



## **WELCOME TO HUNTINGTON!**

Dear New Homeowner,

On behalf of your association's Board of Directors, welcome to the community! We are happy that you have chosen Huntington as your home.

We are including some helpful information about your community. You will find some general information including rules and gate access, an Alteration Approval Form (to be submitted and approved prior to any exterior changes to your home), and a form to submit your contact information (telephone and email), if you would like to receive emails pertaining to your neighborhood.

We look forward to having you as our neighbor and hope you will enjoy the beautiful community of Huntington for many years to come.

On Behalf of the Board of Directors for Huntington HOA of Pinellas County, Inc.,

Jim Mateka, LCAM  
Community Manager  
Ameri-Tech Community Management, Inc

727-726-8000; Ext. 269  
[jmateka@ameritechmail.com](mailto:jmateka@ameritechmail.com)

# HUNTINGTON

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For the enjoyment and safety of our residents and their guests, the following rules and regulations for our Huntington Community have been in place for many years. The Huntington Homeowners Association wishes to maintain and enforce the following simple rules:

**Vendor Hours** are Monday through Friday 8:00am to 5:30pm. Vendors include, but are not limited to, lawn services, landscapers, contractors, carpenters, roofers, plumbers, electricians, furniture/appliance deliveries, etc. The Huntington Homeowners Association understands that emergencies may arise with air conditioning and plumbing situations.

**Garbage Collection:**

- The City of Safety Harbor collects garbage on Wednesdays, yard waste on Wednesdays, and recycle collection is on Fridays. Garbage may be placed curbside evenings the day before collection **after 5:00 pm.**
- The City of Safety Harbor collects non-bagged brush on Wednesdays. Brush must be placed curbside no earlier than Tuesday. Bagged brush and lawn clippings may be included with the regularly scheduled garbage pickup (see above).

By following these guidelines, you are respecting the integrity and appearance of our lovely community.

**Speed Limit:** A 15 MPH speed limit has been in force and posted since the Huntington Community was established in 1984. Please respect your neighbors, their children, and their pets by adhering to this speed limit. Please be sure to remind your guests and service people of our policy.

**Exterior Alterations:** Any alterations to the exterior of your home such as painting, roofing and major landscaping must be reviewed and approved prior to commencement by the Architectural Review Committee. An alteration form must be completed and submitted by the homeowner. Forms may be obtained via the website ([www.huntingtonhoa.org](http://www.huntingtonhoa.org)) or by contacting our Community Manager, Jim Mateka, at Ameri-Tech Community Management 727-726-8000 Ext: 269 or by email at [jmateka@ameritechmail.com](mailto:jmateka@ameritechmail.com).

**Overnight Parking:** Overnight parking on the street is not permitted. In addition, all boats, trailers, motorcycles, and motorized recreational vehicles must be parked inside garages and concealed from public view.

**Open Houses:** Public real estate open houses for sale are not permitted.

This is a partial list of guidelines included in the Huntington deed restrictions. We encourage you to read this document thoroughly as it provides a comprehensive outline of those rules that help make our community beautiful and unique.

Welcome to Huntington!



Huntington Homeowners Association of Pinellas  
County

Carol Crawford, President

Gloria Woods, Vice President

Susan Ulrey, Treasurer

Nancy Caplan, Secretary

Steve Puskas, Director

Richard Van Peer, Director

Brian Conlon, Director

Barbara Stroh, Director

Robin Zymroz, Director

MANAGEMENT COMPANY

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HUNTINGTON HOMEOWNERS' ASSOCIATION  
ELECTRONIC GATE ACCESS PROCEDURES



The Huntington Homeowner's Association's Board of Directors adopted the Gate Manual. Per the Association's governing documents and Florida Statute 720, the rules contained within regarding owner and vendor access are enforceable.

# RESIDENT USE

## Main Entrance Gates:

Activate your remote control as you approach the front entrance.

Your remote will open the gates and allow access to the neighborhood.

DO NOT TAILGATE ANOTHER VEHICLE THROUGH THE GATE. THE GATE MAY CLOSE AND HIT YOUR VEHICLE.

WHEN FOLLOWING ANOTHER VEHICLE, WAIT UNTIL YOU OBSERVE THE GATE RE-OPENING BEFORE YOU PROCEED.

If you do not have your remote control with you, follow these steps:

Homeowners are assigned 4-digit personalized code (or use the first four (4) digits of the old personal codes).

To use code:

1. Push the button designated by the # symbol once
2. Enter your personalized 4-digit code
3. The gate will open
  - If incorrect code is entered, re-enter code to gain access
4. Go to HELP screen when necessary

## Pedestrian Gate

Enter your personal code into the keypad. The gate will automatically unlock.

