

# NOTICE BOARD MEETING

As Required Under Florida Statutes

FOREST RIDGE HOMEOWNERS' ASSOCIATION OF POLK COUNTY, INC.

AT Hampton Inn & Suites

22900 US Highway 27 Lake Wales FL 33859

Thursday July 18, 2024 At approximately 7:15 PM

**ALL HOMEOWNERS ARE WELCOME TO ATTEND**

## Agenda

Introduction of the Process – Speaking at Meetings and Submitting Agenda Items

Introductions - Lake Wales Police Officer

Call to Order

Quorum of Board Verification

Notice Posted Verification

- *Review / **Motion to accept agenda as mailed 14 days prior to meeting***

Reading of Minute - Reading of minutes of Board Meeting of June 20, 2024

- *Review / **Motion to accept minutes***

Reports - Treasurer Report – June 2024 Reports

- *Review / **Motion to accept Financial Reports from management company subject to audit***

Review Bank Balance Report - review enter into minutes

Review Current AR Report – review enter into minutes

Review Invoices Paid Ledger Sheet - review enter into minutes

Review Deposits for Leased properties – review enter into minutes

Review Collections at Smart Alliance / Attorney – review enter into minutes

Review Deed Restriction and Covenant Inspection Report – Review Only

Review Lease Property Report – – review enter into minutes

Committee Reports – There are no Committees currently

### Unfinished Business

- Review Concrete Repairs – Status update
- Review Parking Update / Towing Contract
  - **Motion Adopt and approve contract for towing of vehicles per Deed Restrictions, Rules and Regulations, and Resolutions**
- Review – Additional speed bumps at 4 locations in the areas of these addresses 5802, 5838, 5826, 5639, - \$6500 – on Hold review for 2025 budget
- Review / Discussion Security & Entrance Cameras Entrance Barrier system review for 2025 Budget

### New Business

- Review any application received for Board or committee vacant positions
- Review Resolution and Architectural Guidelines as they related to Hurricane Preparedness
  - **Motion to adopt the Resolution and Hurricane Guidelines** Document is attached and available at website [www.forestridgehoafl.com](http://www.forestridgehoafl.com) go to events. Draft Attached
- Review /Architectural Guidelines and direct the Architectural Committee to use the document for review purposes in the Tracker System category Hurricane Preparedness
  - **Motion to adopt Guidelines for use by Arichitectorial committee for review of applications -** Document is attached and available at website [www.forestridgehoafl.com](http://www.forestridgehoafl.com) go to events. Draft Attached
- Review new Florida Statues that went into affect July 1 , 2024 to include items that will impact preparation of the 2025 budget process that begins next month
- Review / Approval of receipts for Board expenses submitted for supplies
- **Motion to Approve Board Expenses**
- Closed Door meeting of Board for Legal Review – (If required)

### Adjournment

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
FOREST RIDGE HOMEOWNERS ASSOCIATION OF POLK COUNTY, INC. AS TO  
HURRICANE PREPAREDNESS GUIDELINES**

The undersigned, being the President and Secretary of Forest Ridge Homeowners Association of Polk County, Inc., a Florida non-profit corporation (the “Association”), hereby state that, after a duly noticed meeting of the Board of Directors on July \_\_\_\_ 2024, at which a quorum was present, a majority of the Board of Directors for the Association duly and properly adopted the following Resolution, pursuant to all requirements of the Association’s Articles of Incorporation, Bylaws and Declaration and as authorized by Section 720.3035, Florida Statutes:

**WHEREAS**, pursuant to Florida Statute 720.3035(6)(a), the Association is required to adopt Hurricane Protection Guidelines for each structure or other improvement on a parcel governed by the Association; and

**WHEREAS**, the Association is committed to ensuring the safety and well-being of its residents; and

**WHEREAS**, it is imperative for the Association to establish and implement architectural guidelines that promote hurricane preparedness and mitigate potential damage to the properties within the community as required by Florida law,

**WHEREAS**, the specifications may include the color and style of Hurricane protection products and any other factor deemed relevant by the Association’s Board of Directors;

