

Country Club/Edgewater Village Association, Inc.,  
A Deed Restricted Community

# Homeowners' Manual

January, 2012 Edition

**Note:** This manual changes with the changing needs of our community, and is necessarily a work in progress. The most current version of the Homeowners' Manual can always be found on the CEVA Internet site or printed copies are available at Town Hall.

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## LAKWOOD RANCH, YOUR HOMETOWN COMMUNITY!

*"A successful community is dependent upon the interest and involvement of its homeowners!"*

Country Club and Edgewater Villages are part of Lakewood Ranch, a master planned community. Its overall theme encompasses a wide range and variety of living opportunities that include single family homes, villas, apartments, recreational, and commercial space: A place to live, work and play.

At the same time, the community is deed restricted which does place usage restrictions upon the landowner. This protects the aesthetics, character, and space usage of the overall community.

Each property that has been developed in Lakewood Ranch has been through an extensive review process to ensure that the design quality and neighborhood compatibility is maintained. Each neighborhood has its own signature and provides a unique housing experience. The overall goal is to maintain quality, to protect the value of each property, and provide as little impact upon the environment as possible.

When purchasing property within Country Club or Edgewater Villages, every landowner should have received a copy of the Declaration of Covenants along with the Supplemental Declarations and a copy of the current Homeowners' Manual. These documents are to be received at the time of the official property closing. It is specifically through these documents that standards are created and maintained.

The Country Club/Edgewater Village Homeowners Association (CEVA) is responsible for ensuring that the covenants and deed restrictions are enforced and that the Homeowners' Manual and other CEVA documents are accurate and current. Membership is mandatory for owners of property upon which assessments are required.

In addition to villages and neighborhoods, Country Club/Edgewater is divided into Community Development Districts which are responsible for maintaining and improving common areas, infrastructure and facilities. Country Club in Lakewood Ranch is divided by The Masters Avenue. Edgewater Village and that part of Country Club south of The Masters Avenue comprise Community Development District 2 (CDD2). CDD2 also includes the Gleneagles and Spyglass neighborhoods, which are north of The Masters Avenue. All other neighborhoods north of The Masters Avenue are in Community Development District 5 (CDD5).

Please use this manual as a guide and reference to learn your responsibilities as a homeowner in Lakewood Ranch.

# Country Club/Edgewater Village Homeowners Association Homeowners' Manual

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## I. GENERAL POLICY STATEMENTS

- A. CEVA's policies and restrictions are intended to be in compliance with Florida statutes and Manatee County codes, which take priority over CEVA policies and restrictions unless otherwise noted in the pertinent statute or code.
- B. All homes must meet a standard that is acceptable to the overall neighborhood plan. If a homeowner wishes to change the structure in any fashion, approval must be obtained in advance from the Modifications Committee. At no time may a change infringe upon the established easement lines. Failure to follow this policy could result in the infringement being removed at the homeowner's expense.
- C. All property shall be maintained in accordance with the provisions contained in the Declaration of Covenants and the Supplemental Declarations for Country Club/Edgewater Village. You may obtain a copy at Town Hall for a fee.
- D. Nothing shall be done or maintained on any lot, which may become a nuisance. This shall include, but not be limited to, loud TV or sound systems and barking dogs. Loud parties, vulgar language and any activity that interferes with TV or cable reception would also be included.
- E. The term "house" or "unit" refers to the individual residential structure constructed on a lot or an individual condominium or cooperative unit. (See definition stated in article I, Definitions and Interpretation of Declaration of Covenants).
- F. Business on premises. While a member of the family may conduct business from the home, at no time shall such activities provide services or manufacture goods for sale on the premises. The business may not cause an increase in foot or vehicular traffic of any sort except for Federal Express, UPS, or other delivery service. There shall be no signs erected on the property.
- G. Solicitation is prohibited from private residences.
- H. There shall be no obstruction to visibility at the street or common area intersections. The CEVA shall not be liable for damages, injuries or deaths in any manner to any person or entity arising from violations of this section. This includes owners and their guests.
- I. When enhancing or making changes to the landscape, neighbor friendly planting is encouraged. Species, quantity, character and design should be carefully considered when planning the appearance of a lot. Front yard plant selections should be ornamental in design and quality. All changes must be consistent with the character of Country Club/Edgewater Village. Landscaping in the rear yard can reflect personal taste by providing for special gardens and natural landscape arrangements. Side yard plantings should be neighbor friendly. Natural planting layouts are encouraged.
- J. Failure to follow any of the policies or restrictions set forth in this manual may subject the homeowner to possible fines and or the expense of returning unauthorized modifications to the original state.
- K. Assessments: All Association Assessments are due on the first day of each calendar year. Quarterly Assessments for Maintenance-Free Neighborhoods are due on the first day of each Quarter. Please see Attached Appendix B for the Collection and Late Fee Policy.

## CEVA POLICY REGARDING LEASES

Homeowners may lease their property provided that all paperwork has been received by Community Association Services. The minimum lease will be six months with certain exceptions. Condominium leases may be for less than six months if so specified in the condominium documents. Some neighborhoods have adopted a minimum lease period of one year. *Please see Appendix E for details on those exceptions and additional restrictions relative to leasing property in Country Club/Edgewater.*

## CEVA POLICY REGARDING CONDOMINIUM PROPERTY MANAGEMENT

CEVA does not provide property management services to condominiums. They are required to have their own property manager. The primary governing documents for condominiums are their Covenants/Declarations and are enforced by the condominium property managers and boards, with the following exceptions:

- Any major modification of the exterior of any building must be approved by the appropriate CEVA Modifications Committee and the CEVA Board.
- Condominiums must adhere to the CEVA planting palette and any major changes in their approved landscaping plans must be approved by the appropriate CEVA Modifications Committee and the CEVA Board.

## II. RESTRICTIONS AND OPTIONS

From time to time homeowners may wish to make changes that suit their current life-style and creative needs. The CEVA recognizes this need and wishes to accommodate these changes. However, it is important to remember that the changes may affect the character of your neighborhood and the tone of the village.

It is for this reason that the Edgewater or Country Club Modifications Committees must approve certain changes. They are charged with the responsibility of maintaining the original design standards. The process is simple and swift, as the committees meet on a regularly scheduled basis.

### WHEN DO YOU NEED MODIFICATIONS COMMITTEE (MC) APPROVAL?

This is the most frequently asked question by CEVA residents. As a general rule, whenever you are considering making changes to the exterior of your house or to your landscaping, you should consult this Homeowners' Manual (HOM) to see if you need to submit your plans to the MC for approval before proceeding. Usually, any restriction will be one of three types:

**Homeowner Option.** The homeowner may implement the change without obtaining Modifications Committee approval if all of the restriction criteria are followed. There are several major instances where you do NOT need MC approval, including repainting your home with the same colors or replanting existing landscape beds with plants listed in the CEVA Planting Palette, Appendix F of this manual. *Please note that any changes beyond the criteria specified for Homeowner Options also require Modifications Committee approval.*

**Requires Modifications Committee Approval.** The homeowner must submit a modifications request to the Modifications Committee for their approval. The modification may not be started until approval is received. A modification started or implemented without approval is subject to fines, and the homeowner may be required to remove the modification and restore the home to its original condition prior to implementing the modification.

**Requires Property Management Department Approval.** Similar to "Requires Modifications Committee approval" above, but the CEVA Board, through the Modifications Committee, has delegated responsibility for approving the request to CEVA's designated property management contact. The homeowner must still submit a modifications request. However, this procedure allows a shorter turn-around time for approval. If there are any questions concerning whether or not the request meets CEVA requirements, the property management contact may forward the request to the Modifications Committee for their consideration.

### "Grandfathering"

Some restrictions include a "grandfather" clause. Such a clause means that an installation may continue to exist if legitimately installed or begun prior to the implementation of a later restriction. Usually, items or actions are "grandfathered" only until a home is sold or the installation is removed. Items which required Modifications Committee approval prior to installation at the time they were installed but did not receive approval cannot be "grandfathered".

For easy reference, here is a listing of most items which may require Modifications Committee or Property Management Department approval:

- 1) For condos: any major modification to the exterior of a building or major changes to landscaping.
- 2) For single family homes:
  - Additions to home
  - Architectural review for all exterior construction
  - Artificial rocks
  - Awnings
  - Bird baths, fountains, and statuary
  - Coach lamps (change in color or style)
  - Cisterns
  - Decorative items (more than three)
  - Driveways, sidewalks, walkways
  - Fences (in neighborhoods where they are permitted)
  - Flagpoles (free-standing)
  - Fountains
  - Hurricane shutters/protection
  - Invisible dog fences
  - Lanai replacement or extension
  - Landscaping
  - Painting house with other than existing color(s)
  - Planting beds (modifying existing or creating new ones)
  - Pools
  - Roofs
  - Shutters
  - Solar panels
  - Spas and hot tubs
  - Trees or plants not listed in the Planting Palette
  - Trees (changing/adding/removing citrus, large or canopy trees)
  - Trellises
  - Wall ornaments (other than in recessed areas of home)
  - Walls, privacy or screening

Please see the Modifications Request form in the FORMS section of this manual or contact Town Hall for forms and specific requirements if they are not covered in this manual.



## LANDSCAPE STANDARDS AND CRITERIA

One of the objectives of Country Club Village is to establish a visual sense of community as a whole while allowing for the expression of individual taste and style. The Landscape Design Criteria provide the framework for this type of development to occur.

The particular landscape guideline "framework" to be used is one in which a single-family ambience is established. By maintaining open views of natural areas, landscape and water, through the use of large canopy trees in a uniform planting palette; the desired landscape character will be created and enhanced. This character can be reflected in a more formal use of the planting palette as part of the single family lot landscaping.

The existing landscape policy includes Florida-Friendly principles. A homeowner is not required to use all nine Florida-Friendly principles and may choose to use Florida-Friendly landscaping in specific areas without redesigning the entire yard. *Please also read the information on Florida-Friendly Landscaping in the General Interest section.*

Owners of all properties are required to maintain their landscapes in a manner that is in keeping with the standards of Lakewood Ranch. This maintenance requirement includes plantings, mowing of grass, edging, trimming and fertilizing on a regular basis. Weed control and insecticide applications must be done as needed. The size and shape of trees and shrubs must be maintained so as not to pose a safety hazard by restricting visibility or hanging over public sidewalks.

**Maintenance-Free Neighborhoods.** In maintenance-free neighborhoods, residents must submit all landscape change requests to their neighborhood landscape representative for approval. If approved by the landscape representative, the application is then submitted to the Modifications Committee for final approval if that committee's approval is required. Changing of existing planting beds using shrubs and ground covers listed in the CEVA plant palette will only require approval of the neighborhood landscape representative and will not need approval from the Modifications Committee.

**Important Note:** *Please refer to the information above and in Appendix F, Planting Palette, prior to commencing any landscape changes. All plants not in the Planting Palette need Modifications Committee approval.*

**Choosing the Right Plants.** There are various sources of valuable information to help you choose from the widest variety of new plants for your yards and to provide the best care possible for the plants and grass you currently have. We should first remember the phrase "Right Plant-Right Place." Our area is in Hardiness Zone 9B. In addition, our soil is mostly alkaline. Plants suited for warmer zones and acid soils have been grown successfully here; however, they usually require more maintenance than plants more appropriate for our region.

Our Homeowners Manual provides a listing of recommended trees and plants in Appendix F. All other plantings need Modifications Committee approval.

For Florida gardening, the University of Florida IFAS Extension offers information on topics that may be of interest to you. Their website is: [www.ifas.ufl.edu](http://www.ifas.ufl.edu). The Florida Native Plant Soc. is a good source for information for Florida native plants. Their website is [www.fnps.org](http://www.fnps.org). To obtain information specific to Manatee County, you can contact the Manatee County Cooperative Extension Service in Palmetto at 941-722-4524. The Master Gardening extension has many free publications at [manatee.ifas.ufl.edu](http://manatee.ifas.ufl.edu)

## RESTRICTIONS

**Access to Lake Uihlien Boat Ramp and Parking Lot.** The Lake Uihlien Boat Ramp and the adjacent parking lot are available for use by Lakewood Ranch residents of Country Club, Country Club West, Edgewater, Greenbrook, Riverwalk, and Summerfield villages. They are accessible via a locked gate from Lakewood Ranch Boulevard. A key to access the parking lot and boat ramp can be obtained from Community Association Services at Town Hall. The required forms, which contain information on obtaining a key and applicable restrictions, are included in Section IX, FORMS, in this manual and in the "On-line Forms" section on Digital Village.

**Address Treatments.** Numbers must be Arabic in character. Not less than three inches or more than five inches in height and contrasting in color with their background. The location must be in an area clearly visible from the street. No address treatments shall be attached to the yard light post. (In maintenance-free neighborhoods, address treatments must be constant throughout the neighborhood.)

**Air Conditioners and other Mechanical Equipment.** Installation of any mechanical or electromechanical equipment to be located outdoors is a *Homeowner Option*. Such equipment, including but not limited to ground utility access equipment, pool pumps and heaters, water softeners, generators, and air conditioners, must be screened from public and neighbor view by the use of a wall or approved landscape materials, for example, medium shrubs as described in the Planting Palette, Appendix F. Adequate clearance must be provided for maintenance purposes, with an opening no wider than 2 feet to permit maintenance access. Installation of a wall around the unit would require adequate air circulation per the manufacturer's specifications. The wall or shrubbery screen may be no more than six inches (6") higher than the equipment. If a wall enclosure is used, the wall must be constructed of concrete block covered with stucco and painted to match the exterior of the home. *Please also see "Generators (Emergency)" for restrictions specific to those devices.*

**Arbors.** Arbors are not allowed.

**Architectural Review.** To ensure architectural integrity within the CEVA communities, certain procedures and design criteria are required for all new construction including, but not limited to, reconstruction of the home, additions to the home (including decks, pools, outdoor kitchens, etc.) and external remodeling. *Please refer to Appendix A for details.*

Renovation or remodeling of the **interior** of an existing home is a *Homeowner Option* and does *not* require either Modifications Committee Approval or Architectural Review.

**Artificial Landscape Items.** Artificial plants or "greenery" are allowed only on covered front entryways or enclosed lanais or decks. The artificial plants must be appropriately "planted". They also must be maintained and replaced as required, e.g., if they become worn, torn, stained, bleached or discolored. *(Please Note: the Modifications Committee may approve artificial rocks).*

**Awnings.** Installation of any awning, whether fixed or retractable, *requires the approval of the Modifications Committee*. All awnings must be either striped or solid and match the color of the house or be of attractive contrasting colors.

Fixed and retractable awnings may be installed both inside the homeowner's lanai cage and on the rear or side exterior walls of the house. No awning may be installed on the front of the house. The frame of any retractable awning installed on an exterior wall must be made of sturdy material.

Any retractable awning installed on an exterior wall of the house must be closed as soon as a hurricane watch/warning is declared.

**Basketball Hoops.** No basketball hoops are allowed in Maintenance-Free Neighborhoods. In neighborhoods which are not maintenance-free, basketball hoops are not allowed unless approved by a neighborhood vote. In order for a vote to pass, a majority of 51% or more of the neighborhood owners must vote, and at least 60% of those voting must vote in favor of allowing the installation of basketball hoops.

Regardless of the outcome of a Neighborhood vote on basketball hoops, another vote may not be taken earlier than five years after the previous vote.

Should a neighborhood vote result in the prohibition of basketball hoops, a previously approved and installed hoop will be allowed until such time as the house is sold, and it must be removed at that time. Similarly, if a neighborhood does not allow hoops, when a previously approved existing hoop is removed it cannot be replaced.

*Note: Neighborhoods which have voted to permit basketball hoops include St. Georges (2001) and Palmers Creek/Teal Creek (2011). Neighborhoods which have voted to prohibit basketball hoops include Pointe (2001), Kingsmill/Legends Walk (2010), Belmont/Keswick (2011), and Quail Creek (2011).*

The following restrictions will be placed on any basketball hoops:

- a. Permanently installed basketball hoops, including those affixed to a house, are not allowed. Any basketball hoops that have been installed after June 1, 2006, *must* be placed in a sleeve and removed during severe weather. All other basketball hoops that were approved and installed prior to June 2, 2006, will be grandfathered until the home is sold or the basketball hoop is removed.
- b. The colors should be as neutral and unobtrusive as possible.
- c. The basketball hoops will be placed on the side of the driveway as close to the home as possible but in no event closer to the street than 15 feet.
- d. At no time shall any basketball hoops be placed at the end of the driveway allowing play in the street.
- e. The hours of use shall be limited to daylight hours only.

*All owners are encouraged to use the basketball courts at the community park at the Athletic Club rather than place one at their home which might have to be removed in the future.*

**Beds, Planting.** Homeowners may change shrubs in original planting beds without Modifications Committee approval IF they use plant materials from the approved planting palette. Modifying existing beds and creating new beds *require Modifications Committee approval*. Using shrubs NOT on the approved palette also *requires Modifications Committee approval*. Plant material that dies must be replaced within 60 days using at least the minimum size requirement as noted in the plant palette, Appendix F.

**Birdhouse and Bird Feeders.** *Homeowner option.* Must be in rear yard and not visible from the street.

**Birdbaths.** Birdbaths *require Modifications Committee approval*. They will be considered on a case-by-case basis. A color picture of the birdbath must accompany the homeowner's request. Information on the dimensions and material must be supplied. A picture of the proposed location, which clearly shows the color of the house and the surrounding landscape, must also be submitted.

**Boating.** See the *GENERAL INTEREST* section entry on *Boating, Fishing and Lakes*.

**Buffer Planting.** Vegetable gardens and screen enclosures must be screened from view by the use of landscape materials. Vegetable gardens may be planted in the rear or side yard of the home only.

**Cages for Pools, Lanais, Verandas, and Showers.** *Require Modifications Committee approval. For more detailed information, see Appendix G.*

**Cisterns.** *Modifications committee approval required.*

**Communication Devices** are permitted in accordance with the F.C.C. Telecommunications Act of 1996. Subject to the terms and conditions set forth in this restriction each owner shall be permitted to install the following, (referred to herein as "antenna") on his or her lot:

- Satellite dish antenna 1 meter (39.37 inches) or less in diameter. Owners are encouraged to use satellite dishes that are (18) eighteen inches or less in diameter, designed to receive direct broadcast satellite service.
- Antennas (1) one-meter or less in diameter or diagonal measurement, designed to receive video programming services via multi channel, multipoint distribution (wireless cable) providers (MMDS)
- Antennas designed to receive television broadcast signals; provided, however, that no antenna mast may be higher than necessary to establish line of sight contact with the transmitter.

#### **Location Of Antennas**

- Antennas shall be placed in a location not visible from any street, if such placement would permit reception of an acceptable quality signal.
- No antenna may be mounted on the front of a residence or on the front half of either side of the residence unless an acceptable signal cannot be received in the rear of such residence, except (18) eighteen inch satellite dish antennas may be mounted on the side wall of a residence as close to the eave area as possible. Separate posts or mounting structures are not permitted.
- Antennas and mounting brackets attached to a building shall be painted to match the color of the residence at the point of attachment. Notwithstanding the foregoing, owners of a residence with a pool cage or screened lanai are encouraged to mount any antenna inside such structures consistent with the receipt of an acceptable signal.
- Any (1) one-meter satellite dish antenna may be mounted inside an enclosed screen area, such as a pool cage or lanai.
- Any installation on the ground must be screened from public or neighbor view by the use of landscape material.

**Notification.** Any owner who installs an antenna shall provide written notification of the installation, size and location to Community Association Services.

**Station Antenna Structures.** Antennas for AM/FM radio, amateur ("ham") radio or internet are covered in the FCC regulations on station antenna structures. This regulation is separate from the aforementioned regulation governing video antennas and satellite dishes. This regulation is limited to state and local governments. A submittal to the Modifications Committee is required. Forms are available in the FORMS section of this manual, in the "On-line Forms" section on Digital Village, or at Town Hall.

**Compost Bins.** *Homeowner Option.* Bins must be concealed with landscaping. Location is limited to sides and rear of yard. They are to be made of a corrosion-resistant material, have a lid, and be installed not to attract pests or create odors.

**Decorations, Holiday.** *Homeowner option.* Lights and other decorations customary for holidays are welcome. They must be temporary in nature and can be regulated as to quantity. Holiday decorations may be displayed four weeks before the holiday and two weeks after the holiday.

**Decorative Items.** *Homeowner option.* Decorative items, including decorative and planting pots, may be placed in planting beds. There shall be no more than (3) three such items on any side of the house. The maximum height of decorative items is thirty inches (30").

- a. Decorative fountains, statues, and birdbaths *require Modifications Committee Approval.* They will be considered on a case-by-case basis. A color picture of the fountain, statue, or birdbath must accompany the homeowner's request. Information on the dimensions and material must be supplied. A picture of the proposed location, which clearly shows the color of the house and the surrounding landscape, must also be submitted. English Garden Globes are not permitted in the front of the home.
- b. Wall ornaments outside the entryway of the home and visible from the street *require Modifications Committee approval.* In Edgewater, decorative wall items, including plaques, are only permitted in the recessed entryway of the home.
- c. Shepherds' Hooks over 30" tall are prohibited.
- d. Window Boxes are prohibited.
- e. Benches are a *Homeowner option.* They may have a maximum height of thirty (30) inches and are permitted in the planting beds adjacent to the front of the home, no more than ten (10) feet from the front of the house. They must be an earth tone color. Benches are also permitted in the recessed entryway of the home or on the entrance walkway.

#### **Door and Window Treatments** (*Homeowner Options*)

- a. Doors and windows may have protective film or neutral density tinting provided that it is non-reflective. Reflectiveness must not exceed 23 percent.
- b. Non-traditional window treatments may be used for a maximum of six weeks from the date the owner moves in. Owners may apply to the Modifications Committee for a one-time thirty-day extension. Windows on garage walls that face the street must have window treatments. Owners must have traditional window treatments in place at the time of any lease.
- c. Homeowners may install retractable screen doors except on overhead garage doors. The screen door housing must match the color of the door frame.

#### **Driveways and Sidewalks.**

- a. **Public Sidewalks.** Changing the material, color, or surface finish of a public sidewalk is *strictly prohibited unless that section of the sidewalk is a continuation of a driveway.* Public sidewalks are defined as sidewalks within the right-of-way adjacent to a street or in common areas.
- b. **Public Sidewalk Damage Repair.** In the event that there is structural damage to a public sidewalk causing portions of the sidewalk to break up or sections of the sidewalk to be offset, it is the homeowners' responsibility to report this to Town Hall, preferably using the "Request for Special Attention" form found in the FORMS section of this manual or in the "On-line Forms" section on Digital Village.

- c. **Residential Driveway and Sidewalk Maintenance.** Homeowners are responsible for the appearance and upkeep of their driveway and all sidewalks on their properties. This includes the public sidewalks within the right-of-way adjacent to a street that are on the homeowner's property. Sidewalks and driveways must be kept free of plant intrusions, weeds, debris, mold, stains and excessive tire markings. As required, both driveways and sidewalks must be cleaned either by pressure washing or other appropriate methods so that they look clean and neat.
- d. **Painting Residential Driveways and Sidewalks.** While color sealing is permitted as set forth below, the use of paint is *strictly prohibited*.
- e. **Color Sealing Residential Driveways and Sidewalks.** *Requires Property Management Department Approval.* An aging concrete driveway surface may begin to show cracking, staining or discoloration and appear aesthetically unappealing. For correction of minor problems, application of a "sealer" may be adequate. Only two colors are approved for sealers: Scott "Concrete Sand" (#706) and Sherwin-Williams "Gull Gray" (#HC132). Because the proper procedures for preparing the surfaces and applying the sealer are complex, professional installation is strongly recommended.
- f. **Resurfacing Residential Driveways and Sidewalks.** *Requires Modifications Committee Approval.* In some instances, applying a sealer is not an adequate "fix" for deteriorating concrete surfaces. Another option is a technique called "concrete overlay". "Concrete overlay" is a resurfacing technique. First the existing driveway surface is properly prepared, and then a thin overlay of a product specifically used for creating a new concrete surface is applied. This type of product is available from several manufacturers and must be applied by a professional. The color and texture of the overlay must be compatible with the colors and style of the home. Similarly, any pattern on the overlay must also be compatible with style of home and the neighborhood. As with a conventional concrete driveway, the homeowner is responsible for maintenance and upkeep of the concrete overlay, which has a limited lifetime.
- g. **Changing Material of Residential Driveways and Sidewalks.** *Requires Modifications Committee Approval.* More substantial fixes to deteriorating driveways include replacement of the existing driveway with new concrete or with pavers. A sample of the proposed material must be submitted along with the color of the house and roof, a detailed material specification sheet, and a drawing clearly showing the area to be modified.

**Note.** *Some neighborhoods may have local restrictions on the types of materials that can be used for driveways or sidewalks.*

**Drying Clothing.** *Strictly Prohibited* in yard space, however it may be done on the lanai if a privacy screen is used. The privacy screening must be mounted within the cage area and must be painted white or tinted to match the metal of the cage. Towels may be hung temporarily but should not be visible from the street.

**Edging, Plant Beds.** *Homeowner option.* Shrub and flower bed edging must be properly installed and maintained. Edging must be natural in appearance, such as wood edging, paver edging or seamless concrete edging. Metal, plastic, or scalloped top concrete edgings are prohibited. Edging may not rise more than six (6) inches above ground level unless approved by the Modifications Committee. Edging not in compliance must be re-installed or removed.

**Fences.** *Require Modifications Committee Approval.* Fencing is permitted in neighborhoods unless the neighborhood has voted to prohibit fencing. A vote on whether or not a neighborhood will allow fencing may only be conducted at least 5 years after the previous vote, if any. Any existing fence which was approved prior to a neighborhood's prohibition of fencing may remain, but may not be replaced while the neighborhood prohibition remains in effect.

No fencing of any kind is permitted in Maintenance-Free Neighborhoods (MFNs). Edgewater Pointe, Edgewater Sound and St. Georges currently prohibit fences.

