

Kenland Court Homeowners Association Inc.



**This document presents the Rules and Regulations  
adopted by the Board of Directors.**

It supplements Kenland Court Homeowners Association  
Governing Documents and Florida Statutes.

Supersedes Rules and Regulations  
Dated September 2018

Dated July 2020  
KCHOA Board of Directors

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## **1. Introduction**

Notice of meeting date, time and place will be posted on the message boxes, clubhouses and website a minimum of 48 hours in advance. Notification for the annual meeting, Second Saturday in December, will be mailed or hand delivered no less than 14 days or more than 40 days prior to the meeting.

The budget, mailed/delivered with notification of the annual meeting, will be discussed and voted on by the Board of Directors. Your attendance is vital to the Association so that you may present your opinions. If you are unable to attend and would like to express your point of view, a suggestion box has been posted at each clubhouse for your convenient use. We welcome your suggestions.

## **2. Election of Officers**

Election of Directors is conducted in accordance with the By-Laws of the KCHOA and Florida statute 720.303. All members of the association are eligible to serve on the board with the following exceptions:

- A member may not be delinquent in assessment fees.
- A member may not have outstanding violations against unit.
- Only one (1) member from each unit may serve on the board.

## **3. Association Fee. Assessment, if applicable.**

The association owns, manages, operates, and maintains common areas and facilities available to the entire community. Some items your fees pay for are: maintenance of pool areas and clubhouses, sprinkler system, expanded basic cable service, street lighting, lawn and tree maintenance and utilities. A more detailed listing is available in your copy of the current yearly budget.

Timely payment of your monthly association fee and/or assessment maintenance is essential. Delinquent homeowners affect everyone.

Please note: Homeowner remains liable to the association for all assessments that come due as per Florida Statute 720.305.

The Board of Directors reserves the right to suspend privileges for delinquent accounts and for any abuse of the common areas.

#### **4. Collection policy**

Any fee not paid within fifteen (15) days after the due date is Considered “delinquent”.

Upon a fee becoming delinquent, a notice will be mailed to the unit owner advising them they are delinquent and thereby subject to a \$10.00 late fee for each month the fee remains unpaid.

A second and final notice will be mailed to the unit owner thirty (30) days after the mailing of the first notice. The unit owner will be advised that if full payment is not received before a specific date, the account will be turned over to the associations' attorney for collection. Also, the unit owner will be advised that in addition to late fees and interest charges already incurred, they will now be subject to any reasonable legal fees, costs, liens or other expenses or fees that may be necessary to collect the outstanding debt.

For further information regarding lien and foreclosure procedures refer to the Kenland Court Declaration of Covenants and Restrictions.

#### **5. Clubhouse usage.**

Clubhouses are available for use by members of the association if their account is current. This entails signing a contract and accepting responsibility for any damage to the facilities by placing a deposit to cover damages or necessary clean up with the association, and is refundable upon review of the facilities after the rental. An advance usage fee is also required. This is not refundable. **The homeowner is responsible for security, enforcing KCHOA Rules and Regulations, as well as terms of the**

**Rental Agreement (Reference website for Clubhouse Reservation Application).** Contact the Management Company to make reservations. Please read the contract carefully. Pool patio and deck areas are not included in the rental and are never to be used for private parties. Please note, party guests MUST park in assigned guest parking and are not permitted to park on the grass or behind other cars. Homeowners are responsible for informing their guests of parking regulations.

## 6. Pool rules

Our community's pools are fenced in to provide greater privacy for the people using them and additional security for the property. Each homeowner is issued a pool access card (PAC) to access the pool and a set of keys to access the pool's bathroom and gates throughout our community.

Please protect your pool key as the charge for replacing a lost PAC is \$25.00. The replacement cost for the key to open bathrooms and gates is \$25.00.