**WHEREAS**, while the Association will adopt the attached Hurricane Preparedness Guidelines in accordance with Florida Statute 720.3035(6)(a), it is essential to understand that adherence to these guidelines does not guarantee that homeowners’ homes are fully protected from damage caused by hurricanes. While the Association strives to promote safety and preparedness through its guidelines, it is important for homeowners to recognize that no system of protection can eliminate the risks associated with hurricanes.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of the Forest Ridge Homeowners Association of Polk County, Inc., that the Hurricane Preparedness Guidelines attached hereto as **EXHIBIT A** are hereby adopted for all structures or improvements on parcels governed by the Association to ensure uniformity and consistency in color, style and structure specifications of hurricane protection installed by parcel owners within the subdivision. (the “Resolution”); and shall replace any previous version, and

**BE IT RESOLVED THAT** all Members of the Association and their authorized agents shall adhere to the Hurricane Preparedness Guidelines on hurricane protection.

IN WITNESS WHEREOF, I have affixed my name this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
By: \_\_\_\_\_  
As the President of FOREST RIDGE  
HOMEOWNERS ASSOCIATION OF  
POLK COUNTY, INC.

STATE OF FLORIDA       )  
COUNTY OF POLK       )

The foregoing instrument was acknowledged before me the \_\_\_\_ day of \_\_\_\_\_, 2024, by \_\_\_\_\_, as the President of FOREST RIDGE HOMEOWNERS ASSOCIATION OF POLK COUNTY, INC., on behalf of said Corporation, who is personally known to me or who produced \_\_\_\_\_, as identification.

IN WITNESS WHEREOF, I have affixed my name this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
By: \_\_\_\_\_  
As the Secretary of FOREST RIDGE  
HOMEOWNERS ASSOCIATION OF  
POLK COUNTY, INC.

STATE OF FLORIDA       )  
COUNTY OF POLK       )

The foregoing instrument was acknowledged before me the \_\_\_\_ day of \_\_\_\_\_, 2024, by \_\_\_\_\_, as the Secretary of FOREST RIDGE HOMEOWNERS ASSOCIATION OF POLK COUNTY, INC., on behalf of said Corporation, who is personally known to me or who produced \_\_\_\_\_, as identification.

**FOREST RIDGE HOME ASSOCIATION OF POLK COUNTY, INC.**  
**HURRICANE PROTECTION GUIDELINES**  
**Adopted July 18, 2024**

**Introduction**

The State of Florida has adopted hurricane protection specifications for each structure or other improvement on a parcel governed by the Association. The purpose of this Statute is to ensure uniformity and consistency in structure specifications, color and style of hurricane protection installed by parcel owners. The Association's Architectural Control Committee (the "ACC") is adopting these guidelines to ensure compliance with the Statute mandating uniformity and consistency in the hurricane preparedness products used by parcel owners. A parcel owner must adhere to the following unified building scheme regarding the external appearance of the structure or other improvement on the parcel as generally articulated in the Declaration and Florida Statute 720.3035(6)(a).

**PLEASE BE ADVISED THAT THE GUIDELINES PROVIDED HEREIN ARE NOT A GUARANTEE THAT HURRICANE PREPAREDNESS ITEMS APPROVED BY THE ASSOCIATION WILL PROTECT YOUR HOME, NOR DO THEY SERVE AS AN ENDORSEMENT OF ANY SPECIFIC PRODUCT. THESE GUIDELINES ARE DESIGNED SOLELY TO PROMOTE UNIFORMITY IN HURRICANE PREPAREDNESS PRACTICES. THE GUIDELINES ARE PROVIDED FOR GENERAL INFORMATIONAL PURPOSES ONLY AND SHOULD NOT BE CONSIDERED A SUBSTITUTE FOR PROFESSIONAL ADVICE OR SERVICES. THE CREATORS, AUTHORS, AND PROVIDERS OF THIS DOCUMENT MAKE NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, REGARDING THE HURRICANE PREPAREDNESS ITEMS, THEIR FUNCTIONALITY, THEIR SUITABILITY OR THE LEVEL OF PROTECTION THEY WILL PROVIDE.**

As set forth in the Forest Ridge Homeowners Association of Polk County, Inc., Declaration of Covenants, Conditions, Easements and Restrictions ("Declaration") Article VII Section 3 Alterations, Article V Section 10 - Use and Modification 2 / Amendment Section 28, an application and approval are required to make changes to the homeowner's property. The process for the application for approval is made by completing the Architectural application checklist and all necessary documents that the Architectural Control ("AC") committee may request for review. No owner should accept the Association or AC's approval of a proposed modification of a property as evidence, guarantee, or assurance that the changes to the property follow any state or local requirements, ordinances, or regulations. To complete applications, go to <http://www.arctracker.com/forestridgehoa>.

