

Architectural and Landscape Review Guidelines

Village Plaza Condominium Association

Effective Date: **Revised December 15, 2021**

Corrected for Management Company and Website – 8/20/23

These Architectural and Landscape Review Guidelines are issued as a supplement to the current Village Plaza Condominium Association Rules and Regulations and governing documents, including: Declaration of Condominium, Bylaws, and Articles of Incorporation to preserve the integrity of our community. Each owner should receive a copy of these documents when they purchase a unit. They are also available on the Village Plaza Website:

<http://www.villageplazacondo.com/> . Occupants and owners shall keep and obey all Architectural and Landscape Review Guidelines which are passed from time to time by the Association Board of Directors.

For any architectural change, the Board of Directors reserves the right to enter the premises to review any interior work being performed, and to see a copy of all required permits and contractor licenses. Owners will cease all work if proof of compliance of all state and county regulations cannot be provided.

Failure to comply with these guidelines could result in fines up to \$100 per day and removal of the non-approved architectural change at the owner's expense. Architectural or Landscape changes that were made without written approval prior to the July 2015 "Clean the Slate" letter sent to all owners are grandfathered in for the current owner. However, the Board reserves the right to require that unauthorized changes that fall outside these approved Architectural and Landscape Guidelines be brought up-to-date before a sale of the property will be approved.

Violations of the Architectural and Landscape Review Guidelines may be reported to the Board of Directors using the Violations Form, which can be found online at the Village Plaza Website, at the Village Plaza Clubhouse, and at the end of these Architectural Review Guidelines.

Questions regarding these Architectural and Landscape Review Guidelines may be directed to the Village Plaza Board of Directors or our management firm:

Sunstate Association Management Group
5602 Marquesas Circle #103
Sarasota, FL 34233
Lauren Wilson, CAM
941-870-4920

Email: teammember5@sunstatemanagement.com

Website: www.sunstatemanagement.com

CONTENTS

Topic	Page
Application, Review Procedures and Contractor Hours	4
Villas:	
1. Air Conditioning Units	5
2. Antennas	5
3. Arbors and Trellises	5
4. Awnings	5
5. Bird Houses and Bird Feeders	5
6. Courtyards	6
7. Courtyard Gates	6
8. Courtyard Light Fixtures	6
9. Driveways and Walkways	6
10. Doors	7
11. Exterior Maintenance	9
12. Exterior Painting	9
13. Fences	9
14. Flags	9
15. Fountains, Spas, and Water Features	9
16. Garage Doors	10
17. Garden Ornaments and Wall Art	10
18. Gutters	10
19. Hurricane Protection	10
20. Interior Alterations	11
21. Lanais	11
22. Landscaping	12
23. Mailboxes	13
24. Satellite Dishes	14
25. Signs	14
26. Skylights	14
27. Solar Panels	14
28. Statuary and Planters	14
29. Windows	15
30. Window Tinting	15

Condominiums:

1.	Air Conditioning Units	15
2.	Antennas	15
3.	Arbors and Trellises	15
4.	Bird Houses and Bird Feeders	15
5.	Carports, Parking Areas and Walkways	15
6.	Doors	15
7.	Exterior Maintenance	16
8.	Exterior Painting	16
9.	Hurricane Protection	17
10.	Interior Alterations	17
11.	Lanais	18
12.	Landscaping	19
13.	Signs	19
14.	Skylights	19
15.	Solar Panels	19
16.	Walkways & Parking Lots	20
17.	Wall Art	20
18.	Washers and Dryers	20
19.	Windows	20
20.	Window Tinting	20

APPENDIX A

Approved Village Plaza Landscape Plants	21
Approved Village Plaza Landscape Plants Illustrated	24

APPENDIX B

List of projects requiring permits and when licensed contractors are required	63
----------------------------------------------------------------------------------	----

APPENDIX E

Approved Village Plaza paint colors	65
-------------------------------------	----

Architectural & Landscape Review Guidelines

Application, Review Procedures, and Contractor Hours:

All homeowners requesting an Architectural Review (AR) approval should submit an Architectural Review Request application form to:

Village Plaza Condominium Association, Inc.
Board of Directors
3555 Hispania Place
Sarasota, FL 34232

Architectural Review Request applications can be found online at the Village Plaza Website: www.villageplazacondo.com or at the Village Plaza Clubhouse. The application should include the name of the contractor, details about what change is being requested, examples of other Village Plaza residents that have this same modification, colors, etc. Attachments should include detailed drawings, contractor insurance and permit information, and any other such items that the board may deem necessary to review the request.

Once received, the AR has 30 days to respond to the homeowner. In the event that the AR fails to approve or disapprove plans submitted to it within 30 days, the homeowner should bring the request directly to a weekly workshop meeting or monthly board meeting to receive approval in person. If a homeowner is not available to meet in person, they may request a telephone meeting with the appropriate board members or may designate, in writing, a proxy to attend a meeting with the Board to review the request. Homeowners who proceed without getting an approval from the Board risk fines and potentially having to remove the change at their own expense.

Once an application is received by the AR, an initial review is made by the President and either the Board member in charge of Landscaping or the Board member in charge of Maintenance, depending on the type of change request being made. A determination is made as to whether there is sufficient information needed for consideration. If the request falls within the scope of changes allowed in these Architectural Review Guidelines, the application should then be signed by the Board President and the appropriate Board member who initially reviewed the request. If the request is outside the scope of these Architectural Review Guidelines, the application should be reviewed by the entire board at the next board meeting and owner comments invited. Once a majority decision is reached by the board, the Board President and one other board member will sign the application, either approving or denying the application.

