



# Tuscany at Innisbrook Architectural Review and Construction Rules and Regulations Document

## Section I

### Construction Rules and Regulations Introduction

Dear Homeowner,

**Per Section 9 of the Association's governing documents, certain Additions, Alterations or Improvements must be approved by the Tuscany Board of Directors. These improvements include (but are not limited to): Flooring, Plumbing & Electrical (major) and Structural Modifications. For your protection – always use licensed contractors when required.**

Section 9.2 To the Units – Except as otherwise reserved by Sections 3.4 or Section 18 herein, no Unit Owner shall make any alteration or improvement to such Owner's Unit except in accordance with this Section 9.2. A Unit Owner may make alterations and improvements to the interior of the Unit so long as such alterations or improvements are not visible from the outside of the Unit or the buildings, do not impair the structural integrity of the Unit or the buildings, do not otherwise violate the terms of this Declaration, and are in compliance with all applicable building codes and laws. A Unit Owner may not expand, enlarge, or relocate his Unit. Other alterations or improvements to a Unit which are not discussed in this Declaration may be made only if prior approval in writing is obtained from the Board of Directors.

Section 9.3 Indemnification of Unit Owner – A Unit Owner making or causing to be made any such additions, alterations or improvements to the Unit or the Limited Common Elements as contemplated herein agree, and shall be deemed to have agreed, for such Owner, and such Owner's heirs, personal representatives, successors and assigns, as appropriate, to hold the Association and all other Unit Owners harmless from and to indemnify them for any liability or damage to the Condominium Property and expenses arising there from, and shall be solely responsible for the maintenance, repair and insurance thereof from and after that date of installation or construction thereof as may be required by the Association.

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## Section II

### Construction Rules and Regulations Guidelines

The meaning of contractor will be used for vendor, contractor and subcontractor.

1. **Contractors and cleaning services are not permitted to work on weekends except for emergency repairs.** Work is permitted Monday through Friday between the hours of 9:00 a.m. to 5:00 p.m. **Please notify your Contractor of this rule in advance.**
2. **Movers and furniture deliveries are permitted to work on weekends** Work is permitted Monday through Sunday between the hours of 8:00 a.m. to 7:00 p.m. **Moving vans cannot be parked overnight without prior approval from property manager office.** **Please notify your movers and furniture delivery of this rule in advance.**
3. **Unit Access:** The unit owner must e-mail or call the office giving permission to allow unit access. This rule also applies to family members. No entry is granted without authorization.
4. **License and Insurance:** Only properly licensed contractors are allowed to do any work on the Tuscany at Innisbrook property. Contractor must provide a Certificate of Liability (\$1,000,000.00 min) from their insurance company naming Tuscany at Innisbrook Homeowners Association as an additional insured. Information must be provided to the management 1 week before the contractors will be given permission to commence work.
5. **Notice of Construction Crews to be onsite:** Unit owner must inform the property manager at least 3 days in advance before contractor is scheduled to be on site.
6. **Contractors Parking:** Contractors are required to park vehicles in designated guest or tenant parking area. **All contractors must register at the property manager office before starting work.**
7. **Specifications:** A copy of specifications outlining the exact procedure, color and material to use in order to remain uniform through the property. See Section III of this document. Written approval must be obtained from the Board of Directors for the following trades: Floor Replacement (for approval of underlayment).

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## Section II

### Construction Rules and Regulations Guidelines

8. **Trash Removal:** Trash generated from contractor may not be disposed of on the property i.e., Trash Compactor.
  
9. **New Air Condition Lines:** If new air conditioner lines are required when updating your air conditioning system and need to be routed on the outside of the building, they must be in a gray/silver metal housing sheath. The metal housing sheath and painting are the unit owner's responsibility. If a new line needs to pass through another unit owner's attic, written permission from that owner is required and a copy given to the property manager before work can start. **Lines going through a fire wall must be repaired to meet fire code.**
  
10. **Responsibility for Damages to Building:** Grout or thin set may not be disposed of in the unit plumbing. Workers will be expected to remove their own material. Contractors are not to leave or perform any work in the common areas. Trades using materials such as paint, tile, woodwork, etc., must lay heavy paper or plastic in order to prevent any damage to the sidewalks or common areas. All common areas will be inspected at the end of each day. The cost of any repairs to the common area or to the other units will be assessed to the unit owner.

