

**PALMA SOLA TRACE VILLAS HOA**

**ARCHITECTURAL CONTROL COMMITTEE  
STANDARDS AND GUIDELINES**



**ACC DESIGN REVIEW MANUAL for Villas Owners**

October 19, 2023

The standards and procedures in this manual are subject to change from time to time by the Villas HOA without prior notice.  
This manual has been prepared expressly for the use of the Palma Sola Trace Villas HOA.

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## SECTION 1: INTRODUCTION

### STATEMENT OF PURPOSE

- This Manual provides Palma Sola Trace Villas Owners with the objectives, scope and application of design standards and guidelines used to maintain the aesthetic appearance and environmental quality of the Palma Sola Trace Villas community, including:
  1. maintaining consistency with the overall design concept for the community
  2. promoting harmonious architectural and environmental design qualities and features
  3. enhancing the visual and aesthetic appearance of the community
  4. projecting a clean, neat, orderly appearance.
- Design standards and guidelines have been adopted by the Villas Home Owners Association (HOA) Board of Directors. Villas owners should familiarize themselves with its contents and refer to it for all exterior requested changes. The Manual explains the application and review process that Villas Owners seeking approval for any exterior modifications or changes to their villas or lots must follow. Approval by the Architectural Control Committee (ACC) for a proposed change does not remove the need for the Owner to secure **appropriate building permits** and/or other government required documentation when applicable.
- While diversity and creativity are encouraged, standards were established to maintain a measure of quality and consistency throughout the Villas neighborhood. The overall architectural themes encouraged for the Palma Sola Trace Villas neighborhood embrace:
  1. classical architecture with authentic detailing
  2. transitional designs reflecting a blend of the past and present
  3. contemporary styles featuring traditional materials applied in a more modern fashion.
- In some cases, there will be no permitted variation from established standards. In other areas, flexibility may be permitted with ACC review and approval. Certain architectural styles are not considered compatible with the style envisioned for Palma Sola Trace. These include, but are not limited to, ultra contemporary and overly modern designs such as:
  1. International Revival
  2. Milesian
  3. Art Modern
  4. Art Deco
  5. Post Modern.

### PROTECTIVE COVENANTS

- Palma Sola Trace is a “Deed Restricted” Community. The legal documents for the Palma Sola Trace Villas Owners Association include the Declaration of Covenants, Conditions, Restrictions and Easements, Bylaws, Community Wide Standards, and Rules and Regulations. They impose use restrictions and specify the process for obtaining approval for changes, improvements or alterations to an owner’s lot. Legally, these covenants are a part of the deed for each home and are binding upon all Villas Owners and their successors in ownership, irrespective of **whether the owners are familiar with such covenants, restrictions and rules or not.**
- The enforcement of design standards assists in protecting and preserving property values. Villas owners are protected from actions of neighbors that can detract from the appearance of the community and, in some cases, diminish property values. In fact, surveys of HOA owners living in Florida association communities consistently reveal that this was an important consideration in their decision to purchase a home.

### ARCHITECTURAL CONTROL COMMITTEE OBJECTIVES

- All Villas owners are automatically members of the Villas Home Owners Association (HOA). The HOA is a not-for-profit corporation that is responsible for the upkeep and maintenance of Villas exteriors and landscaping within the Villas neighborhood.
- The HOA is also responsible for the administration and enforcement of all covenants and restrictions. The Declaration of Covenants and Restrictions for the Villas Home Owners

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Association provides the scope and authority of the ACC. The members of the ACC are appointed by the BOD of the Villas Owners Association.

- The ACC is responsible for administering the association's design guidelines for exterior modifications to homes and improvements to lots as proposed by lot owners.
- The ACC will review and evaluate applications submitted by lot owners for exterior additions, alterations or modifications to a home or lot using the design guidelines approved by the association's Board of Directors and the governing documents of the association.
- As part of its responsibilities, the ACC will make recommendations to the Board of Directors with respect to the modification of the design guidelines initially approved by the BOD. Subject to the mandates contained in the association's governing documents and provided for under applicable Florida law, the BOD will also be responsible for reviewing possible violations of the Villas association's ACC design guidelines.
- The ACC's review and approval responsibilities include, but are not limited to, the following:
  1. Land planning
  2. Site work, grading & drainage
  3. Architectural design
  4. Exterior colors, materials & finishes
  5. Construction materials
  6. Signage
  7. Landscape design
  8. Architectural/landscape lighting
  9. Exterior alterations/modification.

## **SECTION 2: ARCHITECTURAL CONTROL COMMITTEE (ACC)**

### **AUTHORITY OF THE ACC**

- The ACC has exclusive jurisdiction over all construction and modifications to completed Structures or accessory structures within Palma Sola Trace Villas neighborhood. The ACC consists of at least three (3), but no more than five (5) individuals, who are Villas owners and who serve terms subject to the sole discretion of Palma Sola Trace Villas BOD.
- The ACC is an Association voting committee, and may disapprove applications and design documents for non-compliance with the provisions contained in the Master Association Design Review Manual (DRM), the Villas Association ACC Design Review Manual or on purely aesthetic grounds where such action is required to maintain the desired character of the overall Villas neighborhood or the Palma Sola Trace Community.
- The Manual is subject to change by the ACC with required notice to Villas owners. Prior to completing an ACC Application for Changes form, owners should check the Villas website to be sure they have consulted the latest version of the Manual.

### **ALTERATIONS REQUIRING REVIEW AND APPROVAL BY THE ACC**

- **Any changes, permanent or temporary, to the exterior appearance of a villa or lot are subject to review and approval by the ACC.** The review process encompasses major additions or alterations, such as extending a lanai with screen enclosure. It also includes minor items like changes in doors, screens and windows. Approval is also required when an existing item is requested to be removed. (There are several exceptions to this otherwise inclusive review requirement.)
- Some "changes" requested by Villas Home Owners may be "replacements". If the application refers to an item that:
  1. is identical to the original in color, fit, form, style, and function it is a **replacement**
  2. does not conform to the definition of a replacement, it is a **change**.
- Minor landscape improvements normally do not require ACC approval. This includes single specimen plants such as annuals and small-scale improvements that do not materially alter the

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appearance of the lot, involve a change in topography or grade and which are not of sufficient scale to constitute a natural structure.

- If there is any doubt as to whether a proposed exterior change is exempt from design review and approval, Villa owners should first seek clarification from the ACC before proceeding with the improvement.

## **APPLICATION AND REVIEW PROCEDURES**

- **Applications.**

All applications for proposed improvements must be submitted in writing using the authorized ACC application forms. Copies of these forms are included in this Manual. Applications must be complete to commence the review process. **Incomplete applications will be returned to the applicant with a statement of deficiencies that must be remedied in order to be considered for review.**

- **Supporting Documentation.**

The application must include a complete and accurate description of the proposed improvement(s). To permit evaluation by the ACC, supporting exhibits will frequently be required. Examples include: a site plan showing the location and dimensions of the proposed improvement; architectural drawings or plans, as applicable; landscape plan; material and/or color samples, etc. The design guidelines and application forms provide guidance with respect to the supporting documentation required for various types of improvements. Include Contractor Sales Contact and FL license number.

- **Time Frame for Completion of the Review.**

The ACC is required to approve or disapprove any proposed improvement within thirty (30) days after the receipt of a properly completed application. The thirty (30) day review period will commence upon the receipt of a complete application form, including any required exhibits. It is therefore advisable for Villas owners contemplating substantial improvements to first ensure that they are aware of all required supporting documentation prior to submitting a design review application.

- **Decision Notices.**

Villas owners will be given written notice of the ACC decision. Please do not contact the ACC in the interim for a status update. (Note: Once approved, the approval documents are sent to the management company for storage and safe keeping.) If the application is approved, it is the Villas owner's responsibility to contact their contractor/service provider and advise that the project has been approved and work can begin.

- **Changes to Applications and Design Documents.**

Villas improvements must be completed in accordance with the owner's application and design documents as approved by the ACC. Changes to these initial approved documents must receive prior written approval of the ACC, whether such changes are requested by the owner or required by utility companies and governmental or quasi-governmental authorities with jurisdiction over such improvements.

## **ACC FEES**

- No fee is charged for the ACC committee application review. If an outside source is required during the review process and a cost is associated with work performed with the review, the applicant shall pay this cost to the ACC before the project can be approved.
- A \$50 fee will be assessed for applications submitted to the ACC for approval **after** the requested project has started or been completed. This fee is intended to recover the additional costs incurred by the ACC with after-the-fact applications. Villas homeowners must submit a \$50 check made out to Palma Sola Trace Villas HOA, Inc., and send it to the current Villas HOA management company along with the after-the-fact application prior to the application being reviewed.

