



**ATTENTION ALL NEW HOME BUYERS:**

AS OF APRIL 14TH, 2005, THE BOARD OF DIRECTORS ADOPTED A NEW RULE REGARDING THE PURCHASE OF A NEW MOBIL.

THE RULE STATES:

- (12) THE **MANUFACTURER** MUST NOTIFY THE PORT CARLOS COVE OFFICE (239) 463-5457, TEN (10) DAYS BEFORE DELIVERY OF THE UNIT.

This allows PCC the time to notify all parties involved to make sure that the unit is set properly.

All Owners who have already purchased a new home please notify your sales rep. of our latest requirement.

Thank You

A handwritten signature in cursive script that reads "Richard W. Hobbs".

President, Port Carlos Board of Directors

SITE CHANGE APPROVAL REQUEST  
PORT CARLOS COVE INC. 1802 MAIN STREET, FORT MYERS BEACH, FL 33931

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PRESENT SETBACK DESCRIPTION: Lot size \_\_\_\_\_ Front \_\_\_\_\_ Length \_\_\_\_\_  
Front setback \_\_\_\_\_ Rear setback \_\_\_\_\_  
Left side \_\_\_\_\_ Right side \_\_\_\_\_

Useable distance from present structure using 10% of frontage or for irregular lots 10% of frontage measured at the 15-foot setback. Left side \_\_\_\_\_ Right side \_\_\_\_\_

Seawall setbacks: Decks minimum 5 ft. depending on height ---- Plantings 5 ft. ---- Pavement 10 ft.

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SKETCH OF REQUESTED CHANGE

- Distribution:
1. Copy of unprocessed request to office file
  2. Original request to site committee
  3. Committee approved original to Board
  4. Copy of Board approved request to requestor and copy to requestor office file

# PORT CARLOS COVE, INC. SITE CHANGE AGREEMENT

I \_\_\_\_\_, as a member of the Port Carlos Cove cooperative, have requested approval to make a change at my site. As a member of PCC cooperative and a leaseholder located at \_\_\_\_\_

I have the legal obligation to meet the guidelines, rules and regulations of the Park as it applies to this site change. As well as complying with other Federal, State, County, and City requirements and any other Park requirements I agree to:

1. Have an approved Site Change Request Form .
2. Assume responsibility for compliance to the approved request.
3. Seek approval for any changes made to the original request.
4. Maintain a clean and orderly construction site.
5. Assume full responsibility for supervising the project and contractor compliance to Park regulations.
6. Have any property damage repaired
7. Pay any expense incurred by the Park associated with the project.

I understand and agree that should I, or any of my contractors, fail to meet any of the Park requirements, the Board of Directors may take whatever legal action necessary to bring the change into compliance.

Member signature: \_\_\_\_\_ Date \_\_\_\_\_

Witness signature: \_\_\_\_\_ Date \_\_\_\_\_

Notarized: State of Florida – County of Lee

The foregoing instrument was acknowledged before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_  
Print notary name

\_\_\_\_\_  
Notary signature

(seal)

Personally known \_\_\_\_\_  
Identification produced \_\_\_\_\_



## PCC Requirements for New Manufactured Home

### Installations

**To avoid any last minute surprises or delays, please thoroughly read and familiarize yourself with the following listed requirements.**

**If you have any questions pertaining to these requirements, please contact the Board of Directors before proceeding with your plans.**

**(1) Site request must be received by PCC Site Committee prior to any work being done at the Site.**

**An information package will be sent, outlining all restrictions and requirements applying to that specific "Lot".**

**(2) A Plot drawing will be supplied by PCC Site Committee showing Front & Side setbacks that are required for that specific Lot.**

**These setbacks must not be covered by rooflines in any way.**

**(3) A survey may or may not be required but Stakes must be installed and maintained throughout the entire installation.**

**If a survey is required, the cost for this survey will be the responsibility of the Owner.**

**(4) A cad drawing must be supplied by your contractor or dealer showing the correct placement of your unit on the lot adhering to all guidelines.**

