

Amelia Park

AMELIA ISLAND, FLORIDA



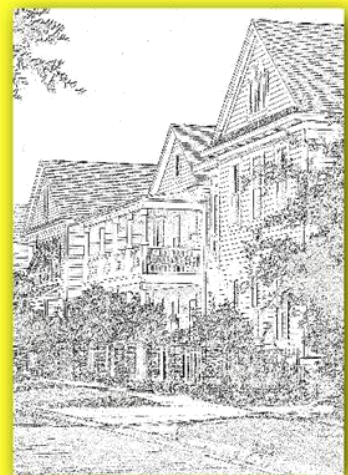
A Good Place to Live

Your role in maintaining a beautiful,
safe, and enjoyable community

Amelia Park Neighborhood Association's **Rules & Regulations**

Current editions of all Amelia
Park documents are available
online at AmeliaPark.net

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INTRODUCTION

Our community, Amelia Park, is located in the City of Fernandina Beach. It is a “traditional” neighborhood featuring pedestrian sidewalks, front porches, garages and service alleys located behind houses, a town square and pavilion, a central park and common areas. The development consists of approximately 106 acres and as of the end of 2012 there are 229 single family homes and 86 townhomes and condominiums. When built out, there will be approximately 294 homes and 86 townhouses and condominiums. The community is governed by the Amelia Park Neighborhood Association, Inc. (APNA)

All Amelia Park property owners, family members, tenants, guests and visitors (collectively known as Residents) must comply with the Association’s Master Deed Restrictions and the Declaration of Charter, Easements, Covenants and Restrictions. These documents authorize APNA’s Board of Directors to develop Rules and Regulations regarding uses and activities of your property.

The Rules and Regulations apply to all Residents. This document provides a quick reference to items included and answers to common questions. Property owners are responsible for assuring compliance with the Rules and Regulations and are required to provide this document to all renters.

Amelia Park is subject to Fernandina Beach City codes and ordinances which can be found at:

<http://www.fbfl.us>

If you have any questions after reading this material, please contact our property manager, or a member of the board of directors. The contact information for our property manager is located in the Appendix.

GOVERNANCE OF AMELIA PARK NEIGHBORHOOD ASSOCIATION

The Amelia Park Neighborhood Association is governed by a board of directors consisting of five (5) members. In addition, there are various advisory committees and work groups (see website ameliapark.net for complete list and contact information).

The board of directors is elected at our Annual Meeting. They serve staggered two (2) year terms. We encourage property owners to participate in our future as committee members and board members. If you would like more information about participating, please contact any board member.

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ASSOCIATION DUES

1. **General Assessment** – In November of each year the Board of Directors develops a budget for the coming year and establishes the annual General Lot Assessment to meet the budget. We have a Budget and Finance committee that meets throughout the year. All members of the association are welcome to attend or request to be a member of the committee.
2. **Delinquencies and Collection and Lien Process** - The Board has established the following policy: An original invoice is mailed to all property owners at their address on record or their agent in December for the coming year. The assessment is due on or before January 31. If unpaid a past due notice is sent after 30 days of the due date. A delinquent notice is sent 60 days after the due date. A lien letter is sent 30 days after the delinquency notice. The lien letter advises that if no payment is made within 45 days, a lien will be placed on the property. An administrative late fee in the amount of \$25.00 will be charged to all property owners who make their annual assessment payments after January 31st of any year. Continued failure to pay the assessment will result in statutory interest charges and legal and collection fees incurred by the Association in addition to the \$25.00 late fee.

If a property owner has a hardship situation and is unable to pay the annual assessment when due, please contact our property manager to discuss the situation before the due date.

PROPERTY

See Nassau County Office Records – recorded Plats of Amelia Park (by Units) www.nassauclerk.com

There are many types of property located within Amelia Park. You can locate this information on the recorded Plats of Amelia Park.

1. Our Streets are public and regulated by the City of Fernandina Beach. The speed limit within Amelia Park is 15 mph. Amelia Park was specifically designed as a pedestrian-friendly neighborhood. Please watch your speed and stop at all STOP signs.
2. a) Private Lanes (rear service alleys) are owned and maintained by APNA and must remain clear at all times. Private Lanes, even dead end Private Lanes, are not to be used to park or store a vehicle or anything else, for any amount of time.
b) Private Lanes are for access to the garages they service. They are not to be used as a cut-through or short-cut from public streets. They are not designed for through-traffic. Violators will be ticketed by the police.