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## **INSPECTIONS**

During or after completion of construction or modifications, the ACC may conduct inspections to determine compliance with applications and design standards in the Manual. Owners and applicants are required to provide access and cooperate fully with members of the ACC and its representatives.

## **SECTION 3: ARCHITECTURAL CONTROL REVIEW PROCESS**

### **RESPONSIBILITIES OF APPLICANTS**

The ACC assumes no liability for any aspect of new construction or modifications to completed structures or accessory structures, including, without limitation, the following obligations, which are the sole responsibility of the applicant or owner:

- Selection of licensed and insured building and trade contractors.
- Quality of workmanship or materials provided by any building or trade contractor.
- Compliance with ordinances, ADA provisions, environmental regulations, building codes, safety requirements, and product approvals.
- Suitability of surface and subsurface soil conditions, including radon.
- Water runoff and drainage control during construction or after completion of improvements.
- Accuracy of elevation grades, stakeouts, surveys and lot grading plans.
- Permits or approvals as may be required by any governmental or quasi-governmental authority.
- Completeness or adequacy of Design Documents submitted by an Applicant
- Determination of structural, mechanical, electrical or fire / safety adequacy as well as code compliance or other technical aspects of proposed designs and construction materials / methods, which are the sole responsibility of applicants and architects, engineers and contractors working on behalf of the Palma Sola Trace Villas neighborhood applicant.
- Compliance with the ACC Design Review Manual, the Declaration or any other covenants, conditions, restrictions and easements burdening a lot or the property.

### **LICENSES AND INSURANCE**

New construction and modifications to existing structures or accessory structures must be performed by Florida licensed and insured building and trade contractors. Prior to commencing work within the community, builders, and contractors, at their expense, must obtain casualty and liability insurance. Depending on the scope of work and potential liability, the types of insurance coverage may include the following:

- Commercial general liability insurance
- Workers compensation insurance
- Employer's liability protection
- Comprehensive automobile liability
- Builder's risk insurance
- Hurricane insurance.

### **LIMITING CONDITIONS**

- The following limiting conditions apply to activities of the ACC and provisions of the ACC Design Review Manual:
- The standards contained in the ACC Design Review Manual establish minimum requirements:
  1. if the Design Manual imposes a greater restriction than is imposed and required by the Declaration or other provisions of law, the ACC Design Review Manual shall control.
  2. if building codes or other provisions of law require greater restrictions than are imposed by the ACC Design Review Manual, the more stringent provisions shall control.
- Approval of applications or design documents by the ACC shall not:
  1. be construed as meeting the requirements of City of Bradenton or any other governmental or quasi-governmental authority with jurisdiction over the community or proposed improvements.
  2. impose any responsibility on the ACC for the design, engineering or construction of

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structures or accessory structure.

- The ACC Design Review Manual is subject to change with required notice to Villas owners. Prior to completing an ACC application for changes, owners should check the Villas website to be sure they have consulted the latest version of the ACC Design Review Manual.
- The ACC shall not be liable for mistakes and may require an applicant or owner to correct deficiencies arising as a result of any ACC approval.

## **APPLICATION SUBMISSIONS**

- Applications may be picked up from an ACC member, the Property Management Company office, or downloaded from the Villas website.
- Applications and design documents may be mailed or delivered to the ACC using one of the following methods:
  1. If mailed send to:

Palma Sola Trace Villas HOA  
c/o C&S Condominium Management Services, Inc.\*  
4301 32<sup>nd</sup> Street West, Suite A-20  
Bradenton, FL 34205  
Telephone: (941) 758-9454  
Fax: (941) 753-3062  
\*Property Management Company of record
  2. If emailed:
    - Email Community Association Manager at: [acc@palmasolatrace.org](mailto:acc@palmasolatrace.org)
  3. If hand delivered:
    - The ACC application and supporting documents may be given to an ACC member, Villas HOA director or the Villas management company.

## **MODIFICATIONS REVIEW APPLICATION AND PLANNING MEETING**

- Owners planning exterior changes or modifications should contact the ACC Chairperson to determine if an application is required and, if so, whether a planning meeting should be set. The purpose of this meeting is to determine:
  1. fees possible for processing applications, and
  2. the extent of Design Documents required for approval.
- Upon receipt and review of a properly completed Application, the ACC will issue a letter with its decision, indicating:
  1. Approved as submitted
  2. Approved as amended
  3. Approved with stipulations
  4. Denied
  5. Returned without action.
- The ACC will retain all Design Documents attached to the application. After approval of an application, the building and/or trade contractors, working on behalf of an Applicant, may apply for building permits and commence work.

## **VARIANCES**

- The ACC may authorize a variance from compliance with any of its standards and procedures if required by unique circumstances and conditions.
- The variance must be in writing, and not contrary to any restrictions set forth in the Villas HOA Declarations.
- The issuance of a variance does not prevent the ACC from denying a like variance in any future circumstances.

## **MINOR MODIFICATIONS**

- Submit a written application to the ACC along with details including:
  1. sketches



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2. color chips
  3. product photocopies or literature.
- Minor modifications include, but are not limited to, alterations, replacements and additions such as the following:
    1. Exterior lighting (pathway)
    2. Landscaping
    3. Entry screen door
    4. Approved hurricane shutters
    5. Spa on back deck. Must be screened for safety purposes

## **MAJOR MODIFICATIONS**

- Submit a written application to the ACC along with details including:
  1. sketches
  2. color chips
  3. product photocopies or literature
  4. site plans
  5. lot grading plans
  6. landscape plans
  7. architectural drawings.
- Major modifications include, but are not limited to the following:
  1. hurricane shutters not already approved for the Villas neighborhood
  2. walkways
  3. swimming pools
  4. spas
  5. screen enclosures
  6. walls, planters and fountains
  7. berms, swales, grading and retaining walls

## **GENERAL PROVISIONS**

The following general provisions apply to all modification projects:

- Modifications must:
  1. conform to the current ACC Design Review Manual provisions and standards
  2. be consistent with the architectural style, materials and finishes of the existing structure
  3. be compatible with other structures or accessory structures in the neighborhood.
  4. views from the street may become a deciding factor in grating approval.
  5. be approved by the ACC prior to the commencement of work.
- If work is commenced without approval, the ACC may require, in a timely manner and at the HO's expense:
  1. all modification work to cease
  2. removal of such modifications
  3. restoration back to the original state
  4. remedial work to bring such modifications into compliance with the ACC Design Review Manual.
- The ACC may solicit comments on proposed modifications from other owners. The ACC may, but is not obligated to, take into consideration the comments of others. A Modifications Review Application may be requested before rendering a decision.
- Unless approved by the ACC, modifications must be completed within the time frame shown on the Villas owner's application.
- Applicants shall ensure that all building and trade contractors adhere to the Construction Site Standards in this Manual.
- A final inspection may be conducted to determine if modifications/improvements are in

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accordance with the application and design documents. Applicants must take corrective action as required by the ACC to remedy improvements not in compliance with design documents.

- The approved plan for a specific lot does not automatically imply ACC approval of another lot. The ACC may prohibit modifications to existing structures or accessory structures based on standards contained in this Manual or the Masters DRC Manual. The decision may also be based purely on aesthetic grounds, where, in its sole judgment, such action is required to maintain the desired character of the overall community or individual neighborhoods.

## **GRANDFATHER CLAUSE**

- Any change made to a Villas owner's property, approved by the DRC – ACC – Master or Villas (HOA) Association, properly documented prior to the adoption of the above guidelines, need not be modified in accordance with the guidelines specified herein.
- Any improvements made by the original builder are automatically grandfathered. These modifications will be considered acceptable under this clause. Certain limitations apply, for example: door colors for Villas are grandfathered until scheduled repainting is required, at which time the color will revert to the ACC approved color.

## **SECTION 4: SITE AND STRUCTURE SPECIFIC ELEMENTS**

**Any changes, permanent or temporary, to the exterior appearance of a Villa or lot, including landscaping, are subject to review and approval by the ACC.**

### **ACCESSORY STRUCTURES**

Swimming pools and spas are the only accessory structures allowed in the Villas neighborhood.

### **AIR CONDITIONING SYSTEMS, DWELLINGS**

Any external change to existing air conditioning systems (heating and/or cooling) which requires relocation or resizing of the pad, requires the approval of the ACC.

### **AIR CONDITIONING UNITS, WINDOW AND THROUGH-WALL**

No window air-conditioning units that go through or vent through a window or wall may be installed on any structure.

