

# Architectural and Landscape Review Guidelines

## Village Plaza Condominium Association

Revised and Approved January 27, 2021

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: [www.villageplazasarasota.com](http://www.villageplazasarasota.com) and, by request, from our management company.

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:

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)  
Web: [www.millermanagementservices.com](http://www.millermanagementservices.com)

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# Architectural & Landscape Review Guidelines

## Application, Review Procedures, and Contractor Hours:

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

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

Architectural Change Request applications can be found online at the Village Plaza Website: [www.villageplazasarasota.com](http://www.villageplazasarasota.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 and condensers on the lanai roofs. 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 the lanai roof or 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 – i.e. 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.

a 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 1<sup>st</sup> through November 30<sup>th</sup>. 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 A and 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 and shrubs, as well as, artificial plants ~~material~~ 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 colors should be red, brown or dark brown.
- 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 D – Landscape Change Request Form, 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.

#### 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 ~~29 and 37~~ 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. See Topic 33 for further explanation.
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 1<sup>st</sup> through November 30<sup>th</sup>. 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 A and 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.

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 colors should be red, brown or dark brown.
- B. Approved Landscape Plants: See Appendix D – Landscape Change Request Form, Page 2, 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.

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.

## Sarasota County Government INSPECTION AND PERMITTING SERVICES Building Permit Requirement Guidelines



### When do I need a Building Permit?

Any owner, authorized agent, or contractor who desires to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the technical codes, or to cause any such work to be done, shall first make application to the Building Official and obtain the required permit for the work. *Sarasota County Ordinance 2000-053, Section D. 104.1.1.*

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

1. Any construction which alters the size or occupancy of a building.
2. Construction, alteration, or replacement of any exterior walls.
3. Enclosing existing carports, porches and screen rooms for any purpose.
4. Construction of any raised deck, attached or detached, with or without a roof.
5. Replacement of columns, beams, joists, rafters, or any other structural component.
6. Replacement of wall, floor, or roof sheathing.
7. Repair and replacement of interior or exterior stairs and/or guardrails.
8. Electrical, plumbing, or air-conditioning when altering, adding to, or deleting from the system.
9. Interior load bearing and non-load bearing walls, alterations or replacements
10. Replacement of windows, doors, garage doors or skylights in existing or altered wall openings.
11. Hurricane shutters, all types. Electric permit also required for power operated units.
12. Roofing, replacement of any roofing component.
13. Masonry or engineered Styrofoam privacy walls or fences with any masonry components.
14. Dock, Boat-lift, Seawall, or Bulkhead installation or repair.
15. Fire repairs of any type or scope.
16. Storage or utility sheds, all types, all materials, and all sizes.
17. Motorized or electric gates.
18. Chickee and Tiki Huts
19. Decks, whether raised or on grade, on businesses.
20. Stucco over wood frame
21. Drywall removal & replacement (3 sheets or more)
22. Accessory structures for mobile homes

Some Examples of when a Permit is **NOT** required: *(See Note below)*

1. Painting. *(Except when advertised as water proofing.)*
2. Wall paper and other wall coverings. *(Except Assembly, Day Care, and Institutional Occupancies.)*
3. Floor and wall tile.
4. Rugs or carpeting.
5. Replacing kitchen cabinets. *(See item 8 above.)*
6. Replacement of fascia and soffit. *(1 & 2 Family Dwellings only) Existing structure only*
7. Non-structural siding placed over existing siding/sheathing. *(1 & 2 Family Dwellings only.)*
8. Decks and patios directly on grade and without footings. *(Any material, 1 & 2 family residences only)*
9. Small, incidental roof leak repair. *(1 Square and \$500 or less.)*
10. Non-residential farm buildings on working farms. *(Must meet specific criteria and be approved by the building and zoning officials to be exempt.)*
11. Window/door change outs and re-roofing permits are no longer required for Residential Mobile/Manufactured homes, effective March 1, 2013. *(All work must still be performed by a licensed contractor)*
12. Residential home alarms (wired or wireless).

