

## WINDING RIDGE PROPERTY OWNERS' ASSOCIATION, INC.

Homeowner: \_\_\_\_\_

Lot: \_\_\_\_\_ Property Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

NOTE: See Attachment A for work that requires Irrigation Modifications. Please contact Cepra landscapers for irrigation modifications at [windingridge@cepralandscape.com](mailto:windingridge@cepralandscape.com) ***PRIOR*** to any work involving adjustments or modifications of Irrigation system. Cepra Landscapers has a *NOT TO EXCEED* \$1000 with a 50% down payment before work begins. Please allow 3-4 weeks for scheduling. All irrigation modifications are done on a case-by-case basis depending on how many irrigation heads need to be adjusted and the cost will reflect the scope of the work.

-When a Homeowner makes a request to Cepra landscaping  
The email should contain the following information:

1. Name
2. Address/Lot Number
3. Phone Number
4. Pool Layout – Lanai- or Driveway Extension Diagram as applicable on your lot survey
5. Anticipated Date of Service

✓ Required Documentation

Homeowner ✓ GRS Verified ✓

\*ALL Forms MUST be Complete and Enclosed

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All Required Signature  
Forms signed  
(Including this page)

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Modifications shown on Final Survey plat  
\*Final Plat of Survey at closing

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2 Certificate of Insurance  
documents are required (1)  
listing the property Owner  
and address as certificate  
holder (2) Winding Ridge  
POA 3000 Acacia Bay Ave  
Wesley Chapel Florida 33543  
as Certificate Holder (Liability  
& Worker's Comp)

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Copy of  
Contractors  
License

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Deposit Check Payable to Winding Ridge  
(If applicable)

**Notes:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Copy Check ✓

Signature of Homeowner: \_\_\_\_\_ Date: \_\_\_\_\_

**WINDING RIDGE PROPERTY OWNERS' ASSOCIATION, INC.**

**REQUEST FOR ARCHITECTURAL REVIEW**

**Name:** \_\_\_\_\_

**Local Address:** \_\_\_\_\_ **Lot #** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Local Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Alternate Address:** \_\_\_\_\_

**Brief Description of Project:** In the space below or on an attached page, provide a description of the alteration, improvement, addition, or other changes you would like to make to the exterior of your home. A copy of your lot survey is required. If you are installing a pool, room addition, concrete patio addition or any major landscaping modification that requires the use of construction equipment that could result in damages to existing landscaping, irrigation systems, drainage slopes, sidewalks, curbs, please see Attachment "A" and "B".

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If you have any questions regarding this Application, please email: [jsmith@grsmgt.com](mailto:jsmith@grsmgt.com)

# WINDING RIDGE PROPERTY OWNERS' ASSOCIATION, INC.

THIS CHECKLIST SHOULD BE COMPLETED BY A HOMEOWNER AND REVIEWED BY THE ACCOUNT MANAGER BEFORE THE ACC IS SENT TO THE BOARD FOR REVIEW AND APPROVAL.