### **AWNINGS/SUN SHADES**

- Canvas Awnings may not be used within the Palma Sola Trace Villas neighborhood.
- Sun Shades
  1. may be used for controlling glare and sun in the lanai area only.
  2. shall be compatible with the exterior colors of the structure.
  3. hardware must match the color of the lanai hardware
  4. must be installed to limit visibility from outside of the lanai.
  5. application must include photographs and color/fabric swatches.

### **BARBECUES/GRILLS/SMOKERS/FIRE PITS (REFERRED TO AS UNITS)**

- A portable unit is allowed:
  1. with a propane tank of 5 gallons or less
  2. when in use unit should be at least 10 feet from any structure (City Ordinance)
  3. when not in use stored out of view.
- Front entryways are prohibited for grilling or storage

### **CLOTHES LINES**

- Temporary clotheslines:
  1. may be erected during daylight hours
  2. only in locations that minimize visibility from the street and other homes
  3. must be removed when not in use
  4. must not interfere with lawn maintenance.
- Additional information: Chapter 163.04, Florida Statutes

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## **COLORS, EXTERIOR**

- Villas HOA BOD:
  1. determines all exterior colors
  2. conducts painting contract negotiations
  3. decides if the original colors or alternate colors will be used
  4. schedules paintings approximately every seven to nine years.
- Owners:
  1. may do minor structure color touch-ups if the established color is used
  2. may not modify/change exterior colors including, but not limited to:
    - exterior walls
    - trim
    - accents
    - lanais
    - roofs.
- Screen enclosures-white or bronze frames and charcoal or black screening allowed
- Aluminum window with glass sliding door frames-white, cream or bronze colors allowed
- Requests for wood and other types of frame colors will be evaluated

### **Legacy House Paint Color by Lot Number**

Lot Number	House Color	Lot Number	House Color	Lot Number	House Color
1	Henderson Brown	43	Taylor Morrison Tan	85	Taylor Morrison Clay
2	Henderson Brown	44	Taylor Morrison Tan	86	Taylor Morrison Clay
3	Henderson Burgundy	45	Taylor Morrison Green	87	Taylor Morrison Gold
4	Henderson Burgundy	46	Taylor Morrison Green	88	Taylor Morrison Gold
5	Henderson Mint	47	Taylor Morrison Gold	89	Taylor Morrison Tan
6	Henderson Mint	48	Taylor Morrison Gold	90	Taylor Morrison Tan
7	Henderson Brown	49	Taylor Morrison Clay	91	Taylor Morrison Green
8	Henderson Brown	50	Taylor Morrison Clay	92	Taylor Morrison Green
9	Henderson Burgundy	51	Taylor Morrison Green	93	Henderson Brown
10	Henderson Burgundy	52	Taylor Morrison Green	94	Henderson Brown
11	Taylor Morrison Tan	53	Taylor Morrison Gold	95	Taylor Morrison Clay
12	Taylor Morrison Tan	54	Taylor Morrison Gold	96	Taylor Morrison Clay
13	Taylor Morrison Gold	55	Taylor Morrison Tan	97	Taylor Morrison Tan
14	Taylor Morrison Gold	56	Taylor Morrison Tan	98	Taylor Morrison Tan
15	Taylor Morrison Clay	57	Taylor Morrison Green	99	Henderson Brown
16	Taylor Morrison Clay	58	Taylor Morrison Green	100	Henderson Brown
17	Taylor Morrison Green	59	Taylor Morrison Clay	101	Taylor Morrison Tan
18	Taylor Morrison Green	60	Taylor Morrison Clay	102	Taylor Morrison Tan
19	Taylor Morrison Clay	61	Taylor Morrison Gold	103	Henderson Yellow
20	Taylor Morrison Clay	62	Taylor Morrison Gold	104	Henderson Yellow

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21	Taylor Morrison Gold	63	Taylor Morrison Tan	105	Taylor Morrison Green
22	Taylor Morrison Gold	64	Taylor Morrison Tan	106	Taylor Morrison Green
23	Taylor Morrison Clay	65	Henderson Brown	107	Taylor Morrison Gold
24	Taylor Morrison Clay	66	Henderson Brown	108	Taylor Morrison Gold
25	Taylor Morrison Green	67	Taylor Morrison Gold	109	Henderson Brown
26	Taylor Morrison Green	68	Taylor Morrison Gold	110	Henderson Brown
27	Taylor Morrison Tan	69	Taylor Morrison Green	111	Henderson Mint
28	Taylor Morrison Tan	70	Taylor Morrison Green	112	Henderson Mint
29	Taylor Morrison Gold	71	Henderson Brown	113	Henderson Yellow
30	Taylor Morrison Gold	72	Henderson Brown	114	Henderson Yellow
31	Taylor Morrison Green	73	Taylor Morrison Clay	115	Henderson Mint
32	Taylor Morrison Green	74	Taylor Morrison Clay	116	Henderson Mint
33	Taylor Morrison Clay	75	Henderson Mint	117	Henderson Brown
34	Taylor Morrison Clay	76	Henderson Mint	118	Henderson Brown
35	Taylor Morrison Tan	77	Taylor Morrison Tan	119	Henderson Burgundy
36	Taylor Morrison Tan	78	Taylor Morrison Tan	120	Henderson Burgundy
37	Taylor Morrison Gold	79	Henderson Burgundy	121	Henderson Mint
38	Taylor Morrison Gold	80	Henderson Burgundy	122	Henderson Mint
39	Taylor Morrison Green	81	Henderson Burgundy	123	Henderson Brown
40	Taylor Morrison Green	82	Henderson Burgundy	124	Henderson Brown
41	Taylor Morrison Clay	83	Taylor Morrison Green	125	Henderson Burgundy
42	Taylor Morrison Clay	84	Taylor Morrison Green	126	Henderson Burgundy

**See Appendix for Palma Sola Trace Villas HOA Color Book  
DECORATIONS AND LIGHTING, HOLIDAY**

- Villa Owners may display:
  1. a reasonable number of holiday decorations and lighting
  2. no more than 30 days prior to a publicly observed holiday or religious observance
  3. remain up for no more than 14 days thereafter.
- Decorations/lighting for days of observance:
  1. can be placed outside 5 days prior to the holiday
  2. removed within 5 days after the holiday.
- Decorations or lights should not:
  1. be placed on lawns/grass areas
  2. interfere with landscape maintenance
  3. be nailed or screwed to trees
  4. be excessive in number, size or brightness
  5. draw excessive traffic
  6. interfere with adjacent lots
  7. emit noise or other distracting sounds

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- 8. cause a dangerous condition to exist.
  - Offending decorations/lighting must be removed within 48 hours after receiving written notification.

## **DRIVEWAYS**

Driveway and Apron Layouts shall conform to the Vila neighborhood standards. Driveways will not be painted.

## **EDGING**

Approved edging can be used along walkways to contain mulch in the flower and shrub beds. Edging is not allowed in areas where mowing takes place.

## **EMERGENCY AC POWER SUPPLY UNITS**

- Supplies AC power during an interruption of utility-supplied power for:
  1. task and convenience lighting
  2. heating and cooling systems
  3. stoves, refrigerators, dishwashers
  4. communications equipment
  5. health care/health sustaining devices.
- ACC Application:
  1. must include complete plans and specifications
  2. be based on intended use (see table below):
  3. if granted, approval is good for a specified unit/system over its useful life
  4. if/when needed, an application for a replacement unit must be submitted.