*Permitted Fencing Types.* The only approved type of fencing is a four foot (4') high black aluminum fence manufactured by Specrail, Inc. or the equivalent from another manufacturer. The approved fencing styles are Style 9, Storrs , and Style 4, Saybrook, both with the standard post. Additional information on the recommended fencing manufacturer and styles may be obtained at the following Specrail, Inc. web site:

<http://www.specrail.com>

*Installation.* Fences are normally installed on the property line and must have a twenty-five foot (25') setback from the front corner of the house on each side. On a corner lot, side yard fencing may not extend past the secondary street side of the home.

*Screening.* Any fencing adjacent to a public street must be screened by landscaping, with the exception of areas occupied by approved gates. A description of any proposed landscaping must be submitted with the original modifications request.

*Maintenance.* Once a fence is approved and properly installed, it is the responsibility of the homeowner to maintain *both* sides of the fence.

**Fertilizer.** The use of liquid fertilizer on turf areas of lakefront property is *strictly prohibited*. The use of 50% slow release granular fertilizer is strongly recommended. Please note: Homeowners are responsible for fertilizers applied to their turf by professional lawn service companies.

**Fire Hydrant Accessibility.** For your information only, in accordance with the Florida Fire Prevention Code, 2006 edition, 1:18.3.3.1, clearances of seven and one half feet (7 ½) in front and to the sides of a fire hydrant, and a four feet (4) clearance to the rear of the hydrant are required.

**Fishing.** See the *GENERAL INTEREST* section entry on *Boating, Fishing and Lakes*.

**Flags. Homeowner Option.** Review Appendix D on flagpole installation for additional details.

- a. Brackets may be attached to the house or garage to hold a pole for a flag which is no larger than 4-1/2 feet by 6 feet.
- b. The American flag will be flown in accordance with U.S. Code. Please refer to the Internet site below for detailed information.  
[http://www.law.cornell.edu/uscode/html/uscode04/usc\\_sup\\_01\\_4\\_10\\_1.html](http://www.law.cornell.edu/uscode/html/uscode04/usc_sup_01_4_10_1.html)
- c. Any homeowner may display one portable, removable United States flag or official flag of the State of Florida in a respectful manner, and one portable, removable official flag, in a respectful manner, not larger than 4-1/2 feet by 6 feet, which represents the United States Army, Navy, Air Force, Marine Corps, or Coast Guard, or a POW-MIA flag, regardless of any covenants, restrictions, bylaws, rules, or requirements of the association.
- d. Any homeowner may erect a freestanding flagpole no more than 20 feet high on any portion of the homeowner's real property, regardless of any covenants, restrictions, bylaws, rules, or requirements of the association, if the flagpole does not obstruct sightlines at intersections and is not erected within or upon an easement. The homeowner may further display in a respectful manner from that flagpole, regardless of any covenants, restrictions, bylaws, rules, or requirements of the association, one official United States flag, not larger than 4-1/2 feet by 6 feet, and may additionally display one official flag of the State of Florida or the United States Army, Navy, Air Force, Marines, or Coast Guard, or a POW-MIA flag. Such additional flag must be equal in size to or smaller than the United States flag.

**Garage Doors.** Must be kept closed at all times except when in actual use and during reasonably limited periods when the garage is being cleaned or other activities are being conducted which reasonably require the door(s) to be left open.

**Garage or Yard Sales.** *All sales are prohibited.*

**Garbage, Yard Waste and Trash Disposal Containers.** Garbage pickup is on Tuesdays and Fridays. Recycling pick up is on Fridays. Recycling bins can be picked up at the Manatee County Public Works Department when you register. Yard waste is picked up on Wednesdays. It must not be placed out for pick up sooner than twelve hours before scheduled collection and containers must be removed and stored in the garage within twelve hours after collection.

**Generators (Emergency).** *Homeowner Option.* Generators are to be used for emergency purposes only when commercial electrical power is not available.

- a. The generator must be screened from public and neighbor view by the use of a wall or approved landscape materials, for example, medium shrubs as described in the Planting Palette, Appendix F. Adequate clearance must be provided for maintenance purposes, with an opening no wider than 2 feet to permit maintenance access. Installation of a wall around the unit would require adequate air circulation per the manufacturer's specifications. The wall or shrubbery screen may be no more than six inches (6") higher than the equipment. If a wall enclosure is used, the wall must be constructed of concrete block covered with stucco and painted to match the exterior of the home.
- b. Installations of generators must comply with state and county regulations.
- c. A county permit is required.
- d. The generator must be installed professionally. It must be plumbed by a licensed plumber and electrically connected by a licensed electrician.
- e. The generator must be at least 5 feet from any door or window opening, and at least 10 feet from all neighbors.
- f. Generators must be located on the exterior of the home, excluding the lanai.
- g. Sound levels produced by the generator may not be greater than 72db(A) @ 23 feet while operating at full load.

Generators may be operated once a week for test and maintenance purposes, but for no longer than 15 minutes and only on weekdays between the hours of 10:00AM and 2:00 PM.

**Golf Carts.** *The following restrictions are based on Florida State Statutes.*

- a. Motorized golf carts are strictly prohibited anywhere within Edgewater Village.
- b. All carts must be equipped with headlights and turn signals (if used from dusk to dawn) brake lights, reliable steering apparatus, safe tires, rearview mirror and red reflector warning devices on the front and rear.
- c. Operators of the cart must have a valid driver's license.
- d. Owners must have insurance and such insurance must include coverage for driving on community roads and cart paths.



- e. Carts may only be operated on the roads within The Country Club Village as well as those areas explicitly indicated for both pedestrian and cart traffic.
- f. Operators of carts must obey all traffic laws and signs.
- g. No reckless driving will be allowed.

*The CEVA Board, by approval of these restrictions, had approved fines for golf cart rule violations. The enforcement of the violations will follow the process as outlined in the Country Club Homeowners' Manual and CEVA governing documents with the exception that each item noted above (1-7) is considered to be a separate restriction. Although fines will be limited to a maximum amount of \$100 per occurrence, fines may be applied for violations of each restriction.*

**Gutters.** *Homeowner option.* May be added at any time. The color must match the approved fascia color or be white. Gutter downspouts may remain their original color or be painted to blend with the body and trim colors behind them. Gutter downspouts may not extend beyond the landscaping beds alongside the body of the house.

**Invisible Dog Fences.** *Homeowner option.* Invisible fences are not allowed in Maintenance-Free Neighborhoods. Invisible fences may be installed only in the side and rear yards of a home (except as noted below) and must be within the side and rear property lines. Invisible fences on the side of a home must be set back at least twenty five feet (25') from the front of the home. On corner lots, invisible fencing may not extend past the secondary street side of the house.

### **Irrigation and Watering.**

*Note: The following guidelines are based on non-drought situations. In drought situations, the Southwest Florida Water Management District (SWFWMD) issues tighter guidelines for water usage. You should check the SWFWMD Internet web site for the latest usage guidelines. That web site can be found at:*

<http://www.swfwmd.state.fl.us/conservation/restrictions/swfwmd.php>

Lakewood Ranch, following the guidelines set by the Southwest Florida Water Management District (SWFWMD) and our irrigation water supplier, Braden River Utilities, has established watering schedules for all neighborhoods. The watering schedule for Lakewood Ranch neighborhoods can be found on LWR Digital Village by going to the 'Living Here' page, then to 'Irrigation Information' and then selecting the appropriate CDD.

Homeowners are responsible for providing proper irrigation. Irrigation system usage must be in compliance with existing Lakewood Ranch and Governmental regulations. Violations of these regulations and schedules are considered behavioral violations, and residents may be fined according to CEVA guidelines for such violations.

- **Established Lawns and Plants:** Lawn and landscape watering is limited to a *once-per-week* schedule. Information on changes in this watering frequency will be posted on Digital Village and sent to all Neighborhood Committees for distribution to individual homeowners.
- **New Lawns and Plants:** The establishment period is 60 days total. During the first 30 days, the new replacement turf grass or plants may be watered every day of the week. During days 31-60, new lawns and plants may be watered every other day. When watering new sod or plants, only the irrigation zone for a newly planted area may be turned on, and then only if the planting covers more

than 50% or more of that zone. If the planting covers less than 50%, the area must be hand-watered.

- **Hand-watering:** For homeowners, hand-watering is restricted to before 8 a.m. or after 6 p.m.
- **Low-Volume Watering.** Low-volume watering (micro-irrigation, soaker hoses, etc.) of flower beds, shrubs and other non-lawn plants is allowed on any day and at any time, if needed.
- **Fertilization or Pesticide applications:** Lawns and plants may be watered after fertilization by the homeowner or their outside landscape company enough to water in the chemicals. (Normally 15 to 30 minutes per zone). The period of time for watering should be no more than 30 minutes per zone during the next 24 hours after the service.
- **Car Washing:** Car washing is limited to once per week.
- **Irrigation.** Owners are responsible for providing proper irrigation. The irrigation system and its usage must be in compliance with existing Southwest Florida Water Management District, Lakewood Ranch and Governmental regulations. When watering new sod or plants, only the zone or zones which water the new areas should be turned on.

Any revisions to landscaping must address the new landscape's watering needs. In keeping with the Florida-Friendly Landscape Policy, a Modifications request for landscaping will be reviewed for necessary irrigation changes.

**Lake Bank Planting and Maintenance Easements.** Adding landscaping within the lake maintenance easement is not allowed. Lake maintenance easements vary in depth. A homeowner's surveyed plat shows this easement.

**Lamps, Coach.** Replacing coach lamps, which are mounted adjacent to entries and garage doors, using the same color and model fixture is a *Homeowner option*. Any change in color or style would *require Modifications Committee approval*.

**Lamps, Yard (Pole).** Are a *Mandatory Requirement* and, as such, may not be removed or modified. They must be in working order, with all light bulb sockets equipped with functioning bulbs. They must be equipped with a light sensor, and lit from dusk to dawn. If replaced, they must be replaced with a fixture of the same specifications and appearance as others in the neighborhood. Yard lamp light bulbs may be incandescent, fluorescent or halogen types; however, all bulbs in a lamp fixture must be the same size, power rating, and type. The bulbs may be "candle" or "torpedo" shaped, with or without a twisted top, coated or clear. Bulbs should be sized such that they can simultaneously occupy all sockets in the fixture. Fluorescent and halogen light bulbs should have a color temperature of 2700K to 3000K and a light output equivalent to or greater than that of the incandescent light bulb recommended for use in that fixture. Blinking and/or colored bulbs of any type are not permitted.

**Lamp Landscaping, Yard (Pole).** Landscaping around yard (pole) lamps must not block the light from the lamp in the forward (street) directions, and must not interfere with the operation of the light sensor.

**Note:** *This restriction was approved by the CEVA Board March 23, 2010. Noncomplying landscaping installed prior to the approval date is exempted. However, it is recommended that, in such instances, the homeowner attempt to trim the landscaping to minimize blockage of the light from the lamp as noted in the above restriction.*

**Lamp Replacement, Yard (Pole).** Replacement yard (pole) lamps must be the same as those specified for that neighborhood in Appendix I - Yard (Pole) Lamp Replacement Matrix. For neighborhoods with multiple

models of pole lamp currently in use, a single standard should be established by the neighborhood committee, and all replacement lamps should conform to that standard.

Ongoing maintenance of the yard (pole) lamp replacement matrix and selection of replacement models for discontinued products are the responsibility of the CEVA Landscape and Maintenance Committee. Upon discontinuation of a pole lamp model in the matrix, the Committee will select a replacement model with similar specifications and appearance to the discontinued model.

**Lanais and Lanai Extensions.** *Require Modifications Committee approval and may require Architectural Review.*

**Leases.** *Review "CEVA POLICY REGARDING LEASES" under I. General Policy Statements and Appendix E before entering into any lease agreements.* There are several very specific requirements that must be met prior to leasing your property. They relate to lease agreements, owner deposits, escrow accounts, landscape and irrigation etc. A fine of \$100 will be imposed for leases submitted after the commencement date.

**Lighting, Outside.** *Homeowner Option.* Includes landscape lighting, flood lights and motion-detector lights. Outside lighting should be positioned and operated such that it does not cause problems with neighboring properties. Any exterior light that is determined to be a nuisance to neighbors will be considered a violation. The owner will be required to adjust or remove the light. Colored or blinking lights are not allowed. See also *Lamps, Yard (Pole)*.

**Mailboxes.** Individual boxes or newspaper delivery boxes are *Strictly Prohibited*.

**Motorized Scooters, Miniature Cars, and Motorized Bicycles.** Strictly prohibited on roadways and sidewalks, per Florida State Uniform Traffic Control Law.

**Moving PODS, U-Haul's and Construction Dumpsters.** Temporary PODS, U-Haul's and/or dumpsters may be parked in a driveway for one week to facilitate moving or construction. If extenuating circumstances require a longer term, permission will be granted by Community Association Services on a case by case basis.

**Mowing.** Homeowners of lakefront property, except Lake Uihlein, are responsible for mowing and maintenance of the lake bank down to the water line.

**Mulch.** Approved mulches include cypress, pine bark, pine straw, eucalyptus and melaleuca. Eucalyptus and melaleuca are environmentally friendly "green choice" mulches. White marble chips or white stones are not permitted as mulch. Off-white river rock is allowed. Lava rock may be used behind shrubs around the perimeter of the house and pool cage for drainage only, not to extend into the planting beds. Rubber mulches are prohibited.

**Noise.** Operation of equipment or conduct of activities normal to residential communities shall be limited to between the hours of 7:00 am and 7:00 pm. Examples include (but are not limited to) operation of equipment for lawn care, soil cultivation, maintenance of trees, hedges, and gardens; tree trimming and limb chipping and other normal community operations as well as the operation of domestic power tools, saws, compressors, lawn mowers, and tractors. Usual noises of construction and operation of construction equipment shall be limited to between the hours of 7:00 a.m. and 5:00 p.m., Monday through Saturday.

## Painting (Exterior of Home)

- a. Same color. *Homeowner option*
- b. Change to another color that is on approved color palette. *Requires Modifications Committee approval.*
- c. Change to a color that is not on the approved CEVA color palette - *Colors not on the approved CEVA color palette may not be used.* Homeowners may submit colors not currently on the approved color palette that they wish to have added to the Country Club or Edgewater Modifications Committee. The Modifications Committee will make a determination whether the colors fit the theme of the color palette. Colors must be submitted by September 1 of each year for consideration by the Modifications Committee. Approved colors will be submitted to the CEVA Board of Directors which will consider their adoption at their first meeting in November.
- d. In situations where the Country Club or Edgewater Modifications Committee determines that the colors or color combination submitted might be inappropriate, the Modifications Committee may consult with the Neighborhood Committee for their input. In these cases, the Modifications Committee may request that the homeowner paint a 4 ft. x 4 ft. piece of plywood or cardboard as follows: a flat white base coat followed by one or more coats of the base color, a 4-inch strip at the top of the panel for the trim color, and a 4-inch strip at the bottom of the panel for the accent color. The completed panel should be placed so that it is visible outside of the home for the Modifications Committee to review.
- e. The design criteria for some maintenance-free neighborhoods allow garage doors to be painted either the body or trim color of the home. However, it is strongly recommended that front-access garage doors be painted the same color as the body of the home, if allowed.
- f. As stained wood garage doors are consistent with Bungalow, French Country, Italian Villa, Mizner/Mediterranean, and other architectural styles, the Modifications Committees can approve variances to the current criteria on a case-by-case basis in those styles.
- g. Cast stone trim may not be painted.

**Palms and Accent Palms.** Changing, adding, or replacing palms in the homeowner's landscape *require Modifications Committee approval.*

## Parking Restrictions

- a. An overnight parking violation occurs if any vehicle is observed parked in the same prohibited location for an extended period (typically 4 hours or longer) between 10:00 pm and 8:00 am the following morning.
- b. Commercial vehicles of any kind are strictly prohibited from being parked in a driveway overnight. Commercial Vehicles are defined as "any vehicle used for commerce". The following types of vehicle are also prohibited from overnight parking in driveways: trucks (excluding SUVs), pickup trucks or any vehicle with an open cargo bed, panel vans, campers, mobile homes, recreational vehicles, horse vans, motorcycles, motorbikes or motorized scooters, trailers of any type and style, and golf carts. This restriction also applies to vehicles that are inoperable, not validly licensed or registered, and vehicles with advertisement lettering or graphics (excluding police and fire automobiles or SUVs). Leaving any of the following items in a driveway overnight is also prohibited: riding mowers, canoes, kayaks and boats of any type, style and size.

- c. Overnight parking of any vehicles on the street is *strictly prohibited*.
- d. Overnight parking of any vehicles in parking spaces adjacent to neighborhood pools is prohibited. Neighborhood Committees may elect to allow designated pool parking spaces to be used for overnight guest parking.
- e. In accordance with Florida statutes and Manatee County codes, vehicles of any kind are strictly prohibited from obstructing public walkways. Violations will be referred to the appropriate law enforcement group. CEVA restrictions also prohibit parking on grass or dirt areas. This applies to both private property and any common areas.
- f. There must be at least one space available to park a vehicle in a home's garage at all times.
- g. The parking in driveways of moving PODS, U-Hauls, construction dumpsters and other necessary temporary waste or storage containers is allowed for up to one week to facilitate moving or construction. CEVA, through Community Association Services (CAS) must be notified in advance of the homeowner's need to park the item. If extenuating circumstances require longer term parking, permission must be obtained from CEVA through CAS on a case-by-case basis.

## **Pets**

- a. *Leash rules.* In accordance with Manatee County code and CEVA regulations, cats and dogs must be leashed and controlled by an adult or mature teenager who can handle the dog or cat when being walked unless they are confined in a fenced rear yard. Leashes must be sufficiently short to prevent the pet being walked from contacting pedestrians or other animals. Pets may not be leashed unattended except in the rear yard.  
  
Owners of dogs or cats which leave the owners' property not properly leashed will be subjected to the maximum fine allowed by Florida statutes for each incident.
- b. *Pet noise.* In accordance with Manatee County code, no dog or cat shall materially disturb the peace and quiet or interfere with the enjoyment of life or property by persistent or repetitive barking, yelping, whining, howling, meowing, squealing, screaming, or causing other objectionable noise for a persistent period of time.
- c. *Pet excretions.* Allowing pets to have excretions on any common area or someone else's property, is *strictly prohibited*. Owners are responsible for the immediate clean up of pet feces if they should occur.
- d. Pets are limited to dogs, cats, fish and birds.
- e. Keeping of more than two dogs, cats, or combination thereof per household is *strictly prohibited*.
- f. Fish and household birds may be kept, provided that they are indoors and do not become a nuisance to neighbors.
- g. Doghouses or cages are *strictly prohibited*. If they exist they must be removed.
- h. Invisible fencing to restrain pets may only be placed in the rear yard, and only in neighborhoods where such fencing is allowed.
- i. Keeping pets outdoors overnight is *strictly prohibited*.

**Pools (Swimming).** *Require Modifications Committee Approval.* All pools shall be in-ground. Pools may not be visible from the front street. They must be enclosed in a cage or screened/fenced area. All residential pools must meet the pool safety feature requirements set forth in the Florida statutes and Manatee County Codes and be compliant with all CEVA restrictions. *All electrical utilities, pumps and piping must be screened from view using medium or accent shrubs from the palette.*

## **Porch (Front)**

- a. Furniture. *Homeowner option.* May contain furniture designed for outdoor use. Flowerpots intended for outdoor use are also permitted.
- b. Screening front porch. *Strictly prohibited.*

**Rain Barrels.** *Homeowner option.* Barrels must be concealed with landscaping. Location is limited to sides and rear of yard. Only corrosion-resistant materials are allowed. A "mosquito-proof" cover is required, and the barrel is to be connected to the guttering downspout. Gutter-free rain barrels are not allowed.

**Roof Maintenance.** Owners are required to keep all house roof surfaces clean, in good repair and free of mildew. All broken, cracked or significantly discolored tiles should be replaced with tiles that match the original tiles used as closely as possible. Cracks in the cement seams should be repaired and repainted to match the color of the original cement seams.

## **Sheds (Storage)**

- a. On a screened lanai they are a *Homeowner option.* However they may not be visible to neighbor or public view. If privacy screening is used, it must be installed inside the cage area and must be painted white or tinted to match the metal of the cage.
- b. Storage sheds not in a screened cage, but approved by the Modifications Committee prior to the adoption of this proposal are "grandfathered" until such time as the house is sold. Sheds not previously approved and not in a screened cage must be removed.

**Shutters.** *Require Modifications Committee approval*

- a. Decorative shutters must match or contrast with the color of the house.
- b. Hurricane shutters may remain in place from the time a storm watch is issued, until seven (7) calendar days after the same storm watch is terminated for the area.
- c. All hardware must be painted to match the home.

**Signs.** See Appendix H, "Signage Criteria".

**Solar Panels.** *Require Modifications Committee approval.* Review the following information before signing any contracts or purchasing materials.

Solar panels are permitted as a matter of law; however the Association has the right to place certain conditions on the installation and to require that a modification request form be submitted prior to installation of the panels. A signed copy of the "Installation of Solar Panels" form found in the FORMS section is also required.

*Equipment Specifications.* An illustrated brochure clearly depicting the unit and the materials to be used in the installation must accompany the application. A construction drawing for the proposed installation must be provided. The drawing must show the location and number of collectors, as well as the method of attachment to the roof structure and the location of any other exterior system components. Aluminum trim, if used and visible, must be anodized or otherwise color treated. A system approval, issued by an authorized rating organization (such as SRCC or FSEC) must also be provided.

*Location of Panels.* In accordance with Section 163.04 of Florida Statutes, the Association reserves the right to select the side of the roof for the solar panels, (south, or within 45 degrees east or west of south). In addition, the Association reserves the right to choose the specific position on the side of the roof that was selected. These conditions are intended to minimize the visual impact and to reduce the amount of piping on the roof.

*Piping.* Piping must be limited to the same side of the roof that the panels are on. Piping on the roof must be painted to blend in with the color of the roof. Piping on the side of the home must be painted to blend in with the color of the home.

*Screening Requirements.* Upon site inspection it may be required, (when reasonably possible and space permitting), that the homeowner plant palm trees or other landscape material designed not to screen the equipment but to soften the visual impact.

**Spas and Hot Tubs.** *Require Modifications Committee Approval.* Spas and Hot Tubs may not be visible from the front street. They must be enclosed in a cage or screened/fenced area as required by Florida statutes and Manatee County code. Any supplemental privacy screening for spas and hot tubs must be mounted within the caged area. It must be painted white or tinted to match the metal of the cage. *All electrical utilities, pumps and piping must be screened from view using medium or accent shrubs from the planting palette.*

The following items must be submitted along with a Modification Request for a spa or hot tub. Please make sure all items are included with your request.

- Surveyed site plan indicating the location of the structure and any supporting devices (pumps, heaters, piping, etc.)
- Drawing and/or photograph of spa or hot tub and supporting devices, including dimensions and spec. sheet, if available.

Access sheet signed by the owner of the adjacent property if any materials, equipment, etc. are to be moved over that owner's property during the installation or landscaping of the spa or hot tub or supporting devices.

**Stepping Stones.** *Homeowner Option.* Stepping stones may only be installed in mulched plant bed areas. Stepping stones used in the front of a home must not be visible from the street. All stepping stones must be installed in compliance with the guidelines below.

Stepping stones are *not* permitted in any areas of sod and may not be installed as a solid pathway.

Only natural stone or concrete stepping stones are permitted, and the stepping stones should have a natural or concrete color. A minimum width of 12" and a minimum 2" thickness is required for all stones.

Installed stepping stones should be properly spaced, level, and stable, and maintained to provide a safe walking space. It is highly recommended that a suitable base, such as "#250 sand base" be used under each stepping stone to prevent cracking and shifting of the stone.

**Swing Sets and Children's Playground Equipment.** *Require Modifications Committee approval.*

*Playground equipment is not allowed in Maintenance-Free Neighborhoods.* In other areas, playground equipment is a *Homeowner Option.* *Portable play equipment and playhouses must be stored when not in use.*

Swing sets and children's playground equipment may only be placed in the rear of a home and must not extend past the side perimeter. Swing sets and play equipment should be kept within fifteen (15') of the house and should not exceed ten feet (10') in height and must be screened from neighbors and public view.

Screening Requirement:

- Equipment 4-5 ft high would require medium shrubs (examples in plant palette), 3 gallon container, 24"–30" high, and planted 3 ft on center.
- Equipment 6-10 ft high would require small accent trees (examples in the plant palette), 6-10 ft high, 3-4 ft spread, and planted 10-12 ft on center.

This may not completely screen the equipment at the time of installation but will allow growing space. If landscaping is properly maintained, it should provide adequate screening within 1½ - 2 years.

**Tents.** Tents for celebrations or for children's overnight activities may stay up for a *twenty four-hour period*.

**Note:** *Manatee County requires a permit for any tent larger than (10) ten ft by (10) ten ft.*

**Trampolines.** *Strictly prohibited.*

**Transponders and Remotes.** Regulations for transponders and remotes for access to gated residential areas is a function of the CDD's and is administered by CAS personnel. The following, approved October 20, 2011, is provided for resident's information.

**Transponders.**

- a. All new transponders are \$50.00.
- b. All replacement transponders are \$20.00 with return of a transponder.
- c. Transponders are for Country Club, Country Club West, WaterCrest residents and their tenants and Lakewood Ranch Golf & Country Club members only. Transponders are installed on Monday – Friday 7:00 AM – 5:30 PM, excluding 12:00 PM – 1:00 PM (closed for lunch). If unable to make it between those times please contact Community Association Services for a special appointment.
- d. The following information will be needed upon receiving the transponder:
  - Vehicle Registration
  - Photo Identification
  - Check made payable to CDD 5 or Cash ONLY.
- e. If you are a new homeowner and have not yet picked up your welcome packet, please provide us with a copy of your Deed or Closing Statement.
- f. If you are a tenant, all the required forms showing you as a current tenant must have been received by Town Hall. If you are a tenant in a condo, please provide us with a copy of your lease. The transponders will only be active for the length of your lease.
- g. Vehicle(s) must be brought to Town Hall for installation.
- h. Handheld transponders will only be issued under the following circumstances: for owners using a rental vehicle, motorcycles, show cars or vehicles where a signal is not produced through the windshield and there is no place to attach a bumper transponder to the front of the vehicle.
- i. Handheld transponders will only be issued one (1) per home.
- j. Handheld transponders used for rental vehicles will only be activated for six (6) months. At the end of the six (6) months, the homeowner must present the rental agreement again.



- k. Lakewood Ranch Golf & Country Club Members, who are not residents of the Country Club or WaterCrest, will have transponders that are limited to access through the Legacy Boulevard, Balmoral Woods Boulevard & Lorraine/Master's Gates during the hours of 7:00 AM – Midnight only.

### **Remotes**

- a. All remotes are \$50.00.
- b. Remotes are for Boca Grove and Edgewater residents only.
- c. The following information will be needed to receive the remote:
  - Photo Identification
  - Check made payable to CDD2 or Cash ONLY.
- d. If you are a new homeowner and have not yet picked up your welcome packet, please provide us with a copy of your Deed or Closing Statement.
- e. If you are a tenant, all the required forms showing you as a current tenant must have been received by Town Hall. If you are a tenant in a condo please provide us with a copy of your lease. The remotes will only be active for the length of your lease.

Any questions or concerns should be directed to Community Association Services in writing.

**Trees, Accent and Ornamental.** Changing or adding accent or ornamental trees in the homeowner's landscape *require Modifications Committee approval*. Replacing an accent or ornamental tree that has died, does not *require Modifications Committee approval* IF the homeowner selects a replacement tree from the approved planting palette. The replacement tree must be at least the minimum size noted in the Planting Palette (Appendix F) and planted in approximately the same location as the original tree. Replacement with a tree not on the approved planting palette or planting the replacement tree in a different location *requires Modifications Committee approval*.

**Trees, Citrus.** Citrus trees are only permitted in rear yards and side yards not facing a street, and only if adequate space is available. *Modifications committee approval is required*. Trees planted in side yards must be at least 25 feet back from the front of the house. Owners are required to remove all dropped fruit, blossoms, etc. and not allow these to accumulate more than seven (7) days.

**Trees, Large and Canopy.** Changing, adding or removing large trees or canopy trees in the homeowner's landscape *requires Modifications Committee approval*. Please refer to Appendix F, Planting Palette.

**Trees, Knobby-Kneed Cypress.** Removal or replacement of knobby-kneed cypress in lake maintenance easements *requires Modifications Committee approval*. For Knobby-kneed cypress trees to be removed, a new knobby cypress must be planted in a new location within 5 feet of the water's edge. This will be done at the homeowner's expense, and only when the existing Cypress interferes with the homeowner's view and if the tree cannot be properly "limbed up" to correct this problem. (No more than the bottom 1/3 of the tree trunk may be exposed.)

**Trees, Street.** Manatee County required the planting of street trees as part of the development process of our community. These trees are generally of two varieties: (1) Canopy trees such as Live Oaks and (2) Palm trees such as Washingtonia Palms. Street trees may not be removed by the homeowner. Replacing a Street Tree that died with the same type of tree *does not require Modifications Committee approval*. Replacing a Street Tree that died with a different type of tree *requires Modifications Committee approval*. The Modifications Committee has a list of acceptable Street trees.

Residents are responsible for maintaining all oak trees planted in the county easement, which extends eleven (11) feet from the curb. Oak trees must be pruned so as to provide a minimum clearance height of eight (8) feet above the sidewalk. Per Manatee County directions, oak trees with a canopy extending over the street must be pruned to provide a fourteen (14) foot clearance above the street to allow the passage of emergency vehicles. Lakewood Ranch District Operations is responsible for pruning Washingtonia street palms, and residents are responsible for fertilizing and irrigating these palms.

**Trellises.** *Modifications Committee approval is required for all trellises.*

Free-standing trellises are not allowed.

Trellises are only allowed in landscape beds, and all trellises, including those with ground supports, must be attached to the body of the house.

Trellis design must be compatible with the architectural style of the house.

A trellis may be made of wrought iron or naturally weather-resistant woods such as cedar or redwood. No plastic material is allowed.

The trellis may be painted using either the house body or trim color or stained with a color compatible with the house colors.

For Modifications Committee review, mark the location of the proposed trellis on a landscape plan. Provide a photograph or sketch of the trellis, its overall dimensions and the cross-support piece width and thickness, and the trellis color. Any existing trellises in the same area of the proposed trellis should also be noted on the landscape plan as an "existing trellis" and its color listed.

Consider the mature size of the plant when choosing a trellis. A mature Bougainvillea requires a larger, sturdier trellis than a smaller plant such as a Mandevilla.

When installing, leave a proper depth between the trellis and house to allow for air circulation and mature growth.

**Turf Grasses.** *The use of rye seed or Bahia grass in any form is Strictly Prohibited.* Residents of the Country Club, Edgewater Sound and Edgewater Pointe may use either Floritam St. Augustine, in plug or sod form, or Empire Zoysia, in sod form. These are the only acceptable turf grasses in these areas. Residents of Edgewater Cove must use Floritam or Seville St. Augustine grass in sod or plug form. When replacing sod with a different variety, all sod within the property must be replaced at the same time. Modifications Committee approval is not required.

Maintenance-free neighborhoods and condominiums have the option of replacing their present sod with Empire Zoysia following approvals as required in their respective neighborhood or condominium documents. All sod within the specific neighborhood or condominium must be replaced at the same time. This does not apply to common areas out of the control of the neighborhood. Modifications Committee approval is not required.

**Vehicles.** Commercial, passenger and public service vehicles, please see "Parking Restrictions" in this section.

**Walkways.** See *Driveways and Sidewalks*.

**Walls.** *Require Modifications Committee Approval.* Walls will constitute privacy walls, walls used to screen mechanical components, or planter walls. Masonry privacy walls shall be no taller than six feet (6') high, measured from the interior floor surface, with decorative stucco banding. All walls shall be constructed of

eight inch (8") concrete blocks with painted stucco finish to match the house. Placement of walls is at the discretion of the Modifications Committee.

**Watering.** See *Irrigation and Watering*.

**Window Treatments.** See *Door and Window Treatments*.

### III. USE RESTRICTION FINE SCHEDULE

The following are guidelines for the two different types of violations. Fines for physical and maintenance violations are daily or weekly unless otherwise indicated, and fines for behavioral violations are assessed per incident. Please refer to Article IX, Enforcement, in the Association's Declaration of Covenants.

Covenants	Violation Covered	Homeowners' Manual	Fine	Frequency	Type	Supplemental information
<b>Article VI</b>	<b>Maintenance of Units, Lots &amp; Exclusive Common Areas</b>					
Section 1.	Exterior of Units (driveways, sidewalks, fences, etc)		\$100	weekly	PM	
Section 2.	Lots (landscaping, irrigation, etc.)		\$100	weekly	PM	
Section 3.	Right of Entry		---	---	---	No fine. Owner must pay cost of maintenance plus fees.
Section 4.	Exclusive Common Areas		\$100	weekly	PM	
<b>Article VII</b>	<b>Certain Use Restrictions</b>					
Section 2.	Land Use and Building types		\$100	weekly	PM	
Section 3.	Easements		\$100	weekly	PM	
Section 4.	Nuisances		\$100	daily	B	
Section 5.	Temporary Structures		\$100	weekly	PM	
Section 6.	Signs		\$100	daily	B	
Section 7.	Oil and Mining operation, Water wells		\$100	weekly	PM	
Section 8.	Pets, Livestock, and Poultry		\$100	weekly	B	
Section 9.	Visibility at Intersections		\$100	weekly	PM	
Section 10.	Architectural Control		\$100	weekly	B	
Section 11.	Commercial Vehicles, Trucks, Trailers, Campers		\$100	daily	B	
Section 12.	Parking on Common Areas and Lots/Garages		\$100	daily	B	
Section 13.	Garbage and Trash Disposal		\$100	daily	B	
Section 14.	No Drying		\$100	daily	B	
Section 15.	Waterfront Property		---	---	---	
	a. Boathouse, Dock, Wharf		\$100	weekly	PM	
	b. Boats on Lake or Lake Banks		\$100	weekly	B	
	c. improper Discharge into Lake		\$100	weekly	B	
	d. Maintain to Water Level		\$100	weekly	PM	
	e. Misuse of Lake Easement		\$100	weekly	PM	
Section 16.	Unit Air Conditioners and Reflective Materials		\$100	weekly	B	
Section 17.	Exterior Antennas		\$100	weekly	B	
Section 18.	Renewable Resource Devices		\$100	weekly	B	Lack of Modifications committee approval
Section 19.	Driveway and Sidewalk Surfaces		\$100	weekly	PM	
Section 20.	Artificial Vegetation		\$100	weekly	PM	
<b>Article VIII</b>	<b>Resale, Lease and Occupancy Restrictions</b>					
All Sections	All violations		\$100	weekly	B	
<b>Article XV</b>	<b>Governmental Requirements</b>					
Section 2c	Disturbance of Common Areas		\$100	weekly	PM	

Covenants	Violation Covered	Homeowners' Manual	Fine	Frequency	Type	Supplemental information
Section 3.	SWFWMD (Southwest FL Water Mngmnt District)		\$100	weekly	PM	See also Water Restrictions
	Gated Entrances: Damage to gates*	Section II	\$100	per incident	B	
	Golf Carts	Section II	\$100	per incident	B	
	Lakefront Liquid Fertilizer	Section II	\$100	per incident	B	
	Modifications	Section II	\$100	weekly	B	Lack of Modifications Committee approval
	Motorized Scooters, Miniature Cars, or Bicycles	Section II	\$100	per incident	B	
	Pet Restrictions	Section II	\$100	per incident	B	
	Water Restrictions	Section II	\$100	per incident	B	

\*In addition to the fine, the violator will be responsible for the cost of repairing the damage and other possible remedies.

Violation Types: B = Behavioral, PM = Physical or Maintenance

Physical or maintenance violations not corrected within the designated time frame will incur additional fines at the frequency noted.

Fines not paid within thirty (30) days of notification will have 18% per annum interest added.

#### **IV. VIOLATIONS ENFORCEMENT PROCESS**

**Types Of Violations.** When violations occur, enforcement will take place in a timely manner. Acting in a timely manner will prevent problems and enable the Association to keep a well-maintained community. The procedure for handling violations is set forth below. The following will constitute the major categories of violations that may occur in Country Club/Edgewater Village:

- a. Modification and maintenance violations
  - A modification is made without an application being filed with the MC.
  - A homeowner makes a modification after denial by the MC.
  - The Modifications Committee approves an application but the modification is not executed in accordance with the approved application.
  - Other use restrictions as summarized earlier in this manual and detailed in the Declaration of Covenants.
- b. Behavioral or occurrence violations are things such as parking overnight in the street, allowing dogs to run unleashed, etc.

**CAS Authority.** The CEVA Board has delegated authority to Community Association Services to manage the violation enforcement process.

**Reporting Of Violations.** A homeowner, resident or employee may identify an apparent violation. Neighborhood Committees, any homeowner, or the association management office/Community Association Services may also report violations.

After a potential modification or maintenance violation is reported, Community Association Services will check by driving by the property or checking Modification files to determine if a violation has occurred.

### **Violations Notification Process.**

#### **a. Modifications and Maintenance Violations**

- An apparent violation may be unintended. As soon as it is observed and confirmed, a courtesy phone call is made or a letter is sent from Community Association Services to the homeowner reminding them of the use restrictions and Modifications Committee approval requirements.
- If the modification is not in conformance with the approved application, the homeowner is notified by letter to correct the deficiency or submit an amended application. The amended application is then processed in the normal manner.
- If the amended application is approved, no further action is required and the Modifications Request is closed.
- If the application is disapproved, the homeowner is advised and is requested to correct the violation. If the homeowner does not comply, the Association's Board of Directors or their designate may initiate the Violations process or legal action by authority of the Covenants.

If the Modifications Committee disapproves a modification request, the homeowner is notified and given the opportunity to make an amended application.

- When a homeowner commences a modification which requires Modifications Committee approval as defined in the CEVA Homeowners Manual without approval of the Modifications Committee, a fine of \$100 per week will be imposed until Modifications Committee approval is obtained or the site is returned to its original condition.

#### **b. Behavioral or Occurrence Violations**

These are observed and reported by other residents, CEVA-designated individuals (CEVA representative), and employees. Behavioral or occurrence violations include such actions as not properly removing and disposing of pet droppings, parking overnight in the street, driving motorized vehicles on sidewalks, etc. In addition, Lakewood Ranch, in cooperation with SWFWMD and BRW, has established watering schedules for all neighborhoods. Violations of these schedules are considered behavioral violations.

Written documentation of observed behavioral violations is required and, if possible, a picture or videotape should be provided. Testimony of residents, CEVA-designated individuals or employees observing the violations is only required if the Violations Hearing Panel determines it is necessary.

- *First incident* - A resident, a CEVA representative, or an employee must report the incident in writing documenting date(s) and time(s). A letter will be sent at that time by CAS personnel advising the property owner of the reported violation. Unless there was acceptable justification for the apparent violation, a fine may be levied after the next observed occurrence.

- *Second incident* - A second resident from a different property, a CEVA representative, or an employee must report the second incident in writing documenting date(s) and time(s). A letter will be sent at that time indicating that notice of violation has been sent to the Violations Hearing Panel, and that a hearing has been scheduled so that the homeowner may appeal the notice of violation. If the Violations Hearing Panel determines that a violation has occurred, a fine shall be levied for that occurrence per the **Use Restriction Fine Schedule**.
- Any subsequent occurrences of the violation will be referred directly to the Violations Hearing Panel as noted above.

**Note:** *An individual member of a neighborhood committee or a neighborhood representative to the Violations Committee may be designated by the CEVA Board as a "CEVA representative" for that neighborhood for the purpose of monitoring and reporting violations.*

**Reasonableness and Flexibility.** The Modifications Committee (MC) will never refuse to consider an application for an existing unapproved modification, and never insist that a homeowner dismantle the modification before an application will be considered. Every opportunity to comply with the requirements of this Manual will be initiated by the Modifications Committee and Community Association Services. It is the intent of Community Association Services to solve problems if, or when, they occur.

**Legal Action.** If there is no response to a certified letter within the time indicated, Community Association Services will determine whether legal action is warranted. If so, the Association's attorney will be consulted about the violation and what has to be done to resolve the violation. Generally, the relief to be sought will be an injunction requiring the removal of the violation.

## V. VIOLATIONS COMMITTEE PROCEDURES

**Purpose.** The purpose of the Violations Hearing Panel is to provide a hearing for a resident appeal of a fine levied by the Board of Directors through Community Association Services for a violation of the Covenants. The Violations Committee or Violations Hearing Panel may not review or overturn any decision made by the Modifications Committee or deviate from the restrictions as defined in this manual and the Covenants. Only the CEVA Board of Directors shall have the power to overturn decisions made by the Modifications Committee or make modifications to the existing restrictions and covenants.

**Administrative Fee.** An administrative fee of up to the highest amount allowed by Florida law shall be imposed to defray some of the expense related to the enforcement process.

**Composition.** Each year each Neighborhood Committee shall nominate one member to serve on the Violations Committee for Use Restriction Fines to serve until a new member is selected. The CEVA Board will review and ratify the appointments. The Board reserves the right to remove a committee member if deemed necessary.

The Violations Hearing Panel shall consist of three representatives of the Violations Committee. The Committee Chair will choose the three members and also one alternate to hear each appeal as it occurs. Unless otherwise requested by the person appealing the fine, the neighborhood in which the violation is being appealed will not have a member on the Violations Hearing Panel.

**Organization.** The Panel Members will elect a chair, vice chair, and a secretary.

**Conduct.** The members will conduct themselves in a professional manner and remain neutral and objective while reviewing all pertinent facts.

The members will keep all discussions confidential.

**The Hearing.** The hearing shall be informal. Both Community Association Services and the person appealing shall be afforded the opportunity to present evidence and arguments on all issues involved and to cross-examine all witnesses who have testified. Any panel member may question any party or witness.

Any relevant evidence is admissible without regard to whether such evidence is hearsay or otherwise inadmissible in a court of law. The Panel may exclude irrelevant, immaterial, or unduly repetitious evidence.

Each party has the right to representation by counsel at his or her own expense. Homeowners retain right of appeal to the Board of Directors, one (1) time per issue, in writing.

The hearing will be tape recorded and either party may cause the hearing to be transcribed at his or her own expense.

The Panel may expel any party or attorney from any hearing for improper, disorderly, or contemptuous conduct.

**Failure to Appear.** Failure of one party to appear at a scheduled hearing does not preclude the Panel from receiving evidence from and hearing arguments by the other party. The Panel may make a finding notwithstanding the absence of one of the parties.

**Conflict of Interest.** The party appealing may challenge the impartiality of any Panel member by presenting an objection in writing to the Board of Directors within 48 hours of receipt of the verdict. The Board of Directors shall consider and determine such objection and if warranted, order a new hearing.

**Finding.** The Panel must make a finding based on the evidence whether or not a violation has occurred and whether or not the proposed fine is warranted.

The finding must be mailed to the violating party within three (3) business days of the close of the hearing. The findings must be approved by a majority of the Panel members. No penalty can be levied without the approval of a majority of the Panel members. On behavioral violations, for each additional occurrence, the fine will be doubled from the previous fine. In any case, an administrative fee of up to the highest amount allowed by Florida law may be imposed to defray some of the expense related to the enforcement process. Fines not paid within thirty (30) days of notification will have 18% per annum interest added.

**Written Report.** Prior to adjournment, the Panel members will complete and sign a form detailing their findings and verdict.



## VI. APPENDICES

### APPENDIX A

#### ARCHITECTURAL REVIEW POLICY

The Country Club and Edgewater communities encompass several distinct yet compatible historical architectural styles. To ensure architectural integrity within these communities, certain procedures and design criteria are required for all new construction or remodeling.

Every effort will be taken to preserve the design integrity of each neighborhood and ensure such construction does not encroach on any easement, violate any neighborhood, CEVA or Covenant restrictions, and, in the opinion of the Modifications Committee, does not interfere with the exposure, view or reasonable privacy of adjoining or facing properties.

In order to maintain an architectural and aesthetic quality, the Modifications Committee shall evaluate the construction plans with respect to the Architectural and Design Criteria Document.

The Architectural and Design Criteria for The Country Club and Edgewater document is available at Town Hall for educating the homeowner with architectural design standards for the communities.

A Modifications Request Form is required for all exterior construction. This will be a 2-phase process.

##### **Phase One:**

1. Submit a "Conceptual" drawing showing proposed new construction or remodeling of the existing dwelling, along with estimated square footage of the new construction. If construction is a remodel, original plans should be furnished, if available. The Modifications committee is primarily concerned with the exterior design of the construction, so an elevation drawing should be submitted. A copy of a certified lot survey showing applicable setback lines should also be included.
2. As part of the review by the Modifications Committee, the Neighborhood Committee for this neighborhood will be informed of the proposed construction and will be allowed to view the conceptual plans. After receiving a copy of the proposed construction, the Neighborhood Committee has until the next Modifications Committee meeting to respond, the minimum time available for response not to be less than two weeks. No response by the Neighborhood Committee will be interpreted as automatic approval of the conceptual plans.
3. In the event the Modifications Committee is unable to reach a decision on the compatibility of these "conceptual" plans with general and specific CEVA design guidelines, the homeowner will be required to submit their proposal to an architectural firm approved by the Country Club/Edgewater Homeowner's Association (CEVA) and obtain a written decision on the suitability of the proposed changes from that firm. The homeowner will be responsible for the fees charged for these services.

For additions, the selected architectural firm will need design plans with enough information so that the intent of the changes is clearly represented in relation to the exterior treatment of the home. Either hand or computer drawn elevations are acceptable. They will need a copy of the original elevation along with proposed changes, as well as a copy of the floor plan so they can determine how they affect the elevation changes.

New construction will require a complete set of design plans.

An example of a CEVA-approved architect's contract is available from Community Association Services. The contract details the basic charges for Modifications committee-required services. Additional services may be available at an additional charge, although not required by the Modifications committee. A check for the agreed upon charges must be submitted to the architect with the plans.

**Phase Two:**

1. If the "conceptual" design plan is approved by the Modifications Committee, the homeowner can then have specific construction plans and elevations created and presented to the Committee for review and final approval.
2. Choice of all paint and trim colors, door colors, roof tile color and type, and driveway paver color, if applicable, along with item numbers and manufacturer must be included with the information for final approval.
3. During construction, the homeowner will submit a proposed landscape plan for review by the Modifications Committee. A separate modifications request is required for landscaping.

## **APPENDIX B COLLECTION & LATE FEE POLICY**

*The following policy was adopted by the CEVA Board on 2/15/2011 to provide guidelines for the collection of overdue assessments and associated fees in the Country Club/ Edgewater Village Association and its Maintenance-Free Neighborhoods.*

- All Association Assessments are due on the first day of each calendar year.
- Assessments shall be deemed past due on the first (1) day of February, at which time a \$25 late charge is assessed and a Balance Due Reminder is sent out to the owners' address of record. Interest on balances due is incurred at 18% per annum.
- If payment is not received by the last day of February, a \$15.00 pre-lien charge, to cover the expense of mailing, is added to the owners account on March 1st. The certified pre-lien notice is sent to the property address & mailing address (and the renter, if applicable).
- If payment is not received within forty-five (45) days after sending the pre-lien notice, a lien processing fee of \$25.00 will be assessed on the owners' account. The owner's ledger of assessments, late charges, fees, interest & fines over \$1,000.00 are forwarded to Leonard J. Mankin P.A. requesting the lien. The lien is filed within one (1) to seven (7) days depending on the volume. If an alternate mailing address is found, another pre-lien notification may need to be sent.
- The collection of the lien is now in the hands of the Leonard J. Mankin and all homeowners are directed to Mr. Mankin's office for information.

## **COLLECTION AND LATE FEE POLICY MAINTENANCE-FREE NEIGHBORHOODS**

- All Maintenance-Free Neighborhood assessments are due on the first day of each calendar quarter.
- Assessments shall be deemed past due at the end of the month after the due date, at which time a \$25 late charge is assessed and a Balance Due Reminder is sent out to the owners' address of record. Interest on balances due is incurred at 18% per annum. If payment is not received by the last day of February, May, August or November, a \$15.00 pre-lien charge, to cover the expense of mailing, is added to the owners account on March 1st, June 1st, September 1st, or December 1st. The certified pre-lien notice is sent to the property address & mailing address (and the renter if applicable).
- If payment is not received within forty-five (45) days after sending the pre-lien notice, a lien processing fee of \$25.00 will be assessed on the owners' account. The owner's ledger of assessments, late charges, fees, interest & fines over \$1,000.00 are forwarded to Leonard J. Mankin P.A. requesting the lien. The lien is filed within one (1) to seven (7) days depending on the volume. If an alternate mailing address is found, another pre-lien notification may need to be sent.
- The collection of the lien is now in the hands of the Leonard J. Mankin and all homeowners are directed to Mr. Mankin's office for information.

## **APPENDIX C**

(Appendix C has been deleted)

## APPENDIX D FLAGPOLES

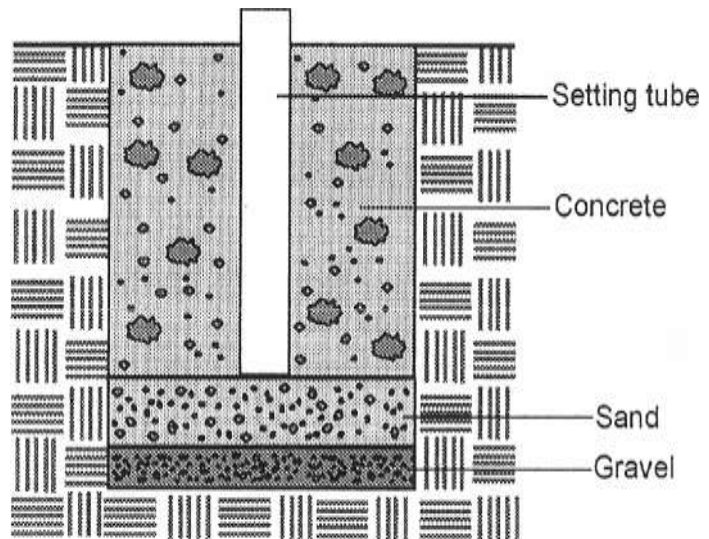
In accordance with Florida statutes, any homeowner may erect a freestanding flagpole, not to exceed 20 feet, and display, in a respectful manner, one official U.S. flag no larger than 4.5 feet by 6.0 feet. In addition, the homeowner may display one official flag of Florida, or the U.S. Army, Navy Air Force, Marines or Coast Guard, or a POW-MIA flag. Such additional flag must be equal to or smaller in size than the U.S. flag.

*Please note that, due to the high incidence of lightning in our area, CEVA does not recommend the installation of in-ground flagpoles. The homeowner is solely responsible for any damage that may occur due to lightning strikes.*

Prior to erecting a freestanding flagpole the homeowner shall submit a Modifications Request Form and a photo or drawing of the proposed flagpole to the Modifications Committee for its approval citing the dimensions and location of the flagpole and that it meets the criteria set forth in the Florida statute (as in the first paragraph above.) In addition, the flagpole must be unpainted and made of plain anodized aluminum and placed in a sleeve of the same material so that the flagpole can be removed in bad weather. Flagpoles made of fiberglass (with a metal mounting sleeve) may also be used, and have the advantage of being nonconductive, although they typically are more expensive than aluminum flagpoles. The flagpole shall have a permanently attached pulley system that would include a halyard, flag snaps, rope cleat, and have a decorative ornament (i.e., eagle or ball) in the same color as the flagpole or in a 'gold' finish.

A typical manufacturer's recommended installation for a 20 foot flagpole with sleeve is as follows:

- Prepare a hole in the ground 24" wide and 36" deep;
- Fill bottom with gravel and sand to a depth of 6";
- Place sleeve in hole and work down into the sand;
- Plumb and brace sleeve and then fill hole with concrete;
- Check plumb of sleeve prior to concrete setting by placing the flagpole in the sleeve.



INSTALLATION DETAIL

Please note that some manufacturers recommend an installation which uses a metal plate with attached metal spike under the sleeve (setting tube) for improved grounding of flagpoles over 20 feet tall.

