



SUMMERFIELD/RIVERWALK VILLAGE

Homeowners' Manual

A Deed Restricted Community

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Lakewood Ranch
The Nature of Florida Living

To: Summerfield/Riverwalk Homeowners

From: Your SRVA Board of Directors

Subject: **Revised Summerfield/Riverwalk Homeowners' Manual**

The enclosed DVD replaces your current Homeowners' Manual. For your convenience, the Articles of Incorporation, Declaration of Covenants, Bylaws, Bulletins, Amendments, and the Town Hall Staff listing are also included. If desired, a hard copy of the manual is available for pick-up at Town Hall, between the hours of 7:00 AM and 6:00 PM, Monday through Thursday.

The Summerfield/Riverwalk Village Association (SRVA) Board of Directors has recommended the changes be added to the manual.

Please remember, what each homeowner, or their guest does, affects all homeowners.

Feel free to call Community Association Services if you have any questions.

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

INTRODUCTION

Welcome to Lakewood Ranch, your new hometown community!

Lakewood Ranch is a master planned community. The overall theme encompasses a wide range and variety of living opportunities that include single family homes, villas, and 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 Summerfield/Riverwalk in Lakewood Ranch Community Development District 1.

When a property is purchased 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.

SUMMERFIELD/RIVERWALK VILLAGE

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

Mail Boxes:

An incoming mailbox has been assigned to you. Should new keys be needed, please contact a locksmith.

Community News Channels (Bright House Networks): Channel 95

Requests for Special Attention Form:

This form (available at Town Hall or on Digital Village) may be submitted by any resident wishing to bring attention to a specific issue or problem as it applies to the common grounds in the neighborhood.

Modification Request Form:

This form (available at Town Hall or on Digital Village) is to be used by the homeowner wishing to make any exterior changes or additions to their home or landscaping after the initial design approval.

Modification Committee:

All modification requests submitted to the SRVA Modifications Committee for building changes, fences, landscape changes, lanai changes and any other modifications to the home's appearance must include scale drawings and/or pictures. These drawings and/or pictures should clearly indicate the modification's placement, shape, size, dimensions, distances to property lines, distances to easements and any other factors that might influence the modification's acceptability and suitability.

Hurricane Protection:

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

Drop Box:

A drop box is located at the entrance of Town Hall for after-hours. **Please do not leave cash.**

Fire Hydrants :

Fire Hydrant guidelines are a Manatee County Public Safety Ordinance and are governed by the Manatee County Fire Department. Landscape clearance for fire hydrants must be 7.5 feet on (3) three sides and 4 feet in rear.

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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 I, Definitions and Interpretation of Declaration of Covenants*).
- E. Rentals
1. The homeowner may lease the property provided that approval has been received from Community Association Services. The minimum lease will be six months. In Summerfield Crest and Bluffs, the minimum lease term is one year. Whether the owner or a lessee lives on the property it must meet the requirements of a single-family dwelling.
 2. Other than an approved lessee, any person other than the owner(s) and family shall occupy no lot. 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 unit for more than 1 month shall be deemed a lessee, (regardless of whether a lease exists or rent is paid).
 3. Occupancy in a non-owner occupied residence by non-family guests or visitors shall be limited to thirty (30) consecutive days in any six month period.
 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. Rental leases are not permitted to be sub-leased or assigned.
 6. A fine of \$100 will be imposed for leases submitted after the commencement date.
 7. Important note, there are a number of restrictions relative to leasing property in Summerfield/Riverwalk. We refer you to Bulletin #6 (page 37) for the Rental Policy. *The SRVA 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.*
 8. Management of a rental property by anyone other than the owner requires written authorization to the Association.

- F. Business on premises - While a member of the family may conduct business from the home, at no time shall such activities provide services or manufacture goods for sale on the premises. The business may not cause an increase in foot or 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 SRVA 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 Summerfield/Riverwalk Village. Landscaping in the rear yard can reflect personal taste by providing for special gardens and natural landscape arrangements. Side yard plantings should be neighbor friendly. Natural planting layouts are encouraged.
- 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.

(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 SRVA recognizes this need and wishes to accommodate these changes. However, it is important to remember that the changes may affect the character of your neighborhood and the tone of the village.

It is for this reason that the Modifications Committee must approve changes. They are charged with the responsibility of maintaining the original design standards. Request forms are available on Digital Village or from Community Association Services. Contact Community Association Services for specific requirements not covered in this manual.

Address Treatments: Are a mandatory requirement. Numbers must not be 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: Require Modifications Committee Approval - Must match or contrast with the color of the house.

Basketball Hoops: That fit into a sleeve and can be removed or retracted during severe weather are permitted with Modifications Committee approval. All basketball hoops, including portable hoops must be placed by the side of the driveway so as to facilitate the actual play being in the driveway and must either be upright or stored in the garage.

Birdhouse and Bird Feeders: Homeowner option in rear yard.

Boating: There are restrictions! **Review Bulletin # 8 from Community Association Services for details.**

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

Decorations: Homeowner option - Holiday decorations are welcome. They may be regulated as to quantity, nature and how long they may remain in place. Christmas, Hanukkah and Kwanzaa decorations may be displayed from Thanksgiving Day to January (15) fifteenth.

Decorative Items:

- a. Must be placed in the planting beds adjacent to the home. This is a Homeowner Option. They may not be more than ten (10) feet from the front of the house and are limited to a quantity of three (3). The maximum height is thirty (30) inches and shall be in earth tone colors, i.e. earth tone colors consistent with the planting beds in which they are located. English Garden Globes may not be placed in locations visible from the street.
- b. Shepherd's Hooks over thirty (30) inches tall are prohibited.
- c. All decorative items over thirty (30) inches tall require Modifications Committee approval.
- d. Portable chimneys are permitted in rear yards only.
- e. Stepping Stones; see *Landscape*.

Decorative Fountains, Birdbaths and Benches:

Require Modifications Committee Approval. The owner is allowed one of these items in addition to three decorative items. They will be considered on a case by case basis. A color picture of the item 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, bird bath or bench is in keeping with the home and surrounding landscape the thirty (30) inch height limit may be waived.

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.
- d. Wood and faux wood framed front door frames or casing may be permitted with Modifications Committee approval when of natural wood colors from the approved palette or approved color on the paint palette.

Driveways:

- a. Material or color change requires Modifications Committee approval. **Review Bulletin #2 from Community Association Services 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.
- c. Driveways may be widened with prior approval of the Modifications Committee. The additional material shall either be concrete or driveway pavers of a color appropriate to the home. In no case shall the width of the driveway extend beyond the width of the garage. The complete installation job shall be of professional quality at least to the original driveway.

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.

Equipment/Mechanical: 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 materials is required. Equipment should be accessible for maintenance purposes. Window air conditioning units are not permitted.

Fencing:

- a. Perimeter, amenity, privacy and invisible dog fencing require Modifications Committee approval and are the only types permitted.
- b. Any new or replacement fences must be PVC.
- c. Fences are prohibited in the Forest, a maintenance free neighborhood.
- d. Invisible Fencing may not be placed in the front or side yards. Approved fences are grandfathered. Freestanding arbors, trellises or fences are not permitted.
- e. **Review Bulletin #1 from Community Association Services before purchasing materials or signing a contract.**
- f. Please be advised that it is the fence owners' responsibility to maintain both sides of fence.

Fishing: There are restrictions! **Review Bulletin # 8 from Community Association Services for details.**

Flags:

- a. Free-standing flagpole must be installed in accordance with the guidelines set forth in **Bulletin #9**. Modifications Committee approval of the installation is required.
- b. Brackets may be attached to the house or garage to hold one pole for a flag which is no larger than 4.5 feet by 6 feet. This is a Homeowner Option.
- c. The American flag will be flown in accordance with Federal Statutes.
- d. All flags and flagpoles must be secured or removed prior to high wind conditions.

