

**VERONA RESERVE
ARCHITECTURAL GUIDELINES**

VRCA, INC. ARCHITECTURAL GUIDELINES

Table of Contents

Purpose	3
Overview	3
Application and Approval Process	3, 4
Antennas and Satellite Dishes	5
Carriage Light Fixtures.....	5
Decorative Objects/Garden Décor.....	5
Energy Saving Devices	6
Flags and Flagpoles	7
Gutters, Gutter Guards and Downspouts	7
Hose Reels.....	8
Hurricane Shutters, Impact Windows & Doors...	8
Landscape Boulders/Rocks	8
Landscape Edging, Curbing, Barriers.....	8, 9
Landscape Lighting.....	9
Landscape Mulch.....	9
Landscape Plantings.....	10
Landscape Stepping Stones.....	10
Paint (Exterior).....	11
Patio, Cage Extension, Pool	11
Roofing Material	12
Screened Entry.....	12
Security Cameras and Devices.....	12
Windows, Screens, Cage or Entry (Existing)	12
Appendix.....	13-17

VRCA, INC. ARCHITECTURAL GUIDELINES

Purpose: To ensure the preservation of the existing harmonious design of Verona Reserve as more fully described in Article IV of the Declaration and Use Restrictions.

Overview: Any change or modification to the exterior of a single-family home or villa, including but not limited to exterior alterations or additions, flagpoles, planting or removal of landscaping, changes to irrigation lines, grade or drainage, painting, lanai extension, pool addition, etc. must be reviewed by the Architectural Review Committee (ARC) and approved by the Board of Directors.

Guidelines have been developed for the application and approval process as well as to identify standards for exterior changes to aid Owners with their exterior home improvement requests. Unless specifically stated otherwise, an architectural review application and supporting documents must be submitted and approved prior to the commencement of any work.

Application and Approval Process:

- Owners must fully complete and sign the architectural review application, available on <https://www.veronareserve.com> or from the property management company and gather the required supporting documentation.
- Complete application packets may be mailed, emailed or delivered to the property management company's office no later than one week prior to the next scheduled ARC meeting. **ARC meeting dates are posted on the community calendar.**
- A security deposit is required for larger projects. A check made payable to Verona Reserve Community Association Inc. as indicated below must be included with the architectural review application. Security deposits may not exceed \$5,000 and are currently:
 - \$1,000.00 for patio installation or lanai addition.
 - \$2,500.00 for pool installation.
- ARC meetings
 - ARC reviews the application package at their monthly meeting.
 - Recommendations for approval or denial must be made within 45 days of receipt of a **complete** application packet.
 - ARC may contact the Owner with questions for clarification or to request missing information and may visit the proposed project site.
- Following ARC review and recommendation, applications are reviewed by the Board of Directors at their next scheduled meeting.
- After Board approval or denial, a letter and project checklist are mailed to the Owner by the property management company.
- Proposed project may begin following Board approval.
- Owner's must use the project checklist throughout the project with notifications to the appropriate committees for review during, and upon completion.

VRCA, INC. ARCHITECTURAL GUIDELINES

- Once the project is completed, and the checklist is complete, Owners should notify ARC at architecturalreview@veronareserve.com for final a committee inspection, compliance and to request a refund of any deposit, if applicable.

Projects Not Requiring Architectural Review*

For any project noted within the guidelines that does not require Architectural Review or Board approval, Owners are fully responsible:

- To ensure all work is completed by licensed and insured contractors.
- To obtain all necessary permits and ensure building codes are met.
- For any cost associated with repairing damage to common areas or neighboring properties.
- To ensure that access to the worksite is only allowed through the Applicant/Owners property.

It is understood that VRCA is NOT required to take any action to repair, replace or maintain the change, alteration or product. Owners, and all subsequent Owners, assume all responsibility and cost for its future upkeep, maintenance and/or replacement.

The Board, at its discretion, may require correction at the Owners expense of any exterior change that is deemed inconsistent with the existing harmonious design of Verona Reserve.

VRCA, INC. ARCHITECTURAL GUIDELINES

ANTENNAS AND SATELLITE DISHES

Antennas or satellite dishes that are up to one (1) meter (39.37 inches) in size or diameter are permitted **without application to the ARC***. Rooftop-mounted, on the side of the home, rear of the home or on the eaves at least six (6) feet back from the front of the home or street is preferred. If ground-level installation is necessary, it should be in an existing mulched bed. The antenna or satellite dish should be integrated with the property and surrounding landscape, to the extent that reception of an acceptable signal would not be unlawfully impaired and provided the cost of complying with such rule would not unreasonably increase the cost of installation.

