

EXHIBIT "J"  
Revision Date: March 17, 2023

AMERICAN CONDOMINIUM PARKS – ZEPHYRHILLS  
A CONDOMINIUM ASSOCIATION, INC.

EXHIBIT "J"  
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## RULES AND REGULATIONS

Preamble:

January 1, 2019 is forever to serve as the date used to determine pre-existing conforming conditions and pre-existing non-conforming conditions.

### **GLOSSARY: For Exhibit “J” Only**

Accessory structures: Include, but are not limited to, porches, stairs, handicap ramps, handicap lifts, carports, AC units, and sheds.

Alterations: All physical changes to the outside of a unit.

Association/Board: Board of Directors.

Averaging: Measurement method used to place structures on an irregular shaped lot. The measurement is taken from the property line to the front corner and rear corner of the structure and not from any bay or bow windows or any other protrusions or accessory structures. If the front measures 5 ft. and the rear measures 10 ft. the average would be 7-1/2 ft. Averaging is used for locating the sides of a structure only. Averaging is not used for the placement of structures in relation to the front or rear setbacks. (See Appendix #D-2)

Buffer areas: The common ground that runs the perimeter of the park. It generally measures in 25 ft. from the hurricane fence that surrounds the park. (See PCLDC 530.12 -I)

Cabana: Enclosed addition, constructed on site, and classified as near living space. Not the principle living space and shall include, but not limited to, electric, heat, and air conditioning. (See PCPA)

Car tow dolly: A two-wheel open trailer with one or two ramps that facilitates carrying the subject vehicle. Should be stored under the RV. Appendix #D-4

Carport: Covered parking area attached to Park Model (park trailer).

Commercial activity: Business entity that involves buying, selling, or any dealings that would cause persons from outside the park to enter for those transactions.

Duly authorized inspection team of the Association: A team consisting of a Board Member and a member of the Building Review Committee. The function of the team is to ensure compliance of ACPZ J-Rules.

Facility: An inclusive item that includes the unit, attached additions, accessory structures, and carports, etc.

Fence: An above ground structure serving as an enclosure, barrier, or a boundary. Usually made of, but not limited to, posts or stakes joined together by boards, wire, or rails. (See West's Encyclopedia of American Law) Other materials include, but not limited to, masonry blocks, concrete, stone, and brick. Natural materials could include, but not limited to, shrubs and trees.

Florida/Screen room: Enclosed addition located within setbacks. Constructed on site without heat or air conditioning, and usually is screened or has plastic windows.  
Can be made into near living space with the addition of AC and heat. (See PCPA)

Guest / Visitor: A person/persons who visit a resident and who may enjoy the activities of the park. Guests/Visitors who are in the park less than 24 hours, and are in the company of the resident need not be registered. (also see "55 plus policy).

Habitable space: Space in a building intended to be used for living, sleeping, eating or cooking. Habitable space can be heated and air conditioned. Any accessory structure located in the setback cannot be made into habitable space. Non-habitable space would include, but would be not limited to: porches, sheds, carports, utility rooms and closets.

J-Rules: Reasonable regulations authored by the J-Rules Committee (comprised of unit owners), and enforced by the Association. These rules are to be signed for and accepted as a condition of purchase by all residents.

Lot: Land only. Official dimensions are shown on the maps of record located in the ACPZ office.

Maintained: Repair of, or replacement of, with like kind. Asphalt roof with asphalt roof, plastic windows with plastic windows, and painting would all be considered "with like kind".

Non-living space: Enclosed space without, but not limited to, heat, air-conditioning, and electricity.

Owner: Individual(s) who are listed on the public record of Pasco County, Florida as having the deed or other instrument establishing title to an RV site. (See DC18.2)

Park Model (park trailer): A Principle living unit meeting one of the following:

- Commercially constructed to ANSI A-119.5 shall not exceed 400 square feet (12ft.x35ft.).
- Commercially constructed to the United States Department of Housing and Urban Development standard shall not exceed 500 square feet (14ft.x35ft.). (See FS DMV320.01-b-7)

(All square footage measurements are of the exterior of the unit excluding any bay windows.)