Garage Doors:

Garage doors shall be kept closed at all times except when the 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 doors to be left open.

Garage Door Vents:

- a. Require Modifications approval.
- b. They may only be installed on the bottom row of the garage door panel.
- c. They must be painted the same color as the garage door.

Garbage, Yard Waste and Trash Disposal Containers: Garbage pick up 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*. All trash must be in sealed rigid plastic containers, no larger than that which is allowed by the current waste hauler, with the exception of yard waste, and recyclable items which have their own containers. 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.

Generators: Portable powered generators and Permanent natural gas generators are permitted. Permanent generators require Modifications Committee approval. **Review Bulletin #10 from Community Association Services 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 Law.

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

Irrigation: 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. Refer to current Watering Schedule which may be obtained on Digital Village or at Community Association Services. Watering is permitted once per week (using your Primary Day) during months July through March. Water is permitted twice per week (with addition of Second Day) from April through June. Watering may not be necessary during the summer rainy months, typically mid-June through mid-September. Watering outside of your scheduled time is not permitted.

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. The size and shape of trees and shrubs must be maintained so as not to pose a safety hazard by restricting visibility.

- a. Shrub and flowerbed edging must be properly installed and maintained. It may not rise more than (8) eight inches above ground level and must be natural in color. Edging not in compliance must be re-installed or removed.
- b. 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, creating new beds and using shrubs or perennial flowers not on the approved palette all require Modifications Committee Approval.
- c. 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.*)
- d. Buffer planting - Vegetable gardens must be screened by the use of landscape materials of at least (24) twenty-four inches in height when planted.

- e. 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.* Automatic lawn care delivery systems that are connected to the home irrigation systems are not permitted.
- f. Mowing - owners of lakefront property are responsible for mowing and maintenance of the lake bank down to the water line.
- g. Street trees – Live Oaks and other canopy 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 of (8) eight feet over the sidewalk, and (14) fourteen feet over the street, as required by the Fire Dept. Homeowners may not remove the mandatory street tree. *This is a County Requirement.* Street trees may be replaced with trees shown in the Plant Palette and indicated with an asterisk (*) under Canopy/Street*/large Accent Trees. All tree removal/replacement must have Modifications Committee approval.
- h. Turf Grasses - Floritam, St. Augustine grass in sod or plug form, or Empire Zoysia, in sod form, are the only acceptable turfs. **No Modification approval is needed.** Installation of Empire Zoysia may be completed in two phases with the front yard to the street in one year, and the rear yard the following year. The lot lines must be edged on a regular basis to maintain the integrity of the new lawn, not allowing Zoysia to invade any neighboring St. Augustine turf. The use of rye seed or Bahia grass in any form is Strictly Prohibited. See Exhibits H and I for more information.
- i. Freestanding arbors or trellises are prohibited.
- j. Stepping Stones are defined as having flat tops and be spaced for walking, not round tops used for decoration. They need Modifications Committee approval.
- k. Plant beds must have a sufficient layer of mulch at all times. Bare areas are not acceptable. White mulch is not allowed.
- l. Lawn mowers and leaf blowers should not be used before 7:00 AM on weekdays and 8:00 AM on weekends and holidays.
- m. Citrus trees are only permitted in the rear and side yard with Modifications Committee approval. They must be 25 feet from the front of the house. Existing fruit trees in side yards will be grandfathered. Dropped fruit should be removed promptly.

Lawn Furniture: Including hammocks, gliders, swings, and chairs must be stored when not in use unless located in the rear yard. This is a Homeowner Option.

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: Individual boxes or newspaper delivery boxes are Strictly Prohibited.

Moving:

- a. Moving - Temporary, portable storage units will be permitted in the driveway for a maximum of 72 hours. Commercial moving vehicles will be permitted in the driveway for a maximum of 48 hours for moving purposes only.

Painting (Exterior of Home):

- a. ALL repainting of homes requires approval of the Modifications Committee. If repainting with the same color, that color must have been the original approved color or be on the current color palette.
- b. Paint palette sample book is available from Town Hall. Sample book may be borrowed for one week with a \$20.00 refundable deposit. If not returned, within the week it will be considered a violation, carrying a fine of up to \$100.00.

Parking

- a. Parking any vehicle on the street overnight between the hours of 11:00 pm to 6:00 a.m. is Strictly Prohibited
- b. The following vehicles may **ONLY** be parked in an enclosed garage: 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. (Moved from Definitions.) Campers, mobile homes, motor homes, recreational vehicles, horse vans, motorcycles, motor bikes, and trailers of any description are included. This restriction also applies to ancillary vehicles such as riding mowers, canoes, kayaks, and boats of all descriptions. Any vehicles that are not validly licensed or 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. They must also be 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. Sidewalks are required to be kept clear. Occupants and their guest are asked to be considerate of their neighbors and not park so that cars obstruct the public ways.

Patio and Patio Extensions:

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

Pergolas:

- a. Requires Modifications Committee Approval. The Pergola shall be no taller than one foot above the eave it boards. The Pergola must be completely behind the house and shall not extend beyond the sideline of the house. The Pergola shall be constructed of stud materials and must be either securely anchored to the home, securely anchored into the ground or sunken footers into the ground.

Pets:

- a. Leash rule - In accordance with Manatee County code and SRVA regulations, cats and dogs must be on a leash and controlled by an adult or mature teenager who can handle the dog when being walked. Dogs may be confined in a fenced rear yard while the 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 - Allowing pets to have excretions on any common area or someone else's property, without removal by pet owner is Strictly Prohibited.
- 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. Potbellied 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. Enclosures should be designed as an integral element of the dwelling. The roof of any cage must not exceed the height of the house. (*Child safety fencing is County required*). Privacy screening for spas and hot tubs must be mounted within the caged area. It must be painted white or tinted to match the metal of the cage. All electrical utilities, pumps and piping must be screened from view with approved landscaping. Please obtain a Pool Packet from Community Association Services prior to submittal. **Drainage of pools, spas and/or hot tubs in lakes or storm drains is strictly prohibited. See Exhibit E.**

Porch (Front or Entry Way):

- a. Homeowner Option - May contain furniture designed for outdoor use. Flowerpots intended for outdoor use are also permitted.
- b. Screening front porch or entry way - Strictly Prohibited.

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. **Review Bulletin # 6 from Community Association Services before entering into any agreements. A fine of \$100.00 will be imposed for leases submitted after the commencement date. Refer to Page 3, Item E for more information.**

Right of Entry: Staff of Community Association Services is allowed right of entry on residents' property to perform inspections of alleged violations.

Sales: Except for Lakewood Ranch sponsored sales, garage, moving, yard, tag and similar sales are strictly prohibited. A one-time \$50.00 fine will be imposed for violation of this restriction.

Scooters (Motorized): Strictly prohibited as per Florida State Uniform Traffic Control Law.

Sheds (Storage):

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

Shutters: Require Modifications Committee Approval

- a. Decorative shutters must match or contrast with the color of the house.
- b. Hurricane shutters are permitted with Modifications approval. Permanently installed hardware for hurricane shutters must be painted to match the attachment site.
- c. Hurricane shutters may remain in place from the time the storm watch is issued, seven (7) days after the storm warning is lifted.

Sidewalks (Public): Are required to be kept clear. Changing material or color is Strictly Prohibited.

Signs: Please see Exhibit D, Sign Policy.

Solar Panels: Require Modifications Committee Approval - **Review Bulletin #3 from Community Association Services before signing any contracts or purchasing materials.**

Spas and Hot Tubs: See "Pools"

Swing Sets and Children's Playground Equipment: Require Modifications Committee approval. Review Bulletin # 5 from Community Association Services before purchasing any equipment. Portable play equipment and playhouses must be stored when not in use.

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

Vehicles: Commercial, passenger and public service vehicles - please see page 10 for definition and description.

Walkways: Changing Materials and Color requires Modifications Committee approval. Review Bulletin # 2 from Community Association Services before purchasing materials or signing a contract.

Yard Lamps: Are required and may not be removed. They shall be lit from dusk to dawn, and controlled by an electronic photo-sensor. Blinking or colored bulbs are not permitted. They shall have the intensity equivalent to a 60 watt bulb. If low voltage 12 v lights are used, two each of Model 1141 or Model 1156 bulbs may be used. Fluorescent bulbs are permitted. See Exhibit G for replacement guidelines.

III. USE RESTRICTION VIOLATION FINES

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

Article VI Maintenance of units, lots and Exclusive Common Areas	Per Day or Per Incident
Section 1. Exterior of Units (driveways, sidewalks, fences, etc.)	not to exceed \$50
Section 2. Lots (landscaping, irrigation, etc.)	not to exceed \$50
Section 4. Exclusive Common Areas	not to exceed \$50
Article VII Certain Use Restrictions	
Section 2. Land Use and Building types	\$25
Section 3. Easements	not to exceed \$50
Section 4. Nuisances	not to exceed \$25
Section 5. Temporary Structures (Fences, basketball hoops, etc.)	not to exceed \$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	not to exceed \$100
Section 11. Commercial Vehicles, Trucks, Trailers, Campers	not to exceed \$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 or Lake Banks	not to exceed \$100
b. Improper Discharge into Lake	\$100
c. Maintain to Water Level	\$25
d. Misuse of Lake Easement	not to exceed \$50
Section 16. Unit Air Conditioners and Reflective Materials	not to exceed \$50
Section 17. Exterior Antennas	not to exceed \$25
Section 18. Renewable Resource Devices	\$25
Section 19. Driveway and Sidewalk Surfaces	\$25
Section 20. Artificial Vegetation	not to exceed \$25
Article VIII Resale, Lease and Occupancy Restrictions	not to exceed \$100
Article XV Governmental Requirements	
Section 2c. Disturbance to Common Areas	not to exceed \$100
Section 3. SWFWMD	not to exceed \$100
Section II. Homeowners' Manual	
Watering/Irrigation Restrictions	not to exceed \$50
Lakefront Liquid Fertilizer	not to exceed \$50
Parking	not to exceed \$50
Rentals	\$100
Sales	\$50

Note: Fines for all behavioral violations such as parking, motorized scooters, not cleaning up after pets, noise, nuisances, etc. will be doubled from the previous fine for each additional occurrence up to \$100.00. Fines not paid within thirty (30) days will have a late fee of 18% per year added. The Association's fine for each violation shall not exceed \$5000.

IV. VIOLATIONS ENFORCEMENT PROCESS

1. TYPES OF VIOLATIONS

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

A. Modification and Maintenance Violations

- A modification is made without an application being filed with the MC.
- A homeowner makes a modification after denial by the MC.
- The 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 and detailed in the Declaration of Covenants.

B. Behavioral or occurrence violations, such as parking overnight in the street, allowing dogs to run unleashed, etc.

2. COMMUNITY ASSOCIATION SERVICES AUTHORITY

The SRVA Board has delegated authority to Community Association Services to manage the violation enforcement process.

3. REPORTING OF VIOLATIONS

A member of the Modifications Committee may identify a potential violation, Neighborhood Committees, any homeowner, or the association management office/Community Association Services at Town Hall may also report a violation.

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

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

- Community Association Services requires written documentation of observed violations by at least two residents (representing two separate properties) and, if possible, a picture or videotape. (Testimony of residents observing the violations is only required if the Hearing Panel determines it is necessary, or it is requested by homeowner in question.)
- First incident - In order for the fine to be levied, a resident would have to report one incident in writing documenting dates and times. (A phone call and/or letter, including fine information would be sent indicating that if another written report was received, a hearing would be scheduled.)
- Second incident -A second resident from a different property would have to report this incident in writing with dates and times. A final letter will be sent at that time indicating that a hearing has been scheduled for this occurrence. The Hearing Panel will determine if a fine is warranted.
- The names of reporters will be divulged only if the violation progresses to a hearing and the homeowner in question requests the names in writing. Community Association Services will have 72 hours to mail the names of reporters. Although it would not be likely, the reported party may request that the witnesses appear.

Fines shall be levied on a per incident basis.

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 Community Association Services to solve problems if, or when, they occur.

Legal Action

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

V. COMPLIANCE COMMITTEE PROCEDURES

Purpose:

The purpose of the Hearing Panel is to provide a hearing for a resident to appear in their own defense. The Committee may not review or overturn any decision made by the Modifications Committee. That power shall reside solely with the SRVA 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 SRVA 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, if necessary, to hear each case as it occurs. Unless otherwise requested by the person accused, the neighborhood in which the violation has allegedly occurred will not have a member on the Hearing Panel.

Organization:

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

Conduct:

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

The members will keep all discussions confidential.

Scheduling and Conduction of Hearings:

1. Hearings may be scheduled for either day or evening (5pm). All notices calling for day hearings shall include the statement that the homeowner may request a change to an evening hearing by calling Community Association Services during business hours and that request will be granted. All hearings scheduled for a specific date shall be scheduled for the same time.

A calendar call will be made at the start of the proceedings. Any homeowners present shall be asked if they are willing to proceed in the absence of the complainants. If not, the hearing shall be adjourned to allow the witnesses to appear.

2. Hearings where the homeowner is present are to be held first followed by the matters in which the homeowners are not present.
3. All hearings shall be informal and all parties 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. In the absence of the homeowner, or with permission if present, all hearings shall be conducted by written submission. The submissions will contain the history of the alleged violation including date and substance of complaint action taken by Community Association Services, further history, further actions of Community Association Services including scheduling of fine. Copies of all correspondence are to be furnished to the panel together with any relevant photographs. Statement of current condition is to be included. The Community Association Services representative will be present to respond to any questions of the panel or homeowner.

4. Proceedings shall continue in order without recess for decision making.
5. All hearings shall be taped.
6. Any relevant evidence is admissible without regard as to whether such evidence is hearsay or otherwise inadmissible in a court of law. The panel may exclude irrelevant, immaterial or unduly repetitious evidence.
7. Each party has the right to representation by counsel at his or her own expense. Either party may cause the hearing to be transcribed at his or her own expense.
8. Homeowners retain right of appeal to the Board of Directors, one (1) time per issue, in writing.
9. The Panel may expel any party or attorney from any hearing for improper, disorderly or contemptuous conduct.
10. Any appeal must be received within thirty (30) days from the date of the decision by 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. Panel members cannot serve on both the Compliance Committee and the Modifications Committees at the same time.

Finding:

Within seventy-two hours of the close of the hearing, the Panel must make a finding based on the evidence whether or not a violation has occurred and whether the fine proposed is warranted or if there should be a fine in any other amount not exceeding the amounts allowed by the Homeowners' Manual. The panel may condition the fine on such conditions as it deems proper including waiver thereof if the panel's conditions are met. The findings shall be in writing and approved by a majority of the Panel members. No fine can be levied without the approval of a majority of the panel members. The findings shall be delivered with such seventy-two hours to Community Association Services, which shall notify the homeowner of the results. In any case, an administrative fee of \$50.00 may be imposed to defray some of the expense related to the enforcement process.

VI. EXHIBITS

EXHIBIT A PLANTING PALETTE

Canopy/Street*/Large Accent Trees

Twelve Feet (12') ht. five feet (5') spread; two and one half inch (2 ½") caliper; four feet (4') clear trunk. Please note that these requirements do not apply to current landscaping, only to replacements.

<u>Common Name</u>	<u>Botanical Name</u>
(N) Live Oak*	Quercus virginiana
(N) Laurel Oak*	Quercus laurifolia
(N) Southern Magnolia*	Magnolia grandiflora
(N) Sweet Bay Magnolia*	Magnolia virginiana
(N) Red Maple*	Acer rubrum
(N) Drake Elm	Ulmus parvifolia "Drake"
(N) Sweet Gum "Palo Alto"	Liquidamber styraciflua
Pines	Pinus species
Highrise Live Oak*	Quercus virginiana
(N) Seedless Sweet Gum	Liquidambar styraciflua
Shady Lady Black Olive	Bucida buceras
(N) Winged Elm*	Ulmus alata
(N) Sugarberry	Celtis laevigata

Small Accent Trees

Eight feet (8') height; four feet (4') feet spread; one and one half to two inch (1½ -2") caliper; three feet (3') clear trunk. Please note that these requirements apply to additional landscaping, and replacements.

<u>Common Name</u>	<u>Botanical Name</u>
Crape Myrtle (William Toovey Red, Basham Pink, Natchez, Tuscarora)	Lagerstroemia indica
Ligustrum Tree	Ligustrum lucidum
(N) Dahoon Holly	Ilex cassine
Savannah Holly	Photinia frazeri
Photinia Tree	Prunus augustifolia
Palatka Holly	Ilex attenuata

Large Palms: 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	Washingtonia palm
Windmill Palm	Trachycarpus fortunei
Canary Island Date Palm	Phoenix canariensis
Queen Palm	Syagrus romanzoffiana

Small Palms: Fifteen (15) gallon container grown.

<u>Common Name</u>	<u>Botanical Name</u>
Pygmy Date Palm	Phoenix roebelenii
Foxtail Palm	Wodyetia bifurcate
European Fan Palm	Chamaerops humilis
King Sago	Cycas revoluta
Chinese Fan Palm	Livistonia shinensis
(N) Saw palmetto	Serenoa repens
Adonidia – Christmas Palm	Veitchia merrillii

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
Thyrallis	Galphimia glauca
Wax Privet	Ligustrum lucidum
Juniper	Juniper species
(N) Inkberry	Ilex glabra
(N) Florida privet	Forestiera segregata
(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
Philodendron	Philodendron selloum

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

Turf

Solid sod only

<u>Common Name</u>	<u>Botanical Name</u>
St. Augustine "Floritam"	Stenotaphrum secundatum
Empire Zoysia	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.
Norfolk Island Pine	Araucaria excelsa
Brazilian Pepper	Schinus spp.
Chinaberry	Melaleuca 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

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

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

EXHIBIT B

GOVERNANCE

Each homeowner is a member of the Summerfield/Riverwalk 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 other structure, improvement or addition may be removed there from, until the construction plans and specifications and plan showing the location of the structure and landscaping or of the materials as may be required by the Modifications Committee (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 Summerfield/Riverwalk 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 modification meets the standards established by the Association.

The MC will meet as needed provided that 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 Refer to required building permits in accordance with applicable County ordinances.**
- Performance or quality or 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 and chaired by a Board member. 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:

A copy of all requests will be sent to the appropriate neighborhood committee for comments prior to the MC meeting if applicable (for maintenance free neighborhoods).

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 unless otherwise noted in this manual. An application must be submitted to the MC and written approval received prior to commencement of ANY change, unless otherwise noted in this manual.
- b. Applications may be filed at Community Association Services, in person, via fax at (941) 907-0272, or via Digital Village. The address of Community Association Services is 8175 Lakewood Ranch Blvd., Bradenton, FL 34202. The telephone number is (941) 907-0202.
- c. As applications are received, they will be checked for complete information. If an application is incomplete, the homeowner will be contacted by telephone for additional information. If telephone contact is not possible, the application will be returned with a request for the missing information.
- d. All complete applications will be reviewed by the MC which meets as needed (usually weekly) to review modification requests.
- e. If the application is approved, one copy of the application and applicable design documents will be returned to the homeowner marked "approved". The original application will remain on file at Community Association Services. Upon receipt of written approval, a homeowner may proceed with filing for building permits, if applicable, and commencing with the modification.
- f. If the application is not approved the MC chairperson or a 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 reconsideration. 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 SRVA 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. Re-submittal is required if work is not completed within six (6) months. The MC shall establish the maximum length of time to complete a modification at the time of application approval. The time period shall reflect the complexity of the modification. 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 a.m. to 7:00 p.m., and on Saturdays, from 8:00 a.m. to 5:00 p.m. When Eastern Standard Time occurs, construction hours are weekdays 7:00 a.m. to 5:30 p.m., and on Saturdays from 8:00 a.m. to 4:00 p.m. 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

FOR SALE SIGN CRITERIA SIGNAGE POLICY

The following is the only acceptable criteria for signs.

1. The Real Estate sign for use in Summerfield/Riverwalk Village will have a metal commercial real estate frame 42 inches high and 25 inches wide. There will be an 18" x 24", .040 gauge aluminum for the main sign and a 6" x 24", .040 gauge aluminum for riders for sales pending. The lettering will use 2mil vinyl manufactured by Arlon or equivalent, which has a life of seven years. The background of the sign will be Forest Green with white lettering.
2. Letter Sizes & 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"
3. The *For Sale/For Rent* sign must be positioned such that it is perpendicular to the street and no closer than 12 feet from the curb. Only one sign is permitted.
4. The two white boxes are for names and phone numbers and shall not contain descriptive features.
5. A *Sale Pending, Contract Pending or Sold* rider sign may be attached (by screws) to the bottom of the sign. In lieu of the *Sale Pending* rider sign, an information tube may be attached.
6. Once a property has closed or tenants have moved in, the sign must be removed within 2 weeks.
7. In the event of heavy winds, signs must be removed until weather subsides.
8. 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. Attaching flags or balloons to the sign is prohibited.
9. Displaying signs of any sort other than those listed above or otherwise authorized by the SRVA is Strictly Prohibited.
10. Homeowner Option, Security signs in front yard bedding.
11. Previously approved signs will be grandfathered in.

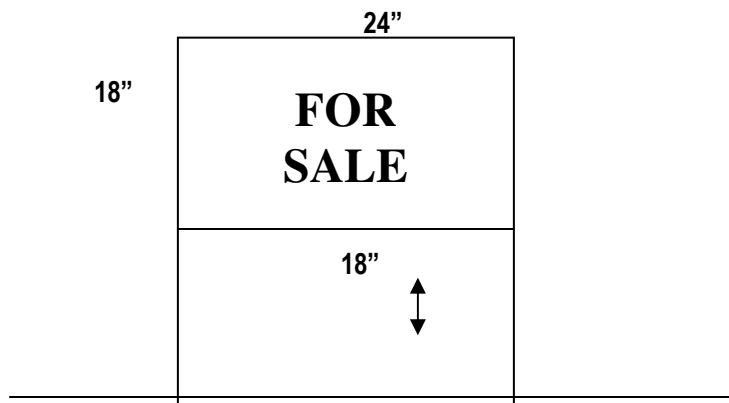


EXHIBIT E

Tips for Environmentally Safe Pool Drainage

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.**
- 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.
- 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.

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

EXHIBIT F

ADDENDUM 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 G

Yard Lamp Head Replacement Guidelines

The following guidelines were adopted by the SRVA Board of Directors at their June 1, 2006 Board Meeting for yard lamp head replacements:

For the sake 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 descriptions 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.

If the homeowner decides to install a 110 V AC fixture, its installation must meet county code requirements. A licensed electrician is recommended for such installations.

Modifications approval is not required.

EXHIBIT H

St. Augustine Maintenance

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.

EXHIBIT I

Empire Zoysia Maintenance

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.

EXHIBIT J

Lakewood Ranch
The Nature of Florida Living

Living with Alligators

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

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



*If you have information about the feeding of alligators,
report the incident to the toll-free Wildlife Alert Hotline at (888) 404-3922.*

You may remain anonymous and be eligible for a reward.

Visit MyFWC.com/alligator for more information.

EXHIBIT K



Lakewood Ranch
The Nature of Florida Living

HOW TO TREAT YOUR NEIGHBORS The “**SANDHILL CRANES**”



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

PLEASE Do Not Feed the Cranes!

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

PLEASE Drive Carefully!

- ◆ Cranes are **VERY** slow movers and often wander into the street.
- ◆ Up to **7 cranes are killed or injured** annually in Lakewood Ranch because of excessive driving 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/or 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 L

LAKWOOD 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. Daytime hours – 361-1066, nighttime hours – 232-2127.

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 Allegiance 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. In Greenbrook and Summerfield/Riverwalk, **always** contact Allegiance Security at 361-1066 for daytime and 232-2127 for nighttime.

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

VII. AMENDMENTS AND POLICIES

NEW/UPDATED POLICIES

- Membership in Good Standing/Code of Conduct Policy
- SRVA Maintenance-Free Governance Policy-Forest
- Access Rules Policy
- Standing Committee Policy

VIII. BULLETINS

<p style="text-align: center;">BULLETIN #1 Summerfield/Riverwalk Fencing Criteria</p>

PRIVACY FENCES (typically required on interior lots):

Privacy fences shall be a maximum of six (6') 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. Fences placed along side property lines must have a 25' (25ft.) set back from front corner on each side of home unless connecting to an existing fence. In which case, a reduced set back will be acceptable with Modifications Committee approval. Privacy fences must be on the rear property line. 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. All fences are subject to easements of public record. All privacy fences in drainage easements must be installed and maintained 6" above ground level. On lots that slope down, panels must be filled in at bottom to maintain a level height consistent with that of the remainder of the fence, with a maximum gap of 6" at the bottom.

AMENITY FENCES (typically required on lake and other amenity lots):

If fencing is desired on the rear and/or the side of a 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. 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). Picket fences are not permitted.

MASONRY PRIVACY WALL

Walls will constitute planter walls, privacy walls or walls used to screen mechanical components. Masonry walls shall be six (6') high with decorative stucco banding. Walls shall be constructed of eight inch (8") concrete blocks with painted stucco to match house.

Fence and Wall Locations

Fences may not interfere with the drainage patterns or project above any adjacent Lots walls or fences.

On an **Interior Lot**, fencing must be placed along the rear lot line and shall parallel the side property line. Side yard fencing may not extend closer than twenty-five (25') feet from the front of the dwelling home unless connecting to an existing fence. In which case, a reduced set back will be acceptable with Modifications Committee approval. Side yard fencing must be ON the property line unless your lot is a corner lot. In the case of an existing fence, the new fence must align at the termination point of the neighboring fence and attach to the existing fence, and new dwelling, regardless of its setback. Side by side fencing is not permitted.

On a **Corner Lot**, the privacy fence must not extend into the side yard setback for the dwelling. Any fencing visible to a public street requires landscape on street side. In this case, the fence must be five (5') feet inside the property line.

Variances to the above requirement may be considered, only if acceptable hedge material is placed along the outside of the fence and is subject to conditional approval until the hedge material is planted and the Committee can view the impact. Side yard fencing on the corner side of the lot is not permitted.

If a corner lot abuts an interior Lot in the rear, the Interior Lot Owner must landscape the street side of his fence and attach the fence to the terminus point of the abutting corner lot's rear fence.

******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 placing of the fence. If delivering site / fence plan to the office you may highlight the fence placement on the site plan.**

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

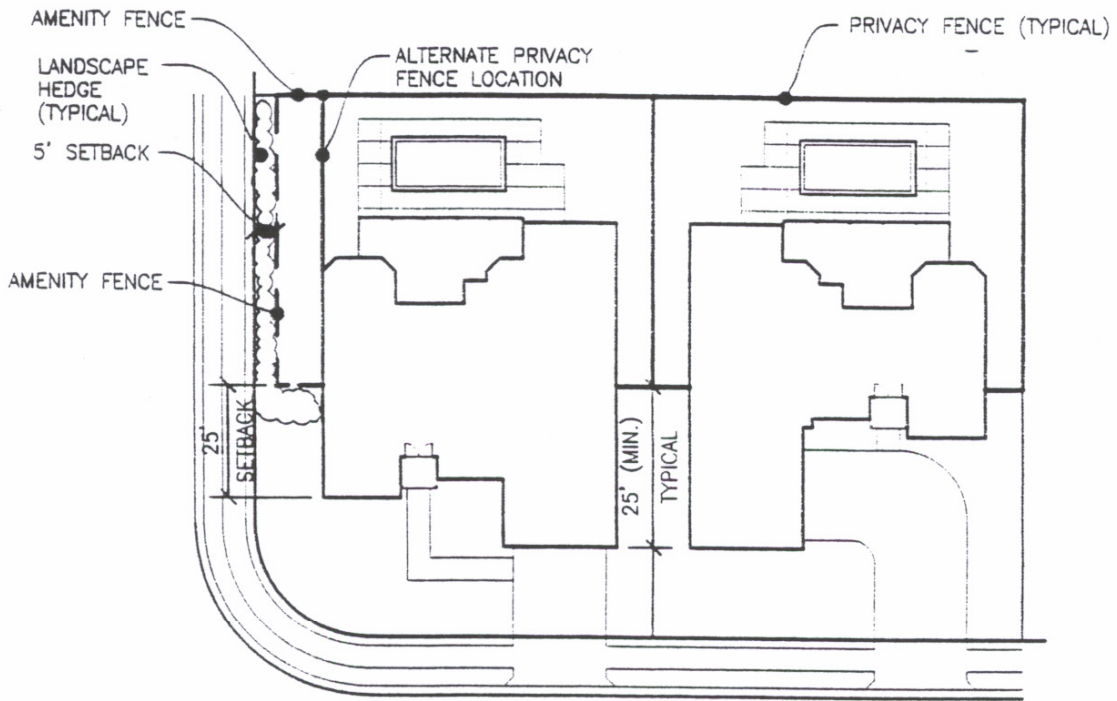
Due to some **drainage** concerns in areas in Lakewood Ranch, the following information is being provided to you, and must be abided y.

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 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.**

PLEASE SIGN BELOW TO ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTAND THIS INFORMATION.