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3. Common areas include but are not limited to Garden Districts, Pavilion, Town Square, Playground, Kiosks, cut-through trail to Publix and Lakes– these areas are owned and maintained by Amelia Park Neighborhood Association.
4. Single-family homes, townhomes, condominiums and sold lots are owned by the individual property owner.
5. Sidewalks – depending on your lot, homeowners are responsible for installing a sidewalk. Currently, the City of Fernandina Beach maintains and repairs sidewalks; however lot owners are responsible for power washing as needed. The sidewalks are typically on City of Fernandina Beach property.
6. Right of ways are the area(s) between your lot (lots typically end at the edge of the sidewalk closest to your house) and the street that is owned by the City of Fernandina Beach (or the Private Lane that is owned by the APNA) and is a utility easement. You are responsible for maintaining the landscape in the right of way adjacent to your property. Plants, trees and irrigation in the right of way are to be maintained by the adjacent property owner.

GARAGE DOORS

Garage doors must be kept closed at all times except when in use. Unattended garage doors left open invite criminal activity. During hot weather garage doors may be raised several inches to permit interior ventilation.

HOUSEHOLD TRASH, RECYCLING AND YARD WASTE

Household trash placed in the dark green or gray bins is picked up by the City's contractor on Mondays and Thursdays. Recycled items placed in the lime green bins are picked up on Mondays. Yard waste is picked up on Wednesdays. ***Please do not dump yard waste or other debris on undeveloped property or vacant lots as this provides a haven for rodents and encourages further dumping.*** The Association has to pay to have these items removed and properly disposed. For more information regarding pickups, contact Advanced Disposal at 904-261-7186 or:

<http://www.advanceddisposal.com>

1. Trash and recycling containers must be kept inside or along side of garages except for scheduled pickup days. Their storage should not be in the visible sight line when looking down the alleys or streets.
2. Containers may be placed at the end of driveways no earlier than dusk the day before the scheduled pick up.
3. Containers must be returned to their storage location the day of pickup.
4. Yard waste may be placed at the end of one's driveway without time restriction.

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MAILBOX

There are four resident mailbox kiosks located within Amelia Park. The kiosks have event notice and information boards. Please contact our property manager regarding your mailbox location, number and key.

For postal services and information please visit the USPS Fernandina Beach Post Office located at 1997 Sadler Road, Fernandina Beach (904) 491-4680.

PLAYGROUND

Our children's playground is located in the southwest corner of Amelia Park adjacent to Perimeter Road. It is for the use of the residents and their guests only.

AMELIA PARK TOWN SQUARE / PAVILION USE RENTAL PROCEDURE

The Amelia Park Town Square and Pavilion are available for your use. If you would like to reserve the Pavilion, please complete and return the rental agreement found on the Documents page on the Amelia Park website. The Amelia Park Town Square/Pavilion is not available during certain holidays as noted on the application.

ACTIVITIES

Amelia Park is an active and social neighborhood. Please check the postings at your mail kiosk for various events. Join your neighbors at the Pavilion on the last Friday of the month for our "Final Friday" get together. It is a great opportunity to meet with friends and make new ones. There are many Amelia Park events throughout the year for you to attend.

WEBSITE

Please visit APNA's website at www.ameliapark.net for news and information. You need to register to access the website. If you have any problems, please contact the website volunteer listed at the website. Once registered, you will receive email communications on timely matters. Your information is not sold or provided to any third party, but is used for neighborhood communication only.

STREETLIGHTS

The streetlights within Amelia Park are maintained by Florida Public Utilities (FPU). If a street light is 'out', flickers, 'on' all day or needs attention for any reason, please contact FPU at 261-3663 with the location and identification number on the streetlight pole. Please note that the

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Association pays a monthly rental fee each streetlight that has an identification number. For additional assistance, please contact our property manager.

UNDEVELOPED LOTS

1. **Maintenance of Lots** - If you own an undeveloped lot in Amelia Park, you are responsible for keeping the lot maintained under the conditions appropriate for the location. The lot must be in good order and repair and free from debris. Natural vegetation and vines must not obstruct sidewalks, alleys or streets. See Amelia Park rules regarding signage on property.
2. **Building** - Amelia Park ARB (Architectural Review Board) must review and approve construction plans and specifications. Please refer directly to the Amelia Park ARB regarding the building of a new home within Amelia Park.

DEVELOPED LOTS

Once your home has been completed, modifications to the exterior of your house and lot are subject to review. These include changes to your structure, landscape and tree removal. Modifications to existing homes and landscape are reviewed and approved by the Peer ARB (Architectural Review Board). Modification request forms can be found on our website. If you are uncertain if your modification must be approved by the Peer ARB, please contact the chair of the Peer ARB. There is a \$100 application fee for all requests that require a City building permit.

PEER ARCHITECTURAL REVIEW BOARD

The Peer ARB is responsible for reviewing modifications to existing homes. If you have questions about landscape, tree removal, paint color or other exterior modification, please contact the Peer ARB for guidance. They are here to assist you. The process is as follows:

1. The homeowner completes a Request for Modification application (available on our website) and submits it to the Peer ARB. The Peer ARB makes a best effort to respond to requests within 20 working days. The Peer ARB committee may contact you with questions, comments or recommendations.
2. You will receive a letter of approval or denial. If denied, the basis will be cited. An appeal process is available.
3. The homeowner must start the modification requested within twelve (12) months of the approval or must resubmit an application. Work on the approved modification shall be completed in a timely manner.

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4. If the application is denied, you may appeal the decision to the APNA Governance Appeal Board (GAB). To request an appeal, the homeowner shall submit to the Board of Directors a copy of the application, the notification of disapproval and a written request describing the basis of the appeal. The GAB will consider the appeal within fourteen (14) calendar days of receiving the completed request from the homeowner.
5. The Governance Appeal Board may:
 - a. Affirm the Peer ARB's decision
 - b. Affirm a portion and overturn a portion of the Peer ARB's decision
 - c. Overturn the Peer ARB's decision
6. The GAB shall notify the homeowner and the Peer ARB in writing of its decision within five (5) calendar days after conclusion of the hearing and include the basis for its decision. GAB decisions are final.

VIOLATIONS OF COVENANTS AND USE RESTRICTIONS

Our property manager is responsible for monitoring Amelia Park for covenant violations. You can also report violations to our property manager. The following is a summary of the procedure:

1. The property manager will first contact the owner and tenant (if applicable) regarding the violation. This is an informal step to correct the issue.
2. If the violation is not corrected promptly, the property manager will send the owner of record and tenant (if applicable) a notice of violation by certified mail, return receipt requested. This is the first step of a formal procedure. The notice will identify the specific violation, request corrective action within a specific time period, the proposed fine (*e.g.*, \$100/day) if not corrected and information on appeal procedures. Per the Amelia Park Declaration, tenants may be evicted for repeated violations.
3. Procedures, fines for violations of covenants and appeals are in accord with Amelia Park Declaration and Master Deed Restrictions, applicable Florida Statute 720.305 and APNA Board resolutions.
4. Appeals of proposed fines are to be made to the Governance Appeal Board (GAB) who may affirm or overturn the fine. GAB decisions are final.

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SIGNS ON PROPERTY

1. Owners' Property
 - a. No signs, including but not limited to "For Sale", "For Rent" (except as provided in 1c. below) or political signs, may be erected or displayed in a yard or on the exterior of a structure, fence or wall.
 - b. Professionally printed signs may be placed inside the window of an owner's unit.
 - c. Only APNA's approved "Amelia Park Standard Real Estate Sign" may be installed at the curb. Detailed specifications for the design and installation of a uniform community-wide For Sale and or For Rent signs were adopted by the Board of Directors in 2007 and such signs are to be used exclusively.
2. Kiosks and Other Common APNA Property
 - a. Only APNA, Amelia Park Owners and Residents may post
 - b. Post only on the bulletin boards (no posting on kiosk)
 - c. Include name of person posting, date posted, date to be removed (no longer than 10 days)
 - d. Inappropriate postings, including postings of a political nature, will be removed.
 - e. APNA reserves the right to post, or allow postings, directly on the kiosks.
 - f. Any posting not meeting these guidelines will be removed. If you have any questions concerning a posting, please contact a member of the board of directors.

BOATS, TRAILERS, NON-FUNCTIONING & RECREATIONAL VEHICLES

Amelia Park is a high density community. We have small lots and narrow streets. Ideally, our driveways and streets would be limited to ingress, egress and visitors. Use of driveways and streets to park vehicles, trailers and boats diminishes the appeal of Amelia Park. We encourage Residents to park vehicles in their garage.

Commercial vehicles, recreational vehicles, boats, trailers or non-functioning vehicles of any kind may not be parked or stored on any Lot, driveway, private lane, service alley or common area. These vehicles must be kept completely inside a garage. There are several nearby offsite storage facilities for such vehicles. Please be considerate of your neighbors and realize that your home and driveway reflect our neighborhood.

Under no circumstances shall any vehicle be parked on any lawn, unpaved area, vacant lot or common area.

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LANDSCAPING REQUIREMENTS AND LAWN MAINTENANCE

All landscaping of developed lots was approved initially by the Amelia Park ARB. Changes to your landscaping of a permanent nature must be reviewed and approved by the Peer ARB. You are responsible for all property surrounding your property (including right of ways and easements that surround streets and alleyways). Basic guidelines for lawn maintenance:

1. Lawns are to be cut as needed and free of weeds
2. Lawns that have been damaged by chinch bugs, disease, etc. must be repaired or replaced (if replaced with another material you will need Peer ARB approval)
3. Edging must be performed at all sidewalks, walkways, driveways, curbs, foundation planting beds, yard planting beds and areas under street trees.
4. Landscaping beds are to be weeded and groomed regularly:
Only natural color pine bark or pine straw mulch may be used.
Cypress, rubber or colored mulch may not be used.
5. Shrubs are to be kept trimmed.

Sprinkler Irrigation: The St. John Water Management District governs the use of water in northeast Florida. Mandatory restrictions specify watering days and time. These days depend on whether you have an odd or even numbered address, and the time of year. Daylight Saving Time is the second Sunday in March until the first Sunday in November. Water only when needed; sprinkler use mid-day (between 10 am and 4 pm) is not permitted. Water no more than one hour per zone.

	Daylight Saving Time	Eastern Standard Time
Odd numbered addresses	Wednesday & Saturday	Saturday only
Even numbered addresses	Thursday & Sunday	Sunday only

You may find the District's most recent information on their website: <http://www.sjrwm.com/wateringrestrictions/>

In times of drought further restrictions may be imposed.

For information, contact the St. Johns River Water Management District at 800-232-0904 or access <http://sjr.state.fl.us/>.

Information on how to maintain your lawn can be obtained from a local nursery or the Florida University Agricultural Extension Service in Yulee.

(http://solutionsforyourlife.ufl.edu/lawn_and_garden/)

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A defining element of Amelia Park is our beautiful street trees. If your property is so designated by the landscape Design Code of Amelia Park, street trees may be required to be placed between the sidewalk and the street. Although the tree is located in the City of Fernandina Beach right of way, the property owner owns the tree (as well as any other plants and irrigation system). The property owner is required to maintain these trees. This includes trimming the trees in compliance with the City of Fernandina Beach codes and regulations. The Amelia Park Landscape Design Code also requires that the property owner replace a tree if the tree dies or has to be replaced for any reason. Lot owners incur a fee to remove a healthy tree; the fee is applied to the tree-mitigation fund. The tree must be replaced with a tree of the type and size approved by the Tree Advisory Group (TAG). Please contact the chair of TAG or our property manager for any additional information.

Appendix

1. Property Management Company

APNA has contracted with Amelia Island Management (AIM) to provide management and administrative support services. Please contact Peter Mallory at (904) 277-5141, at AIM if you have any questions or issues; his e-mail is pmallory@omnihotels.com.

Amelia Island Management
5440 First Coast Highway
Amelia Island, FL 32034
Office (904) 277-5122
Fax (904) 277-5169
www.aimamelia.com

EXHIBITS Please see website for additional information

- A. Board of Directors
- B. Organization Chart
- C. Work Groups
- D. Amelia Park Map
- E. Request for Modification
- F. Standard Real Estate Sign
- G. Town Square/Pavilion Use Rental Procedure