

**LONGWOOD VILLAS OF SARASOTA HOMEOWNERS ASSOCIATION, INC.
dba TIVOLI VILLAGE**

**Highlights of Homeowner Association (HOA) Documents, Procedures
and Policies (revised February 2020)**

This section provides highlights of our governing documents, rules, and policies. It is important that homeowners and residents understand that they are accepting and agreeing to abide by the terms of the documents, rules, and policies of the HOA when they become owners or residents of the community. These Highlights are presented as a quick reference and are not a complete list. Homeowners and residents should refer to the complete documents before making specific decisions and taking action. Approval request forms are available on the website, www.tivolivillage.org

1. The HOA is responsible for the maintenance, repair and replacement of the exterior surfaces of the residential villas, including the exterior walls and roofs, but excluding repair or replacement of doors, windows, sliding glass doors or screening. Gutters and downspouts were added by homeowners to some of the villas after they were built. The cleaning, maintenance, painting, removal and replacement of gutters and downspouts when necessary is the responsibility of the Villa Owner and not the Association. **No** alteration to the exterior of a villa, including painting and color, may be made without prior review by the Architectural Control Committee (ACC) and approval of the Board of Directors (BOD). (Declaration of Covenants Article IV Section 2, Article VIII, Article XIX Section 5, and ACC Policy and Procedures)
2. The Villa Owner is responsible for maintaining everything within the villa, including all mechanical, ventilating, heating and air conditioning equipment, appliances, fixtures, electrical, plumbing, communication and media equipment, as well as all electric lines between the villa and its individual service panel and all water and waste lines between the villa and the main distribution lines. (Declaration Article IV Section 3)
3. The HOA is responsible for maintenance of all grounds that are not walled/fenced in. Grounds Committee review and BOD approval is required for all addition, removal and/or replacement of landscape/grounds features, i.e. trees, shrubs, bushes, lawns, stones, statuary, or ornamental decorations. Florida-friendly landscaping is encouraged. (Declaration Article IV Section 1, Article XIX Section 19, and Landscape Guidelines)
4. The HOA and Villa Owners share responsibility for insurance. The HOA purchases property insurance, which covers the building exterior such as shell and roof of the villa. The HOA also purchases insurance policies for General Liability, Directors & Officers, Workers' Compensation HOA operations. The Villa Owner is responsible for and thus may insure the interior from the "paint in" and the contents of the Villa such as fixtures, appliances, personal items. This is usually a "condominium" policy (HO6), not a "home/house" policy (HO3). (Declaration Article XIV)

5. The Longwood Run Community Association (master association for the eight communities of Longwood Run) is responsible for maintenance of the streets, street lights, lakes, and gatehouse. www.longwoodrun.org
6. No lot or villa shall be used for other than residential purposes. No business or trade shall be conducted therein or thereon. (Declaration Article XIX Section 1)
7. Each homeowner, lessee or occupant shall maintain their home at all times in good condition and repair. (Declaration Article IX)
8. Homeowners shall not permit activities or loud noises which interfere with the rights of their neighbors. (Declaration Article XIX Section 8)
9. Traditional house pets are permitted subject to the regulations of the Association. Dogs must be kept on leash while outside and all solid waste material must be picked up and disposed of properly. (Declaration Article XIX Section 10). Renters with dogs are required to post a \$500 refundable deposit. (By-Laws Article XVII Section 3)
10. All permanent home exterior storm protection systems must be approved by the ACC. Storm protection systems may be deployed or placed in the "storm protection mode" only when the National Oceanic and Atmospheric Administration's Weather Service or Sarasota County Government has declared a storm "Watch" or "Warning" for Sarasota County. Storm systems must be deactivated within 10 days after an "all clear" has been issued. (By-Laws Article XVII Section 1)
11. Vendors retained by homeowners to perform work outside the home are required to be properly licensed and insured. Work performed by vendors outside of a home is only permitted Monday through Friday between 8AM and 5PM and is not permitted on weekends or holidays, except for emergencies. (By-Laws Article XVII Section 4)
12. Homeowners are to notify the property manager when they place their home on the market for sale and the specifications for "For Sale" signs must be followed. (Declaration Article XIX Section 18, By-Laws Article XVII Section 2) Individuals planning to buy or lease a home must submit an "Application for Purchase" or an "Application for Lease" at least two weeks prior to the closing of a sale or commencement of a lease and pay an application fee (currently \$200). (Declaration Article XVI)
13. All leases or rental agreements must be approved by the Board of Directors and must be of not less than six (6) months duration. (Declaration Article XVI Section 1(B), Article XIX Section 1) A unit shall be presumed leased or rented when an occupant other than the owner of record and the owners immediate family reside in the unit for more than thirty (30) consecutive days or a total of sixty (60) days within a calendar year regardless of whether the owner is benefitting financially from the occupants use of the unit. (By-Laws Article XVII Section 5)
14. No new fruit trees are to be planted. Fruit trees already planted may remain but are to be removed when the lot on which they are planted transfers ownership or when they are not maintained by the homeowner. Fruit trees that were planted on common ground belong to all homeowners. (By-Laws Article XVII Section 6)
15. No boat, trailer, motorcycle, motor home, camper or van may be parked on the grounds overnight. Homeowners or guests may park them in their garage. No

vehicle which exceeds the dimensions of the garage on a villa may be parked on the grounds overnight. (Declaration Article XIX Section 13)

16. The Villas Refurbishing Schedule (including painting, repair, maintenance, and roof cleaning) is available on the website. www.tivolivillage.org
17. The Irrigation Schedule is available on the website. www.tivolivillage.org
18. The HOA Board of Directors meets once per month on the third Wednesday at 6:30 PM. Notice of meetings are posted at the Gatehouse. Homeowners are invited and encouraged to attend all meetings. The Annual Meeting of Homeowners takes place on the third Wednesday of January at 7:00 PM. Unless otherwise noticed, all meetings are presently at the Longwood Recreation Center at Longwood Park, 6050 Longwood Run Blvd., Sarasota. Residents who provide written authorization are included in the neighborhood directory and are able to receive community information by email.