

Architectural Control Committee Policy and Procedures

3rd Edition
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A place like no other

*Maintaining
architectural
harmony in
our community
helps preserve
the value of
our homes.*

Please read carefully and retain this 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 attractive and diverse maintenance-free 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, alterations and improvements within 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 reference.

What Requests Must Be Reviewed?

The Declaration of Covenants and Restrictions for Longwood Villas of Sarasota requires that all proposals for construction, alterations or improvements 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.

Examples of Proposals Needing Review

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

- Alterations or improvement 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 paint colors.
- Addition, removal and/or replacement of landscape features, i.e. trees, shrubs, bushes, lawns, stones, statuary, ornamental decorations, etc.
- Changes in exterior paint colors

The Review Process

Any owner desiring to make such changes must submit an application describing the proposal to the Architectural Control Committee (ACC) through Argus Management, 2477 Stickney Point Road, Suite 118A, Sarasota, FL 34231. Applications may be obtained from Argus Management. The following process will be used when reviewing applications:

- Argus Management will send the application to the ACC. The ACC will review the proposal and relevant policies and 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, and replacing all approved additions, alterations or changes in perpetuity including landscape features.

Completion of Work & Noncompliance

The following procedures will be followed after 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 Argus Management.
- 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 the approved plans, it shall notify the applicant in writ-

ing within 30 days, specifying the particulars of noncompliance, 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.