



Property Owners Association, Inc.

*Avila Property Owner's
Handbook*

NOTES

Avila Property Owners Association

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E-mail: apoa@avilaproperty.org

Website: www.Avilaproperty.org

*Property Owner's
Handbook*

Fiscal Year April, 2016 - March, 2017

INTRODUCTION

NOTES

Dear Property Owner:

On behalf of the Avila Property Owners Association and SICO, Inc., the developer of Avila, we are pleased to provide you with this handbook.

The contents will serve as a handy reference for frequently called numbers, your officers and directors, A.P.O.A. staff, and commonly addressed issues. The space is limited however, so please do not hesitate to call if you have any questions.

By now you are aware of our community's many attributes, and you can be assured that we will continue striving to ensure that your future years in Avila will be enjoyable.

Sincerely,



Tony Muniz, President
Avila Property Owners Association



John R. "Hi" Sierra, Jr.
SICO, Inc. - The Developer

NOTES

FREQUENTLY USED PHONE NUMBERS

AVILA

Security - Main Gate	961-3483
Automated System #1	
Information on Gate Access #2, Live Guard Option #3	
Golf & Country Club	961-1770
Website	www.AvilaGolf.com
Tennis Pavilion.....	968-6792
Pool Pavilion (Seasonal)	962-2472
Golf Pro Shop.....	961-1754
Avila Property Owners Association	949-9768
Fax.....	949-9765
E-mail.....	APOA@Avilaproperty.org
Website	www.Avilaproperty.org
Architectural Review Committee	
(Elizabeth Sandifer-Knight or Kristina Mazza)	949-9768

GOVERNMENT

Emergency (Fire, Sheriff, Ambulance)	911
Fire Department (Non-emergency)	681-9927
Sheriff (Non-emergency)	247-8200
Property Appraiser	272-6100
Tax Collector.....	635-5200
Auto Tags	635-5200
Alligator Control	866-392-4286
Mosquito Control	635-5400

UTILITIES

Tampa Electric Power Outage.....	1-877-588-1010
Tampa Electric Customer Service.....	223-0800
Frontier Telephone Repair.....	1-800-921-8101
Brighthouse TV Cable.....	684-6400
Water Department	272-6680
Emergency Water	744-5600
Garbage Collection Progressive.....	248-3802
Brighthouse High Speed	316-2626

NEWSPAPERS

Tampa Bay Times.....	874-2863
New York Times.....	1-800-631-2500
U.S.A. Today.....	1-800-872-0001
Wall Street Journal	1-800-568-7625
La Gaceta (Tri-lingual).....	248-3921

AREA SCHOOLS

General Information for Hillsborough County Schools..... 272-4096

PRE-SCHOOLS & ACADEMIC

Carrollwood Day School (Early Childhood) 12606 Casey Road.....	963-2388
Carrollwood Day School (Pre-K - 8) 1515 W. Bearss Avenue.....	920-2288
Jewish Community Center (Pre-school) South Tampa - 2710 S. Isabella Avenue.....	835-6614
North Tampa - 13009 Community Campus Drive.....	264-9000
Montessori House 5117 Ehrlich Road.....	961-9295
Bridge Prep @ St. John 2418 Swann Avenue.....	258-5652

PRIVATE

Academy of Holy Names (K - 12) 3319 Bayshore Boulevard.....	839-5371
Berkeley Preparatory (Pre-K - 12) 4811 Kelly Road.....	885-1673
Bowman Center (Pre-K - 3) 3407 Lantania Drive.....	961-1822
Christ Our Redeemer Lutheran School (Pre-K - 8) 304 Druid Hills Road.....	988-4025
Corbett Prep (Pre-K - 8) 12015 Orange Grove Drive.....	961-3087
Hebrew Academy of Tampa Day School (Pre-school - Elementary) 14908 Pennington Road.....	963-2317
Hillel School of Tampa (Pre-K - 8) 2020 W. Fletcher Ave.	963-2242
Jesuit High School (9 - 12) 4701 North Himes Ave.....	877-5344
Most Holy Redeemer (K - 8) 302 E. Linebaugh Ave.	933-4750
Cambridge Christian School (K-3 - 12) 6101 Habana Avenue North.....	872-6744
Tampa Preparatory School (6 - 12) 727 W. Cass Street.....	251-8481