**ANY CONTRACTORS / SUBCONTRACTORS FOUND TO BE IN VIOLATION OF THESE GUIDELINES WILL NOT BE PERMITTED TO RETURN TO THE PROPERTY UNTIL THE VIOLATION HAS BEEN CORRECTED AND PAYMENT HAS BEEN MADE FOR DAMAGES.**

# Tuscany at Innisbrook Architectural Review and Construction Rules and Regulations Document

## Section III

### Tuscany at Innisbrook Architectural Specifications

#### 1. Screen/storm door for front door

- a. By owner
  - i. LARSON Tradewinds Brown Full-View Aluminum Storm Door Model # 14604042
  - ii. Door color- Brown
  - iii. Door hardware color-Brown
  - iv. Spare key must be supplied to office

#### 2. Front Door (metal)

- a. By owner
  - i. New door must match existing
- b. By association
  - i. Painting of front of door only

#### 3. New Windows

- a. By owner
- b. New window must match the existing

#### 4. Lanais

- a. Paint by owner Paint / Supplied by Owner
  - i. Paint color
    - 1. Painted Masonry and Stucco Wall
      - a. Sherwin Williams Resilience Exterior Acrylic Latex Satin Color 6115  
Totally Tan
    - 2. Painted Masonry and Stucco Trim
      - a. Sherwin Williams Resilience Exterior Acrylic Latex Satin Color  
7013 Ivory Lace

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## Section III

### Tuscany at Innisbrook Architectural Specifications

3. Metal support for screen support - (3) outside edges by association, inside edge by owner
  - a. Sherwin Williams Satin Enamel BRZ4 Dark Bronze
- <sup>b.</sup> 4. Second floor railing – (3) outside edges by association, inside edge by owner
  - a. Sherwin Satin Enamel BRZ4 Dark Bronze
- b. Screen replacement
  - i. By Owner
    1. New Screen replacement must match the existing.
- c. Single door or sliding door type from unit to Lanais. Non main entry door.
  - i. By Owner
    1. New Single door or sliding door type replacement must match the existing.
- d. Unit main screen entry door to lanais
  - i. By owner
    1. New screen door replacement must match the existing.
- e. Unit main entry door from lanais front door (Metal)
  - i. By owner
    1. Replacement
  - ii. By association
    1. Painting of front of door only

# Tuscany at Innisbrook Architectural Review and Construction Rules and Regulations Document

## Section III

### Tuscany at Innisbrook Architectural Specifications

#### 5. Underlay for flooring

- a. By owner: Due to load bearing and noise issues, the Board of Directors must approve any flooring (tile, wood, laminate, vinyl and carpeting) **An ARC form must be completed and samples of materials to be used submitted to property manager for Board approval prior to purchase of any material and before any work commencing.** Sound reducing underlayment is required, in both first and second floor units. Underlayment must have a soundproof IIC or STC rating of 70 or above. After the underlayment is laid call the office for inspection before finished floor is laid. VIOLATION = \$100

# Tuscany at Innisbrook Architectural Review and Construction Rules and Regulations Document

## Section VI

### PERMIT REQUIREMENTS FOR UNINCORPORATED PINELLAS COUNTY PERTAINING TO TUSCANY AT INNISBROOK

The following trades require Pinellas County building permits, and must be reported to the office:

- A. Air Conditioning
  - a. Installation of or changing existing system
  
- B. Electrical – Basic Work
  - a. Changing or adding to existing electrical circuits
  - b. Adding additional loads to the electrical panel
  - c. Wiring of new equipment or appliances
  
- C. Electrical Service Change
  - a. Changing electric panel from fuse type to circuit breakers
  - b. Replacing panels, service equipment
  - c. Upgrading to a larger rating
  
- D. Plumbing Fixture
  - a. Required only when any fixture is relocated
  - b. Replacement of bathtub with shower or whirlpool tub or shower pan
  
- E. Water Heater Permit
  - a. A plumbing permit is required for the replacement of any water heater
  
- F. Windows and Door Replacement
  - a. A building permit is required for the replacement of all types of windows and all exterior doors including sliding glass doors and garage doors.

THE PINELLAS COUNTY BUILDING DEPARTMENT **DOES NOT** REQUIRE BUILDING PERMITS FOR: Painting, wallpapering, carpeting, kitchen cabinets, flooring, etc.

