

Tivoli Village Villa Refurbishing Guidelines

Introduction

The Tivoli Board of Directors (BOD) has recently approved a revised residential paint palette (called the Tivoli Palette). Additions or deletions to this palette are addressed regularly through Architectural Control Committee (ACC) review and BOD approval.

General Policy and Procedures

Every nine (9) years on a rotating basis villas are fully refurbished (power washing; repair and painting of exterior walls, doors, gutters, and fascia). Every three (3) years on a rotating basis villas are partially refurbished (power washing of roofs, driveways, and walkways).

Note:

- Owners must provide access to the building for repair and painting.
- Owners are responsible for removing debris from gutters and screening and removing and reinstalling gutters and downspouts if necessary. Although rare, lanai cages may need to be removed or screens cut to complete some building repairs. If that does occur, removal and replacement/repairs are the owner's responsibility.
- Gutters will be painted to match the fascia and downspouts will be painted to match the body color.
- Accent bands on some villas will be painted the same color as the fascia unless the BOD grants an exception after ACC review.

Each year a letter is sent to homeowners whose villas are due for partial or full refurbishing with a projected timeline for when refurbishing will occur. The BOD makes every effort to carry out refurbishing during the "dry" season. However, weather variations may require changes to the schedule.

Instructions included with the letter will tell full-refurbishing homeowners who want to change their exterior colors how to get the Tivoli Palette notebook to pick colors and how to submit a request form. All homeowners scheduled for full-refurbishing will be required to submit a Painting Request Form, including homeowners not changing their colors.

Out-of-Schedule Repainting

Homeowners may choose to repaint their villas ahead of schedule at their own expense. The Association will make every effort to reschedule that villa for the next full refurbishing according to the 9-year plan. However, full refurbishing is limited to no more than 12 villas any given year to reduce undue stress on the Association's reserves.

If the refurbishing schedule becomes unbalanced, the Association will approve out-of-schedule repainting only with the homeowner's written agreement that the next full refurbishing may happen at a longer or shorter interval.

Procedures for Changing Colors

1. The process of choosing paint colors, ACC review, and BOD approval can take considerable time. Homeowners making color changes should begin the process as soon as possible.
2. The Painting Request Form is available on the Owners page at tivolivillage.org by clicking the link in the Roofs & Painting box. Once you know what colors you want, you can fill out and submit the form online. Once the form is submitted it will be sent to the property manager and to the ACC. Or you may print, scan, and email it to serena@capstoneam.com.
3. To make color selection easier, the Tivoli Palette includes 10 pre-determined color schemes. This allows for a faster ACC review once the Painting Request Form is submitted since those colors are already BOD-approved.
4. Homeowners may also select their own combinations of colors from the Tivoli Palette for review by the ACC and approval by the BOD.
5. A homeowner may want to submit new colors not in the Tivoli Palette. Requesting colors not in the palette takes more time and may delay painting because the selection process involves more steps for final approval. The ACC must visit the prospective villa to see a 3' by 3' sample of the colors painted on one or more walls to determine if the colors are compatible with the overall neighborhood colors. They then make a recommendation to the BOD for approval at the next monthly Board meeting. Starting the new color selection process early is especially important.

6. Homeowners whose current villa colors are no longer included in the approved Tivoli Palette must choose another color from either the Tivoli Palette or propose new colors or a combination of palette and new colors.
7. Changing colors within a five-plex or duplex has added requirements, outlined in our governing documents. The five-plexes have traditionally been painted one, two or three colors. Ideally, five-plex and duplex homeowners work together and with the ACC to choose a color combination from the palette that is acceptable to all the owners involved and the ACC.

Color Selection Tips

- Consider painting the garage door the same color as the fascia and accent band for contrast and visual interest, particularly for villas that don't have trim accents.
- Look at window frame finish (white/bronze) when selecting colors.
- Be aware of the amount of light and shade as well as surrounding vegetation when choosing colors. The same color can look very different from one villa to another depending on the setting.
- Some colors tend to become washed out when exposed to sunlight. Analyze your home's exposure to sunlight and the shade cast by surrounding vegetation when picking your colors. Very light and dark hues seem to age quicker than medium tones.
- Consider the colors of neighboring villas when selecting a color. Choosing the same or a very similar color as surrounding villas is discouraged. Painting a 3' by 3' sample of all colors on one or more walls is highly recommended, even when you can see the colors on another villa. The look of the color can vary significantly depending on the setting. You can buy one-quart cans at the paint store.

Refurbishing Processes

Full Villa Refurbishing

- Power wash the whole exterior and treat for mold and mildew.
- Seal all stucco with clear masonry sealer.
- Patch all cracks in stucco with textured elastomeric patch.
- Caulk windows, door frames, and fascia boards with 45-year exterior caulking.
- Paint all stucco with 100% acrylic latex colors.
- Repair and paint fascia boards with 100% acrylic latex colors.
- Paint garage door, entry doors and frames with acrylic semi-gloss enamel colors.
- Repair and retexture peeling plaster areas from entry ceiling.
- Paint exterior ceiling areas with 100% acrylic latex (white).
- Paint interior of screened lanai ceilings and walls with 100% acrylic colors. (The HOA does not paint glass-enclosed lanais or those incorporated into the interior of the villa.)

Partial Villa Refurbishing

- Pressure wash roof, driveway, and walkways and treat for mold and mildew.