PUBLIC

Lutz Preparatory School (Elementary Charter [K - 5]) 17951 N. US Hwy. 41, Lutz, FL 33549.....	618-1142
Maniscalco Elementary (K - 5) 939 Debuel Road, Lutz.....	949-0337
Potter Elementary (Pre-K & K) 3224 Cayuga East.....	276-5564
Young Middle School (6 - 8) 1807 Martin Luther King Boulevard.....	276-5739
Buchanan Junior High (6 - 8) 1001 Bearss Avenue West.....	975-7600
Gaither High School (9 - 12) 16200 North Dale Mabry.....	975-7340

HIGHER EDUCATION

Hillsborough Community College 4001 W. Tampa Bay Blvd.	253-7000
Stetson University College of Law 1401 61st Street South, Gulfport.....	727-562-7800
University of South Florida 4202 East Fowler Avenue.....	974-2011
University of Tampa 401 West Kennedy Boulevard.....	253-3333

ARCHITECTURAL STANDARDS

Many regulations upheld by our covenants fall under the jurisdiction of the **Architectural Review Committee**. These standards are perhaps the most significant guidelines we possess to ensure the community grows and is maintained to the high standards established by the Avila Property Owners Association.

As with Avila's Declaration of Covenants and Restrictions, you are strongly encouraged to read and understand the design guidelines and refer to them often in your design process. The following is a brief outline of a few of the more significant architectural standards' provisions.

- **No property owner may commence with the construction of physical improvements, landscaping, color or roof changes, addition of play systems, or any other alteration to the existing site without the express written approval of the Avila Architectural Review Committee. Architectural Review Applications may be obtained by calling Elizabeth Sandifer-Knight or Kristina Mazza at 949-9768.**
- The Committee's goal is to maintain a pleasing aesthetic relationship of building to site and building to building, and not to restrict individual creativity or preferences.
- Special site conditions may influence the consideration of the merits of any design. Lot owners and designers should complete a site study before beginning the house layout.
- All fencing and pool enclosure designs must be approved by the Architectural Review Committee and incorporate architectural columns.
- TV antennas, satellite dishes, and other similar devices must be adequately screened from public view and approved in advance by the Architectural Review Committee.
- All property owners must provide regular maintenance to both the homesite and home exterior. Should a private property remain neglected for an inordinate period of time, the A.P.O.A. will have the property in question maintained at the expense of the owner.
- For information or direction regarding architectural matters, you may call Elizabeth Sandifer-Knight or Kristina Mazza at 949-9768.

ACCESS FOR CONTRACTORS AND VISITORS

ACCESS FOR CONTRACTORS:

All contractors and service personnel are required to use the Service Gate off of Florida Ave. No such vehicles will be allowed to enter through any other gate. The hours of operation for the Service Gate are Sunday (Closed), Monday through Friday (7:30 AM - 5:30 PM), and Saturday (8:00 AM - 4:00 PM).

ACCESS FOR VISITORS:

In 2012, Avila Security implemented a high-tech access control system at all gates. This system allows residents to clear guests via an automated phone system, www.gateaccess.net (online portal), or by calling the guardhouse. Anyone entering property without a bar code is required to provide the guard with government-issued ID (driver's license, state ID, passport, etc.). To expedite entry of your visitors, it is always best to clear them in advance otherwise the guard will have to call you for clearance.

COMMUNITY FACTS

THE CLUB

The Clubhouse offers comfortable surroundings for casual to candlelight dining. From the lively Wednesday Family Night buffet to the elegant Sunday brunch, you are sure to be pleased. Private banquet rooms are available for business meetings, wedding receptions, birthday parties, and a variety of other special events.

Avila offers a magnificent 18-hole championship golf course. The par 71 course, plays 6,926 yards from the back tees and offers five sets of tees that cater to all levels of play. Intricately crafted, the Jack Nicklaus Signature Course which was renovated summer 2013 provides a magnificent walk through the state-of-the-art Celebration turf fairways and Champion ultradwarf greens to the mansion-style Clubhouse that depicts the upscale and classic style of Florida and Avila's old world charm. The practice facility includes a two-sided driving range, short game area with three sets of tees, two putting greens with bunkers, and a teaching studio.