# VISITOR ACCESS

Homeowner's names are listed alphabetically on screen.

Visitor will use arrow keys to locate the homeowner's last name.

**Visitor will enter homeowner's 3-digit code from directory. System will dial to your home phone or number placed on file.**

1. Homeowner will answer phone
  - Screen will display amount of time available to talk.
2. Homeowner will press "9" to allow visitor access through car gate
3. To deny access, homeowner will hang up phone without pressing "9"

## **Temporary Use Codes**

One-time use codes are available to permit a visitor or vendor to enter the community on a limited basis.

Each homeowner has been provided (1) one-time use code. Additional codes may be obtained from Ameri-Tech Community Management (727)-726-8000.

Using a temporary code:

Press # then enter 4-digit code

### **What action do I take if my code does not work?**

Retry the code. If the code still fails, contact a neighbor to gain entrance. Report the code problem to Ameri-Tech Community Management as soon as possible.

### **What if I forget my home's personalized code?**

Contact Ameri-Tech Community Management to obtain your code number.

### **What action do I take if my transmitter does not work?**

Manually enter your code number into the gate system keyboard. Report the transmitter problem to Ameri-Tech Community Management

**How do I open the gate if I do not have my transmitter with me?**

Enter your individual code number into the gate system keyboard. If you forget your code number, contact management.

**What should I do if my transmitter is broken, or I lose the transmitter?**

Contact Ameri-Tech Community Management. You are responsible for the transmitters and will be required to pay a nominal fee for any additional transmitters beyond the initial two transmitters that have been provided.

**Can I get more than two remote transmitters?**

Yes. Additional transmitters are available at a nominal fee. Contact Ameri-Tech Community Management.

**Can my remote transmitter be programmed into my in-car transmitter system?**

Generally, no. Most car systems will not accept the remote transmitters.

**Who should I call if the gate system fails?**

**How do I open the gate if I am walking into or out of the community?**

Please use the pedestrian gate for safety. Enter your personal code into the keypad next to the pedestrian gate.

**What should I do if someone tailgates me into the community?**

Direct the tailgate vehicle out of the community.

**Should I wait for the gate to close behind the car in front of me before I attempt to gain access?**

Yes. The gate is programmed to close immediately behind each vehicle. If you attempt to enter behind another vehicle, the gate may close on your car and cause damage to your vehicle and the gate.

**How do I change my code?**

Contact Management during regular business hours.

**Who else has access to my personalized code?**

Ameri-Tech Community Management

**Who maintains the code system?**

Ameri-Tech Management has primary responsibility.

**Who assigns the utility company a code?**

Ameri-Tech Community Management assigns codes.

**How do I allow access to a visitor who will arrive when I am not at home?**

You can provide the visitor with a temporary access /code. Contact Ameri-Tech Community Management if you need a new one-time access code.

**How do I allow access for a visitor or temporary houseguest who will require repeated entrance to our community?**

If your visitor will be making several visits to your home, Ameri-Tech Community Management can assign a temporary code number to your visitor.

**May I have a code to allow a number of guests to enter for a special occasion such as a party?**

Yes. Codes can be assigned to allow unlimited entry for a limited period of time. The time limitations are determined by the resident making the code request.

**Who should have access to my personalized code?**

Only your immediate family members residing in Huntington should have your personalized code number.



If you want to provide a non-resident family member with an access code, contact Ameri-Tech Community Management.

*It is important for you to safeguard your personalized code. Do not share this code with other non-resident visitors.*

If someone else obtains your code number, contact Ameri-Tech Community Management and a new number will be assigned.

**What should I do if a neighbor has let in a vendor during the non-access hours?**

Report the incident via email or call Ameri-Tech Community Management.

**How is the access period determined?**

The hours for vendors remain at the current 8am-5:30pm, M-F. No holiday or weekend access is allowed. Only selected delivery services such as newspapers, small parcel, flowers, etc. are permitted outside these hours.

If you have an emergency that requires immediate attention by a vendor (plumber, electrician, etc.), Ameri-Tech Community Management or Board President.

**What should I do if I discontinue using a vendor?**

Notify Ameri-Tech Community Management. Unauthorized vendors should not be allowed access to the Community. Vendors will be issued code numbers to record their entrance into the community. Code numbers for unauthorized vendors will be reviewed every 6 months and as necessary will be purged from the system.

**How do the fire department, police and emergency vehicles gain access after-hours?**

The fire department has a special key to open the gate. The police and emergency vehicles have a code number.