CARRIAGE LIGHT FIXTURES

Garage carriage light fixtures may be replaced **without application to ARC*** providing:

- **Single-family homes** – Carriage light fixtures must be black in color and the same size as originally installed by the builder.
- **Villa homes** – Carriage light fixtures must be black in color and the same size as originally installed by the builder. All carriage light fixtures on a twin-villa building must be the same size and style.

DECORATIVE OBJECTS/GARDEN DECOR

Decorative objects and garden décor, similar to those displayed in other communities with homes of comparable quality and price range as Verona Reserve, are permitted **without application to the ARC*** but are subject to the following restrictions:

- Must be located completely within mulched areas or on paver/paved areas in **back** yards.
- A maximum of three (3) objects such as statuettes, planters, hanging baskets for plants, birdbaths, fountains, benches, garden flags and other decorative items.
- Must be no taller than 48 inches measured from the ground level.

Owners may personalize their front door entry with potted plants or decorative objects as long as the décor is located within the footprint of the home, defined as under the eaves.

- Front door entries may not be used for storage of items typically stored in a home, garage or lanai, i.e., trash or recycling bins, grills, propane tanks, etc.

Empty planting pots, garden tools, gardening supplies, etc. may not be stored in mulched beds or entryways and must be stored in the home, garage or lanai. Bird feeders (except for Hummingbird feeders), artificial flowers or plants, and temporary plastic pots are **not permitted**.

Decorative objects cannot be permanently installed and are at the Owners expense and risk. Grounds maintenance crews are not responsible for any damage.

Seasonal Owners must move all items into their home or garage when away during hurricane season defined as June 1st through November 30th.

The Board, at its discretion, may require removal of decorations whose style, quantity, color, location or size is deemed inconsistent with the existing harmonious design of Verona Reserve.

VRCA, INC. ARCHITECTURAL GUIDELINES

ENERGY SAVING DEVICES

Clotheslines

Outdoor clotheslines are considered an energy saving device and are therefore permitted pursuant to Florida Statutes. Architectural review applications must include plans or to-scale sketches with actual dimensions - showing size of clothesline, placement, easements and property lines.

- The location of any clothesline must be in the back yard behind the home, so as not to be visible from the street.
- Should be located no closer than 8 feet from any property line and cannot be installed in easements.
- Clotheslines must be removeable (except for any approved permanent base) and removed whenever the Owner is away for extended periods of time or in the event of a wind storm, tropical storm or hurricane.

Owners are fully responsible for the costs to repair any damage to underground utilities or irrigation systems during the installation process.

Grounds maintenance contractors cannot be held responsible for damage to the clothesline or causing dirty or damaged clothing while mowing, edging, clipping or any other work performed.

Solar Systems (roof-mounted)

Architectural review applications for solar systems for heating or electrical generation must include plans or to-scale sketches with actual dimensions showing placement of the system.

- The preferred installation is on the side or rear portion of the roof, whenever possible.
- Piping or conduit adjacent to the solar array must either be the same color as the panels or painted the same color as the roof shingles.
- Piping down the side of the house must be painted the house color.
- Any new equipment installed at ground level must be installed on a concrete pad.
- Control boxes, conduit, breaker boxes and similar items mounted on the exterior wall of the house must be painted the house color.

Tubular Skylights

Light tubes bring natural light into a home and lower the need for artificial light sources and are considered an energy savings device. Architectural review applications must include plans or to-scale sketches with dimensions showing placement of the skylight(s).

Although villa roof maintenance is normally the responsibility of the Association, the installation of tubular skylights requires that the current Owner (and all subsequent Owners) assume any, and all responsibility for issues that may arise because of the installation, use or maintenance of the skylight by the Owner.

VRCA, INC. ARCHITECTURAL GUIDELINES

FLAGS AND FLAGPOLES

Wall Mounted Flagpoles

Owners may install one white, black, grey/silver, gold or bronze colored residential flagstaff holder to an exterior wall of their home beside the front entry or garage door **without application to the ARC**. Owners may display in a respectful manner, one portable flag, not larger than 3 feet by 5 feet, that is an official flag of the United States, the State of Florida, POW-MIA or any branch of the United States Armed Forces.

