

# Postras Estates Homeowners Association Handbook

DOCUMENT APPROVED BY THE BOARD OF DIRECTORS  
BOARD MEETING  
March 19th, 2020

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## TABLE OF CONTENTS

Purpose of Handbook	2
Role of the Architectural Review Board (ARB)	2
Garbage, Recycling and Yard Waste Containers	3
Fence Guidelines	3
Exterior Paint Color Guidelines	4
Driveways	4
Sheds	4
Front Doors	4
Landscaping	5
Mailboxes	5
Solar Panels	5
Satellite Dishes and Antennas	5
Exterior Maintenance Guidelines	6
Grandfather Clause	6

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## **PURPOSE OF THE HANDBOOK**

The purpose of this handbook is to familiarize homeowners with the objectives, scope and application of design standards and guidelines, which will be used to maintain the aesthetic appearance and environmental quality of the community. This Handbook contains restrictions in addition to those contained in the governing documents of the community. If this handbook does not cover a rule and regulation, please refer to Postras Estates Governing Documents for further clarification. Additions to this handbook are permitted based on the associations governing documents. Additions to this handbook will be approved by the Board of Directors and mailed out to homeowners.

The handbook provides specific design standards and guidelines that have been adopted by the Board of Directors of the Postras Estates Homeowners Association. It also explains the application and review process that must be adhered to by homeowners seeking approval for any exterior modifications or changes to their homes or lots that are subject to approval by the Association. Homeowners are reminded that approval by the Architectural Review Board for a proposed change does not remove the need for the appropriate building permits or other documentation. This handbook will serve as a valuable reference source and will assist homeowners in preparing acceptable applications for review by the Association's Architectural Review Board. All homeowners are encouraged to familiarize themselves with its contents and to retain the handbook for future use.

## **ROLE OF THE ARCHITECTURAL REVIEW BOARD**

All homeowners are automatically members of the Homeowners Association. The Association is a not-for-profit corporation that owns and is responsible for the upkeep and maintenance of all common properties within the community.

The Association is also responsible for the administration and enforcement of all covenants and restrictions. The Declaration of Covenants and Restrictions for the Postras Estates Homeowners Association provides the scope and authority of the Architectural Review Board (ARB). The members of the ARB are appointed by the Board of Directors (BOD) of the Postras Estates Homeowners Association.

The Architectural Review Board is responsible for enforcing the Association's Planning Criteria for new home construction, exterior modifications to homes and improvements to lots as proposed by lot owners.

The ARB will review and approve (or disapprove) applications submitted by lot owners for new home construction and exterior additions, alterations or modifications to a home or lot using the Governing Documents of the Association and Planning Criteria approved by the Association's Board of Directors.

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## **Garbage, Recycling and Yard Waste Containers**

1. No trash, recycling or yard waste containers are permitted to be placed in front of the dwellings, the garage or entryways.
2. All trash and recycling containers must be hidden from view at all times. For the houses that have a fence, the trash, recycling and yard waste containers must be stored behind the fence, out of sight.
3. All containers shall be placed for pick up not earlier than the evening preceding pickup and all containers shall be returned no later than the evening of pickup to the locations allowed above or hidden from street view.
4. All loose yard waste must be bundled and must follow Polk County yard waste procedures. Please review Polk County yard waste procedures online.
5. All bulk items must follow Polk County waste procedures. Please review Polk County bulk waste procedures online.
6. Hedges and/or trash can enclosures are permitted with ARB approval prior to install. Trash can enclosures must be white PVC/Vinyl.

## **Fence Guidelines**

No fence or wall shall be permitted on any lot unless it meets the requirements below and has been approved by the ARB as to size, material color and location:

1. All fences must be in accordance with the County's building code.
2. Fences or walls may not enclose the front yard.
3. All fences must be white and approved by the ARB before install.

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## Exterior Paint Color Guidelines

Postras Estates Homeowner's Association will approve only the approved color schemes. Homeowners may color match different paint brands, but the colors must match the approved color schemes from the Postras Estates Approved Color Book. All Exterior Painting must be approved by the ARB before painting begins. Colors are not allowed to be mixed and matched with other color schemes.

Before painting exterior, it is encouraged to pressure wash and fill in all cracks with stucco caulking.

