

The Homes at Coventry Village  
is Managed by:  
The Property Group of Central Florida  
2753 S.R. 580, Suite 202, Clearwater FL 33761  
Tel: (813) 855-4860 / (727) 771-7753

*Directions to office*

From Ridgemoor turn left (south) onto McMullen Booth Road, go through light at SR 580, turn first right after 711 onto Daniels Street. Pass Yoga Village on the right and enter the next parking lot of a 2 story colonial brick building. Take the elevator to the 2<sup>nd</sup> floor and proceed left down the hallway to the end office.

# Homes at Coventry Village

## Resident Handbook

Summary of The Homes at Coventry Village  
Declaration Restrictions, Rules & Regulations

*Published 2025*



If you sell your home, please be sure to give this handbook together with the governing documents for your Association to the new homeowner.

Website: [www.coventryvillagefl.org](http://www.coventryvillagefl.org)  
Email: [coventryvillagefl@gmail.com](mailto:coventryvillagefl@gmail.com)

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### Useful Contact Numbers

Association Management Office 813-855-4860 or  
727-771-7753  
(Ext 317 Accounts, Ext 316 Manager, Ext 325 Emergency)

#### County, Utilities & Services (<https://pinellas.gov>)

Animal Services	727 582-2600
Alligator Removal Hotline	1-866 392-4286
Duke Energy Customer Service	1-800 700-8744
Fire Rescue	727 784-0454
Health Department	727 588-4040
Emergency Management	727 464-3800
Library (East Lake)	727 773-2665
Mosquito Control	727 464-7503
Property Taxes	727 464-7777
Sheriff's Office (non-emergency)	727 582-6200
Waste Connection (Trash Company)	727-572-6800
Tree Permit (Pinellas County)	727 464-3888
Voter Registration	727 464-8683
Water Customer Service	727 464-4000

#### Hospitals

Mease Countryside	727 725-6111
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#### Post Office

Palm Harbor	1-800 275-8777
Oldsmar (Tampa Road)	813 854-4660

#### Schools

Cypress Woods Elementary	727 538-7325
Carwise Middle School	727 724-1442
East lake Middle School	727-940-7624
East Lake High School	727 942-5419

## Important & Useful Information Index

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#### Nuisance Alligators

An abundance of wildlife exists in Coventry. It is against the law to feed or disturb the wildlife. Homeowners must provide the Association with an FWC issued Reference Number for a nuisance alligator request to be authorized by the Association (Call FWC Alligator Hotline at 1-866-392-4286 to obtain a reference number).

#### Amenities

The Homes at Coventry Village is not part of the Ridgemoor Master Association and the amenities offered by Ridgemoor are not available to Coventry owners. Coventry has a playground located off Ridgemoor Drive opposite Wellesley Court.

### Association Dues

Property owners in Coventry Village pay monthly assessments and payments are due on the 1<sup>st</sup> of each month.

Coupon booklets are issued each November for the following year. If you have signed up for Association autopay a coupon booklet will not be mailed to you and changes to the assessment amount will be made automatically. If you select to pay online with your banking institution then please remember that the payment will take up to 10 days to reach the association.

A late fee of \$25 + 6% interest will be charged on payments received more than 10 calendar days after the due date. A \$25 fee shall be assessed for dishonoured checks.

Failure to pay assessments on time will result in a lien against the property and possible foreclosure. Only one late reminder notice will be sent before the delinquent assessment is turned over to an attorney for collection and recovery of all directly related fees. Once the delinquent assessment is sent to the collection attorney all payments must be made directly with the attorney and all contact regarding the delinquency shall be with the attorney. The Board cannot waive attorney fees.

### Basketball Hoops

No fixed games are permitted in the front yard. One portable basketball hoop is permitted per driveway contingent that it is maintained in good condition at all times. It is not to be located in a manner to promote play in the street or hinder sidewalk access. No exterior base weighting is allowed. It must be stored standing upright on or alongside the driveway. It must be stored horizontally alongside your home or driveway when a severe storm warning is in effect.