- No entry is permitted without a personal key.
- Reminder: pool, patio and deck areas are never for private parties due to liability concerns.
- No cooking allowed in pool or pool area.
- No pets allowed in pool or pool area.
- Children under 16 years of age are not permitted unless accompanied and supervised by an adult 21 years or older in pool area.
- No loud playing, bike riding, skateboarding, skating, running or rough games in or around pool area is permitted.
- Only residents and guests of Kenland court are permitted use of pool facilities
- Residents must accompany guests because the pool access card is personal and registers who visits the pool.
- Loud boom boxes, glassware, small toys, or oversized floats are not permitted in pool or pool area.
- Please dispose of all trash in containers provided. Leave area clean.

- Pool safety equipment is for emergency use only.
- No diving allowed.
- No alcoholic beverages by pool. This includes beer, wine and liquor.  
Pool hours: sunrise to sunset
- POOLS HAVE 24 HOUR CAMERA MONITORING
- PERSONS USING THE POOL DO SO AT THEIR OWN RISK

## **7. Excessive noise in Community**

- All loud noise, music, or partying after 11:00PM is prohibited by law.
- No nuisance shall be permitted at any time of day as stated in the protective covenants.
- Repeated complaints will result in legal notification and Police will be summoned. Your courtesy and respect for neighbors at all hours of day and night are greatly appreciated.

## **8. Parking**

Kenland Court is no different than any planned community in the Kendall area. There is not enough parking and streets are narrow. The cooperation of each homeowner and tenant is necessary to keep roadways clear. Please park in your two assigned spaces in front of your home or in guest parking areas, not on the grass or in the street. Violators will have a tire boot placed on wheel by BZ Booting to immobilize vehicle. Owners must pay a removal fee.

- Members/tenants are responsible for informing their guests of the parking regulations.
- Yellow car stops with GUEST printed in black letters are for use by the association as a whole to accommodate temporary, max 24 hours, parking for members and guests.
- Extended uninterrupted parking in guest parking more than 24 hours is only permitted with a pass issued by our Management Company.
- Unauthorized parking including T-parking in the streets could prevent emergency vehicles from responding to or departing from a critical situation.

**Residents not following the parking rules, are subject to immobilization by BZ Booting or being towed at owner's expense.**

Overnight parking of the following vehicles is strictly prohibited on the grounds in any location whatsoever: **Trucks over 3/4 Ton, Trailers, Boats, Recreational Vehicles and any commercially marked vehicles, owned or operated by unit owners or their tenants.**

Exception: Law Enforcement Vehicles.

Any vehicle obviously damaged in an accident, or in state of disrepair so it cannot be moved on its own power or a car with expired tag over 31 days, will be subject to removal.

Only minor auto repair work, completed within one day, may be performed on premises.

The Association spends time, effort and money keeping grass as green as possible, therefore:

**ABSOLUTELY NO PARKING ON GRASS ANYWHERE.**

**Residents and guests not following the parking rules, will be subject to towing at owner's expense.**

## **9. Trash and recycling**

Miami Dade County Solid Waste Management collection days are Tuesday and Friday mornings. Your garbage collection cart should be placed out the evening before scheduled collection day or on collection day with wheels of the cart facing your home. Garbage carts are to be used in accordance with Waste Management guidance to include placing all garbage and trash inside the waste cart and lid must be closed.

Resident is responsible for returning the garbage cart to its storage place as soon as possible. The Board is responsible for enforcing By-Laws

regarding placement of the roll-out carts on non collections days so as "to preserve and enhance values and maintain the harmonious aesthetic relationship among structures and uses in properties."

If you are unable to store carts out of sight, please contact Management Company to work an amicable, esthetically pleasing solution.

**CARTS MUST BE OUT OF VIEW AT ALL TIMES OTHER THAN COLLECTION DAYS.**

Recycling carts are collected Tuesday morning EVERY TWO WEEKS as scheduled and should be removed from the common area that evening. All carts must have the homeowner's address on them. Failure to remove recycling carts by end of day will result in a violation notice and/or subsequent action pending other notifications regarding this matter.

- Carts in bad repair or damaged must be replaced by calling #311 BULKY WASTE COLLECTION.
- Each resident has 2 free curbside pickups per year, to dispose of large, oversize items.
- Before placing items on the curb, schedule pick up with WMD #311
- Place bulky waste in one of your two parking spaces in front of your townhouse and call our Management Office advising the job number you received.
- DO NOT place on grass, as it will dry it out and the truck may damage the area completely with its equipment.