Freestanding Flagpoles

Owners may install one residential freestanding flagpole with a maximum height of 20 feet on their Lot. An architectural review application that includes plans or to-scale sketches with actual dimensions showing proposed location and all relevant easements and property lines must be submitted and approved.

- Flagpoles should be white, black, grey/silver, gold or bronze.
- Flagpoles must not obstruct sightlines at intersections.
- May not be erected within or upon any easement.
- Must comply with Sarasota County building codes and zoning setbacks, i.e., shall be located no closer than 13 feet from the edge of any adjacent public right-of-way and shall be located no closer than 8 feet from any property line or easement.
- Flags displayed from the flagpole must follow previously stated parameters above.
- Any additional flag (State of Florida, POW-MIA or any branch of the United States Armed Forces only) must be equal to or smaller in size than the U.S. Flag and must be flown beneath the U. S. Flag.
- If the flagpole is lighted at night, the light must be directed on the flag and not be a nuisance or an annoyance to the neighbors.
- Owners are fully responsible for the costs to repair any damage to underground utilities or irrigation systems during the installation process.

The flag, when it is in such condition that it is no longer a fitting emblem for display (torn, soiled or faded), should be destroyed in a dignified way, preferably by burning.

GUTTERS, GUTTER GUARDS AND DOWNSPOUTS

Aluminum gutters, gutter guards and downspouts may be installed **without application to ARC*** providing:

- **Single-family homes** – All gutters, gutter guards and downspouts installed on the front and sides of a house must be white in color to match soffits. Gutters, gutter guards and downspouts at the rear of the house may be white or bronze color to match cage frames.
- **Villa homes** – All gutters, gutter guards and downspouts must be white in color to match soffits and cage frames.

VRCA, INC. ARCHITECTURAL GUIDELINES

Downspouts can terminate on a splash block or into a flexible hose to redirect the water flow. Water flow must be directed to the drainage area between neighboring homes or to another place on Owner's property such that it does not flow onto a neighbor's lot or cause erosion.

HOSE REELS

White, black or neutral colored hose reels may be installed next to exterior water spigots **without application to the ARC***. They can either be free-standing or mounted on the exterior stucco wall. Hoses must remain rolled when not in use.

HURRICANE SHUTTERS, IMPACT RESISTENT WINDOWS & DOORS

All homes within Verona Reserve were constructed with temporary galvanized steel hurricane shutters. If Owners wish to have permanently mounted hurricane shutters or impact resistant windows or doors installed, they must be approved to withstand hurricane force winds. The installation of accordion or roll-down shutter styles or impact resistant windows or doors are allowed **without application to ARC*** as long as:

- Shutters are clear in color or the color and trim color matches or compliments the house, i.e. white, cream or beige.
- Window trim must be white.
- Exterior door must be the same paint color as originally applied by the builder (Sherwin Williams or similar).

LANDSCAPE BOULDERS/ROCKS

Natural hardscape boulders, up to 2 feet in height measured from ground level and 4 feet in diameter are permitted in mulched landscape areas only where space permits and does not obstruct irrigation drip lines. Site plans must be submitted with the architectural review application showing proposed location of rock(s) and drip lines. Natural landscape rocks must be earth tones and may not be painted. No manufactured or artificial rocks may be used. See "Landscape Edging, Curbing and Barriers" below for use of small stones or river rock in place of mulch.

LANDSCAPE EDGING, CURBING AND BARRIERS

Edging or curbing may be installed next to walkways, driveways and existing mulched beds to prevent the washout of mulch that may be caused by irrigation, rains, mowers and blowers. Architectural review applications must include plans or to-scale sketches with actual dimensions showing the type of edging and location.

- Poured concrete landscape curbing or other types of edging may not be more than 6 inches wide or 3.5 inches high and must not exceed 2 inches after setting in place; a "slant" or "mower strip" design may be used.
- Curbing, pavers, bricks or edging stones must be made of natural material and in neutral earth tones to maintain an aesthetic look.

VRCA, INC. ARCHITECTURAL GUIDELINES

- Any edging installed is at the Owners expense and risk and grounds maintenance crews are not responsible for damage caused by mowers or trimmers.
- No curbing or edging shall be placed in drainage swales and drainage areas between homes or closer than 1 foot from any property line.
- River rock or smaller stones may only be used next to walkways and driveways or areas that are not mowed and must **NOT** be in a location next to sod where it could be picked up by mowers.
- Similarly, brown rubber-based landscape edging may only be used next to walkways and driveways or areas that are not mowed.
- Scalloped top, painted concrete, plastic, metal or push-in style edgings are **prohibited**.

