

# Architectural and Landscape Guidelines

Village Plaza Condominium Association

Latest Revisions 5/29/24

**Effective Date: June 19, 2024**

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

[www.villageplazacondo.com](http://www.villageplazacondo.com). All residents shall keep and obey all current Architectural and Landscape Review Guidelines which are passed from time to time by the Association Board of Directors.

The Village Plaza Board of Directors must approve, in writing, all architectural changes BEFORE they are undertaken. The Board 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 and proof of insurance. 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 of 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 ([Appendix A](#)), which can be found online at the Village Plaza Website ([www.villageplazacondo.com](http://www.villageplazacondo.com)), at the Village Plaza Clubhouse, and at the end of these Architectural & Landscaping Guidelines.

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

**Miller Management Services, Inc.**

2848 PROCTOR Rd., Sarasota, FL 34231

Office: 941-923-5811 Fax: 941-923-5036

Email: [millermgt@mindspring.com](mailto:millermgt@mindspring.com)

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Michael W. Miller, Community Association Mgr.

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# Architectural & Landscape Guidelines

Village Plaza Condominium Association

## Application, Review Procedures

All homeowners requesting an Architectural Review (AR) approval should submit an Architectural Review Request application form ([Appendix B](#)) to:

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

An Architectural Review (AR) Request application can also be found online at the Village Plaza Website: [www.villageplazacondo.com](http://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 agreement, insurance and permit information, and any other such items that the Board may deem necessary to review the request. See [Appendix C](#) for county guidelines on when a Permit is needed and [Appendix D](#) on when a licensed contractor is required.

Once the AR application is received, the Board members assigned to complete the AR have 30 days to respond to the homeowner. If the Board 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 approval from the Board risk fines and potentially having to remove the change at their own expense.

Once an AR application is received by the Board, an initial review is made by the President and either the Board member in charge of Landscaping, the Board member in charge of Maintenance, or a Board member with other area of expertise, 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 and Landscaping 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. If the request would result in a material change to the look of a building or other common elements, a member vote of 75% would be required. 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 or requiring it to go to a member vote.

Once a decision is made, the reason 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 the right of entry and inspection upon any Villa or Condominium for the purpose of determining 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 homeowner.

### **Contractor Hours:**

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, or on Sundays or any legal Holidays before 10 AM or after 5 PM.

Contractor's vehicles may not be on premises 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.

### **Architectural Changes to Villas:**

#### **1. Air Conditioning Units:**

Architectural Review Application Required. It is the responsibility of the Homeowner to maintain and/or replace the central heating and air conditioning system (also sometimes referred to as HVAC). Window air conditioning units are not allowed. Villa air conditioning units are to be in the attic or garage and existing condensers may be on the lanai roof until such time as the lanai roof is replaced or a new condenser is installed. All new condensers must be located on the ground on a concrete pad located in either the rear or on the side of the structure. If 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 for all changes to the location of the AC units. Work must be done by a licensed contractor, and work cannot begin until a building permit has been obtained and posted. The contractor is required to supply a Certificate of Insurance in the amount of \$300,000 to the Association.

#### **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 tile roofs, exterior walls, or other common elements.

#### **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 and 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 \$300,000 to the Association.
5. **Bird Houses, Bird Feeders, and Bird Baths:**  
Bird Houses and Bird Feeders are not allowed because the seeds can attract rodents. Bird Baths are not allowed because they attract mosquitoes.
6. **Courtyards:**  
Architectural Review Application Required. Courtyards may be altered to full or partial garden, poured concrete, tile or pavers. The color should be neutral earth tones. The surface is to be flat and non-slippery. The sidewalk from the courtyard to driveway may match the courtyard. To avoid tripping hazards and lawn maintenance interference, edging material above 3 inches is not allowed. Submit color, plans and photos or samples of materials to the Board with an Architectural Review Application. Changes or damage to plumbing or irrigation is the owner's responsibility.
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 \$300,000.00 to the Association.
8. **Courtyard Lights:**  
Architectural Review Application Required. Courtyard Light Fixtures may be replaced or changed but should be of a Spanish or Mediterranean style consistent with the architecture of the building. Homeowners must supply a photo of Light Fixture with the Architectural Review Application. (See #25 for other Light Fixtures).
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 Courtyards), repair and upkeep of that walkway becomes the responsibility of the owner and future owners.

10. **Doors in Villas:**

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 that open to the patio are to be white or a milled aluminum color, single light (no grills) and must meet the current Florida Building Code. The sliding glass doors that open to the lanai may have grills and/or be replaced with hinged French Doors (see B below). All 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 \$300,000 to the Association.

**B. French Doors Replacing Sliding 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 \$300,000 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 windowsill 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 \$300,000 to the Association.

**D. Front Doors:**

Architectural Review Application Required. **Per Sarasota County Building Dept., all new exterior doors now must open to the outside and require a building permit before installation.** 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. 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 \$300,000 to the Association.

Homeowners must supply a drawing or photo of the door and a description of the material and color with the Architectural Review Application. The standard style of the villa front doors is solid with eight raised square panels. The standard color is dark brown (same as building trim). See [Appendix E](#) for door, trim and stucco colors and finishes and the allowed non-standard front door colors. Villa Front doors of a different style or color, such as those with glass inserts or painted one of the approved non-standard colors, require prior written approval by the Board of Directors. And when the villas are painted, those non-standard doors will not be painted by the Association, and the owner takes responsibility for painting their own door.