**10. Pet Control**

Dogs must be kept on a leash and wear a tag identifying the name and address of owner. If an unattended animal is picked up and owner cannot be identified, the animal will be turned over to animal control. Any pet found running loose will result in a legal letter to the pet owner for each occurrence.

Please walk your dogs around the perimeter and not on pedestrian traffic



areas in front of windows and doors, parking or pool area. Please clean up after your pet. Pit bulls or mixed pit bull breeds are not allowed.

You are not permitted to attract stray cats or ducks to our community by leaving food outside. Cats and ducks roaming our community procreate rapidly and become a nuisance. Their removal is costly.

- Feed your cat in the confines of your own home.
- Leaving food trays on the sidewalk attracts stray cats, rats, opossums and is **not permitted**.
- Keep your cat inside as much as possible,
- Non neutered/spayed cats without id tags will be trapped and neutered.

A pet is your responsibility. Respect your neighbors, DO NOT let it roam free on the properties.

#### **11. Pressure cleaning**

You are required to keep your roof, fence, walls, and pavement clean. You must pressure clean your roofs and/or extended surfaces (fences) and/or pavement including but not limited to walls within 45 days of receipt of notice from the Board of Directors. **Failure to comply will be result in the Association exercising “right of entry” protocol.**

#### **12. Landscaping**

You are responsible for maintaining both your fenced in backyard and the area outside your front door and residence up to sidewalk. If you have performed any landscaping such as flowers, shrubs, or bushes, please care for them routinely. Your co-operation is necessary if the appearance of your community is to be one of quality and beauty.

Trees and shrubbery extending out of private property may not be

allowed to interfere with a neighbor's yard or walkway. The Association has the right to cut and/or trim such trees or shrubbery at the expense of the owner who fails to maintain the area properly. Association will give 7 days notice prior to performing maintenance.

Any trimmings that cannot be bagged and placed in the green garbage can must be bundled, and Miami Dade waste management #311(305-594-1500) called for pick up. As stated earlier; residents are permitted two (2) free trash pickups per year. Please advise the Management of your job number.

- Do not place trimmings, or garbage/discarded furniture, behind your back fence or on common property.
- Our landscapers will NOT remove it.

After contacting Waste Management for pick up, your trimmings must be bundled then placed in your limited common area (parking spaces) not in the roadway or on common areas (lawn).

### **13. Architectural Design Changes.**

A major responsibility of the Board of Directors is the preservation and maintenance of common areas and the architectural design intended for our community.

The Board is responsible for architectural design changes. No owner or group of owners can act without approval of the Board of Directors. Various changes such as screening of patios, roof additions, storm shutters, gutters on roof edges, satellite dishes and/or any other changes if implemented without approval can detract from the overall appearance of our community.

Iron bars are only permitted INSIDE your residence.

**Unapproved changes are unacceptable and will result in removal by the homeowner or by Association at owner's expense.**

A homeowner may not alter the exterior of a unit in any way. This includes painting and growing of clinging vines to the exterior of unit or any wall without prior written approval from the Board of Directors. Unauthorized changes and additions to your unit and the exterior common elements will result in removal by the homeowner or Association at owner's expense.

- Barbecues are permitted only on the patio of the home and never in pool areas.
- Umbrellas are permitted in the enclosed yard of the homeowner and closed when not in use.
- Tents or tent like coverings are not permitted.
- Sheds or basketball hoops which exceed the height of the wall/fence are not permitted.
- Rugs, mops, laundry of any kind, hung or exposed so as to be seen outside the home are not permitted and must be removed.
- Vines that encroach on another homeowner's property are the responsibility of the homeowner where vines originated.
- Violator's responsibility includes maintenance, repainting of any common areas and damages to adjacent homeowner's property.

#### **14. Architectural guidelines for enclosing patios**

All structural changes made to the exterior of your home **must be approved by the Board of Directors** and have all required permits from Miami Dade County before work may commence.