LANDSCAPE LIGHTING

Walkway, landscape or security lighting may be installed and can be either solar or hard-wired electrical. Lights must not be visually obtrusive or directed outside the boundaries of the property. A lighting plan or to-scale sketches with actual dimensions must be included with the architectural review application showing the type of lights and location of the proposed lights.

- Lighting must be located in the mulch areas only.
- Lights must not exceed 24" in height.
- Lights must be either black, bronze or brushed nickel and be a typical lantern style.
- Lights should be low-voltage and clear/white color.
- Electrical lights must be UL approved.
- Flood lights and spotlights must all be in the mulch areas.
- Owners are responsible for maintenance, repair and replacement when needed.
- Underground wiring, if applicable, must be located away from any trimming and edging area, so as to not interfere with grounds maintenance. Grounds maintenance crews are not responsible for any damage.
- Lamppost style lights are **not permitted**.
- Lights shaped as animals, flowers, moons, stars, or other atypical items are **not permitted**.
- The Association accepts no responsibility or liability for any lights.

LANDSCAPE MULCH

The community standard is brown shredded wood mulch around single-family and villa homes. No other colors are allowed. Owners may add brown shredded wood mulch or brown shredded rubber mulch **without application to the ARC***, at their own expense if it conforms to these standards.

If an Owner chooses to install rubber mulch, they are responsible for replenishing rubber mulch when needed, at their expense. The Association will not be responsible for the cost to return areas with rubber mulch to wood mulch, if the Owner, or subsequent Owners decide to change back to shredded wood mulch.

VRCA, INC. ARCHITECTURAL GUIDELINES

LANDSCAPE PLANTINGS

Verona Reserve was developed using Florida-Friendly shrubs and trees that would withstand summer heat and rains, as well as the winter drought. Architectural review applications must include landscape plans or to-scale sketches with actual dimensions showing all plant removals, additions and easements. Any plants added must have an existing plant removed to maintain a one-to-one replacement value to avoid overcrowding and allow for full growth.

- Once landscaping changes are made to the original landscape plan, Owners (and subsequent Owners) are responsible for the cost of replacement of the plants.
- Any changes in plantings are at the Owners expense and are limited to existing mulched beds.
- Irrigation drip lines, sprinkler heads and mulch must be restored to its original state.

Replacement plants, bushes or trees must be non-invasive, Florida-Friendly, and that don't attract rodents. Plants listed in the most current version of the UF/IFAS Florida-Friendly Landscaping Guide to Plant Selection may be used. The UF/IFAS plant list is not all inclusive, and many plants not listed may be Florida-Friendly as long as they match site conditions and are not invasive. By the same token, many plants that are listed may be unsuitable in some locations.

For pictures and full descriptions visit <http://www.south-florida-plant-guide.com/>

Palm tree-mounted epiphytes (air plants) including bromeliads and orchids are allowed to add color and variety to the landscape. Plants must be attached using decomposable string as to not cause any harm to the palm tree trunk. Vining plants that would grow up into the canopy are not allowed. Epiphytes may not be placed on hardwood trees. Owners are responsible for removal if plant dies or becomes unsightly.

The selection, density and location of plantings shall be suitable to achieve an aesthetically pleasing appearance consistent with the community as a whole, at the discretion of the Board.

Planting beds may also contain landscape boulders or rocks. See "Landscape Boulders/Rocks".

LANDSCAPE STEPPING STONES

Stepping stones are not limited to back yards and may be added, **without application to the ARC***, within mulched areas or in walkway areas through sod where water tends to accumulate, but should not interfere with grounds maintenance.

Stepping stones must be made of natural materials in either a free-form style or paver style. Stones must be neutral in color to match paver walkways and driveways to maintain an aesthetic look.

VRCA, INC. ARCHITECTURAL GUIDELINES

PAINT (EXTERIOR)

Verona Reserve was designed with a standard color palette, with a base house color, trim color and door/shutter color.

Single-family homes – Owners must maintain the house and trim colors in a generally reasonable manner and repaint the home when paint deterioration is evident. Exterior paint shall have a flat, satin, eggshell or low-luster finish.

