

HARBOUR LANDINGS ESTATES (HLE) COMMUNITY INFORMATION



- 1) Association Management:
 - a) Harbour Landings Estates' Community Manager is licensed by the State of Florida and reports directly to the Board of Directors.
 - b) Community Manager:
Gulf Coast Community Management - Bill & Tracy Ashby
Phone: 941-870-5600
Email: manager@harbourlandingsstates.com
 - c) Mailing address:
Harbour Landings Estates
P.O. Box 670
Cortez, FL 34215

- 2) Board of Directors:

President:	Don Whittaker
Vice President:	Dan Koenig
Treasurer:	Charles Day
Secretary:	Mike Bishop
Member at Large:	Roy Chapman

- 3) Association & Documents:
 - a) Harbour Landings Estates is a Deed Restricted Community, and is operated and governed by Florida Statute 720, the Association By-Laws, Articles of Incorporation, Declaration of Covenants, Conditions and Restrictions (CC&Rs) and HLE adopted standards. Copies of these documents can be obtained by contacting our Community Manager or through our website.
 - b) The Community website is www.harbourlandingsstates.com/.
 - i) The community website includes a wealth of information. To access the full features of the website, you will need a login. Complete the information on the Login Request Form and you will be assigned access. This process takes about 3-4 business days for your login to be sent to the email address you provided.
 - ii) In addition to valuable information regarding the community and documents, you can see your individual homeowner's account once you have your account set up for your use.

- 4) Assessments:

Assessment invoices and all accounting for Harbour Landings Estates is handled by Condo CPA. HLE's Condo CPA Accounting Representative is Susana Miranda, phone (630) 832-0256, or email to susana@condocpa.com. Assessments are billed quarterly and payment is due by the 1st of the month in January, April, July and October. Payment can be made by check, direct debit or credit card (with fee).

- 5) Contact Information/Community Directory:

It is very important that Harbour Landings Estates and the Community Manager have your current contact information. In the event of an emergency or storm, we often need to contact all Owners quickly. It is also important the Association send assessment statements to the address you specify.

6) Architectural Review Board (ARB):

Before you build or make any changes to the exterior of your home, yard or boat dock/slip you must submit your plans to the ARB to review for approval. Please contact our Community Manager for the forms and process for approval. A blank Architectural Request form is also available on the community website.

Please ask questions BEFORE starting construction or making changes to prevent problems.

Construction Work Job Site Hours are 7:30 AM - 5:00 PM Monday thru Friday and 8:00 AM - 3:00 p.m. Saturday. No Job Site activity is permitted on Sundays or Holidays. Hours include materials deliveries and daily prep / setup. Please see the "Construction Work Rules" posted on the HLE web site for complete Construction Work requirements and restrictions.

7) Gate Entrance:

Visitors/vendors at the gate entrance can use the callbox to select your name or dial your code (format is the "#" sign and a three digit number) and the system will connect to the telephone number you have provided. To open the front gate, press and hold the number 6 on your phone, hang up and the gate will open.

Each home/lot owner is issued two confidential access codes to use for entry through the gate. It is suggested that you use one code is for your personal use and the other for service people that will be routinely visiting, thus making a code change for security reasons very simple.

Each home/lot owner is issued 2 remote access openers. Additional remotes are available for purchase through our Community Manager, if needed.

8) Boat Slips/Docks/Marina:

Lots with deeded boat slips have an assigned number and a pedestal for electric and water. The water is provided by the Community Association, please be responsible with its use. Boat slips cannot be 'rented' out.

For boat basin slips, the electric service to your Power Pedestal requires creating a separate account with FPL - see "Turning on Power at a Boat Slip". Boat docks for lots 19-24 use the house's electrical power to supply electricity to the Power Pedestal.

If you are cleaning fish, please do NOT dispose any remnants into the water in the marina basin.

No cleats can be attached to the sea wall cap or TREX decking. Cleats can be attached to the pilings only. This will preserve the life of our seawall and docks.

The HLE Declarations state that the boat slips in the boat basin "shall be for the mooring of but a single boat." Docking of two jet skis is permitted. Boats may be stored either on mechanical lifts or "wet" with anti-fouling bottom paint maintained in good condition to prevent bottom fouling. Floating docks / lifts are not permitted. Boats and/or pilings are not permitted to extend past one half the distance between the two adjacent Boat Slip Finger Piers.

The HLE Declarations limit boats to "up to a maximum length of 40 feet."

