

PORT MALABAR HOLIDAY PARK
MOBILE HOME PARK RECREATIONAL DISTRICT
ARCHITECTURAL CONTROL COMMITTEE

Rules and Regulations

Draft for approval 1/2015

Meetings scheduled twice monthly on 2nd and 4th Tuesday at 9:00AM

Applications must be received in the District Office on Thursday
Prior to the next scheduled ACC meeting.

1. Homeowner shall be responsible for submitting an application for improvements on outside of unit to the Architectural Committee (ACC). Applications are available at the District Office or at www.holidayparkfl.com.
2. Improvements include:
 - a. Addition to existing mobile (Florida room, screened-in room, sheds)*
 - b. Adding electrical to existing Florida room, screened-in room, sheds*
 - c. Closing in screened room with windows*
 - d. All concrete work, driveway, walk ways, patios*
 - e. Non-emergency roof replacement if replaced with same style roof(no city permit required)
 - f. Planting and removal of any tree or shrub (no city permit required) (ACC request, but no fee)
 - g. Fencing of any type including fencing around garbage and recycle cans
 - h. Removal and replacement of existing unit*

*City of Palm Bay permit required The approval of a request by the ACC shall not relieve the compliance with any of the City of Palm Bay requirements and the applicant shall make sure that they any and all permits from the City of Palm Bay are obtained.

3. No work can begin until the completed application goes through the following types:
 - a. ACC review and approval
 - b. If approved, the project must be reviewed by City of Palm Bay and permit issued. If no permit is required, ask city employee to date and sign your request.
 - c. Present city permit to District Office
 - d. District Office will return your approved application
 - e. Place approved application in front window of your unit
4. Approved forms not picked up will be filed in the owners file for future reference.

NEW UNIT

Realizing that from time to time owners within the Community wishing to remove their old unit and replace with new, some existing rules must be flexible.

Companies that manufacture homes only build in certain dimensions. Also lots in Holiday Park are irregular in size and shape. No homes older than 10 years.

The Architectural Control Committee shall have the authority to make exception from the rules under the following conditions:

1. Exceptions are not excessive.
2. There must be a good reason for the exception.
3. All set-backs front lines, sidelines and rear lines must be adhered to.
4. The exceptions must be approved by the majority of the quorum.
5. Exceptions are not in conflict with the Deed of Restrictions.

There shall be only single story homes permitted in the park and be a width of no less than 16 feet wide.

Owner and/or Contractor shall attend the committee meeting when an application for a new unit is presented to the committee.

The Homeowner or Contractor shall be responsible for locating all property lines and supply flagged markers a minimum of two (2) feet in height at each property marker.

A certified plotted survey will be required with the application when a unit is being replaced or placed on an empty lot.

All new units must have a utility room at the end of the carport no less than 9x12 which includes electric and is attached to the roof.

Air Conditioning Compressors must be marked on the plans and placed at ground level either on side or back of the unit.

The unit shall not be placed upon any lot unless there is also affixed thereto a carport and a single driveway which shall be a minimum eleven feet (11') wide and minimum of thirty four feet (34') long, a double driveway a minimum of twenty feet (20') wide and eighteen (18)' long. Carport and driveway must be sufficient to accommodate two (2) vehicles.

No driveway/carports shall be allowed in front of the unit. Second driveway will be decided case-by case. Additional driveway should be in pavers. No cement on both sides of the mobile/driveway. Keep green in front of mobile.

Property Lines Home completely set up on piers, leveled with running gear and tongue removed. An eighteen (18") inch minimum clearance shall be established between the ground and the lowest point of any portion of the chassis I beams. Home and all permanent structures must be set back a minimum of ten (10) feet from property line on street side(s) and rear, side setbacks a minimum of six (6) feet.

Carports, Room Additions and Add-on-Structures outside the original footprint of the unit

1. Must be attached to original structure,
2. To be constructed to conform in appearance with original structure and of the same color as the unit.
3. Must have a full concrete pad and footers.
4. Be built to a set of plans approved by City Building Department.
5. Must be in compliance with ACC Rules and Regulations.
6. Obtain all City and Park permits required.

Sheds- Must be on proper foundation and have a skirting and tie-downs and to be placed adjacent to unit. If unable to be adjacent to the mobile due to the City of Palm Bay regulations, the shed must be placed a minimum of ten (10) feet from unit as long as shed conforms to all set-backs. Must apply to the ACC for approval before installation and comply with the city of Palm Bay restrictions/permits. All sheds not using vinyl skirting must use a hardware cloth or wire mesh not to exceed ½ inch openings in size behind the block or brick to keep unwanted animals from under shed. A maximum size of a new shed not to exceed 240 square feet. All Rubbermaid-type storage units must be backed up to your unit and tied down.