**E. Screen Doors/Storm Doors for Front Doors:**

Architectural Review Application is Required. Screen/Storm 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, or may be a retractable screen set into the door frame. The frame and door 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 listed in [Appendix E](#). The design of the door should be plain, but minimal decoration may be approved. No white storm doors or security doors with bars will be allowed. 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 as the door or a beige color to blend with the building color.



11. **Electric Charging Stations:**

Owners have the right to install an electric vehicle charger inside their garage or on the exterior of their villa adjacent to their garage, provided that they submit an Architectural Change Request and obtain a county permit and use a licensed electrician. (Note that you may need to increase your electrical service.) The owner pays all costs for this installation and is responsible for its maintenance. If installed on the exterior of the building, the owner must remove it upon selling the unit, or have the new owner sign an affidavit that they take responsibility for its maintenance.

12. **Entryway To Covered Portion Of The Courtyard:**

The covered portion of the courtyard (sometimes referred to as the porch) may not be enclosed or used to expand the square footage of the unit. Neither French doors nor screen doors may be installed at the front entrance of 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.

13. **Exterior Maintenance:**

Exterior Maintenance of Villas is the responsibility of the Association except for replacement of Doors, Screens, Garage Doors, and Windows, which are the responsibility of the Homeowner (see [Appendix I](#)). 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 18 for further explanation of garage door maintenance.

14. **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. The Association may power-wash the exteriors more frequently, and it is the homeowners' responsibility to cover or remove any personal items on the courtyard and lanai when this happens. 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.

15. **Fences:**

Other than the Villas where a fence exists at the Courtyard, no fence 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.

16. **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, except as noted below. Stanchions may be placed on the wall between the garage door and the front entrance or on the fascia directly above.

In addition, on Armed Forces Day, Memorial Day, Flag Day, Independence Day, Patriot Day, and Veterans Day, owners may display in a respectful way portable, removable official flags, not larger than 4 1/2 feet by 6 feet, that represent the United States Army, Navy, Air Force, Marine Corps, Space Force, or Coast Guard.

17. **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. 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. Changes or damage to plumbing or irrigation is the owner's responsibility.

Outdoor hot-tubs and spas on Courtyards are allowed only if they are small, 2-3 person (200 gallons max), are not visible from the street, and do not make excessive noise when running. Any damage caused by the spa to the irrigation system, foundation, or neighboring units is the sole responsibility of the owner. Florida Building Code requires that a gate be installed at the courtyard entrance. Before any work can begin, a permit must be obtained and posted. The contractor is required to supply a Certificate of Insurance in the amount of \$300,000 to the Association. No spas or hot tubs are allowed on any enclosed lanai.

Relocation or addition of a water spigot on courtyard or on the side or back of a unit requires an Architectural Review Application, a county permit, and use of a licensed plumber.

18. **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), have 32 raised panels to match existing garage doors, 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 \$300,000 to the Association. The Association will repair garage door trim 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.

19. **Garden Ornaments and Wall Art:**

Installation of garden ornaments, decorative pots and wall art is allowed within the boundaries of the Courtyard and Lanai. Installation of these and similar items is NOT allowed on gates, exterior courtyard walls, or outside the boundaries of the Courtyard and Lanai on Common Elements. See **#27, Personal Items in the Common Elements**, for more details on the prohibition of personal items on the common elements and some exceptions for holiday decorations and decorative planters on villa walkways outside of hurricane season.

20. **Gutters:**

Architectural Review Application Required. 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 must meet the current Florida Building Code, and repair and replacement is the owner's responsibility.

Cleaning of gutters, can be done by the homeowner or the Association. Gutters are typically cleaned once a year by the Association, but homeowners should submit a **work order** if they believe a cleaning is needed.

21. **Hurricane Protection:**

Architectural Review Application Required. Various forms of hurricane protection are acceptable – See A, B, C and D below. All permanently installed externally mounted hurricane protection needs to be aesthetically compatible with the exterior color.

Any permanent Hurricane Protection must meet the current Florida Building Code. 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 \$300,000 to the Association.

**When may hurricane protection be used?**

- **Any type of system installed within the lanai** can be activated at any time.
- **Clear hurricane panels** can be activated on the remaining doors or windows the entire hurricane season, June 1<sup>st</sup> through November 30<sup>th</sup>.
- **Roll-down shutters, accordion shutters, and any other type of permanent** hurricane protection that covers the windows 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 coverings, roll-down shutters and

accordion shutters must be retracted within fourteen days of the end of the storm projection unless another storm is imminent.

- **Temporary protective materials** such as plywood, foam, or plastic may only be installed so that it does not damage the building. Plywood can only be installed using professionally installed clips to hold it in place. All temporary materials may only be up during the actual period of a hurricane warning and must be removed within 24 hours of the warning being lifted.

**Types of hurricane protection allowed:**

- 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 for Temporary Panels.** These clips must be painted the color of the building and 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.

22. **Interior Alterations:**

Interior Alterations are allowed but only following Sarasota County Building Department guidelines for required permits and use of contractors. 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 C](#) for a list of projects requiring permits and [Appendix D](#) for 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.

23. **Lanais:**

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 \$300,000 to the Association.
  
- B. Architectural Review Application Required. **The lanai may be converted to a Florida Room following 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, white, or aluminum 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 \$300,000 to the Association.