Once a decision is made, the reason ~~is~~ will be stated on the application, and a Board member or the Management Company will notify the homeowner in writing. A copy of the signed application will be retained in the homeowner's file and a second copy in a general file of all AR requests. The appropriate member of the Board of Directors and/or Management Company specifically reserves under the AR the right of entry and inspection upon any Villa or Condominium for the purpose of determination by the AR whether the approved request meets with the description of change requested in the application. Arrangements for inspection shall only be during reasonable hours and after notice to the home owner.

Contractors are allowed to work on premises as needed, however, no construction noise (sawing, pounding, use of power tools, etc.) is allowed before the hours of 8:00 AM or after 7 PM weekdays and Saturdays. No construction noise is allowed Sundays or any legal Holidays before 10 AM or after 5 PM.

Contractor's vehicles may not be on premises after 9 PM or overnight without permission from the Board. Nor should they block the adjoining driveway or any driveway in the community at any time. Waste trailers must be removed at the end of each day or stored in an enclosed garage.

Villas:

1. Air Conditioning Units:

It is the responsibility of the Homeowner to maintain and/or replace the Central Air Conditioning Unit. Window air conditioning units are not allowed. Villa Air Conditioning Units are to be in the attic or garage and condensers on the ground on a concrete pad located in either the rear or on the side of the structure. In the event that a lanai has been enclosed and supplemental air conditioning is needed a Mini-split Air Conditioning Unit is allowed with the condenser being placed on a concrete pad adjacent to the lanai. An Architectural Review Application is Required.

2. Antennas:

No outside antennas, satellite dishes, or other signal receiving dishes or equipment are allowed unless they can be concealed within the enclosed lanai or on the private courtyard. These cannot be placed on roofs, exterior walls, or other common elements. (See #24: Satellite Dishes.)

3. Arbors and Trellises:

Arbors and Trellises may be installed inside the courtyard but must not exceed either the wall or fence height depending upon the Villa style. No such arbors or trellises may be placed on the exterior walls or common grounds.

4. Awnings:

Architectural Review Application Required. Retractable awnings are allowed on the front wall of the Villa inside the courtyard. Color selections must be compatible with existing wall and trim color. Homeowners must supply a copy of the contractor's proposal, colors and samples of the product being used. Work cannot begin until a building permit has been obtained and posted, per building code. The contractor is required to supply a Certificate of Insurance in the amount of \$100,000.00 to the Association.

5. Bird Houses and Bird Feeders:

Bird Houses and Bird Feeders are not allowed.

6. Courtyards:

Architectural Review Application Required. Existing front courtyards may be altered from the existing condition. They may be full or partial garden. They may be full or partial poured concrete, tile or paver over concrete, or paver over sand.-They must be of a neutral earth-tone color of light tan, gray, or sandstone. The courtyard and walkway pavers shall be a flat finish with non-slippery surfaces. The existing sidewalk leading from the courtyard entrance to the front door may be altered as well to match the new courtyard. Sidewalks outside of the courtyard entrance to the driveway may remain concrete or may be replaced with neutral-colored pavers or tiles that match the courtyard walkway. To avoid tripping hazards and interference with trimming and edging equipment, no edging material of any kind is allowed on the lawn-side of the walkway from the courtyard to driveway. Homeowners must supply colors and samples or pictures of the paving product to be used when they submit the Architectural Review Application. Any damage to irrigation or plumbing pipes due to changes to the courtyard or walkways is the homeowner's responsibility to repair at their expense.

7. Courtyard Gates:

Architectural Review Application Required. Courtyard gates are allowed. Depending upon the Villa style, the gate must be no higher than the pillar at the courtyard entrance or must fit within the arch. Homeowners must supply a photo or drawing of the gate showing that the style matches at least one other villa gate already installed, a copy of the contractor's proposal, colors and samples of the product being used. Black or dark bronze are the only approved colors. The homeowner and future owners are responsible for repairing any damage to the wall, pillar, or concrete due to the installation of the gate or existence of the gate over time. Maintenance to keep the gate free of rust and aesthetically appealing is the responsibility of the owner. The contractor is required to supply a Certificate of Insurance in the amount of \$100,000.00 to the Association.

8. Courtyard Light Fixtures:

Architectural Review Application Required. Courtyard Light Fixtures may be replaced or changed. Homeowners must supply a photo of Light Fixture with the Architectural Review Application. Lights at the front of the garage (flood lights or carriage lights) are allowed, but any decorative lights on front of the garage must be of a similar Spanish style used in the courtyards and require an Architectural Review Application with a picture.

9. Driveways and Walkways:

Driveways and Walkways are the responsibility of the Association with the exception that if the walkway between the driveway and villa courtyard is replaced by the owner to match the courtyard (See #6 Courtyards), repair and upkeep of that walkway becomes the responsibility of the owner and future owners.

10. Doors:

Architectural Review Application and Building Permit Required. Sarasota County requires that new exterior doors and windows must have a building permit and meet current hurricane rating standards. See below.

A. Sliding Glass Doors:

Architectural Review Application Required. Existing Sliding Glass Doors may be replaced. The new Sliding Glass Doors may vary in size from the existing sliding glass doors. If additional framing is required to reduce the size of the opening the new exterior wall must match the existing stucco. The new Sliding Glass Doors are to be white or a milled aluminum color, single light (no grills) and must meet the current Florida Building Code. These Sliding Glass Doors must be installed by a licensed contractor and a building permit obtained.

Homeowners must supply a copy of the contractor's proposal and the door specifications with their application. Work cannot begin until a building permit has been obtained and posted, per building code. The contractor is required to supply a Certificate of Insurance in the amount of \$100,000.00 to the Association.

B. French Doors:

Architectural Review Application Required. French doors, sometimes referred to as patio doors, may be substituted when replacing sliding glass doors to the interior lanai or exterior courtyard. The new French doors may vary in size from the existing sliding glass doors. If additional framing is required to reduce the size of the opening the new exterior wall must match the existing stucco. French Doors are to be white-and must meet the current Florida Building Code. These French doors must be installed by a licensed contractor and a building permit must be pulled. Homeowners must supply a copy of the contractor's proposal and the French door specifications with their application. Work cannot begin until a building permit has been obtained and posted, per building code. The contractor is required to supply a Certificate of Insurance in the amount of \$100,000.00 to the Association.