Skirting- Must be of stucco or vinyl, must be of a termite resistance material and completely enclose the bottom of the mobile. The front of the home shall be closed solid, planters are optional. All older homes not using vinyl should use a hardware cloth or wire mesh not to exceed ½ inch openings in size behind the block or brick to keep unwanted animals from under home. All homes must have adequate ventilation, according to building code requirements. It is strongly suggested that all homes have a protection from weed eaters around the skirting.

Steps to enter the unit must not exceed eight (8) inches in height and no less than nine (9) inches in depth. Special exceptions may be made for handicapped persons and must conform to the Americans with Disability Act. Placement of all handicapped ramps must be approved by the Architectural Control Committee.

Gutters and Down Spouts that are installed on a unit should have elbow joints that are at least four (4") from the ground.

Sufficient Tie Downs must be attached to each unit and conforming with state and local codes.

No Garage allowed on any lot.

UNIT REMOVAL: All property owners removing a mobile must get an application from the district office and come before the ACC board. The contractor must be licensed and insured.

Any owner removing a mobile shall have sixty (60) days to replace the unit, otherwise the lot must be returned to ground level. No structure shall remain above ground level, including but not limited to porches, foundations, carports, driveways, sheds and all concrete pads and any other man-made structure. Lot shall be completely covered with sod. Any delays may be brought to the ACC for consideration of an extension and approval on a case-by-case basis

Colors: Units, add-on and sheds being painted or re-sided must conform to the esthetic value of the community. Deep colors samples such as purple, blues, reds, black and browns must be approved by the Architectural Control Committee.

House Numbers: Three inches (3") inches to six inches (6") in height and must be attached to both sides of the mailbox and on the unit.

Plantings – New trees outside an established flowerbed must be preapproved by the A.C.C. All new plantings bordering mobile shall have a minimum 5 feet clearance from nearest obstacle, i.e. shrub, tree, fire hydrant, utility post, etc and does not go over property line or into set-back.

**** PLANTING WILL NOT BE APPROVED IF LOCATED IN EASEMENTS, OR RIGHT-OF-WAY.**

All areas that are left inaccessible to lawn mowers (under 5 feet grass area radius between obstacles) will be owner's responsibility. **Homeowners are responsible for keeping their yard clean and clear of stones and debris.**

Plantings should be bordered around the base out to the drop area and maintained as no weeding or weed eating will be done behind or between plantings or against trees less than 24 inches in diameter or free standing fruit trees. All plantings must be maintained in a weed-free state and trees must be kept trimmed. If this is not done the District will give you 30 day notice to do this work or give you the alternative of paying a fee for the service.

The committee shall compare your request with plant species that are commonly known as invasive. Two well-known invasive plantings that not allowed are all types of bamboo and peppertree. The District shall maintain a list of plants considered invasive by USDA.

Borders – All mulched or stone beds must be bordered with appropriate materials that creates a barrier between bed and grass area (acceptable borders are concrete stones abutted so not to allow growth between the stones, landscape timber, rolled plastic landscape trim 3" above ground level). **A border should be around plantings so there is a barrier for the weed eater to work against.**

Tree Removal –Approval must be received from A.C.C. prior to removing any tree on your property. The stump of any tree must also be removed to below ground level. If tree is on property line, owner must obtain written approval from all parties concerned.

All work is to be started within ninety (90) days of issuance and completed within sixty (60) days from starting date, weather permitting. Permit should be returned to the District Office upon completion of project. Contractor agrees no work will be done on Sundays and Legal National Holidays. Work hours are 8:00AM to 5:00PM.

**THE ARCHITECTURAL CONTROL COMMITTEE SHALL HAVE THE
AUTHORITY TO PLACE A STOP ORDER ON ANY PROJECT IN
VIOLATION OF THESE GUIDELINES AND DEED RESTRICTIONS.**

If you are in disagreement with your ACC rulings, you have the right to appeal to the Board of Trustees. All such appeals shall be in writing to the Board of Trustees and shall be done within 15 days from the date of the ruling of the ACC. The ruling by the ACC will become final if not appealed to the Trustees within 15 days. For purposes herein, a ruling is made when the ACC formerly votes on the request. A written decision shall not be necessary. The written appeal shall be filed with the district manager no later than by 5:00pm on the 15th day after the ACC ruling.

Approved ACC Chairperson _____ Date _____

Board of Trustee Chairperson _____ Date _____

Approved on December 8, 2014 at Board of Trustee Meeting

Revised on December 8, 2014

Revised January 13, 2015