13. Free standing pergola (maximum 12'x12'), no roofing or sheathing, no electric or plumbing. Pergola must comply with the current zoning regulations (call 861-5000 for zoning information)

### **FENCES**

Permits are no longer required for chain link, wood or vinyl fences both on the mainland (Ord. No 2011-13, effective 05/17/11) and Siesta Key (Ord. No. 2011-036, effective 07/07/11). However, the standards with regard to height, placement, and finished side must face neighbor or right-of-way, etc. are still in effect. For questions regarding fence standards, please call 861-5000 and ask for Zoning.

*Note:* Some items above may require a building permit if the building is in a flood zone or part of a greater project. Issuance of a Building Permit is NOT a license to exceed the Scope of Work listed on the Permit Application. Any change to the scope of work must be first approved by the building official, and the scope of work list on the permit must be corrected.

Form INF01 – Revised 3/30/16

## ***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](mailto:Licensing@scgov.net)

INF13\_Do I need a License – Revised 8/26/13

APPENDIX C

**Village Plaza Condominium Association, Inc.  
Architectural Review Application**

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

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

Detailed description of change requested. (Attach to this application 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 contractor this application must include the contractor's proposal with contractor's name, address, phone number.

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 D

**Village Plaza Condominium Association, Inc.  
Landscape Review Application**

Date of Submission: \_\_\_/\_\_\_/\_\_\_      Date Received by Board: \_\_\_/\_\_\_/\_\_\_

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

Detailed description of change requested. (Attach to this application must include the existing plan, the proposed plan, plant materials and any other items which help clarify change requested). See Pg. 2 for a list of approved plants. (Board may limit where these may be placed.)

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

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: \_\_\_/\_\_\_/\_\_\_ 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: \_\_\_\_\_

Landscape Review Chair: \_\_\_\_\_

**Approved Village Plaza Landscape Plants – not all are appropriate in all locations**

<b>Trees – only to be planted by the Association – NOT by Owners</b>		
<p><b>Small Palms</b>                      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</p>	<p><b>Large Palms</b>                      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</p>	
<p><b>Hardwoods</b>                      Shady Lady Black Olive                      Green Buttonwood                      Live Oak                      Laurel Oak (Beautiful &amp; fast-growing, but avoid very near buildings – only has a 45-55-year life)</p>	<p><b>Ornamental Trees</b>                      Bottlebrush (can be messy)                      Cassia                      Frangipani (naked branches when not in bloom)                      Jatropa                      Ligustrum                      Magnolia                      Oleander (can be an irritant &amp; parts are poisonous)                      Sea Grape                      Jacaranda</p>	
<b>Shrubs</b>		
<p><b>Partial Sun (North)</b>                      Arboicola                      Azalea                      Copper Plant                      Croton                      Green Island Fichus                      Japanese boxwood                      Split Leaf Philodendron – avoid near walls and buildings – can grow out of control                      Thryallis</p>	<p><b>Full Sun</b>                      Bougainvillea (thorny: avoid near walkways; needs continual pruning)                      Coontie – (highly toxic to dogs)                      Drift Rose                      Firebush                      Hibiscus                      Indian Hawthorne                      Ixora                      Jasmine (shrub only, not the vine)                      Juniper                      Podocarpus (requires continual pruning)                      Plumbago (requires continual pruning)                      Schillings (Yarpon)                      Holly                      Viburnum</p>	
<b>Flowers &amp; Ground Cover</b>		
<p><b>Perennials and Lilies</b>                      Partial Sun (North)                      Alocasia                      Bromelia                      Caladium                      Spathiphyllum</p>	<p><b>Full Sun</b>                      Agapanthus                      Amaryllis                      Bird of Paradise (standard size)                      Bromeliad (avoid - can breed mosquitos)                      Bulbine                      Canna Lilly                      Firecracker                      Ginger, Heliconia                      Iris, Lily                      Lantana, Pentas                      Plumbago                      Salvia                      Society Garlic                      Vinca</p>	<p><b>Ground Cover</b>                      Allamanda (is a vine &amp; spreads)                      Beach sunflower                      Creeping Ficus                      Dwarf Chenille                      Ferns                      Oyster Plant                      Perennial Peanut                      Trailing Lantana                      Juniper</p>

## 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 E

Village Plaza Condominium Association, Inc.