24. **Landscaping:**

**A. On 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, or causes damage to the irrigation on the courtyard, the Homeowner will absorb the expense.

**B. On the Common Element:**

A Landscape Review Application (see [Appendix F](#)) 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, if the Board agrees that the plants should be replaced, the expense 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 the most appropriate type of plants 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 wall both front and rear, and in the case of an end unit, the side. They should refer to the list of approved plants, [Appendix G](#), for appropriate plants to use.

Homeowners may not alter the landscaping on other common areas such as the lawn area in front or behind the unit, 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, the 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.

Homeowners must supply a rough drawing of the area where the change is requested with their Landscape Change Request form, [Appendix F](#). That drawing must include the location and common plant name of the material requested (see E below).

**C. 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 may be black, brown, red, or natural as long as it is consistent around the unit.

**D. 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. In addition, no bricks, blocks or edging materials higher than 3 inches are allowed around the mailbox area or as edging anywhere on the common elements around plants or walkways.

**E. Approved Landscape Plants:**

See [Appendix G](#) 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. If a desired plant is not on this list, provide a recommendation and proof it is not invasive or damaging to Florida native species when you submit your application.

25. **Light Fixtures:**  
Architectural Review Application Required. Also see **#8, Courtyard Lights**. Lights at the front of the garage (flood lights installed on the soffit) are allowed, but any decorative carriage lights on the front of the garage must be of a Spanish or Mediterranean style consistent with the architecture of the building and require an Architectural Review Application with a picture. Small low-voltage or solar-powered garden lights may be installed in the courtyard and along the walkway adjacent to the villa without an Architectural Review Application.
26. **Mailboxes:**  
Mailboxes and posts are the responsibility of the Association. Except for holiday decorations between November and January, 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.
27. **Personal Items in the Common Areas is Prohibited:**  
Our Declaration of Condominium (RESTRICTIONS UPON USE) clearly states that no personal items may be stored on common areas in or around the villas or condo buildings including walkways. This includes planters, pavers, fountains, lawn chairs, tables, grills, garden tools, statues, etc. The following are exceptions for villas to the rule against personal items on the common elements:
- a. **Exception For Holiday Decorations** is allowed for lights and light-weight decorations to be placed on gates, walkways, and plantings on common elements immediately adjacent to the unit during the months of November and December as long as they do not cause damage to the building or landscaping or cause a tripping hazard. These decorations must be removed by January 15. No items may be placed on lawns that interfere with mowing operations.
  - b. **Exception For Decorative Planters On Villa Walkways Between December and May.** All personal items in the common areas present a hazard to your own and neighboring units during any type of wind event, so are particularly dangerous during hurricane season (June 1 through November 30). An exception to allow decorative planters on the villa walkways adjacent to the driveway will allow them between December and May as long as they do not interfere with mowing and landscape trimming and do not present a tripping hazard. They **MUST BE REMOVED** between June and November. No other personal items are allowed on the common elements.
  - c. **No Private Patios in Common Areas:** Other than a few incidental landscaping paving stones and pavers near foundations and lanai exit doors to control water and mud incursion, no pavers or other materials may be placed in common areas to create private patios upon the common elements. Violations are subject to fines and possible removal at the owner's expense. No unit will be approved for resale that has violated this rule until the common areas have been restored.

28. **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 #2 Antennas above.)

29. **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 document 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.

30. **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 H](#)) 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 \$300,000 to the Association. The "Agreement and Covenant to Run With The Land" can be found online at the Village Plaza Website ([www.villageplazacondo.com](http://www.villageplazacondo.com)), at the Village Plaza Clubhouse and at the end of these guidelines ([Appendix H](#)). 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 associated repairs or leaks.

31. **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 as well as to maintain and repair the roof underneath. When selling, Owners must remove them and make all necessary repairs to the roof or have buyers sign an acknowledgement that they will accept all responsibility for maintaining the panels and the roof under them. Solar panels cannot be placed on tile roofs, exterior walls, or other common elements.

32. **Statuary, Pots & Planters:**

Statuary, Pots and Planters may be placed inside the courtyard but must not exceed either the wall or fence height depending upon the Villa style. Pots, Planters, Statuary and similar items may not be placed on walkways outside the courtyard or on common elements in front or back of villas. However, see **#27a - Exception for Holiday Decorations**



and **#27b - Exception for Decorative Planters**, which allows decorate planters on the villa walkways between December and May – outside hurricane season.

33. **Windows:**

Architectural Review Application Required. Replacement windows are to be the same size as the existing window opening in white, or milled (aluminum color), single lite (no grills), and may be sliding or double-hung as long as they 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. An exception to window size is allowed if the Building Code requires an egress window and the opening needs to be increased in size. In such a case, 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 \$300,000 to the Association.

34. **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.

### **Architectural Changes to Apartment Style Condominiums:**

1. **Condo Air Conditioning Units:**

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

2 **Condo Antennas:**

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

3 **Condo Arbors and Trellises:**

Arbors and Trellises are not allowed outside the unit.

4. **Condo Bird Houses, Bird Feeders and Bird Baths:**

Bird Houses, Bird Feeders and Bird Baths are not allowed since seeds attract rodents and standing water attracts mosquitos.