The Tennis Pavilion welcomes all levels of play on six well-groomed Har-Tru tennis courts and a fully equipped Pro Shop offering private lessons and group clinics. The 7,000 square foot Fitness facility features an exclusive private Pilates Reformer Studio, Group Fitness Studio, Massage Therapy in rejuvenating Spa Treatment Rooms, and a Juice Bar making it easy to enjoy a healthy lifestyle. Avila's Mediterranean inspired Swim Pavilion provides a sparkling Junior Olympic swimming pool, wade pool, shaded pavilion, snack bar, and playground.

Property Owners are not automatically enrolled as Club Members. For additional information on club fees and dues, please contact Glenn Zito, General Manager, at 961-1770 or Mary Beth Singh, Director of Member Relations, at 969-4127.

THE GOLF COURSE

- Designer: Originally designed by Ron Garl - 1980
Redesigned by Jack Nicklaus - 1988
Renovated by Nicklaus Group - 2006, 2013
- Club Opened: January 1980, Remodeled 2007-2008
- Clubhouse Size: 27,000 square feet
- Total Memberships: 735 (Swim, Tennis, Fitness, Social, Dining and Golf)
- Total Course Yardage: 6,926
- Tournaments: Los Caballeros de Avila (Member/Guest),
Invitational de Avila (Amateur)
- Club General Manager: Glenn M. Zito
- Golf Course Superintendent: Mike Slack

COMMUNITY FACTS

THE DEVELOPER

- SICO, Inc., Avila's development corporation, is wholly owned by the Sierra family.
- Bob Sierra, a Tampa native, is widely known in Hillsborough County and throughout the nation as a highly regarded developer of golf course communities. Together with his partner Jack Nicklaus, the team has created some of the finest golf course communities in the United States. English Turn, Bear Creek, Wynstone, and Country Club of the South are a sampling of Sierra's impressive list of developments.
- The Sierra Family will continue to own the Country Club, giving all property owners the assurance that this centerpiece of the community will be maintained to the highest of standards.

THE PROPERTY

- Avila encompasses 900 acres of naturally beautiful land graced with oak, pine, and cypress trees, abundant wildlife, sparkling lakes and ponds, peaceful conservation areas, and a community park and playground for the exclusive use of Avila property owners and their guests.
- There are approximately 398 residences in Avila. When completely developed, Avila will contain approximately 428 homes.
- Avila is located approximately 10 miles from downtown Tampa and a 20-minute drive to the Tampa International Airport.

THE AVILA PROPERTY OWNERS ASSOCIATION

- The Avila Property Owners Association, Inc. (A.P.O.A.) is a Florida non-profit corporation to which all Avila property owners automatically belong. It is legally responsible for implementing and enforcing community standards and must "protect and maintain the integrity of the developer's grand design and the security of the property owner's investment."
- A.P.O.A. has total responsibility for all common areas, including streets, landscaped medians, the gatehouse, the security system and staff, and easements. It has the power to create a budget and collect fees to support these duties.

COMMUNITY SECURITY

- Avila is protected twenty-four hours a day by gatehouse personnel, continuous security patrols, high walls, natural barriers, and security fencing. Vehicles, entering and exiting, are monitored by a state-of-the-art laser bar code tracking system.
- All gatehouses are monitored by 24-hour closed-circuit audio and video monitoring. Additional protection is available to homeowners through Avila's dual-monitored alarm system. This system is monitored by Avila's Main Gate and Florida Communications, LLC. This system notifies Security of an alarm at your residence, more information on this system is available by contacting the APOA office.

COUNTY UTILITY SERVICES

- All drainage, electric power, telephone, and cable television lines are installed underground. Sanitary sewer and water systems are deeded to the Hillsborough County Utility Department. The A.P.O.A. maintains the ornamental street lamps and storm drains.
- Reclaimed water lines provide a source of unrestricted water for lawn irrigation for Avila residences.

DECLARATION OF COVENANTS, RESTRICTIONS AND ASSESSMENTS

The following is a list of some of the Avila Property Owners Association's (A.P.O.A.'s) most frequently addressed issues. While this list serves as a good guide to procedures within the community, you should consult your copy of the Declaration of Covenants, Restrictions and Assessments for Avila Subdivision for a detailed description of all A.P.O.A. rules and regulations which can be found on Avila's website www.avilaproperty.org.