Pinellas County Building Services

(727) 464-3888

<http://www.pinellascounty.org/build/required.htm>

# Tuscany at Innisbrook Architectural Review and Construction Rules and Regulations Document

## Section V

### Tuscany at Innisbrook Architectural Review Form

**DO NOT PURCHASE ANY MATERIAL UNTIL ARCHITECTURAL REVIEW IS APPROVED.**

Complete the following application (all 3 sheets) and submit to our office either in person, by email to [gail.gendrau@fsresidential.com](mailto:gail.gendrau@fsresidential.com) or by mail. Alterations or Improvements must be approved by the Tuscany Board of Directors. These improvements include (but are not limited to): Flooring, Plumbing & Electrical (major) and Structural Modifications.

Name: \_\_\_\_\_ Street Address: \_\_\_\_\_ Unit: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_ 1. Type of improvement \_\_\_\_\_ Flooring \_\_\_\_\_ Plumbing \_\_\_\_\_ Electrical \_\_\_\_\_ Structural  
\_\_\_\_\_ Air Condition Replacement

\_\_\_\_\_ 2. Description of work to be done (use another sheet if need) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ 3. Sketch indicating the modification within the unit to be changed including the dimension, of the proposed modification: (Floor plans are available from office) ATTACH SKETCH

\_\_\_\_\_ 4. Details of material to be used (include model number if possible): A copy of specifications outlining the exact products, color and materials to be used in order to remain uniform through the property and must be followed. (See Section III of this document)

\_\_\_\_\_ 5. Due to load bearing and noise issues, the Architectural committee must approve any flooring (tile, wood, laminate and vinyl and carpeting) placed in unit.

- i. **An ARC form must be completed and samples of materials to be used submitted to property manager for Board approval prior to purchase of any material and before any work commencing.** Sound reducing underlayment is required, in both first and second floor Units. Underlayment must have a soundproof IIC or STC rating of 70 or above. **After the underlayment is laid call office for inspection before lying before finish floor is laid** fine of \$100 **PROVIDE SAMPLE/SPECS**
- ii. **If you do not adhere to the regulations you assume the risk of the Association demanding you remove the new flooring and/or a Violation fine of \$100. Make sure your flooring sales person is aware of above requirement before you place your order for the underlayment!!**



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## Section V

### Tuscany at Innisbrook Architectural Review Form

- \_\_\_\_\_ 6. Approximate start and finish dates: \_\_\_\_\_  
(No more than 30 days from start to completion will be allowed without special exception from the Architectural review board.) **Notify property manager office when completed.**
- \_\_\_\_\_ 7. New Air Conditioner lines: Is contractor informed about using a gray/silver metal housing sheath if running new line on the outside of the building? If a new line needs to pass through another owner's attic, a copy of their written permission must be given to property manager. **Lines going through a fire wall must be repaired to meet fire code.**
- \_\_\_\_\_ 8. Contractor if used must provide a Certificate of Liability (\$1,000,000.00 min) from their insurance company naming Tuscany at Innisbrook Homeowners Association as an additional insured: PROVIDE COPY
- \_\_\_\_\_ 9. Contractors if used Names and license numbers:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. I understand that all approved changes, modification and improvement must begin within two (2) months.
11. I understand that no work may commence without written approval from the Architectural Review Committee (ARC) and that ARC has 30 days from receipt of this application to Approve or Deny the request.
12. I understand upon approval of this request, I will assume all liability for any damage caused to the Common Elements and /or Limited Common Elements as a result of this modification or contractors I employ. **I also agree to comply with all building code requirements and obtain all local and / or governmental permits that may be required. In addition, I agree to hire only contractors that are licensed, bonded and insured when required, who will abide by the hours of operation –Monday through Friday between 9:00 a.m. and 5 p.m.**

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## Section V

### Tuscany at Innisbrook Architectural Review Form

The undersigned property owner hereby acknowledges and agrees that (s)he shall be solely responsible for determining whether the improvements, alterations described herein require Pinellas County building permits. The Architectural Committee shall have no liability or obligation to determine whether such improvements or alteration comply with city or county laws, rules, regulation or ordinances.

Signature of Owner: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Architectural committee has 30 days to review per association documents

Action of the committee

\_\_\_\_\_ Approved

\_\_\_\_\_ Approved with comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Denied for the following reason(s): \_\_\_\_\_

\_\_\_\_\_

Chairperson, A/C \_\_\_\_\_ Date \_\_\_\_\_

**ARCH form is not complete until the underlayment is laid and inspection ,before the finish floor is laid and signed off on.**

Chairperson, A/C \_\_\_\_\_ Date \_\_\_\_\_