5. **Condo Bikes & Bike Racks:**

Bikes should not be chained to carports or stored on any walkway, except in the designated bike racks at each condo building. Bikes placed in bike racks should be in good working order and actively being used. Owners who are away for any length of time should store their bikes in their unit or in their storage locker. If there is a complaint about the condition of a bike in a bike rack, or of a bike stored there by an owner who is not in residence, the Board, at its discretion, may cut the lock and move the bike to the maintenance shed.

6. **Condo Carports, Parking Areas and Walkways:**

Driveways and Walkways are the responsibility of the Association. See Personal Items and Walkways below for more information.

7. **Condo Doors:**

Architectural Review Application 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, 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 \$300,000 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 \$300,000 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. **Note that, per Sarasota County Building Dept., all new exterior doors now must open to the outside and require a building permit before installation.** 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 \$300,000 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.

**8 Condo Electric Charging Stations:**

Owners have the right to install an electric vehicle charger to the front portion of their assigned carport provided that there is no cord or obstacle that crosses the walkway of the condo building. They must submit an Architectural Change Request showing where the charger will be placed, obtain a county permit, and use a licensed electrician. (Note that you may need to increase your electrical service.) The owner pays all costs for this installation and is responsible for its maintenance. The owner must remove it upon selling the unit, or have the new owner sign an affidavit that they take responsibility for its maintenance.

**9 Condo 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. The Association will repair damage to limited common elements, such as condo lanais and balconies, but only to the unfinished surface. Replacing torn screens and painting condo lanais are the responsibility of the owner. See the Declaration of Condominium and [Appendix I](#) for a list of who is responsible for repair, maintenance, and replacement after an insurable event.

**10 Condo 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, doors, walkways, stairways, and carports.

**11 Condo Hurricane Protection:**

Architectural Review Application Required. Various forms of hurricane protection are acceptable. (See A, B, C and D below.) All permanently installed externally mounted hurricane protection needs to be aesthetically compatible with the exterior color.

### When can hurricane protection be used in a condo building?

- **Any type of system installed within the lanai** can be activated any time the owner is away.
- **Clear hurricane panels** can be activated on the remaining doors or windows the entire hurricane season, June 1<sup>st</sup> through November 30<sup>th</sup>.
- **Roll-down shutters, accordion shutters, and any other type of permanent** hurricane protection that covers the windows 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 coverings, roll-down shutters and accordion shutters must be retracted within fourteen days of the end of the storm projection unless another storm is imminent.
- **Temporary protective materials** such as plywood, foam, or plastic may only be installed so that it does not damage the building. Plywood can only be installed using professionally installed clips to hold it in place. All temporary materials may only be up during the actual period of a hurricane warning and must be removed within 24 hours of the warning being lifted.

### Types of hurricane protection allowed in a condo building:

- 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.
- Accordion shutters.** The cover of the housing for the accordion shutters must match the exterior paint. The accordion panels must be a neutral color.
- Clear Hurricane Panels.** The color of the tracks for the clear hurricane panels must match the exterior paint.
- 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.

### 12. Condo 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 and all required building

permits have been obtained and posted, per building code. No interior alterations which conflict with any current code requirements are allowed or 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. 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 \$300,000 to the Association See [Appendix C](#) for a list of projects requiring permits and [Appendix D](#) for 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. For all kitchen and bathroom remodels, to avoid future costly plumbing repairs, the walls should be opened to inspect pipes and to give the Association a 48–72-hour window to replace any aging or damaged common pipes. Pipe replacement for those exclusive to the unit is at the Owner’s expense, while replacement of common pipes is at the Association’s expense.
- 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. Refer to the Florida Building Code on Sound Transmission guidelines.

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.

**13. Condo Lanais:**

Architectural Review Application Required. Existing condo lanai (also sometimes referred to as “balcony”) may be altered from the existing condition.

The lanai may be enclosed or converted to a Florida Room by adhering to following guidelines. The exterior windows should be single lite (no grills) and framing should match the exterior of the existing condo lanais in the same building to maintain a uniform look from the outside. The doors leading to/from the condo may be sliding glass doors or French doors installed inside the existing header, but the existing openings may not be altered. All doors must meet the current Florida Building Code and be installed by a licensed contractor. Homeowners must supply a copy of the

contractor's proposal and the 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 \$300,000 to the Association.

14. **Landscaping on the Common Elements Around the Condo Buildings:**

Condo owners must submit a Landscape Review Application (See [Appendix F](#)) 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. Homeowners must supply a detailed drawing of the area where the change is requested. That drawing must include the location and provide the common plant name of material requested from the approved list of plants in [Appendix G](#).

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 plants 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.

- 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. Since the condo buildings are shared by many, the color should be consistent with the mulch color used throughout the common areas, which is currently black.
- B. **Approved Landscape Plants:** See [Appendix G](#) 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. If a desired plant is not on this list, you may provide a recommendation and proof it is not invasive or damaging to Florida native species when you submit your application.

15. **Personal Items in the Condo Common Areas is Prohibited:**

Our Declaration of Condominium (RESTRICTIONS UPON USE) clearly states that no personal items may be stored on common areas in or around the villas or condo buildings including walkways. This includes planters, pavers, fountains, lawn chairs, tables, grills, garden tools, statues, etc. The following are exceptions for condos to the rule against personal items on the common elements:

- A. **Exception for corners of upper floor condo walkways and “dead end” areas on both upper and lower floors:** Condo owners may place a table and chairs in the spacious corner areas along the upper floor condo walkways, and owners of condo end units may place a table and/or chairs in the “dead end” area adjacent to their units. In both cases, the furniture must be out of the flow of foot traffic, not hazardous or unsightly, and must be available for use by all residents of that condo section regardless of ownership. Owners of these items must put them into storage prior to any major wind event or named storm threatening our area.
  