Owners wishing to repaint their homes using the same paint colors as originally applied by the builder (Sherwin Williams or similar) may do so **without application to ARC***.

Alternatively, Owners may select another paint color scheme used within the community as long as the color selection is compatible with the roof color, **but must submit the request to the Architectural Review committee.**

Owners will be required to repaint any surface at their expense for which prior approval was not obtained, if required, or the color standards have not been met.

Villa homes – As painting is contracted by the Association, paint colors as originally applied by the builder (Sherwin Williams or similar) will be used. Because of the extended warranty provided by Sherwin Williams, any exterior surface painted by the Owner may be repainted by the Association and the cost will be charged to the Owners.

PATIO, CAGE EXTENSION (SINGLE-FAMILY OR VILLA HOMES), POOL INSTALLATION (SINGLE-FAMILY HOMES)

Architectural review applications to add a patio, extend a lanai cage or pool installation must include plans or to-scale sketches with actual dimensions showing proposed location and all relevant easements and the property lines.

- May not be erected within or upon any easement.
- Must comply with Sarasota County building codes and zoning setbacks.
- Pool equipment must be installed on a concrete pad and located so as to not interfere with the neighbor's peaceful enjoyment of their lanai or backyard area.
- Control boxes, conduit, piping, breaker boxes and similar items mounted on the exterior wall of the house must be painted the house color.
- Owners are fully responsible for the costs to repair any damage to common areas, neighboring properties, sidewalks, underground utilities or irrigation systems during the construction process. Deposits are required to ensure areas are repaired; \$1,000 for patio or lanai extensions, \$2,500 for pool additions.

VRCA, INC. ARCHITECTURAL GUIDELINES

ROOFING MATERIAL (SINGLE-FAMILY HOMES)

Verona Reserve was designed with asphalt shingles in a standard color palette. All requests to replace the entire roofing (or majority of roofing) must be submitted to the Architectural Review committee. Shingles must be the same or similar color as originally constructed.

As additional hurricane protection, owners may choose to replace asphalt shingles with metal roofing, providing:

- The color and design must be visually similar to the roof's existing shingle style and color.
- Standing seam metal roofing (with or without exposed fasteners) or Spanish (or similar) tile metal roofing are not allowed.
- Must be professionally installed.

SCREENED ENTRY

Architectural review applications to screen in an entry must include plans or to-scale sketches with actual dimensions showing proposed location and design. All framing must be white in color to match window trim and soffits.

SECURITY CAMERAS & DEVICES

Owners may install security cameras or similar devices with the understanding that they are only for the protection and security of the individual Owners' home/lot. Architectural review applications must include to-scale sketches with actual dimensions showing the location of all exterior mounted cameras or devices.

No Owner may install a security camera or similar device that takes or stores pictures, video or data concerning the activities of persons in common areas or another Owners home/lot.

This prohibition shall not apply to the Association. The Board may determine to install and use one or more cameras or similar devices in portions of the common areas where there is no reasonable expectation of privacy, including but not limited to entrance gates, parking areas, dog park and swimming pool area.

WINDOWS, SCREENS, CAGE OR SCREENED ENTRY (EXISTING)

Owners are responsible for the maintenance of windows, screens, cage and screened entry and may arrange to have them repaired or replaced **without application to ARC***.

However, **new installations** of a screened in entry (single-family homes and villa homes), cage extension or addition (single-family homes and villa homes) requires that an architectural review application with supporting documents be submitted and approved prior to the commencement of any work. See "Screened Entry" and "Patio, Lanai Cage Extension, Pool Installation" for more details.

APPENDIX

VRCA, INC. ARCHITECTURAL GUIDELINES

LANDSCAPE EDGING SAMPLES:



RUBBER-BASED EDGING SAMPLE (BROWN ONLY) - NOT TO BE USED NEXT TO SODDED AREAS:



VRCA, INC. ARCHITECTURAL GUIDELINES

LANDSCAPE ROCKS/BOULDERS SAMPLES:



LANDSCAPE STONE SAMPLES - NOT TO BE USED NEXT TO SODDED AREAS:



VRCA, INC. ARCHITECTURAL GUIDELINES

LANDSCAPE STEPPING STONE SAMPLES:



VRCA, INC. ARCHITECTURAL GUIDELINES

PALM TREE MOUNTED BROMELIADS AND ORCHIDS:

