



WELCOME TO HERONS COVE

We are so pleased that you have chosen Herons Cove as your new residence.

On behalf of the Board of Directors and the residents of Herons Cove ... we all welcome you.

The following information is designed to help you as you make Herons Cove your home.

GENERAL INFORMATION

Management Company: **Qualified Property Management, Inc.**

Administrative Office: 5901 U.S. 19, Suite 7Q New Port Richey, Florida 34652

Direct Telephone Number: 727-869-9700

Payment address: Be sure to include your personal account number

Herons Cove Association Inc.

Qualified Property Management

PO Box 628207

Orlando, FL 32862-8207

Community Association Manager: **Mark Myers** markm@qualifiedproperty.com

Administrative Assistant: **Madi Nazario** madi@qualifiedproperty.com

Email all landscaping work orders for Brightview to Savanna. Put the problem in the subject line and your name, address, description, and photos if helpful in the body of the email.

2023 Herons Cove Association Board of Directors

President: Jan Kozlowski president@heronscovehoa.com

Vice President: Joe Recchio vice.president@heronscovehoa.com

Secretary: Ed Malagon secretary@heronscovehoa.com

Treasurer: Jay List treasurer@heronscovehoa.com

Director at Large : Dee Hannigan directoral@heronscovehoacom

Master Board member from Herons Cove: Bob Myszka muzicman20@hotmail.com

As a member of our community we invite you to participate in our functions and gatherings. The Board welcomes any ideas and suggestions. Let's all think of ways we can make this community a more beautiful and better place to call home. Please feel free to contact Board members.

Tampa Bay Golf & Country Club (TBGCC) Management

SETH VANHALL General Manager / Chief Operating Officer 352-588-9265 svanhall@tbgcc.org

DEBRA RAMOS Property Manager 352-588-9266 dramos@tbgcc.org

- Contact Debra with questions about Master Association homeowner issues and billing.
- Notary Service is available at the Clubhouse. It is free to Members only. Please contact Debra Ramos to schedule an appointment. If documents call for witnesses, please remember to bring them with you.

WENDY DARBY Member Activities & Lifestyles Director 352-588-4642 wdarby@tbgcc.org

Other important phone numbers

Front Security Gate – To add visitors you will need to use community.dwellinglive.com or call the clubhouse

Front Desk of Clubhouse – 352-588-0059 (also for dinner reservations) Fax# 352-588-4090

Takeout – 352-588-2823

Golf Shop – 352-588-5454

Community Center – no phone

Activity Center – no phone at this time

Sunshine Club – Trish Gogo 352-588-2170

Emergency only – 911 – Non-emergency Sheriff’s office 727-847-8102 – Other inquiries 813-929-2750

Post Office – 352-588-2901 Open M-F 9 a.m. - 4 p.m. Closed Sat. & Sun.

- If you did not get a key for a mailbox, go to the San Antonio Post Office (12231 Main Street)

Spectrum Cable – 833-697-7328

Waste Connections of Florida – 352-583-4204

Pasco Utilities – 352-521-4285 emergencies – 800-226-8144

Withlacoochee River Electric – 352-588-5115

Tax Collector – 352-521-4360

Health Department 727-861-5250

Call before you dig anywhere on your property - 811

The Tampa Bay Tidbits comes out the 1st of each month and can be picked up at the front desk of the clubhouse. This is also available online. Check out all the activities around Tampa Bay.

Speed Limit in Herons Cove is 15 mph. For the safety of everyone please drive the speed limit. A friendly reminder ... when children are visiting, please do not allow them to drive the golf cart. Drivers must be a minimum of 16 years old and have a valid driver’s license.

Herons Cove Women’s Luncheon There is a luncheon for all Herons Cove ladies once a month. An email reminder will be sent to you in advance of the date. It is usually the 3rd Thursday of each month.

Bulletin Boards are next to the mailbox with information for that month.

Membership Identification access card is needed to use the clubhouse facilities and enter the community center and activities center. Carry it with you to show at the front desk of the clubhouse and to enter the pool area. It is required to wear a bathing suit cover up and foot wear when in the clubhouse lobby or dining room or Pub. Pool hours and restrictions are located at the clubhouse desk.