Homeowners will not be able to select the same color combination on either side of the homeowner's dwelling or the three houses directly across the street of the homeowner's dwelling



Example: Homeowner may not select the same color scheme to C or E on either-side of the house or L, K or M three houses directly across the street.

## Driveways

1. All driveways shall be constructed of solid concrete or decorative pavers approved by the ARB and remain free of weeds.
2. All driveways located in the right of way shall be constructed of solid concrete only.
3. Any changes, improvements or modifications to your driveway must be approved by the ARB before beginning.

## Sheds

Homeowners must obtain ARB approval before installing sheds.

1. Sheds are only permitted if they are hidden behind a fence.
2. Sheds may not exceed 8 feet in height
3. All sheds must follow Polk County permitting, restrictions and requirements.
4. Shall not be placed on the side of the dwelling and will only be permitted in the back yard.

## Front Doors

Front Door colors must be within the approved color scheme. Double doors are not permitted.

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## **Landscaping**

All Landscaping Improvements or changes must be approved by the ARB beforehand and must be maintained on a regular basis once installed or completed.

## **Mailboxes**

Mailboxes and posts have been provided by the association that conform with the ARB Planning Criteria. Replacements must be the exact same as the one being replaced. If the current mailbox does not follow the following requirements, then it must be replaced. The mailbox shall be mounted on a 4" x 4" vertical post with a supporting bracket installed at a 45 degree angle to the post. Except for identifying numbers and letters, the mailbox shall be painted solid black and the post and support shall be painted solid white.

## **Solar Panels**

Solar panels and solar collectors are permitted and require Architectural Review Board approval prior to install.

## **Satellite Dishes and Antennas**

1. No outside television, radio, or other electronic towers, aerials, antennae, satellite dishes, or device of any type for the reception or transmission of radio or television broadcasts or other means of communication shall hereafter be erected, constructed, placed, or permitted to remain on any portion of a Lot or upon any Dwelling thereon without prior ARB approval, except only those antennae and satellite dishes and related apparatus that are covered under the FCC's Over the Air Reception Devices Rule, as it may be amended from time to time, or other applicable law, such as satellite dishes that are one (1) meter (39.37 inches) in diameter. .
2. No installations in front of dwelling, only the side and rear of dwelling, unless such location would prevent an acceptable quality signal or impose unreasonable expense or delay.

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## **MAINTENANCE**

Residents are responsible for maintaining the exterior appearance of their house, landscape and other improvements on their lots in good order and repair. not exhaustive, the following cases represent some of the conditions that would be considered a violation:

- Peeling paint on houses
- Damaged or dented mailboxes, garage doors
- Fences and gates with leaning, broken, deteriorating or missing parts
- Recreation equipment or playhouses with broken doors or in need of painting or other repairs
- Decks with missing or broken railing or parts
- Concrete patios with mildew or dirt build up
- Unkept lawn and landscaping in need of mowing and pruning, edging, weeding or insect control or diseased, dying or dead plants.
- Missing shutters, shingles, windowpanes or storm window parts, screen enclosure screens, house numbers, bricks, siding, etc.
- Storage of play items, yard equipment and other clutter in front yards.
- Mold/mildew on exterior walls, fascia, sidewalks, fences, windows, screens, screen enclosures, patio extensions, any exterior surfaces visible from common areas, driveways and garage doors.

The exteriors of all structures, including, without limitation, walls, doors, windows, roofs and porticos, shall be kept in good maintenance and repair. No structure shall be permitted to stand with its exterior in an unfinished condition for longer than three (3) Months after the commencement of construction. In the event of fire, windstorm, extreme weather or other damage, the exterior of a structure shall not be permitted to remain in a damaged condition for longer than three (3) months, unless expressly accepted by the Board in writing. If not properly maintained and/or is deemed as a safety hazard, the ARB or Board of Directors may make necessary repairs and bill the homeowner.

## **GRANDFATHER CLAUSE**

Any change made to a homeowner's property, which has been approved by the Association and is properly documented prior to the adoption of the above guidelines, need not be modified in accordance with the guidelines specified herein. Also, any improvements made by the original builder are automatically grandfathered. These modifications will be considered acceptable under this clause.

## **EXHIBIT A**

### **HOMEOWNERS ASSOCIATION ARB APPLICATION**

## **EXHIBIT B**

### **Exterior Paint Approved Color Schemes**