Pre-existing conforming condition: Any physical condition that exists that does not conform to the latest recorded association documents but was in conformance the day it was installed. It may continue to exist as long as it is maintained. (Determinations of this condition are made from records maintained by the association.)

Pre-existing non-conforming condition: Any physical condition that exists that does not conform to the latest recorded association documents and was not in conformance the day it was installed. It may continue to exist as long as it is maintained, and no changes are made. Any alterations to this condition would require it to be brought completely into compliance with the current J-rules. (Determinations of this condition are made from records maintained by the association.). Before the property can be sold it must be brought into compliance.

Past Pre-existing non-conforming conditions may not be used as justification to violate or misinterpret the most current “J-Rules” that have been adopted by the Unit owners and are the documents of record at Pasco County.

Principle living unit: A commercially manufactured Park Model (park trailer), Motor Home, Fifth wheel, or RV Travel trailer.

Principle Structure: Park Model (park trailer) or Roof-over.

Recreational Vehicle (RV): Commercially manufactured Park Model (park trailer), Motor Home, Fifth Wheel, RV Travel trailer, camping trailer (pop-up), private motor coach, and a truck camper on a licensed truck. (See FS DMV 320.01-b)

Recreational Vehicle (RV) site: A lot including all structures, recreational\_vehicles, and utilities there on.

Renter: A registered tenant who leases a unit, in monthly increments, for their possession and use. They may participate in all allowable activities. (See FS 718.106 (4))

Residents: Owners or renters.

Roof-over: Principle structure that completely covers the buildable area of a lot. For a typical 45ft. wide x 65ft. deep lot the roof-over would be 30ft.wide x 35ft. deep. The 30ft.wide x 35ft. deep dimensions are all that would be required for a lot larger than typical. Comparable to (See Appendix #D-3)

Shall: “Shall” means must!

Shed (free standing): Accessory structure limited to 100 sq. ft. maximum for storage.

Set back line For a typical 45x65 ft. lot with or without a principal building (See Appendix #D-1) (See PCLDC 530.12 F,G,H)

- Front 20 ft. from lot line.
- Exception: Corner lots shall have two 20 ft. front setbacks and two 7 1/2 ft. side setbacks (no rear setback). (See PCLDC) The following lots have vested rights to have one reduced front setback more closely resembling a side yard of 7 1/2 ft. Lots: 30, 53, 68, 100, 163, 184, 215, 223, 260, 290, and 304. (See vested rights determination letter dated 10/10/1989 Pasco County Planning and Zoning Dept.
- 7.5 ft. from lot line. (may be averaged on irregular pie shaped lots Appendix #D-2)
- Rear 10 ft. from lot line. (Exception: Accessory structures may be allowed to be 5 ft from a rear property line on lakefront properties only. The lakefront lot must have sufficient width to build.)

These are the minimum dimensions mandated by the county. (See PCLDC Section 530.12 RV Subdivisions.)

There may be common ground between the front setback and the street. Unit owners are allowed to use this land for grass, stones, and driveways. Parking is allowed except when there is an existing sidewalk.

For an irregular, often pie shaped, lot. (See Appendix #D-2)

Irregular pie shaped properties may have side setback dimensions that are smaller on one end and larger on the other end. This is when averaging is used to locate a building on a lot. (Averaging is calculated by the county during the permit process.)

Larger lots may have dimensions that are greater than the minimum. They may be narrower in the front or rear and deeper than the 65 ft. typical property. An example would be a narrow front pie shaped property where a building must be setback farther from the front property line to allow a 30 ft. +/- wide building to be installed because the front is 25 ft. narrower than the 45 ft. width. Maintaining front setback of 20 ft. minimum between property line to the front of the principal structure is essential.

Larger lots accommodate the construction of larger additions. They must still be built within the setbacks. The Park Model Park Trailer is still limited to the dimensions defined in the ACPZ J-Rules. (See GLOSSARY Park model)

Temporary: Time frame for a condition allowed by the Board at the discretion of the Board.

Unit: Park Model (park trailer), RV travel trailer, Motor Home, or Fifth Wheel trailer.

Unreasonable noise: Sound at such a level that it presents an annoyance to neighbors.

“Vehicles:” Include, but are not limited to, automobiles, pickups, vans, RV’s, motorcycles, mopeds, scooters, golf carts, bicycles/tricycles, and mobility assistive equipment.