**AC Applications & Documents Required with Application** – An AC application is required to be made by the owner or owners of the property as shown on the Polk County records. AC Application shall include all the following items:

- Survey / Site / Lot plan showing all square footages of existing impervious surfaces, structures, previous additions.
- Specifications for all materials of the item as well as materials used for installation (this can be an instruction sheet for Prefab items)
- Specifications of screening materials if required are to include type material and colors
- Drawing and or photos of item being requested and
- Photo(s) of location of the new item
- AC Checklist is to be completed and signed by owners of property as shown on Polk County Records
- Other documents or photos as provided in the guidelines or requested by the committee for review.

**County and City Ordinance Compliance by owner** - The owner agrees and acknowledges that they will adhere to the State of Florida, Polk County and or City of Winter Haven building guidelines and / or regulations now in place or any future guidelines or ordinance, or regulations up to and including future wind load requirements that Polk County and or the City of Winter Haven may establish. **Approval by any government agencies**

**still requires independent approval of the AC prior to any commencement of work.** Owner is responsible for the necessary permits if required for the submitted modification. No owner should accept the Association or AC's approval of a proposed modification of a property as evidence, guarantee, or assurance that the changes to the property are following any state or local requirements, ordinances, or regulations.

**Building Construction Standards / Building Materials** – All building construction and materials also must meet the provisions of Article V Section 23 - Building Constructions Standards (a-e) to include that all roofs must be asphalt shingles. As well as any other provisions as defined by the Declaration Article VII Section 3 Alterations, Article V Section 10 - Use and any other Modifications to the documents.

**Property Line Setbacks** – The City of Winter Haven Code requires 10 ft from the property line, or a shorter distance maybe noted on your survey which then applies to any structure, plant materials or other items in the Forest Ridge Development.

**Insurance** - The owner agrees and acknowledges that it is the Homeowner's responsibility to have the appropriate insurance coverage for any addition or modification to the property; however, the AC does not review insurance coverage, policies, or limits. Homeowners are encouraged to check with their insurance companies for proper coverage for all the items in the Guidelines.

## **Definitions**

**The rear wall of the house** – This is defined as the rear wall of the house structure.

**Anchoring Systems / Foundation** – Acceptable anchoring systems or foundation as shown or referenced in the building codes for the State of Florida, or the manufacturer's directions or manuals as it pertains to high winds or construction concerns. The Association's approval of such an item does not warrant that any such anchoring system or foundation is safe for all conditions and owners are ultimately responsible for and damage caused by an improperly anchored alteration or alteration with an inadequate foundation.

**Temporary Structure** – Anything installed less than 8 consecutive days in a 30-day period cycle shall be considered a temporary structure.

**Hurricane Permanent Fixed Stored Shutters** - Shutters are to be a colonial shutter type. The shutters consist of two louvered panels that attach to the home's siding next to each window. When it is time to protect your home, you simply fold the shutters toward each other as shown on photo types section below.

**Hurricane Roll Down Track Storm Shutters** - Roll-downs shutters are hurricane window protection for your home or type as shown in photo types section below

**Hurricane Impact resistant windows & Doors** - Impact-resistant windows and doors are designed to withstand high winds and flying debris during a hurricane or tropical storm. Windows are made of laminated glass and a special interlayer that holds the glass together even if it shatters. Impact-resistant windows and doors are tested to meet specific standards set by the American Society for Testing and Materials (ASTM). See Florida Building code for additional requirements. Window & door type is to match current design as shown in photo types section below

**Hurricane Reinforced Garage Doors** - Hurricane rated garage doors, also known as impact-resistant, wind-resistant, or reinforced impact-rated garage doors, are specifically designed to withstand hurricanes and other high wind storms. Storm-ready reinforced garage doors are designed specifically with high-winds in mind. Impact-resistant garage doors are built with a minimum of one layer of steel. The number and thickness of the

steel layers can help improve the maximum wind speed the door can withstand. In addition to steel, many wind-resistant garage doors also have additional layers of aluminum, wood paneling, and insulation

**Hurricane Erosion Controls** – These are systems generally used along coastal areas used to prevent high water.

**Hurricane Exterior fixed Generators and fuel supply** - A home generator is a device that provides backup power to a house in case of a power outage. It is usually powered by natural gas, propane, or diesel fuel and can be permanently installed outside the home, similar to an air conditioning unit. A home generator can power the entire home or just the most essential items, depending on its capacity. Home generators come in different sizes and power outputs, ranging from portable generators that can power a few appliances to standby generators that can power the entire home. If you are considering purchasing a home generator, it is important to consult with a licensed electrician to determine the right size and type for your home. See Florida Building code and City of Winter Haven for additional requirements. Generator must be installed on concrete slab and adjacent area to existing exterior electrical panel.