**How does UPS, Fed Ex, cable tv, or newspaper delivery persons gain entrance after hours?**

They have code numbers that are specific to their company.

**When/where will pictures be taken of people entering/exiting Huntington?**

Video images will be taken of everyone who enters a code. Vehicle images will be taken every time the entrance or exit gate opens. An additional image will be taken of the vehicle license at the entrance gate.

**How can I view the video images?**

Contact Ameri-Tech.

**How long will you store the video image and the code record?**

The images will be stored for approximately 2-3 weeks.

**How can I check to see if someone has entered Huntington and used my code or transmitter?**

Contact Ameri-Tech Community Management and request a code review.

**Does the entrance phone system enable me to speak to the person at the gate?**

Your designated phone will enable you to speak to the person at the gate.

**Does the entrance phone allow me to speak to someone at the pedestrian gate?**

No. The phone system only works at the vehicle gate.

**I prescreen my calls. What happens if it goes into message mode before I pick up?**

Nothing. You will have to wait until your party tries again.

**How can access be denied to someone at the front gate?**

Simply hang up the phone.



## WELCOME TO HUNTINGTON!

If you would like to receive emails and information pertaining to your neighborhood, please complete the information below.

Your Name \_\_\_\_\_

Your Address \_\_\_\_\_

\_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email address \_\_\_\_\_

Your Signature \_\_\_\_\_

Fax, mail, or email this form to:

Ameri-Tech Community  
Management, Inc  
Attn: Jim Mateka

727-726-8000 Ext. 269  
727-723-1101 FAX

[jmateka@ameritechmail.com](mailto:jmateka@ameritechmail.com)

## Property Maintenance Guidelines for Huntington Homeowners

(Approved by Huntington Board of Directors on June 8, 2022)

**House** – Neat and Attractive Condition (By Laws Section 2.12). The following should be clean, in good repair, and free from obvious dirt, mold, debris, rust and fading:

- Roof
- Paint
- Brick
- Windows
- Chimney - Chimney Cap should be painted to match house.
- Exterior Lighting – Fixtures should be intact (no peeling paint, no broken or missing glass, no missing parts, functioning)
- Satellite Dishes must not be visible from street.

**Landscaping** – Neat and Attractive Condition (By Laws Section 2.12):

- Sod – Sodded front and side lawn (Floritam or other ARC approved ground cover), free from weed covered areas and debris, watered and maintained to achieve a healthy appearance.
- Shrubs and Plantings – Trimmed and maintained to achieve healthy appearance. Dead and diseased plants should be replaced. Leggy plants should be pruned to achieve healthy growth or replaced.
- Trees – Remove dead or diseased trees and limbs, includes removal of dead palm fronds.
- Planting beds should be free of weeds and mulched.
- Equipment for well, water treatment, water softeners, generators, propane tanks, pool and a/c should be screened so not visible from street or any lot. (By Laws Section 2.19(h))
- Landscape curbing – Intact, level, clean and free from moderate to severe dirt, mold, and stains.
- Landscape lighting – Fixtures should be upright, intact and cords hidden from view.

**Sidewalks/Driveways:**

- Free from weeds. Clean and free from moderate to severe dirt, mold, and major stains.
- Free from debris, including mulch, and tripping hazards. Free from low hanging tree limbs and shrubbery that interfere with ease of pedestrian usage of sidewalk. Note: Raised or uneven sections of concrete should be remedied by grinding or replacing that section.
- Driveways should be maintained in good repair. Large cracks and heaved sections should be repaired or replaced. Driveways with pavers or paver inserts should be level.
- All trailers and vehicles with signage must be parked in garage overnight. Storage in driveway not allowed.
- Vehicles should not be parked extending over or blocking sidewalk, and should not be parked on grass or lawn areas.
- No watercraft, RVs, golf carts, or other recreational vehicles can be parked outside the home.

**Mailboxes** – Mailbox and attached post maintained straight, in good condition/repair, and vines/shrubbery growing over mailbox maintained.

**Trash Cans** – Maintained in location where not visible from front property line. Trash and trash can to be placed curbside no earlier than the evening before collection, and emptied cans removed from curbside same day as collection. (By Laws Section 2.22)

**Fences** – Must not be visible from street and must be clean, upright and properly maintained.

**Hurricane Shutters** – Used only when needed during an approaching named storm. Many not be installed more than seven days prior to and must be removed seven days after the storm has passed or when safe to do so.