Within set back lines: Not to be “in” or “on” the designated setback areas.

For definitions not provided in this glossary, the dictionary located in the\_ACPZ Office shall be referred to.\*

**1. GENERAL RESTRICTIONS:**

In order to maintain a community of congenial residents who are responsive to good management, the Association has certain park restrictions.

- A. Residents must register at the condominium office upon arrival and departure for prolonged absences. The resident is responsible for the registration of all guests/visitors staying over 24 hours.
- B. Recreational facilities are for the sole use of residents, and their guests. Hours of use and rules for use shall be posted.
- C. Quiet hours are 10:00 p.m. to 8:00 a.m.
- D. Clotheslines must be of the umbrella type only. No lines may be secured to trees or utility poles.
- E. Patio lights are allowed within reason.
- F. Hand watering of lawns is allowed and sprinkler systems may be installed. Pumping from ponds/lakes is not allowed.
- G. The construction and maintenance of fences on lots is prohibited. The intent is for unit owners not to install barriers between properties and keep the space between structures as open as possible for safety and aesthetic reasons. This does not preclude the use of fencing materials for maintenance issues like retaining walls, safety railings, or landscape decorations.
- H. Vehicles must not exceed twelve (12) MPH within the condominium park. All traffic laws are to be followed by all drivers.
- I. Vehicles are not permitted on walkways or grass in clubhouse area except for access to designated parking areas. All vehicles must be parked in the designated areas. Golf carts and bicycles may be used on the walkways and grass in order to access the Lake Lehigh park and handicap cart parking near hot tub.
- J. Vehicle maintenance may not be performed upon owner's lots or condominium property. Oil changes are permitted on owner's lots but the oil must not be disposed of anywhere in the park. Washing of vehicles will be allowed.
- K. All vehicles operating between dusk and dawn must have headlights and tail lights. Bicycles, tricycles and mobility assistive equipment must have proper reflectors and lighting.

- L. All automobiles and trucks owned or leased by a resident must display a decal/sticker furnished by the Association.
- M. Natural wood burning fire pits shall not be allowed. Manufactured fire pits and grills including propane, electric, and manufactured processed wood pellets may be used when placed in accordance with manufacturers recommendations.

**2. LIVING ACCOMMODATIONS:**

- A. All lots are designated as RV sites and the only structures permitted as living accommodations are one commercially manufactured, Park Model (park trailer), RV travel trailer, Motor Home, or Fifth Wheel trailer. (See DC-10, DC-18)
- B. Units must be modern, commercially manufactured and presentable in looks and repair. All units are subject to the approval or disapproval of the Association Board.
- C. Excluded among others are mobile homes, tents, truck campers, camping trailer (pop-up or fold out campers), non-commercial buses or RV conversions, boats, and stick built homes.

**3. ADDITIONS AND ALTERATIONS:**

- A. Cabanas, Florida/screen rooms, storage buildings, carports, awnings and wheel covers are allowed, provided necessary permits and approval (in writing) has been obtained from the Association and government bodies with jurisdiction.
  - Cabanas, Florida/screen rooms, and carports must be securely attached to a Park Model or incorporated into a principle structure.
  - Storage buildings or sheds, larger than 100 sq. ft. must be attached to a Park Model (park trailers) or incorporated into a principle structure.
- B. Owners of Park Model (park trailers) shall install:
  - A complete concrete drive to curb within two years after placement of the Park Model (park trailer).
  - Skirting at the time of placement.
- C. Plans and specifications for any additions or alterations showing proper setback plot plan which encompasses the location and setbacks, side and rear clearances as outlined in the glossary term “set back line” must be approved by the Board.
  - Such plans and specifications must set forth in reasonable detail the type and quality of materials, a description of the exterior appearance of the project when completed, and any other details that would be useful to the Board of Directors or requested by the Board for their review.