Boat docks may be extended to a maximum of forty (40) feet from the seawall cap at the Lot Owner's expense. Decking on dock extensions shall match the existing decking.

Each boat slip is unique, the size of boat each slip can accommodate varies significantly by boat beam and draft as well as LOA. The size of a boat that can be docked in an individual slip is dependent on that slip, and it is not practical to specify the size limitation of a boat. However, this shall not be construed to limit the HLE Association's right to restrict a boat from docking in a slip if the boat interferes with navigation of vessels in the boat basin, or unduly restricts other boats from entering or exiting their boat slip or other circumstances deemed problematic by the Board of Directors.

9) Lawn Maintenance:

The Association provides lawn maintenance of mowing, edging and blowing each lot.

Additional maintenance such as trimming, fertilizing, plantings, and insect control is the responsibility of individual owners.

If your property has edging along the sidewalks, flower beds, etc. please be aware neither our landscape vendor nor the Homeowner's Association is responsible for any damage to edging.

Lawn Maintenance Schedule (Weather Permitting):

April through November - Weekly Service

November through April - Every Other Week

10) Trash/Yard Waste Schedule:

Monday: Trash & Recycle

Wednesday: Yard Waste

Thursday: Trash (only)

Contact: Manatee County Solid Waste Division (941) 792-8811.

All debris must be bagged in 33 gallon maximum trash bags or in regular size garbage cans. Yard waste tied up in bundles of no more than 4' in length and no more than 50 lbs. Debris should not be placed on the curb earlier than the evening before pick-up or on vacant lots. Recycle bins are provided by Manatee County.

Please keep your waste containers in a location that they are not visible from the street when being stored.

11) Mail:

Our area receives daily mail service Monday through Saturday. The Cortez Post Office is located just around the corner at 12112 Cortez Road, phone 941-794-1219, operating hours are limited. Our postal code is 34215.

12) Pet Responsibility:

Please follow Manatee County guidelines regarding pets/animals. Manatee County requires pets be leashed and the Owner, must pick up after them.

13) Signs / Property for Sale:

The HLE Declarations do not allow for any signs in HLE. Signs of less than 100 square inches noting a security system is installed are permitted. Property owners wishing to sell/advertise their home may make use of a "For Sale" sign as long as they are oval/football shape, no more than 16" in width and 8" in height and be no more than 36" overall in height.

For Community security reasons, it is recommended the Community Manager be contacted so your Realtor can be issued a specific code for Realtor access.

14) Water & Sanitary Sewer Connections

The water lines in Harbour Landings Estates are private, Manatee County will not make the connection to the water main. HLE has original Utility Drawings available showing where the water and sanitary sewer are located. Each Lot is shown to have an existing tap from the water main that the contractor can connect to. Most are a 1 inch tap that is shared between 2 houses. While this is the only and best information HLE has, the drawing locations are approximate, and actual locations should be determined during construction operations. The water main can be buried from 1.5 feet to up to 8 feet below grade.

If the tap designated for your lot cannot be located, or if a shared 1 inch line will be an inadequate supply for the proposed home, you must hire a private contractor to tap the water main for your home. If the water main or other utility is located across the street from your lot, directional boring is the only acceptable method of crossing the street. Digging up the street is expressly prohibited.

It is strongly recommended that water connection takes place early in the construction process.

15) Entrance to and Driving In Harbour Landings Estates

The HLE entrance gate is a very tight turn for longer trucks. Construction vehicles, and vehicles with trailers have damaged landscaping, gates and the columns at the entry. To have adequate access to enter the development and gain more space to swing the trailer, turn left, rather than right into the development. Please see the suggested route illustrated in Figure 1. to help avoid damage to the entry.

The speed limit in Harbour Landings Estates is 10 mph. None of the streets are straight and sight lines are limited. Drivers unwilling to conform to the speed limit may be denied driving access to Association property.

The intersection of Commodore Blvd. and Baypointe Ter. is different from most intersections and has yield signs in places not intuitive to most drivers. Please see the description illustrated in Figure 2. to help avoid unwanted incidents.

There are cul-de-sacs at both ends of Baypointe Ter. that are large enough for a full-size tractor trailer to make a U-turn without the need for backing down the street. Backing a truck in the street is neither necessary nor permitted.