C. Converting Sliding Doors on the Front Facade to Windows:

Architectural Review Application Required. Existing Sliding Glass Doors may be removed and replaced with a window. Additional framing will be required to reduce the size of the opening. The new exterior wall must match the existing stucco. Please note that egress windows are required in every room used for sleeping purposes. Rooms with a closet are considered rooms for sleeping purposes. To maintain visual continuity the Window should be a horizontal sliding window, two-lite (no grills), white or milled aluminum color and must meet the current Florida Building Code. The finished window sill should be set at 18" above the finished floor. The rough wood frame opening should be approximately 52½" wide and 62¼" high. This size window meets the Florida Building Code requirement for egress and is visually compatible with those Villas with original sliding doors. These Windows must be installed by a licensed contractor and a building permit must be pulled. Homeowners must supply a

copy of the contractor's proposal and the Window specifications with their application. Work cannot begin until a building permit has been obtained and posted, per building code. The contractor is required to supply a Certificate of Insurance in the amount of \$100,000.00 to the Association.

D. Front Doors:

Architectural Review Application Required. Homeowners must supply a drawing or photo of the door and a description of the material and color. The standard color and style of the front door is dark brown (same as building trim) with eight raised square panels. The standard and non-standard front door colors and finishes for villas are listed on Appendix E. Villa Front doors of a different style or painted a color other than the standard dark brown trim color require prior written approval by the Board of Directors, and when the villas are painted, those doors will be not be painted and the owner takes responsibility for painting their own door.

The new door may vary in size from the existing door. If additional framing is required to alter the size of the opening the new exterior wall must match the existing stucco. The new door must meet the current Florida Building Code. The door must be installed by a licensed contractor and a building permit must be pulled. Homeowners must supply a copy of the contractor's proposal and the door specifications with their application. Work cannot begin until a building permit has been obtained and posted, per building code. The contractor is required to supply a Certificate of Insurance in the amount of \$100,000.00 to the Association.

E. Screen Doors for Front Doors:

Architectural Review Application is Required. Screen doors may be installed or replaced at the Front Door location. The doors may be all screen or a combination of screen and glass, with or without a solid bottom panel. The frame color should be beige to match the stucco color of the building, dark brown to match the trim, or the same color as the approved door color. Screen doors should not be of colors other than those stated above and listed in Appendix E. Homeowners must supply a drawing or photo of the Screen Door and a description of the material and color. Building permits are not required.

F. Screen Doors for Front Sliding Patio Doors or French Doors:

Screen doors are optional, and no building permit is required. They may be a full sliding screen panel or a retractable screen. If a full panel, the frame color should be white, a milled finish (aluminum color), or the beige stucco color of the building. If a retractable screen, the housing should be the same color of the door or a beige color to blend with the building color.

G. Entryway to Covered portion of the courtyard:

Neither French doors nor screen doors may be installed at the front entrance to enclose the covered portion of the courtyard. However, a pull-down, roll-up, or motorized screen may be installed on the inside ledge of the entryway if it is not

visible from the street when in an up position. Villa owners may temporarily drop the screen for protection from the sun or insects when home, but should keep it out of sight the rest of the time.

11. Exterior Maintenance:

Exterior Maintenance of Villas is the responsibility of the Association with the exception of Doors, Screens, Garage Doors, and Windows, which are the responsibility of the Homeowner. See Topic 8, 14 and 23 for further explanation. The Association also maintains roofs – both the tile roof and flat roof over the lanai with the exception of the outer 3 feet of the flat roof added to lanais to cover the original open screened portion of the Lanai roof. If the lanai roof is unaltered, it is the responsibility of the Association to repair leaks. Where the Lanai roof has been altered from its original open screened state, any leaks to that portion of the roof is the responsibility of the Homeowner. See Topic 19 for further explanation.

12. Exterior Painting:

Exterior Painting is the responsibility of the Association approximately every 10 to 15 years. Painting includes all exterior walls, doors and garage doors. Homeowners may paint their Courtyards more frequently at their own expense, but the color must match the exterior stucco color. The exact colors are posted in Appendix E and can be obtained from a local Sherwin Williams paint store. The Association is not responsible for painting interior walls or ceiling of villa lanais.

13. Fences:

Other than the Villas where a fence exists at the Courtyard, no may be placed by an owner. Repair and painting of the Courtyard fence is the Association's responsibility. The Association, at its discretion, may place, repair, or replace fencing within common landscaped areas as deemed necessary.

14. Flags:

Flying a standard American Flag, 50 stars and 13 stripes, is allowed, but proper flag guidelines must be followed, such as, not flying it during a storm and lighting it if left up at night. No other flags are allowed. Stanchions may be placed on the wall between the garage door and the front entrance or on the fascia directly above.

15. Fountains, Spas and Water Features:

Architectural Review Application Required. Decorative Fountains and Water Features may be installed inside the courtyard but must not exceed either the wall or fence height depending upon the Villa style. These Fountains or Water Features must conform to the use designated for this type of courtyard. The intent of the courtyard is for use as a garden patio. The installation of Fountains or Water Features may not create a liability to the Association or cause harm or noise problems for neighboring units. Homeowners must supply a drawing or photo of the Fountain or Water Feature and a description of the material and color.

Outdoor hot-tubs and spas on Courtyards are allowed only if they are small, 2-3 person, and are not visible from the street and do not make excessive noise when running. Architectural Review Application is required. Homeowners must supply a copy of the licensed contractor's proposal with all specifications, and a building permit must be obtained and posted, per building code. The contractor is required to supply a Certificate of Insurance in the amount of \$100,000.00 to the Association. No spas or hot-tubs are allowed on any enclosed lanai.

16. Garage Doors:

Architectural Review Application is required to replace garage doors. They are to be dark brown to match the trim color or beige to match existing light stucco wall color (See Appendix E for specific colors), 32 raised panels to match existing and must meet the current Florida Building Code. These garage doors must be installed by a licensed contractor and a building permit must be pulled. Homeowners must supply a copy of the contractor's proposal and the garage door specifications with their application. Work cannot begin until a building permit has been obtained and posted, per building code. The contractor is required to supply a Certificate of Insurance in the amount of \$100,000.00 to the Association.

The Association will repair and paint garage doors at the time that villas are painted every 10 to 15 years. Home owners will have the option to choose one or the other color, no matter the current color, at time of painting.

17: Garden Ornaments and Wall Art:

Installation of Garden Ornaments and Wall Art is allowed within the boundaries of the Courtyard and Lanai. Installation of Garden Ornaments and Wall Art is not allowed outside the boundaries of the Courtyard and Lanai on Common Elements.

18: Gutters:

Architectural Review Application Required. Additional gutters and downspouts may be installed on the front or back of Villas at the owner's expense. The gutter color must match the existing fascia color while the downspouts must match the beige stucco color of the exterior walls. The installation, if required, must meet the current Florida Building Code.

Modification of existing gutters and the addition of new gutters or downspouts on the front or back of Villas is allowed at the owner's expense. The gutter color must match the existing fascia color while the downspouts must match the beige stucco color of the exterior walls. The installation, if required, must meet the current Florida Building Code.

Cleaning and repair of gutters, once approved, become the responsibility of the Association. Gutters are typically cleaned once a year unless an additional cleaning is requested with a work-order submitted by the homeowner.

19. Hurricane Protection:

Architectural Review Application Required. Various forms of hurricane protection are acceptable. All permanently installed externally mounted hurricane protection needs to be aesthetically compatible with the exterior color. Any type of system installed within the lanai can be activated when the owner is away. Only clear hurricane panels can be activated on the remaining doors or windows for the outside the entire hurricane season, June 1st through November 30th. Roll-down shutters and accordion shutters can only be activated on a temporary basis during a hurricane watch, a hurricane warning period, or when NOAA's projection places Village Plaza in the possible cone. Exterior roll-down shutters and accordion shutters must be retracted within fourteen days of the end of the storm projection unless another storm is imminent. The Hurricane Protection must meet the current Florida Building Code. The Hurricane Protection must be installed by a licensed contractor and a building permit must be pulled. Homeowners must supply a copy of the contractor's proposal and the Hurricane Protection specifications with their application. Work cannot begin until a building permit has been obtained and posted, per building code. The contractor is required to supply a Certificate of Insurance in the amount of \$100,000.00 to the Association.

- A. Exterior roll-down shutters either motorized or manual. The color of the cover for the roll down shutters must be a beige that blends with the beige stucco color of the exterior paint. The color of the roll down shades must be a light neutral color.
 - B. Exterior accordion shutters. The cover of the housing for the accordion shutters must be a beige that blends with the beige stucco color of the exterior paint. The accordion panels must be a light neutral color.
 - C. Clear Hurricane Panels. The color of the tracks or clips for the clear hurricane panels must match the exterior paint or the milled finish of the window frame.
 - D. Permanent Clips, painted the color of the building may be added to the exterior of windows to hold temporary protective materials such as plywood, but must be installed by a qualified person and requires an Architectural Review Application. These temporary materials may only be up during the actual period of a hurricane or tornado warning and must be removed within 24 hours of the warning being lifted.
20. Interior Alterations:

Interior Alterations are allowed but only following Sarasota County guidelines for use of contractors and required permits. If the Interior Alteration involves the removal of interior walls (load-bearing or not) or the relocation of interior walls, an Architectural Review Application is required along with a signed and sealed engineer's report indicating that the alteration does not affect the structural integrity of the building. Work may not proceed until the Application and the engineer's report have been submitted and approved.

No Interior Alterations which conflict with any current code requirements are allowed when they would impact or cause alterations to the exterior of the Villa.

- A. All structural work done on the interior of the unit must be done by a licensed contractor with all appropriate building permits have been obtained and posted, per building code. **See Appendix B** for a list of projects requiring permits and when licensed contractors are required.
- B. All interior work for plumbing and electrical must be done by licensed contractors and permits pulled where required by state and county law.

21. Lanais:

Architectural Review Application Required. Existing lanais may be altered from the existing condition.

- A. Architectural Review Application Required. Sliding glass doors or French doors may be installed under the existing header. If additional framing is required to reduce the size of the opening the new exterior wall must match the existing stucco. Sliding glass doors or French doors are to be white and must meet the current Florida Building Code. The sliding glass doors or French doors must be installed by a licensed contractor and a building permit must be pulled. Homeowners must supply a copy of the contractor's proposal and the sliding glass door specifications. Work cannot begin until a building permit has been obtained and posted, per building code. The contractor is required to supply a Certificate of Insurance in the amount of \$100,000.00 to the Association.
- B. Architectural Review Application Required. The lanai may be converted to a Florida room following in the footprint of the existing concrete slab. The Florida room is to be constructed using a bronze, white or aluminum frame system with a white composite roof slab and meet the current Florida Building Code. The base wall is to be 24" high with sliding glass windows above. The exterior windows are to be bronze, white, or aluminum single lite (no grills). The door is to be bronze with a single hung, single lite window. The conversion must be done by a licensed contractor and a building permit must be pulled. Homeowners must supply a copy of the contractor's proposal and the conversion specifications. Work cannot begin until a building permit has been obtained and posted, per building code. The contractor is required to supply a Certificate of Insurance in the amount of \$100,000.00 to the Association.

22. Landscaping:

A. Courtyard:

Approval to change or add small plantings within the Courtyard is not required. However, fruit-bearing trees or shrubs are not allowed, nor are invasive plants or trees that may have extreme overgrowth or cause foundation damage. If the change requires alteration of or supplementation to the existing irrigation system, the expense will be absorbed by the Homeowner.

B. On the Common Element:

A Landscape Review Application is required when requesting a change in landscape plantings for aesthetic reasons, and the expense for the change will be borne by the homeowner. If existing plant material is diseased, dying or dead, the homeowner may submit a work order, and the expense to replace it will be absorbed by the Association. Consideration of the Homeowner's choice of replacement material will be considered, but the Board will make the final determination about whether the plantings need to be replaced and of the most appropriate type of plant to be used.

For aesthetic changes to their landscaping, homeowners may submit a Landscape Review Application to change or add plantings on the Common Element immediately adjacent to their Villa both front and rear, and in the case of an end unit, the side. (Homeowners may not alter the landscaping on other common areas such as along a border wall or fence without the written permission of the Board.) Fruit bearing trees, fruit bearing bushes and artificial plant materials are not allowed. If the change requires alteration of or supplementation to the existing irrigation system, expense will be absorbed by the Homeowner. Plantings adjacent to villa walls must have room to be trimmed 12 inches between the wall and the plant. The plant needs to be maintained below the height of the villa roof and walls.

To avoid tripping hazards and interference with trimming and edging equipment, no edging material of any kind is allowed on the lawn-side of the walkway from the courtyard to driveway

- 1) Mulch - Homeowners do not need to submit a Landscape Change Request Form to add mulch or bark around their plantings or mailboxes. The costs of the materials are to be borne by the homeowner. The color should be black.
- 2) Plantings around mailboxes - Homeowners do not need to submit a Landscape Change Request Form for the addition of plantings around their individual mailboxes. But the homeowner will be responsible for maintaining and trimming those plantings.

Homeowners must supply a rough drawing of the area where the change is requested. That drawing must include the location and common plant name of the material requested.

C. Approved Landscape Plants:

See Appendix A 2021.11.30 for a list of approved Village Plaza landscape plants. The list of plants may change from time to time due to new guidance from our landscaper or the Florida Extension Service. Appendix A 2021.11.30 Attached.

23. Mailboxes:

Mailboxes and posts are the responsibility of the Association. Alteration of the Mailboxes and posts in any manner is not allowed.

Planting decorative plants around mailboxes is allowed without a Landscape Review Application, but maintenance of the plantings falls to the homeowner.

24. Satellite Dishes:

Satellite dishes are not allowed unless they can be concealed within the enclosed lanai or on the private courtyard. These cannot be placed on roofs, exterior walls, or other common elements. (See Villa #2 Antennas.)

25. Signs:

Home Security Monitoring Signs are allowed. The sign should not exceed 24” in height. In the front of the villa the sign should be placed in the garden between the garage and the front entrance. In the rear of the villa the sign should be placed between the lanai door and the window. In no way should the placement of the sign impede the work of the landscape crew. See Rules & Regulations for temporary “Open House” signs. No other signs are allowed on premises or in the common elements without the express written permission of the board of directors.

26. Skylights:

Architectural Review Application Required. Tubular Skylight Tunnels are allowed after a duly signed and notarized AGREEMENT AND COVENANT TO RUN WITH THE LAND (Appendix G) has been recorded with Sarasota County (see below). Architectural Review Application Required. The Tubular Skylight Tunnels must be installed by a licensed contractor and a building permit must be pulled. Homeowners must supply a copy of the contractor’s proposal and the Tubular Skylight Tunnel specifications with their application. Work cannot begin until a building permit has been obtained and posted, per building code and the contractor has supplied a Certificate of Insurance in the amount of \$100,000.00 to the Association. The “Agreement and Covenant to Run With The Land” can be found online at the Village Plaza Website, at the Village Plaza Clubhouse and at the end of these guidelines (Appendix G). Once installed the Tubular Skylight Tunnel along with the adjacent roof becomes the sole responsibility of the Homeowner and future homeowners. The Association assumes no responsibility for any all associated repairs or leaks.

27. Solar Panels:

Solar panels and related equipment are not allowed unless they can be concealed within the enclosed lanai, on the private courtyard, or on the flat lanai roof where they cannot be seen from the street and will be the responsibility of the owner to install and maintain. Solar panels cannot be placed on tile roofs, exterior walls, or other common elements.

28. Statuary and Planters:

Statuary and Planters may be placed inside the courtyard but must not exceed either the wall or fence height depending upon the Villa style. Planters may not be placed on walkways outside the courtyard or on common elements in front or back of villas.

29. Windows:

Architectural Review Application Required. Replacement windows are to be the same size as the existing windows, white, or milled (aluminum color), single lite (no grills) and must meet the current Florida Building Code. These windows must be installed by a licensed contractor and a building permit must be pulled. Homeowners must supply a copy of the contractor's proposal and the window specifications with their application. Should an opening need to be increased in size an engineer's report signed and sealed must accompany the application. Work cannot begin until a building permit has been obtained and posted, per building code. The contractor is required to supply a Certificate of Insurance in the amount of \$100,000.00 to the Association.

30. Window Tinting:

Tinting of existing windows and doors is allowed. The approved film must meet the following specifications; Total Solar Rejected 61% or less, UV Light Rejected 99.9% and Glare Reduction 73% or less.

Condominiums:

1. Air Conditioning Units:

It is the responsibility of the Homeowner to maintain and/or replace the Air Conditioning Unit.

2. Antennas:

No outside antennas, satellite dishes, or other signal receiving dishes or equipment are allowed unless completely concealed on the enclosed lanai.

3. Arbors and Trellises:

Arbors and Trellises are not allowed outside the unit.

4. Bird Houses and Bird Feeders:

Bird Houses and Bird Feeders are not allowed.

5. Carports, Parking Areas and Walkways:

Driveways and Walkways are the responsibility of the Association.

6. Doors:

Architectural Review Application Required. See below.

A. Sliding Glass Doors:

Architectural Review Application Required. Existing Sliding Glass Doors may be replaced. The new Sliding Glass Doors may vary in size from the existing sliding glass doors. If additional framing is required to reduce the size of the opening the new exterior wall must match the existing stucco. The new Sliding Glass Doors are to be white, single lite (no grills) and must meet the current Florida Building Code. These Sliding Glass Doors must be installed by a licensed contractor and a building permit must be pulled. Homeowners must supply a copy of the contractor's proposal and the French door specifications with their application. Work cannot begin until a building permit has been obtained and posted, per building code. The contractor is required to supply a Certificate of Insurance in the amount of \$100,000.00 to the Association.

B. French Doors:

Architectural Review Application Required. French doors, sometimes referred to as patio doors, may be substituted when replacing sliding glass doors. The new French doors may vary in size from the existing sliding glass doors. If additional framing is required to reduce the size of the opening the new exterior wall must match the existing stucco. French Doors are to be white, single light (no grills) and must meet the current Florida Building Code. These French doors must be installed by a licensed contractor and a building permit must be pulled. Homeowners must supply a copy of the contractor's proposal and the French door specifications with their application. Work cannot begin until a building permit has been obtained and posted, per building code. The contractor is required to supply a Certificate of Insurance in the amount of \$100,000.00 to the Association.

C. Front Doors:

Architectural Review Application Required. Homeowners may replace their front doors at their own expense, but the style and brown color must substantially match the other condo doors.-The new door must meet the current Florida Building Code. The door must be installed by a licensed contractor and a building permit must be pulled. Homeowners must supply a copy of the contractor's proposal and the French door specifications with their application. Work cannot begin until a building permit has been obtained and posted, per building code. The contractor is required to supply a Certificate of Insurance in the amount of \$100,000.00 to the Association.

D. Screen Doors for Front Doors:

Architectural Review Application Required. Screen doors may be installed or replaced at the Front Door location. The doors may be screen or a combination of screen and glass, and the frame must be a dark brown that matches the trim color. (See Appendix E for approved condo door color.) Homeowners must supply a drawing or photo of the Screen Door and a description of the material and color.

7. Exterior Maintenance:

Exterior Maintenance is the responsibility of the Association with the exception of Doors, Screens and Windows which are the responsibility of the Homeowner. See Topic 8 for further explanation. If the original Lanai is unaltered,

maintenance it is the responsibility of the Association. Where the Lanai has been altered from its original state it is the responsibility of the Homeowner.

8. Exterior Painting:

Exterior Painting is the responsibility of the Association, which will be done approximately every 10 to 15 years. Painting includes all exterior walls and doors, including the walls and ceiling of the interior lanai if it has not been altered from its original open state. If the Lanai has been enclosed, the Association is not responsible for any painting or repair of the altered or interior limited common elements.

9. Hurricane Protection:

Architectural Review Application Required. Various forms of hurricane protection are acceptable. All permanently installed externally mounted hurricane protection needs to be aesthetically compatible with the exterior color. Any type of system installed within the lanai can be activated at any time for the entire hurricane season, June 1st through November 30th. Only clear hurricane panels can be activated on the remaining doors or windows for the outside the entire hurricane season. Exterior roll-down shutters and accordion shutters can only be activated on a temporary basis during a hurricane watch, a hurricane warning period, or when NOAA's projection places Village Plaza in the possible cone. Roll down shutters and accordion shutters must be retracted within fourteen days of the end of the storm projection unless another storm is imminent.

- A. Roll down shutters either motorized or manual. The color of the cover for the roll down shutters must match the exterior paint. The color of the roll down shades must be a neutral color.
- B. Accordion shutters. The cover of the housing for the accordion shutters must match the exterior paint. The accordion panels must be a neutral color.
- C. Clear Hurricane Panels. The color of the tracks for the clear hurricane panels must match the exterior paint.
- D. Permanent Clips, painted the color of the building may be added to the exterior of windows to hold temporary protective materials such as plywood but these temporary materials may only be up during the actual period of a hurricane or tornado warning and must be removed within 24 hours of the warning being lifted.

10. Interior Alterations:

Interior Alterations are allowed. If the Interior Alteration involves the removal of interior walls or the relocation of interior walls an Architectural Review Application is required along with a signed and sealed engineer's report indicating that the alteration does not affect the structural integrity of the building. Work may not proceed until the Application and the engineer's report have been

submitted and approved. Work cannot begin until all required building permits have been obtained and posted, per building code.

No Interior Alterations which conflict with any current code requirements are allowed when they would impact or cause alterations to the exterior of the Condo building.

- A. All structural work done on the interior of the unit must be done by a licensed contractor with all appropriate building permits pulled. **See Appendix B** for a list of projects requiring permits and when licensed contractors are required.
- B. All interior work for plumbing and electrical must be done by licensed contractors and permits pulled where required by state and county law.
- C. C. Acoustic Underlayment Flooring underlayment is the layer between the floor covering and the subfloor. The underlayment's effectiveness at preventing impact noise transmission both "airborne" and "impact noise" is measured by its Impact Insulation Class (IIC). The higher a material's IIC, the more effective it is at insulating impact noise.

The Uniform Building Code (UBC) requires floor and ceiling assemblies in multi-family housing to have an IIC of 50 or higher. Florida Building Code 2010, Chapter 12, Section 1207 Sound Transmission:

1207.2 Air-borne Sound. Walls, partitions and floor/ceiling assemblies separating dwelling units from each other or from public or service areas shall have a sound transmission class (STC) of not less than 50 (45 in field tested) for air-borne noise when tested in accordance with ASTM E 90.