- Submittals must be on paper no smaller than 8-1/2"x11" for record keeping purposes.
  - Maintenance submittals, such as for painting, need only be in letter form.
  - Unit owners are responsible to obtain any permits required by the "Authority Having Jurisdiction" and submit copies to be filed with parcel records.
- D. The Board will use its best efforts to review as promptly as circumstances permit. (DC 11.3)
- E. Awning/coverings are permitted provided they do not extend over five feet from the unit. They may be constructed of canvas or vinyl, aluminum (permanent fold-down or roll-up). Commercial awnings on recreational vehicles are permitted.
- F. When allowed, porches, landings, or stoops with or without stairs, shall not extend more than 5 ft. into the front setback area or more than 3 ft. into the side setback area.
- G. Accessory structures, such as landings or porches, when allowed in the rear, side, or front setback areas may be enclosed with railings, shades, lattice, or screening (no plastic or glass windows). Being in the setback areas they may not be enclosed with insulated walls, heating or air conditioning. (i.e: cannot be made into living space).
- H. Accessory Structures, when allowed to extend into any setback, do not change the minimum setback requirement for the principal structure.
- I. Roof overhangs of principle structures, when allowed, shall not extend into the setback areas more than 5 ft. in front and 2 ft. on sides and rear.
- J. Covering or enclosing adjoining lots is not allowed.
- K. One free-standing shed is allowed per RV site and must be located to the rear of the lot and within the set back lines.
- L. All projects must be completed within a two-year period, from date of approval, unless granted a written extension of time by the Board of Directors of the Association for reasons of illness, adverse circumstances or other circumstances that may qualify for an extension of time. All requests for an extension of time must be submitted in writing to the Board of Directors at least sixty (60) days prior to expiration of the two-year period and must state in detail the reason(s) for the requested extension.
- M. A porch, landing or stoop, with or without steps, may be located in the setbacks as a means of ingress and egress. When located in the setbacks, they can be enclosed with screening, lattice, or left open. Roof is optional. Any accessory structure located in the setback cannot be made into habitable space.



- N. Accessory structures may be allowed to be 5 ft from a rear property line on lakefront properties only. The lakefront lot must have sufficient width to build.

**4. LIMITATIONS ON ADDITIONS:**

- A. Cabanas, screen rooms and all additions must be within set back lines and must have a concrete or wood base (patio) as a floor. Color to be a good match to RV or white.
- B. All separate and free-standing buildings (accessory structures) are limited to one hundred (100) square feet or less in floor size and must be located to the rear of the lot and within the set back lines.
- Other sizes may be or not be approved by the Board. If approved, larger buildings must be incorporated and attached to an approved principal structure which is either a Park Model or a Roof-over that completely covers the allowable building area.
  - No accessory structures, larger than one hundred (100) square feet in floor size, shall be constructed or set upon a lot until the construction of the principal structure has been actually commenced.
  - Storage buildings may be on skids or a cement base. In any event, buildings must be tied down securely. Roof design must be approved by the Board. Color – white or good match to RV.
- C. Sufficient drainage must be maintained to the lot for runoff from roof, guttering and downspouts, as well as a pitch to concrete pads that will allow runoff to the streets or drains. Under no circumstances should the runoff be directed to a neighboring lot. Appendix #D-5
- D. Carports must be of substantial quality, good matching to unit color or white, subject to Board approval. When allowed, carport posts only (not roof over posts) may be relocated to the outer edge of the existing roof line. Lattice and screening may be directly attached to the posts but not extend out beyond the roof line.
- E. Skirting and wheel covers of substantial quality aluminum, vinyl, fiberglass, block, split block, lattice or canvas type to withstand the weather and wind conditions. Color – good match to the unit or white.
- F. When cementing lots, a drainage area of at least eighteen (18) inches is to be maintained around the perimeter of the lot except for the area where the driveway meets the curb. The drainage area can be grass, stone or other material as may be approved by the Board. (See Appendix #D-5)
- G. Roof-overs with cabanas must leave a 12 ft. by 35 ft. space for the possibility of a future park model to be installed.

**5. STORAGE ON THE LOT**

- A. The exterior use and/or storage of the following are prohibited:
  - i. appliances, large tool chests, open shelving, utility trailers, boats, boat equipment, vehicle parts and anything else not deemed compatible to the unit and surroundings
  - ii. indoor furniture including, but not limited to, couches, recliners and easy chairs, located on open porches, decks, patios and carports.