## **APPENDIX E COUNTRY CLUB / EDGEWATER LEASE POLICY**

### **Lease Agreement**

Owners/landlords must submit to Community Association Services a copy of the lease agreement prior to occupancy of the residence by lessees. They must also sign a document attesting to the fact that lessees have received a copy of the Homeowners' Manual.

The minimum lease will be six months with the following exceptions. -

- The following neighborhoods have voted to change their minimum lease period from six months to one year: Cove effective July 26, 2002; Gleneagles effective May 1, 2006; Muirfield effective March 1, 2004; Oakmont effective June 1, 2006; Sandhills effective November 1, 2004; Spyglass effective July 26, 2002; Weston effective March 15, 2004; and Whitemarsh effective May 15, 2004. Homeowners in these neighborhoods who purchased their property before the date noted for their neighborhood are grandfathered in and may lease their property for a minimum period of six months.
- Month-to-month extensions of a current lease will be granted for a six-month period. At the end of that time, a new lease will be required.

Whether the owner or a lessee lives on the property, it must meet the requirements of a single-family dwelling.

1. Other than the lessee, no person other than the owner(s) shall occupy any lot on a regular basis. For the purpose of this manual a family shall consist of a spouse, children, parents, brothers, sisters, grandchildren and other persons permanently cohabiting the unit as or together with the Owner or permitted occupant thereof, and shall refer to any group of individuals occupying the home as one household unit subject to the occupancy limitations described above. To determine the maximum number of people who may occupy the unit at any one time, (excluding temporary occupancy by guests), simply add the number of bedrooms, multiply by 2 and add 1 to the total. A space designed as a den may have only 1 occupant. A guest shall include a person who has a principal residence other than the unit. A person occupying a unit for more than 1 month shall be deemed a lessee, regardless of whether a lease exists or rent is paid.
2. Extensions of a current lease will be granted for a six month period. At the end of that time, a new lease will be required.

A fine of \$100 will be imposed for leases submitted after the commencement date.

### **Landscape/Irrigation Maintenance**

Owners/landlords must specify in the lease agreement who will maintain the yards and irrigation systems in each rental unit by providing the company or individual names and contact information for same. Regular maintenance is to include mowing, trimming, disease/pest control, fertilizing, and testing and adjustment of irrigation systems. The aforementioned obligation does not apply to lease agreements for maintenance-free neighborhoods.

## **Owner Deposit**

Owners/landlords are required to deliver to Community Association Services the sum of \$1,000.00 to be deposited in an escrow account for each leased unit to cover damage and/or needed maintenance to the outside of the property or the common areas. In the event that the renter of the unit violates the Covenants and the owner/landlord is fined, this account shall also be used to recover unpaid fines, if any. When a lease is renewed, or when a new lease is signed, the owner/landlords are required to bring the escrow account balance up to the \$1,000.00 for the leased unit. *Maintenance-free neighborhoods deposits are \$1,500.00.* In the event of a default resulting in the loss of the deposit, the neighborhood will retain \$500.00 and \$1,000.00 will be retained by the association.

Deposit checks should be made payable to CEVA, Inc. (Country Club/Edgewater Village Association, Inc.)

Any balance remaining in the escrow account when the owner is no longer going to lease his property, less an administrative charge not to exceed \$50.00, shall be returned to the owner within (60) sixty days after the last tenant vacates the unit. *Deposits are subject to forfeit in the event of an early termination of the lease if any subsequent lease is commenced on the lot prior to the expiration of the term of the previous lease.*

## **Escrow Account**

The Association Board hereby authorizes Community Association Services to have an attorney establish a non-interest bearing escrow account for the purpose of holding deposits from landlords. Sums deposited in the account may be used to cover damage and/or needed maintenance to the outside of the property or the common areas and unpaid fines connected with each of their leased units.

## **Demand for Tenant to Make Rent Payments Directly to the Association**

In the event that a Lot owner is delinquent in paying any monetary obligation due to the Association, the Association may demand that the tenant pay directly to the Association all rents due in accordance with the terms specified in the CEVA Covenants and Florida Statutes.

## **Owner/Tenant Information Forms**

All of the above will be attached to an Association Lease Information Form that will be executed by the property owner and tenant. The form will also include information such as number of people to occupy property, number and/or kinds of cars, resident privilege card information and acknowledgement that the tenant has read and will abide by the Deed Restrictions.

No tenant will have access to the facilities or be given keys, Resident Privilege Cards or transponders unless all of the above is submitted to Community Association Services.

*Failure to comply with this policy will result in a \$100.00 weekly fine. A fine of \$100 will be imposed for leases submitted after the commencement date.*

**COUNTRY CLUB/EDGEWATER VILLAGE ASSOCIATION, INC.**  
**LANDLORD/TENANT LEASE INFORMATION FORM**

Date \_\_\_\_\_ Lease From \_\_\_\_\_  
Association \_\_\_\_\_ Neighborhood \_\_\_\_\_  
Property Address \_\_\_\_\_ Tenant's Phone \_\_\_\_\_  
Owners' Name \_\_\_\_\_ Owner's Phone \_\_\_\_\_  
Owners' Address \_\_\_\_\_  
Renters' Names \_\_\_\_\_  
Other people to occupy property and relationship to renters \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List make of cars and license tag numbers \_\_\_\_\_  
\_\_\_\_\_

Tenants acknowledge that they have been given a copy of the Homeowners' Manual including the Lease Policy, and agree to conform to all of the Association's Deed Restrictions. Tenants acknowledge that they have read and agree to conform to the rules and regulations of Resident Privilege Cards. If a card has to be replaced, there is a charge of \$15.00 per card.

**Lease Deposits.** Country Club and Edgewater (CEVA), except Maintenance-free Neighborhoods - \$1,000; CEVA Maintenance-free Neighborhoods - \$1,500

Check # \_\_\_\_\_ PAYABLE TO: Country Club/Edgewater Village Association [CEVA] Inc. Yes\_\_\_ No\_\_\_

Any balance remaining in the escrow account when the owner is no longer going to lease his property, less an administrative charge not to exceed \$50.00, shall be returned to the owner within (60) sixty days after the last tenant vacates the unit. Deposits are subject to forfeit in the event of an early termination of the lease if any subsequent lease is commenced on the lot prior to the expiration of the term of the previous lease.

Owner has provided a copy of the lease agreement: Yes\_\_\_ No\_\_\_

Firm or Party Responsible for Yard/Irrigation System Maintenance and Pest Control (add additional pages if needed):

Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Agreed and acknowledged:

Date \_\_\_\_\_ Owner of Property \_\_\_\_\_

Date \_\_\_\_\_ Tenant \_\_\_\_\_

Date \_\_\_\_\_ CAS Representative \_\_\_\_\_



## APPENDIX F PLANTING PALETTE

UPDATED NOVEMBER 2011

Following is a listing of approved plant material for Country Club/Edgewater. These plants are compatible with our community's overall character of landscape and many are drought tolerant. Plants marked with (N) are native to Florida. Homeowners may elect to do additional research for specific landscape needs.

### LARGE TREES/CANOPY TREES

Minimum Size Requirement: Twelve feet (12') height, five feet (5') spread, two and one half inch (2-1/2") caliper, four feet (4') clear trunk, container grown.

Common Name	Botanical Name	Plant Height/Comments
American Holly	Ilex opaca	30-50' Dark green, year-round foliage, red berries, evergreen
Golden Shower	Cassia fistula	30-40' Showy yellow flowers in summer, deciduous
Golden Trumpet Tree	Tabebuia chryso-tricha	25-50' Spreading canopy, yellow flowers, deciduous
Hong Kong Orchid*	Bauhinia blakeana	20-40' Showy orchid-like purple, rose, pink blooms, deciduous
Laurel Oak (N)*	Quercus laurifolia	80-70' Dense, oval canopy, semi-evergreen
Live Oak (N)*	Quercus virginiana	60-80' Crown spreads to 100' wide, semi-evergreen
Jacaranda (N)*	Jacaranda mimosifolia	25-50' Lavender/blue flowers spring-summer, deciduous
Mahogany (N)*	Swietenia mahagoni	40-70' Large shade tree, symmetrical crown, semi-deciduous
Pink Trumpet Tree	Tabebuia heterophylla	20-30' Pink/white flowers spring to summer, semi-deciduous
Royal Poinciana*	Delonix regia	30-40' Brilliant red-orange flowers bloom May-July, deciduous
Southern Magnolia (N)*	Magnolia spp.	40-80' White/cream, fragrant summer flowers, evergreen
Texas Wild Olive	Cordia boissieri	15-20' Silvery green leaves; white flowers year-round, evergreen
Winged Elm*	Ulmus alata	40-50' Vase-like shape, corky bark, deciduous

\* Approval for these trees is based on suitable lot size determined through the Modifications committee process.

## ACCENT/ORNAMENTAL TREES

Minimum Size Requirement: Eight feet (8') height, four feet (4') spread, one and one-half to two inch (1.5-2") caliper, three feet (3') clear trunk, container grown.

Common Name	Botanical Name	Mature Plant Height/Comments
Butterfly Bush	Clerodendrum ugandense	8-10' Flowers in two different shades of blue, evergreen
Bottlebrush	Callistemon spp.	6-30' Red flowers, spring to summer, evergreen
Camellia	Camellia japonica	10-20' White/red/pink, flowers fall to spring, evergreen
Cassia	Senna surattensis	15-20' Showy, bright yellow flowers summer-fall, evergreen
Cherry Laurel	Prunus caroliniana	20-40' Fragrant white flowers, blue/black fruit, evergreen
Crape/Crepe Myrtle	Lagerstroemia indica	10-30' Long blooming, showy flowers variety of colors, deciduous
Dahoon Holly (N)	Ilex cassine	20-30' White flowers in spring, red berries fall, evergreen
East Palatka Holly (N)	Ilex x attenuate	30-45' Bright red berries in fall and winter, evergreen
Eugenia	Eugenia spp. (Stopper)	15-30' Attractive foliage, flowers, and berries, evergreen
Frangipani (N)	Plumeria spp.	20-25' White, yellow, or orange flowers, deciduous
Fringe Tree (N)	Chionanthus virginicus	12-20' Showy, white flowers in spring, deciduous
Golden Dew Drop (N)	Duranta erecta	12-18' Lavender-blue flowers, golden berries, evergreen
Italian Cypress	Cupressus sempervirens	15-25' Slender upright with blue/green foliage, evergreen
Jasmine, Crape	Tabernaemontana divaricata 'Flore Pleno'	4-6' Glossy foliage, creamy white flowers, evergreen
Jatropha	Jatropha integerrima	10-15' Glossy leaves, star shaped scarlet flowers, evergreen
Lignumvitae	Guajacum sanctum	10-20' Shiny leaves, light gray bark, blue flowers, deciduous
Ligustrum	Ligustrum japonicum	8-12' Multi-stemmed tree, white flowers spring, evergreen
Loquat	Eriobotrya japonica	20-30' Dark green leaves, edible fruit Feb-March, evergreen
Nellie R. Stevens Holly	Ilex x Nellie R. Stevens'	20-30' Attractive, broad pyramidal-shaped evergreen
Powderpuff	Calliandra haematocephala	10-15' Pink/white flowers spring to fall, evergreen
Purple Trumpet	Tabebuia impetiginosa	15-20' Showy, pinkish-purple flowers in spring; deciduous
Savannah Holly	Ilex x attenuata 'Savannah'	30-45' Bright red berries, attractive glossy leaves, evergreen
Simpson's Stopper (N)	Myrcianthes fragrans	15-20' Small white flowers in spring, attracts birds, evergreen
Starburst	Clerodendrum quadriloculare	12-15' Pink/white flowers winter, green/purple leaves, evergreen

Common Name	Botanical Name	Mature Plant Height/Comments
Sweet Acacia (N)	Acacia farnesiana	15-25' Yellow, puff-like flowers in late winter, semi evergreen
Wild Olive (N)	Osmanthus americanus	15-30' Fragrant white flowers, followed by, fruit, evergreen
Yaupon Holly (N)	Ilex vomitoria	15-25' Upright, small tree with grey-green leaves, evergreen
Yellow Elder	Tecoma stans	20-30' Brilliant, bell-shaped, fragrant yellow flowers, deciduous

## PALMS

Minimum Size Requirement: Eight feet (8') height (spaced 8'-10' O.C. in clusters).

Common Name	Botanical Name	Plant Height/Comments
Bismarck Palm	Bismarckia nobilis	25-50' Stout trunk, large crown with blue-green foliage
Cabbage Palm	Sabal palmetto	25-60' Florida state tree, white flowers in summer
Canary Island Date Palm	Phoenix canariensis	30-50' Single trunk, green foliage, orange to yellow
Florida Royal	Roystonea regi	60-70' Symmetrical with a smoothly sculpted trunk
Foxtail Palm	Wodyetia bifurcata	25-30' Grey, slender trunk, bushy deep green foliage
Queen Palm	Syagrus romanzoffiana	25-50' Single-trunk, leaves form graceful,

## ACCENT PALMS

Minimum Size Requirement: Two to six feet (2'-6') height, three to six feet spread (3-6'), minimum three inch (3") caliper, spaced ten to twelve feet (10'-12') (0. C.).

Common Name	Botanical Name	Plant Height/Comments
Alexander	Ptychosperma elegans	15-25' Single, slender trunk, semi-erect leaves
Brittle Thatch Palm	Thrinax morrisii	15-20' Slender trunk, beautiful, green and silver fronds
Chinese Fan Palm	Livistona chinensis	15-25' Dense canopy on solitary trunk; leaves droop gracefully
Christmas Palm	Veitchia merrillii	15-20' Single trunk, bright red fruit in the fall and winter
European Fan Palm	Chamaerops humilis	8-15' Small, multi-stemmed, short trunk, fan-shaped leaves
Lady Palm	Rhapis excelsa	6-12' Bamboo like stalks, dark green, fan-shaped leaves
Licuala Palm	Licuala grandis	6-8' Small, very attractive with circular leaves

Common Name	Botanical Name	Plant Height/Comments
Paurotis Palm	<i>Acoelorrhaphe wrightii</i>	15-25' Showy, slender trunks, form attractive tight clumps
Pindo Palm	<i>Butia capitata</i>	12-15' Fine textured palm, yellow-orange fruit
Pygmy Date Palm	<i>Phoenix roebelinii</i>	8-12' Slender trunk with light feathery crown
Windmill Palm	<i>Trachycarpus fortunei</i>	10-25' Single trunk, green foliage, bluish fruit

**SMALL/MEDIUM SHRUBS (2-9') Three (3) gallon, container grown.**

Common Name	Botanical Name	Plant Height/Comments
African Bush Daisy	<i>Euryops chrysanthemoides</i>	4-6' compact, densely branched, yellow flowers, evergreen
Allamanda	<i>Allamanda neriifolia</i>	5-6' Dark green foliage, yellow blooms, evergreen
Azalea	<i>Rhododendron obtusum</i>	3-8' Profuse blooms, white, pink, red, or salmon, evergreen
Beautyberry (N)	<i>Callicarpa americana</i>	6-8' Purple flowers spring-fall, berries in winter, deciduous
Bird of Paradise	<i>Strelitzia reginae</i>	3-5' Thick leaves, blue/green foliage, evergreen
Bougainvillea	<i>Bougainvillea glabra</i>	3-8' Showy flowers in variety of colors, evergreen
Burford Holly (Dwarf)	<i>Ilex cornuta 'Burfordii'</i>	5-8' Dense shrub, glossy, dark green leaves, red berries, evergreen
Buttercup	<i>Turnea ulmifolia</i>	2-3' Small shrub, dark green leaves, yellow flowers, evergreen
Carissa Emerald Blanket'	<i>Carissa macrocarpa</i>	2-3' Dwarf variety of the Natal Plum, evergreen
Coontie (N)	<i>Zamia pumila</i>	2-4' Round form, fine textured leaves, evergreen
Crown of Thorns (N)	<i>Euphorbia milii</i>	2-5' Tiny red, white, yellow, or pink flowers, evergreen
Firebush (N)	<i>Hamelia patens</i>	3-8' Green foliage, showy, orange-red flowers, evergreen
Firespike	<i>Odontonema cuspidata</i>	5-6' Dark green foliage, scarlet red terminal spikes, evergreen
Gardenia	<i>Gardenia spp.</i>	4-8' Fragrant creamy-white flowers and glossy, dark-green leaves
Gardenia, Cape Jasmine	<i>Gardenia augusta</i>	6'-8' Very fragrant, showy white flowers in spring, evergreen
Glossy Abelia	<i>Abelia x grandiflora</i>	3-6' Variety of flower colors in spring, semi-evergreen
Hibiscus	<i>Hibiscus rosa-sinensis</i>	4-6' Showy flowers, many varieties such as variegated, evergreen
Indian Hawthorn	<i>Raphiolepis indica</i>	3-7' Rounded, green foliage, pink or white flowers, evergreen
Ixora	<i>Ixora coccinea</i>	4-6' Showy orange, red, yellow, pink or white flowers, evergreen
Japanese Boxwood	<i>Buxus microphylla</i> var. <i>japonica</i>	3-6' Opposite, lustrous dark green leaves, evergreen
Loropetalum	<i>Loropetalum chinensis</i>	4-6' Burgundy foliage, raspberry-red flowers, evergreen

Common Name	Botanical Name	Plant Height/Comments
Night-Blooming Jessamine	Cestrum nocturnum	6-8' Cream flowers in spring, summer, white fruits, evergreen
Plumbago	Plumbago auriculata	3-8' Showy blue flowers spring-fall, evergreen
Podocarpus, Dwarf "Pringles"	Podocarpus macrophyllus	5-6' Flat, needlelike leaves, dark green foliage, evergreen
Pomegranate Dwarf	Punica granatum Nana'	3-4' Orange-red trumpet shaped flowers deciduous
Schefflera, Dwarf Variegated	Schefflera arboricola	6-8' Creamy white and green variegated leaves, evergreen
Schilling's Holly	Ilex vomitoria	4-6' Symmetrical, dense form, low growing, evergreen
Thryallis	Galphimia glauca	4-5' Showy yellow flowers in summer and fall, evergreen
Ti Plant	Cordyline terminalis	5-8' Upright grower. stripped, purple/red foliage, evergreen
Yesterday-Today-Tomorrow	Brunfelsia grandiflora	3-8' Showy purple flowers with white centers, evergreen

## LARGE SHRUBS (10-30')

Three (3) gallon, container grown.

Common Name	Botanical Name	Plant Height/Comments
Angel's Trumpet	Brugmansia x candida	10-14' Showy fragrant flowers, evergreen
Butterfly Bush	Buddleia spp.	6-12' Showy flower clusters in spring and summer, evergreen
Camelia	Camellia japonica	7-12' Deep shiny, green leaves, beautiful flowers, evergreen
Cocoplum (N)	Chrysobalanus icaco	12-20' Upright, green foliage, showy purple fruit, evergreen
Copperleaf	Acalypha wilkesiana	8-12' Bronze red, heart-shaped leaves, evergreen
Crape Jasmine	Tabernaemontana divaricata	6-10' Showy white flowers spring and fall, evergreen
Croton	Codiaeum variegatum	8-10' Showy multicolored leaves, evergreen
Eugenia	Eugenia spp.	15-30' Firm and glossy leaves with white flowers, evergreen
Fiddlewood (N)	Citharexylum spinosum	15-25' Small fragrant white flowers, orange fruit, evergreen
Firethorn, Red	Pyracantha coccinea	10-12' Fall-winter scarlet fruit, flowers spring, evergreen
Florida Anise (N)	Illicium floridanum	10-15' Red or purple flowers in spring, evergreen
Golden Dewdrop (N)	Duranta repens	10-15' Lavender-blue flowers, golden berries, evergreen
Jasmine, Downy	Jasminum multiflorum	5-10' Spreading, weeping, showy white flowers, evergreen
Jasmine, Orange	Murraya paniculata	8-12' Orange-blossom white flowers, small red berries, evergreen

Common Name	Botanical Name	Plant Height/Comments
Marlberry (N)	<i>Ardisia escallonioides</i>	10-20' Fragrant, white flowers, purple fruit, evergreen
Natal Plum	<i>Carissa macrocarpa</i>	10-20' White flowers all year, evergreen
Oleander	<i>Nerium oleander</i>	6-15' Showy summertime flowers, evergreen
Pittosporum	<i>Pittosporum tobira</i>	8-10' Leathery leaves, small flowers, evergreen
Podocarpus, Yew	<i>Podocarpus macrophyllus</i>	20-30' Upright, flat needlelike leaves, evergreen
Simpson Stopper (N)	<i>Myrcianthes fragrans</i>	20-25' Green foliage, white flowers, orange fruit, evergreen
Tibouchina	<i>Tibouchina granulosa</i>	8-15' Brilliant purple flowers, green foliage, evergreen
Viburnum, Sandankwa	<i>Viburnum suspensum</i>	6-12' Dark green leaves, white flowers in summer, evergreen
Viburnum, Sweet	<i>Viburnum odoratissimum</i>	8-12' Small flowers in spring, popular hedge, evergreen
Viburnum, Walter's (N)	<i>Viburnum obovatum</i>	10-15' Multiple, twisted trunks, white spring flowers, evergreen

## GROUNDCOVERS

One (1) gallon container grown (Spaced 12" O.C.).

Common Name	Botanical Name	Plant Height/Comments
African Iris	<i>Dietes vegeta</i>	Stiff leaves, white flowers with yellow and blue
Blue Daze	<i>Evolvulus glomeratus</i>	Silver-green foliage, small blue flowers
Blue Lily of the Nile	<i>Agapanthus praecox</i>	Blue, funnel-shaped flowers on long stalks
Brown Bud Allamanda	<i>Allamanda cathartica</i>	Vivid yellow, trumpet shaped blooms
Cast Iron Plant	<i>Aspidistra elatior</i>	Upright, large green leaves, evergreen
Confederate Jasmine	<i>Trachelospermum</i>	Green and variegated varieties, white, fragrant flowers
Coral Honeysuckle (N)	<i>Lonicera sempervirens</i>	Woody vine, tube shaped coral red or orange flowers
Daylily	<i>Hemerocallis</i> spp.	Upright/erect, green foliage, spectrum of colors and varieties
Dwarf Jasmine	<i>Trachelospermum asiaticum</i>	Dark green glossy leaves, pale yellow blooms
Foxtail Fern	<i>Protasparagus densiflorus</i> cv. "Myersii"	Upright stems, cylindrical plum-like foliage
Juniper, Blue Pacific	<i>Juniperus conferta</i>	Conifer with gray green or blue green needlelike leaves
Juniper Parsonli	<i>Juniperus squamata</i>	Dense short twigs on flat, leafy branches
Lantana	<i>Lantana montevidensis</i>	Spreading groundcover in variety of colors, ever-blooming

Common Name	Botanical Name	Plant Height/Comments
Liriope	Liriope spp.	Dark green, ribbon like foliage, creates tuberous root mass
Mandevilla	Mandevilla splendens	Sprawling, showy, pink or red flowers
Mondo Grass	Ophiopogon japonicus	With age, clumps forms a soft dense carpet of foliage
Perennial Peanut	Arachis glabrata	Yellow/orange flowers in summer-fall, drought tolerant
Society Garlic	Tulbaghia violacea	Up-right foliage, purple flowers, bulbous plant with garlic scent
Purple Queen	Setcreasea pallida	Low growing, dark purple foliage, pink flower
St. Bernards Lily	Anthericum saundersiae	Dark green, grass-like, forms clumps, upright, white flowers

### ORNAMENTAL GRASSES

One (1) gallon container grown.

Common Name	Botanical Name	Comments
Elliott's Love Grass (N)	Eragrostis elliottii	Small, fine-leaved, silvery blue bunchgrass
Fakahatchee Grass (N)	Tripsacum dactyloides	Wide light green blades forming large clump
Flax Lily	Dianella 'Variegata'	Variegated grass, large blades, small flowers and blue berries
Muhly Grass (N)	Muhlenbergia capillaris	Maroon/pink spikes in fall; grows in very dry locations
Red Fountain Grass	Pennisetum setaceum Rubrum'	Dark burgundy, cat-tail like plumes summer and fall

### TURF GRASSES

Common Name	Botanical Name	Comments
St Augustine "Floritam"	Stenotaphrum secundatum	Plug or sod form
Empire Zoysia	Zoysia japonica	Sod form only

### PROHIBITED PLANT MATERIAL

The following plants are not acceptable for landscaping within Country Club and Edgewater at Lakewood Ranch.

Common Name	Botanical Name	Comments
Australian Pine	Casuarine spp.	Invasive, aggressive, densely rooted
Bamboo	Bambusa spp.	Invasive, spreads quickly by underground rhizomes
Brazilian Pepper	Schinujs spp.	Invasive, aggressive, dense closed canopy

Common Name	Botanical Name	Comments
Carrotwood	Cupaniopsis anacardioides	Invasive, crowds out other plants for light and nutrients
Chinaberry	Melia azedarach	Invasive, root-suckering, poisonous fruit
Chinese Elm	Ulmus parvifolia	Invasive, large-diameter roots grow great distances from trunk
Downy Rose Myrtle	Rhodomyrtus tomentosa	Invasive, dense thickets, aggressive growth
Ear Tree	Enterolobium cyclocarpum	Massive size up to 100' tall with 70' spread, messy fruit
English Ivy	Hedera helix	Invasive, growth can weaken trees, can damage structures
Eucalyptus Species	Eucalyptus species	Weedy invasive
Ficus Fig	Ficus benjamina	Massive size, roots invade other plants
Cat Claw Mimosa	Mimosa pigra	Weedy invasive aquatic plant
Nandina	Nandina domestica	Invasive, spreads via suckers and rhizomes
Punk Trees	Melaleuca quinquenervia	Invasive, forms dense stands, crowding out all other plants
Sunshine Mimosa	Mimosa strigillosa	Invasive groundcover
White Mulberry	Morus alba	Invasive and transmits harmful root disease

There are many books written for Florida gardening that can be of help when researching your plants. Our local nurseries offer a good selection of native and Florida friendly plants to choose from. These retailers should be able to provide a list of plants and trees that would be available.

