



## **GREENBROOK VILLAGE**

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### **Homeowners' Manual**

#### **A DEED RESTRICTED COMMUNITY**

Lakewood Ranch Town Hall  
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## INTRODUCTION

*Welcome to Lakewood Ranch, your new hometown community!*

Lakewood Ranch is a master planned community. The overall theme will encompass 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.

Lakewood Ranch is divided into Community Development Districts. Within each district there are villages and neighborhoods. Our village is Greenbrook in Lakewood Ranch Community Development District 4.

When purchasing property within Lakewood Ranch, every landowner receives a copy of the Declaration of Covenants, along with the Supplemental Declarations. It is specifically through these documents that standards are created and maintained.

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

## GREENBROOK VILLAGE

Some items that are not included in the enclosed Manual but important to everyday life in the community are as follows:

**Community News Channels (Bright House Networks):** Channel 95

**Community Web Site:** [lakewoodranchgov.org](http://lakewoodranchgov.org)

**Fire Hydrants:**

Landscape clearance for fire hydrants must be 7.5 on (3) three sides and 4' in rear.

**Hurricane Protection:**

All non-permanent items should be installed when a storm watch is issued and removed after the storm has passed. Part-time residents should store all non-permanent items before leaving.

# Greenbrook Village Homeowners' Association Homeowners' Manual

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## I. GENERAL POLICY STATEMENT

- A. 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.
- B. All property shall be maintained in accordance with the provisions contained in the *Declaration of Covenants and the Supplemental Declarations*.
- C. 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. Owners are responsible for the actions of their guests.
- D. 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 1, *Definitions and Interpretation of Declaration of Covenants*)
- E. Rentals
1. The homeowner may lease the property provided all paperwork has been received from Community Association Services. The minimum lease will be six months. Whether the owner or a lessee lives on the property it must meet the requirements of a single-family dwelling.
  2. 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 occupying the home as one household unit subject to occupancy limitations as per *Section 3, Article 8 of the Declaration of Covenants*". 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 non-owner occupied unit for more than thirty (30) consecutive days shall be deemed a lessee, (regardless of whether a lease exists or rent is paid).
  3. **Important note**, there are a number of restrictions relative to leasing property in Greenbrook. We refer you to the rental category in the restriction section of this manual. **Refer to Bulletin #6 for the Rental Policy.**
  4. 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.
  5. A fine of \$100 per month may be imposed for leases submitted after the commencement date.
  6. The Greenbrook Village Association, Inc. (GBVA) Board of Directors or its appointed body shall have the power to authorize occupancy of a unit by persons in addition to those set forth herein.
- 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 goods for sale on the premises. The business may not cause an increase in foot or vehicle traffic of any sort except for, Federal Express, UPS or other delivery service. There shall be no signs erected on the property to advertise business activities within the home. There shall be no employees working in the home other than those employed of a domestic nature.

- G. There shall be no obstruction to visibility at the street or common area intersections. The GBVA 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.
- H. 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 Greenbrook 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 and Florida Friendly plant selections are encouraged.
- I. 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.
- J. Assessments – All Association Assessments are due on the first day of each calendar year. Please see attached Exhibit E for the Collection and Late Fee Policy.
- K. Business solicitation is prohibited at private residences. Homeowners are asked to refrain from buying wares from business solicitors.

*(Please remember, what each homeowner does affects all homeowners.)*

## II. RESTRICTIONS AND OPTIONS

From time to time homeowners may wish to make changes that suit his/her current life style and creative needs. The GBVA recognizes this need and wishes to accommodate these changes. Unless noted as a Homeowner Option, all modifications must be approved **prior** to work being started. 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 Modifications Committee must approve changes. They are charged with the responsibility of maintaining the original design standards. Request forms are available in this manual, on lakewoodranchgov.org, or from Lakewood Ranch Town Hall. Contact Lakewood Ranch Town Hall for specific requirements not covered in this manual.

**Address Treatments:** Are a Mandatory Requirement – Numbers must be Arabic in character and not less than three inches, or more than five inches in height and dark in color. The numbers must be attached, or placed near the front entry of the home or garage and clearly visible from the street. No address treatments shall be attached to the yard lamp post.

**Awnings:** Requires Modifications Committee Pre-Approval. – Must match or contrast with the color of the house.

**Basketball Hoops:** Portable basketball hoops are a Homeowner option and must either be upright or stored in the garage. Hoops that fit into a sleeve and can be removed or retracted during severe weather or hoops that are permanently installed are permitted with Modifications Committee Pre-Approval. All hoops must be placed by the side of the driveway so as to facilitate the actual play being in the driveway.

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

**Boating:** There are restrictions! **Review Bulletin # 8 for details.**

**Communication Devices** are permitted in accordance with the FCC Telecommunications Act of 1996. **Review Bulletin # 7 prior to purchasing any equipment or signing any installation agreements.**

**Decorations, Holiday:** Homeowner option. Holiday decorations are welcome. They may be regulated as to quantity. They may remain in place four weeks before the holiday and two weeks after the holiday.

### **Decorative Items:**

- a. Decorative landscape items are a homeowner option. They shall have a maximum height of thirty (30) inches, shall be in earth tone colors, (i.e. shades of brown, gray or white) must be placed in the planting beds adjacent to the home. They may not be more than ten (10) feet from the front of the house and are limited to a quantity of three (3).
- b. English Garden Globes may not be placed in locations visible from the street.
- c. All decorative items more than thirty (30) inches in height or not conforming to the conditions listed in Section a. Modifications Committee Pre-Approval is required.
- d. Decorative fountains, benches and birdbaths require Modifications Committee Pre-Approval. They will be considered on a case by case basis. A color picture of the fountain or birdbath must accompany the homeowner's request. They must supply information on the dimensions and material. A picture of the proposed location, which clearly shows the color of the house and the surrounding landscape, must also be submitted. If it is determined that the fountain, bench or bird bath is in keeping with the home and surrounding landscape the (30) thirty inch height limit may be waived.
- e. Shepherds hooks over (30) thirty inches tall are prohibited.
- f. Portable chimneys are permitted in rear yards only and are limited to thirty (30) inches in height.

### **Door and Window Treatments:**

- a. Homeowner option - Doors and windows may have protective film or tinting provided that it is non-reflective. (*If reflective film or tinting is installed homeowner may be required to remove it at their expense.*)



- b. Homeowner option – Non-traditional window treatments such as bed sheets, drop cloths or paper of any sort 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. *(In the case of rentals it is the responsibility of the owner to assure that they or their tenant have traditional window treatments in place.)*
- c. Garage windows that face the street must be covered with traditional window treatments.

**Driveways:**

- a. Material or color change - Requires Modifications Committee Pre-Approval. Review Bulletin #2 before purchasing materials or signing contracts.
- b. Owners are required to keep their driveway and walkway relatively free of stains such as grease, oil and rust. Those that are excessively stained must be acid etched and treated as set forth in bulletin #2.

**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.

**Fencing:**

- a. Perimeter, amenity, privacy and invisible dog fencing require Modifications Committee Pre-Approval and are the only types permitted. **Review Bulletin #1 before purchasing materials or signing a contract.**
- b. Invisible fencing is permitted; however, they must be deactivated in the front and side yards.
- c. Masonry walls may only be used for courtyard applications, planter walls or screening of equipment such as pool pumps, air conditioning equipment, etc.
- d. Freestanding arbors, fences and trellises are not permitted.
- e. Please be advised that it is the fence owners' responsibility to maintain both sides of fence.

**Fishing:** There are restrictions! **Review Bulletin # 8 for details.**

**Flags:**

- a. 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 4½ 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.
- b. An additional flag, if commemorating a holiday, must be removed within 48 hours after the holiday.
- c. Brackets may be attached to the house to hold a maximum sized flag of four by six feet.
- d. The American flag will be flown in accordance with Federal Statutes.
- e. **Review Bulletin #1.**

**Front Entryway:**

Screening will be permitted with following requirements: The framing must be attached securely to the home and be either white, if home trim is white; otherwise bronze colored aluminum with fiberglass mesh screening. The entire assembly must be custom fit to the entry and comply with the guidelines provided in the Greenbrook Design Criteria Manual, ensuring design compatibility with both the home and community. Any screening must be approved by the Modifications Committee before installation. Application for approval must include a scale drawing that shows the dimensions and configuration being considered and a photograph showing the existing entry to the home.

**Garage Doors:** Must be kept closed at all times except when garage is 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 Door Vents:** Require Modifications Approval. They may only be installed on the bottom row of the garage door panel and must be painted the same color as the garage door.

**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*. If using rigid containers, tight fitting lids are to be used. Containers must not be placed out for pick up sooner than twelve hours before scheduled collection. They must be removed within twelve hours after collection and stored in the garage. All garbage/trash left behind must be removed.

**Generators:** Portable powered generators and Permanent natural gas generators are permitted. Permanent generators require Modifications Committee Pre-Approval. Review **Bulletin #10** before purchasing materials or signing contracts. County permit is required for permanent generators. Generators are to be used for emergency purposes only.

**Golf Carts:** **Strictly Prohibited** as per Florida State Uniform Traffic Control.

**Gutters:** May be added at any time, this is a Homeowner Option. The color must match the approved fascia color or be white.