The above applies to carpet, tile, solid wood, engineered wood, vinyl and all other flooring. The replacement or installation of any of the above requires an Architectural Review Application along with complete specifications of the underlayment indicating the IIC rating. Work may not commence until the Application has been approved.

11. Lanais:

Architectural Review Application Required. The lanai may be converted to a Florida room by adhering to following guidelines. Sliding glass doors may be installed inside the existing header. The existing openings may not be altered. Sliding glass doors are to be white, single lite (no grills) and must meet the current Florida Building Code. The sliding glass doors must be installed by a licensed contractor and a building permit must be pulled. Homeowners must supply a copy of the contractor's proposal and the sliding glass door specifications. Work cannot begin until a building permit has been obtained and

posted, per building code. The contractor is required to supply a Certificate of Insurance in the amount of \$100,000.00 to the Association.

12. Landscaping on the Common Elements Around the Condo Buildings:

Condo owners must submit a Landscape Review Application to make a change in in landscape plantings for aesthetic reasons for landscaping immediately adjacent to their condo unit, and the expense for the change will be borne by the homeowner. If existing plant material is diseased, dying or dead, or needs special trimming, the homeowner may submit a work order, and the expense to replace or repair it will be absorbed by the Association. Consideration of the Homeowner's choice of replacement material will be considered, but the Board will make the final determination about whether the plantings need to be replaced and of the most appropriate type of plant to be used.

Homeowners may not alter the landscaping on other common areas such within the common courtyard, around common mailboxes, or around the condominium parking lots or dumpsters. That work must be done by the Association's landscapers or with the express written permission of the board of directors. Fruit bearing trees and shrubs, as well as artificial plants are not allowed. Plantings adjacent to the condo building walls and lanais must have room to be trimmed 12 inches between the walls and the plant. Homeowners must supply a detailed drawing of the area where the change is requested. That drawing must include the location and common plant name of material requested.

- A. Mulch - Homeowners do not need to submit a Landscape Change Request Form to add mulch or bark around their plantings. The costs of the materials are to be borne by the homeowner. The color should be black.
- B. Approved Landscape Plants: See Appendix A 2021.11.30 for a list of approved Village Plaza landscape plants. The list of plants may change from time to time due to new guidance from our landscaper or the Florida Extension Service. Appendix A 2021.11.30 Attached.

13. Signs:

The only signs allowed are Home Security Monitoring Decals. The Decal may be placed on any glass surface on the front of the Condo and any glass surface on the rear of the Condo. Temporary "Open House" signs may be placed in front of the unit for a maximum of 24 hours prior to and during an open house. No other signs are allowed on premises or in the common elements without the express written permission of the board of directors.

14. Skylights:

Skylights are not allowed in condo units.

15. Solar Panels:

Solar panels are not allowed on the roof of any Condominium building. Depending on the cost efficiency and aesthetics of solar installations, solar roofing may be considered by the Board of Directors in the future for carports and other surfaces of the condominiums that would not be visible from the ground.

16. Walkways & Parking Lots:

Parking lots and Walkways are Common Elements and are the responsibility of the Association. Owners requesting the placement of paving stones for easier access from the carport to the interior walkways should put in a Work Order for Board approval. Only cars are to be parked under the carports – no bicycles, trailers, or other personal items should be placed within the carports.

Walkways are to be unencumbered, free of patio furniture, bikes, potted plants and planters. Architectural Review Application is Required for “Dead End Walkways” for approval to place furniture or planters there.

17. Wall Art:

Wall Art is not allowed on any exterior walls on the condo common elements.

18. Washers and Dryers:

Washers and Dryers are not allowed within any condo unit, regardless of whether a previous owner installed the plumbing hook-ups for them.

19. Windows:

Architectural Review Application Required. Replacement windows are to be the same size, finish and design as the existing windows and must meet the current Florida Building Code. These windows must be installed by a licensed contractor and a building permit must be pulled. Homeowners must supply a copy of the contractor’s proposal and the window specifications with their application. Should an opening need to be increased in size an engineer’s report signed and sealed must accompany the application. Once approval has been granted a copy of the building permit must be submitted. Work cannot begin until a building permit has been obtained and posted, per building code. The contractor is required to supply a Certificate of Insurance in the amount of \$100,000.00 to the Association.

20. Window Tinting:

Tinting of existing windows and doors is allowed. The approved film must meet the following specifications; Total Solar Rejected 61% or less, UV Light Rejected 99.9% and Glare Reduction 73% or less.

Appendix A 2021.11.30

Village Plaza Condominium Association

3555 Hispania Place
Sarasota, FL 34232

Appendix A November 30, 2021
Village Plaza Landscape Plant List

Agapanthus praecox
Allamanda cathartica
Amaryllis hippeastrum
Arboricola, all green
Arboricola, variegated
Beach Sunflower, helianthus debilis
Bird of Paradise, strelitzia reginae
Bird of Paradise, strelitzia alba
Bougainvillea
Bromeliad
Bromeliad, guzmania
Bromeliad, stekken
Caladium
Canna Lilly
Clusia Pitch Apple
Copper Plant, red
Copper Plant, tri-color
Creeping Ficus, all green
Creeping Ficus, variegated
Croton, petra
Croton, mammey
Croton, oak leaf
Croton, sunny star
Drift Rose, coral
Drift Rose, lemon
Elephant Ears, alocasia odora
Elephant Ears, Alocasia infernalis
Fiddle Leaf Fig, ficus lyrata
Firebush, hamelia patens
Firebush, russelia equisetiform
Frangipani, plumeria
Gardenia, gardenia augusta florida