**Placement of air conditioners and stairs must also be shown before receiving Board approval.**

**(5) The Parks responsibility is to supply 125-amp service to each lot. Any modifications that result in changes to this policy will be the responsibility of the homeowner / contractor.**

**(6) ~~New Homes using the existing 125-amp service will be required to install a 125-amp emergency breaker box attached to side of Home.~~**

**(7) All new Homes after July 2012 By County Order will have to install 200 amp service from the transformer at the owners expence.**

**(8) All new Homes shall install Downdraft heating and cooling units at proper elevation and tight to side of Home. Use common sense and consideration of your neighbor.**

**(9) All skirting installed on new and existing mobiles must have access and be of a removable type, preferably not concrete.**

**(10) Site must be cleared of excess building materials and garbage in a timely manner.**

**(11) Maintenance of sewer lines from cleanout in front of unit, back to the home, are the responsibility of the homeowner.**

**(12) The Manufacturer must notify the Port Carlos Cove Office    ~ ~    (239) 463-5457, ten (10) days before delivery of the unit.**

**Signature** \_\_\_\_\_

\_\_\_\_\_

**Date** \_\_\_\_\_

\_\_\_\_\_

**(Revised-03/04/05)-**

**Revised-04/14/2005**

**Revised 07/01/2012**





From: Port Carlos Cove, Incorporated Board of Directors

To: Members of Port Carlos Cove, Incorporated

Date: July 12, 2012

Subject: Change to the Procedures for Supplying Electrical Power to Units

1. In the past week the State of Florida Building Code overseers have directed a change in the application of the building code as it applies to power distribution.
2. While trying to avoid technical discussion, PCC's power distribution system currently is rated at 150 amperes available at the individual units. Manufactured homes have in recent times been built with the capacity to accept 200 ampere service. In the past this has presented no problems since most of our homes have master circuit breakers rated at 150 amperes.
3. A change in policies at the state level has dictated that any new unit with a 200 amp. capacity must be supplied by a circuit capable of carrying 200 amps. Our current system does not meet that standard.
4. In the past the Corporation has assumed responsibility for the wiring from the power distribution point (usually your electric meter) to the point where electricity enters your home. Most are aware of the numerous problems we have with old underground wiring which fails, and for which the Corporation has borne responsibility to repair.
5. This recent change means that all new units added to the park subsequent to the State's change of policy will require that the wiring from the distribution point to the home be replaced. This often requires tunneling under roads and driveways, and thus is an expensive procedure which the Corporation cannot afford to pay for.
6. The Corporation will continue to bear responsibility for the maintenance of existing power lines as it has in the past. However, hence forward anyone who installs a new unit or upgrades their unit to accept 200 amps. must personally bear the expense of providing for distribution of electricity from the power distribution point to their unit.

Revised formula for setback regulations: 3/16/2002

- (1) Front setback is to be 15 ft. from the road, measured parallel to the side lot lines.
- (2) Rear setback to be 10 ft. from inside seawall cap measured again parallel to the lot lines.
- (3) Front side setback is equal to 10 % of lot frontage, measured at the 15 ft. setback.
- (4) Rear side setback is 10% of rear lot width, measured at the 10 ft. setback from the inside seawall cap.

It may be more than but not less than the front setback.

**Board approved: 3-6-2002**

**Height restrictions for setting new mobiles:**

The Maximum height restrictions in Port Carlos Cove will conform to Lee County's minimum.

- a. The first requirement is that the floor of the mobile has to be at flood level or above. The flood level for Fort Myers Beach area is between 11ft. and 12 ft. Port Carlos Cove is between 4ft. and 7ft. above sea level.

**\* FEMA has allowed an alternate application that is being used in PCC.**

- b. There has to be **3 ft. between grade (determined by seawall cap) and the I beam of the mobile** which brings the set to just over 4 ft.
- c. All new mobiles will be limited to a single story.