**House/Roof Maintenance:** Owners should have their roof cleaned as needed.

**Irrigation is a Mandatory Requirement:** Owners are responsible for providing proper irrigation. However, they must be in compliance with existing Southwest Florida Water Management District, Lakewood Ranch and Governmental regulations. Watering is permitted once per week, unless otherwise specified through Braden River Utilities. Watering may not be necessary during the summer rainy months, typically mid-June through mid-September. Refer to current Watering Schedule for your day and time, which may be obtained on lakewoodranchgov.org or at Lakewood Ranch Town Hall. Watering outside of your scheduled time is not permitted.

**Lanais:** All enclosures or panels on lanais must be screen or glass.

**Landscape:** Owners of all properties are required to maintain their landscape 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. Dead trees, shrubs and flowers must be removed, and replaced within thirty (30) days, which requires Modifications Committee Pre-Approval, unless choosing from the Planting Palette The size and shape of trees and shrubs be maintained so as not to pose a safety hazard by restricting visibility and must not impede pedestrian traffic or; impinge upon sidewalks or driveways.

- a. Changing plants in the original beds if using plants from the approved planting palette is a Homeowner option. Modifying the size or shape of existing beds, or creating new beds and using shrubs or perennial flowers that are not on the approved palette all require Modifications Committee Pre-Approval.
- b. Landscape devices, artificial grass, plants and vegetation are Strictly Prohibited on the exterior portion of any lot. *(Note; the Modifications Committee may approve artificial rocks.)*
- c. Mulch – Plant beds must have a sufficient layer of mulch at all times. Bare areas are not acceptable. White marble chips or white stones are not permitted as mulch. Buffer planting - Vegetable gardens are permitted in the rear yard only and must be screened by the use of landscape materials of at least (24) twenty-four inches in height when planted.
- d. Fertilizer - **The use of liquid fertilizer on turf areas of lakefront property is Strictly Prohibited**, (50% slow release granular fertilizer is strongly recommended). *Please note homeowners are responsible for fertilizers applied to their turf by professional lawn service companies.*
- e. Mowing - owners of lakefront property are responsible for mowing and maintenance of the lake bank down to the water line.
- f. Street trees - Live Oaks or other trees that are in the County right of way, (which extends eleven feet from the curb), must be pruned by the homeowner 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. *Homeowners may not remove the mandatory street tree. This is a County Requirement.* See Planting Palette for other street tree options. All tree removal/replacement must have Modifications Committee Pre-Approval.

- g. St. Augustine "Floritam", in sod or plug form, or Zoysia "Empire" grass in sod or plug form are the only acceptable turf for Greenbrook West, (West of Lorraine Road). Zoysia "Empire" is the only sod acceptable turf for Greenbrook East, (East of Lorraine Road). The use of rye seed or Bahia grass in any form is Strictly Prohibited.
- h. Lawn mowers and leaf blowers should not be used before 7:00 AM on weekdays and 8:00 AM on weekends and holidays.
- i. Citrus trees are only permitted in rear yard and limited to (1) one.

**Landscape Edging:** Homeowner Option. Two tiers of landscape stone, in natural tone colors only shall be permitted. Not to exceed eight inches (8").

**Lawn Furniture** is permitted in the rear yard or the front entry way only. This includes chairs, hammocks, and gliders.

**Lighting (Exterior):** Additional lighting may be added to highlight sidewalks and planting beds. This is a Homeowner Option. 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.

**Mailboxes:** An incoming mailbox has been assigned to you. Outgoing Mail is collected at the same place as incoming mail is delivered. Individual boxes or newspaper delivery boxes are Strictly Prohibited.

**Mechanical Equipment:** Screening of above ground utility access equipment and mechanical equipment, such as pool pumps, heaters, water softeners, air conditioners, generators, etc., from public and neighbor view by the use of approved landscape materials is required. Window air conditioning units are not permitted.

**Moving:** Refer to Page 12, Parking, Item d.

**Painting (Exterior of Home):**

- a. Same color - Homeowner option
- b. If changing to a different color, it must be on the paint palette and requires Modifications Committee Pre-Approval.
- c. Paint palette sample book is available from Town Hall. Sample books may be borrowed for one week with a \$20.00 (cash or check) refundable deposit. If not returned within the week, it will be considered a violation, carrying a fine of up to \$100.00.
- d. **Review bulletin #4 before purchasing any materials or signing any contracts.**

**Parking:**

- a. Parking any vehicle on the street overnight is Strictly Prohibited. A violation occurs if the same vehicle is observed parked in the street at 11:00 PM and the following morning anytime between 6:00 and 7:00 AM.
- b. The following vehicles may **ONLY** be parked in an enclosed garage overnight: commercial, and public service vehicles, except for police passenger vehicles. For the purposes of this section "Commercial and Public Service" shall mean those vehicles not designed and used for customary personal family purposes. The presence of lettering or graphics, ladder racks as well as other factors may be considered when determining whether a vehicle is for commercial or public service use. This restriction also applies to riding mowers, canoes, kayaks, and boats of all descriptions, campers, mobile homes, motor homes, recreational vehicles, horse vans, motorcycles, motor bikes, and trailers of any description. If graphics and lettering on a vehicle are covered with magnetic panels or a cover designed specifically for the vehicle, it may remain parked in the driveway overnight. Any vehicles that are not validly licensed or are not in operable condition and similar conveyances are also restricted. *Passenger vehicles:* "Passenger Vehicles" include cars, station wagons, passenger and minivans, sports utility vehicles, and pickup trucks, which are primarily used for personal transportation.
- c. Parking a vehicle of any sort on dirt or grass areas, whether private property or common area is Strictly Prohibited.

- d. *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 the Property Management Department on a case by case basis.
- e. In accordance with Florida statutes and Manatee County codes, vehicles of any kind are strictly prohibited from obstructing public walkways. Homeowners should refer to the appropriate law enforcement group.

**Patio Installations and Extensions:**

- a. Require Modifications Committee Pre-Approval.
- b. Enclosures should be designed as an integral element of the dwelling. The roof of any cage must not exceed the height of the house.
- c. All enclosures must be screen or glass.

**Pets:**

- a. Leash rule - In accordance with Manatee County code and GBVA regulations, cats and dogs must be on a leash and controlled by an adult or mature teenager who can handle the dog or cat when being walked. Dogs may be confined in a fenced rear yard while owner is at home, as long as dogs do not become a nuisance to the neighbors.
- b. Keeping of more than two pets, (cats and/or dogs) per household is Strictly Prohibited.
- c. Fish and household birds may be kept, provided that they are indoors and do not become a nuisance to neighbors.
- d. Pet excretions - Owners are responsible for the immediate clean up of pet excretions if they should occur.
- e. Doghouses or cages are Strictly Prohibited.
- f. Keeping pets outdoors overnight is Strictly Prohibited.
- g. The keeping of livestock, reptiles, wildlife or poultry for any purpose is Strictly Prohibited.
- h. Pot bellied pigs are prohibited as domestic pets.

**Pools, (swimming), Spas, Hot Tubs:** The easement lines are the maximum boundaries of such attachments. All pools shall be in ground. Pools, Spas and Hot Tubs may not be visible from the front street. They must be enclosed in a cage or screened area. *Child safety fencing is County required*). Enclosures shall be consistent in design, color and material with the architectural theme, and must conform to the roofline. 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. The height of the cage shall not exceed the roofline of the house. All electrical utilities, pumps and piping must be screened from view with approved landscape. **Drainage of pools, spas and/or hot tubs in lakes is strictly prohibited. Refer to Exhibit F.**

**Porch (Front):**

- a. Homeowner Option - May contain furniture designed for outdoor use. Flowerpots intended for outdoor use are also permitted.
- b. Screened – In, see ' Front Entryway'

**Rentals:** 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 \$100.00 will be imposed for leases submitted after the commencement date. Review Bulletin # 6 Lakewood Ranch Town Hall before entering into any agreements.**

**Right of Entry:** Deed restriction enforcement is to be allowed right of entry to resident property for open areas, but only with the resident's permission for areas that are fenced. Abandoned or foreclosed properties may be inspected without homeowner's permission even if a fence is present.

**Sales:** Except for sales sanctioned by Lakewood Ranch i.e. garage, moving, yard, tag and similar sales are Strictly Prohibited. A one-time fine of \$50.00 will be imposed for violation of this restriction.

**Scooters, Motorized Bikes, or All Terrain Vehicles (ATVs) (Unlicensed Motorized):** Use of such vehicles is Strictly Prohibited in all areas of Greenbrook as per Florida State Uniform Traffic Control.

**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 "grand fathered" 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 Pre-Approval Decorative shutters must match or contrast with the color of the house.

- a. Hurricane shutters or hurricane screens are permitted with Modifications Committee Pre-Approval. Hurricane protection within the lanai is a Homeowner Option. Permanently installed hardware for hurricane shutters must be painted to match the attachment site.
- b. Hurricane shutters may remain in place from the time the storm watch is issued, until seven (7) calendar days after the same storm watch is lifted.

**Sidewalks (Public):** Changing material or color is Strictly Prohibited.

**Signs:** See Exhibit D.

**Solar Panels:** Require Modifications Committee Pre-Approval – Review Bulletin #3 before signing any contracts or purchasing materials.