This includes storage of any item of any type under an RV unless it has been skirted properly. Car tow dollies are permitted on lots within set back lines. Additionally, trailers utilized exclusively for transport of scooters or other mobility equipment, which is medically necessary, may be permitted upon affirmative vote of the Board of Directors, for such time as the medical necessity exists.

- B. Motor Homes, Fifth wheelers, and Travel Trailers must be parked within setbacks. When occupied for periods of time slide outs may extend into the side setback no more than 3 feet.
- C. Only one principle habitable unit is to be located or maintained on each lot. Other RV's permitted if parked within side or rear setbacks.
- D. Those who have a unit on their lot and also an approved licensed recreational vehicle may use these sleeping accommodations for their guests on a short-term basis. The Board shall determine the period of time.

**6. LANDSCAPING:**

- A. Maintenance and care of the lawn and any plantings is the responsibility of the unit owner. If any lot owner allows his lawn or landscaping to become an unsightly or deteriorated condition, the Board will mow and trim the landscaping and bill the owner for any cost.
- B. Flower gardens and landscaping are permitted on lot at owner's discretion.
- C. Any planting or improvements to or on common areas must be Board approved by way of plot plan and type of plantings and/or improvements and then they may become the property of the Association. The Board may disapprove for any reason, including aesthetics.

**7. UTILITY CONNECTIONS:**

Each unit must be connected to utilities in a safe and sanitary manner under existing code.

**ELECTRIC** - proper sized cord and fused properly.

**WATER** -connection without leaks.  
**SEWER** -no air or water leaks, properly trapped (rigid pipe only for park models and other RV's when possible)

**8. TIE DOWN REQUIRED:**

When required by government regulation or if the RV is on location more than six (6) months or RV is stored on location any time between June 1 and November 30, unoccupied, tie downs are required for safety.

**9. INSPECTIONS:**

No unit or additions may remain on a lot for more than five (5) days without the facility having approval by a duly authorized inspection team representing the Association and ensuring compliance with the ACPZ J-Rules and requirements of the Association as to the condition and type of facility. All facilities may be inspected annually as to condition and conformance to these rules and regulations.

**10. PONDS AND LAKES:**

- A. Ponds, lakes and other water areas are for the exclusive use of residents and guests.
- B. Swimming is not allowed.
- C. Gasoline motors are not permitted. Thirty-two (32) lb. thrust electric trolling motors are permitted for fishing only.
- D. Boats: It is the intent of these documents to allow boats, recreational watercraft, for the purpose of fishing or rowing. It is expected that these boats shall be limited to a row boat type and not larger than 14 feet in length. When allowed, such craft may be moored at the dock or on common ground, adjacent to the lake, where it does not interfere with mowing. When removed from the water, such as required during hurricane season, they must be stored outside the park. The boat owner assumes all responsibility and liability for this privilege. (See DC 23.11)

**11. CONDUCT OF OWNERS:**

The lot owner shall not permit or suffer anything to be done or kept in his/her unit;

- A. Which will increase the rate of insurance on the condominium property,
- B. Which will obstruct or interfere with the right of other unit owners,
- C. Which will annoy them by unreasonable noises or otherwise,

D. Nor shall the unit owner commit or permit any nuisance, immoral or illegal act on or about the condominium property.

**12. PETS:**

A. Pets are allowed in the condominium park, but are restricted to species weighing no more than twenty (20) pounds each, and no more than two (2) per unit.

B. When out of doors, pets must be leashed and are permitted in buffer areas around perimeter of park, on the streets, and the resident's site. No pets are allowed in the adjoining area that contains the clubhouse, pool, shuffleboard, mini put, horseshoe pits and pickle ball areas. (With the exception of Service Animals). Pets cannot be leashed out of-doors unattended.

C. Good pet control must be practiced and residents and guests must clean up after their pets.

**13. CHILDREN:**

A. Children are allowed but must be under the supervision of an adult when in the common areas, such as recreational gaming areas.

B. Children under 16 are not allowed in hot tub and sauna.

C. Children under the age of 16 are not allowed to operate a motorized vehicle.

**14. SIGNS:**

A. No signs of any kind shall be displayed without the written consent of the Board.

B. Rules for "FOR SALE" Signs:

1. One sign per lot only not exceeding 16 inches by 24 inches in area.

2. With the approval of the Board, realty agents are allowed to add to the size of the sign to accommodate additional information including, but not limited to, name and phone number of agent, "Sale Pending", "Under Contract", or "Sold".