**Hurricane Polycarbonate panels** – see windows and doors

## **Types of Hurricane Preparedness Modifications**

- Roof systems recognized by the Florida Building Code which meet ASCE 7-22 standards,
- Permanent fixed stored shutters
- Roll down track storm shutters
- Impact resistant windows
- Impact resistant doors
- Reinforced garage doors
- Erosion controls
- Exterior fixed generators
- Polycarbonate panels – This item may be installed temporarily without an application any time a tropical storm warning is posted for any part of the State of Florida. Permanent installation other than during Hurricane season requires application
- Erosion Controls
- Fuel storage tanks;
- Other hurricane protection products used to preserve and protect the structures or improvements on a parcel governed by the HOA.

**The parcel owner is to adhere to an existing unified building scheme regarding the external appearance of the structure or other improvement on the parcel for the development stated in the Deed Restrictions and Florida Statute on Hurricane Preparedness.**

An Architectural application is required to be made by the owner or owners of the property as shown on the Polk County records. AC Application shall include all the following items:

- Survey / Site / Lot plan showing all square footages of existing impervious surfaces, structures, previous additions.
- Specifications for all materials of the item as well as materials used for installation (this can be an instruction sheet for Prefab items) must include style and colors for all items.
- Specifications must include colors of all materials and colors must be the same as the color scheme for the dwelling.

- Specifications for each item must state that they meet Florida Hurricane Code requirements and provide specification sheet.
- Building Construction Standards / Building Materials – All building construction and materials also must meet the provisions of Article V Section 23 - Building Constructions Standards (a-e). As well as any other provisions as defined by the Declaration Article VII Section 3 Alterations, Article V Section 10 - Use and any other Modifications to the documents.
- Landscape screening may be required for exterior installations seen from the front of the property or adjacent property and shall consist of landscape material approved with the application in a sufficient height at the time of installation to screen the installed item. Plant list to include type of plant material, colors, heights must be submitted
- County and City Ordinance Compliance by owner - The owner agrees and acknowledges to provide proof that they will adhere the State of Florida, Polk County and or City of Winter Haven building guidelines and / or regulations now in place or any future guidelines or ordinance, or regulations up to and including future wind load requirements that Polk County and or the City of Winter Haven may establish. **Approval by any government agencies still requires independent approval of the architectural committee prior to any commencement of work.**
- Photo(s) of location of the new item
- Other documents or photos as provided in the guidelines or requested by the committee for review.
- Insurance - The owner agrees and acknowledges that it is the Homeowner's responsibility to have the appropriate insurance coverage for any addition or modification to the property; however, the AC does not review insurance coverage, policies, or limits. Homeowners are encouraged to check with their insurance companies for proper coverage for all the items in the Guidelines.

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## **Examples of Acceptable - Types of Hurricane Preparedness Items**

**Permanent fixed stored shutters** - must match existing designs and color paint scheme of home

- Specifications for each item must state that they meet Florida Hurricane Code requirements and owner to provide specification sheet.



**Roll down track storm shutters** – Color must match color scheme of home

- Specifications for each item must state that they meet Florida Hurricane Code requirements and owner to provide specification sheet.



**Impact resistant windows & doors** - must match window designs and color

- Specifications for each item must state that they meet Florida Hurricane Code requirements and owner to provide specification sheet.





**Reinforced garage doors** – must match existing garage door panel designs and color paint scheme of home

- Specifications for each item must state that they meet Florida Hurricane Code requirements and owner to provide specification sheet.



**Exterior fixed generators** – Installed adjacent to existing electrical panel on concrete slab

- Specifications for each item must state that they meet Florida Hurricane Code requirements and owner to provide specification sheet.



## Polycarbonate Panels 16mm