### Budget

The Association operates on a calendar year basis and the annual budget for the upcoming year is adopted early November. Owners are notified of the assessment at the annual Budget Meeting. The main budget line items include trash services, management fees, street lighting, common area mowing services, retention pond maintenance, Association insurance and general repairs and maintenance including power washing, playground equipment, signage, tree removal & removal, etc. The Association maintains reserves for capital expenses as and when needed. Such items

include park equipment, pond structures and erosion mitigation, mailboxes, and landscaping improvements. See the adopted Budget posted on the Members page of the Association's website for a complete list of line items.

### Common Area Rules (Rights of Ways/Conservation Areas/Retention Ponds)

**Rights of Ways/Maintained Green Spaces** 1. No dirt bike, e-bike, motorbike, golf cart, all terrain or similar vehicles may be operated in the rights-of-ways or maintained green spaces within the community. All such vehicles capable of speeds in excess of 29mph must use the roadways, and all such vehicles capable of speeds less than 29mph must use the sidewalks and yield to pedestrian traffic. **Conservation Areas** 1. Conservation areas are to be maintained in their natural state. 2. No person shall remove, damage, trim, prune or otherwise alter conservation vegetation except that an Owner may, with Association approval, trim or prune any and all vegetation which encroaches Owners property up to the property line only. 3. No person is permitted into the conservation areas without a valid reason for doing so (e.g. to seek and retrieve a lost pet, to investigate an odor or something suspicious). Such entry shall be at person's own risk. 4. The Association accepts no liability for any person entering the conservation areas.

**Retention Ponds** 1. In no event shall any pond, lake, retention area, or any body of water located within the Association be used for swimming, bathing or boating purposes. 2. No dirt bike, e-bike, motorbike, golf cart, atv or similar vehicle may be operated around ponds, lakes, retention or similar areas within the Association. 3. The Association accepts no liability for any person in or around a pond, lake, retention or similar area within the Association. To report a pond issue, provide the pond number as indicated on the map insert.

### Community Park

The park is for the enjoyment of Coventry residents and their guests. The Rules of the Park are posted as follows:

1. The Community Park is for residents and invitees only. 2. The Community Park is open from dawn to dusk and Association special event hours. 3. Appropriate language and behavior is expected at the park. 4. The equipment is for use at users own risk. 5. No smoking, no pets, no glass, no fires, no grills, no alcohol is permitted. 6. No skateboarding, rollerblading, cycling or scooters are

permitted. 7. No littering – keep the park clean. 8. The Board of Directors has the authority to deny access to those found to be in violation of the above rules.

#### Communication Policy

Owners are permitted to use Management email or phone contact information to communicate with the Association but official communication to the Association shall be by first class or certified mail to: The Board of Directors, c/o the management company. The Board shall not be held responsible for non-response to other forms of communication sent or relayed to the Association and/or Board of Directors.

#### Email Addresses

The Association requests that all homeowners provide at least one email address per household. This email address will be strictly used for Association business including urgent or non-urgent Association messages, Meeting Notices with Zoom invites, and once we have everybody's email we will be able to conduct online voting. Please submit your email address to leigh@pgcf.com as follows: Use the subject line, "Email List" and include your full name, street address, and preferred email address in the body of your email.

#### Exterior Modifications Require Approval

All exterior modifications require approval by the Architectural and Landscaping Review Committee (ALRC). Applications can be found in the Documents section of the Residents page on the Association's website. You can submit applications and supporting documents to the manager by mail or email. Complete applications will be reviewed within 14 days of receipt. Incomplete applications will be returned with a request for more information. The Association has adopted Design Review Standards and the most current version is posted on the website. This document is updated as needed.

#### Fining Authority

The Association is empowered to fine homeowners for non-compliance of governing documents and adopted Rules. Florida Statute mandates that owners are provided an opportunity for an appeal hearing. Owners who are fined may request a hearing before the Fine Appeals Committee. Instructions are provided in the Notice of Fine Letter.

#### Garage Sales

Garage & Estate Sales are permitted.