Herons Cove Website is specifically for members of the Herons Cove neighborhood. You can find the names and email addresses of your Board members in the event that you may need to contact them. You can find information to help you navigate HOA rules and regulations, information about committees, forms you may need and other interesting information. It will keep you up on changes in the community and have the latest news on social events sponsored by the Herons Cove Social Committee. To have access to the website, register at heronscovehoa.com, click on the Welcome New Residents page and follow the instructions.

Nextdoor ... This is a free and private social network just for Tampa Bay Golf and Country Club. This is an easy solution to the issue of getting information out to all quickly. It can be used for crime & safety concerns - lost & found – recommendations – event calendar – classifieds – documents – general information (blood drives, parties, estate sales, etc.) Messages can be sent to all or private. Since the Master Board doesn't want signs up, this is a way to keep everyone informed. To be part of this network, go to www.nextdoor.com and type in your address to get into the correct site. If you are already a member, you can invite others around Tampa Bay to join: simply send them an invitation from the site.

There is a private Herons Cove group where only Herons Cove can post and see information about Herons Cove. Click on that tab to request being included on that group listing.

Herons Cove Goal

Herons Cove Board of Directors' number one priority is to protect and preserve the value of the common elements of our community by the enforcement of the association's bylaws & articles of incorporation as provided in the declaration of covenants and restrictions.

Mission Statement

To promote the health, welfare, comfort, social, and economic benefits of the owners of the association and to operate as a corporation not for profit – pursuant to Florida statutes.

Strategies

We encourage all homeowners to become familiar with the regulations that were agreed to at the time of the purchase of their homes.

The following summary of the Covenants is provided for easy reference.

The exact text of the declaration of covenants, articles of incorporation, restrictions and by-laws will prevail in the event of a conflict. You received these at your closing.

1. **Each unit shall be occupied by at least one person who is 55 years of age or older.** The Board of Directors may approve waivers to this rule when the unit is willed to a relative who is less than 55 years old but not younger than 22 years old. Or when a surviving partner of the owner is less than 55 years old.
2. **No person under 22 years old** shall reside in any home, except for a period not to exceed a total of 90 days in any calendar year.
3. **Any proposed “Exterior” additions, alterations, and or change** (including but not limited to patio, building exterior paint color, landscaping, swimming pool, screen enclosures, spas, gutters, roofing, driveway widening, etc.) must have written approval by the Architectural Review Committee (ARC).
4. **No window or wall air conditioning units** are permitted without prior approval.
5. **Automobiles, vehicles and boats:** The following resident owned vehicles are allowed to be parked in the driveway provided they are in good repair and have a current license plate:
 - a. Automobiles, vans, small pickup trucks and sports utility vehicles constructed as private passenger vehicles. Residents parking on the streets, lawns or common grounds is not permitted.
 - b. Recreation vehicles and boats may be parked in the community for a maximum of 24 hours for loading and unloading. They must be parked on the owner’s paved property, not on the grass or common areas.
 - c. No utility trailers are permitted to be parked in driveways, and not on the grass or common areas.
 - d. Temporary parking of visitors’ vehicles is permitted on the street during daytime hours only.
 - e. Major repairs to vehicles are not permitted on any property within TBGCC.
6. **Basketball backboards and clotheslines** are not permitted.
7. No trade or business can be operated from a home if the business is apparent from the exterior of the home or where client’s visits are apparent to the public.
8. **Fences or walls** are not permitted

9. **Flag pole must be approved** by the ARC. If the United States flag is flown overnight, it must be lighted.
10. **No garage may be permanently enclosed**, and it must provide parking for at least one automobile. All garage doors should remain closed when not in use. When screens are installed and closed across garage opening, this requirement is met.
11. **Garbage**, trash, refuse or rubbish in order to be collected may be placed by the street after 5:00 p.m. on the day before the scheduled collection. All trash containers must be removed on the collection day. Garbage cans must be kept inside the unit.
12. **Recycling**, every Wednesday. Use a container of your choosing, but no bagging. (Call trash hauler for a recycling sticker to place on the container.) Recycle aluminum cans, metal food cans, plastic containers with codes # 1, 2, 3, 4, 5, & 7, and paper and cardboard. No glass.
13. **No discharge of guns or firearms** (to include pellet and BB guns) is allowed.
14. **Lots that abut a pond** cannot be enlarged by filling in the bank. No docks or decks are allowed to extend into the pond or canals. No motorized boating or swimming is allowed in the ponds. Owners may not use pond water for irrigation purposes. Owners are not permitted to remove any vegetation from the ponds or pond banks.
15. **Landscape Maintenance**: Any alterations, removal or additions of plants or trees must have prior approval from the ARC committee, **except** for the planting of annuals and replacement of shrubs and trees in existing shrub/flower beds. No artificial vegetation is allowed. The homeowner will be responsible for the continued maintenance and care of any additions to the landscaping.
16. **All homes and driveways** must be maintained in first class condition.
17. No use or practice, which is an unreasonable source of **noise or annoyance** to the neighbors, is allowed. Noise and sounds should be kept at a moderate level from 10:00 p.m. to 8:00 a.m.
18. No outside radio/TV **antennas** are allowed in the community. A **satellite dish**, not to exceed 18" in diameter, can be mounted outside the home – out of view – not visible from the street. Must have prior written approval obtained from the ARC committee.
19. **Sheds or portable buildings** are not allowed. All patio type furniture, accessories, barbecue grills must be kept in the rear of the home. Neat appearing in good condition.
20. **Limit of 2 household pets per household**. No Pit Bull Terriers are permitted. Dogs and cats must be less than 50 lbs. unless approved in writing by the Board of Directors. All household pets must be on a leash when outside for your

safety as well as others in the community. Please remember that it is a Herons Cove and Pasco County Ordinance to pick up after your pet. Always carry plastic bags with you.

21. **Signs may not be displayed in the yard or home**, except one “open house” sign, that does not exceed 2 1/2 square feet in size without written permission from the ARC committee. This sign can be displayed for not more than 8 hours in a 24 hour period – not more than 7 consecutive days. Signs cannot be posted on common grounds.

22. **Solar Collectors** must have prior written approval by ARC.

23. **Above ground swimming pools are not permitted.** Inground swimming pools must have ARC approval.

24. **Awnings and shutters** must have prior written approval by the ARC committee. Window treatments should consist of drapery, blinds or other tasteful window coverings. Aluminum foil, newspaper or other temporary window treatments are not permitted, except for a period not to exceed 30 days after an owner moves into a unit.

Hurricane Shutter Policy ... guideline for the installation of hurricane shutters must be adhered to by all homeowners in Herons Cove. Prior written approval by the ARC committee is required. The homeowner must submit the request including any exterior change or alterations to the unit. The installation shall not create an exterior alteration to the home. The hurricane shutters must comply with the south Florida building code and local code and building requirements. The homeowner or contractor will have to obtain a building permit. The installer must be licensed, bonded and have insurance coverage. Herons Cove Board of Directors will not allow the installation of hurricane shutters for an extended period of time.

Paragraph 6.15 of the declaration of covenants and restrictions states ... “ hurricane shutters” cannot be installed on any unit except after a hurricane watch or warning is posted – and shall be removed within 5 days after the hurricane watch or warning is terminated.

25. **All Leases** must be in writing and specifically be subject to the declaration, the articles, and the by-laws of Herons Cove. Copies of the signed lease must be provided to the association prior to occupancy by the tenant. Lease agreements must be for a **minimum of 6 months.**

26. The ARC will not approve any request that encroaches upon a recorded **easement** unless proof of release is provided by the applicable government authority.

27. For more detailed information on - tree removal - approved trees and shrubs - painting - color options for screened in lanais and porches - front window grids - curbing around utility boxes or how to appeal an ARC decision, contact the ARC chairperson.

28. **Any activity in the wetlands migration area is strictly prohibited.**

Many of the previous items ask you for Architectural Review approval. The Committee Chairperson and liaison to the Board is **Jay List**. The committee consists of a group of dedicated Herons Cove residents. The ARC has the responsibility for making sure that the Declarations of Covenants and Restrictions of Herons Cove are strictly adhered to.