**ACC CHECKLIST: THE BOARD HAS UP TO FORTY-FIVE (45) DAYS FROM THE DATE RECEIVED TO REVIEW THE APPLICATION**

**PLEASE INITIAL ALL THAT APPLY**

1. \_\_\_\_\_ One (1) set of plans enclosed (*if required*).
2. \_\_\_\_\_ Lot Survey enclosed (Must show location of modification in relation to the home)
3. \_\_\_\_\_ Color chip enclosed (*if required*)
4. \_\_\_\_\_ Landscape plans (*if required*)
5. \_\_\_\_\_ Contractor's License, (2) Certificate of Insurance documents (General Liability & Workman enclosed) Certificates of Insurance documents must have (1) WINDING RIDGE POA 3000 Acacia Bay Ave Drive, Wesley Chapel, FL. 33543 named as the Certificate holder. The second (2) Certificate of Insurance document must have the Homeowner's name and address listed as certificate holder
6. \_\_\_\_\_ Owners have signed and initialed all affidavits and applications
7. \_\_\_\_\_ Filing fee of **\$25.00** made payable to GRS Community Management (CHECK OR MONEY ORDER)
8. \_\_\_\_\_ Application fee of **\$25.00** made payable to Winding Ridge POA (Check OR MONEY ORDER)
9. \_\_\_\_\_ A \$5,000 Security deposit payable to Winding Ridge POA (CHECK OR MONEY ORDER) The \$5,000 deposit is required if there is heavy machinery on site, \$2500 security deposit for Lanai extensions and \$1000 for Driveway expansion
10. \_\_\_\_\_ The owner has title to the property (*closed*). Application will not be reviewed until the owner has obtained title
11. \_\_\_\_\_ A proposal from Vendor must be attached for any modification to the irrigation system.
12. \_\_\_\_\_ The aluminum frames of screen enclosures must be bronze
13. \_\_\_\_\_ Fences must be aluminum rail picket with rails no wider than one inch and no closer together than three inches. Fences cannot extend into any easement. Fence location must be highlighted on the site plan or survey. Fence height must be at least 4 to 5 feet in height and must have a 5-foot gate for landscaping access.
14. \_\_\_\_\_ Satellite Dishes cannot be located on the front elevation of the home
15. \_\_\_\_\_ Permanently installed (*accordion style*) Hurricane Shutters may not stay up year-round. No Hurricane Shutters shall cover window or door openings except during the period of a Hurricane Watch or a Hurricane Warning that impacts the community.
16. \_\_\_\_\_ All excavated fill from the construction of a pool or any other modification must be hauled away during the construction process. No fill can be left on the street, swales or preserve or adjoining property during construction.
17. \_\_\_\_\_ Drainage swales or easements (in front, rear or sides of the home) will not be affected by the proposed modification
18. \_\_\_\_\_ **PLACEMENT OF OVERFLOW PIPES FOR POOLS MUST BE ON SIDE OF LOT**  
Pool project must include pictures in Attachment "A" & "B" or application will not be considered by ACC

**Please note that if the application is submitted without the proper paperwork, it will be returned to the homeowner to complete and re-submit.**

Please sign and initial all forms, attach any required certificates including the lot survey with drawing(s) of project and mail or deliver the completed Application with check(s) to Winding Ridge HOA. C/O GRS Community Management 3000 Acacia Bay Ave Wesley Chapel FL. 33543

# WINDING RIDGE PROPERTY OWNERS' ASSOCIATION, INC.

## HOMEOWNER'S AFFIDAVIT

I have read, understand, and agree to abide by the Covenants and Restrictions of the Association. In return for approval, I agree to be responsible for the following:

- All damages including common areas, as a result of this undertaking, whether caused by me or others
- To comply with all state and local building codes
- Any encroachment(s)
- To comply with the conditions of acceptance (*if any*)
- To complete the project according to the approved plans. If the modification is not completed as approved, said approval will be revoked and the modification shall be removed by the homeowner at the homeowner's expense.
- Applicant further acknowledges that drainage swales have been designed and established between homes (side yard) to carry storm water off the lot and to maintain positive drainage away from home. The Association and/or developer shall not be responsible for any effect that any proposed landscaping installation may have on drainage. The applicant shall be responsible for all associated costs.
- The Homeowner is responsible for any costs associated with irrigation modifications
- Homeowner assumes maintenance responsibility for any new landscaping
- The Homeowner is responsible for ensuring that all areas affected by the project construction (i.e., Landscaping, irrigation, common areas, etc.) are restored to their original condition. The Homeowner will be notified of any deficiencies in writing and will be asked to correct any damages. Failing that, the Homeowner is responsible for all costs necessary for the HOA to properly restore the area.

I also understand that the ACC does not review and assumes no responsibility for the structural adequacy, capacity, or safety features of the proposed construction, alteration, addition, or for performance, workmanship, or quality of work of any contractor or of the completed alteration or description.

I agree to abide by the decision of the Architectural Control Committee or Board of Directors. If the modification is not completed as approved with the specifications submitted in this application and I refuse to correct or remove the modification, I may be subject to court action by the Association. In such event, I shall be responsible for all reasonable attorneys' fees.

