

## TIVOLI VILLAGE HOMEOWNERS LANDSCAPE GUIDELINES

Rev. November 17, 2021

To assure that Tivoli Village community remains aesthetically pleasing and harmonious to owners and their guests, and to maintain property values, all homeowners are responsible for adhering to Landscape Guidelines as specified in the Longwood Villas Declaration of Covenants (Section IV).

As a community we share responsibility for common areas, landscaping, plantings surrounding individual villas.

Homeowners have the option to develop the landscaping inside their plot/property line subject to a review by the Grounds Committee and approval by the Board. Property lines may be determined using the Sarasota County Property Appraiser maps. Homeowners should have received a survey map when they purchased the property. If a survey is needed to verify property lines, it is the homeowner's responsibility to provide it. If a plat map is needed, it can be requested from Sarasota County Clerk website (<https://secure.sarasotaclerk.com/SubPlatsSearch.aspx>). Items inside an enclosed courtyard or lanai are not subject to review/approval and are to be maintained by the homeowner

The Longwood Villas of Sarasota Homeowners Association, Inc., AKA Tivoli Village (HOA) is responsible for maintaining common areas, including trees, landscaping, plantings and any architectural structures. Homeowners can request that the Board of Directors (BOD) address landscaping changes in common areas.

A Grounds Committee (GC) was established by the HOA BOD to provide guidance to homeowners to maintain the overall attractiveness of the community. The GC is made up of volunteer homeowners.

The GC is charged by the BOD with reviewing requests from homeowners for the removal of existing plantings, the installation of new plantings, the installation of landscape lighting or ornaments within the homeowner's property line. The GC reviews the homeowner requests by meeting with homeowners to discuss plans and exchange any additional information. The GC submits its recommendations to the BOD, which reviews the recommendations and makes the final decision. **No work may begin until approved by the BOD. Unapproved changes can be removed and/or fined by the BOD.**

GC review is required for any addition, removal and/or replacement of landscape/grounds features, i.e., trees, shrubs, bushes, lawn stones, statuary, or ornamental decorations (excluding seasonal decorations). These include any such features within homeowner plots and within sight lines of other homeowners, such as the backside of individual homes. If an outside vendor is used, they must be licensed and insured.

## LANDSCAPE GUIDELINES

Following are some specific guidelines for planning of landscaping.

- All plantings must be Florida friendly. More information is available from the University of Florida IFAS Extension at <https://ffl.ifas.ufl.edu/> or at 941-861-9900.
- Any installation of invasive plants, such as traveling bamboo, asparagus fern, etc. is not permitted.
- Edging materials (stones, gravel, other), if used, to keep soil from eroding or to maintain mulch can be used if approved by the BOD. Edging cannot impede professional landscape maintenance. **Damage to edging material is the responsibility of the homeowner.**
- Hanging flower pots attached to buildings requires BOD approval. Hanging flower pots attached to trees outside the residential plot line are not permitted.
- Potted flower/plants (if seen from the street) must be approved by the BOD if they exceed five (5) feet in height at maturity.
- Decorative pots/planters/ornaments must be approved and placed to not impede professional landscape maintenance.
- Potted plants within a courtyard or enclosed lanai are exempt and do not require BOD approval.
- If a homeowner uses an outside landscape vendor for any landscape purpose, the homeowner must provide documentation to the BOD that the vendor is properly licensed and insured before the vendor is allowed onto the property.
- Some installations may also require approval by the Architectural Committee.

## OTHER CONSIDERATIONS

- Will the planned work negatively impact the health or safety of residents/guests, wildlife or existing landscaping?
- Is the landscaping consistent with the overall appearance of the community?
- Are the plantings on common ground or in an area where there are easements/restrictions?
- Will the plantings or changes have long-term implications for the cost of or maintenance of the community?
- Are the planned plantings situated appropriately, i.e., shade plantings, sun plantings, moisture requirements, etc.?

## **ORNAMENTAL DECORATION**

All ornamental decoration such as statuary, fountains, benches, bird baths, etc. are only permitted within the homeowner's plot line and may not be placed anywhere that would impede professional landscape maintenance. GC review and BOD approval is required. Seasonal decorations are exempt from requiring approval and should be removed within a reasonable time after the event.

## **EXPERT OPINION**

The Tivoli Village HOA employs contracted experts to provide professional opinions about maintaining the health of our lawns, trees and landscaping. In the best interests of the community, if an independent expert opinion recommends against a landscaping request made by a homeowner, the GC and the HOA will rely on the opinions of the experts and act according to their recommendations.

## **TREE TRIMMING**

In order to maintain the appearance of the trees and the safety of the properties within Tivoli Village, the following processes are in place for hardwood trees (Palms are trimmed every year, generally in the fall after seed pods have formed).

1. Tivoli Village is divided into three sections and uses a three-year plan to rotate the regular trimming of hardwood trees (year 1 - Ascot Circle North, year 2 - Ascot Circle South, and year 3 - Tivoli Avenue, Lane Court and Place).
2. The Grounds Committee will annually survey the trees to spot any trees needing trimming, outside of the three-year rotation.
3. Individual homeowners can request tree trimming anytime via the existing Landscape/Grounds Request form.
4. Trimming will be in accordance with insurance industry best practices and the advice of professional arborists.

## **COMMUNITY BASED PROJECTS**

When a common area is identified that needs landscaping changes (trimming or plant replacement or removal of invasive vegetation) is approved by BOD and the plan involves neighborhood volunteers, the following process must be followed:

1. A Landscape/Grounds Request form must be submitted to the Property Manager (PM).
2. The PM forwards the request to the GC.
3. The GC reviews the request with the requestor(s).

4. The GC recommends a course of action to the Board of Directors (BOD) including the names of potential volunteers.
5. The BOD acts on the GC recommendation(s).
6. The PM notifies the requestor(s) and the GC of the BOD's decision.
7. All volunteers are required to sign a BOD approved waiver and agree to take appropriate safety precautions (clothing - long pants and long sleeve shirts, footwear - socks, no sandals, tools, etc.).

### **TO REQUEST LANDSCAPE CHANGES**

1. Go to <https://tivolivillage.org> and click on **Owners** in the top navigation bar to access the homeowners page <https://tivolivillage.org/owners/>.
2. Scroll down to the box labeled **Landscaping**. Click on **Approval Form**. Fill in the boxes on the form with your information. You can upload supporting documents like surveys, vendor spec sheets, landscape plans and photos. When done, click **Submit**. Your request will be sent to the property manager and forwarded to the appropriate Committee(s).

**NOTE:** If you do not want to use the online form, there are instructions at the top of the form for printing it and submitting.

3. Once you submit a request, a confirmation message with a copy of your completed form will appear, which you can print if desired. You also will receive a confirmation email, which will include a copy of your completed form.
4. The request is then processed as follows:
  - The GC reviews the request and meets with the homeowner to discuss the project.
  - The GC forwards its recommendation to the BOD.
  - The BOD approves/disapproves the project.
  - The PM notifies the homeowner of the decision and notes the decision in the monthly BOD Meeting Minutes.
  - The project must be started within six months and completed within one year.