Owner _____ Date _____



CORNER LOT

STANDARD (PRIVACY) LOT

TYPICAL NON-AMENITY LOTS

NOT TO SCALE

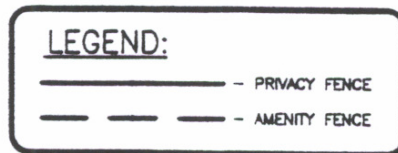
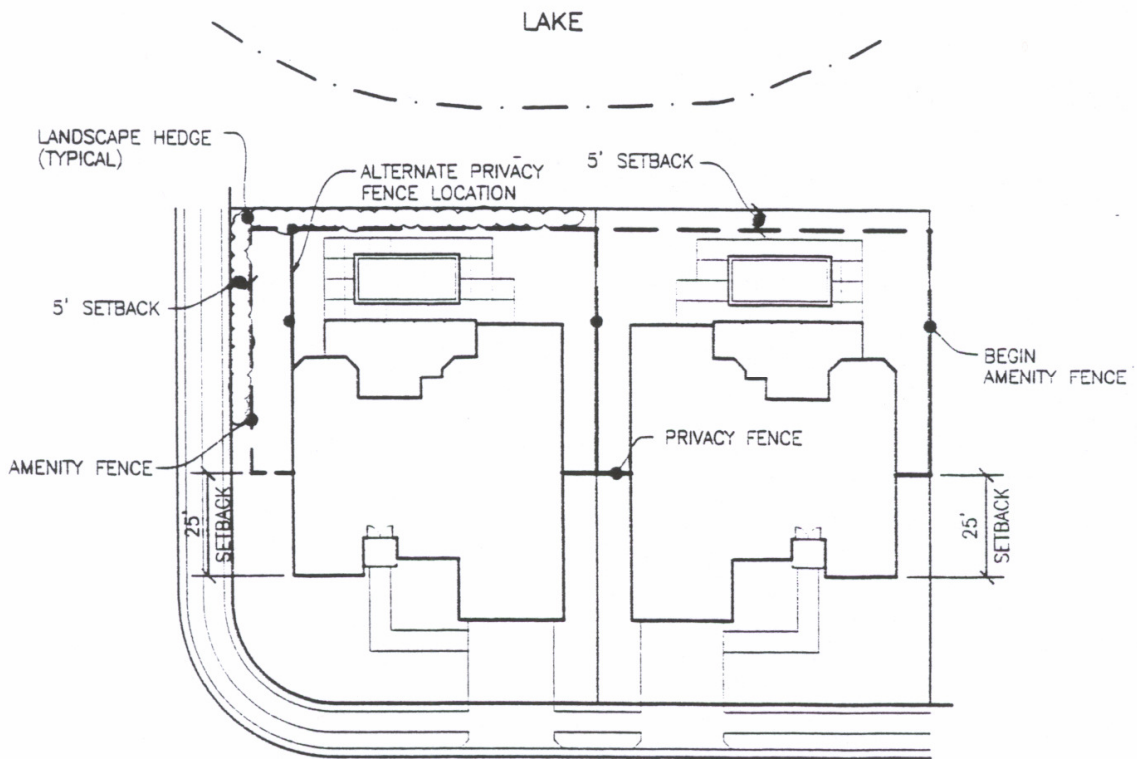


EXHIBIT M
TYPICAL FENCE LAYOUT



CORNER LOT

STANDARD LOT

TYPICAL AMENITY LOTS
NOT TO SCALE

LEGEND:

— — — — — PRIVACY FENCE

— — — — — AMENITY FENCE

NOTE:
TRANSITION SHOULD BEGIN 5' BEFORE
THE START OF AMENITY FENCE.

EXHIBIT N
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
Summerfield/Riverwalk
Driveways & Walkways

Public Sidewalks
Changing the material or color is Strictly Prohibited.
Painting Driveways and Walkways

While staining is permitted as set forth below, the use of paint is Strictly Prohibited.

STAINING DRIVEWAYS AND/OR WALKWAYS

Requires Modification Committee Approval. The only approved colors are concrete sand and gull gray (*or similar to samples provided*). The aforementioned, are xylene-based products. You may also use, if you wish, a concrete gray color Aquadeck acrylic urethane product which is available, (as a special mix color) at Scott Paint. In addition, they may be able to direct you to homes that have used these colors so that you can see an actual application. Your modification request must be accompanied by a proposal from your contractor specifically stating that each of the six steps set forth in the job specification sheet that is attached will be performed as written and that the products listed above, (*or equivalent will be used*). (*There is one sheet for the xylene-based product and another for the acrylic urethane product.*)

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 Modification Committee 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, only light or medium shade gray or tan earth tones may be utilized. 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 SRVA 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.

Job Specification for Summerfield/Riverwalk

Staining Concrete Driveways and Walkways
(Xylene-based Product)

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

Staining Concrete Driveways and Walkways
(Acrylic-latex Product)

1. Pressure wash all dirt, debris, mildew, etc.
2. Thoroughly remove any grease or oil with a degreasing agent.
3. Prime the surface with one coat of latex surface conditioner white, thinned with 25% water. Allow (2) two hours dry time.
4. Apply Scott #750 Aquadeck (*or similar product*) at full strength. Allow (12) twelve hours to dry. Apply second coat if desired.

Important note: Aquadeck #750 is a non-toxic product. However in cool temperatures or high humidity it requires an extended period to cure properly. We recommend 72 hours before driving on a surface coated with #750 Aquadeck.

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

Signature

Lot Number

Date

BULLETIN #3
Summerfield/Riverwalk
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. A system approval, issued by an authorized rating organization (*such as SRCC or FSEC*) must also be provided.

LOCATION OF PANELS

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

PIPING

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

SCREENING REQUIREMENTS

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

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

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

Signature

Lot Number

Date

BULLETIN #4
Summerfield/Riverwalk
Painting

Re-painting the exterior of a home, even if it is a duplication of the approved color scheme for that house **DOES REQUIRE MODIFICATION COMMITTEE APPROVAL.**

CHANGING THE EXTERIOR COLOR TO ANOTHER COLOR THAT IS IN THE PAINT PALETTE

If you select a new color that is in our paint palette you must file a Modifications Request. Your request will be granted as soon as it is verified that the new color is in the paint palette.

CHANGING THE EXTERIOR COLOR TO A COLOR THAT IS NOT IN THE PAINT PALETTE

You must file a Modifications Request. If requested by the Committee, paint a 4x4 sample of the proposed color on a wall or on a separate board. If the samples are to be placed on the wall it must be in an inconspicuous place. You must also paint an eight-inch (8") border of the proposed trim color on the sample. The Modifications Committee will contact you to make arrangements for an on-site inspection. It may take up to sixty (60) days before a decision is rendered.

Modification Request forms are available at Community Association Services and Digital Village.

BULLETIN #5
Summerfield/Riverwalk
Swing Sets & Playground Equipment

All play sets require approval from the Modifications Committee prior to being installed.

All swing sets and playground equipment, whether it is classified as portable or stationary must be placed in the rear of the home. It may not extend past the side perimeter of the dwelling. The maximum height allowed is ten (10) feet.

SCREENING REQUIREMENT

Landscape is required to substantially soften (not hide) the visual impact of the swing set or play equipment from all public view.

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

Play sets up to five (5') feet high must be screened by the use of medium shrubs, 3 gal. 24" to 30" high planted 3 feet on center. Equipment five (5') to nine (9') feet in height would require small accent trees, six (6') feet high with four (4') feet spread planted ten (10') feet on center. Please see examples on the approval plant palette.

The applicant must submit to the Modifications Committee a site plan clearly showing the house and the proposed play set location in the proper position on the lot. In addition, the drawing must show the screening, detailing height and type of plantings, that the applicant intends to install and its relationship to any sidewalk or roadway in front of or on either side of the home. If there is any question about the placement, the Modifications Committee will do an on-site inspection prior to rendering a decision. A Modifications Committee approved six (6') foot high perimeter fence may be used in lieu of screening. Freestanding fences are not permitted.

THIS REQUIREMENT MAY NOT BE WAIVED.

Modification Request forms are available at Community Association Services and Digital Village.

BULLETIN #6
Summerfield/Riverwalk
Rental Policy

Lease Agreement

Owner/landlords must submit to Community Association Services for approval a copy of the lease agreement prior to occupation 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. **All leases must be a minimum of (6) six months, except for the Bluffs and Crest. These neighborhoods have voted that the lease period will be a minimum of one (1) year. 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 minimum 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 this option, the \$1000 deposit will be forfeited and a new \$1000 deposit will be required made payable to SRVA.**

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.