Date: \_\_\_\_\_ Signature of Homeowner: \_\_\_\_\_

**COMMITTEE REVIEW**

**Lot #** \_\_\_\_\_

Approved by the Architectural Control Committee:

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Approved, subject to the following conditions:

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Deferred, due to the following missing information:

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Denied, not approved for the following reason:

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Signature of Board Member: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

# WINDING RIDGE PROPERTY OWNERS' ASSOCIATION, INC.

To expedite your request, please include the information listed below for the specific category. The list may not be inclusive, and the Architectural Control Committee (ACC) reserves the right to ask for additional information.

1. Fences
  - Survey indicating the location with respect to the property lines and existing improvements
  - Type of fence including materials, height, drawings, color, finish, and decorative style
  - Location and swing of gates must be 5 feet wide on each side
  - Proposed landscaping plan surrounding fence (if required, see 7 below)
2. Painting
  - Identify colors including paint manufacturer, color name and color number
  - Provide paint color samples
  - Elevation of structure of area to be painted (elevation survey) identifying the location(s) of each paint color-i.e. stucco color x, trim bands color y, door color z, etc.
3. Driveways/Concrete Patio Extensions
  - Survey indicating location of proposed installation drawn on survey
  - Type of materials (driveways must be brick pavers)
  - Provide color and pattern information, preferably samples
  - *Items on attachment A required*
4. Screen enclosures
  - Survey depicting location of proposed screen enclosure
  - Description of proposed type of screen enclosures
  - Plans and specifications provided by the contractor indicating dimensions, height, screen roof type (e.g., mansard, gable or flat), location(s) of screen door(s) and accessories (e.g., kick plates)
  - Plan and elevation views of screen enclosure
  - Identify colors including, as appropriate, colors for screening, aluminum framing, kick plates and glass
  - *Concrete slab is required, items on attachment A required*
5. Pool Additions
  - Survey depicting location of proposed pool on lot
  - Architectural rendering
  - Plans for fencing or screening (see 1 and 4 above)
  - Identify pool deck type, color and pattern, preferably samples
  - Identify coping material and color, preferably samples
  - Plans for shrubs to conceal pool equipment
  - *Items on attachment A & B are required*
6. Room Additions
  - Survey depicting location of proposed addition on lot
  - Architectural drawings including plan and elevation views
  - Identify exterior paint colors including paint manufacturer, color name and color number
  - Provide roof color verification, preferably with sample. Roof material and color must match existing home
  - *Items on attachment A required*
7. Landscaping
  - Survey depicting location of existing plantings with respect to property lines and existing improvements
  - Drawing illustrating placement of proposed landscaping. (*On survey submitted*)
  - Description of proposed landscaping including type, height and quality of planting materials
  - *Some landscape additions that are major in scope may require items on attachment A*
8. Shutters and Satellite Dishes
  - Shutters require description of type of shutters and color. (*Brochure is helpful if available*)
  - Satellite dishes require details regarding size, color, type and location where dish will be mounted. Please place the proposed dish location on a lot survey or site map
9. Play sets and Trampolines
  - Play sets and trampolines must depict the set or equipment and show its placement on a lot of survey. If it is visible from the sides, back, or street, shielding landscaping of mature size and height may be required
  - Proposed shielding landscaping requires a description of type and height of planting materials
  - Trampolines must be secured or disassembled prior to major storm events
  - *Items on attachment C are required*

*Note: Any Architectural renderings submitted to the ACC will not be returned to the applicant.*

# WINDING RIDGE PROPERTY OWNERS' ASSOCIATION INC.

## DISCLAIMER/RELEASE

Winding Ridge Homeowners Association's Board of Directors, the ACC Control Committee Members or their representative and the Management Company will not be held responsible for any landscaping or damage incurred by any homeowner's vendors/contractors pertaining to any modifications made to said property.

If requested, a copy of the building permit will be provided to the Property Manager prior to the installation or construction to said property. Also, a copy of a signed County Inspection Approval must be provided upon completion.

At any time, the ACC Control Committee, the Board of Directors of the Association and/or the Property Manager may ask for same documents and has the right to demand that said installation and/or construction be removed immediately at owner's expense if said modification is not what was approved by the ACC Control Committee, Board of Directors, or the Property Manager.

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

Lot # \_\_\_\_\_



# WINDING RIDGE PROPERTY OWNERS' ASSOCIATION INC.

## ATTACHMENT "A"

### **Required for pools, patio extensions, room additions and major landscaping**

- A check or Money order in the amount of \$5,000.00 (*deposit*) made payable to Winding Ridge POA C/O GRS Management. The (*Filing fee*) of \$25.00 made out to GRS Community Management The \$25.00 (*application fee*) made payable to Winding Ridge POA must be submitted with application.

### **Required for Lanai Screen extension**

- A check or Money in the amount of \$2,500 (*deposit*) made payable to Winding Ridge POA C/O GRS Management The (*Filing fee*) of \$25.00 made out to GRS Community Management. The \$25.00 (*application fee*) made payable to Winding Ridge POA must be submitted with application.

### **Required for Driveway extension and minor modifications to site**

- A check or Money in the amount of \$1,000 (*deposit*) made payable to Winding Ridge POA C/O GRS Management. The (*Filing fee*) of \$25.00 made out to GRS Community Management. The \$25.00 (*application fee*) made payable to Winding Ridge POA must be submitted with application.

**We don't charge security deposits for jobs that don't modify the site i.e., gutters, screened front porches, generators, etc.**

Please contact us when the work is complete, and you have obtained the final

inspection from the county to get your deposit refund. Photos of the following

area's must be included:

- **Front of home including sidewalk, driveway areas, and landscaping**
- **Both sides of home (including neighbor's yard if affected)**
- **Rear of home including landscaping and areas that are being altered**
- **Lake Easement area and lake bank**

**APPLICATION WILL NOT BE CONSIDERED WITHOUT THE PICTURES OUTLINED ABOVE**

### **NOTE:**

Once the application is approved by the Board, the Property Manager forwards the security deposit, application, and the checks/ money orders to GRS Corporate office, and the funds are placed in a noninterest-bearing security deposit bank account. The security deposit will be returned to you by the Management Company, after the final inspection by the ACC Committee and The Winding Ridge BOD Please allow a minimum of thirty (30) days after check refund request has been requested to receive your refund.

# WINDING RIDGE PROPERTY OWNERS' ASSOCIATION INC.

## ATTACHMENT "B"

### AFTER MARKET POOL REQUIREMENTS

- The irrigation zones in the location of the proposed pool must be cut and capped.
- Zone lines for the balance of the lot must remain functional during the pool construction. Contractor shall not tamper with the irrigation valve serving the subject and adjacent lots
- Silt fences to be installed at the rear and side yard property lines PRIOR to any construction
- No construction materials to be dumped/stored in the public right-of-way. All materials must be stored on the subject lot
- Any damage to the public right-of-way must be repaired/restored to their original condition. This includes the asphalt, concrete sidewalks, and sod within the public right-of-way
- All pool dirt must be removed off-site the same day the pool is excavated
- For lake front lots, no material/dirt is allowed to be stored within the lake tract which includes the 20' lake maintenance easement.
- All pool overflows must be plumbed on the sides of the pool (NOT the rear)
- Overflow shall be minimum 10' from the rear of the deck/pool enclosure
- Prior to sodding, the Contractor shall have the side yard swales staked and graded to insure positive drainage
- **Upon completion of the project, the sod replacement vendor/contractor shall have the property returned to the original "as built" profile to ensure proper drainage. Grades shall be shot at 20-foot intervals and a copy of the profile will need to be submitted to the property manager before the Final inspection is conducted.**
- If the pool deck is to be constructed to the rear property line, the existing grade at the rear property line must not be compromised and/or changed. If the pool deck grade is higher, a retaining wall must be built at the grade transition
- Sod seams at tie-ins shall be cut-in to match the adjacent sod/grade
- 7-gallon bushes shall be installed around all pool equipment for screening
- **It is highly recommended that the final payment to the pool contractor is not made until all County and HOA inspections have passed.**

**ALL OF THE ABOVE REQUIREMENTS MUST BE MET BEFORE ANY DEPOSITS WILL BE RETURNED**

# **WINDING RIDGE PROPERTY OWNERS' ASSOCIATION, INC.**

## **ATTACHMENT "C"**

### **ADDITIONAL GUIDELINES FOR ADDITIONS AND ALTERATIONS PERMANENT GENERATORS**

Without limiting the generality of the criteria included in these Rules and Regulations and without curtailing the right of the Committee or the Board in rejecting certain requests or employing judgment in evaluating requests, the following guidelines shall be considered when evaluating requests for a permanent emergency generator and any underground propane storage tank and other appurtenances applicable to the permanent generator (collectively, a "Generator System"). Note that, even in the event of strict compliance with the following guidelines, prior approval from the Committee shall be required for each and every installation of a Generator System on a Lot.

1. Location. No above-ground portions of a Generator System shall be permitted to be installed within any portion of the front yard of a lot. No portion of a Generator System shall encroach onto: (a) any Association Property, (b) any other Lot in the Community, (c) any easements benefiting or burdening the Lot including, without limitation, utility easements, drainage easements, lake maintenance easements, fence and hedge easements, wall easements, zero lot line maintenance and roof overhang and encroachment easements, or (d) drainage swales on the Lot. In addition to the foregoing, the locations of the various components of the Generator System shall otherwise comply with all Governmental Requirements. The location of the Generator System shall also comply with all applicable setback requirements.

2. Applications; Submittals. All applications for Generator Systems shall include, in addition to other standard information: (a) the make, model, propane capacity and sound level ratings for all components of the Generator System, and (b) an indemnification and hold harmless agreement from the Owner(s) of the Lot in favor of the Association, the Committee and all other Owners. With the application for installation of a Generator System, the Owner shall be required to submit a survey to the Committee showing the general location and placement of all components of the Generator System, including any underground propane storage tank. The survey shall depict (i) the location of all components of the Generator System including, without limitation, the storage tank and the distances from the Home on the Lot and the Home(s) adjacent to the Lot on the side(s) where the Generator System or any portion thereof is to be installed, (ii) the size and layout of the slab that the physical generator will be installed on, (iii) the location of all easements and applicable setbacks affecting the Lot to show that no portion of the Generator System encroaches thereon, and (iv) the location and size and species of any screening to be installed to screen the aboveground portions of the Generator System as required below.

3. Screening. Generators shall always be screened from view by all adjacent Lot Owners and from the street. Screening may include the use of fences, walls or hedges, or a combination thereof, as determined by the Committee. The owner shall be required to submit a landscaping/screening plan to show proper screening of the Generator. Owner shall be responsible to maintain, repair and replace from time to time any fence, wall and/or

hedges which may be approved as part of the screening requirements for the Generator System.

4. Compliance with Governmental Requirements. For any Generator System approved by the Committee, the Owner shall always be responsible to comply with all Governmental Requirements relating to the installation and use of the Generator System including, without limitation, applicable set-back requirements and maximum sound level restrictions. In that regard, all approvals for a Generator System shall require the Owner to obtain all necessary building permits and other approvals required by the Governmental Requirements. Regardless of approval by the Committee, no Generator System may be installed or used without such building permits and approvals. No portion of an Owner's Security Deposit shall be returned to the Owner unless and until evidence satisfactory to the Committee of such compliance with Governmental Requirements has been delivered to the Committee.

5. Underground Propane Tanks and Plumbing. A licensed and insured LP gas contractor must be used to install any underground propane tank and any necessary plumbing.

6. Maintenance. All Generator Systems must be regularly and properly maintained, repaired and replaced, as applicable, by the Owner of the Lot on which such Generator System is installed.

7. Required Removals. For any Generator System, if approved, the Owner shall be responsible for the costs associated with any required removal, repair and/or replacement if the Generator System is erected on or adjacent to a lot line common with a Lot where the house is not yet under construction or, if under construction, not yet closed to the new Owner.

8. Limitations. Not all Lots in the Community may be able to have Generator System installed thereon due to, among other things, the Governmental Requirements, applicable set back requirements, location of easements and the configuration of the Lot. Accordingly, even if an application for a Generator System is approved by the Committee, there is no guarantee that a Lot will accommodate a Generator System thereon. Accordingly, each Owner shall be responsible to confirm that their Lot can accommodate a Generator System prior to making application to the Committee and/or applying for any necessary permits and approvals.