- B. **Exception for holiday decorations** is allowed for lights and decorations to be placed on balcony railings and plantings on common elements immediately adjacent to the unit during the months of November and December as long as they do not cause damage to the building or landscaping, impede the flow of foot traffic, or cause a tripping hazard. These decorations must be removed by January 15. No items may be placed on lawns that interfere with mowing operations.
  
- C. **No Private Patios in Common Areas:** Other than a few incidental landscaping paving stones and pavers near foundations and lanai exit doors to control water and mud incursion, no pavers, patio furniture, or other materials may be placed in common areas to create private patios upon the common elements.

16. **Condo 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. . See Rules & Regulations document for temporary “Open House” signs for rentals and sales. No other signs are allowed on premises or in the common elements without the express written permission of the Board of directors.

17. **Condo Skylights:**

Skylights are not allowed in condo units.

18. **Condo 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.

19. **Condo Walkways Near Carports & 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 and approved trucks are to be parked under the carports – no bicycles, canoes, trailers, or other personal items should be placed within the carports or attached to them.

Interior condo walkways that are within the flow of foot traffic are to be unencumbered, free of patio furniture, bikes, potted plants and planters, sculptures, etc. There is an exception for allowing patio furniture at the corners of upper floor walkways which are outside the flow of foot traffic. **See #15, Personal Items in Common Areas.**

20. **Condo Wall Art:**

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

21. **Condo 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. Laundry rooms are available in all condo sections.

22. **Condo 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 \$300,000 to the Association.

23. **Condo 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**

**Architectural and/or Landscape Violation Citation**

Village Plaza Condominium Association, Inc.  
3555 Hispania Place  
Sarasota, FL 34232  
Email: [VillagePlazaCondos@gmail.com](mailto:VillagePlazaCondos@gmail.com)

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

Address Where Violation Observed:

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Owner if Known: \_\_\_\_\_

**Description of Violation:**

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Failure to rectify the violation noted in this Citation within \_\_\_ days could result in fines up to \$100 per day, or additional measures as determined by the Board of Directors. If a fine is imposed by the Board, a hearing of the Fines Committee will be held to determine if due process was followed as outlined by the Florida Statute 718.

Form updated 5/24/24

**APPENDIX B**

**Village Plaza Architectural Change Review Application**

*This form should be used when a homeowner requests minor exterior changes to the existing architecture of their unit – (AC units, walkways, exterior lights, gates, doors, etc.). Any major exterior changes not already outlined in the Architectural Guidelines document require a 75% vote of owners. Also use this form for any interior changes that affect the structure of the unit (i.e., removing walls, ceilings, changing the configuration of the lanai, etc. **Note that structural changes ALWAYS require a permit from Sarasota County. NO CHANGES ARE TO BE UNDERTAKEN UNTIL APPROVED BY THE BOARD DESIGNEES BELOW.***

Date of Submission: \_\_\_/\_\_\_/\_\_\_ Date of Receipt: \_\_\_/\_\_\_/\_\_\_

Homeowner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Detailed description of change requested. (Attach to this application all plans, materials; color samples; photos and any other items which help clarify change requested.) -

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This work will be done by Homeowner. \_\_\_ This work will be done by contractor. \_\_\_

If done by a contractor this application must include the contractor’s proposal with contractor’s name, address, and phone number. **If the change requires the use of a licensed contractor and/or a permit from Sarasota County, the contract must guarantee that the contractor is licensed and insured and that a permit will be obtained. Go to [www.scgov.net](http://www.scgov.net) or call 311 for information about permit requirements.**

Estimated Project Dates: Start: \_\_\_/\_\_\_/\_\_\_ Completion \_\_\_/\_\_\_/\_\_\_

List any similar installations in the Community:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Homeowner’s Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Submit this Application to: Village Plaza Condominium Association, Inc. Architectural Review 3555 Hispania Place Sarasota, FL 34232

Date of Review: \_\_\_/\_\_\_/\_\_\_ Approved / Disapproved Reason:

\_\_\_\_\_  
\_\_\_\_\_

President: \_\_\_\_\_ Board Member: \_\_\_\_\_

## APPENDIX C

### SARASOTA COUNTY BUILDING DEPARTMENT – updated May 2023

#### When do I need a Building Permit?

##### Overview

This guide has been created to help customers understand when a building permit is required and what factors to take into consideration before proceeding with work. Permits are required for the construction, alteration, addition or change in occupancy of any building or structure or for work that involves any electrical, gas, mechanical or plumbing system. An application must be made to the Building Official and a permit must be issued before any work may commence.