Household Hazardous Waste: The Pinellas County Hazardous Waste Center is located at 2855 109<sup>th</sup> Ave. N., St. Petersburg, 33716. They are open 7am to 5pm Tuesday through Friday. Identification is required.

#### Mailbox Standard

Coventry has a uniform standard with Creative Mailbox Design.

All damage or needed repairs must be reported to management via email at leigh@pgcf.com.

Homeowners should clean their mailboxes regularly with warm, soapy water to remove dirt, bird droppings, tree sap, etc. Do not use harsh or abrasive cleaners as they can damage the painted surface. Apply a coat of automotive wax to protect the painted surface, improve its appearance and extend the life of the mailbox.

#### Record Inspection

The Association has adopted a Record Inspection Policy which is posted on the website.

#### Rental or Leased Properties

Owners are responsible for the actions of their tenants. Landlords should stipulate in their lease the requirement for their tenants to be aware of all the Association Rules and Restrictions. Short term rentals are not permitted and owners renting their property must ensure that the Association has the contact information for both owner and tenant.

#### Seasonal Décor

Holiday lights and décor are permitted a week before Thanksgiving through January 15<sup>th</sup>. Lighting and décor for all traditional holidays must be removed 15 days after the holiday.

#### Sidewalks

The sidewalks between your respective side property lines (including driveways) are to be kept clean and free of weeds. The Association does the same for sidewalks located in common areas. Circular power washing equipment will reduce pitting and extend the life of the sidewalks. It is required by law to maintain unrestricted passage

through your driveway for pedestrians. Pinellas County is responsible for repairing or replacing cracked or lifting sidewalks. The location of such issues should be reported to the Association Manager who will then submit a request to the County.

#### Signs

No advertising signs are permitted on lots. One For Sale sign may be displayed and should be located in the center of the lot. No window displayed For Sale/For Rent signs are permitted. Please notify your contractors about advertising signage.

Solid Waste (Pinellas County Depot): Excess garbage or yard waste can be taken to the Pinellas County Solid Waste Disposal Complex located at 3095 114<sup>th</sup> Avenue N., St. Petersburg, FL 33716 (Tel:727-464-7500). They are open 6am-6pm Tuesday through Friday and 7am-5pm on Saturdays. Identification is required.

#### Speed Limit

Roadways in the community are County owned and maintained. The speed limit (25mph) and all traffic laws are expected to be obeyed. All violations should be reported directly to the Pinellas County Sheriff's office.

Street Lights & Outages (or other street light problems): Street lighting is an association cost (lights and poles are leased from Duke Energy. You may report a street light outage (pole number and street address) by calling 800-288-8485 or online at [www.duke-energy.com/outages](http://www.duke-energy.com/outages).

Trash Collection: The Association hires Waste Connection of Florida to provide trash and recycling collection. This service is included in your Association dues.

Trash Collection: Tuesday & Friday;

Recycle Collection: Wednesday

Next scheduled pick-up will apply if service falls on New Year's Day, Thanksgiving & Christmas Day.

Yard waste will be picked up if bagged in 30gal bags (no dirt or rocks are permitted). Palm fronds and tree trimmings must be bundled into 4ft easy to pick up bundles. Storm debris should be stored alongside the home until storm debris pick up day. Special arrangements must be made for the disposal of large items like

furniture, mattresses & appliances – call 844-708-7274 to request bulk pickup service (a charge will apply). Each home is supplied with one trash can and one lidded recycling can (or 2 open recycling bins). To replace damaged or missing cans please contact the Association Manager. Cans and bins must be stored out of sight when not placed on the curb for pick-up.

#### Tree Removal Policy (common area trees)

The Association will only consider removing a tree from a common or conservation area if it meets all of the following conditions. First, the tree must be located in a common area or conservation area belonging to the Association. Trees located in areas that do not belong to the Association, like the Brooker Creek Nature Preserve, cannot be removed by the Association. Second, the tree must be located in proximity to a homeowner's property such that if the tree were to fall it would likely damage the homeowner's property. Third, the condition of the tree must be such that the tree has a greater than normal chance of falling. Such conditions include, but are not necessarily limited to, the tree is dead, has been partially uprooted, is severely rotted, or has been struck by lightning. The Association will not remove any tree from a conservation area unless it meets all of the above conditions as the Association has an obligation to maintain all vegetation in the conservation areas in its natural state. Trees located in common areas may also be removed by the Association if doing so is necessary for the maintenance or improvement of the common area. If a homeowner is concerned about a tree in a common or conservation area that does not meet the above conditions, the homeowner may obtain permission from the Association to remove the tree at their own expense.

