything you can see, hear, smell or draws an unreasonable number of clients to the property.

### **SOLICITING**

No soliciting by any outside business or group is allowed in the subdivision.

### **TRASH AND RUBBISH**

No lot shall be used or maintained as a dumping ground for rubbish. Trash, garbage, or other waste shall not be kept except in sanitary containers properly concealed from the public view.

## **POOL/CABANA RULES**

The pool rules are posted conspicuously at the pool for all to read. The posted rules govern the general conduct of pool use. In the interest of safety, cleanliness, and general use the following are rules and guidelines to be addressed. We appeal to all residents to act in the spirit of fairness and thoughtfulness to our fellow residents by adhering in addition to:

Pool hours are dawn to dusk. Cabana opens at 8:00 a.m.

SWIM AT YOUR OWN RISK. There will be no lifeguard on duty.

Floats or water gear may be used with discretion and in consideration of others.

No running or diving.

All incontinent persons must wear protective clothing.

No glass containers around the pool deck or inside the cabana. This is an insurance liability.

Clean up. Beverage cans are to be dropped into the closed garbage can in the cabana.

Food is permitted in the cabana only. For occasional community events, food may be permitted on the pool deck.

No pets are allowed in the pool, on the pool deck, or in the cabana.

As a resident, you are responsible for your guests actions while at the pool facility.

No loud conversations, radios, CD players, or tape decks allowed.

Keep the gate closed at all times while at the pool.

No children under 16 yrs. of age without the supervision of an adult at least 18 yrs of age. This is an insurance liability.

When leaving the pool area, be sure umbrellas are closed, bathrooms are locked, all fans and light are off, and the gate closed.

A reservation may be made by application for private use of the cabana. A refundable cleaning/damage deposit is required.