#### Some Examples of when a Permit IS required:

1. Any construction, alteration, addition or change in the occupancy of a structure
2. Construction, alteration or replacement of any exterior walls
3. Replacement or repair of structural components (e.g., beams, joists, trusses, roof sheathing)
4. Alteration or replacement of interior load bearing or non-load bearing walls
5. Construction of a raised deck on residential property and all decks on commercial property
6. Enclosure of existing carports, porches or screen rooms
7. Replacement of soffits and/or exterior wall coverings (25 percent or more of existing soffits)
8. Repair or replacement of any stairs or guardrails (including stairlifts)
9. Replacement of windows, doors, garage doors, skylights or alterations to exterior wall openings
10. Installation or repair of docks, boat lifts, seawalls or bulkheads
11. Removal or replacement of drywall (three (3) sheets or more)
12. Motorized or electric-powered gates
13. Repairs due to fire
14. Hurricane shutters
15. Mobile/manufactured home installation or accessory site-built structures
16. Masonry and engineered Styrofoam components
17. Stucco over wood framing
18. Tiki huts
19. Storage or utility sheds\* - \*Exception: plastic or rubber storage containers less than 7-feet tall and less than 65-square feet (will need to meet any applicable setback requirements).

#### Some Examples of when a Permit is NOT required:

Some of these work items require a licensed contractor.

1. Floor or wall tile
2. Rugs or carpeting
3. Wired or wireless residential home alarms
4. Interior and exterior wall painting
5. Wallpaper or wall coverings
6. Replacing kitchen cabinets (same layout and no changes to electrical, plumbing or mechanical systems)
7. Repair of small, incidental roof leaks (one (1) square and \$500 or less)
8. Any work pertaining to non-residential farm buildings on working farms (Building Official and Zoning Administrator approval needed based on criteria)
9. Chain link, wood or vinyl fences when standards are met (e.g., height, placement, finished side facing neighbor/right-of-way)
10. Repair of existing fascia or soffits for all single-family homes and duplexes (*residential only*) (less than 25%)
11. Placement of decks or patios directly on grade, without footings (any material) (*permit required for commercial or multi-family*)
12. Plastic or rubber storage containers less than 7-feet tall and less than 65-square feet that meet any applicable setback requirements (*residential only*)

## APPENDIX D

SARASOTA COUNTY BUILDING DEPARTMENT – updated November 2020

### ***DO I NEED A CONTRACTOR'S LICENSE?***

**The following construction related work can be performed in the UNINCORPORATED 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 UNINCORPORATED 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.*

## **APPENDIX E**

### **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.

## APPENDIX F

Village Plaza Condominium Association, Inc

### Landscape Change Review Application

*This form should be used when a homeowner requests to make changes to their existing landscaping and agrees to pay for all labor and materials. (Requests for repairs to landscaping that would be undertaken and paid for by the Association should be submitted on a Maintenance Request form.) NO LANDSCAPING CHANGES ARE TO BE UNDERTAKEN UNTIL APPROVED BY THE BOARD OF DIRECTORS OR THEIR DESIGNEES BELOW.*

Date of Submission: \_\_\_/\_\_\_/\_\_\_ Date of Receipt: \_\_\_/\_\_\_/\_\_\_

Homeowner: \_\_\_\_\_

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

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

Detailed description of change requested. Attach to this application the existing plan, the proposed plan, plant materials and any other items which help clarify the change(s) requested. Board may limit where these items may be placed. See website: [www.villageplazacondo.com](http://www.villageplazacondo.com) for a list of approved plant materials.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ This work will be done by Homeowner.

\_\_\_ This work will be done by Contractor \_\_\_\_\_

If done by Contractor this application must include the contractor's proposal with contractor's name, address, phone number.

Estimated Project Dates: Start: \_\_\_\_\_ (AFTER request approved). Completion \_\_\_/\_\_\_/\_\_\_

List any similar installations in the Community:

\_\_\_\_\_

Homeowner's Signature: \_\_\_\_\_

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

Submit this Application to: Village Plaza Condominium Association, Inc.

Date of Review: \_\_\_/\_\_\_/\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Reason: \_\_\_\_\_  
\_\_\_\_\_

President: \_\_\_\_\_ Board Member(s): \_\_\_\_\_

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

See Page 2 for list of approved plants.

Form updated 5/25/24

**APPENDIX G**

Page 2 of Landscape Change Application

**Approved Village Plaza Landscape Plants**

*If a plant is not on this list, provide a recommendation and proof it is not invasive or damaging to Florida native species.*

Small Ornamental Trees may be allowed, with Board permission. But only the Board may plant large shade trees or large palms. – NOT Owners		
<b>Small Palms</b>		
<ul style="list-style-type: none"> <li>Areca 15-20 feet</li> <li>Bottle Palm 5-7 feet</li> <li>Cat Palm 6-8 feet</li> <li>Pygmy date palm 8 – 12 feet</li> </ul>	<ul style="list-style-type: none"> <li>Madagascar Palm</li> <li>Pink Palm</li> </ul>	
Shrubs		
<b>Partial Sun (North)</b> <ul style="list-style-type: none"> <li>Arboricola</li> <li>Azalea</li> <li>Copper Plant</li> <li>Croton</li> <li>Green Island Fichus</li> <li>Japanese boxwood</li> <li>Thryallis</li> </ul>	<b>Full Sun</b> <ul style="list-style-type: none"> <li>Bougainvillea (thorny: avoid near walkways; needs continual pruning)</li> <li>Bird of Paradise (check variety for dwarf versions)</li> <li>Drift Rose</li> <li>Firebush</li> <li>Frangipani</li> <li>Gardenia</li> <li>Hibiscus</li> <li>Holly</li> <li>Indian Hawthorne</li> <li>Ixora (can find dwarf versions to avoid overgrowth)</li> <li>Jasmine (shrub only, not the vine)</li> <li>Penta</li> <li>Podocarpus (requires continual pruning)</li> <li>Plumbago (requires continual pruning)</li> <li>Schillings (Yarpon) Holly</li> <li>Thryallis</li> <li>Viburnum</li> </ul>	
Flowers & Ground Cover - Perennials		
<b>Partial Sun (North-facing)</b> <ul style="list-style-type: none"> <li>Alocasia</li> <li>Caladium</li> <li>Spathiphyllum</li> </ul>	<b>Full Sun</b> <ul style="list-style-type: none"> <li>Agapanthus</li> <li>Amaryllis</li> <li>Bird of Paradise (standard size)</li> <li>Bulbine</li> <li>Canna Lilly</li> <li>Firecracker</li> <li>False Garlic &amp; Ginger</li> <li>Gaillardia</li> <li>Heather (Mexican/False Heather)</li> <li>Iris &amp; Lily</li> <li>Lantana,</li> <li>Pentas</li> <li>Plumbago</li> <li>Salvia (annual)</li> <li>Vinca (annual)</li> </ul>	<b>Ground Cover</b> <ul style="list-style-type: none"> <li>Allamanda (is a spreading vine)</li> <li>Beach sunflower</li> <li>Blue Daze</li> <li>Creeping Ficus</li> <li>Dwarf Chenille</li> <li>Ferns</li> <li>Juniper</li> <li>Oyster Plant</li> <li>Perennial Peanut</li> <li>Trailing Lantana</li> <li>Juniper</li> </ul>
Plants that may be approved but should be avoided in certain areas.		
<p><b>Bougainvillea</b> – avoid near walkways and narrow sections of lawn due to thorns and rapid overgrowth.</p> <p><b>Bromeliads</b> - are a major source of mosquitoes due to their water-collecting nature</p> <p><b>Bird of Paradise</b> – some varieties can grow into trees taller than the roof-line and threaten roofs and balconies</p> <p><b>Coontie</b> – Shrub is highly toxic to dogs</p> <p><b>Ficus and Fiddle Leaf Fig</b> – some have extensive root systems that can damage pipes and foundations.</p> <p><b>Philodendron</b> - especially split-leaf varieties near foundations and tree trunks-- some grow out of control and cause roots to penetrate the foundation and/or climb established tree trunks and choke out foliage.</p>		

## APPENDIX H

### Skylight Agreement

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

#### AGREEMENT AND COVENANT TO RUN WITH THE LAND

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ by Village Plaza Condominium Association, Inc., a Florida not-for-profit corporation (Association), and \_\_\_\_\_, (Owner), being the record title holder of Unit No. \_\_\_\_\_, Village Plaza Condominium, Section \_\_\_\_\_ ("Condominium") according to the Declaration of Condominium ("Declaration") thereof, as recorded in Official Records Book \_\_\_\_\_, Page \_\_\_\_\_, et seq. of the Public Records of Sarasota County, Florida, as amended, (Unit);

WHEREAS Association is responsible for the operation and administration of the Condominium and is the statutory agent of all owners of units in the Condominium for purposes of settling and compromising disputes affecting matters of common interest, and

WHEREAS, Association has the irrevocable right of access to the Unit when necessary for the maintenance, repair and replacement of the portions of the Condominium for which it is the responsible, and wishes to protect and preserve that right, and

WHEREAS Owner has requested permission from the Association to modify the condominium property by the installation of a tubular skylight(s) (hereinafter the "improvements"), as more fully shown in the plans submitted to the Association, and

WHEREAS, Association has requested Owner to execute, deliver and agree to the terms of this Agreement as a condition precedent to the granting of said permission.

NOW THEREFORE, in consideration of the permission and approval by Association to allow Owner to install, use and maintain the Improvements, and for other good and valuable considerations, Owner and Association do hereby covenant and agree as follows:

- 1) Owner agrees to be responsible for all costs and expenses incurred in the installation, maintenance and use of the Improvements. Owner will hire a properly licensed contractor and ensure that contractor has adequate liability and workers' compensation insurance coverage.
- 2) Owner assumes all responsibility for obtaining necessary permits and otherwise complying with all other governmental regulations and procedures for the installation, maintenance and use of Improvements.