Landscape/Irrigation Maintenance - Owner/landlords must hire professional landscapers (A person or individuals in the business of providing landscape maintenance) to maintain yards and irrigation system in each rental unit unless an exception is granted by the Community Association Services Office, which will be determined by guidelines set forth by the Board of Directors.

A copy of the landscape/irrigation maintenance contract must be delivered to Community Association Services as needed and must provide for regular maintenance to include mowing, trimming, disease/pest control and fertilizing.

Owner Deposit - Owner/landlords are required to deliver to Community Association Services the sum of \$1,000.00 to be deposited in an escrow account for each rental 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. **Effective July 24, 2002**, 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 rental unit. **DEPOSIT CHECKS SHOULD BE MADE PAYABLE TO SRVA, Inc. (Summerfield/Riverwalk Village Association, Inc.) The Hollow Condominium does NOT pay a deposit.**

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, less any outstanding fines or fees and exclusive of any interest retained by the Association, 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 rental units.

Owner/Tenant Application Forms - All of the above will be attached to an Association Rental Application 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 \$25.00 per missing item per day.
A fine of \$100 will be imposed for leases submitted after the commencement date.***

BULLETIN #7
Summerfield/Riverwalk
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 contract with the transmitter.

LOCATION OF ANTENNAS

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

NOTIFICATION

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

It is understood that the SRVA 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 are available at Community Association Services and Digital Village

BULLETIN #8
Summerfield/Riverwalk
Boating/Fishing/Lakes
Use Restrictions

ALL LWR NEIGHBORHOOD LAKES [Located between SR 70 & University Parkway]

FISHING AND OTHER USE RESTRICTIONS:

- Fishing in any lake is subject to all laws of the Florida Game and Fresh Water Fish Game Commission.
- Boating is prohibited in all neighborhood lakes except those listed below.
- Fishing is allowed unless posted otherwise and is subject to general use guidelines. **Fishing is not allowed behind a private residence or property except by property owner.**
- No swimming is 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.
- No vehicle parking is allowed along a street or on a common (grassy) area adjacent to any lake in order to fish on the bank.

Safety

- All use of Water Recreation Areas shall be at the sole risk of residents unless posted otherwise at individual areas.
- Caution should be used in all lakes in Florida due to the risk of alligators, snakes, and other native inhabitants.
- Boaters are reminded to follow all Federal and State Regulations for "safe boating."

Other

- SMR, CDDs, and homeowners' associations reserve the right to change rules from time to time. Other LWR lakes for fishing are intended to open 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.

BOATING RESTRICTIONS ON: SUMMERFIELD LAKE, LAKE HERON & TROPHY LAKE

- 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 gas powered or other internal combustion engines is prohibited on all lakes.
- Boats may be launched only at designated launching sites.

BULLETIN #9 Summerfield/Riverwalk Flags

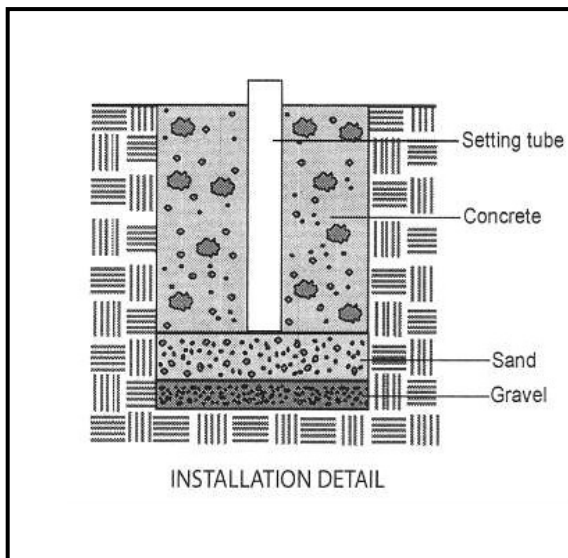
In accordance with Florida Statute 720.304, any homeowner may erect a freestanding flagpole, not to exceed 20 feet, and display, in a respectful manner, one official U.S. flag no larger than 4.5 feet by 6.0 feet. In addition, the homeowner may display one official flag of Florida, or the U.S. Army, Navy Air Force, Marines or Coast Guard, or a POW-MIA flag. Such additional flag must be equal or smaller in size than the U.S. flag.

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

Prior to erecting a freestanding flagpole the homeowner shall submit a Modification Request Form and a photo of the flagpole to the Modifications Committee citing the dimension and location of the flagpole, the size of the flag(s), which should be sized in relation to the flagpole if less than 20 feet high, and that it meets the criteria set forth in the Florida statute (as in the first paragraph above.) In addition, the flagpole must be unpainted and made of plain anodized aluminum and placed in a sleeve of the same material so that the flagpole can be removed in bad weather. Flagpoles made of fiberglass (with a metal mounting sleeve) may also be used, and have the advantage of being nonconductive, although they typically are more expensive than aluminum flagpoles. The flagpole shall have a permanently attached pulley system that would include a halyard, flag snaps, rope cleat, and have a decorative ornament (i.e., eagle or ball) in the same color as the flagpole or in a 'gold' finish.

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

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



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

BULLETIN #10
Summerfield/Riverwalk
Permanent Emergency Generator Criteria

- 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
Summerfield/Riverwalk
Home Additions

Home Additions

Home additions will be permitted if they meet the following criteria:

- Building additions to existing homes must meet all state and county building codes.
- All additions must meet height, setback and other county restrictions.
- No square footage maximums will be set as long as current setbacks are adhered to.
- They must be consistent with the theme of the home and must meet the architectural nature of the neighborhood.
- Second story additions will not be permitted in neighborhoods where two story homes do not currently exist.
- All plans and specifications for additions must be approved by the Modifications Committee.
- Architectural Control is covered in the Declaration of Covenants for Summerfield/Riverwalk Village Association, Article VII, Section 10.

BULLETIN #12
Summerfield/Riverwalk
Pool Cage and/or Lanai Extension Criteria

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.
- Access form signed by neighbor.

Please make sure all items are included with your request.



PROPERTY ACCESS FORM

OWNER: _____

LOT NUMBER: _____ NEIGHBORHOOD: _____

PROPERTY ADDRESS: _____

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

We, the neighbor(s) on lot _____, acknowledge that we are aware a pool and/or lanai is being constructed and understand that the owner(s) of lot _____ agree to repair and pay for any damage that may occur to my property or District property while our pool and/or lanai is being constructed.

We further grant permission for access on our property, if requested.