<b>Parameter</b>	<b>Portable Units</b>	<b>Permanent Stand-By Systems</b>
Intended Use	Power for a limited number of household circuits	Power for the entire household
Installation		Installation by licensed certified contractors only
Transfer Switch	If a Transfer switch is desired it must be installed by a qualified electrician to isolate the emergency AC power supply from the dwelling's normal electrical utility supply	A Transfer switch must be installed by a qualified electrician to isolate the emergency AC power supply from the dwelling's normal electrical utility supply
Operating Area	Outdoors only	Outdoors only
Yard Placement	Back or side yard only	Back or side yard only
Slab/Pad Mounting	Not Allowed	Required
Landscape Buffering	Not required	Landscape buffering plan required for all "installed on grade" equipment
Operating Period	During emergency conditions only	"24/7" stand-by operation
Fuel Type	Gasoline, LPG (liquefied propane gas)	LPG (liquefied propane gas)
Fuel Supply Storage	Certified containers as defined in the ACM	Certified containers as defined in the ACM
Readiness Testing	Not required, but if done, must occur during normal daylight hours	As required by local/national codes. Performed during normal daylight hours
Max dBA Level	75 dBA*	75 dBA*
Approvals Required	ACC approval	ACC approval City of Bradenton permit

# ACC DESIGN REVIEW MANUAL FOR VILLA OWNERS

Following Restoration of Normal AC Power	Remove unit from yard location within 2 days. Empty fuel tank and/or disconnect fuel source and store unit per manufacturer's instructions	To remain in approved location
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\*Based on Industry Testing Standards

## **FENCES, WALLS AND PLANTERS**

- **Fences**
  1. No fences allowed, including:
    - an enclosed area that serves, or could serve, as a dog run or property boundary marker
    - “invisible fences”.
  2. Exceptions:
    - fences for safety purposes around swimming pools and spas.
    - fences included in the original architectural design and installed by the builder, or previously approved by the ACC.
- **Walls**
  1. Not allowed
  2. Utilize landscape devices, such as planting composition and berms, to create a sense of privacy between adjoining lots.
- **Planters:**
  1. General
    - considered custom in nature
    - may be used to define entry walks and outdoor spaces
    - shall be limited to a height of three feet (3 feet)
    - may not impede drainage for the lot, or for any adjoining lots
    - must be within the maximum buildable area of a lot
    - may not interfere with landscape maintenance
    - must be maintained by the homeowner.
  2. Design must be compatible with the exterior of the Villa structure
  3. Design plan submittal must include:
    - location
    - elevation
    - swale grades and drainage requirement
    - materials, colors and finishes.
- **Service Areas**
  1. Must use landscaping to screen the following from street view and/or adjacent lot view
    - air conditioning equipment
    - pool/spa equipment
    - water softener and/or conditioning equipment
    - propane tanks.
  2. Landscaping:
    - shall be limited to a maximum height of 5'-0"
    - may not impede drainage between lots
    - slabs located in service areas shall be designed for positive drainage.
- **Pools, In-ground Spas**
  1. See “Specifications” table below
  2. Shall be enclosed by a screened enclosure or protected by a pool fence
  3. Pool fence location requirements:
    - interior lots: a fence may extend from a point 10'-0" behind the front facade of a structure to the side property line on each side and, thereafter, to and across the rear property line.

## ACC DESIGN REVIEW MANUAL FOR VILLA OWNERS

- interior side yard of a corner lot: a pool fence may extend from a point 10'-0" behind the front facade of a structure to the side yard property line and, thereafter, to and across the rear property line.
  - street side yard of a corner lot: a pool fence may extend from the rear corner of a structure to the maximum buildable area line and, thereafter, along the maximum buildable area line to and across the rear property line.
4. Landscaping:
- must be used to buffer the exterior view of the fence from the street or neighboring lot
  - no grass allowed inside any required fencing area.
5. Pool gates:
- must be equipped with self-closing and self-locking devices
  - include a system that allows work crews to enter while keeping the pool area secure.

### **POOL FENCE SPECIFICATIONS**

ITEM	STANDARD
Manufacturer	Specrail / Style S-1 or equal
Material	Extruded Aluminum
Pickets	5/8-inch square x 0.50 in thick
Picket Spacing	3-3/8 inch inside opening
Finials	Limited Use – flat bar shown below is permitted
Scrolls	None
Ball Caps	Yes
Top Rail	1-inch square x 06 inch thick
Intermediate Rail	1-inch square x 06 inch thick
Bottom Rail	1-inch square x 06 inch thick
Section Posts	2-inch square x 125 inch thick
Post Spacing	72 ½ inch on center
Color	Black or Brown
Finish	Polyester powder coating or electrostatic paint
Height	5 feet – 6 feet
Single Gate Width	48 inches
Side Gates Required On Both Sides	48 inches (minimum)

Example of Pool Fence Construction:



# ACC DESIGN REVIEW MANUAL FOR VILLA OWNERS

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## **FLAGS, OFFICIAL AND DECORATIVE**

- **General**
  1. No flag shall display or include any letters, words, logos or representations which are in the nature of an announcement, direction or advertisement.
  2. These flags shall not require ACC approval, provided no more than two (2) are displayed on a pole as described in this section.
  3. The word “flag” does not include the flag, pennant, or insignia of any nation, state, city, or other political unit.
- **Official Flags**
  1. In accordance with Chapter 720.304, Florida Statutes, as amended, and effective July 1, 2023, a homeowner may display, in a respectful manner, up to two of the following portable, removeable flags, not larger than 4½ feet by 6 feet:
    - The United States Flag
    - The official flag of the state of Florida
    - A flag that represents the United States Army, Navy, Air Force, Marine Corps, Space Force or Coast Guard
    - A POW-MIA flag
    - A “first responder” flag that recognizes and honors the service of any of the following:
      - a. Law enforcement officers (“Blue Line”) [as defined in s. 943.10 (1)]
      - b. Firefighters [as defined in s. 112.191 (1)]
      - c. Paramedics or emergency medical technicians [as defined in s. 112.191 (1)]
      - d. Correctional Officers [as defined in s. 943.10 (2)]
      - e. Public Safety Telecommunicators [as defined in s. 401.465 (1)]
      - f. Advanced Practice Registered Nurses, Licensed Practical Nurses, or Registered Nurses [as defined in s. 464.003]
      - h. Statewide Urban Search and Rescue Program Participants [as developed by the Division of Emergency Management under s. 252.35]
      - j. Federal Law Enforcement Officers [as defined in 18 U.S.C. s. 115 (c) (1)]
  2. A “first responder” flag may incorporate the design of any other permitted flag to form a combined flag.
- **Decorative Flags**
  1. Decorative flags that are tasteful and not offensive, based on community standards, may be displayed.
  2. Flags may contain welcoming themed wording or no wording.
  3. No commercial Advertising is allowed.
  4. Examples:
    - Holiday themed flag, to be removed when the holiday is over
    - Team flag (in good taste), to be removed when the team is no longer playing
    - Sports flag (in good taste), to be removed when the sports are no longer in season
    - “Welcome” flag
  5. Criteria for house mounted decorative flags:
    - Flagpole maximum length is 5’
    - Criteria for lawn mounted decorative flags:
      - Maximum size 12” x 18”
      - Maximum height of pole 2’



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- **Decorative Flag Examples:**



## **FLAG POLES**

- **General**

1. No flagpole of any type or style shall:
  - encroach on a neighbor's property
  - hinder landscaping operations.
2. The BOD may request removal of flagpoles not meeting the following criteria.

- **Freestanding flagpole**

1. A freestanding flagpole does not require approval provided it:
  - is no more than 20 feet high on any portion of the homeowner's real property
  - does not obstruct sightlines at intersections
  - is not erected within or upon an easement.
2. A homeowner may display, in a respectful manner from that flagpole:
  - one official United States flag
  - not larger than 4½ feet by 6 feet
  - one other flag permitted under "Flags" shown above.
  - the additional flag must be equal in size to, or smaller than, the United States flag.
3. The flagpole must comply with all building codes, zoning setbacks, and other applicable governmental regulations, including, but not limited to:
  - noise and lighting ordinances in the county or municipality in which the flagpole is erected
  - all setbacks and locational criteria contained in the governing documents.

- **Temporary flagpole staff**

1. A temporary flagpole does not require approval provided:
  - it does not extend higher than the roof of the house
  - is attached to the dwelling unit.

- **See illustrations on the following page:**

1. the flag location on the garage wall
2. a temporary flag pole in the planting bed.
3. approved security alarm sign posted at garage entrance. Security signs may also be located at main entrance and lanai entrance.
4. US Flag on garage wall, and on in-ground flag pole adjacent to alarm system sign.

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## **FUEL STORAGE-ON SITE**

- All on-site fuel storage tanks exceeding 5-gallon capacity require approval.
- Applicants must obtain all necessary permits and comply with all requirements.
- Above or below ground tanks are permitted. Method will vary depending on the Lot size and target location for tank placement.
- Above ground tanks must be buffered from the street and adjoining properties by landscaping.
- Propane fuel (LPG) must be stored in tanks designed and approved for this purpose. Typical applications include:
  1. swimming pool heaters
  2. domestic hot water supply tanks
  3. cooking stoves and ovens
  4. permanently installed generators
  5. constant-supply hot water heaters.
- Target location and placement must conform to all local, state and national governmental and/or quasi-governmental codes and/or requirements, including all required permits for storage and use.
- The tank installation and/or connection to the target appliance must not impact or interfere with any existing or future utility-supplied services including:
  1. electrical power
  2. water
  3. sprinkler controls, etc.

## **GARAGE CONVERSION**

The conversion of garage interiors to living space is not permitted.

## **GUTTERS AND DOWNSPOUTS**

- Gutters must be 6” wide with 4” x 3” downspouts.
- Downspouts and extensions must be at least 12” from grass.
- Gutters and downspouts:
  1. must be white
  2. damaged gutters will be repaired by the Association (except because of storm damage or homeowner neglect)
  3. the homeowner is responsible for the routine cleaning of gutter.
- Water discharge/runoff from downspouts shall not impact adjacent structures and landscaping in a negative or destructive manner. Planned water discharge direction(s) will be reviewed, and, if required, request expert opinion to be sure the discharge direction(s) will not be problematic.

# ACC DESIGN REVIEW MANUAL FOR VILLA OWNERS

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## **HOUSE NUMBERS**

- The Villas HOA Board of Directors is responsible for house number:
  1. design
  2. location/placement
- Henderson or Taylor Morrison models are the deciding factor
- Villa owners may not deviate from this placement.

## **IRRIGATION SYSTEMS**

- Each Villa lot is equipped with an in-ground irrigation system, maintained under a service contract.
- The Irrigation system includes devices of sufficient size and capacity to provide full 100% coverage for the lot, programmed to:
  1. minimize over-spray to adjacent locations, unless intended to do so
  2. provide coverage for right-of-ways of adjoining lots.
- Location:
  1. between the outside edge of the sidewalk and the curb
  2. pop-up spray heads in shrub beds
  3. bubblers for each tree location
  4. pop-up rotors in sod areas.
  5. drip irrigation for areas immediately adjacent to building walls in tight planters.
- Automatic timer/zone distribution controls plus a rain cut off switch, located on the outside garage wall. Villa owners will not adjust these systems.
- Automatic control devices are powered by GFCI outlets. Owners are responsible for maintaining these outlets in operating condition. If/when they fail, owners must replace them.

## **LIGHTING, EXTERIOR**

- This standard is intended to ensure that all exterior architectural or landscape lighting illuminated during evening hours is properly used to enhance the appearance of a structure without:
  1. overpowering the streetscape
  2. producing excessive glare
  3. affecting adjoining lots.
- All exterior lighting must be shown on plans submitted for design review. The Villa HOA is not responsible for maintenance and/or damage to, and/or replacement of architectural or landscape lighting.
- No exterior lighting will be approved that might create a nuisance to adjoining lots or produce excessive glare from the street. In the event of excessive glare or light spillage after installation, the applicant will be required to correct the situation by reducing the wattage of lamps, adjusting shields, or taking other measures as directed by the ACC.
- All lighting must be equipped with white, frosted, clear incandescent or LED bulbs. The maximum level of illumination shall not exceed a low-to-medium level to achieve a soft look or warm glow.
- Fixtures with LED lamps should match the corresponding “white” color of equivalent incandescent bulbs as closely as possible to achieve a “warm” glow.
- Glass panels, lenses and vinyl or plastic liners must be white, frosted or clear.
- All architectural lighting must be:
  1. attached to the structure
  2. located within the maximum buildable area of the lot.
- Other than decorative fixtures attached to the entry or garage of a structure, light sources should be installed so that the illumination is seen, but not the fixture, to achieve the most natural look possible. A hidden light source avoids glare from lamps that are in direct view. Glare can also be reduced by using several smaller lights rather than one large one. To achieve this, diffusers, shields and grills may be required.

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- The following are not allowed:
  1. outdoor lamp posts
  2. globe lights or lights attached to rain gutters
  3. white fixtures
  4. colored panels or lenses
  5. colored bulbs (except during approved holiday periods)
  6. fixtures using fluorescent, quartz, mercury vapor, high pressure sodium or metal halide lamps
  7. wall or eave-mounted spot or flood lights in front or side yard areas
  8. LED fixtures with a color temperature higher than 4,000° Kelvin
  9. path or ground lights located along driveways outside the maximum buildable area
- Lantern style fixtures:
  1. are permitted for the front entry and on porches and patio decks not located in side yards.
  2. approved by the HOA and located on either side of the garage door for illumination
    - maintenance, repair or replacement is the responsibility of the Villa HOA.
    - approved finish is Rustoleum Hammered Dark Brown (7218).
- Path lights, not exceeding 30" in height above grade, may be used on a limited basis to light walkways leading from the driveway to the front entry.
- Pagoda or bollard-style lights must have diffusers with extended shields to reduce glare from the street.
- Ground lights, ground-level spot lights and well lights may be used on a limited basis. Eave, wall and ground lights must be shielded.
- Low-level light from solar-powered landscape lights installed in planting beds is permitted without approval, provided:
  1. fixture height does not exceed thirty (30) inches
  2. no red, blue or brightly colored filters or lenses are used
  3. no more than six (6) lights are installed (more than six (6) requires ACC approval).
- Ceiling mounted fixtures, and recessed high hats may be used for entry lighting. Low-wattage incandescent lights are best for wall-mounted fixtures, while higher-wattage fixtures are recommended for overhead use.
- Original wall or ceiling-mounted fixtures, and recessed high hats may be used for porch lighting.
- Doors facing or opening to the side yards of Structures may be lighted with a shielded fixture which provides up and/or down light only.
- A maximum of two [2] wall or eave mounted spot lights, not exceeding 150 watts per fixture, are permitted only on the rear plane of a Structure. Fixtures must be mounted less than 12'-0" above grade and fitted with a shield to minimize light spillage. Lamps may not be directed at such an angle to cause excessive glare or light spillage that may affect adjoining lots.

### **PLAY EQUIPMENT**

- The standards in this section were established to create a balance between the desire and/or need for play equipment on an individual Villa owner's lot, and the impact on streetscapes, adjoining lots and common areas. A swimming pool and play area for the use and enjoyment of all Palma Sola Trace residents is located next to the Club House.
- Examples of play equipment include, but are not limited to:
  1. play pools
  2. playhouses
  3. play complexes
  4. trampolines and similar items.
- The location, number, size, materials and colors of play equipment will be reviewed on a case-by-case basis. A color photograph and size information must accompany each request.
- If the request is approved, play equipment:

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1. must be located and used in the rear yard, within the maximum buildable area
  2. must not impede landscape mowing on designated days.
  3. portable play equipment must be removed when not in use and stored in garage, lanais or porches.
- The flowing equipment is not allowed:
    1. permanently installed trampolines
    2. permanent skateboard ramps
    3. permanent basketball equipment, or backboards attached to any structure.

## **PLANTERS: See Fences, Walls, And Planters**

## **POOLS, ABOVE GROUND OR PORTABLE**

Above ground or portable pools are not permitted. Exception: baby pools, which must be removed when not in use.

## **POOLS, IN-GROUND AND SPAS**

- **General**
  1. The location and design details of in-ground pools and spas shall be submitted for approval. Subject to easements, in-ground pools and spas may be in the rear yard.
  2. Pools, spas, decks or screen enclosures associated therewith must comply with the following setbacks:
    - Typical Yard Width – 37.5 feet
    - Minimum Side Yard Setback – 5 feet
    - Minimum Rear Yard Setback – 5 feet
    - Easements may result in additional setbacks not shown above.
    - All pumps, filtration and other equipment must be buffered from the street and adjoining properties by landscaping.
- **Portable Spas**
  1. Portable spas must be located under a covered porch within a screened enclosure.
  2. Seating capacity should consider the size of the area designated for the placement of the hot tub. This should be no larger than seating for four (4) adults.
  3. Spa shell color should blend naturally with exterior colors of the Villa.
  4. Electricity provided should be a designated outlet with voltage necessary to support the spa.
  5. Operation must meet sound specifications of no greater than 50 dbs.
  6. Compliance with building and safety codes is the responsibility of the applicant.
  7. Spas cannot be drained into ponds, lawns or surrounding grounds.
  8. Drainage should be adaptable to prevent any flooding to the Villa structure.
- **Pool and Spa Protection**
  1. Pools and spas must be protected on exposed sides by a screen enclosure or a fence.
  2. Spas may be enclosed by a protective cover with a locking device that must be secured when spa is not being used.
- **Screen Enclosures**
  1. Subject to easements and setbacks, may enclose the sides and overhead of an open patio deck or pool deck.
  2. The screen enclosure must:
    - be attached to and integrated with the structure
    - not have a flat roof
  3. Construction:
    - roof height must not exceed the height of the ridgeline of the structure
    - only white or bronze framing
    - only black or charcoal screening
    - no spot lights or other lighting fixtures may be attached to the frame
  4. The roof must not be covered with:

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- corrugated fiberglass panels
- canvas
- vinyl
- aluminum pan roof panels
- composite roof panels.

## **PORCH AND DECK FINISHES/MATERIALS**

The following finishes/materials are approved for Entry Stoops and Lanais:

<b>Villa Type</b>	<b>Location</b>	<b>Finishes/Materials</b>
Taylor-Morrison	Front stoop and lanais, as provided by builder	Paint – BEHR Ultra-Pure White-#6050, or Florida Paints equivalent
Taylor-Morrison	Front stoop and lanais	Paint – BEHR Light Rattan PFC-27, or Florida Paints equivalent
Taylor-Morrison	Front stoop and lanais	Decorative Concrete Engraving – See example below.
Taylor-Morrison	From entrance walkway to lanais	Pavers/Stepping Stones
Taylor-Morrison	Lanais only	Tile
Henderson only	For front entry and lanais	Bricks



**Decorative Concrete Engraving**

## **RAMPS, ACCESS**

- If a resident or occupant of the parcel has a medical necessity or disability, a request for a ramp for egress and ingress may be constructed under the following conditions:
- Plans for the ramp must be submitted in advance for approval.
- The ramp design must be:
  1. as unobtrusive as possible
  2. designed to blend in with the surroundings as aesthetically as practicable
  3. reasonably sized to fit the intended use.
- An affidavit from a physician attesting to the medical necessity or disability of the resident or occupant of the parcel requiring the access ramp must accompany the request
- Certification in accordance with Florida Statute 320.0848 shall meet the affidavit requirement.
- The Association may make reasonable requests to modify the design to achieve architectural consistency with surrounding structures and surfaces.

## **ROADSIDE OBSTICLES**

No concrete cylinders, pyramids, half-rounds or similar items may be placed along roadways or within right-of-way in front of a lot.

## **SATELLITE DISHES AND ANTENNAS**

- The installation of the following equipment may be allowed under these conditions:

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1. one satellite dish, one meter or less in diameter or diagonal measurement
  2. one antenna, one meter or less in diameter or diagonal measurement
  3. device is intended only for the reception of video programming signals
  4. attendant wiring must be internal to the structure
  5. applicable safety requirements are adhered to.
- The location requirements for this equipment are:
    1. in a place shielded from view from the street to the maximum extent possible
    2. in the rear yard between the left and right corners of the Structure,
    3. as close to the rear of the Structure as reasonably possible
    4. buffered by landscaping.
  - Depending on the “as supplied” equipment finish, refinishing by owner may be required to maintain the aesthetic appearance of the Property.
  - If the above requirements cannot be met, revisions/modifications may be necessary before approval is granted.
  - Dishes and antennas must be removed by owner when no longer in use.
  - Except as provided above, no other exterior antennas, aerials, or similar apparatus shall be placed, allowed, or maintained upon any portion of a lot, including the structure.
  - No radio station or shortwave operation of any kind shall operate from any lot.

### **SECURITY EQUIPMENT**

- Externally mounted security devices include, but are not limited to, the following:
  1. security cameras: live, interactive and/or monitored, with or without audio capability, including “doorbell” devices
  2. sound detection equipment and audio recorders
  3. motion sensing equipment.
- Installed devices:
  1. must comply with community aesthetic requirements
  2. blend in with the dwelling.
- Equipment not permitted:
  1. devices that produce an external alarm
  2. equipment malfunctions that produce a disruptive/disturbing result (flashing strobes, audio announcement, etc.)
  3. dummy (non-functional) equipment.
- Devices must be physically attached to the residence.
- Number of devices that may be installed on any residence:
  1. one (1) on the front
  2. two (2) on the side
  3. one (1) on the rear.
- Security cameras must be installed and aimed so that they do not encroach on any common areas or a neighbor’s property.
- Motion-activated lights must not shine excessively on a neighbor’s property.
- Malfunction/maintenance/repair/performance/effectiveness of device(s) and any stolen equipment is the responsibility of the owner.
- Security service signs: see “Signs”.

### **SHEDS**

No portable or detached sheds are permitted.

### **SHUTTERS, DECORATIVE**

- Decorative shutters are:
  1. used primarily for ornamental embellishments
  2. not certified as hurricane shutters.
  3. allowed on Henderson style homes that were part of the original building design.

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- Replacement of decorative shutters on the Henderson style homes must be of the same design and color as the originals.

## **SHUTTERS, HURRICANE**

### • **General**

1. Temporary use corrugated metal panels were supplied by the original Builder(s)
2. Submission requests for other types must include:
  - type of product
  - installation details/drawings
  - manufacturer/supplier/installer
  - product photos
  - color/color samples.
3. Hurricane protective devices may be approved for:
  - temporary or permanent installation
  - front, side and/or rear elevations.
4. Other requested products/materials/types may be submitted for consideration.
5. Needed repairs caused by installation of hurricane shutters are the owner's responsibility.

### • **Temporary Types**

1. Temporary devices are allowed for all elevations and include:
  - corrugated steel or aluminum panels
  - hurricane fabric.
2. Permanently affixed tracks/brackets/hardware shall be painted to match/blend with:
  - door frame
  - window frames
  - walls
  - other surfaces/surrounds.
3. Products must be:
  - stored inside a Structure when not in use.
  - installed upon issuance of a tropical storm or hurricane watch/warning
  - removed within 5 days after a watch or warning is lifted
  - remove/install time may be shortened/extended by the Villas BOD
  - installation/removal are the owner's responsibility.

### • **Permanent Types**

1. Permanent types are allowed for all elevations; products for windows/doors include:
  - accordion shutters
  - roll down shutters
2. These products:
  - are permanently attached to the Structure
  - always remain in place
  - must be color-finished to match/blend with door frame and window frames
  - must remain in the "open" position
  - may be "closed" upon issuance of a tropical storm or hurricane watch/warning
  - returned to the "open" position within 5 days after a watch or warning is lifted

## **SIDEWALKS, PUBLIC**

- Owners are responsible for keeping the public sidewalks fronting their lots clean and free from debris.
- The City of Bradenton is responsible for maintenance/repair of public sidewalks. Any damage to the public sidewalks due to landscape or other improvement projects is the responsibility of the Villa owner.
- Repairs or replacement of public sidewalks shall conform to City of Bradenton requirements. The repaired surface shall be of concrete construction and match the surrounding undamaged



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sections.

- No pavers may be adhered to public sidewalks, per City of Bradenton Code Section 2.3.1 and 2.3.2.

## SIGNS

- A single “For Sale” sign is allowed provided:
  - it complies with the standard design and location (see signage detail)
  - is placed at least 10 feet behind the front property line
  - realtor (or home owner) pays for fabrication and installation cost.
- A “Sold” rider is allowed if:
  - it is no larger than 6” x 18”
  - it is placed on the same stake as the “For Sale” sign
  - color is white background with red letters, or red background with white letters

“For Sale/Sold” Signage Detail: contact the ACC for vendor/ordering/installing details.

<b>Size:</b>	Max 12” H X 18” W, Oval	
<b>Material:</b>	3mm polymetal, 3-color premium vinyl	
<b>Color:</b>	Tan background, hunter green inline, black text	
<b>Mounting:</b>	Black Steel T-stake	
<b>Text:</b>	<ul style="list-style-type: none"> <li>■ For Sale or For Rent</li> <li>■ Agent Name</li> <li>■ Company Name</li> <li>■ Phone Number</li> </ul>	
<b>Sold Rider:</b> 6” H X 16” L	<ul style="list-style-type: none"> <li>■ Red with White Lettering</li> <li>■ White with Red Lettering</li> </ul>	

- MLS standard realtor “open house” signs are allowed; signs must be placed:
  - no earlier than 30 minutes prior to showing
  - removed 30 minutes after the showing.
- “Security service” signs provided by a supplier may be displayed, provided they are:
  - of reasonable size
  - located within 10 feet of any entrance to the home
  - do not interfere with landscaping activities.
- One “dog waste” sign may be displayed provided it is:
  - placed 6 inches from grass
  - placed within flower beds (to not hinder landscaping operations)
  - a maximum size of 72 square inches (see examples).



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- Not allowed anywhere, at any time, in any manner, shape, form or size:
  1. political signs
  2. banners or decorations (except, see Holiday decorations section)
  3. advertising signs/devices
  4. such devices will be removed without notice.

## **SKYLIGHTS AND SOLAR TUBES (DAYLIGHTING SYSTEMS)**

- Type, manufacturer and installation are subject to approval.
- Submit construction/installation details and product photos with application.

## **SOLAR COLLECTORS**

- Produce thermal energy that can be used for heating or cooling
- Style must integrate harmoniously with the Villa design.
- Frames and attendant hardware must be finished to match the roof color
- Installation:

For maximum efficiency, solar collectors must be flush mounted on the roof. Applications for approval must include submission details pertaining exclusively to the solar collector design, and acknowledge and assume the same homeowner responsibilities, including executing the **Covenant Running With The Land And Indemnification Agreement**, as noted for Solar Panels, below.

## **SOLAR PANELS**

- Application Submittal
  1. to the ACC:
    - the ACC Request for Approval
    - a detailed drawing of the project in accordance with installation guidelines
    - the color of all materials
    - setbacks from edges, valleys, and the center roof line between units
    - setback distances from edges, valleys, center ridge, roof line and lower roof edge
    - locations of related equipment
    - installation contractors name and license number
    - all roof areas where solar panels will be installed
    - a signed original of the agreement required by the Association
    - a check to the Association to cover administration and recording costs
    - if the application is not approved the check will be refunded.
  2. to the Management Company:
    - a copy of the ACC Request for Approval plus the information listed above
    - your STATEMENT that:
      - the existing utility electric meter must be replaced, or
      - the existing utility electric meter does not need to be replaced
    - there is no encroachment/infringement on any other property to connect the new meter
    - there is no portion of the solar panel system to be mounted on the ground area of your property
    - all solar panels will be mounted parallel to the plain of the roof (no angled installations).
- **Solar panel details:**
  1. produce electricity that can be used to augment/supplement utility-supplied power
  2. must be installed by a licensed solar panel system contractor
  3. may not extend above the ridgeline of a roof
  4. must comply with Manatee County Bradenton Fire District codes/rules/guidelines for

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solar panel systems

5. only black or blue non-reflective solar panels are permitted
  6. frames and attendant hardware must be finished to match the roof color.
  7. be installed parallel to the plain of the roof
  8. placed to minimize view from the street and adjoining properties
  9. no wiring, piping or any part of the system installation may encroach/infringe on another owner's private property.
- **Solar Panel owner(s) acknowledge responsibility:**
    1. bear the cost of returning the Villa roof to established standards when future roof repair or replacement projects to their building becomes necessary
    2. sign an agreement, to be recorded with the Manatee County Clerk of Courts, to remove all installed solar panel system components to facilitate required roof repairs or replacement projects when required
    3. if just one owner in a Villa structure has a solar panel system installed, that owner shall be responsible for all costs to remove his system to facilitate roof repairs or replacement
    4. if each owner of a Villa structure has a solar panel system, each owner will be responsible for the cost of removing their system to facilitate roof repairs or replacement.
    5. for completing their portion of the **Covenant Running With The Land And Indemnification Agreement**, located in the Appendix of this manual.
  - **These guidelines:**
    1. supplement the ACC Manual guidelines established in the Palma Sola Trace Master and Villa's governing documents.
    2. do not create any new rights, or change the Palma Sola Master or Villas governing documents in any way.

## **TRASH AND YARD WASTE**

- **Household Trash**
  1. Dwellings in the Villas neighborhood shall be kept free of any external accumulation or storage of trash, bulk or scrap material, lumber, metal or any other unsightly waste. Containers for collection of household trash are provided by the City of Bradenton.
  2. Except for the minimum time necessary for collection, such containers shall be kept in an enclosed garage.
  3. Trash containers shall be placed "curbside" for collection no earlier than dusk of the previous day.
  4. Following collection, empty containers must be removed from "curbside" by 10:00 P.M. on the day of collection.
  5. Containers for collection of household trash shall be kept free of odors and/or any other unsightly or unsanitary situation that would result in detrimental condition to any dwelling.
  6. Arrangements for collection of items too large or not permitted for inclusion in trash containers should be made with the City of Bradenton for "special pickup", or other private disposal methods.
  7. Such items include, but are not limited to:
    - refrigerators
    - dryers
    - stoves
    - dishwashers
    - microwave ovens
    - outdoor grills
    - washing machines
    - furniture.

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8. Items for “special pickup” should be marked, and identified with the “special pickup” date.
  9. These items should not be placed “curbside” until the scheduled day of collection.
  10. The Condominium “compacter” and appropriate recycling containers are for condo resident use only.
- **Yard Waste**
    1. The following items should not be placed in containers designated for household trash:
      - shrubs and tree clippings
      - tree limbs
      - grass
      - plant waste
    2. These items should be placed “curbside” for collection by:
      - City of Bradenton on day of collection
      - Landscape company of record on day of collection

## **WALKWAYS, ENTRY**

- An entry walkway:
  1. at least 36” wide
  2. extending from the driveway to the front entry door of each Structure
  3. width shall not exceed the width of the front entry pad.
- Permitted materials and finishes are as follows:
  1. broom finished concrete with no picture frame edge
  2. etched concrete with stain

## **WATER SOFTENERS AND/OR CONDITIONING SYSTEMS**

- Water softeners and/or conditioning systems installed external to the structure:
  1. approval required
  2. must be buffered with landscaping to minimize viewing from the street, side yards, etc.
- All required permits are the responsibility of the applicant.

## **WELLS**

Owners are not permitted to use lakes within the properties for irrigation or to install wells on lots for potable or irrigation water.

## **WINDOWS**

The following types and features are allowed; other designs will be reviewed.

- **Types**
  1. Fixed
  2. Double-hung
  3. Casement
  4. Gliding.
- **Configurations**
  1. Rectangular [without half-round or elliptical transoms].
  2. Palladian.
- **Materials**
  1. White Aluminum
  2. Vinyl
  3. Vinyl Clad Wood.
- **Glazing**
  1. True divided lights: permitted for front and side elevations
  2. Simulated divided lights: permitted for front and side elevations
  3. Full glaze [no muntins]: permitted for rear elevations only
  4. Glass block is not permitted.
- **Frame Colors**

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1. White and cream
  2. Requests for other colors will be reviewed.
- **Details**
    1. surrounds
    2. eyebrows
    3. lintels
    4. keystones.
  - **Embellishments**
    1. Stucco.
  - **Coverings and films**
    1. Windows visible from the street must:
      - have white or off-white backing, or
      - blend with the exterior color of the dwelling.
  - **Window Tints**
    1. light gray and light bronze tinting and film are allowed
    2. other requested tint colors will be reviewed but are subject to disapproval.
    3. not allowed: reflective window coverings and glass or film with reflective properties.

## **SECTION 5: LANDSCAPING**

### **DESIGN APPROVAL**

The purpose of the landscape review process is to ensure a harmonious neighborhood streetscape and to maintain the aesthetic appearance of the community. The Palma Sola Trace Villas landscape design standards are intended to provide for the needs and desires of the applicant in a manner which also protects the lifestyle of adjoining neighbors. Landscape plans shall be submitted for approval by the ACC as part of the design review application. Installation and removal of landscaping shall be subject to the prior approval of the ACC.

### **LANDSCAPING OF EASEMENTS**

Landscape material within easements and conservation areas shall be limited to sod, low ground cover or small shrubbery, subject to the approval of the ACC. Trees are not permitted within easements. No landscape material is permitted within easements which will interfere with vehicular traffic or prevent maintenance of utilities.

Owners shall be responsible for the prompt removal of any such improvements within easements as may be required for access, installation and maintenance of utilities or other purposes. Any damage caused to driveways, other structures or landscaping within easements shall be promptly restored and repaired by the lot owner who caused the damage.

### **LANDSCAPE ZONES**

To maintain a framework of cohesiveness from which applicants may express their landscape choices, the following landscape zones have been established:

- Streetscape Zone
- Front Yard Zone
- Side Yard Zones
- Rear Yard Zone.

**Landscape Requirements (Streetscape Zone):** The streetscape zone stretches from the curb to the front yard property line and extends the full width of the individual Villa owner's lot. On corner lots, this zone also extends the full length of the street side yard to the rear property line. The streetscape zone shall be sodded as per specifications in this section. No other landscape material is permitted in streetscape zones unless approved by the ACC.

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**Landscape Requirements (Front Yard Zone):** The front yard zone is the area between the streetscape zone and the front plane of the structure and extends the full width of the individual Villa owner's lot. The minimum landscape requirements within the front yard zone shall include the following:

- At least one [1] approved yard tree within the front yard zone of the quantity shown on the final site plan. Trees must be from the approved list below and fruit trees will never be permitted.

## **Front Yard Trees**

- Sabal Palm Sabal palmetto (16-20' oa ht.) (Used in grouping of two or more).
- Queen Palm Syargus ramonzoffianum (18-24' oa ht.).
- East Palatka Holly Ilex attenuata 'East Palatka' (10-12' ht., 2.5" gal. min) Blanchard Magnolia Magnolia grandiflora 'Blanchard' (10-12' ht. 2.5" gal. min).
- Ligustrum Tree Ligustrum lucidum (6-8' ht., multi-trunk, natural form) Little Gem Magnolia Magnolia grandiflora 'Little Gem' (9-11 ht., 2.5" gal., full).
- Black Olive Bucida bucedas 'Shady Lady' (10-12' ht., 2.5" gal. min) Purple Tabebuia Tabebuia impetiginosa (8-10' ht., 2.5" gal. min).