Websites that can assist you in researching plants include the University of Florida's IFAS Extension. Their website is [ifas.ufl.edu](http://ifas.ufl.edu). The Manatee County Cooperative Extension in Palmetto is a good resource. Their website is [manatee.ifas.ufl.edu](http://manatee.ifas.ufl.edu). The Florida Native Plant Society at [fnps.org](http://fnps.org) is a good resource when researching Florida native plants.



**APPENDIX G**  
**CAGES FOR POOLS, LANAIS, VERANDAS AND SHOWERS**  
**DESIGN & APPLICATION REQUIREMENTS**

*Note: The following requirements are for additions of cages for pools, lanais, verandas, or showers to existing or replacement structures, or modifications of an existing pool, lanai, veranda or shower cage. Such additions or modifications require Modifications Committee Approval.*

*Replacement of an existing cage with no changes to the original design, such as might be required following storm damage, is a Homeowner Option and does not require Modifications Committee approval.*

**CAGE DESIGN REQUIREMENTS**

The roof of any cage must not exceed the height of the house. No portions of the cage are to be able to be seen from the street front when viewed directly from the front of the home.

**Cage Color.** With the exception of Muirfield and Spyglass, all pool, lanai, shower and veranda cages in Country Club Village are to be constructed of bronze aluminum with black screening material. In Muirfield and Spyglass, the color of the metal for the screen must match the neighborhood standards. Edgewater Village cages may use either white or bronze caging aluminum.

**Cage Shape:** All new or replacement cages must be square or rectangular (or multiple rectangles such as "L", "T", etc.) in shape. No circular or near circular configuration is permitted. Any cage built prior to this amended enactment may continue, except that if a cage of this shape already existing is to be replaced, it may be replaced with the same shape as existed before.

**Cage Roof Design.** All new cages on areas larger than 10 feet by 10 feet shall incorporate a roof design that is mansard type, as illustrated in the sample drawing below. Smaller (less than 100 square feet) enclosures may use an "A" or frame roof design. No flat type cage roof is to be allowed except on small area extensions off the main cage, i.e., 4 feet by 16 feet or smaller. No curved roof design is permitted. The sides that attach to the ground level shall be vertical. No metal roofing or roofing other than screening is permitted.

**Two-Story Structures.** These may be constructed only for a two-story home and only in neighborhoods which already include one or more similar structures. The cage must incorporate all of the design requirements stated above. Two-story cages are not required on two-story homes. If a one-story cage is desired, the second story balconies (verandas) may be screened in using the same black screening as the cage.

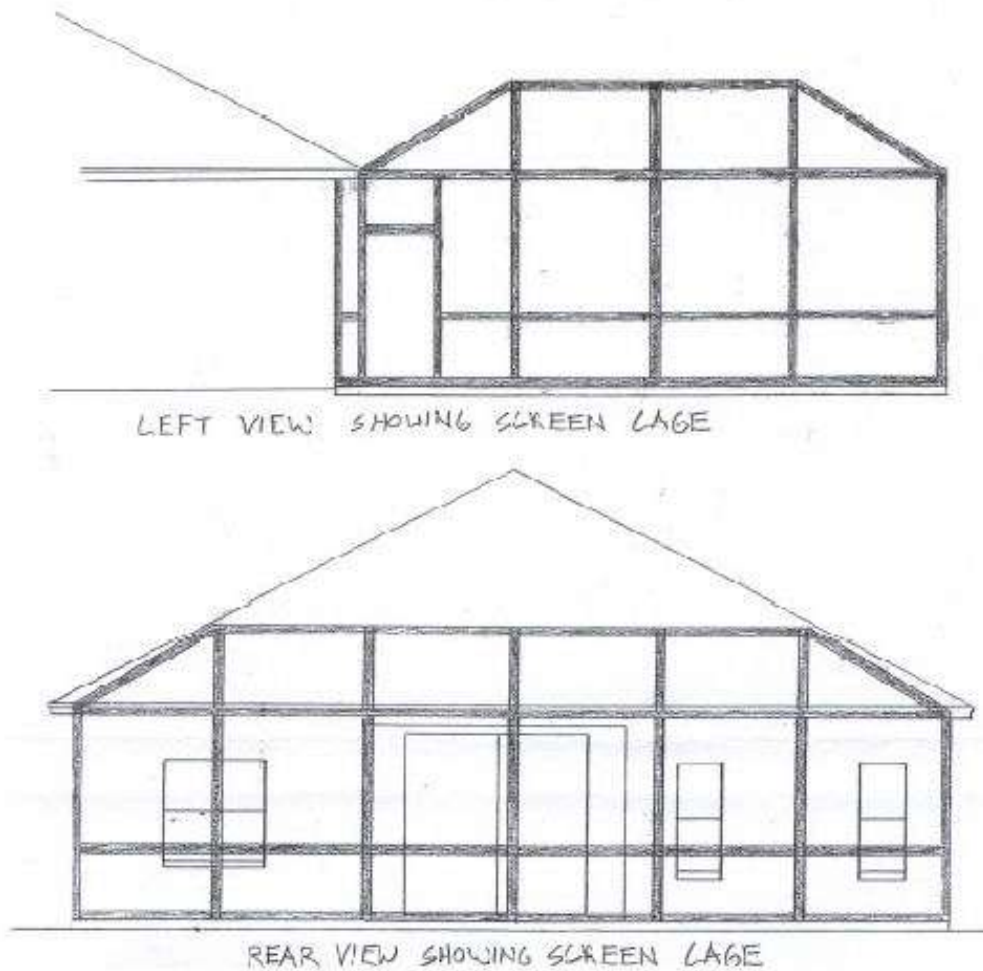
**Shower Cages.** Shower cages must be attached to the home and shall be no larger than 48 inches in interior width or depth and no taller than 8 feet in height. They may be used only in connection with an outdoor shower. The sidewalls shall be vertical and may be constructed of masonry up to a height of 6 feet measured from the interior floor surface (other than the wall of the home to which the shower cage is attached) or screening or a combination of the two. Roof covering in Country Club Village shall be black screening, and in Edgewater Village either black or white screening, and may be flat or sloped in design. Shower cages must not be able to be seen from the street when viewed directly from the front of the home.

**Governmental Regulations.** Finished installation must comply with all current County and State design requirements and regulations.

**Application Process.** The following items must be submitted along with a Modification Request for a pool, lanai and/or shower cage addition and/or other cage expansion:

- Except in the case of a shower cage addition, a surveyed site plan indicating the location of the structure. Setbacks must also be shown and located with distances. For shower cage additions, a sketch plan indicating the location of the proposed cage and its attachment to the home is required.
- Rear and side elevations indicating attachment to the home, overall dimensions, setback dimensions and type of structure.
- Specification sheet for cage fully describing all materials of construction and finish colors.
- Fully executed Responsibility for Damage Sheet, properly signed, dated, and addressed.

### REAR AND SIDE ELEVATION SAMPLE



## RESPONSIBILITY FOR DAMAGE SHEET

\_\_\_\_\_  
Owner(s)

\_\_\_\_\_  
Lot Number

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Neighborhood

In constructing a cage or extension of a cage on the above-referenced property, we, the owner(s), agree to repair and pay for any damage that may occur to a neighbor's property or District property while our cage is being built.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Printed Name of Owner

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Printed Name of Witness

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\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Printed Name of Owner

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Printed Name of Witness

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\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Printed Name of Owner

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Printed Name of Witness

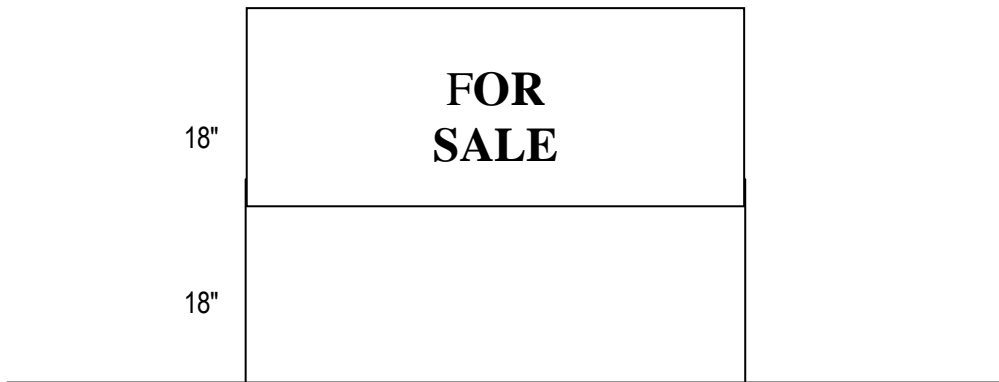
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## APPENDIX H SIGNAGE CRITERIA

The following items are the only acceptable criteria for signs.

Dimensions

24"



### Size and Materials

"FOR SALE /FOR RENT" Sign

- 18" x 24" x .040 White Aluminum Single Faced Sign
- Applied High Performance Vinyl (Color: Forest Green)
- Up to Four Lines of Copy Allowed in Two 3 1/2 " x 22 " Boxes
- Corners Rounded with 1" Radius
- Sign to be Fastened to Standard Steel Step Frame (Painted Black)

"SALE PENDING" or "CONTRACT PENDING" Sign (Only Rider Sign Permitted)

- 6 " x 24 " x .040 " White Aluminum Single Faced Sign
- Applied High Performance Forest Green Vinyl (Text Reversed Out)
- Sign Fastened to the Bottom of the "FOR SALE" Sign As Needed

"OPEN HOUSE" Sign

- 18" x 24" x .040 White Aluminum Double Faced Sign
- Applied High Performance Vinyl (Color: White with Forest Green lettering)
- Corners Rounded with 1" Radius
- Sign to be Fastened to Standard Steel Step Frame (Painted Black)

## Letter Sizes and Fonts

- Lakewood Ranch Palatino Bold- 2 "
- FOR SALE/FOR RENT Palatino Bold – 3 "
- Two Boxes Helvetica Medium - up to 1 ¼ "
- SALE PENDING Helvetica Medium – 2 "
- Lakewood Ranch & logo SnellBT – 2 "
- OPEN HOUSE Palatino Bold – 3 "
- Green Arrow

## Sources.

You can use any sign company of your choice. The following are some of the companies that make signs for Lakewood Ranch residents.

Artisan Signs of Sarasota  
6111 Clark Center Avenue, Suite B  
Sarasota, FL 34238  
Phone: (941) 923-7005; Fax (941) 923-5551  
Contact(s): Ed Everett

Signs by Tomorrow  
4462 Cortez Road  
Bradenton, FL  
Phone: (941) 792-1302  
Contact(s): Stacy/Jerry/Matt

Signs Now  
652 S. Washington Blvd.  
Sarasota, FL  
Phone: (941) 951-7888  
Contact(s): Ron/Roger

Signs 2 Go  
8436 Lockwood Ridge Road  
Sarasota, FL  
Phone: (941) 355-0020

- **Standard Lakewood Ranch open house signs.** May be displayed as follows; one sign at the entrance to the neighborhood in which the open house is being held, (regardless of the number of homes holding an open house in that neighborhood) and one sign on the front lawn. Signs may be displayed the morning of the open house and must be removed by the owner no later than 1 hour after the open house.
- All real estate signs must be placed parallel to the curb and no closer than twelve (12) feet from the curb.
- Signs must be removed no later than ten days after closing or upon move in of a tenant.
- Attaching flags or balloons to the sign is prohibited.
- Displaying signs of any sort other than those listed above or otherwise authorized by the CEVA is *Strictly Prohibited*.
- Security signs in front yard bedding. *Homeowner option.*

## APPENDIX I YARD (POLE) LAMP REPLACEMENT MATRIX

Neighborhood	Yard Lamp Make /Model	Lamp Head Source	Parts Source	Replacement Lamp - Supplier
<b>COUNTRY CLUB NORTH</b>				
Ashland, Belmont, Blytheheld, Brier Creek, Dominion, Keswick, Kingsmill, La Cantera, Legends Walk, Mizner Reserve, Montclair, Orchid Island, Palmers Creek, Portmarnock, Presidio, Riviera, Sandhills, Siena, Teal Creek, Twin Hills, Vilamoura	Thomas Lighting Astoria M5115-66	Graybar Sarasota FL. \$284.68	None	None Required
Stone Ridge	Minka-Lavery Model #8902-94	Franklin Lighting Sarasota FL. \$280.13	None	None Required
<b>COUNTRY CLUB SOUTH</b>				
Boca Grove	No Resident Yard Lighting			
Augusta, Glen Eagles Type 1, Muirfield, Oakmont, Spyglass, St. Georges, Westchester, Weston, Whitemarsh	Hampton Bay Classic Collection Model #002-3393WH	Home Depot SKU # 885-255 \$34.97	None	None Required
Gleneagles Type 2, Canterbury, Laurel Valley	Heritage #1700 (Converted Gas to Electric)	Gas Light MFG Co (412) 683-6434. Full new replacement heads and some parts by web site order at <a href="http://www.gaslite.com/">http://www.gaslite.com/</a>	See Note	Full replacement heads thru Richard's Yard Lamp Service (Note). Candelabra replacement thru Jalane's Inc, 14th St. West, Bradenton, FL 747-6543 (specify painted white) \$20.00
Miramar	No Resident Yard Lighting			
Quail Creek	Chateau Le Grand Collection @ Home Depot Model #HC-0145	Home Depot Catalog #100653274 \$132	None	None Required
<b>EDGEWATER</b>				
Cove Pointe Sound	Hampton Bay Traditional White Hampton Bay Classic Collection #002-3393WH #587989 Texture White - Acceptable Substitute	No Longer Available  No Longer Available Bee Ridge Lighting \$51.80	None	
Lake Vista, Moorings, Watercrest	No Resident Yard Lighting			

Note: Parts Available Thru Richard's Yard Lamp Service ..... 941-812-5746

Revised 11/30/2011

## VII. INFORMATION OF GENERAL INTEREST

Some items that may not be included elsewhere in this manual but that are important to everyday life in the community are included in this section.

**Homeowner Address Changes.** Mail from CEVA to homeowners will be sent only to the address on file for them at Town Hall. It is the responsibility of every homeowner to notify CEVA via Community Association Services of any change of address, telephone number, or e-mail address, whether temporary or permanent, on a timely basis.

**Country Club Gate House.** Residents with transponders are asked to enter through the outside residents' gate. If you do not have a transponder, please enter through the inside visitors' gate. All construction and commercial vehicles are required to enter and exit through the Lakewood Ranch Blvd. & Balmoral gate. Delivery vehicles will be allowed through the Legacy gate.

*Registering Guests.* Please use either the Voice Mail or the internet system for registering your guests at the gate. This saves your guests' time and you a phone call from the gate staff. Voice Mail - Call (941) 907-6765 and follow instructions. Internet - Go to [www.gateaccess.net](http://www.gateaccess.net) and follow the instructions. Enter community code LWR and your user name and password. If you do not have a user name and password, your username is the 10-digit telephone number you had when the ABDI system was implemented, and your password is the 4-digit PIN number that was assigned to you at that time. If you have forgotten either of these, they can be obtained at Town Hall.

**Edgewater Gate House.** Edgewater Village residents with a remote clicker, are asked to enter through the right-hand (outside) resident's gate. If you do not have one, please enter through the left-hand (inside) visitor's gate.

**Digital Village.** Lakewood Ranch residents have their own website at [www.lwrdrv.com](http://www.lwrdrv.com). Each neighborhood within Lakewood Ranch has its own site. Digital Village has information on the following governance meetings: the CEVA Board, CEVA Standing Committees, CEVA Neighborhood Committees, minutes of the CDD2 and CDD5 meetings, Clubs, social activities around Lakewood Ranch, breaking news and important alerts are also included. The website also includes a Merchant Village, which provides merchant information including discount coupons for restaurants, drugstores, groceries, and other businesses.

**Mail Boxes.** An incoming U.S. Postal Service mailbox has been assigned to you.

**Information Boxes.** Community information boxes are attached to your incoming mailbox, and are to be used for community information only.

**Community News Channels (Bright House Networks).** Channel 97

**Requests for Special Attention Form.** This form (available in the FORMS section of this manual, at Town Hall, or in the "On-line Forms" section on Digital Village) may be submitted by any resident wishing to bring attention to a specific issue or problem as it applies to the common grounds in the neighborhood.

**Modification Request Form.** This form (available in the FORMS section of this manual, at Town Hall, or on Digital Village) is to be used by the homeowner wishing to make any exterior changes or additions to their home or landscaping after the initial design approval.

**Hurricane Protection.** All non-permanent items should be stored when a storm watch is issued. Part-time residents should store all nonpermanent items before leaving the area.

## **COUNTRY CLUB/EDGEWATER BOATING, FISHING AND LAKES**

### **LAKWOOD RANCH NEIGHBORHOOD LAKES (Between SR 70 and University Parkway and Between Lakewood Ranch Blvd. and Lorraine Road)**

#### **Boating**

- Boating is prohibited in all neighborhood lakes except Lake Uihlein, Summerfield Lake, Lake Heron and Trophy Lake.
- Boats shall be limited to 16 feet in length except on Lake Uihlein, where they are limited to 14 feet. Canoes/kayaks shall be limited to 16 feet in length on all lakes. No pontoon boats are allowed.
- Boats may be launched only at designated launching sites.
- Boaters are restricted from using the lake bank for docking or beaching of boats
- Use of gas powered or other internal combustion engines (including mounted but not used engines) is prohibited on all lakes. Electric motors with a maximum thrust of 47 pound (3 HP) may be used in Lake Uihlein only.
- Boaters are reminded to follow all Federal and State Regulations for "safe boating."
- The boat owner is responsible physically and/or financially for all necessary salvage and recovery of his/her boat, debris, equipment, etc. resulting from any boating mishap.

#### **Fishing**

- Fishing in lakes is allowed unless posted otherwise and is subject to general use guidelines. Fishing is not allowed behind a private residence/property; only the owner and/or guests may fish from behind a private residence/property.
- Fishing in any lake is subject to all laws of the Florida Game and Fresh Water Fish Game Commission.
- "Catch and release" is strongly recommended for all fish in all lakes with the exception of Tilapia in Lake Uihlein.
- Fishing is restricted to one rod/reel or drop/hand line per person fishing. No setlines are allowed.
- No gill or throw netting of any fish is allowed, and fishing with "live bait" is prohibited.
- No fishing is allowed between dusk and dawn.

#### **Other Lake Use Restrictions**

- No vehicle parking is allowed along a street or on a common (grassy) area adjacent to any lake in order to fish on the bank or wharf area. Parking at the Edgewater Wharf is restricted to residents with blue decals only.
- No swimming is allowed in any lake in Lakewood Ranch.
- The CDDs and Homeowners' Associations reserve the right to change rules from time to time.



## **Safety**

- All use of Water Recreation Areas shall be at the sole risk of residents unless posted otherwise at individual areas.
- Caution should be used in all lakes in Florida due to the risk of alligators, snakes, and other native inhabitants.

## **LAKE UIHLEIN BOAT STORAGE, MOORING, AND SIZE RESTRICTIONS**

*(Adopted by CEVA in December 2001)*

### **Boat Storage (Common)**

1. Slots in the common storage areas will be assigned on a first-come first-serve basis to Edgewater Cove, Pointe, and Sound homeowners/residents and will belong to the assignee as long as he/she abides by the rules and pays any fee the Association may charge. If the storage areas fill up, the Association will have a first-come, first-serve waiting list. Slots will be assigned by sign-up date. A grace period of four (4) months will be given from the time of notification of assignment until a boat is placed in the storage area. If no boat is stored after four (4) months, the assignee will forfeit his/her slot assignment and another assignee will be assigned to the slot.
2. A slot does not pass to a new homeowner/resident with the sale of the home or boat but does pass to a replacement boat. A new homeowner/resident must register and be assigned a new decal by Community Association Services.
3. Slot numbers will be affixed on the step risers opposite the slot. If two rows of boats are used, the slot closest to the lake will be on the lower posts, the other slot on the upper riser. Assignees will be given a specific slot. These will be posted on bulletin boards at the Wharf and Community Storage Area 2.
4. Boats must be secured to the post ring for security and to prevent being blown around in a windstorm.
5. Before a major storm, boat owners will be responsible for removing their boat or securing their boat with additional tie downs or filling the boat with water. In the absence of the boat owner during the hurricane season, this responsibility must be delegated or assigned to a fellow resident.
6. Each owner is allowed to store only one boat in the common areas.
7. There is a maintenance fee of \$60.00 due January 1 of each year. Assessment notices will be mailed by the 15th of December each year. If payment is not received by January 15th, a \$15.00 late fee will be charged. If payment and late fee is not paid by February 1, the boat owner will be asked to remove his boat and the slot will become available for reassignment.
8. The Association may remove unsightly boats and may revoke the storage permit from any owner who repeatedly violates the storage rules.

### **Boat Storage (Private)**

1. Owners of homes with frontage on Lake Uihlein may install docks according to the approved developer location plan. They must sign a License & Easement Agreement. This Agreement may be obtained from Community Association Services.
2. Only two boats shall be moored to the dock. Boats shall not be stored on top of a dock or on the shore.
3. All docks will be built uniformly, maintained in good condition at all times, and no chairs, benches, or any other items shall be permanently attached to them and must be removed when not in actual use. Docks cannot be painted or stained; they must remain a natural wood color.
4. Dock owners shall not store a boat in the common areas.
5. The Association will not charge a fee for private mooring.
6. The Association may remove an unsightly boat or repair or remove an unsightly dock at the owner's expense after reasonable notice.
7. For repeated or continuing violation of these rules, the Association may revoke the owner's use of the dock temporarily or permanently.
8. The owners of the docks will execute an agreement to hold harmless Schroeder Manatee Ranch and all its' affiliates, Lakewood Ranch CDD 2, and the Country Club/Edgewater Village Association from any liability that may arise from their docks.
9. No flags, windsocks, or anything of this nature should be attached to a dock.

## FLORIDA-FRIENDLY LANDSCAPING

Lakewood Ranch has always been an environmentally-aware community, and many of the principles of Florida-Friendly Landscaping (FFL) are already part of CEVA policy. The passage of Florida Statute 2080 in 2009 prompted a more thorough review to ensure that those principles are adequately incorporated into the Homeowners' Manual.

As homeowners review their current and future landscaping goals, they may want to lower maintenance requirements and reduce water needs. Following the *Nine Principles of Florida-Friendly Landscaping*, as developed by the University of Florida/Institute of Food and Agricultural Sciences (IFAS) Extension Service and the Southwest Florida Water Management District (SWFWMD), will achieve these goals, continue the visual sense of community as a whole, and allow for the expression of individual taste and style.

Every residential lot is unique in terms of size, terrain, location, soil, sun exposure, house design, and street access—and so the best landscaping plan will be unique for that lot. It will reflect these characteristics and the interests of the homeowner, while also complementing the design continuity of the neighborhood.

The Landscape Standards and Criteria section of the CEVA Homeowners' Manual guides the homeowner in incorporating the Florida-Friendly Landscaping principles. The following information is meant to supply an elementary understanding of what those principles are and how they are put into use.

### **What Are The Nine Principles of Florida-Friendly Landscaping**

A successful *Florida-Friendly Landscape* (whether a single bed or an entire yard) starts by creating a landscape design that considers all of *The Nine Principles of Florida-Friendly Landscaping* even if only some of them are ultimately incorporated into the design. *You do not need to use all nine principles to achieve a healthy landscape.* The nine principles ensure that not only will your yard meet the environment's needs, but also that your maintenance goals will be achieved. They are outlined below to provide homeowners with basic information on how a Florida-Friendly approach can be achieved while adhering to the landscape restrictions laid out in detail in the Homeowners' Manual (HOM).

**1. Right Plant, Right Place.** This is perhaps the most important element of a successful, healthy landscape. You need to consider the type of soil, sun exposure and water conditions of your particular site and choose plant materials that will thrive under these conditions. Decide why you want to re-landscape, and set goals for use and maintenance of your property. Plan for the future: choose plant materials based on their mature size. Over-use of young plant materials results in a landscape that requires more work for you in the future. The *Right Plant, Right Place* principle applies to turf and sod as well as plantings, and does not mean that it is acceptable to remove all turf from a yard. Please refer to the Landscape Standards and Criteria for specific policies to be incorporated into your landscape design; for example: you must maintain an area sufficient to allow for trimming and maintenance completely around hedge-like plantings without trespassing on your neighbor's yard. Do not landscape in such a way that plant materials will obscure your neighbors' views when your plantings reach maturity. You should try to maintain a path width of at least four-feet to allow commercial mowers easy access to all grass/turf areas in the landscape.

The approved plant list in the CEVA HOM is a helpful guide. We suggest that you also research your selections on [www.floridayards.org](http://www.floridayards.org), a website maintained by the UF/IAFS Extension. This website is kept current with a listing of all Florida-Friendly plants and has photos, planting tips, water and sunlight requirements and accurate projections of growth and space needs at maturity. Note that Lakewood Ranch is in Zone 9b, and our soil mostly alkaline.

**2. Water Efficiently.** Determine if your new design requires changes to your existing irrigation system and insure that those changes are made as part of your new plan. Where possible, install a drip or micro-spray system in your plant beds. Rain shutoff devices have been required by Florida law since 1991 on all automatic sprinkler systems, and these devices need to be checked periodically to insure proper functioning. You may want to include rain barrels with mosquito-proof covers and tied into downspouts as part of your new landscape design and use that water for your plants. As stated in the Homeowners' Manual Landscape Restrictions, rain barrels must not be visible from the street.

**3. Fertilize Appropriately.** Use slow-release fertilizers and don't exceed recommended amounts. Use pesticide only in areas that need attention and be mindful of wildlife visitors.

**4. Mulch.** Reduce turf areas in your landscape by increasing the size of planting beds or adding new beds in areas where healthy turf is difficult to maintain. Keep mulch 2 inches away from the base of plants to avoid disease and maintain a 2–3 inch depth in all areas. Choose recycled mulch or alternatives like melaleuca, eucalyptus, pine needles & pine bark, or cypress mulch that is not harvested from Florida's wetlands.

**5. Attract Wildlife.** Friendly visitors, like butterflies and beneficial insects, will enjoy your landscape if you provide food, water, and cover. Provide a water source such as a birdbath, and plant vines, shrubs and trees to create cover and nesting areas.

**6. Manage Yard Pests Responsibly.** Do not overuse or misuse pesticides that can harm wildlife or beneficial insects and that can run off into ponds and lakes. Spot treat and use the least-toxic products.

**7. Recycle Yard Wastes.** Reusing your own yard waste can improve fertility and water-holding ability of the soil. Leave grass clippings on the lawn, use fallen leaves as mulch and incorporate a compost bin into your yard design.

**8. Reduce Storm-water Runoff.** Remember that whatever goes into the storm drain can find its way into our water sources. Direct your downspouts onto porous surfaces or into landscaping and away from your house. Preserve or create swales to hold and filter storm water. Eliminate areas of standing water that will attract unwanted insects and mosquitoes.

**9. Protect the Waterfront.** Reduce the use of fertilizers and pesticides in your landscape. If your property borders water or a preserve, establish as wide a "no fertilizer, no pesticide" zone as practical for your individual plot. Remove invasive plants on your property and replace with a buffer zone of low-maintenance plants to absorb nutrients and provide wildlife habitat.

### **Sources of Additional Information**

As each yard is a part of the larger whole of its neighborhood, there is no specific formula for a Florida-Friendly Landscape. However, there are several sources of valuable information that will help you in the transition:

- [fyn.ifas.ufl.edu/](http://fyn.ifas.ufl.edu/) and [fyn.ifas.ufl.edu/homeowners/nine\\_principles.htm](http://fyn.ifas.ufl.edu/homeowners/nine_principles.htm) are University of Florida web sites explaining the nine principles of Florida-Friendly Landscaping.
- [solutionsforyourlife.ufl.edu](http://solutionsforyourlife.ufl.edu) and [ifas.ufl.edu/extension](http://ifas.ufl.edu/extension) are University of Florida sites with a full listing of Florida-Friendly plants and information on designing your landscape.
- [www.floridayards.org](http://www.floridayards.org) provides extensive information (including photos) about plants, trees, shrubs, and grasses and offers the "*Guide to Florida-Friendly Landscaping, Florida Yards & Neighborhoods Handbook*" at [www.floridayards.org/landscape/index.php](http://www.floridayards.org/landscape/index.php)

- The *CEVA Homeowners' Manual* Planting Palette provides an approved listing of trees and plants that are commonly used in Lakewood Ranch.
- Southwest Florida Water Management District (SWFWMD) provides free seminars for the homeowner to further understand this landscaping concept and how it will work within the CEVA community. Its web site is [www.swfwmd.state.fl.us/](http://www.swfwmd.state.fl.us/) and the section on Florida-Friendly Landscaping is [www.swfwmd.state.fl.us/yards/](http://www.swfwmd.state.fl.us/yards/).

**Approval Process.** The Homeowners' Manual section on Landscape Restrictions includes information regarding what is and isn't allowed within our Neighborhoods. Please note:

*Maintenance-Free Neighborhoods.* In maintenance-free neighborhoods, residents must submit all landscape change requests to their neighborhood landscape representative for approval. If approved by the landscape representative, the application is then submitted to the Modifications Committee for final approval if that committee's approval is required. Changing of existing planting beds using shrubs and ground covers listed in the CEVA plant palette will only require approval of the neighborhood landscape representative and will not need approval from the Modifications Committee.

*Neighborhoods Not Maintenance-Free.* Residents of neighborhoods which are not maintenance-free do not need Neighborhood or Modifications Committee approval to convert existing planting beds using shrubs and ground covers listed in the CEVA plant palette.

*All Neighborhoods.* You do need Modifications Committee approval for:

- Use of any plant material (bushes, shrubs, trees, ground covers, etc.) that is not on the CEVA plant palette, even if it is listed as Florida-Friendly on one of the web sites referred to earlier.
- Removing or planting a large tree or palm.
- Any change in size to an existing bed or creating new planting beds.

*Homeowners should review the Landscape Restrictions and Standards and Criteria sections in this manual before submitting a request to the Modifications Committee.*

## **Conclusion**

CEVA not only allows but encourages residents of the Country Club and Edgewater Villages to make improvements to their landscapes. However, it is in everyone's best interest that these improvements follow good landscaping practices, as defined by the nine principles of Florida-Friendly landscaping and, at the same time, be consistent with village and neighborhood standards.

## ENVIRONMENTAL MAINTENANCE

*This section clarifies the Lake and Wetland Preserve maintenance practices as performed by Lakewood Ranch Environmental Consulting Agency*

### Regulations

The wetlands and lakes within Lakewood Ranch are CDD property and part of the Master Storm water Management System (MSMS). They are monitored closely by the Environmental Consultant, CDD Personnel, SWFWMD, and Manatee County. The maintenance programs and policies that are implemented by Lakewood Ranch are developed in a manner that conforms to strict regulations imposed by Local, State, and Federal agencies. Those laws and regulations are subject to frequent updating and change by the regulatory agencies.

### Wetland Maintenance

- Wetlands are monitored regularly for ecological balance and stability as well as hydrology and drainage. Removal of exotic nuisance plant species such as Brazilian Pepper is currently not mandated by the regulatory agencies except in mitigation and designated enhancement sites.
- The CDD does implement routine removal of exotic vegetation as permitted by the regulatory agencies on a quarterly basis as dictated by necessity and budgetary limitations.
- All activities within the wetlands including, but not limited to, trimming, weeding, and general maintenance is performed by the CDD Environmental Consultant ONLY. Activity in the wetlands by any other individual is strictly prohibited and such action could result in fines imposed by the regulatory agencies.
- Cuttings and other organic debris that is generated as a result of maintenance activities is typically left within the wetland environment to decompose except in cases whereby aesthetics is an issue.

### Buffer Zones

- Wetland buffers are areas of land, typically grassy vegetation 30'-50' wide that surround the wetlands. Many of the same restrictions that apply to the wetlands also apply to their associated buffers.
- The CDD is permitted, but not required, by the regulatory agencies to perform limited maintenance within the buffers, typically by high-mowing twice per year to eliminate germination of weeds. Organic biomass resulting from mowing activities is typically removed in cases whereby "clumping" occurs.
- Buffer zones typically begin at the back boundaries of adjacent properties.
- Mowing activities within the buffers by property owners is strictly prohibited and regularly inspected by Manatee County.
- Violations will result in fines imposed by the county.

**Lakes.** Lake maintenance is performed by the Environmental Consulting Agency. Maintenance activities consist of weekly inspections for water quality/clarity, algae, and various other conditions. Appropriate corrective measures are implemented as needed consisting of spraying and manual removal of algae and other inorganic materials.

**Littoral Zones.** Littoral zones are the areas within the lakes that are planted with aquatic vegetation as required by SWFWMD. The plants are beneficial to the MSMS by absorbing nutrient run-off from fertilizers and other organic and inorganic materials before storm water is deposited in to the environmentally-sensitive wetlands.

Littoral plants that have spread beyond the designated littoral zones can be removed at the desire of the Neighborhood Committees and as dictated by budgetary constraints.

## LANDSCAPE GUIDELINES FOR MAINTENANCE-FREE NEIGHBORHOODS

**Includes information on Florida-Friendly Landscaping, Sod, Mulch, Yard Trees, and Street Trees.**

Maintenance-Free Neighborhoods (MFNs) each have their own unique theme by design. It has been agreed that it is important and desired to preserve this unique theme on an on-going basis. The responsibility for ensuring that the design theme is preserved rests with the neighborhood committee. The responsibility of maintaining the appearance of each MFN according to that design theme is the responsibility of the neighborhood's selected landscape contractor. However, a resident can request a change to his or her individual landscape. Each request must be evaluated with regard to maintaining the individual MFN theme and compliance with expectations and specifications noted in the Homeowners' Manual (HOM).

In order to ensure a uniform process to handle requests from MFNs to implement such changes as Florida Friendly Landscaping or changes to sod, mulch, yard trees and street trees, the Landscaping & Maintenance Representatives of the MFNs in the Country Club and Edgewater participated in the development of the following guidelines. These guidelines will enable both the MFNs and the Modifications Committee to ensure a fair and effective approach is utilized to evaluate any landscape modification request.

**LANDSCAPE CHANGES.** Residents must submit all landscape change requests to the neighborhood Landscape Representative (LR) for approval. The LR will involve the MFN chairperson and/or committee in evaluating the request. If approved, the LR will confirm with the resident if he/she needs to submit the request to the Modifications Committee for approval. In summary:

- a. Modifications Committee approval is *not* required to convert existing planting beds using shrubs and ground covers listed in the CEVA plant palette.
- b. Modifications Committee approval is required for:
  - Use of any plant material (bushes, shrubs, trees, ground covers, etc.) that is not on the CEVA plant palette, even if it is listed as Florida-Friendly on the websites referred to in the Florida-Friendly Bulletin.
  - Removing or planting a tree or palm (yard tree or street tree)
  - Any change in size/shape to an existing bed or creating new planting beds.
  - Conversion of full yard to a Florida-Friendly landscape design.
- c. No cacti, rock gardens, loose stone or artificial mulch may be used.

**SOD and MULCH GUIDELINES.** Since the entire residential lot landscaped surface area will be covered with a combination sod and mulch, the guidelines for these two materials are addressed together. It is understood that such change requests may be associated with requests to implement Florida-Friendly landscape designs.

**SOD GUIDELINES.** Each MFN must have the same sod throughout. The only two acceptable sod options are St. Augustine Floratam and Empire Zoysia.

- a. The following MFNs currently have St. Augustine Floratam sod: Gleneagles, Muirfield, Sandhills, Siena, Spyglass, Vilamoura, Weston, Whitemarsh, Cove (Edgewater)
- b. The following MFNs currently have Empire Zoysia sod: Brier Creek, Mizner Reserve, Orchid Island, Presidio, Riviera



If an MFN wishes to change from its current sod to the other available sod option, such change must be approved by two-thirds of the residents of that neighborhood. Once approved, the sod in the entire neighborhood must be changed so that all residences have the same sod. The MFN will either charge each resident for the sod installed or absorb the cost within their MFN financials.

**MULCH GUIDELINES.** Each MFN must have the same mulch throughout unless previously determined otherwise within the MFN. The intent is to have the same appearance from the street view for all residences in the MFN.

*Note: Brier Creek is the only MFN that mandates that all residences will have the same mulch on all front beds and allows its residents to have whatever mulch they want on side and rear beds.*

The acceptable mulch options include Shredded Cypress or Cypress Blend (Natural A, Natural B, Cocoa Brown A or Cocoa Brown B) or Pine Bark Nuggets or Shredded Pine Bark (Large Brown, Small Brown, or Mini Brown). Red mulch of any type is not acceptable.

If an MFN wishes to change its current mulch type to another acceptable type, it must be agreed to by a majority vote of the MFN Committee representing the residents of that MFN. Any difference in cost will be addressed in the HOA budget for that MFN.

Acceptable ratios of SOD and MULCH in the **front yard** of any MFN lot are as follows:

- a. The acceptable ratio of sod to mulch is a minimum of 40% to 50% sod with the remainder in mulch.  
*Exception: Siena MFN has determined that the acceptable ratio of sod to mulch in the front yard is sod 20% or more (mulch 80% or less).*
- b. Corner lots are to be considered to have 2 front yards (one facing each street) and must satisfy the above ratios.
- c. Mulched beds with appropriate landscaping may extend to the street, unless the lot has a public sidewalk running through it, in which case the mulched bed must stop at the sidewalk.
- d. If the mulched bed extends to the street, the area that abuts the street cannot exceed 10 feet.
- e. Sod must be planted on any strip between the street and public sidewalk.
- f. The sod must be wide enough to accommodate the width of the lawn mower deck used in that MFN (usually a minimum of 36").

Acceptable ratios of SOD and MULCH in the **side yard** of any MFN lot are as follows:

- a. For two side-by-side residences, the side yard is defined as that area between the two residences from the front corners to the rear corners of the two residences.
- b. For residences where the side yard abuts the back yard of a neighboring residence, the side yard is defined as that area from the front corner to the rear corner of the residence to the property line.
- c. The amount of sod and mulch acceptable in side yards is dependent on the distance between neighboring residences.
  1. Distance between is less than or equal to 12 feet.
    - A. With such a narrow space, a determination must be made if the area is appropriate for sustainable growth of one of the two acceptable sod grasses. If the area can support sod growth, the acceptable ratio of sod to mulch can be a minimum of 20% sod and a maxi-

imum of 80% mulch. If the area cannot support sod growth, it is acceptable to have 100% mulch and no sod (0%).

- B. If sod is used, it must be wide enough to accommodate the width of the lawn mower deck used in that MFN.
  - C. Any landscape material planted in this area must be from the CEVA plant palette with consideration given to using the “right plant in the right place” based on the existing conditions for sustainable growth.
  - D. It is acceptable to use stepping stones within mulched beds between residences.
2. Distance between is from 12 feet to 20 feet.
    - A. The acceptable ratio of sod to mulch can be a minimum of 20% sod and a maximum of 80% mulch.
    - B. Sod areas must be wide enough to accommodate the width of the lawn mower deck used in that MFN.
    - C. Any landscape material planted in this area must be from the CEVA plant palette with consideration given to using the “right plant in the right place” based on the existing conditions for sustainable growth.
    - D. It is acceptable to use stepping stones within mulched beds between residences.
  3. Distance between is greater than 20 feet.
    - A. The acceptable ratio of sod to mulch can be a minimum of 40% to 50% sod with the remainder in mulch.
    - B. Sod areas must be wide enough to accommodate the width of the lawn mower deck used in that MFN.
    - C. Any landscape material planted in this area must be from the CEVA plant palette with consideration given to using the “right plant in the right place” based on the existing conditions for sustainable growth.
    - D. It is acceptable to use stepping stones within mulched beds between residences.

Acceptable ratios of SOD and MULCH in the **back yard** of any MFN lot are as follows:

- a. Lots may have a combination of sod, mulch and landscape material (plants and ground cover) from the CEVA plant palette.
- b. If the back yard is not viewable from the street, there is no mandate on the amount of any of the above materials to be used in the back yard.
- c. If the back yard is viewable directly from the street or from a street separated by a community lake, or if the back yard abuts the golf course, the acceptable ratio of sod to mulch can be a minimum of 20% sod and a maximum of 80% mulch.

**YARD TREE GUIDELINES.** The MFNs will use the CEVA plant palette in determining the type of trees that may be used in the landscaping of any residential lot.

- As yard trees need to be replaced or added to any residential landscape, consideration must be directed at planting the proper tree in the proper location.

- Approval to replace any yard tree will be handled in accordance with the approval process noted above under "Landscape Changes".
- When a yard tree is removed, the expectation is that it will be replaced unless permission is granted through the approval process noted above to not replace.
- It is recommended that, due to susceptibility to disease, Queen Palms no longer be used in residential landscaping.

**STREET TREE GUIDELINES.** All MFNs have street trees mandated by the County. In most instances the street trees are Live Oaks and Washingtonia Palms or a combination of the two. In a few instances, Foxtail Palms and Medjool Date Palms have been used as street trees.

- As street trees need to be replaced and/or replaced and relocated, consideration must be directed at planting the proper tree in the proper location.
- Each MFN is responsible for developing a neighborhood plan that will ensure a consistent and uniform appearance with regard to the street trees in their respective neighborhood. This plan is to include the type of tree(s) to be used as replacements and the process that will be used to transition the neighborhood to the selected replacements.
- Acceptable street trees have not been specified. When an MFN finds it necessary to address their street trees, they should make contact with the Manatee County Office of Forestry and Land Management to determine which trees are being recommended (941-749-3070 ext 6204). This Office is charged with the responsibility of identifying those trees that most closely provide the "right tree for the right place" (that is, those whose height and root growth rates present the least amount of complications with regard to underground utilities, sidewalks, driveways, streets, and overall maintenance care).
- It is recommended that when the MFN develops their neighborhood street tree replacement plan, that they limit the replacement options to no more than two different trees from the list of acceptable trees.
- It is recommended that Live Oaks (due to aggressive root systems) and Washingtonia Palms (due to excessive growth rates) not be used as street trees going forward.
- Approval to replace any street tree will be handled in accordance with the approval process noted above under "Landscape Changes".

**IRRIGATION SYSTEM GUIDELINES.**

- All MFNs have residential irrigation systems installed utilizing area rotors and pop-up sprayers.
- Some MFNs also have drip irrigation as a part of their systems.
- As irrigation systems need to be replaced or upgraded, consideration should be given to incorporating changes that improve the current system to achieve the most efficient use of water.
- Any changes to an existing landscaping plan will require complimentary changes to the irrigation systems to ensure efficient use of water and that coverage is not compromised.

## FREQUENTLY ASKED QUESTIONS ON STREET TREES AND YARD TREES

Q: I have an oak tree located near the street that is interfering with utilities and lifting the sidewalk. May I remove this tree?

A: *Yes, but Modifications Committee (MC) approval is required first. This tree is probably a County mandated street tree, and you must replace it with a tree from the list provided by the County (available from Community Association Services). If the tree cannot be replaced within a reasonable distance from the removed tree, the MC may require the homeowner to plant another tree in a different location.*

Q: I have a tall palm tree at the corner of my house that I want to remove and replace. Do I need approval?

A: *Yes. You may remove a palm tree and replace it with another palm, but you must first seek prior approval from the Modifications Committee.*

Q: A tree in my yard was planted in the wrong location, is too close to the house, and is too large for my lot. May I just remove it?

A: *No. You must always have Modifications Committee approval before removing and replacing a large tree or palm. Normally the MC will not allow removal without replacement, preferring instead that the tree be properly pruned. However, there are select instances where it makes more sense to remove the tree and not replace it.*

Q: A palm tree near the street has died. What should I do?

A: *This tree is probably a street palm. These palms are mandated by the County and most are maintained by District Operations. The District will remove a dead Washingtonia palm and replace it. Submit a Request for Special Attention (found in the FORMS section of this manual or in the "On-line Forms" section on Digital Village or at Town Hall) or contact District Operations at 727-0899. Residents in those maintenance-free neighborhoods who planted street palms other than Washingtonia palms should contact their neighborhood committee regarding replacing a dead palm.*

Q: A palm tree in my yard has become diseased and is dying. What should I do?

A: *Please read the CEVA article on palm diseases, Guidance for Replacing Dead Palms in Residential Landscapes in Lakewood Ranch, which is available in this manual, on Digital Village, and at Town Hall. This article describes some of the diseases that afflict palms in our area and what actions you should take.*

Q: How can I tell the difference between a street tree and a yard tree?

A: *Sometimes it is difficult to determine what is a street tree (or street palm) and what is a yard tree (or yard palm). A large canopy tree in the front yard is quite often a street tree, a County mandated tree. A large tree that is closer to the house, along the side or in back, is usually a yard tree. Most large palms at the front corners (left or right) of the property are usually street palms, mandated by the County. Palms closer to the home are normally yard palms.*

## STREET AND YARD TREE REPLACEMENT

**Purpose.** This bulletin provides guidance for those residents of the Country Club who wish to remove and replace problem trees on their properties.

**History.** It is important for a homeowner who is considering removing and replacing a tree in his landscape to first understand how tree requirements were originally established for our community. As part of the development process in Lakewood Ranch, Manatee County required that “street trees” or “code trees” be planted in front of homes, along the street, in order to reduce the exposure of pavement and create a canopy over the sidewalks and along the street. The developer (SMR) generally selected various species of oak trees and Washingtonia palms to meet this County requirement. In many cases the street trees were planted before construction of the home and were never moved to a proper location in the final landscaping plan for the home. As a result, some of these trees are now creating problems for our homeowners.

In addition to street trees, SMR required that the homeowner plant an appropriate number of “yard trees” in his landscape. The number of trees and the variety depend on the size and location of the lot.

**Maintenance.** The homeowner is responsible for maintaining all trees on his property, with the exception of the street Washingtonia palms. The District currently prunes these palms in order to maintain some consistency in the neighborhood, but the homeowner is responsible for fertilizing and irrigating these palms.

**Tree Problems.** Trees can present a homeowner with a problem for a number of reasons: (1) A tree might be diseased or damaged; (2) The root structure may be causing damage to a foundation, sidewalk, driveway, or utility; or (3) The tree may simply be the wrong tree in the wrong place and may have outgrown its location.

**Removing & Replacing a Tree.** A resident may not remove a street tree, large yard tree, or large palm tree without prior written approval from the Country Club Modifications Committee (MC).

Residents of maintenance-free neighborhoods must first seek approval from their neighborhood landscaping representative before submitting a landscaping plan to the MC.

If an entire neighborhood wants to remove and replace their problem street trees or street palms, the Neighborhood Committee must apply for a special Tree Removal Permit (TRP) from the County. Once a TRP is issued, the neighborhood Committee must seek permission from the Modifications Committee before proceeding with the change.

The following chart may help the homeowner who wants to remove and replace a street or yard tree or palm tree. The Modifications Committee and District Operations may be contacted through Town Hall.

## REMOVAL OR REPLACEMENT OF TREES AND PALMS

<b>I want to remove a ...</b>			
Street Tree	Street Palm	Yard Tree	Yard Palm
Is the tree causing serious problems such as lifting the sidewalk or interfering with utilities?		Request approval for removal from the Modifications Committee with your reasons for wanting the removal.	
Street trees are mandated by Manatee County. If the tree is not causing serious problems, it cannot be removed.		You may be asked to specify a replacement in a different location to compensate for the loss of the tree or palm in your landscaping.	
If the tree is causing serious problems, notify District Operations and ask for their recommendation. If they recommend removal, request approval for removal from the Modifications Committee.			

<b>I want to replace a...</b>			
Street Tree	Street Palm	Yard Tree	Yard Palm
Street trees may be replaced only when they exhibit a clear potential for damage.	Street Palms must be the same throughout a neighborhood and can only be replaced with the same type of palm.	Select an appropriate replacement tree or palm from the CEVA planting palette and seek approval from the Modifications Committee.	
Submit a request for replacement to the Modifications Committee with appropriate documentation justifying the request.	Washingtonia Street Palms are the responsibility of the CDDs, who will replace dead palms.		
	Street Palms other than Washingtonia are the homeowner's responsibility. Contact your Neighborhood Committee to arrange for a replacement.		

## GUIDANCE FOR REPLACING DEAD OR DISEASED PALM TREES IN RESIDENTIAL LANDSCAPES\*

Disease and lightning are the primary causes for palms to die here in Lakewood Ranch. However, palms can also die from mechanical injury, soil compaction, nutrient deficiency, or drought. Palm trees can die for any number of reasons. This brief guidance paper provides some suggested courses of action that homeowners in the Country Club of Lakewood Ranch and Edgewater Villages may take when palm trees die in their residential landscapes.

### DISEASES:

**Fusarium Decline** (FD) is a quick-killing disease that has affected many of our Queen Palms in LWR, and FD appears to be spreading to Washingtonia Palms. This disease has been documented thus far only in the southern two-thirds of the state. It is not known to occur anywhere else in the world. Infected palms die quickly, often within a few months of the initial symptoms. There is no cure once a palm is infected with FD. This disease is probably spread by wind into new sites. Once established, it could also be spread by pruning tools. Pruning tools should be sterilized after each palm is trimmed.

*Resident Action: Queen Palms should not be replanted into a site where a palm with this disease was removed. Spores from the infected tree probably become incorporated into the soil. Select an appropriate palm or other tree from the approved planting palette and request approval from the Modifications Committee.*

**Texan Phoenix Palm Decline** (TPPD) is a new disease in Florida, but an old PPD has affected many Sabal Palms in the Palmetto area. So far, this disease has not been a problem for LWR. TPPD also affects Canary Island Date Palms and Phoenix Reclinata Palms. The disease is spread by specific groups of insects --leafhoppers or planthoppers -- that feed in the palm tissue.

*Resident Action: Palms with greater than 25% discoloration or a dead bud due to this disease should be removed immediately. These palms can be mulched for use in the landscape because the insect only feeds on living leaf tissue. Do not replant with a palm that has been identified as a host. Select an appropriate palm or other tree from the approved planting palette and request approval from the Modifications Committee.*

**Lethal Yellowing** (LY) is a disease that is spread by a specific planthopper insect. The disease affects mostly Coconut Palms and Christmas Palms. Historically, LY has occurred only in the southern one-third of Florida, but in 2007, the disease was observed for the first time in Sarasota and Manatee Counties. *Resident Action: Palms with greater than 25% discoloration or a dead bud due to this disease should be removed. These palms can be mulched for use in the landscape because the insect only feeds on living leaf tissue. Do not replant with a palm that has been identified as a host. Select an appropriate palm or other tree from the approved planting palette and request approval from the Modifications Committee.*

**Ganoderma Butt Rot** is a lethal disease that affects mostly Canary Island Date Palms and Queen Palms, but it has also been found in Phoenix Reclinata Palms, Sabal Palms, and Washingtonia Palms. It is also associated with Live Oaks. The disease is most prevalent in the southern half of Florida, but it has probably occurred in virtually all counties in Florida. Very few cases have been reported in Lakewood Ranch. Ganoderma Butt Rot is caused by a fungus that invades the base of palm trees up to a height of 4-5 feet.

*Resident Action: There is no treatment for Ganoderma Butt Rot. While the wood above the butt area can be safely mulched, use extreme care when disposing of the butt wood in order to avoid spreading the fun-*

*gus to other palms. All palms are potential hosts for Ganoderma. Do not replace a palm infected with this disease with another palm. Select an appropriate tree from the approved planting palette and request approval from the Modifications Committee.*

#### **OTHER CONSIDERATIONS:**

**Nutrient Deficiencies.** Occasionally, palm trees may look like they are dying, but, in fact, they are suffering from nutrient deficiencies. For instance, it can be hard to tell the difference between potassium deficiency and the early stages of Texas Phoenix Palm Decline.

*Resident Action: Please consult with a qualified landscape professional before removing or replacing any palm tree.*

**Seeking Approval.** Whenever a homeowner removes and replaces a palm tree in his or her landscape, he or she must seek approval from the appropriate Modifications Committee before making any change, *with the following exception.* A homeowner may remove and replace one or more palm trees without contacting the appropriate Modifications Committee if ALL of the following conditions are met: (1) Each palm that is removed must be replaced with another palm, i.e., one for one substitution. (2) The replacement palm must be from the following list: Cabbage Palm (aka Sabal Palm), Fox Tail, or Chinese Fan Palm. (3) The replacement palm must be at least eight (8) feet in total height. (4) The replacement palm must be planted within two feet of the one being removed.

**Landscaping Diversity.** When replacing dead palm trees, a homeowner should carefully consider what trees he has remaining in his landscape. A diverse landscape is always preferable to a monoculture. A diverse palette will lessen the chance that a sudden outbreak of a particular disease will devastate a residential landscape.

**Street Palms.** It is important to note that many of the palm trees in our landscapes are “street palms,” County-mandated and District-maintained palm trees. These palms are typically planted at the front corner of a homeowner’s property.

*Resident Action: If a street palm dies, the homeowner should submit a “Request for Special Attention” form to District Operations. The District will replace this palm with a like species of similar height. **The homeowner is not allowed to remove or replace any street palm.***

#### **Sources:**

1. Phytoplasma Diseases of Palms in Florida, Compiled by Dr. Monica Elliott, November 2008
2. University of Florida I.F.A.S. Fact Sheet PP-54,

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*\* This guidance paper was developed for the Country Club/Edgewater Village Association (CEVA) by Steve Ayers, past Chairperson of the Country Club Landscaping & Maintenance Committee Chairman.*



## MANATEE COUNTY INFORMATIONAL INTERNET SITES

Manatee County maintains an Internet site at [www.mymanatee.org/home.html](http://www.mymanatee.org/home.html).

County departments with their own Internet site which may be of interest to CEVA residents are shown below.

Manatee County Appraiser: [www.manateepao.com/](http://www.manateepao.com/)

Manatee County Animal Services: [www.mymanatee.org/home/government/departments/public-safety/animal-services.html](http://www.mymanatee.org/home/government/departments/public-safety/animal-services.html)

Manatee County Clerk of Circuit Court and Comptroller: [www.manateeclerk.com/](http://www.manateeclerk.com/)

Manatee County (Agricultural) Extension: [www.manatee.ifas.ufl.edu/index.shtml](http://www.manatee.ifas.ufl.edu/index.shtml)

Manatee County School Board: [www.manatee.k12.fl.us/](http://www.manatee.k12.fl.us/)

Manatee County Sheriff's Office: [www.manateesheriff.com/wps/portal/](http://www.manateesheriff.com/wps/portal/)

Manatee County Tax Collector: [www.taxcollector.com/](http://www.taxcollector.com/)

### Can I get a copy of my lot survey on-line?

Florida is a non-recording state. Thus the Manatee County Survey Division does not have copies of private surveys. Copies of a survey are usually restricted to the Surveying business, client, and third parties. Copies of the survey for your property can be obtained from the firm which did the survey. If you do not know the name of that firm, please contact the builder of your home for that information. *Town Hall does NOT have survey information.*

### Can I get a copy of my neighborhood plat on-line?

A plat is a map, drawn to scale, showing the divisions of a piece of land. Plats for Lakewood Ranch neighborhoods showing easements, etc. are available on the Manatee County Clerk's website as follows.

- Go to the website ([www.manateeclerk.com](http://www.manateeclerk.com))
- click on "Official Records"
- click on "Plat Records"
- enter the name of the subdivision (Edgewater or Lakewood Ranch).

Alternatively, as of the date of this manual, the web addresses below will take you directly to the section containing the plats for Edgewater and Country Club Villages.

#### For Edgewater Village:

<http://www.manateeclerk.com/DesktopModules/Chips/plats/Results.aspx?rec=9&typ=P&nam=edgewater+village&display=1>

#### For Country Club Village (and other Lakewood Ranch Villages):

<http://www.manateeclerk.com/chips/plats/Results.aspx?rec=54&typ=P&nam=lakewood+ranch&display=1>

Please note that there are usually multiple pages available. In the upper left corner of the displayed page, there are numbers and arrows for accessing additional listing pages. If you can't find the neighborhood you are looking for on the current page, select one of the others until you locate it. Then click on the Plat Name to bring up the plats. You will get an overall plat of the area. For more detailed information, click on "Download All Sheets" at the top of the page. It takes a while, but all sheets for the neighborhood(s) selected will be displayed in Adobe Acrobat .pdf format. You can expand or contract the view of each using the corresponding Acrobat functions. (Note: Pressing the CTRL and "+" keys or CTRL and "-" keys in Adobe Acrobat are shortcuts to zoom in or zoom out, respectively. The "+" and "-" used are from your numeric keypad.) You can save the file using the Save function in Adobe Acrobat Reader.

## Useful Information for Part-Time Residents or Residents Taking Extended Vacations

*It is the responsibility of every homeowner to notify CEVA via Community Association Services of any change of address, telephone number, or e-mail address, whether temporary or permanent, on a timely basis.*

*Please be aware that mail from CEVA to homeowners will be sent ONLY to the address on file for them at Town Hall.*

Part-time residents or residents taking extended vacations should find a friend or neighbor who will act on their behalf in the event of an emergency. It is recommended that they notify their neighborhood committee as to who their emergency contact person is. The emergency contact person should be informed of the following:

- Homeowner's travel plans and contact information.
- Location of (and access to) irrigation controls.
- Contact information for lawn maintenance firms, pool service firms and any other service firm deemed necessary for maintaining their property.
- Security alarm code(s) and phone number of Security Alarm service.

Part-time residents should notify the *East County Observer* (366-3468) to advise them not to deliver the newspaper during the resident's absence. When newspapers accumulate, it lets everyone know that no one is in the home. Similarly, delivery of other newspapers should be suspended for the duration, and notification should be given to the Post Office as to mail suspension or forwarding.

Shown below is a bulletin from the Manatee County Sheriff's Office giving additional advice to homeowners before leaving for their second home or vacation.

Date: 3/9/2010  
Subject: Prevention

## Snowbird Security

Are you a part-time resident or take long vacations over the summer? If so, here are some simple tips to help protect your home or residence while you are gone:

- Leave a key with a trusted neighbor or relative, in case of emergencies. Make sure all of your locks are working properly and locked before leaving.
- Use a timer to periodically turn on/off your lights and a radio.
  - ✓ Put the radio on a talk show channel and keep the volume low enough to not understand it's coming from a radio.
  - ✓ Use multiple radios and set them to turn on/off at different times
- If you have an alarm, make sure your contact list is accurate with your alarm company.
- Leave an information sheet with local contact information, as well as your contact information in plain sight.
  - ✓ Put it on your refrigerator.
  - ✓ Put it on your kitchen counter.
  - ✓ Put it anywhere we can find it in the event of an emergency or break-in so we can contact you or a key-holder.
- Secure any valuables in a safe deposit box or take them with you.
- Have a trusted neighbor remove your newspaper or mail from the mailbox daily. Don't let the delivery people know you are on vacation.
- If you use a lawn service, make sure a neighbor handles them like you were still in town. Don't let the lawn service know you are gone or on vacation.
- Make your residence look like it is being lived in.
- If you have hurricane shutters, do not close them while gone for long periods of time. Leave a key with a trusted neighbor or friend to only close them when a hurricane threatens.

If in doubt or you need some extra tips, remember we [Manatee Sheriff's Office] give free security surveys. Just call us at (941)747-3011, extension: 2500 and we'll be glad to give you some recommendations on how you can make your residence more secure. Be safe.

Contact Name: Dep. Steve Ogline  
Contact Number: (941)747-3011 Ext.2586  
Contact Email: [stephen.ogline@manateesheriff.com](mailto:stephen.ogline@manateesheriff.com)

## HOW TO TREAT YOUR NEIGHBOR — THE "SANDHILL CRANE"



- We have a number of "couples" that live among us in Lakewood Ranch.
- They are monogamous breeders—no divorces or affairs allowed.
- They nest in late winter or early spring and lay two eggs.
- The typical life of the crane is 20 years.

### **PLEASE Do Not Feed the Cranes!**

- Feeding Sandhill Cranes is a second degree misdemeanor and can carry a fine of up to \$500 and/or up to six months in prison.
- When fed, cranes lose their fear of people. Extensive damage to homeowner property results when cranes come looking for handouts.
- When cranes depend on humans for food, besides becoming aggressive, their nutritional needs are not met.

### **PLEASE Drive Carefully!**

- Cranes are VERY slow movers and often wander into the street.
- Up to 7 cranes are killed or injured annually in Lakewood Ranch because of driving at excessive speeds.
- If you see an injured or deceased crane, please call the appropriate telephone number below:
  - ✓ Injured cranes: Save our Seabirds (Mote) – 941.388.3010
  - ✓ Deceased cranes: LWR operations office – 941.727.0899
  - ✓ For general bird- or animal-related injuries, please call Wildlife rescue at 941.778.6324.

The Florida Sandhill Crane is a threatened species and harassing or injuring a crane is a third degree felony punishable by a \$5,000 fine and for five years in prison.

Remember that our graceful neighbors are part of the beauty of nature in Lakewood Ranch. Treat them kindly and with respect.

## LIVING WITH ALLIGATORS



*Alligators and humans can co-exist by following a few simple guidelines.*

- Alligators are most active between dusk and dawn.
- Never allow small children or pets near water by themselves.
- Do not allow pets to swim, exercise or drink in waters that may contain alligators. Dogs resemble natural prey of alligators.
- Observe and photograph alligators only from a distance. Remember they are an important part of Florida's natural history as well as an integral component of freshwater ecosystem.
- Never feed or entice alligators – it is dangerous and illegal. When fed, alligators overcome their natural wariness and learn to associate people with food. Feeding alligators, a second-degree misdemeanor, is punishable by up to \$500 and/or 60 days in jail.
- The Florida Fish and Wildlife Conservation Commission (FWC) strongly recommends not feeding other wildlife where alligators might be present. Feeding ducks, birds, turtles or throwing fish scraps in the water where alligators can associate humans with a feeding opportunity is tantamount to feeding an alligator.
- Alligators will only be removed if they pose a threat to humans or property.

If you have information about the feeding of alligators, report the incident to the toll-free Wildlife Alert Hotline at 888-404-3922. You may remain anonymous and be eligible for a reward.

Visit [MyFWC.com/alligator](http://MyFWC.com/alligator) for more information.

## **VIII. GOVERNANCE**

If you live in Lakewood Ranch, you live in both a Community Development District (CDD) and a Homeowners Association (HOA). This Homeowners' Manual is for residents of Country Club and Edgewater Villages, all homeowners of which are members of the Country Club/Edgewater Village Association (CEVA). They are also residents of CDD 2 (Edgewater and Country Club South) or CDD 5 (Country Club North).

### **Community Development Districts (CDD)**

The primary purpose of each CDD is to maintain infrastructure, common area landscaping, access systems, etc.

The five separate CDDs in the original Lakewood Ranch development are:

CDD 1 — Summerfield and Riverwalk

CDD 2 — Country Club South and Edgewater

CDD 4 — Greenbrook

CDD 5 — Country Club North

CDD 6 — Country Club West, currently developer-controlled by Neal Communities

CDD 3 included the commercial properties in the approximate area from Interstate 75 to Lakewood Ranch Blvd. but has been dissolved, its functions being taken over by the Town Center Owners Association.

Each CDD has its own governing body called a Board of Supervisors. Each Board has five members elected by the registered voters of the District. Each Board elects a Chairperson and other officers.

To handle issues of mutual interest, the five CDDs have created the Inter-District Authority (IDA). Each CDD has a representative on the IDA Board. The IDA has responsibility for the day-to-day management of Lakewood Ranch Town Hall, the Operations Group, and also provides contracted Property Management services to the LWR Homeowners' Associations through Community Association Services (CAS).

### **The Country Club/Edgewater Village Association (CEVA)**

Country Club/Edgewater Village Association, Inc. (CEVA or "the Association") is a homeowners' association established under the laws of the State of Florida as a not-for-profit corporation. It encompasses the Villages of Edgewater and Country Club within Lakewood Ranch. Each owner of property within the CEVA's service area is a member of the Association, with all of the attendant rights, privileges and obligations.

The primary purposes and functions of the Association are modifications review and rule administration. Secondly, the Association oversees the administration of the maintenance-free neighborhoods within its service area. In order to fund the performance of these functions, the Association also oversees a financial system involving assessments paid by property owners in accordance with a detailed budgeting process.

All of these functions are performed not only on an overall community basis but also with due recognition of the unique characteristics and needs of individual Neighborhoods within Country Club/Edgewater Village.

### **The Neighborhood Concept**

The physical attributes, home types and distinct identities of the various Neighborhoods within Country Club/Edgewater Village have been given top priority. This has been done by allowing each Neighborhood to achieve and maintain its own architectural and aesthetic style, receive different levels of services in accordance with the desires of its residents, and enjoy representation in association matters which is keyed to the concerns of the homeowners in each individual Neighborhood.

For instance, the homeowners in a Neighborhood may elect to enhance Neighborhood features such as entryways, obtain upgraded landscape maintenance services, or sustain special architectural requirements. At the same time, though, the Association serves as a common thread and control point to ensure "flexible consistency" throughout Country Club/Edgewater Village so as to retain its overall community identity.

### **Deed-Restricted Communities**

When you opted to live in the Country Club and Edgewater Villages, you recognized, in writing, that these entities are Deed-Restricted Communities. In a Deed-Restricted Community certain rules about how each homeowner may legally use his or her property—deed restrictions—are written in a document called the Covenants. Deed Restrictions are put in place at the time the Community is developed and modified as required by the Community. They are filed with the County and bind the whole Community forever. These covenants help to protect property values and the quality of life in Country Club and Edgewater Villages.

The Country Club/Edgewater Village Association Board is charged with enforcing deed restrictions. For the convenience of homeowners, CEVA publishes the deed restrictions of most interest to homeowners (plus information of general interest) separately in a homeowners' manual.

### **Architectural Modifications**

The initial development and construction of homes in Country Club/Edgewater Village is controlled through a detailed set of deed restrictions and architectural guidelines. Construction of new homes cannot begin until the plans and specifications (including landscaping, colors and building materials) meet these standards. The Association, through its Modifications Committee, also requires that any changes to homes or lots adhere to standards intended to preserve the aesthetic appeal of the particular Neighborhood as well as Country Club/Edgewater Village as a whole. Thus, any homeowner proposing a change in the exterior appearance of a home or a lot must first have the relevant plans reviewed and approved by the Modifications Committee.

### **Use Restrictions**

Because the quality of life in the Neighborhood is affected not only by its appearance but also by what goes on within it, CEVA prepares and administers use restrictions which strike a careful balance between the homeowner's ability to enjoy the use of his property and those activities which can interfere with other homeowners' enjoyment of their community. Matters of concern in this regard may involve inappropriate parking of vehicles, unsightly conditions, or general nuisances. It is important to note that these restrictions are not intended to unduly hamper the residents' enjoyment of their property but, rather, to protect and enhance that enjoyment.

### **Homeowner Representation**

Like any other corporation, the Association is operated by a Board of Directors and the officers elected by that Board. Since many residents simply wish to enjoy their homes and the services and facilities their community has to offer, community operations are left to these officers and directors but within the parameters established by the governing documents and Florida law.

Each year, the residents in each CEVA Neighborhood elect a Neighborhood Committee to advise the Board of Directors on Neighborhood concerns. Each Neighborhood Committee will elect a Voting Member who will cast all of the Neighborhood's votes (one per lot) for directors of the Association and in any other matter that comes before the Association for a membership vote. The Neighborhood Committee also selects the Neighborhood's representatives to serve on CEVA's standing committees—Finance, Landscape

and Maintenance, Modifications, Restrictions Revision, Safety Awareness, and Violations—which provide input and guidance for the CEVA Board in their specialized areas.

### **Property Management**

A Property Management group is employed by CEVA to handle the administrative and accounting tasks associated with CEVA's functions and enforcement of the Association's covenants and restrictions. Currently, these tasks are performed by Community Association Services (CAS), a group formed within the Inter-District Authority, a non-profit organization governed by representatives from Lakewood Ranch Community Development Districts (CDDs) 1, 2, 4, 5 and 6.

## **CEVA NEIGHBORHOOD COMMITTEE RESPONSIBILITIES**

Your participation in the Neighborhood Meetings and in the various sub-committees is your opportunity to be part of the social, recreational and administrative activities that influence your neighborhood and village.

**Elect Chairman/Voting member.** Can be the same person or two people.

- Attend the Association Board Meetings. Board agenda packages are available for the voting member 48 hours prior to the Board Meeting.
- Vote for the neighborhood on issues requiring resident votes. (Voting Member only)
- Report issues discussed at the Board meetings to the neighborhood. Report neighborhood activities and concerns to the Board.
- Pick up information weekly from the neighborhood file at Community Association Services and distribute to the appropriate people.

**Select Standing Committee Representatives** (*Neighborhood Committee membership not required*):

**Finance.** Makes recommendations on budgets and financial matters for the Association & Maintenance-Free Neighborhoods to the Board. (*Meets on the Monday prior to Board Meetings*).

**Landscape & Maintenance.** Makes recommendations on landscaping and maintenance needs to Districts through CEVA. (*Meets the first Monday in February, April, June, August, October, and December at 9:00 AM*).

**Modifications.** Hearing panel for modification requests. Board appointed members selected from nominees submitted by Neighborhood Committees. (*Country Club meetings are held on the second & fourth Monday each month at 2:00 PM. Edgewater meets every other alternate Wednesday at 3:00 PM*).

**Restrictions Revision.** Makes recommendations to the Board on restrictions and oversees the Association Homeowners' Manual. (*Meetings are held on the first Thursday of the month at 3:00 PM*).

**Safety Awareness.** Makes recommendations on safety-related matters to Districts through CEVA. Informs the residents of safety-related issues, and the Board of safety-related feedback from residents. (*Meets on the third Thursday of the month at 3:00 PM*).

**Violations (Deed Restrictions).** Hearing Panel for violations. (*Hearings are held on the 4th Thursday of the month at 2:00 PM. Three representatives and one alternate are called to serve each time by the Committee chairperson*).

*NOTE: Dates and time of meetings are subject to change.*



### **Other Suggested Positions:**

Web Site Administrator – Provides information for posting on the community web site

Social Chair – Organizes social activities within the neighborhood(s).

Communications (could be the same as the Web Site Administrator or Social Chair)

- Organize phone tree or email list
- Distribute information as needed.

## **CEVA MODIFICATIONS COMMITTEES**

Each homeowner is a member of the Country Club/Edgewater Village Association. Upon purchase of a property or a resale purchase of a house, each homeowner must receive a copy of the Declaration of Covenants (if you need a copy, contact Community Association Services.)

The Covenants are binding to the land and as such are equivalent to a contract between the homeowner and the Association. Failure to read these documents does not exempt the homeowner from obeying the requirements of the Covenants and Homeowners' Association Manual.

The Covenants protect and maintain the quality of design and neighborhood integrity. The Covenants states that, except as to initial construction, no building or other structure or improvement or addition of any nature shall be erected, placed, altered or relocated on any Lot or removed there from, until the construction plans and specifications and plan showing the location of the structure and landscaping or of the materials as may be required by the Modifications Committee (a Committee appointed by the Board of Directors of the Association) have been approved, if at all, in writing by the Modifications Committee.

### **MODIFICATIONS COMMITTEES**

The Modifications Committees (MC)—one for Edgewater Village and one for Country Club—are responsible to the Board of Directors of the Association. They have the authority to approve modifications that are permitted in the Country Club/Edgewater Homeowners' Manual. If a modification comes to this committee that is not covered by the Manual, the Modifications Committee must go to the Board or its appointee for review and guidance as to the modification. In the matter of modifications, it may not make or set policy, nor grant exceptions except by distinct permission from the Board.

The primary goal of the Modifications Committees is to review each application, its plans, specifications, materials and samples. Design Guidelines are predetermined by the Board and are available at Community Association Services to insure that said modification meets the standards established by the Association.

The Modifications Committee will meet on the 2nd and 4th Monday of the month (Country Club) or every other alternate Wednesday (Edgewater), provided there is business to be conducted.

The Modifications Committees do not assume responsibility for the following:

- The structural adequacy, capacity or safety features of the proposed improvements or structure.
- Soil erosion, incompatible or unstable soil conditions.
- Compliance with any building codes, safety requirements, governmental laws, regulations or ordinances. The applicant must seek and obtain required building permits in accordance with applicable county ordinances.
- Performance or quality of work of any contractor.

## Modification Application Procedures

Applications for modifications (the "modifications request form") are available in the FORMS section of this manual, on the LWR Digital Village under "forms", and may also be obtained from Community Association Services. Completed applications should be sent to the Community Association Services. Properly completed forms will be forwarded to the Modifications Committee for review at the next available scheduled meeting. The deadline for submitting *completed* requests for Edgewater is noon of the Thursday prior to the meeting. The deadline for submitting *completed* requests for Country Club is noon of the Tuesday prior to the meeting.

For maintenance-free neighborhoods, a copy of all landscape requests will be sent to the appropriate neighborhood committee for comments prior to the Modifications Committee meeting.

For some homeowners, the most difficult part of the application is adequately describing their requests. If a request is not clear, the Modifications Committee may defer its decision and request that the homeowners resubmit a clarified application. To avoid this situation it is recommended that homeowners review the application with a Community Association Services representative prior to submittal. When appropriate, the following items should be included with the application:

1. **Lot Survey.** A Lot survey is a diagram of the property showing the location of the residence and the boundaries of the property. In all cases, show the location of the residence in relation to the adjacent residences. Proposed changes should be indicated, including dimensions and distances from adjacent residences, open spaces, lakes, wetlands, wetland preserve areas and streets.
2. **Materials and Color.** Samples of the materials and colors to be used and an indication of the existing colors and materials should be provided. In most cases, a statement that a proposed modification is to be painted to match the existing residence trim or major residence color is sufficient. Where materials and/or colors are compatible but different from those of the existing structures, samples or color chips must be submitted.
3. **Drawings and Photographs.** A graphic description should be provided. Homeowners should not be intimidated because they are not draftsmen; a graphic description may be in the form of manufacturer's literature or photographs, as well as freehand or mechanical drawings. The amount of detail should be consistent with the complexity of the application. The sketches or photographs should be accompanied by a written description.
4. **Third Party Comments.** Written comments from neighbors about proposed modifications may be sent to the MC. These comments will be considered during the review process. The MC, however, still must make its decisions based on the major policy guidelines and procedures and guidelines set forth in the Covenants.

When a proposed modification has a possible impact on adjacent properties, it is suggested that the applicant discuss the proposal with his/her neighbors prior to submitting application to the MC. It may be appropriate (in some cases) to provide a neighbor's comments along with the Modifications Committee application. If the modification is deemed to adversely impact adjacent properties, the impacted neighbor(s) must be informed. The MC, at its discretion, can require neighbors' approval.

5. **Procedures For Application.** An application to the Modifications Committee is required for ANY (not previously authorized) change to the exterior appearance of the property no matter where the change

is located on the Lot, unless otherwise indicated in this manual

- a. An application must be submitted to the Modifications Committee and written approval received prior to commencement of ANY change.
- b. Applications may be filed at Town Hall during normal business hours or faxed to (941) 907-0272. The address of the Town Hall is 8175 Lakewood Ranch Blvd., Lakewood Ranch, FL 34202, and the telephone number is (941) 907-0202.
- c. As applications are received, they will be checked for complete information. If an application is incomplete, the homeowner will be contacted by telephone for additional information. If telephone contact is not possible, the application will be returned with a request for the missing information.
- d. All complete applications will be reviewed by the Modifications Committee which meets on the 2nd and 4th Monday of the month to review modification requests.
- e. If the application is approved, one copy of the application and applicable design documents will be returned to the homeowner marked "approved". The original application will remain on file at Community Association Services. Upon receipt of written approval, a homeowner may proceed with filing for building permits, if applicable, and commencing with the modification.
- f. If the application is not approved, the Modifications Committee Chair or Community Association Services representative will contact the homeowner and render assistance to bring the application into conformance with the Major policy guidelines process and procedures contained within this Manual and required by the MC. The revised application will then be submitted to the MC. Homeowners may request to appear before the Modifications Committee during the review of a revised application.
- i. The requirement for condominium associations within Country Club to submit standard changes to the Modifications Committee is waived as long as they are submitted to the appropriate condominium review board and are approved by that board. In the case of major changes such as, but not limited to, building colors or major landscape changes, submittal to the Country Club Modifications Committee is required.

Within ten working days of receipt of a Modifications Committee decision a homeowner may file a request for a rehearing. Unless there are extenuating circumstances the homeowner will be heard at the next regularly scheduled modifications' committee meeting. Every effort will be made to give the homeowner a decision within two working days of this meeting.

If the homeowner is still not satisfied with the decision he/she may, within ten working days appeal in writing to the CEVA Board of Directors. Every effort will be made to notify the homeowner in writing of the Board's decision within ten working days of receipt of the appeal.

## **MAJOR POLICY STANDARDS**

1. **Evaluation.** The Modifications Committee evaluates all submissions based on the individual merits of the application. Besides evaluation of the particular design proposal, the Modifications Committee includes consideration of the characteristics of the housing type, the individual lot, its impact on the surrounding residences and the resulting appearance of the streetscape. What may be an acceptable design for a modification in one instance may not be for another lot.

2. **General Criteria.** The following guidelines are general in nature and apply, with some modifications depending on product type, to all of the residences in the Villages (Country Club and Edgewater). Each application for modification will be reviewed based on the following:

- a. **Relation to the Open Spaces, Lakes, Wetlands, Wetland Preserve Areas and Streets.** The proposed modification should relate favorably to the landscape, the existing structure, and the neighboring elevations. The primary concerns are access, view and drainage. Fencing or walls, removal of trees, planting of new landscaping materials, disruption of the natural topography and changes in rate or direction of storm and/or irrigation water runoff can have adverse effects on open spaces, lakes, wetlands, wetland preserve areas, adjacent properties and streets. As appropriate, modifications will be reviewed with these factors in mind.
- b. **Conformance with Covenants.** All applications are reviewed to confirm that the request is in conformance with all applicable Covenants, including the Neighborhood Supplemental Declarations, as recorded in the records of Manatee County.
- c. **Design Compatibility.** The proposed improvement must be compatible with the architectural characteristics of the applicant's residence and adjoining residences. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color, construction details and materials.
- d. **Location and Impact on Adjacent Properties.** Fences or walls may obstruct views or access to neighboring property; enclosures, additions or placement of landscaping may cast unwanted shadows on an adjacent lanai or infringe on a neighbor's privacy. Play equipment may cause a noise problem to the adjacent residence.

When a proposed modification has a possible impact on adjacent properties, it is suggested that the applicant discuss the proposal with his/her neighbors before submitting application to the MC. It may be appropriate (in some cases) to provide a neighbor's comments along with the Modifications Committee application. The MC, in its sole discretion, can require a neighbor's approval, if the modification is deemed to adversely impact adjacent properties.

- e. **Scale.** The size (in three dimensions) of the proposed modification must integrate with the original residence and the original landscape.
- f. **Color.** Color should be used to soften or intensify the visual impact of a modification. Parts of the modification that are similar to the existing residence, such as roofs and trim, must be matched in color to the existing residence. When color is part of a modification application, a house/trim color palette will be made available at the Association office to assist in the selection within three days of a written request. The Modifications Committee will take into consideration the colors of adjacent residences in their review process.
- g. **Materials.** Continuity is established by use of the same or compatible materials as were used in the original construction of the residence.
- h. **Workmanship.** Workmanship is another standard, which is applied to all modifications. The quality of work must be equal to, or better than, that of the existing residence. Poor construction, besides causing the homeowner problems, is visually objectionable to others. Poor workmanship can also create safety hazards. The Modifications Committee assumes no responsibility for the safety or design of new construction by virtue of its approval; however poor workmanship will not be tolerated.

- i. **Time to Complete Construction.** Modifications that remain uncompleted for long periods of time are visually objectionable and are a nuisance and safety hazard for neighbors and the community. All applications must include estimated start and completion dates. The Modifications Committee has established the maximum length of time to complete a modification as six months. Failure to commence the work within this time frame will cause cancellation of the approval and require re-submittal to the MC. At no time shall a homeowner be allowed to start a modification and cease construction without its completion.
- j. **Construction Damage.** Any damage to streets and curbs, drainage inlets, sidewalks, street signs, or utility lines including telephone, cable television, electrical, gas, water or other utility lines cut in error must be reported to the Association office, appropriate utility company or County immediately. The homeowner will remain responsible for adverse physical affects that are caused by modifications (i.e. erosion, pooling of water on adjacent property, etc.) The repairs will be made as soon as possible and the cost will be the responsibility of the homeowner. If repairs are not made in a timely manner, the Association may proceed with the repairs and such costs will be billed to the homeowner.
- k. **Job Site Conditions.** All job sites will be kept in a neat and orderly condition. Construction materials shall be placed inside the residence or garage. Construction hours are 7:00 AM to 5:00 PM, Monday through Saturday. No Sunday construction is permitted. All construction operations must be performed in accordance with local government ordinances. No signs of any kind shall be permitted on the construction site.

## RESTRICTIONS REVISION COMMITTEE

The Restrictions Revision Committee will consist of one representative from each neighborhood and a chairperson or co-chairpersons appointed by the CEVA Board of Directors. The committee will meet as required (usually on the first Thursday of each month at 3:00 PM) to review all restrictions and other items covered in this Manual. Residents are welcome to sit in on the meetings.

The Restrictions Revision Committee makes recommendations for new or modified restrictions for the Board's approval. The recommended changes will be accepted only by majority vote of the Board of Directors.

The Restrictions revision Committee also oversees the distribution to residents of new or changed restrictions and the updating of the Homeowners' Manual.

## SAFETY AWARENESS COMMITTEE

A Safety Awareness Committee has been established in each Lakewood Ranch Village. These committees have representatives from each neighborhood committee within the Villages. The Committees monitor safety within the community and implement changes as required to improve personal and home safety and security. The Safety Awareness Committees meet periodically to maintain a process for residents to report and resolve safety concerns.

**Security Reminders.** Residents should *always* call the sheriff's department whenever suspicious behavior is observed. County Commissioners must approve funding increases to add deputies for increased patrols in Lakewood Ranch. Compared to other areas in Manatee County, Lakewood Ranch's level of incidents is low. If no reports are received, the county will have no basis to consider additional staff.

**Recommended Security Actions.** Actions can be taken by Lakewood Ranch residents to reduce incidents within the neighborhoods. These actions include:

- Lock cars parked in driveways.
- Remove garage door openers from cars parked outside overnight.
- Don't leave iPods, cell phones or other valuable items in parked cars.
- Set security alarms when away from the home (even for a short time).
- Lock doors when working outside around the home or in the backyard.
- At night, lock doors between the garage and the house (use a deadbolt).
- Lock bikes when not in use.
- Close garage doors.
- Keep post lamps in working order; add landscape lighting, and keep carriage lights on during evening hours.
- Add the telephone numbers for the sheriff to your cell phone speed dial for quick access.

**Reporting of Safety Concerns.** Make sure that you know the process to report safety concerns to ensure resolution. If you see suspicious activity, report it as follows:

- Call 9-1-1 for emergencies
- For non-emergencies, call the Sheriff at 747-3011
- *Always* notify neighborhood committee members and, if a program exists, your Neighborhood Watch Block Captain.

*Safety Information is available on Digital Village on the summary page for each Village and the Home Safety & Security page.*

## Town Hall Staff Departments

8175 Lakewood Ranch Boulevard  
Lakewood Ranch, FL 34202  
907-0202(phone) 907-0272 (fax)

Access Control – Ext. 221  
 Association Accounting – Ext. 226  
 Deed Restriction Enforcement, Property Rentals & Modifications:  
     Country Club/Edgewater (CEVA) – Ext. 235  
     Country Club West (CCWA) – Ext. 235  
     Greenbrook (GBVA) – Ext. 232  
     Summerfield/Riverwalk (SRVA) – Ext. 246  
 District 1, 2, 4 & 5 Fees – (954) 603-0034 Severn Trent (Luvinia LaCap)  
 District 6 Fees – (941) 328-1062 (Neal Communities)  
 Common Area Maintenance – (941) 727-0899  
 Facility Superintendent – Ext. 242  
 Governance (CEVA, CCWA, GBVA, & SRVA) – Ext. 245  
 Parks & Pavilions – Ext. 240

<b>Name</b>	<b>Title</b>	<b>Ext.</b>	<b>Email Address</b>
Eva Rey	Executive Director	Ext. 225	eva.rey@lwrtownhall.com
Steve Zielinski	Chief Financial Officer	Ext. 229	steve.zielinski@lwrtownhall.com
Cynthia Wills	Director of Community Associations	Ext. 231	cynthia.wills@lwrtownhall.com
Ryan Heise	Director of Operations	727-0899	ryan.heise@lwrtownhall.com
Charmaine Kirkpatrick	Administrative Assistant I (Front Desk)	Ext 221	charmaine.kirkpatrick@lwrtownhall.com
Chris Stambaugh	Senior Accountant (Districts)	Ext. 237	chris.stambaugh@lwrtownhall.com
Debbie Goss	Fiscal Technician (Accounts Payable)	Ext. 233	debbie.goss@lwrtownhall.com
Duane Sinkwich	Facilities Manager	Ext. 242	duane.sinkwich@lwrtownhall.com
Jan Adams	Accountant II (Accounts Receivable)	Ext. 226	jan.adams@lwrtownhall.com
Joanne Burnham	Accountant II (Accounts Receivable)	Ext. 244	joanne.burnham@lwrtownhall.com
Judy Marshello	Administrative Assistant I (Front Desk)	Ext. 240	judy.marshello@lwrtownhall.com
Kay DePaolo	Executive Assistant	Ext. 228	kay.depaolo@lwrtownhall.com
Gil Siman	Assistant Finance Director (HOAs)	Ext. 247	gil.siman@lwrtownhall.com
Linda Martin	Accountant I (HOAs)	Ext. 236	linda.martin@lwrtownhall.com
Lynn Kuiken	Administrative Assistant III (Front Desk)	Ext. 240	lynn.kuiken@lwrtownhall.com
Marie Thompson	Property Mgt Coordinator II (CEVA & CCWA)	Ext 235	marie.thompson@lwrtownhall.com
Susan Miller	Administrative Assistant I (Front Desk)	Ext 221	susan.miller@lwrtownhall.com
Tara Wagner	Property Management Coordinator I (GBVA)	Ext. 232	tara.wagner@lwrtownhall.com
Takisha Parrish	Assistant to Director of Comm. Assns.	Ext 245	takisha.parrish@lwrtownhall.com
Terie Leonard	Property Management Coordinator I (SRVA)	Ext 246	terie.leonard@lwrtownhall.com
Tracie Hunt	Field Office Manager (Districts)	727-0899	tracie.hunt@lwrtownhall.com
Yvonne Holmes	Administrative Assistant I (Districts)	727-0899	yvonne.holmes@lwrtownhall.com

**IX. FORMS**

*Request for Special Attention*

Remit to:  
**Community Development District**  
8175 Lakewood Ranch Boulevard  
Lakewood Ranch, Florida 34202  
Phone: (941) 727-0899      Fax: (941) 758-3651

Please complete this form in order to request particular attention to a specific area of interest. By submitting this form, your request will be placed in a tracking system and then forwarded to the appropriate department. There is a possible two-week review period (non-emergency requests) to determine what, if any, action will be taken and the time frame for completion. You should receive a response within 3 days.

***Please be sure to fill in all of the necessary information below.***

**Submitted By: Name** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Telephone** \_\_\_\_\_ **Lot Code** \_\_\_\_\_  
**Neighborhood** \_\_\_\_\_

**Action Suggested:**

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**Action Taken:**

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\_\_\_\_\_  
**Submitted by**                      **Date**                      **CAS Agent**                      **Date**

*The CDD Office is Committed to the Homeowners of Lakewood Ranch*



**REQUEST FOR ACTION ON A VIOLATION**

Submit To:  
Community Association Services  
Lakewood Ranch Town Hall  
8175 Lakewood Ranch Boulevard  
Lakewood Ranch, FL 34202  
Phone (941) 907-0202 Fax (941) 907-0211

Please complete this form to request action for a violation of the use restrictions. Community Association Services, if applicable, will do a site inspection of the violation, make a courtesy phone call to the owner and do any necessary follow up. Community Association Services has a computer tracking system for follow through on all reported violations.

Please be sure to fill in all the information in the box below completely:

Location of Violation:  
\_\_\_\_\_

Nature of Violation:  
\_\_\_\_\_  
\_\_\_\_\_

Time & Date of Occurrence: \_\_\_\_\_

Signature of Homeowner Witness: \_\_\_\_\_

Action Taken:  Corrected

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Community Association Services Member \_\_\_\_\_

**JOB SPECIFICATION AND AGREEMENT FOR**  
**COLOR SEALING CONCRETE DRIVEWAYS AND SIDEWALKS**

**Color Sealing Concrete Driveways and Sidewalks**  
**(Xylene-based Product)**

1. Acid etch.
2. Pressure wash.
3. Patch cracks using U.G.L concrete patch or equivalent.
4. Apply thinned coat of xylene-based concrete sealer (one quart of xylene per gallon of sealer).
5. Let dry for (8) eight hours.
6. Apply second coat of xylene-based concrete sealer full strength (not thinned) to full opacity.

**Color Sealing Concrete Driveways and Sidewalks**  
**(Acrylic-latex Product)**

1. Pressure wash all dirt, debris, mildew, etc.
2. Thoroughly remove any grease or oil with a degreasing agent.
3. Prime the surface with one coat of latex surface conditioner white, thinned with 25% water. Allow (2) two hours dry time.
4. Apply sealer at full strength. Allow (12) twelve hours to dry. Apply second coat if desired.

**Important note:** In cool temperatures or high humidity acrylic-latex sealers require an extended period to cure properly. Check the manufacturer's recommendation as to how long the product must cure before it can be driven upon.

I hereby agree to use one of the above procedures for staining my driveway.

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Signature

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Lot Number

---

Date

## INSTALLATION OF SOLAR PANELS AGREEMENT

Solar panels are permitted as a matter of law; however the Association has the right to place certain conditions on the installation and to require that a modification request form be submitted prior to installation of the panels.

### EQUIPMENT SPECIFICATIONS

An illustrated brochure clearly depicting the unit and the materials to be used in the installation must accompany the application. A construction drawing for the proposed installation must be provided. The drawing must show the location and number of collectors, as well as the method of attachment to the roof structure and the location of any other exterior system components. Aluminum trim, if used and visible, must be anodized or otherwise color treated. A system approval, issued by an authorized rating organization (such as SRCC or FSEC) must also be provided.

### LOCATION OF PANELS

In accordance with Section 163.04 of Florida Statutes, the Association reserves the right to select the side of the roof for the solar panels, (south, or within 45 degrees east or west of south). In addition, the Association reserves the right to choose the specific position on the side of the roof that was selected. These conditions are intended to minimize the visual impact and to reduce the amount of piping on the roof.

### PIPING

Piping must be limited to the same side of the roof that the panels are on. Piping on the roof must be painted to blend in with the color of the roof. Piping on the side of the home must be painted to blend in with the color of the home.

### SCREENING REQUIREMENTS

Upon site inspection it may be required, (when reasonably possible and space permitting), that the homeowner plant palm trees or other landscape material designed not to screen the equipment but to soften the visual impact.

*It is understood that these requirements may not restrict the system's operational efficiency.*

I hereby agree to follow the requirements for installing solar panels.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Lot Number

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**CEVA LAKE UIHLEIN PARK AND DOCK KEY AGREEMENT  
FOR USE OF PARK, RAMP, DOCK AND RELATED FACILITIES**

In consideration of a Twenty Dollar (\$20.00) fee for services, I, (Name) \_\_\_\_\_, as a Lakewood Ranch resident, acknowledge receipt of a key to access the Country Club/Edgewater Lake Uihlein park and boat ramp.

As a key holder, I understand and agree to the following rules and regulations:

1. To sign a Release, Assumption of Risk, and Hold Harmless Agreement, and to provide Proof of Insurance with minimum coverage of two hundred fifty thousand dollars (\$250,000).
2. To *not* duplicate the key (if key or lock is lost a replacement can be purchased at Town Hall.)
3. To use park, ramp, and lake only during daylight hours.
4. To not exceed the boat capacity as permitted on the boat transom.
5. To not permit a child less than 18 years of age to use the boats unless accompanied by an adult and to ensure that all children wear an approved life jacket at all times on the boat.
6. To ensure that there is a life jacket on the boat for every occupant.
7. To notify the management company of any damage to facilities caused by user and to pay for the necessary repairs.
8. To leave the area clean and free of trash.
9. To lock the gate after entering and exiting the area.
10. Keys are for the use of the undersigned only and are not to be lent to others.

It is further understood that the key holder is responsible for knowing the rules of Safe Boating and the Federal and Florida State Boating laws and abiding by them. The rules listed above are basic and do not supersede the Lakewood Ranch or Edgewater Rules and Regulations for boating or boat use. For example, only electric motors not to exceed three (3) horsepower may be used. No gasoline motors are allowed.

*I understand that I am responsible for ensuring that my guests abide by these rules and regulations and will inform them that they must do so.*

*By executing this document, I hereby indicate my agreement to abide by the rules and regulations described herein, and I understand that the use of the area is a privilege which can be revoked for violating the above regulations.*

\_\_\_\_\_  
Resident Name (Print)

\_\_\_\_\_  
Witness Name (Print)

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Resident Address

\_\_\_\_\_  
Date

## RELEASE, ASSUMPTION OF RISK AND HOLD HARMLESS AGREEMENT

I, \_\_\_\_\_ the undersigned LAKEWOOD RANCH RESIDENT have read and understand, and freely and voluntarily enter into this Release, Assumption of Risk, and Hold Harmless Agreement (the "Agreement") with the COUNTRY CLUB/EDGEWATER VILLAGE ASSOCIATION (CEVA), with the understanding that this Agreement is an assumption of risk and waiver and release of any and all liability(ies) associated with my use of the Association property, including but not limited to THE CEVA LAKE UIHLIEN PARK AND BOAT DOCK AREA.

Now, therefore, in consideration for my use and control of area owned by the Association, as well as use and control by my spouse, my children, relatives, friends, tenants, associates, guests, or invitees, and participation in activity in or around the Association common areas, I agree to hold the Association, Board of Directors, agents, officers and employees (collectively referred to as the "Association"), and the Members, harmless for any and all direct, indirect, special or consequential damages, or costs, legal and otherwise, which I, or individuals using such property incidental to my use as described above, may incur as a result of the use of such property and equipment of the Association by myself or those individuals set forth above even if due to the negligence of the Association or any person serving in the above-identified capacities on behalf of the Association. I agree that I will not institute any action or suit at law or in equity against the Association, its Board of Directors, agents, officers and/or employees, for any damage, disability, injury, or loss resulting from my use of any property which the Association has granted me use.

I understand and recognize that I am responsible for my own well-being and may be responsible for the well-being of those around me. I am fully aware of the potential dangers, hazards and/or risks directly or indirectly associated with the use of any property the Association has granted me use of, whether owned by the Association or not. I am fully aware that dangerous animals such as alligators and poisonous snakes inhabit the lake and the common areas and pose dangers to users. I am fully aware that boats may capsize due to wind gusts or mishandling, may tip due to load shifts or mishandling or otherwise, or possibly sink. I am fully aware of the dangers involved with such activity and people may be injured or drown. I hereby assume all risks associated with such activities. I assume such risks on behalf of myself, my spouse, my children, relatives, tenants, friends, associates, guests, or invitees using Association property incidental to my use.

I, for myself, my spouse, legal representative, heirs, and assigns, hereby release, waive and discharge the Association, its Board of Directors, agents, officers and employees from all liability for any loss or damage, injury, or claim resulting from use of such property, whether bodily injury or damage to personal property, whether caused by the negligence of the Association or otherwise. I have read the above terms of this Agreement, and I understand and voluntarily agree to these terms and conditions. This Agreement shall be binding upon my spouse, heirs, administrators, executors, and assigns or successors of the undersigned.

\_\_\_\_\_  
Resident Name (Print)

\_\_\_\_\_  
Witness Name (Print)

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Resident Address

\_\_\_\_\_  
Date

# A Friendly Reminder on Yard Lamps

Date: \_\_\_\_\_

Dear Homeowner:

Country Club/Edgewater Village Association (CEVA) requires that you keep your yard lamp in good working order. It has been noted that your yard lamp is not properly lit.

Please perform the appropriate maintenance.

Thank you for doing your part to preserve the uniformity and safety of your neighborhood.

## **Community Association Services**

8175 Lakewood Ranch Blvd.,  
Lakewood Ranch, FL 34202  
Telephone (941) 907-0202  
Fax (941) 907-0272

# A Friendly Reminder on Watering

Date: \_\_\_\_\_

You were observed watering on \_\_\_\_\_ at \_\_\_\_\_ AM/PM, which is not your scheduled watering day and/or time.

Please refer to the schedule on Digital Village to verify your watering day and time.

Watering outside of the assigned schedule costs us all extra dollars.

Please make the needed adjustment in your irrigation system in order to avoid fines.

If you have questions you may contact Community Association Services at the number below.

## **Community Association Services**

8175 Lakewood Ranch Blvd.,

Lakewood Ranch, FL 34202

Telephone (941) 907-0202

Fax (941) 907-0272



Lakewood Ranch  
The Nature of Florida Living

# LAKWOOD RANCH MODIFICATION REQUEST FORM

FOR OFFICE USE ONLY	AUTHORIZATION
Lot Code _____	<input type="checkbox"/> MC: _____
<input type="checkbox"/> Corner Lot	<input type="checkbox"/> Date: _____
<input type="checkbox"/> Interior Lot	<input type="checkbox"/> Owner Notified
<input type="checkbox"/> Lake Lot	<input type="checkbox"/> Mailed: _____
<input type="checkbox"/> Preserve Lot	<input type="checkbox"/> PMC: _____

To: Modifications Committee  
8175 Lakewood Ranch Boulevard  
Lakewood Ranch, FL 34202  
Phone: (941) 907-0202 Facsimile: (941) 907-0272

The deadline for submitting completed requests for Edgewater and Greenbrook is noon, the Thursday prior to the meeting.

The deadline for submitting completed requests for Country Club, Summerfield and Riverwalk is noon, the Tuesday prior to the meeting.

There is no deadline for Country Club West.

Date: \_\_\_\_\_ Owner(s): \_\_\_\_\_

Village: \_\_\_\_\_ Neighborhood: \_\_\_\_\_ Lot #: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Number: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Modification Requested: \_\_\_\_\_

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Estimated Completion Date: \_\_\_\_\_

**NOTE: Please see reverse side of this document for specific supporting document requirements. Site plans and color samples may be required. Photographs are a requirement for some items and very helpful for most other requests. More support information, rather than less, can assist the committee in making an informed decision and avoid delays. A modification request must be resubmitted if approved work is not completed within 6 months. Please call Community Association Services (907-0202) if you have any questions.**

<input type="checkbox"/> Approved _____	<input type="checkbox"/> Approved with Conditions _____	<input type="checkbox"/> Denied _____
Modifications committee Comments or Conditions:		
_____		
_____		
_____		
_____		
_____		
_____		



# **Modification Requirements**

\* *Please Note: Photo or brochure required for these Modifications  
(No Modification will be considered without all required items.)*

## **\* Addition to Home**

Location of addition (drawn on survey site plan)  
Access Form signed by neighbor  
Rear & side elevations  
Current Sq. Ft.- Added Sq. Ft.  
Contractor spec sheet, permit. (after conceptual approval)

## **\* Awnings/Shutters**

Type of awning/shutters  
Color samples and (picture if available)  
Location

## **\* Driveways/Walkways**

Color chosen from palette  
Brochure & photo or sample for resurfacing

## **Fencing**

Type of fence  
Color and material of fence  
Location drawn on survey site plan  
Landscaping plan

## **Flag Poles**

CEVA - See Appendices

## **\* Fountains**

Picture or brochure  
Height & color  
Location drawn on survey site plan

## **\* Generator (Permanent)**

Location drawn on survey site plan  
Decibel rating  
Engine size/fuel  
Brochure with picture  
Landscaping Plan/wall if required

## **\* Hurricane Shutters/Protection**

Location and means of attachment  
Sample/Picture  
Color and material

## **Lanai Extension with Screening**

Survey site plan showing extension  
Access Form signed by neighbor  
Drawing of rear & side elevations (mansard cage)

## **Lanai Extension w/o Screening**

Survey site plan showing extension  
Access form signed by neighbor  
Material used on decking/patio

## **\* Landscape Curbing/Edging**

Location drawn on survey site plan  
Color & sample or picture

## **Landscaping**

Professional Landscape Plan (if applicable)  
Location drawn on survey site plan  
Name of plants. (size and specs if not on palette)  
Dimensions of new plant beds

## **Paint**

Color choices from CEVA-approved Color Palettes

## **\* Play Equipment**

Location drawn on survey site plan  
Height (cannot exceed 8')  
Picture  
Name/location of landscape screening on survey site plan

## **Pool**

Location of pool deck and cage drawn on survey site plan  
Access Form signed by neighbor  
Rear & side elevations of cage  
Contractor spec sheet for pool & cage (mansard style)  
Landscaping Plan to screen pool equipment

## **\*Roof**

Brochure showing color and style of material

## **Satellite Antennas**

Location on home (on side of home near rear)  
Size (not to exceed 1 meter or 39")

## **\* Screen/Decorative Doors**

Picture or brochure  
Color  
Location

## **Solar Panels**

Location drawn on survey site plan

## **\* Trellis**

Location drawn on survey site plan  
Picture  
Means of attachment to home  
Location and means of attachment  
Sample/Picture  
Color and material

## **Walls**

Description  
Location drawn on survey site plan  
Surface treatment and/or landscaping

See "Finding Surveys and Plats" in Section VII of this manual for information on obtaining a copy of your survey site plan or neighborhood plat.



**Lakewood Ranch**  
*The Nature of Florida Living*  
**LAKWOOD RANCH PAINT**  
**MODIFICATION REQUEST FORM**

For Office use Only	
Lot Code _____	
<input type="checkbox"/>	Corner Lot
<input type="checkbox"/>	Interior Lot
<input type="checkbox"/>	Lake Lot
<input type="checkbox"/>	Preserve Lot

Date: \_\_\_\_\_

To: Modifications Committee  
8175 Lakewood Ranch Boulevard  
Lakewood Ranch, FL 34202  
Phone: (941) 907-0202 Fax: (941) 907-0272

The deadline for submitting completed requests for Edgewater and Greenbrook is noon, the Thursday prior to the meeting.

The deadline for submitting completed requests for Country Club, Summerfield and Riverwalk is noon, the Tuesday prior to the meeting.

There is no deadline for Country Club West.

From: \_\_\_\_\_

Village: \_\_\_\_\_ Neighborhood: \_\_\_\_\_ Lot #: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Number: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Left Neighbor Color: \_\_\_\_\_ Right Neighbor Color: \_\_\_\_\_

Neighbor across the Street Color: \_\_\_\_\_

**Please Review the Appropriate Paint Palette before submitting.**

Existing Colors		Requested Colors	
Body Color		Body Color	
Trim Color		Trim Color	
Door/Shutter Color		Door/Shutter Color	
Garage Door Color <i>(Body or Trim Color)</i>		Garage Door Color <i>(Body or Trim Color)</i>	

Estimated Completion Date: \_\_\_\_\_

**Site plans and color samples may be required. Photos as necessary.**

Approved \_\_\_\_ Approved with Conditions \_\_\_\_ Denied \_\_\_\_ **If a violation, must be completed by** \_\_\_\_\_

Modifications committee Comments or Conditions: \_\_\_\_\_

<b>Modifications committee Authorized Signature:</b> _____	<b>Date</b> _____
<b>Owner Notified:</b> _____	<b>Copies Mailed:</b> _____
<b>**RESUBMITTAL IS REQUIRED IF WORK NOT COMPLETED WITHIN 6 MONTHS**</b>	