**Spas and Hot Tubs:** See "Pools"

**Swing Sets and Children's Playground Equipment:** Require Modifications Committee Pre-Approval. **Review Bulletin # 5 before purchasing any equipment.** Portable play equipment and playhouses must be stored when not in use. Trampolines are not permitted. Any trampoline that was approved prior to June 1, 2006 by the Modifications Committee will be grand fathered in until such time that it is removed or the home is sold.

**Tents:** Tents for celebrations or for children's overnight activities may stay up for a (24) twenty four-hour period. *Note: Manatee County requires a permit for any tent larger than (10) ten ft by (10) ten ft.*

**Vehicles:** Commercial, passenger and public service vehicles - please see page 11 for definition and description.

**Walkways:** Changing Materials and Color require Modifications Committee Pre-Approval. **Review Bulletin # 2 before purchasing materials or signing a contract.**

**Window Replacements:** Homeowner Option. Changing the window openings or architectural design requires Modifications Committee Pre-Approval. See Door and Window Treatments.

**Yard Lamps:** Are required and may not be removed. They shall be lit dusk to dawn, preferably with fluorescent bulbs, and be controlled by an electronic photo sensor. Blinking or colored bulbs are not permitted. Greenbrook West is required to have black yard lamps and post. Greenbrook East - Yard lamps may be black or bronze, the post must be black. If yard lamps have multiple sockets, all must have operational light bulbs installed. It is a Homeowner Option to match the yard lamp head with the coach lamps. **Review Exhibit L for more information.**

### III. USE RESTRICTION VIOLATION FINES

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

Article VI Maintenance of units, lots and Exclusive Common Areas	Per Month or Per Incident
Section 1. Exterior of Units (driveways, sidewalks, fences, etc)	\$100
Section 2. Lots (landscaping, irrigation, etc.)	\$100
Section 4. Exclusive Common Areas	\$100
<b>Article VII Certain Use Restrictions</b>	
Section 2. Land Use and Building types	\$100
Section 3. Easements	\$100
Section 4. Nuisances	\$50
Section 5. Temporary Structures (fences, basketball hoops, etc.)	\$50
Section 6. Signs	\$25
Section 7. Oil and Mining Operation, Water Wells	\$100
Section 8. Pets, Livestock, Poultry	\$25
Section 9. Visibility at Intersections	\$50
Section 10. Architectural Control	\$100
Section 11. Commercial Vehicles, Trucks, Trailers, Campers	\$50
Section 12. Parking on Common Areas and Lots/Garages	\$50
Section 13. Garbage and Trash Disposal	\$25
Section 14. No Drying	\$50
Section 15. Waterfront Property	
a. Boats on Lake of Lake Banks	\$100
b. Improper Discharge into Lake	\$100
c. Maintain to Water Level	\$25
d. Misuse of Lake Easement	\$50
Section 16. Unit Air Conditioners and Reflective Materials	\$50
Section 17. Exterior Antennas	\$25
Section 18. Renewable Resource Devices	\$25
Section 19. Driveway and Sidewalk Surfaces	\$25
Section 20. Artificial Vegetation	\$25
<b>Article VIII Resale, Lease and Occupancy Restrictions</b>	\$100
<b>Article XV Governmental Requirements</b>	
Section 2C. Disturbance of Common Areas	\$100
Section 3. SWFWMD	\$100
<b>Section II Homeowners' Manual</b>	
Lakefront Liquid Fertilizer	\$50
Parking	\$50
Rentals	\$100
Sales	\$50
Watering Restrictions	\$50

Note: Behavioral fines will be doubled from the previous fine up to \$100 per occurrence/incident. The Association's fine for each violation shall not exceed five thousand dollars (\$5,000) in the aggregate. Fines not paid within thirty (30) days will have a late fee of 18% per annum interest added and if not paid within 90 days will be referred to a Collection Agency. Fines for commencement of modifications without appropriate approval are covered in Exhibit C, Modifications Approval Process.

## IV. VIOLATION ENFORCEMENT PROCESS

### 1. TYPES OF VIOLATION

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 Greenbrook Village are as follows:

#### A. Modifications and maintenance violations

- A modification is made without an application being filed with the Modifications Committee (MC).
- A homeowner makes a modification after denial by the MC.
- The MC approves an application but the modification is not executed in accordance with the approved application.
- Other use restrictions as summarized earlier in this manual are detailed in the Declaration of Covenants.

#### B. Behavioral or occurrence violations, examples are parking overnight in the street, allowing dogs to run unleashed, etc.

### 2. LAKEWOOD RANCH INTER-DISTRICT AUTHORITY

The GBVA Board has delegated authority to Lakewood Ranch Inter-District Authority, through the Property Management Department, to manage the violation enforcement process.

### 3. REPORTING OF VIOLATIONS

A member of the Modifications Committee, a Neighborhood Committee member, any homeowner, resident or any employee of Lakewood Ranch Inter-District Authority may report a violation. Violations are to be reported to Lakewood Ranch Town Hall.

After a potential modification or maintenance violation is reported, a representative of the Property Management Department will check by driving by the property or checking Modification files to determine if a violation has occurred.

### 4. VIOLATIONS NOTIFICATION PROCESS

#### Modifications and Maintenance Violations

- If an approved application is on file, then a member of MC, or their representative, will visit the Lot and determine whether the modification has been made in accordance with the approved application. If the modification has been properly completed, the case is closed.
- If the modification is not in conformance with the approved application, the homeowner is notified by letter from the MC, or their representative, to correct the deficiency or submit an amended application. The MC then processes this amended application in the normal manner.
- If the amended application is approved, no further action is required and the case is closed. If the approval includes stipulations, then a follow-up by the MC, or their representative, is made to ascertain that the final modification is properly completed.
- If the application is disapproved, the homeowner is advised and is requested to correct the violation. If the homeowner refuses to comply, the Association's Board of Directors may initiate the fining process or legal action by authority of the Covenants, based on advice of the MC and legal counsel. A final legal decision then becomes binding.
- If a modification is made after disapproval by the MC, the homeowner is notified and given the opportunity to make an amended application or meet with the MC, or their representative, to discuss the problem. The Association may pursue legal action, if warranted.
- If a modification is implemented without application to the MC, or their representative, notifies the homeowner of the violation and requests that an application be submitted. A follow-up letter is sent, if an application has not been received within two weeks. Failure to submit an application after the follow-up letter is sent (14 days) constitutes denial of the modification. The association may pursue legal action or fining process.

**Behavioral or occurrence violations observed and reported by other residents, i.e., pet droppings, parking overnight in the street:**

- Written documentation of observed violations is required. by at least two residents (representing two separate properties) and, if possible, a picture or videotape. First incident - In order for the fine to be levied, a resident would have to report one incident in writing documenting dates and times the violation was witnessed. Contact will be made by phone call and/or letter.
- Second incident - A second resident from a different property would have to report this incident in writing with dates and times the violation was witnessed. A letter would be sent at that time indicating that a hearing would be scheduled at the next observed occurrence.
- Third incident - The first, second or another resident would have to report the incident in writing with dates and times the violation was witnessed. A final letter will be sent at that time indicating that a hearing has been scheduled. The Hearing Panel will determine if a fine is warranted.
- The names of reporters will be divulged if the violation progresses to a hearing and the homeowner in question requests the names in writing. Property Management Department will have 72 hours to mail the names of reporters. The reported party, or the Hearing Panel may request that the witnesses appear.

**Reasonableness and Flexibility**

The 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 MC and Community Association Services. It is the intent of Property Management Department to solve problems if, or when, they occur.

**Legal Action**

If there is no response to a certified letter within the time indicated, legal action may be warranted.



## V. COMPLIANCE COMMITTEE PROCEDURES

### Purpose:

The purpose of the Hearing Panel is to provide a hearing for a resident to appear. The Compliance Committee may not review or overturn any decision made by the Modifications Committee. That power shall reside solely with the GBVA Board of Directors.

### Composition:

Each year each neighborhood committee shall appoint one member to serve on the Compliance Committee for Use Restriction Fines to serve until a new member is selected. The GBVA Board will review and ratify the appointments. The Board reserves the right to remove a committee member if deemed necessary.

The Hearing Panel shall consist of three representatives of the Compliance Committee. The Committee Chair will choose the three members and also one alternate to hear each case as it occurs. Panel members will only consist of owners from neighborhoods other than those with the violation

### 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 the Association 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.

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.

### Administrative Fee Policy:

An administrative fee of \$100.00 will be imposed whether or not the violation has been corrected.

### Appeal:

Homeowner retains right of appeal to the Board of Directors *one time*. The appeal must be in writing and received within 30 days of the date of decision of the Hearing Panel.

### 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 is to be mailed to the party within 72 hours 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, up to \$100 for each fine. The Association's fine for each violation shall not exceed five thousand dollars (\$5,000) in the aggregate. Fines not paid within thirty (30) days will have 18%, per year interest added. Fine balances owed after 90 days will be turned over to a Collection Attorney. In any case, an administrative fee of \$100.00 will be imposed to defray some of the expense related to the enforcement process.

**Written Report:**

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

## EXHIBIT A PLANTING PALETTE

(This is a selection of most often used plant material)

*A Florida Friendly Plant list is available through the University of Florida Extension Service  
or at <http://FloridaYards.org>.*

### Canopy/Street\*/Shade Trees

Twelve Feet (12') ht. five feet (5') spread; two and one half inch (2 ½") caliper; four feet (4') clear trunk; grown (spaced as shown on plan).

<u>Common Name</u>	<u>Botanical Name</u>
(N) Live Oak*	Quercus virginiana
(N) Laurel Oak*	Quercus laurifolia
(N) Southern Magnolia*	Magnolia grandiflora
(N) Drake Elm	Ulmus parvifolia "Drake"
(N) Sweet Gum "Palo Alto"	Liquidamber styraciflua
(N) Red Maple*	Acer rubrum
Highrise Live Oak*	Quercus virginiana
(N) Winged Elm*	Ulmus alata
Pines	Pinus species

**Palms Note:** Three palms may be substituted for small and large canopy trees at the discretion of the MC. Eight feet (8') overall height (spaced 8-10' O.C. in clusters).

<u>Common Name</u>	<u>Botanical Name</u>
(N) Cabbage Palm	Sabal palmetto
Washington Palm	Washingtonian palm
Windmill Palm	Trachycarpus fortunei
Canary Island Date Palm	Phoenix canariensis
Queen Palm	Syagrus romanzoffiana
Foxtail Palm	Wodyetia bifurcata

### Small Accent Trees

Eight feet (8') height; four feet (4') feet spread; one and one half to two inch (1 ½ -2") caliper; three feet (3') clear trunk; container grown (spaced 10'-12' O.C.).

<u>Common Name</u>	<u>Botanical Name</u>
Crape Myrtle (William Toovey Red, Basham Pink, Natchez, Tuscarora)	Lagerstroemia indica
(N) Holly	Ilex opaca
Ligustrum Tree	Ligustrum lucidum
(N) Wax Myrtle	Myrica cerifera
(N) Dahoon Holly	Ilex cassine
Savannah Holly	Photinia frazeri
Photinia Tree	Prunus augustifolia
(N) Winged Elm	Ulmus alata
Pygmy Date Palm	Phoenix roebelenii

### Medium Shrubs (Hedges and Buffers)

Three (3) gallon; container grown

<u>Common Name</u>	<u>Botanical Name</u>
Azalea	Rhododendron species
Viburnum	Viburnum species
Compact Pittosporum	Pittosporum tobira "Compacta"
Dwarf Cornuta Holly	Ilex cornuta "Rotunda"
Dwarf Buford Holly	Ilex cornuta burfordii
(N) Yellow Anise	Illicium parviflorum
Thyrallils	Galphimia glauca
Wax Privet	Ligustrum species
Juniper	Juniper species
(N) Inkberry	Ilex glabra
(N) Florida privet	Forestiera segregata
(N) Saw palmetto	Serenoa repens
(N) Walter's Viburnum	Virburnum obovalum
(N) Fetterbush	Lyonia lucida

### Accent Shrubs

Three (3) gallon; container grown

<u>Common Name</u>	<u>Botanical Name</u>
(N) Coontie	Zamia pumila
Heavenly Bamboo	Nandina domestica
(N) Crinum Lilly	Crinum asiaticum
European Fan Palm	Chamaerops humilis
King Sago	Cycas revoluta
Chinese Fan Palm	Livistonia chinensis
Philodendron	Philodendron selloum
(N) Saw palmetto	Serenoa repens

### Dwarf Shrubs

Three (3) gallon; container grown (spaced 24" O.C.)

<u>Common Name</u>	<u>Botanical Name</u>
Red Ruffle Azalea	Rhododendron (Red Ruffle)
Dwarf Chinese Holly	Ilex crenata
Parson's Juniper	Juniperus chinensis "Parsons"
Blue Shore Juniper	Juniperus conferta "Blue Pacific"
White Indian Hawthorne	Raphiolepis indica "alba"
(N) Yaupon Holly	Ilex vomitoria
(N) Coontie	Zamia Pumila

**Ground Cover**

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

<u>Common Name</u>	<u>Botanical Name</u>
Cast Iron Plant	Aspidistra elatior
Dwarf Jasmine	Trachelospermum asisticum
Liriope	Liriope muscari species
African Iris	Moraea iridioides
Holly Leaf Fern	Cyrtomium falcatum
Daylilies	Heremerocallis species
Mondo Grass	Ophiopogon japonicus
(N) Gulf muhly	Muhlenbergia capillaris
(N) Spartina	Spartina bakeri
Aztec Grass	Ophiopogon intermedius
Minima Jasmine	Trachelospermum
English Ivy	Hedera helix

**Grass**

Solid sod only.

**Greenbrook East (East of Lorraine Rd.)**

<u>Common Name</u>	<u>Botanical Name</u>
Zoysia "Empire"	Zoysia japonica

**Greenbrook West (West of Lorraine Rd.)**

<u>Common Name</u>	<u>Botanical Name</u>
St. Augustine "Floritam"	Stenotaphrum secundatum
Zoysia "Empire"	Zoysia japonica

## Prohibited Plant Material

\*\*Not to be used at Lakewood Ranch

<u>Common Name</u>	<u>Botanical Name</u>
Arbor Vitae	Thuja orientalis
Australian Pine	Casuarine spp.
Brazilian Pepper	Schinus spp.
Chinaberry	Meloa acedarach
Eucalyptus Species	Eucalyptus species
French Mulberry	Morus alba
Jacaranda	Jacaranda mimosifolia
Sunshine Mimosa	Albiza spp.
Peltophorum	Peltophorum plerocarpum
Punk Trees	Melaleuca spp.
Sycamore	Plantus occidentalis
English Ivy	Hedera helix

(N) = Denotes Florida native Plants. Native plants are strongly encouraged.

## EXHIBIT B GOVERNANCE

Each homeowner is a member of the Greenbrook 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. Article VII, Section 10 states "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. No building or other structure, improvement or addition shall be removed from any lot, 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 (MC), a standing Association Committee, have approved, if at all, in writing by the MC.

### Modifications Committee

The Modifications Committee (MC) is responsible to the Board of Directors of the Association. It has the authority to approve modifications that are permitted in the Greenbrook Homeowners' Manual. If a modification comes to this committee that is not covered by the Manual, the MC must go to the Board or its appointee for review and guidance as to said 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 MC 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 modifications meet the standards established by the Association.

The Modifications Committee will meet on the 1st and 3rd Wednesday of the month, provided there is business to be conducted.

The MC does 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.

### Restriction Revision Committee

The Board of Directors shall appoint a Restriction Revision Committee (RRC) annually to review all modifications and items covered in this Manual. The RRC shall make recommendations and/or changes in the Manual for the Board's approval. The RRC shall be composed of members from the neighborhoods. The manual shall be changed by majority vote of the Board of Directors.

## EXHIBIT C

### MODIFICATION APPLICATION PROCEDURES

Applications for modifications may be obtained from Community Association Services. Completed applications should be sent to Community Association Services. Properly completed forms will be forwarded to the MC for review at the next available scheduled meeting. A sample application has been provided at the end of this Exhibit.

For some homeowners, the most difficult part of the application is adequately describing their requests. If a request is not clear, the MC 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 these 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 MC 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

- a. An application to the MC 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.
- b. An application must be submitted to the MC and written approval received prior to commencement of ANY change.
- c. When a homeowner commences a Modification without approval of the Modifications Committee, an administrative fee of \$100 and a fine of \$50 per month until appropriate approval is granted will be imposed. The administrative fee will be increased to \$500 if the modification was structural in nature and required a building permit. (e.g. construction of a pool or pool cage, deck, or added room to a home.)
- d. Applications may be filed at Community Association Services, through Digital Village, or faxed to (941) 907-0272. The address of Community Association Services is 8175 Lakewood Ranch Blvd., Lakewood Ranch, FL 34202, and the telephone number is (941) 907-0202.



- e. 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.
- f. All complete applications will be reviewed by the MC which meets as needed to review modification requests.
- g. If the application is approved, one copy of the application and applicable design documents will be returned to the homeowner and 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.
- h. If the application is not approved the MC 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 MC during the review of a revised application.

Within ten working days of receipt of a Modifications Committee decision a homeowner may file a request for a re-hearing. 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 GBVA 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 MC evaluates all submissions based on the individual merits of the application. Besides evaluation of the particular design proposal, the MC 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 Village. 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 run-off can have adverse affects 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 patio 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 MC 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 MC 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 MC 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 MC 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**

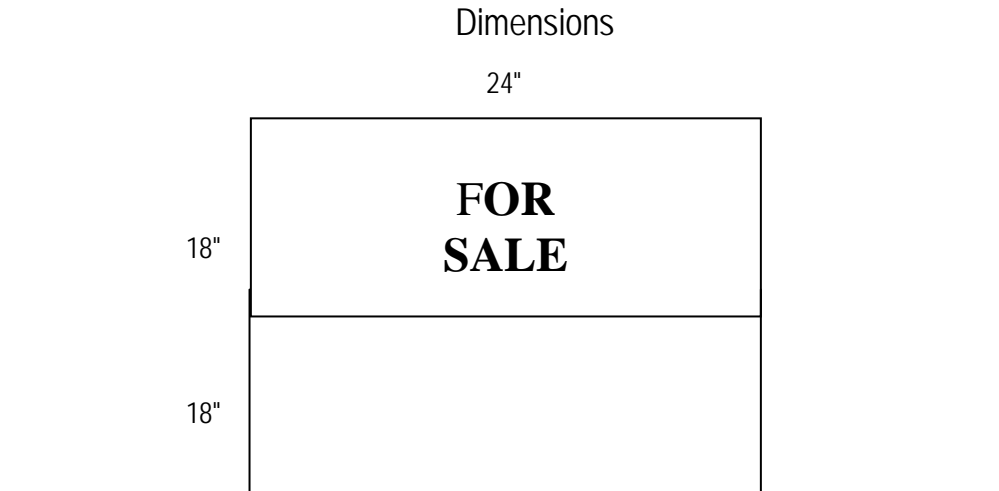
Any damage to streets and curbs, drainage inlets, sidewalks, street signs, or utility lines including telephone, cable television, electrical, gas, water or other utility lines cut in error must be reported to the Association office, appropriate utility company or County immediately. The homeowner will 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**

1. All job sites will be kept in a neat and orderly condition. Construction materials shall be placed inside the residence or garage.
2. During Daylight Savings Time, construction hours are weekdays 7:00 AM to 7:00 PM, and on Saturdays, from 8:00 AM to 4:00 PM. When Eastern Standard Time occurs, construction hours are weekdays 7:00 AM to 5:30 PM, and on Saturdays from 8:00 AM to 4:00 PM. The Developer may adjust these hours from time to time after notification of homeowners.
3. All construction operations must be performed in accordance with local government ordinances.
4. No signs of any kind shall be permitted on the construction site.
5. No Sunday construction is permitted.

## EXHIBIT D SIGNAGE POLICY

The following items are the only acceptable criteria for signs.



### 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 perpendicular to the street 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 GBVA is *Strictly Prohibited*.
- Security signs in front yard bedding. *Homeowner option.*

## EXHIBIT E COLLECTION & LATE FEE POLICY

- 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 \$25.00 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 in 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 forward 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 then in the hands of the Leonard J. Mankin and all homeowners are directed to Mr. Mankin's office for information.

## EXHIBIT F

### Helpful Tips for Environmentally Safe Pool Drainage

Please keep in mind that there is a direct link between what we do around our homes and the water quality of our lakes, streams, rivers and wetlands.

Swimming pool maintenance involves chemicals that may be harmful to the environment. It is important to use the proper procedures when draining water from privately owned pools.

- **Never drain pool water directly into a body of water (lake, stream, wetland, etc.) or into the storm drain.**
- Leave the water in the pool a week without adding chlorine before draining. This will reduce the chlorine.
- Always test the pool water before draining to ensure the PH levels are within the normal range of 6.5-7.8, and chlorine levels are not detectable.
- If your pool contains algae or other organic matter (a black film), collect the algae and flush it down the toilet. The decaying organic matter lowers the oxygen content in the water and should not go into the storm sewer or any wetland area.
- If the pool is cleaned through an acid cleaning or by water pressure, make sure the PH levels in the water are adjusted to normal levels before draining the pool and filter out any paint chips before draining.
- You may drain the water by digging a hole and inserting the hose directly into the ground. This will ensure that the water is purified before seeping into the ground water. Or, you may drain your pool water over your lawn, provided it doesn't reach adjacent properties. If the water is drained onto the lawn without first checking the chemical levels, your sod may be damaged.
- Always follow the instructions on all labels for disposal and usage. Never mix any two or more chemicals which may result in harmful reactions.
- If you have used your pool filter completely you can throw it in your trash.

For more information, we recommend you contact the Environmental Protection Agency.

## EXHIBIT G 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) and 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.



## EXHIBIT H

### Maintenance Guidelines for Empire Zoysia

1. After installation, water as needed to maintain moist soil to a depth of 3" for the first 1-2 weeks. Mow within 10 days of installation.
2. Once established, mow every 7-10 days during the active growing season. Mow every 10-14 days during cooler weather, when Empire Zoysia will go dormant and get brown. Maintain Zoysia at 1-2" (optimal height is 1"). Never cut more than 1/3 of the total length of the blade at any one mowing.
3. While Empire Zoysia naturally exhibits good drought tolerance, infrequent deep watering maximizes drought resistance. Encourage deep root growth by watering until the soil is moist to a depth of 3", shallow watering encourages shallow roots. Empire Zoysia can survive on one third of the water that St. Augustine does.
4. Generally Empire Zoysia requires 3 fertilizer applications per year: spring, summer, and fall. Higher Nitrogen rates should only be applied in the spring, for injury recovery, or for planned "peaking" of the Empire Zoysia. Apply balanced fertilizers with lower rates of Nitrogen and higher rates of Phosphorous and Potassium in the summer and fall.
5. Empire Zoysia is highly tolerant of most herbicides making it easier to control weeds, but proper mowing, irrigation and fertilization will reduce weed problems. Empire Zoysia is weed resistant due to its tight mat and strong, thick, deep root structure. It is called Empire Zoysia because of its dominance, and it may even overtake St. Augustine. If weed problems arise, identify the type of weed causing the problem before using any chemical controls. Empire Zoysia has shown resistance to most fungal problems and controls should be used only as needed.
6. Avoid stress from insects by performing insecticidal applications as needed. Billbugs often cause Zoysia problems, but they are easy to detect and treat with Sevin.

## Maintenance Guidelines for St. Augustine

Florida has a nearly perfect climate for growing a wonderfully diversified landscape. Our warm, wet summers and mild winters allow for a long growing season for thousands of varieties of plants and turf.

As a native Floridian who's been in the "Green Industry" all of my life, southern gardening has been simple for me to understand. I haven't ever given much thought as to how lawn and landscape care must be for people who have moved here from up north. Specifically, St Augustine maintenance can be a challenge if you're unfamiliar with it but here are a few good tips to remember:

1. Mow once per week during the growing season and mow at a high setting. Sharp mower blades are essential.
2. St Augustine typically likes to be fertilized every two-three months. Look for poly or sulfur-coated, slow release fertilizer with a 4-1-2 ratio of Nitrogen, Phosphorous, and Potassium (the three numbers on the fertilizer label).
3. **Resist over-watering.** Over-watering causes poor root development, weeds, and fungus. In general, your lawn only needs water when the leaf-blade folds. During the cooler months when the lawn isn't growing, very little water is required.
4. Practice good preventative maintenance. It is a good idea to apply a granular insecticide to your St Augustine at the beginning of the growing season to protect against damaging insects like Chinch bugs. Reapply in the summer around July. If you do get an infestation, spot-treat the affected areas with a liquid product for a quick-kill.
5. Weeds are a symptom of weak turf due to improper irrigation, low fertility, or insect damage. If you have a weed problem, focus on improving the health of your lawn **first** before making it even more sick by applying herbicide to combat the weeds. A healthy, vigorous lawn will be resistant to invasive weeds without the need for chemical control. If you do need to use weed-killers or "weed and feed", make those applications in the cooler fall months rather than in the hot summer to avoid chemical burning.

St Augustine is a beautiful, vibrant southern turf grass that is never fussy to grow provided that it receives these few simple requirements.

## 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 recommend 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.

## 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 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.

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.

## EXHIBIT K LAKEWOOD RANCH SAFETY COMMITTEE

A Safety 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 where required to improve personal and home safety and security. The Safety Committees meet periodically to maintain a process for residents to report and resolve safety concerns.

### SECURITY REMINDERS

#### Manatee County Sheriff Reminder

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 Manatee Counties, Lakewood Ranch's level of incidents is low. If no reports are received, the county will have no basis to consider additional staff. Greenbrook and Summerfield/Riverwalk residents should also contact Allegiance Security.

#### Recommended Security Actions

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

1. Lock cars parked in driveways.
2. Remove garage door openers from cars parked outside overnight.
3. Don't leave iPods, cell phones or other valuable items in parked cars.
4. Set security alarms when away from the home (even for a short time).
5. Lock doors when working outside around the home or in the backyard.
6. At night, lock doors between the garage and the house (use a deadbolt).
7. Lock bikes when not in use.
8. Close garage doors.
9. Keep post lamps in working order; add landscape lighting, and keep carriage lights on during evening hours.
10. Add the telephone numbers for the sheriff to your cell phone speed dial for quick access. (Greenbrook and Summerfield/Riverwalk residents should also add the telephone number for Diamond Security to their home phone speed dial.)

#### 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:

1. Call 9-1-1 for emergencies
2. For non-emergencies, call the Sheriff at 747-3011
3. **Always** notify neighborhood committee members and, if a program exists, your Neighborhood Watch Block Captain.
4. **Always** contact Diamond Security at 800-734-4446 to report issues.

Safety Information is available at [lakewoodranchgov.org](http://lakewoodranchgov.org).

## EXHIBIT L

### Yard Lamp Head Replacement Guidelines

For the sake of uniformity, homeowners are encouraged to keep the yard lamp heads that were originally installed. However, if the original lamp head has to be replaced, the new lamp head must be as close as possible to the same style, shape, size and color of the original head.

As guidance to locating a replacement lamp head, the following specifications shall be followed:

- The replacement head shall be of similar style and shape to the original and be of the original color.
- The height shall be between 18 and 24 inches
- The width shall be between 9 and 12 inches.
- The glass shall be clear.

*Installations must meet county code requirements. A licensed electrician is recommended for such installations.*

Modifications Pre-Approval is not required.

## VI. AMENDMENTS/POLICIES

### AMENDMENTS

- No amendments were made last year.

### POLICIES

- In-House Collections Policy
- GBVA Neighborhood Election Procedure
- Rental Payment Policy
- Collections and Late Fee Policy

## VII. BULLETINS

### BULLETIN #1 Fence Criteria

#### TYPES OF FENCES AND WALLS

##### **PRIVACY FENCES – typically required on interior lots**

Privacy fences shall be (6') six feet high. The standard fence specified is Country Estates "LAKELAND". The only acceptable material is white PVC. Caps must be traditional, flat caps. Wood, chain link or wire fencing is prohibited. Fencing must be placed along the rear and side lot lines. If a (6') six foot high privacy fence is installed adjacent to a (4') four foot high amenity fence, the owner of the privacy fence will pay to have the amenity fence on the common property line removed, and replaced with the privacy fence. Fencing visible to public street view will require landscaping.

##### **AMENITY FENCES – typically required on lake and other amenity lots**

If fencing is desired on the rear and/or the side of the home backing to an important view, such as a lake or an open view wetland, then the mandatory type of fence is an amenity fence.

Amenity fencing shall be four (4') feet high. The standard fence specified is from Country Estates "Malibu" or equivalent. The only acceptable material is white PVC. Caps must be "traditional" flat caps. Wood, chain-link or wire fences are prohibited. Amenity fences must be five (5') feet from and run parallel to the rear property line on lake and other amenity lots. Fencing on the rear must have landscape buffer five feet *adjacent to fence on outside*, planted at three (3) feet on center (viburnum, holly or other like hedge material). Picket fences are not permitted.

**INVISIBLE FENCES** – Invisible fences must be placed in the rear yard and cannot extend into the side yard beyond the back corners of the home.

##### **MASONRY PRIVACY WALLS**

Masonry may be used for planters, privacy walls or walls used to screen mechanical components. These might typically be desired at lanais, master baths or living areas. Masonry privacy walls shall be a maximum of six feet (6') high with decorative stucco banding and cap. The walls shall be constructed of (8") eight-inch concrete block with steel reinforcing and filled cells with painted stucco finish matching the house. All walls must either start or end with a connection to the house. Landscape should be added to minimize impact on the streetscape. The location and placement of walls shall be considered on a case by case basis, but may closely align with the requirements for the placement of fences.



## FENCE AND WALL LOCATIONS

### INTERIOR LOTS

- On a **non-amenity interior lot** only privacy fencing is permitted. Fencing must be placed along the rear and side lot lines. Side yard fencing may not extend closer than twenty-five (25') feet from the front corner of the home furthest from the street. If a fence exists on an adjoining interior Lot the new fence must attach to the existing fence regardless of its setback. Site conditions will be used to determine exceptions in the following cases: cul-de-sacs or curves; window and pedestrian door placements; locations of outside mechanical equipment. Other special exceptions may be approved on a case by case situation.

### AMENITY INTERIOR LOTS

- On an **amenity interior lot** (2) two types of fences are permitted, privacy and amenity. Privacy fencing may be placed along the side property line and may not extend closer than twenty-five (25') feet from the front corner of the home furthest from the street (same requirement as in privacy fences). Privacy fences may not extend past the back plane of the home. Fencing must have landscape buffer five feet adjacent to fence on outside, planted at three (3) feet on center (viburnum, holly or other like hedge material).

### NON-AMENITY CORNER LOTS

- On a **corner lot**, the privacy fence must not extend into the side yard of the dwelling. Any fencing visible to a public street requires landscaping.
- Placement of a fence on the street side of a non-amenity corner lot shall require an amenity fence placed five (5') feet from the side property line, in addition to the twenty-five (25') foot setback from the front of the dwelling (see criteria above)
- When adjoining a fence to an existing fence on a corner lot condition, special considerations shall apply.

### AMENITY CORNER LOTS

- Privacy fence may not be used at all on the street or back lot line.

\*\*\*\*\*Please show landscape plan as well as fence placement on a copy of your surveyed site plan. IF FAXING site plan, then "XXX" on the placement of the fence. If delivering fence and site plan to the office you may highlight the fence placement on the site plan. Please show landscape plan as well.

I acknowledge that I will comply with all applicable fence criteria stated above:

Owner \_\_\_\_\_

Date \_\_\_\_\_

**ALL FENCES ARE SUBJECT TO COUNTY EASEMENTS OF PUBLIC RECORD.**

**RE: PRIVACY FENCES**

Due to **drainage** concerns in some areas in **Lakewood Ranch**, the following information is being provided to you, and must be adhered to.

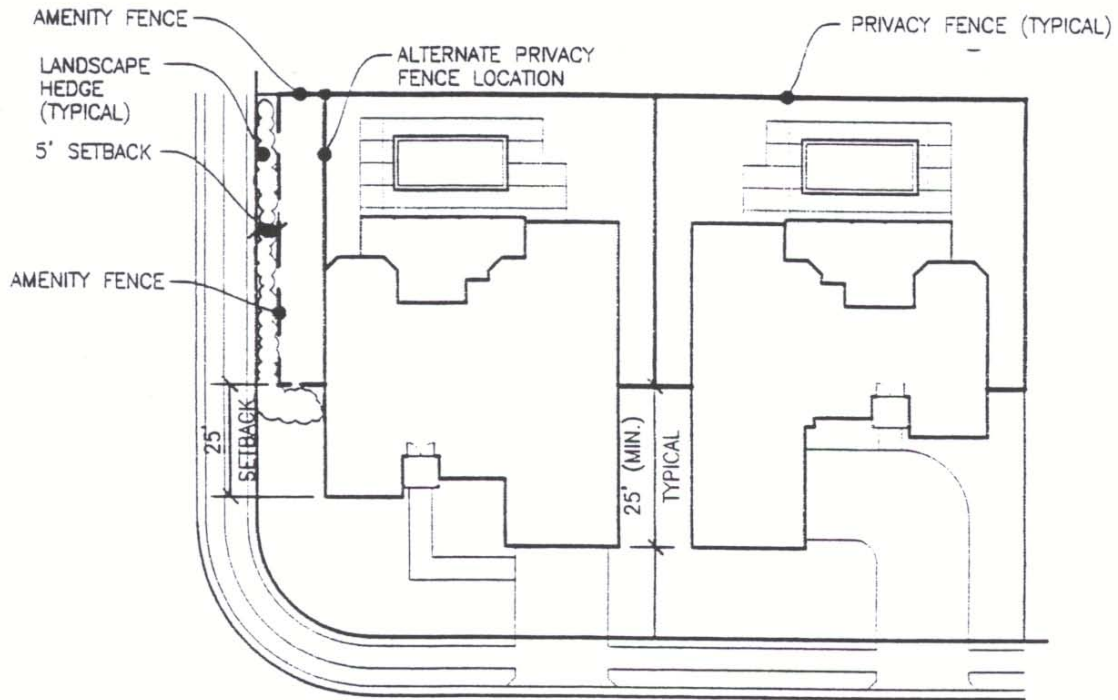
Some of the concerns have been attributed to the placement of **privacy fences** in **drainage easements**. The engineers have advised the Association to require that the bottom of **privacy fences in drainage easements where water drains or flows**, be installed and maintained at six inches (6") above ground level.

This will allow proper flow of water in the **drainage easement**. **The top of the fence should remain level on all sides of the fence.** Please make sure your fence company is aware of this.

I acknowledge that I have read and understand this information.

Owner\_\_\_\_\_

Date\_\_\_\_\_

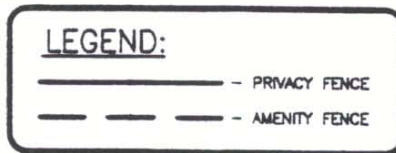


CORNER LOT

STANDARD (PRIVACY) LOT

TYPICAL NON-AMENITY LOTS

NOT TO SCALE



**EXHIBIT M**  
**TYPICAL FENCE LAYOUT**



## The Lakeland

Standard Height Options:	48", 60", or 72"
Post Spacing Options: (Notice - Posts must be exactly centered to allow for expansion.)	8' center-to-center
Post Dimensions:	48" High Fence = 5" x 5" x 84" 60" High Fence = 5" x 5" x 96" 72" High Fence = 5" x 5" x 108"
Standard Post Depth: (Local conditions may require additional depth.)	48" High Fence = 34" Post Depth 60" High Fence = 34" Post Depth 72" High Fence = 34" Post Depth
Horizontal Dimensions:	8" Wide x 2" Thick (Bottom) 6" Wide x 2" Thick (Top/Middle) 3 1/2" Wide x 2" Thick (Top - Hollingsworth Only)
Picket Dimensions (Verticals): (For additional strength, these verticals are tongue and groove. The width is 7" plus the tongue.)	7" Wide x 7/8" Thick
Ground Clearance: (Grade variations will cause inconsistent ground clearance measurements.)	2"



# The Malibu



Standard Height Options:	36", 42", or 48"
Post Spacing Options: (Notice - Posts must be exactly centered to allow for expansion.)	4' or 6' center-to-center
Post Dimensions:	36" High Fence = 3 1/2" x 3 1/2" x 60" 42" High Fence = 3 1/2" x 3 1/2" x 66" 48" High Fence = 3 1/2" x 3 1/2" x 72"
Standard Post Depth: (Local conditions may require additional depth.)	36" High Fence = 22" Post Depth 42" High Fence = 22" Post Depth 48" High Fence = 22" Post Depth
Horizontal Dimensions:	3 1/2" Wide x 1 3/4" Thick
Pickets (Verticals) 4' Post Spacing 6' Post Spacing Dimensions	1 15/16" Between Pickets 1 15/16" Between Pickets 2" Wide x 1" Thick
Ground Clearance: (Grade variations will cause inconsistent ground clearance measurements.)	2"

## BULLETIN #2 Driveways & Walkways

While **staining** is permitted as set forth below,  
**painting** driveways and walkways is Strictly Prohibited.

