

LONGWOOD VILLAS OF SARASOTA HOMEOWNERS ASSOCIATION, INC
(TIVOLI VILLAGE)

*ARCHITECTURAL CONTROL COMMITTEE (ACC)
POLICIES AND PROCEDURES*

(January 2015)

(Please read carefully and retain for your future reference and needs.)

It's Important to Maintain Community Harmony and Beauty

Tivoli Village is in a unique and beautiful setting, where nature abounds and where residents in this Longwood Villas community enjoy Tivoli Village attractive and diverse low-maintenance lifestyles.

To ensure the community remains unique, aesthetically pleasing, and harmonious to owners and their guests, and to maintain property values, an Architectural Control Committee has been established to oversee construction, alteration, and improvements within the Longwood Villas-Tivoli Village community.

The following information is being provided to homeowners in an effort to inform them of the various aspects of requesting any architectural change relevant to their residence in Tivoli Village. Please read it carefully and retain it for your future needs.

What Requests Must Be Reviewed

The Declaration of Covenants and Restrictions for Longwood Run Villas of Sarasota requires that all proposals for construction, alteration, or improvement made to the exterior of a house or lot in the association be reviewed and approved by the Architectural Control Committee (ACC). This approval must be finalized and authorized by the Board of Directors prior to any work being initiated.

Alterations or changes needing review include but are not limited to the following:

- Alterations or improvements to buildings, driveways, exterior walls, doors, windows, and/or garage doors
- Addition of pools and spas
- Addition or enclosure of lanais or courtyards
- Addition or changes in solar panels
- Addition or changes in shutters, awnings, or canopies
- Addition or changes of fences or walls
- Addition or replacement of exterior lighting
- Enclosure of entranceways
- Installation of antenna, satellite dishes or aerials
- Changes in exterior paint colors
- Addition, removal and/or replacement of landscape features, i.e., stones, statuary, ornamental decorations, benches, etc.

The Review Process

Any homeowner desiring to make changes must submit an application describing the proposal to the ACC. Applications may be filled out on www.tivolivillage.org. The following process will be followed when reviewing applications:

- The ACC will review the proposal & relevant policies & make a site visit when appropriate.
- Replacing existing elements with essentially the same element still requires an application, but the review process is expedited.
- The ACC shall approve proposals only if it deems the request will not be detrimental to the appearance of the neighborhood as a whole and that the appearance of any structure affected will be in harmony with the surrounding structures and is otherwise desirable.
- The ACC may condition its approval as it deems appropriate and may require the submission of additional plans and specifications or other information.
- Proposals shall be subject to all applicable permit requirements and all applicable governmental laws, statutes, ordinances, rules, regulations, orders and decrees.
- The approval of an application should not be thought of as automatic approval for a similar proposal by the owner or another owner.
- The ACC shall have thirty (30) days after the delivery of the application and all required materials and information to approve or reject any proposal. If the ACC rejects the proposal, the homeowner may appeal to the Board. Any proposals not addressed within the 30-day period shall be considered approved.
- After ACC review, the owner may then present the application to the Board of Directors for final approval and authorization.

Conditions of Approval:

The owner is responsible for each of the following after a proposal has been approved.

- Acquiring governmental approvals such as county permits and environmental approvals.
- Acquiring insurance certificates from the person(s) or company(s) performing the work as well as release of liens upon completion of the work.
- Operating, maintaining & replacing all approved additions, alterations or changes in perpetuity

Completion of Work and Noncompliance

The following procedures will be followed when the proposed work is completed:

- Within thirty (30) days of completion of any work for which approval was given, the applicant shall give written notice of completion to the Property Manager.
- Within thirty (30) days after receipt of the notice of completion, the ACC, or its duly authorized representative, may inspect such change or improvement. If the ACC finds that such work was not completed in strict compliance with approved plans, it shall notify the applicant in writing within thirty (30) days, specifying the particulars of non-compliance, and requiring the applicant to remedy the same.
- If after 30 days from the date of such notification of noncompliance, the applicant has failed to remedy the problems to the satisfaction of the ACC, the ACC shall notify the Board in writing of such failure.
- The Board shall then determine whether there is noncompliance and, if so, take appropriate action.