TRAFFIC SAFETY AMENDMENT

1. Minors are not permitted to operate golf carts. Only drivers licensed by the state of Florida, or any other state in the United States, may operate a motor vehicle or golf cart on the streets in Avila.
2. Neither motorcycles, mopeds, or motorized carts shall be operated within Avila.
3. Traffic safety rules are strictly enforced and violations may result in the assessment of a fine or other actions in law or in equity.
4. The speed limit on all Avila streets is 25 mph; this is strictly monitored by radar. No parking on any street within the community is allowed.

AUTOMOBILE PARKING AMENDMENT

1. All vehicles must be garaged and garage doors must be closed at all times when not in use. Parking on the street is prohibited. If a large number of guests require street parking, Security must be notified in advance so arrangements can be made for proper traffic control signs.

RUBBISH AND TRASH COLLECTION

1. All trash, except lawn clippings and rubbish, shall be made available for back door collection on the appropriate days. Trash must be in plastic bags. No receptacles may be placed at the curb.
2. All recycled material must be INSIDE the container provided and put at the curb on recycle day.

ARCHITECTURAL GUIDELINES

1. All construction, play systems, remodeling, roof changes, additions, or any other change in color, design, or landscaping must have the prior approval of the Architectural Review Committee.

ANIMALS

1. All animals shall be kept on a leash when not within an enclosed area on the property. Animals may not be allowed to run loose.
Sec. 6-32. - Animal waste removal. Any feces deposited by a dog, an owned cat, or pet pig on public property, public walks, recreation areas or the private property of others must be immediately removed by the person who has custody or control of the animal unless otherwise authorized by the property owner.

VEHICLES

1. No mobile home, boat, truck, trailer, or recreational vehicle may be visible on the property. Motorized scooters are prohibited from being operated in Avila.

GENERAL SAFETY AND SECURITY MEASURES

1. Everyone should practice good security measures. Keep your home, car doors, and windows locked. Always report suspicious people or activities to Security.
2. When planning to be out of town, please make arrangements so that newspapers do not accumulate on the driveway. Always leave a contact number with Security.
3. Visitors are not permitted to digress through Avila unaccompanied. Parents should keep abreast of who their children are clearing into Avila and be certain that all visitors are aware that their clearance allows them in Avila while in the company of the resident or the resident's children.

Avila Security, Maintenance, and common area landscape contractors operate under the direction of A.P.O.A.'s Executive Director. If there are any questions, disagreements, or misunderstandings in a security matter or in the conduct of any personnel, please call Elizabeth Sandifer-Knight, Executive Director of A.P.O.A., at 949-9768.

PROPERTY OWNERS ASSOCIATION BOARD OF DIRECTORS AND STAFF FISCAL YEAR APRIL, 2016 TO MARCH, 2017

The Avila Property Owners Association Board of Directors is the official governing body of the Property Owners Association. It is firmly committed to establishing and promoting sound policies regarding the Association's operation. The Association through the Board of Directors must ensure that the community's security, maintenance, architectural standards, and all other services provided, uphold the highest standards possible at the greatest value to each property owner.

If you have any questions regarding the Association or the Association Committees, please call Elizabeth Sandifer-Knight, Executive Director at 949-9768.

Officers

Tony Muniz President.....	968-1779
Bob Albrecht Vice President, Safety & Security Comm. Chair.....	917-1141
Nancy Khan Secretary, Playground Comm. Chair	964-1467
Andy Joe Scaglione Treasurer, Administration & Finance Comm. Chair.....	968-4996
Tom Snow Legal Liaison	961-1534

Directors

Charles Cailliau Architectural Review Committee	785-3384
Jack Cohen Architectural Review Committee.	265-3450
Mike Jones Architectural Review Comm. Chair	962-1596
Lois Older Landscape Comm.....	269-4411
Thomas Paradise Landscape & Maintenance & Road Comm. Chair	265-9490
John R. (Hi) Sierra, Jr. Club Liaison.....	963-5856
J.R. Sierra Club Liaison.....	962-0440

Staff

Elizabeth Sandifer-Knight Executive Director	949-9768
Frank Whitehead Staff Sergeant.....	961-3483
Ron Kreger Deputy Chief of Security	961-3483
Kristina Mazza Executive Assistant	949-9768