Ginger, alpina zerumbet
Green Island Ficus, macrocarpa
Heliconia, bihai
Heliconia, psittacorum
Heliconia, rastrata
Hibiscus, sangria
Hibiscus, uptown girl
Hibiscus, Chinese
Hibiscus, moon glow
Indian Hawthorne, majestic beauty
Indian Hawthorne, spring sonata
Iris, dietes vegeta
Iris, walking iris
Iris
Ixora, yellow maui sunset Ixora,
flame of the woods
Japanese Boxwood, buxus microphylla
Jasmine, star
Juniper, parsonii
Lady Palm, rhaps excelsa
Lanta, camara
Lily, daylilies King's
Mantle
Oleander, nerium oleander
Penta
Philodendron, split leaf
Philodendron, macrophyllus
Plumbago, auriculata
Podocarpus
Schefflera, actinophylla
Sea Grape, coccoloba uvifera
Society Garlic
Spathiphyllum
Thyallis, galphimia glauca
Yaupon Holly, schillings
Viburnum, odoratissimum
Vinca and Impatiens

Palms:

Areca 15-20 feet
Bottle Palm 5-7 feet
Cat Palm 6-8 feet
Madagascar Palm 18 – 20 Feet
Pindo Palm 20 feet
Pygmy date palm 8 – 12 feet
Alexander Palm 25 feet

Canary Island Palm 40 feet
Foxtail Palm 30 Feet
Ponytail Palm 30 Feet
Silver Bismarck 30 Feet
Triangle Palm 25 feet

Hardwoods:

Shady Lady Black Olive
Green Buttonwood
Live Oak
Laurel Oak (Beautiful & fast growing, but avoid very near buildings
– only has a 45-55-year life)

Ornamental Trees

Bottlebrush
Cassia
Frangipani
Jatropha
Ligustrum
Magnolia
Oleander
Sea Grape
Jacaranda

DO I NEED A CONTRACTOR'S LICENSE?

The following construction related work can be performed in the Un-Incorporated area of Sarasota County without holding a contractor license

- Painting (*Except when advertised as water proofing*)
- Stucco
- Floor and wall tile, rugs, carpeting or wood floor installation
- Wall paper and other wall covering (*Except Assembly, Day Care, and Institutional Occupancies*)
- Replacing kitchen cabinets or countertops
- Non-structural siding placed over existing siding/sheathing (*1 & 2 Family Dwellings only*)
- Driveways, decks, patios on grade without footers (*Any material*)
- Drywall
- Safety grab bars in baths
- Rescreening
- Mowing and lawn maintenance on existing properties not associated with new construction • Pool cleaning (chemical only, no equipment replacement)

Sarasota County currently does not issue a Handyman Contractor License. However, an occupational license may be required, please see your local Tax Collectors office at 861-8300. If you want to perform construction work that is not listed above, and you are not sure if it requires a license contact Licensing Department.

The following cannot be done without holding the appropriate contractor license in the Un-Incorporated area of Sarasota County

- Construction, alteration, or replacement of exterior walls
- Enclosing existing carports, porches and screen rooms
- Construction of raised decks (Any material above grade)
- Any construction which alters the size of a building
- Replacement of columns, beams, floor and roof structure components
- Privacy walls constructed of masonry or engineered Styrofoam walls
- Repairs and replacement of interior or exterior stairs and/or guardrails
- Electrical, plumbing, air-conditioning when altering, adding or deleting to or from the system
- Interior load bearing and non-load bearing walls, alteration or replacements or removal
- Replacement of windows, doors, garage doors and hurricane shutters alteration or replacements
- Roof replacement of any roofing component
- Storage or utility sheds
- Docks, Seawalls and Bulkheads

- Fire repairs (If repairs fall into the above categories)
- Landscaping (new installations on new construction only)
- Irrigation
- Pool installation, repair and service
- Demolition

If you want to perform construction work that is not listed above, this does not mean that a contractor license is not required. This is only an overview of the most commonly known types of construction work performed in the Un-incorporated area of Sarasota County. If you want to perform construction work that is not listed above, and you are not sure if it requires a license contact Licensing Department. To register a license, find more information or obtain permitting & licensing forms, please visit our website at: <https://building.scgov.net>

Sarasota County Contractor Licensing, 1001 Sarasota Center Blvd, Sarasota Florida 34240

Phone: (941) 861-6126 Fax: (941)861-6711 E-mail: Licensing@scgov.net INF13_Do I need a License –

Revised 8/26/13

APPROVED COLORS WITHIN THE COMMUNITY

All colors are Sherwin Williams; and, with the exception of the building trim and wall paint, the paint can be from any source, but should match the Sherwin Williams colors below. The paint for the building trim and walls must be from a Sherwin Williams store using the exact formulation on file for Village Plaza.

Brown Trim on condo buildings, railings & fencing and villa soffits, garage doors, and gutters, etc.: Sherwin Williams Black Bean: SW6006

Stucco color of buildings: for condos, villas, and Clubhouse: Custom color – from Sherwin Williams.

Stucco color of Border Wall around community: A different custom color from Sherwin Williams. (Only Board members should be ordering this -- be sure to check that it is not the building color).

APPROVED CONDO EXTERIOR DOORS & SCREEN DOORS

Black Bean: SW6006

APPROVED* VILLA EXTERIOR DOORS that are deeply inset into the courtyards:

- Black Bean SW6006 – a dark brown that matches the trim
- Beige that matches the custom Sherwin Williams stucco color used on the building
- Roycroft Adobe SW 0040 – a red that emulates the color of the barrel tile roofs.
- Tricorn Black SW6258 - a black that match mail boxes, gates, most exterior light housings and lamp posts.
- Georgian Bay SW6509 - a deep blue-green – a color previously approved on some doors

The sheen and finish of exterior doors should be *Satin* or *Semi-Gloss*. *This should be specified on the Architectural Review Form.*

Screen door frames on villas should match the color of the exterior door or be a neutral beige that matches the custom Sherwin Williams stucco color used on the building.

*Exterior Doors not matching the Black Bean SW6006 standard trim color will NOT be painted by the association when the buildings are painted.