### **\*\*IMPORTANT NOTES FOR HOMEOWNERS\*\***

- Homes using water from wells must prevent rust/iron stains from occurring on home, plants, trees, sidewalks and driveways. Drainage of rust/iron water onto common areas or neighboring property is not acceptable.
- Homeowners completing landscape, paint, roof, window, fencing, mailbox and solar panel installation/changes must receive ARC approval prior to start. Projects are to be completed within one month of start. Lawn ornamentation and use of curbing visible from street also require ARC approval. If ARC approval was not granted for any of the covered projects, the changes will be reviewed and homeowner may receive a letter for corrective action.
- Properties adjacent to the walls must allow access to the face of the wall for maintenance completed by the association. Trees, plants and their root systems must be maintained away from the wall to prevent structural damage and allow access.
- All children's toys, including bicycles and sports equipment, must be taken inside each evening.
- Contractors may only work Monday – Friday between the hours of 8:00AM and 5:30PM, not on weekends and Federal holidays.
- The above attempts to cover the more common issues/concerns and is not a complete list. Other violations may be noted and issued as needed.



## Architecture Approval Form

The Huntington Homeowners Association requires an Architecture Approval Form to be submitted to the Architectural Review Committee (ARC) for approval to any modifications to the homeowner's land and/or structure. This allows us to maintain the community appeal and values we all share.

Submitted data should include the scope of work (with material, colors, photographs/ sketches/drawings) to be completed, estimated start and completion dates, and approximate cost. Approval will be decided based upon the "Articles of Incorporation for the Huntington Homeowners Association" maintaining the value and desirability of the land as a residential community.

Changes to the following need to be submitted 30 days prior to execution of the work. Please submit the form with attached documents by either using the Huntington HOA Web Site or email to [jmateka@ameritechmail.com](mailto:jmateka@ameritechmail.com) . If you prefer you can hand deliver the information directly to Ameritech at 24701 US Hwy 19N #102, Clearwater FL 33763.

- ROOF - Replacement must be gory tile, cedar shakes of equal quality or equal quality roofing approved by the Architectural Review Committee. A tile sample must be provided for approval.
- EXTERIOR PAINT - Include manufacturer and color number(s). A paint color sample must be painted on the house (minimum 1 ft. x 1 ft.) and be visible from the street. Painting must include the chimney cap to match color of house.
- LANDSCAPING- All lot modifications must be approved. This includes landscaping and permanent structures. If grass is to be replaced it must be replaced by Floratam Sod or a substitute as approved by the Architectural Committee per section 2.1900 of the Articles of Incorporation of the Huntington Homeowner Association.
- WINDOW REPLACEMENT - Include the scope of work materials, colors, and photos.
- MAILBOX – Include in the scope of work materials colors, and photos.
- FENCES AND WALLS - Include in the scope of work materials, colors, and photos.
- EXTERIOR LIGHTING - Include in the scope of work materials, colors, and photos.
- SOLAR PANELS - The Huntington HOA Board has established community standards that do not prohibit the installation of panels but does require ARC approval. Please submit scope of planned work with diagram.
- CONCRETE SLABS - - Include in the scope of work materials, colors, and photos.

**\*\*Please remember that contractors may only work Monday – Friday between the hours of 8:00AM and 5:30PM, not on weekends and Federal holidays. \*\***

C/O: Ameri-Tech Community Management, Inc.  
Attn: Jim Mateka  
24701 US HWY 19 N, Suite 102  
Clearwater, FL 33763  
727-726-8000 Ext: 269 FAX: 727-723-1101  
[jmateka@ameritechmail.com](mailto:jmateka@ameritechmail.com)

## Architecture Approval Form

Date: \_\_\_\_\_ Owner Name(s) \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Proposed Alteration(s):

- Exterior Paint (Displayed on house must be a 1 by 1 foot paint sample of color(s) for approval.)
- Roof\* (Roof Sample must be provided for approval)
- Landscaping (Tree removal requires permit)
- Window Replacement\*
- Exterior Lighting
- Mailbox
- Fence\*
- Solar Panels\*
- Concrete Slabs\*

\*- Permit required by City/County

Proposed Start Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_ Approximate Cost: \_\_\_\_\_

Describe the Alteration:

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Attach Photos/Sketches/Drawings, etc.

Association shall not be liable for any claim, loss, damage, or liability whatsoever arising from the improvement being made to this property. Please refer to your homeowner documents for further detail.

We request approval of the alterations listed/attached above in accordance with the documents of the Huntington Homeowners Association.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Print \_\_\_\_\_

Print \_\_\_\_\_

ARC Committee member: Approved/Disapproved

Comments:

Signature of ARC Board Liaison: \_\_\_\_\_

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