- 3) Owner agrees to maintain the Improvements in a first-class manner. If Owner fails to maintain the Improvements as required herein, after written notice from Association, Association shall have the right to perform or have performed the required maintenance or repair work. Owner will be responsible for all costs thus incurred.
- 4) Owner agrees to indemnify, defend and hold harmless Association and its officers, directors, agents employees and members from any claims, actions, costs or expenses whatsoever, including but not limited to attorneys' fees, arising out of or because of the installation, use, or maintenance of the Improvements.
- 5) Owner agrees that as security for the payment to Association of any costs or expenses owed by the Owner to Association pursuant to applicable law and/or this Agreement, Association shall have a lien on the Owner's Unit and the right to foreclose the lien in the same manner as an assessment lien on Owner's Unit together with interest at the maximum rate as allowed by law.
- 6) Owner agrees to be responsible for any damage to the condominium property and personal injury or death caused as by the installation, use or maintenance of the Improvements, including but not limited to roof leaks or damage resulting from the installation of a skylight through the roof and structural damage to the Unit or other condominium property.
- 7) Owner agrees to be responsible for all costs of removal, storage and reinstallation of the Improvements or any portion thereof, if necessary to allow the Association to fulfill its maintenance, repair and replacement duties as set forth under the Declaration of Condominium and Chapter 718, Florida Statutes.
- 8) The Board of Directors of the Association hereby approves the installation of the Improvements subject to the terms and conditions of this Agreement.
- 9) The losing party shall be responsible for the payment of reasonable attorneys' fees and costs incurred by the prevailing party in enforcing any provisions of this Agreement.
- 10) This agreement shall be binding upon the heirs, successors in interest and assigns of Owner and Association and shall be a covenant running with the land, equitable servitude, contractual obligation and a condition implied in any conveyance or other instrument affecting title of the Unit. Further, this Agreement is expressly understood to be entered into for the benefit of the Owner, Association and its members and shall be enforceable by any or all of the parties for whose benefit it runs.
- 11) Notwithstanding anything herein to the contrary, it is expressly provided that this Agreement may be modified or rescinded by the Owner and an authorized representative of the Board of Directors of the Association, if a document to that effect is executed and recorded in the public records. The intent of this provision is to allow a modification or rescission without the joinder and consent of any other party who may be affected hereby, including but not limited to owners of other units at the Condominium.

12) If Owner, or their successors and assigns voluntarily remove the Improvements permitted hereunder to the satisfaction of the Board of Directors of the Association, upon request of the Owner, the Association shall be obligated to enter into a document to rescind this Covenant, which may thereafter be recorded in the public records at the expense of the Owner.

IN WITNESS WHEREOF, Owner and Association have caused this Agreement to be executed and signed the day and year first set forth above.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Village Plaza Board Member Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

**Notary Public**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**APPENDIX I:**

**Village Plaza Responsibilities for Unit Repairs, Replacement, and Upkeep – updated 5/27/24**

DESCRIPTION	ASSOCIATION RESPONSIBILITY FOLLOWING INSURABLE EVENT*	ASSOCIATION RESPONSIBILITY FOR REPAIR & MAINTENANCE	HOMEOWNER RESPONSIBILITY FOLLOWING INSURABLE EVENT (check home insurance)	HOMEOWNER RESPONSIBILITY FOR REPAIR & MAINTENANCE
<b>ROOF AND ROOF COVER</b>				
Structural Framing and Roof Cover (sheathing & tiles)	X	X		
<b>EXTERIOR SURFACES</b>				
Paint, Stucco, Insulation, Studs, Concrete Block, Brick, Etc.	X	X		
Garage Door Repair & Replacement in Villas	X			X
Painting Exterior Doors & Garage Doors (when buildings painted)	X	X		X
Courtyard Walls in Villas - painting & stucco repair	X	X		
Exterior Doors, Windows, and Sliding Glass Doors	X			X
Screens (Windows & Lanais (altered or unaltered) & Villa Gutters			X	X
<b>STRUCTURAL FRAMING</b>				
Perimeter/Load bearing & Party walls, Unfinished Drywall	X	X		
Insulation, Metal and Wood Studs (Owner responsible for	X	X		X
Electrical & Cable Wiring in Walls Serving one unit	X			X
Plumbing pipes in walls to mainline serving one unit	X			X
Water Shutoff Values & Outside Hose Bibs serving one unit	X			X
Air Conditioning Lines & Plumbing in Foundations				X
Water Pipes from Water Main to Outside Meter	X	water company		
Hot & Cold-Water Pipes between Outside Meter and inside Unit	X			X
Plumbing serving multiple units (common pipes)	X	X		
Ceiling repair due to roof leak or common pipe leak - to unfinished	X	X		
<b>UNIT INTERIOR FINISHES</b>				
Wall & Ceiling Finishes: Paint, Wallpaper, etc.			X	X
Floor Finishes: Carpet, Tile, Hardwoods, Laminate, etc.			X	X
<b>UNIT INTERIOR COMPONENTS</b>				
Appliances: Stove, Refrigerator, Washer/Dryer, Dish Washer			X	X
Electrical Outlets, Lights & Fixtures			X	X
A/C & Heating Unit including Compressor	X			X
Water Heaters			X	X
Interior Doors, Cabinets, Countertops			X	X
Window Treatments, Blinds, Drapes, Hardware			X	X
Tubs, Toilets, Sinks, Showers, Towel Bars, etc.			X	X
Floor, Wall and Ceiling Finishes			X	X
Structural Floors, ceilings and walls (original) Owner pays on changes)	X	X		X
<b>COMMON &amp; LIMITED COMMON AREAS</b>				
Floor, Wall and Ceiling Finishes (i.e. in clubhouse, laundry rooms, etc.)	X	X		
Balcony, Porches, Stairs, Railings, Condo Lanais	X	X		
Interior Walls, Studs, Block and Drywall	X	X		
Common Area Electrical & Plumbing	X	X		
Laundry room appliances, sinks, and fixtures	X	X		
Limited Common Elements in Condos: Carports, Storage Rooms,	X	X		
<b>LANAIS</b>				
Repair of walls & ceilings of unaltered or altered lanais due to leaks	X	X		
Painting & finishing of walls & ceilings of lanais			X	X
Repair of unaltered portion of lanai roofs in villas due to leaks/water	X	X		
Repair of altered roof of villa lanai (lanai enclosed) due to leaks/water	X			X