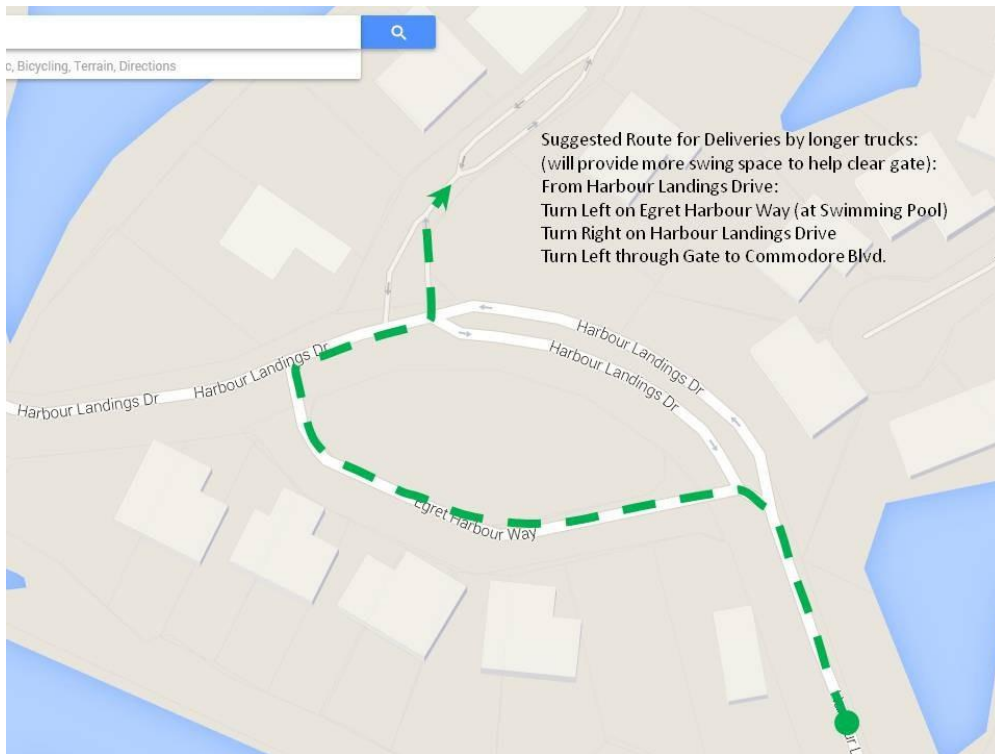


Figure 1. Suggested Truck Entrance route into HLE

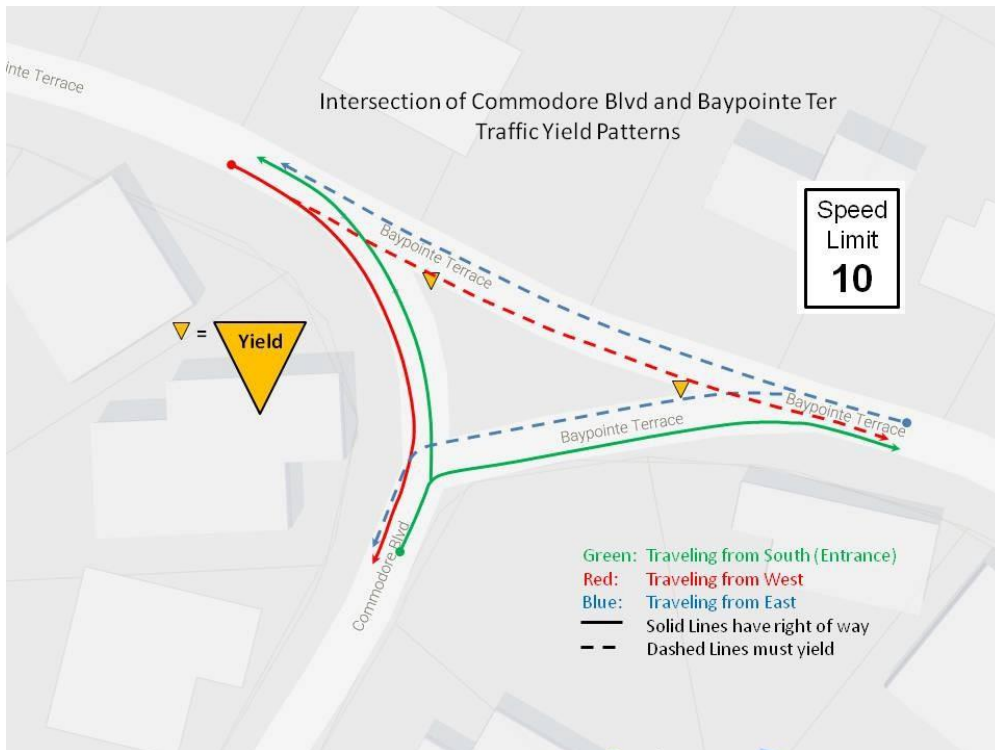


Figure 2. Intersection of Commodore Blvd. and Baypointe Ter.