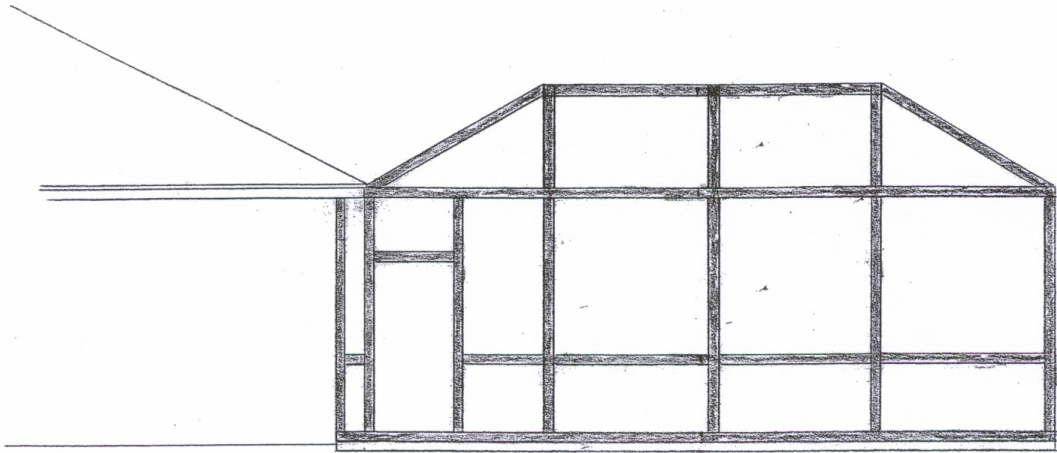
Date: _____

Owner(s): _____

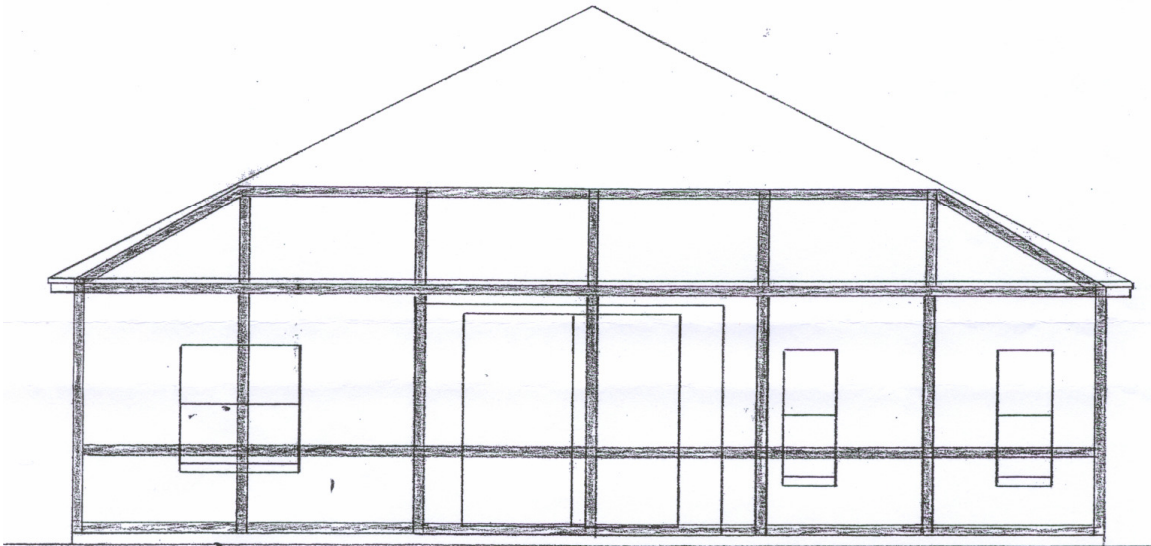
Neighbor(s): _____

Community Association Services
8175 Lakewood Ranch Boulevard
Lakewood Ranch, FL 34202
(941) 907-0202 Fax (941) 907-0272

REAR AND SIDE ELEVATION SAMPLE



LEFT VIEW SHOWING SCREEN CAGE
1/4" = 1'



REAR VIEW SHOWING SCREEN CAGE
1/4" = 1'



Lakewood Ranch
The Nature of Florida Living

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

LAKEWOOD RANCH MODIFICATION REQUEST FORM

Date: _____

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

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

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

From: _____

Village: _____ Neighborhood: _____ Lot #: _____

Address: _____

Telephone (Home) _____ (Work) _____

Cell Phone: _____ Email: _____

Modification Requested: _____

Estimated Completion Date: _____

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

Approved _____ Approved with Conditions _____ Denied _____ If a violation, must be completed by _____

Modifications Committee Comments or Conditions: _____

Modifications Committee	
Authorized Signature _____	Date _____
Owner Notified: _____	Copies Mailed: _____
RESUBMITTAL IS REQUIRED IF WORK NOT COMPLETED WITHIN 6 MONTHS	

Modification Requirements

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

*** Addition to Home**

Location of Addition (drawn on survey site plan)
Access Form signed by neighbor
Rear & Side Elevations
Current Sq. Ft.-Added Sq. Ft.
Contractor Spec Sheet, Permit. (after conceptual approval)

*** Awnings/Shutters**

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

*** Driveways**

Color Sample chosen from palette
Signed Bulletin #2
Brochure & sample for etching/stamping

Fencing

Type of Fence
Color and material of fence
Location drawn on surveyed site plan
Signed Bulletin #1
Landscaping plan

*** Fountains**

Picture or brochure
Height & Color
Location drawn on surveyed site plan

*** Generator (Permanent)**

Location drawn on surveyed site plan
Decibel Rating
Engine Size/ Fuel
Brochure with picture
Plans for Landscaping / Wall if required

Gutters

Location
Color (must be white or match body of home)

*** 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)

Lanai Extension w/o Screening

Survey Site Plan Showing Extension
Access Form signed by neighbor
Material used on decking/lanai

*** Trellis**

Location drawn on surveyed site plan
Picture
Must be attached to home

*** Landscape Curbing/Edging**

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

Landscaping

Professional Landscape Plan (if applicable)
Location drawn of surveyed site plan
Name of plants (size & spec if not on palette)

***Outside Lighting**

Location of Lighting
Voltage
Height
Picture if available

Paint

Color choices from LWR color palettes
Samples are available at Town Hall

***Play Equipment**

Location drawn on surveyed site plan
Height (cannot exceed 9' including canopy)
Picture
Name/Location of landscape screening drawn on
survey site plan – refer to Bulletin #5
Hoop Policy by Association

Pool

Location of pool deck and cage drawn on survey
site plan
Access Form signed by neighbor
Rear & side elevations of cage
Spec sheet for pool & cage fro, contractor (Mansard
cage)

Satellites

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

***Screen/Decorative Doors**

Picture or brochure
Color
Location

Solar Panels

Location drawn on survey site plan
Signed Bulletin #3

Trampoline

Location drawn on survey site plan
Dimensions (height & diameter)–refer to Bulletin #5
Landscape Plan drawn on site plan to screen from
street neighbor or lake.

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 & Modifications:
 Country Club/Edgewater (CEVA) – Ext. 222
 Country Club West (CCWA & SRVA Night) – Ext. 235
 Greenbrook (GBVA) – Ext. 232
 Summerfield/Riverwalk (SRVA) – Ext. 246
 Property Leases – Ext. 235
 District 1, 2, 4 & 5 Fees – (954) 603-0034 Severn Trent (Luvinia LaCap)
 District 6 Fees – (941) 328-1062 (Annabelle Newland)
 Common Area Maintenance – (941) 727-0899
 Facility Superintendent – Ext. 242
 Governance (CEVA, CCWA, GBVA, & SRVA) – Ext. 231
 Parks & Pavilions – Ext. 221 & 240

Name	Title	Extension	Email Address
Bob Fernandez	Executive Director	Ext. 225	bob.fernandez@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
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	Accounting Clerk (HOAs)	Ext. 255	jan.adams@lwrtownhall.com
Joanne Burnham	Accountant II (Accounts Receivable)	Ext. 244	joanne.burnham@lwrtownhall.com
Judy Hess	Property Management Coordinator(CEVA)	Ext. 222	judy.hess@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 I (Front Desk)	Ext. 240	lynn.kuiken@lwrtownhall.com
Marie Thompson	Property Management Coordinator (CCWA, Rentals & SRVA night)	Ext 235	marie.thompson@lwrtownhall.com
Susan Schnepf	Administrative Assistant I (Front Desk)		susan.schnepf@lwrtownhall.com
Tara Wagner	Property Management Coordinator GBVA)	Ext. 232	tara.wagner@lwrtownhall.com
Takisha Parrish	Administrative Assistant III (Front Desk)	Ext 221	takisha.parrish@lwrtownhall.com
Terie Leonard	Property Management Coordinator (SRVA)	Ext 246	terie.leonard@lwrtownhall.com
Terrie Kerzner	Fiscal Specialist (HOAs)	Ext. 226	teresa.kerzner@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

Revised 11.30.10