3555 Hispania Place  
Sarasota, FL 34232

Rules and Regulations Violation Form

This form is available online at the Village Plaza Website, at the Village Plaza Club House and at the end of the Rules and Regulations and Architectural and Landscape Review Guidelines

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

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

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

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

Please state the nature of the violation including the violator’s name and address if you know it, and include as many details as possible:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please place this form in the mail slot at the Village Plaza clubhouse or send to:**

Village Plaza Condominium Association, Inc.  
c/o Miller Management Services, Inc.  
2848 Proctor Road  
Sarasota, FL 34231  
Email: [millermtg@mindspring.com](mailto:millermtg@mindspring.com)  
Fax: 941-923-5036

For assistance please contact Mike Miller at 941-923-5811 Ext. 21

APPENDIX G

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

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

\_\_\_\_\_  
Board Member

Village Plaza Condominium Association, Inc.

\_\_\_\_\_  
Witness

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

STATE OF FLORIDA, COUNTY OF SARASOTA

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

By \_\_\_\_\_ as \_\_\_\_\_

of Village Plaza Condominium Association, Inc., a Florida not-for profit corporation, who is personally known to me or has produced \_\_\_\_\_ as identification.

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

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

DESCRIPTION	ASSOCIATION RESPONSIBILITY FOLLOWING INSURABLE EVENT*	ASSOCIATION RESPONSIBILITY FOR REPAIR & MAINTENANCE	HOMEOWNER RESPONSIBILITY FOLLOWING INSURABLE EVENT*	HOMEOWNER RESPONSIBILITY FOR REPAIR & MAINTENANCE
	* i.e. Fire, Hurricane, Tornado	on-going	* i.e. Fire, Hurricane, Tornado	on-going
<b>ROOF AND ROOF COVER</b>				
Structural Framing and Roof Cover (sheathing & tiles)	X	X		
<b>EXTERIOR WALLS</b>				
Paint, Stucco, Insulation, Studs, Concrete Block, Brick, Etc.	X	X		
Garage Door Repair & Replacement in Villas	X	painting only		X
Painting Exterior Doors & Garage Doors (when buildings painted*)	X	*		X
Courtyard Walls in Villas - painting & stucco repair	X	X		
Exterior Doors, Windows, Sliding Glass Doors, Screens	X			X
<b>Structural Framing and Roof Cover (sheathing &amp; tiles)</b>				
Perimeter/Load-bearing & Party walls, Unfinished Drywall	X	X		
Insulation, Metal and Wood Studs	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 drywall		X		
<b>UNIT INTERIOR FINISHES</b>				
Wall & Ceiling Finishes: Paint, Wall Paper, 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
<b>UNIT AND COMMON AREA</b>				
Structural Floors	X	X		
Structural Ceilings	X	X		
Structural Walls	X	X		
<b>COMMON AREAS</b>				
Floor, Wall and Ceiling Finishes	X	X		
Balcony, Porches, Stairs, Railings	X	X		
Interior Walls, Studs, Block and Drywall	X	X		
Common Area Electrical	X	X		
Common Area Plumbing	X	X		
Laundry room appliances, sinks, and fixtures	X	X		
<b>LIMITED COMMON AREAS</b>				
Painting & repair of walls & ceilings of unaltered condo lanai	X	X		
Painting & repair of walls & ceilings of enclosed condo lanai			X	X
Repair of unaltered portion of lanai roofs	X	X		
Screen Replacement on any lanai			X	X