16) Additions or Changes to a Boat Power Pedestal

Please note that any changes to boat slips/docks require Architectural Review Board approval, and each dock slip is limited to 60 amps maximum draw.

Any licensed electrician can perform the work, but they will likely have trouble finding the specialized circuit breakers, blanks and faceplates used on the Power Pedestals. A reliable, reasonably priced source is the Power Pedestal manufacturer:

Bob Wardle, President	Phone (305) 470-0037
Marina Power	Fax (305) 470-0021
8456 N.W. 61st Street	E-mail info@marinapower.net
Miami FL 33166	Web www.marinapower.net

17) Mounting a Dock Box (ARB approval is required)

Please note that Dock Boxes require Architectural Review Board approval. Dock Boxes must be mounted to the Seawall Cap using a Screw and Shield/Plug method:

- a) Drill a 1/4" diameter hole no deeper than 1 1/4".
- b) Completely remove the dust/dirt from the hole.
- c) Apply/inject 3M 5200 Sealant to the hole.
- d) Insert the plastic shield/plug.
- e) Locate the dock box, insert a #12 X 1" Pan Head 18/8 stainless steel fastener with 18/8 stainless washer, tighten.
- f) Apply a "dollop" of 5200 to the head of the fastener, to make the penetration as watertight as possible.

18) Turning on Power at a Boat Slip

The electrical power at the boat basin is commercial, not residential, electricity. Contacting FPL's residential Customer Service will not get power at your slip.

- a) If you have a Pre-existing Electric Meter:
 - i) Determine the address for the meter location. It is not your home address, it is:
4014 Commodore Blvd.
Dock or Slip ## (where ## is your slip number)
Cortez, FL 34215
 - ii) Call FPL Business Customer Care – 1-800-375-2434, give them the info and have the account set up in your name. You will want to have the billing address sent to your home, PO Box, or wherever you collect your mail, or choose email billing.
- b) If you do NOT have a Pre-existing Electric Meter:
 - i) Please note that any changes to boat slips/docks require Architectural Review Board approval.
 - ii) Determine the address for the meter location. It is not your home address, it is:
4014 Commodore Blvd.
Dock or Slip ## (where ## is your slip number)
Cortez, FL 34215
 - iii) You must have a permit pulled by a licensed electrician, if you are installing a lift, typically that would be part of the permit the lift installer procures.
 - iv) The lift installer and electrician complete their work.

- v) Manatee County will perform a Final Inspection. Hint - Ask your Installer to make sure the Inspector knows the service address and the billing address are different, or you may find the Inspector coming to your home to inspect a dock he will not find at your home.
- vi) Call FPL's Clark Office Center at 941-927-4428. Ask to speak to the engineer who handles the address from item 2 above. The engineer will enter the dock pedestal address into FPL's system. The engineer will ask for your Manatee County Permit number and verify that the electrical work has passed final inspection – thus the reason a permit from a licensed electrician is a must. More than likely, FPL will go to the slip and verify that all work is 100% complete and to code.
- vii) Once the address is in the system you need to have a meter installed. Call FPL Business Customer Care at 1-800-375-2434 and give the address info of the slip, they will set up an account in your name. Set the billing address as your home, PO Box, or wherever you collect your mail, or choose email billing. Once you have set up an account, FPL will get a meter installed and you will have power at your slip.
- viii) Electrical note – each dock slip is limited to 60 amps maximum.

19) Parking

The HLE Declarations do not permit "open-bed" trucks to be parked (except temporarily) in HLE. However, property owners often use "standard" pickup trucks as personal transportation. Thus, stock, standard style bed, single rear wheel pickup trucks classified as Class 3 or lighter Light Trucks by the DOT FHWA, used primarily for personal transportation, are not classified as open-bed trucks in HLE. However, any such pickup truck with; 1) commercial or company signs or markings; 2) tools, equipment or any item (other than a bed cover or cap) visible above the top edge of the pickup bed; 3) modifications to the suspension, wheels or tires, body panels / paint or; 4) a camper installed in the bed shall be deemed a commercial truck, novelty vehicle, or recreational vehicle.