Changing the material or color of Public Sidewalks is Strictly Prohibited.

### **STAINING DRIVEWAYS AND/OR WALKWAYS**

Requires Modifications Committee Approval. The only approved colors are concrete sand and gull gray (*or similar to samples provided*). The aforementioned, are available in xylene-based products.

#### COMMENT

Concrete stain if properly applied can certainly enhance the appearance of any driveway or walkway. However, the finest stain will only look at its best for three to five years. After that you will notice that it begins to wear. In some instances the concrete surface begins to show through and it can become unsightly. This is the reason that your choice of colors is so limited. We have found through visual inspections that when the two approved colors begin to wear, the variations are far less noticeable than with other colors.

### **CHANGING MATERIAL OF DRIVEWAYS AND/OR WALKWAYS**

- Requires Modifications Committee Pre-Approval. A sample of the proposed material must be submitted along with the color of the house and roof, a detailed material specification sheet, as well as a drawing showing the area to be modified.

If you decide to replace the concrete driveway with pavers or to re-color the existing driveway with commercially applied patterned stains or coatings, the color must be in earth tone colors, (i.e. shades of brown, gray or white) as well as terra cotta or red brick. Patterns must be non-representational geometric designs. Animals, mermaids, coats of arms, et al are not permitted. Also, faux finishes are not permitted.

You must submit a modification request to the GBVA Modifications Committee before commencing any work. The request must include pictures and/or professional renditions of the patterns and colors being proposed; they must be of sufficient size and accuracy for the committee to judge their suitability.

## **BULLETIN #3 Solar Panels**

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.

### **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.

## **BULLETIN #4 Painting**

Re-painting the exterior of a home, provided that it is a duplication of the approved color scheme for that house is a homeowner option, and as such, does not require approval.

<b>CHANGING THE EXTERIOR COLOR TO ANOTHER COLOR THAT IS IN THE PAINT PALETTE</b>
--

A Modification request and approval from the Modifications Committee must be received prior to any work being started.

**Modification Request Forms may be obtained from Lakewood Ranch Town Hall, via [lakewoodranchgov.org](http://lakewoodranchgov.org), or in the Forms section of this manual.**



## BULLETIN #5 Swing Sets & Playground Equipment

Trampolines are not permitted. Those trampolines that have already been approved may remain in place until such time that the home is sold or the trampoline is removed.

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. The maximum height is (10) ten feet.

Portable play equipment and playhouses must be stored when not in use.

### SCREENING REQUIREMENT

Landscape is required to substantially soften (not hide) the visual impact of the swing set or play equipment from all public view. Landscaping is not required if the equipment is below five (5') feet and is located within a fenced rear yard.

The Modifications Committee shall not require that screening be placed within six (6') feet of the swing set or play equipment.

- Play sets under five (5') feet high must be screened by the use of medium shrubs (*Examples in plant palette*). 3 gallon 24" – 30" high planted 3 ft on center.
- Equipment between five (5') feet – nine (9') feet in height would require small accent trees. (*Examples in the plant palette*). Eight (8)' feet high with a four (4') foot spread planted ten (10') feet on center.

**THIS REQUIREMENT MAY NOT BE WAIVED.**

Modification Request Forms may be obtained from Lakewood Ranch Town Hall, via [lakewoodranchgov.org](http://lakewoodranchgov.org), or in the Forms section of this manual.

## BULLETIN #6 Rental 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.

- Where the minimum lease term is six (6) months, a unit owner may lease their unit for a maximum of three (3) times in any twelve (12) month period, leaving flexibility for a unit owner to rent the unit within that time period in the event of an early termination of the lease for any reason. Where the lease term is one (1) year, a unit owner may lease their unit for a maximum of two (2) times in any twelve (12) month period for the same reason. If the unit owner chooses to lease their unit more than the allotted times for a six (6) or twelve (12) month lease term, the \$1000 deposit will be forfeited and a new \$1000 deposit will be required **made payable to GBVA**.
- 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. 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 firm or party responsible (*can be landlord and/or tenant*). Regular maintenance is to include mowing, trimming, disease/pest control, fertilizing, and testing and adjustment of irrigation systems.

### 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. Deposit checks should be made payable to GBVA, Inc. (Greenbrook 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 GBVA Covenants and Florida Statutes.

### **Owner/Tenant Information Forms**

The lease agreement, owner deposit and party responsible for yard/irrigation system maintenance and pest control should 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 or Resident Privilege Cards unless all of the above is submitted to Community Association Services.

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

**GREENBROOK 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 Deposit. \$1,000**

Check # \_\_\_\_\_ PAYABLE TO: Greenbrook Village Association [GBVA] Inc. Yes\_\_\_ No\_\_\_

Any balance remaining in the escrow account when the owner is no longer going to lease the 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 \_\_\_\_\_

## BULLETIN #7 Communication Devices

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 (39) thirty-nine 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.
- 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 Services.

*It is understood that the GBVA does not have the right to impose any restriction that unreasonably delays the installation of a video antenna, unreasonably increases the costs of or precludes a viewer from receiving an acceptable quality signal.*

### STATION ANTENNA STRUCTURES

Antennas for AM/FM radio, amateur ("ham") radio or internet are covered in FCC regulation 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 and does not include homeowners' associations.

**Modification Request Forms may be obtained from Lakewood Ranch Town Hall, via  
lakewoodranchgov.org, or in the Forms section of this manual.**

## BULLETIN #8 Boating/Fishing/ Lakes

### BOATING

SUMMERFIELD LAKE  
LAKE HERON  
TROPHY LAKE

### Boating Restrictions

- Boats shall be limited to 16 feet in length.
- Boaters are restricted from using the lake bank for docking or beaching of boats
- Use of powered or other internal combustion engines is prohibited on all lakes.
- Boats may be launched only at designated launching sites.

### LAKWOOD RANCH NEIGHBORHOOD LAKES *(Between SR 70 and University Parkway)*

### FISHING AND OTHER USE RESTRICTIONS

- Fishing in any lake is subject to all laws of the Florida Game and Fresh Water Game Commission.
- Boating is prohibited in all neighborhood lakes except those listed above.
- Fishing is allowed unless posted otherwise and is subject to general use guidelines. Fishing is not allowed behind private residences or property except by property owner. **Residents are not allowed to park a vehicle along a street, roadway or common area adjacent to any lake in order to fish on the bank.**
- No swimming allowed in any lakes in Lakewood Ranch.
- Catch and release is encouraged throughout Lakewood Ranch except in Lake Uihlein where it is required. Bass taken from any lake must be at least 14 inches in length and no larger than 20 inches in length and are limited to five per day per person, unless further restrictions are adopted by other regulating agencies.
- For trophies or large fish, a photograph should be taken along with a measurement of girth, length, and weight to allow a qualified taxidermist to mount a replica; once measured, these large fish should be released.

### 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 freshwater lakes in Florida due to the risk of alligators, snakes and other native inhabitants.
- Boaters are reminded to follow all Federal and State Regulations for "safe boating."

### Other

- SMR, CDD's and Homeowners' Associations reserve the right to change rules from time to time.
- It is intended to open other lakes for fishing as they are completed.
- 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.

**BULLETIN #9**  
**Pool/Lanai**

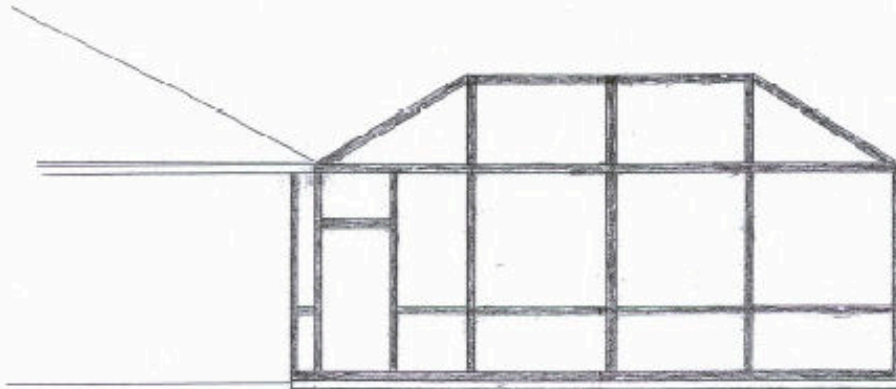
**POOL CAGE & LANAI EXTENSION REQUIREMENTS**

The following items must be submitted along with a Modification Request for a pool and cage and/or lanai extension.

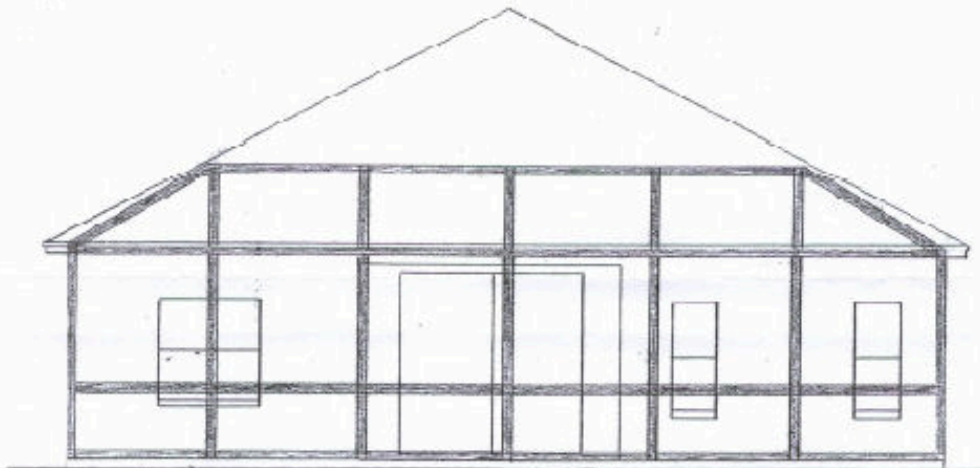
- Surveyed site plan indicating the location of the structure.
- Rear elevation indicating attachment to the home, dimensions and type of structure (*See sample included in packet*).
- Spec. sheet for pool and cage.

Please make sure all items are included with your request.

**REAR AND SIDE ELEVATION SAMPLE**



LEFT VIEW SHOWING SCREEN CAGE



REAR VIEW SHOWING SCREEN CAGE



## BULLETIN #10 Emergency Generator Criteria

Permanently installed generators are permitted for individual homes with the following considerations:

- Permanent generators must be powered by natural gas, which is connected to the main natural gas line of the home.
- Generators are to be used for emergency purposes only when commercial electrical power is not available. \*
- Proper screening is required. The location and types of medium shrubs (as described in the Homeowners' Manual) to be used to screen the view on all three sides are to be indicated on the site plan.
- Submission to Modifications Committee for approval is required and must include:
  - Manufacturer's specifications for unit, wiring, mounting, and sound level production
  - Copy of surveyed site plan showing the location of the generator relative to the home.

All installations of generators must comply with state and county regulations.

- A county permit is required. If the county permitting process causes any changes in what was approved by the Modifications Committee, the changes must be submitted to the Modifications Committee.
- The generator must be professionally installed.
- Must be at least 5 feet from any door or window opening, and at least 10 feet from your neighbor.
- Generators must be located on the exterior of the home, excluding the lanai.
- 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 10:00 a.m. and 2:00 p.m.

## **BULLETIN #11**

### **Flags**

Per Florida Statute a homeowner may display 1 portable, removable United States flag in a respectful manner.

- Flag should be a maximum of 4 1/2 X 6 feet.
- The flag should be lighted at all times, either by sunlight or by an appropriate light source. It is proper to display the flag from sunrise to sunset on all days.
- Flag may be displayed on brackets attached to the home on a removable pole, in the ground with a removable, retractable or permanent pole with a maximum height of 20'.
- The flag should be flown in fair weather, unless the flag is designed for inclement weather use. Flags and poles must be removed or retracted during severe weather conditions.

**The use of a flag pole requires Modifications Approval.**

**Modification Request Forms may be obtained from Lakewood Ranch Town Hall, via [lakewoodranchgov.org](http://lakewoodranchgov.org), or in the Forms section of this manual.**

## IX. FORMS

### REQUEST FOR SPECIAL ATTENTION

**Remit to:**

Community Development District  
8175 Lakewood Ranch Boulevard  
Lakewood Ranch, Florida 34202  
PHONE: 727-0899 FAX: 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**

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

**Action Taken**

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

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) 907-0272

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:

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Nature of Violation:

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

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

Action Taken:  Corrected

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



Lakewood Ranch  
The Nature of Florida

# LAKWOOD RANCH MODIFICATION REQUEST FORM

FOR OFFICE USE	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 most items and highly recommended all 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 and highly recommended for all.  
(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)  
SRVA – See Bulletin # 11

## \* Awnings/Shutters

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

## \* Driveways/Walkways

Color chosen from palette  
Brochure & sample for etching/stamping  
All Villages - Signed Bulletin #2

## Fencing

Type of fence  
Color and material of fence  
Location drawn on survey site plan  
Landscaping plan  
All Villages - Signed Bulletin #1

## Flag Poles

CEVA - See Bulletin # 13  
GBVA - See Bulletin # 11  
SRVA - See Bulletin # 9

## \* 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  
CEVA - See Bulletin # 11  
GBVA & SRVA - See Bulletin # 10

## \* Hurricane Shutters/Protection

Location and means of attachment  
Sample/Picture  
Color and material

## Lanai Extension w/ Screening

Survey site plan showing extension  
Access Form signed by neighbor  
Drawing of rear & side elevations (mansard cage)  
CEVA & GBVA - See Bulletin # 9  
SRVA - See Bulletin # 12

## Lanai Extension w/o Screening

Survey site plan showing extension  
Access form signed by neighbor  
Material used on decking/patio  
CEVA & GBVA - See Bulletin # 9  
SRVA - See Bulletin # 12

## \* Landscape Curbing/Edging

Location drawn on survey site plan  
Color & sample or picture  
Refer to Homeowners Manual for height specs

## 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  
CEVA – See Bulletin # 10

## \* Outside Lighting

Location of lighting  
Voltage  
Height  
Picture

## Paint

Color choices from LWR approved Color Palettes  
All Villages - See Bulletin # 4

## \* Play Equipment

Location drawn on survey site plan  
Height (cannot exceed 10' including canopy)  
Picture  
Name/location of landscape screening on survey plan  
All Villages – See Bulletin # 5  
CEVA – See Bulletin # 12 for Hoop Policy

## 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  
CEVA & GBVA - See Bulletin # 9  
SRVA - See Bulletin # 12

## \*Roof

Brochure showing color and style of material  
Shingles must be architectural type

## Satellites

Size (not to exceed 1 meter or 39")  
All Villages – See Bulletin # 7

## \* Screen/Decorative Doors

Picture or brochure  
Color  
Location

## Solar Panels

Location drawn on survey site plan

## Trampoline

Location drawn on survey site plan  
Dimensions (height and diameter)  
Landscape Plan drawn on site plan to screen from street, neighbor or lake  
CEVA & SRVA – See Bulletin #5  
GBVA – Trampolines not permitted

## \* Trellis

Location drawn on survey site plan  
Picture  
Means of attachment to home

To obtain a copy of your survey site plan please call or visit Manatee County Division of Records, 1112 Manatee Avenue, 4<sup>th</sup> Floor, Bradenton, FL, Phone: 748-4501 x 6860.



**LAKEWOOD RANCH PAINT  
MODIFICATION REQUEST FORM**

**LOT CODE**  
\_\_\_\_\_

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

Name	Village	Neighborhood	Lot Number
Address		Email Address	
Home Phone	Cell Phone	Work Phone	
Left Neighbor Color	Right Neighbor Color	Neighbor Across the Street Color	

Please Review the Association Paint Palette before submitting.

- ❖ *Greenbrook garage color may be body or trim color.* The deadline for submitting **completed** requests for Greenbrook is noon, the Thursday prior to the next meeting.
- ❖ *Summerfield/Riverwalk preferred garage color to match body (white may be chosen).* The deadline for submitting **completed** requests for Summerfield/Riverwalk is noon, the Tuesday prior to the next meeting.

Existing Body Color	Existing Trim Color	Existing Door/Shutter Color	Existing Garage Color	Roof Color
Requested Body Color	Requested Trim Color	Requested Door/Shutter Color	Requested Garage Color	

**FOR OFFICE USE ONLY**

<input type="checkbox"/> Corner Lot <input type="checkbox"/> Lake Lot <input type="checkbox"/> Interior Lot <input type="checkbox"/> Preserve Lot	Modification Committee Comments or Conditions: _____ _____ _____ _____
<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied <input type="checkbox"/> If a violation, must be completed by: _____	Committee Authorized Signature: _____ Date: _____ Owner Notified: _____ Copies Mailed: _____

**\*\*RESUBMITTAL IS REQUIRED IF WORK NOT COMPLETED WITHIN 6 MONTHS\*\***

## 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

### Staff Listings

Name	Title	Extension	Email Address
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