Those units having a shallow patio off the front bedroom where the roof overhangs and a fence encloses it, the following architectural guidelines apply if homeowner wants to alter:

#### **Wall should be built behind the fence according to standard CBS construction and inset so that:**

- Homeowner must paint and stucco the CBS wall to match existing walls.
- The fence or like replacement would be re-installed to restore the original appearance.
- The wall should be approximately the current height of the fence.

- Windows of the same design and color as our standard unit windows shall be placed atop the wall to fill the gap.

All work should be done in a professional manner using quality materials and all finished work should match the main structure.

### **Outside lighting guidelines**

Approval by our Architectural Committee is required!

Large security lights are not allowed such as sodium, mercury vapor or similar lighting.

#### **Types of lights:**

- Generic shape and design.
- Cone shaped fixtures covering bulbs.
- Color -ivory or brown to match unit during the day.

#### **Illumination colors:**

- Clear lamps only.
- Standard lamps only.

#### **Foot print of light:**

- A cone of illumination shall extend only onto your property and immediate adjoining areas. Do not infringe onto your neighbor's property or into their windows.
- No exposed wiring!

#### **Maximum wattage/illumination and placement:**

- Maximum 2 lights per fixture.
- Maximum 2 lights per facing.
- Maximum 150 wattage per fixture or facing. (Reference new lighting style guidelines attachment 3)

## **15. Guidelines for exterior repairs to townhomes**

The necessary forms for any and all exterior changes made to your town

home are included.

### **Rules**

- Common grounds may not be obstructed, littered, defaced, altered, or built upon in any manner.
- No bulletins or notices of any kind are to be placed on mailboxes by homeowners or tenants.
- For sale/rent signs are limited to 9" x 12" and only one sign is permitted per home, placed inside a window.
- All owners or tenants must keep their homes in good repair. Wood trim and fences must be repaired/replaced as necessary. **(Reference website for Paint Codes. Only acceptable paint to use in KCHOA.)**
- Hurricane shutters are to remain open. Closed only at a threat of impending storm/during a storm and opened within 10 days following a storm. They are not to be used for any other purpose!
- Christmas lights and Holiday Decorations must be removed by January 7th.
- In the event you rent your unit, you must notify L&C Property Management within 30 days of the commencement of rental.
- A lease or rental must be for a period of 12 months minimum.
- Upon being advised of the rental, the property manager will forward a copy of the rules and regulations to the new tenant.
- A lease/rental may only be for SINGLE FAMILY USE.
- Use of a unit for COMMERCIAL purposes is prohibited.

**Note:** in the event you sell your house, the property Management Company must be notified.

Board of Directors have the right to proclaim additional rules and regulations and provide for assessments as deemed necessary.

16. Enforcement of rules

The Association has authority pursuant to its governing documents to enforce Association requirements by "right of entry" into owner property, for the purpose of performing any maintenance, repair or correct violations, granted in the documents. The Association shall have the right to assess the unit owner all costs plus 50% administration fee. Reference: Declaration of Covenants and Restrictions for Kenland Court, article VII.

17. Effective date

These rules and regulations have been approved by the Board of Directors on this 30 day of July, 2020.

President  Date 8/11/2020

Secretary *Rosa Duarte* Date August 3, 2020

**ARCHITECTURAL MODIFICATION REQUEST**

This form must be used when requesting a change to the outside of your property. **Work may not begin until this request is approved.**

|   |  |
|---|--|
| Printed Owner's Name  |  |
| Property Address  |  |
| Telephone (Cell)  |  |
| Telephone (Home)  |  |
| Telephone (Work or other)   |  |
| Email address   |  |
| Mailing Address<br>(if different from property address)           |  |
| Proposed Alteration/Modification<br>Description of proposed work: |  |

Please include the following items with this application (where applicable):

- Property survey or diagram indicating location of alteration
- Photographs of area where alteration will be done
- Materials and Finish specifications
- Copy of contract with vendor/contractor
- For exterior door, window or hurricane shutters, include the Notice of Acceptance from Miami -Dade County

Signature of Owner:

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Date of Request:

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FOR USE BY THE BOARD OF DIRECTORS & PROPERTY MANAGEMENT CO.