#### Website

[www.coventryvillagefl.org](http://www.coventryvillagefl.org)

The website's public page has all the governing documents, adopted rules, resolutions and information related to Architectural Control. In compliance with new State laws, a password protected "Members" page has been added to the Association's website. The page contains information that the State requires be made electronically available to all homeowners. This includes a copy of the annual budget and information distributed at upcoming Board meetings. If you need to request the password, please send an email to

leigh@pgcf.com. Use the phrase, "Password Request" in the subject line and include your full name and street address in the body of your email.

#### Yard Award

A quarterly gift voucher award is given to one resident whose yard and home demonstrate exceptional maintenance. Nominations are accepted on a rolling basis and can be emailed to coventryvillagefl@gmail.com.

#### Summary of The Homes At Coventry Village Use Restrictions

Since the documents are complex and cumbersome, we have tried to provide you this summary of some of the most important and frequently requested information.

Please understand that this booklet is not meant as a substitute for your owner's documents. If there are any disagreements between the two, the owner's documents would apply. We hope you will find the information in this booklet helpful.

#### **Declaration of Covenants Article 5. (in short form)**

##### **Residential Use (Article 5.1)**

Dwelling units in the community are solely for the construction and maintenance of single-family residences.

##### **Lawful Use (Article 5.2)**

Residential lots may not disturb the neighborhood or neighbors or conduct activity in violation of any public law, ordinance or regulation.

##### **Maintenance (Article 5.3)**

No windows shall be covered with aluminum foil or similar. Owners are not permitted to place any ornaments or obstructions in the easement areas.

##### **Temporary Buildings & Building Materials (Article 5.8)**

No shed, tent or temporary building shall be erected or maintained except however sheds are permitted in the rear yard contingent they are not visible from street or neighbor view.

No lumber, brick or other building material or equipment shall be stored on any lot except during approved construction projects.

##### **Vehicles (Article 5.9)**

No mobile homes, trailers, boats, recreational vehicles may be stored or parked on the premises unless stored within a closed garage or screened from view. This restriction does not apply to loading or unloading of recreational vehicles which shall not exceed 24 hours. Driveways must be kept clean of oil stains and no vehicles are permitted to park on the grass or be repaired in public view.

##### **Rubbish (Article 5.10)**

No weeds, rubbish, debris, objects or materials of any kind shall be permitted on lots to render the property unsanitary, unsightly, offensive or detrimental to the community. Trash and other waste shall be kept only in sanitary containers maintained in garages or preapproved screened areas. Trash and recycle receptacles must be stored out of public view on non-collection days.

##### **Animals (Article 5.11)**

Only two domestic dogs, cats or birds (cumulatively) are permitted per household provided they are not kept, bred or raised for commercial purposes. All permitted animals shall be kept on a leash when not within an enclosed area and the owner shall be responsible for properly curbing such animals and any necessary clean-up. Tethering of animals in public view is not permitted.

The Association has the power to demand and cause the removal of any animal which is repeatedly the cause of a nuisance, unreasonable noise or hazard.

##### **Fences, Hedges & Landscaping (Article 5.15)**

No fences, walls or hedges may be installed without the approval of the ALRC. Drainage Easement and other Easements as marked on lot surveys are to remain free and clear of fences, walls and hedges. Only wood (board on board or shadowbox in style) or pvc fencing is permitted.

##### **Noise (Article 5.18)**

Between the hours of 9pm and 9am the Declaration disallows the playing of musical instruments, radios, stereos, tape decks, compact disk players or other similar devices which produce music, sound or noise so that it can be heard beyond the boundaries of the Owner's Lot.