Forms for architectural approval are located in the Info box at each mailbox kiosk, or online at the Herons Cove Website, heronscovehoa.com. Please read the ARC application thoroughly for detailed directions.

Place completed applications in the black mailbox located at the side of mailbox kiosk on Rolling Circle.

All applications need to be submitted by the 12th of each month because the request may involve a visit to the actual site. **The committee meets in the Craft Room of the Community Center at 6:30 p.m. the 3rd-Wednesday of each month.**

Owners will be notified in writing or by phone within 10 business days of the meeting.

Lawn watering must follow Pasco County regulations which change from time-to-time. It is each homeowner's responsibility to adapt to the Pasco County regulations, which may change throughout the year due to drought conditions. Refer to Pasco County website www.pascocountyfl.net for information.

Replacing mulch with stone or rock: The landscaping company will not be responsible for maintenance of the items that you replace the mulch with. If you sell your home, the new owner must be informed of the duties involving the new material. Replacement mulch is the responsibility of the homeowner. If the homeowner prefers Brightview to spread the mulch, it will be at a cost payable to Herons Cove Association, Inc. Brightview will spread mulch once annually per homeowner request.

Fee Collection Policy:

- Association fees will be due quarterly.
- Statements will be mailed no less than 15 days prior to due date by the management company.
- Check to be made payable to Herons Coves Homeowners Association and mailed to **Herons Cove Association, Inc. Qualified Property Management PO Box 628207, Orlando, FL 32862-8207.**
- Returned checks will be charged a \$25.00 fee

- If payment is not received 10 days following the due date, a late fee of \$25.00 or 5% of the late amount will be charged and a first collection notice will be sent.
- If payment is not received 30 days following the due date, interest will be charged from the date of delinquency at the rate of 18% per annum, in addition to the late fees. A second demand letter per F.S. 720 will be sent certified, allowing 45 days for payment.
- If payment is not received by the date stated in the certified letter, interest will continue and a lien will be filed on the property, as permitted by the Herons Cove Declaration and Florida Law. The owner will be responsible for all attorney fees and costs associated with legal actions taken by the attorney.
- After 45 days from the date of notice of lien (if no action by member), the Management company and attorney are authorized to begin foreclosure action. No further action by the Board is required.

Procedures for Rule of Enforcement

1. All complaints from unit owners must be received by the Board of Directors in writing and signed.
2. Upon noting a violation, the Board of Directors or manager will contact the party responsible either in writing or by mail.
3. After a specified time if the issue is not corrected, a second request will be sent.
4. If the second request is ignored, appropriate action will be taken.

For more information refer to the Declaration of Covenants and Restrictions that you received at closing.

Procedure for Owner participation at Board meetings:

1. Each Board meeting will include an “owner concerns and comments” agenda item. At which time, an owner may comment or address items on the agenda. A maximum time limit is three (3) minutes per owner.
2. In an effort to use our Board meetings the most constructively, we respectfully ask that you submit questions and concerns in advance of the meeting to a Board member.
3. Any member choosing to video or audio tape a Board meeting must request prior notice to the Board.

Committees:

The Herons Cove Board of Directors has established the following committees, made up of association members, to assist with functions of the association.

Landscaping and Lawn Committee - Chairperson, Ed Malagon

Architectural Review Committee – Chairperson, Jay List

Rules and Covenants – Chairperson, Jan Kozlowski

Welcome Committee – Chairperson, Dee Hannigan

Social Committee – Chairperson, Linda Recchio

Special Project – Chairperson, Joe Recchio

Neighbors Saving Neighbors Program:

Herons Cove has a life-saving program called Neighbors Saving Neighbors. Volunteers are always needed to be first responders in case a 911 is called for a possible cardiac event. Anyone with a medical or first responder background is especially needed. Herons Cove has two AEDs (defibrillators) in our neighborhood. To learn more and participate in this program, contact Patti Avin at PattiAvin007@gmail.com.



Volunteers are the heart of the association

If you would be interested in joining any of the committees, please give us a call ... We are always looking for new ideas and extra helping hands.

We invite you to be part of making our community the best and most fun community in all of Tampa Bay!

Updated May 2024