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

Approved As Submitted: \_\_\_\_\_

Approved With Stipulations: \_\_\_\_\_

Not Approved: \_\_\_\_\_

\_\_\_\_\_  
Approval Signature  
(If Approved)

\_\_\_\_\_  
Date of Approval



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**KCHOA Approval Request for Architectural Modification Form  
Used When Requesting Change Outside Home  
Effective July 2008**

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**To:** KCHOA Board of Directors  
c/o L& C Royal Management Corp.  
13155 SW 42<sup>nd</sup> Street Suite#103  
Miami, FL 33175

**From:** Owner's  
**Name:** \_\_\_\_\_

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

**Day Phone:** \_\_\_\_\_ **Evening Phone:** \_\_\_\_\_

**DISCRIPTION OF REQUEST:** \_\_\_\_\_

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**THE FOLLOWING MUST BE ATTACHED TO PROCESS MODIFICATION REQUEST**

- ❖ Lot survey with proposal modification drawn on survey, including any set back distance required.
- ❖ Appropriate drawings must show both a Plan View and an Elevation.
- ❖ Specifications of proposed materials/modifications (Color, Style, Type of Material, photos if available, etc.).
- ❖ Contract/Proposal/ Building and Zoning Permits to include current Miami-Dade County Code.
- ❖ Copies of Attachments from KCHOA Rules and Regulations with contractor initials indicating compliance.
- ❖ Miami –Dade County Notice of Acceptance (NOA).
- ❖ Contractor Proof of Insurance and Business License.
- ❖ Consent Letter from Neighbors.

**APPROVAL IS SUBJECT TO THE FOLLOWING:**

1. You are responsible for obtaining necessary permits from the Building and Zoning Departments.
2. Access to job/work areas is only to be allowed through your property and you are responsible for any damage to Common Area and/or neighbor's property during job/work.
3. Owner must provide CLOSED Miami-Dade County permits when job/work is completed.

**Date:** \_\_\_\_\_ **Signature of Owner:** \_\_\_\_\_

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**(BOARD OF DIRECTORS USE ONLY)**

**Date Application Received:** \_\_\_\_\_ **Date Approved/Disapproved:** \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Disapproved:** \_\_\_\_\_

**Explanation for Disapproval:**

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**Architectural Modification committee Chairperson or  
Board of Director**



Attachment 1 (lights)



**BORAL**  
Roof Tile and Components

Barcelona 900 - Canyon Clay



**BORAL**  
Roof Tile and Components

Villa 900 - Arizona Clay

Attachment 2 (Roof Tiles)

## KCHOA Fence Specifications July 2020

It is the owner's responsibility to maintain fences and gates of their unit in good repair. Fence repairs and replacements must be done in accordance with the original design and current Miami-Dade County Codes.

### Fences in KCHOA are to be constructed as follows:

1. Fences are built in sections with one gate section of 42" interior width.
2. Columns spaced 4 feet apart on center, and embedded 2 feet into concrete footing 10" in diameter and 2 feet deep (Reference Miami-Dade County Section R4409.15 High-Velocity Hurricane Zones-Wood Fences).
3. Fence Sections anchored by 6" x 6" x 8" columns (posts) with an integral finial on top of each column that exceeds height of the CBS dividing walls by 6" to 7".
4. Fence sections framed with 4" x 4" lumber.
5. Bottom of frame may be no higher than 3" from ground.
6. No additional material is to be placed at bottom of frame to block bottom of fence.
7. Top of frame should be approximately level with top of CBS wall.
8. Slats are made with 1" x 6" lumber, set on 45 degree angle, with ½" between each slat. **Note:** Wet lumber will shrink as it dries, widening gap between boards.
9. Visit KCHOA Website or Contact Management Company for authorized fence color when painting.

### Please note:

1. Pre-built fence sections from Home Depot, Lowe's and other lumber companies do not meet KCHOA specifications.
2. Missing/rotted/damaged finials on good columns may be replaced without replacing entire column.
3. Gate hardware is to be as close to original as possible.
4. Miami-Dade County Permit required for fence replacement.



## Attachment 3 (Fences)