C. A sales/rental listing board for lots and units will be made available by the Association.

**15. NUISANCES:**

A. No nuisance shall be allowed, nor use or practice which is the source of annoyance to residents (odors from marine life included) or which interferes with the peaceful possession and proper use of the property by its residents.

- B. All properties shall be kept in a clean and sanitary condition, and no rubbish, refuse, or garbage shall be allowed to accumulate or any fire hazard allowed to exist.

**16. COMMERCIAL AND SOLICITATION ACTIVITY:**

- A. No commercial activity of any kind, whatsoever, shall be conducted on or from any lot in the condominium park.
- B. No outside soliciting of any kind, whatsoever shall be permitted in the park!

**17. LEASING OF UNITS AND LOTS:**

- A. Owners (individual or couple) may not lease more than one (1) lot/unit unless they own and reside within and upon a separate lot/unit which they own within the Association, but no lease shall be for less than one (1) month with occupants of the lease to be limited to four (4) persons. (Seasonal leases shall be governed by the same visitation rights as the owner.)

Couple: Two adults married or not, residing at the same address.

The lease of more than two lots/units in this park by an owner(s) is a commercial activity.

Lease options:            Own 1 lot/unit: Reside in or lease.  
                                  Own 2 lots/unit(s): Reside in 1 and lease 1.  
                                  Own 3 lot/unit(s) Reside in 1 and lease 2.

- B. All leases must provide that tenants agree in writing to abide by all of the Rules and Regulations of the Association and that failure to do so is a breach of the lease. Owners must provide copy of current Exhibit "J" to renter and are liable for renter's actions.
- C. Owner must take full responsibility for their rented lots/units and for their rental problems, i.e., utilities, mail key, gate pass, etc.
- D. A copy of the lease/agreement must be filed with the condominium office.
- E. Lease/agreement forms will be available at the office.

**18. PARKING:**

All residents and guests licensed vehicles; i.e.: autos, pickups, vans ,RV's, motorcycles, mopeds, as well as unlicensed vehicles such as mopeds, golf carts, bicycles/tricycles and handicap scooters:

A. Parking in designated parking areas adjacent to common facilities shall be restricted to residents and in-park guests actually using the common facilities or engaging in park-sponsored activities, i.e., carpooling for activities such as bowling, day trips, etc. All other parking in designated parking areas adjacent to common facilities is prohibited, unless approved by the Board. (long term parking on designated parking areas is prohibited unless approved by the board.)

B. Vehicles may be parked on owner's lot but not on side or rear setbacks, nor on sidewalks. Parking is allowed anywhere in the front of the principal structure in the front setback including the front common ground when sidewalks are not present. Corner lots have 2 fronts with parking allowed on both.

C. Visitors may park on street only when an overflow of Section 18B exists for daily visits providing they do not block right-of-way (1 side of street only) but not overnight.

D. Motor homes and travel trailers may be parked in front of units, on the street for the purpose of loading and unloading only, and shall be limited to a maximum of 48 hours.

E. Golf carts and bicycles/tricycles shall park in designated areas.

F. Handicap golf cart parking is by Special Board Permit only.

## **19. VIOLATIONS:**

All rules and regulations contained in the DECLARATION OF CONDOMINIUM, EXHIBIT "J" ARTICLES OF INCORPORATION AND BYLAWS OF CORPORATION MUST BE ADHERED TO.

The policy for enforcement shall be as follows;

1. Letter or phone call by a Board member or appointee.
2. Registered/certified letter with return signature, specifying the violation and time frame for correction.
3. Hearing by the Board with possible fine as spelled out in our documents and Florida law and regulations.

References (Provided for informational purposes only):

FDHSMV = Florida Dept. of Highway Safety & Motor Vehicles  
FS 718 = Florida Statutes  
DC = Declaration of Condominium  
AC = Articles of Incorporation  
BL = By Laws of Corporation  
PCPA = Pasco County Property Appraiser

PCLDC = Pasco County Land Development Code  
West's Encyclopedia of American Law