**Landscape Requirements (Side Yard Zone):** The side yard zone is the area between the front plane and the back plane of the structure and extends the full width of the individual Villa owner's lot. The minimum landscape requirements within the side yard zone shall include the following:

- **Interior Lots:** One [1] approved shrub per three (3') linear feet along mechanical equipment to act as a service equipment buffer. Sides of structures need not be planted.
- **Corner Lots:** One [1] approved shrub per three (3') linear feet along the street side only. In addition, front yard trees may be required in the side yard per the final site plan. If more than one [1] front yard tree is required, one may be substituted by a cluster of two [2] approved palm trees.

**Landscape Requirements (Rear Yard Zone):** The rear yard zone of an individual Villa owner's lot extends from the back plane of the structure to the rear and side property lines. The minimum landscape requirements within the rear yard zone shall include the following:

- One [1] approved yard tree shall be planted within the rear yard zone.

## **Rear Yard Trees**

- Live Oak Quercus Virginiana (10-12' ht., 2.5" gal.)
- Sycamore Plantanus occidentalis (10-12' ht., 2.5" gal.)
- Mahogany Tree Swietenia mahogoni (10-12'ht., 2.5" gal.)
- Slash Pine Pinus elliotii (10-12' ht., 2.5" gal.)
- Red Maple Acer rubrum (10-12' ht., 2.5" gal.).

**If a pool is constructed,** the perimeter of the pool or pool screen enclosure must be buffered with landscaping.

## **MINIMUM TREE REQUIREMENTS**

The minimum required trees within the boundaries of a lot shall be the greater of the requirements set forth above for front yard, side yard and rear yard zones or as required by the City of Bradenton.

## **FRUIT TREES**

Any fruit tree, in ground or in pots, that bears edible fruit is NOT PERMITTED within the Palma Sola Trace Community.

## **GENERAL REQUIREMENTS**

- Palma Sola Trace favors "Florida-friendly landscaping". The recommended landscape character of yard areas should emphasize a casual or natural environment versus a formal appearance.
- All plant material to be Florida #1 or better as described within the Florida Grades and Standards 1973, Florida Dept. of Agriculture, Tallahassee, FL and any subsequent revisions hereto. All plant material must be free from disease, insect infestations, defects and injuries. Installations should allow adequate area to promote a healthy growth pattern and to accommodate the mature growth requirement of each plant species. Trees shall be correct in form for their species and have a normal growth habit with developed and densely foliated branches.
- Newly planted street trees and yard trees must be staked until stable. The Landscaping Committee

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and the Landscaping Contractor of Record shall recommend a suitable staking system.

- Unless otherwise approved by the ACC, shrubs and ground covers shall conform to the following minimum standards at the time of planting:

Type	Min Size	Min Height	Min Spacing
Shrubs	3 Gal	20"	36" OC
Ground Covers	1 Gal	12" – varies by species	12" OC

- Shrubs and ground cover in front yard zones shall be planted in clusters or within curvilinear planting beds. Shrubs of the same species shall be grouped together. Random mixing of different species is discouraged. Different shrub species should be tiered in height with the taller shrub species closest to the structure and the lower species in front. Plant masses should be arranged to provide visual excitement by using color and texture and to soften stark building elements and corners as well as to enhance architectural features. Plantings may be required by the ACC to screen portions of driveways, service areas, blank walls, patio decks and swimming pools.
- All shrubs shall be top-dressed with 2" - 3" of shredded cypress, eucalyptus mulch or pine bark nuggets. Mulch with artificial dyes is not permitted. Stone, rock, gravel, crushed brick or similar materials are not allowed as a substitute for mulch for reconstruction or modifications.
- Ground covers shall be planted in such a manner to present a finished appearance within three [3] months of planting. Shrubs shall be planted such that the gap will be closed within the first year of growth.
- The use of linear buffer hedges along property lines in front yard zones is not permitted. Berms, trees and clusters of shrubs may be used to create a sense of separation and definition when appropriate between front yards. Linear buffer hedges in side and rear yards must be routinely trimmed not to exceed 60" in height.

### **APPROVED PLANTS AND SHRUBS (Not All Inclusive)/PLANTING REQUIREMENTS**

- Variegated Abbot's Koeberlinia – full sun to full shade
- Dwarf Podocarpus – full sun to full shade
- Meyerii Foxtail Fern – full sun to full shade
- Liriope – full sun to full shade
- Croton – full sun to partial shade (Petra Croton handles shade)
- Cocoplum – full sun to partial shade
- Flax Lilly – full sun to partial shade
- Green Island Ficus – full sun to partial shade
- Ruella Mexican Petunia – full sun to partial sun
- Hibiscus Bush – full sun to partial sun
- Compacta Jatropha – full sun to partial sun
- Dwarf Burfordii Holly – full sun to partial sun
- Aztec Grass – partial shade best
- Cordyline Ti – am sun to bright shade best – full sun may brown tips
- Strelitzia Reginae Bird of Paradise – partial sun to partial shade
- Variegated Ginger – prefers afternoon shade
- Philodendron Xanadu – partial sun or partial shade
- Shrimp Plant – partial sun or partial shade
- Dwarf Oyster Plant – partial sun to partial shade
- Ferns Holly, Wart and Fishtail – full shade to partial shade

### **Not Approved Shrubs And Plants (Not All Inclusive)/Reason**

- Azalea – special soil and fertilizer needs
- Gardenia - special soil and fertilizer needs
- Orange Jasmine – host for citrus disease

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- Creeping Fig – attaches to buildings, can cause paint and stucco damage
- Snow Bush – worms
- King Sago – Asian cycad scale
- Strelitzia Nicolai Bird of Paradise White – needs large space
- Bamboo – many have uncontrolled spread
- Ixora – nutrition deficiency
- Minima Jasmine Ground Cover – attaches to walls, can cause paint and stucco damage
- Bougainvillea Vine – aggressive growth needs large space
- Bougainvillea Bush – aggressive growth/thorns not good for walkways
- Bromeliads – mosquito breeder
- Crown of Thorns/Other Cactus – thorns dangerous for pets and people
- Fruit Bearing Trees and Plants – attracts fruit rats and other rodents
- Brugmansia Angel's Trumpet – dangerously toxic
- Indian Hawthorn Bush – Sri Lankan weevil
- Oleanders – worms, most need large space
- Plumeria – suckering roots need large space
- Rubber Tree – needs large space
- Pothos – houseplant becomes invasive
- Arrowhead Vine - houseplant becomes invasive
- Sprenger's Asparagus Fern – invasive.

### **Approved Suggested Replacement Tree Species (Not All Inclusive)**

**Canopy Trees:** (2 ½ in. caliper, 25-50 gallon with a minimum height of 10 ft)

- Black Gum Tupelo
- Hickory
- Live Oak, Highrise Oak, Cathedral Oak
- Loblolly Bay
- Longleaf Pine
- Red Maple
- Slash Pine
- Southern Magnolia including Little Gem
- Southern Red Cedar
- Sweetbay Magnolia
- Sweetgum (Rotundiloba-seedless)
- Sycamore
- Winged Elm.

### **Understory Trees**

- Cherry Laurel
- Crepe Myrtle
- Eugenia-natives only
- Holly – Eagleston
- Japanese Blueberry
- Japanese Privet (Ligustrum Japonica)
- Loquat
- Podocarpus – tree form only
- Queen's Crepe Myrtle or Tuscarora
- Red Bay
- Shady Lady Black Olive
- Walter's Viburnum – tree form only.



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Prior to approval for planting any other variety, the ACC will contact the landscape company to determine if the requested species is appropriate for the area in question.

**Landscape Rocks and Edging:** The use of landscape rocks and edging as a design element for reconstruction or modifications is not permitted without the approval of the ACC. Any such materials must be used in moderation and must be shown on plans submitted for design review, landscape review or modifications review [as applicable]. Concrete curb edging must not extend into the utility easements in the front, side, or rear yards, or the road right of way.

**Sod:** Unless required to remain natural, all portions of a lot and the road right of way abutting a lot shall be sodded. To ensure a consistent turf color and texture throughout the community, St. Augustine Floratam must be used. Seville is permitted in shaded areas only. After initial installation, portions of turf areas may not be removed or replaced with mulch, stone, rock, gravel, crushed brick or similar materials without written approval of the ACC. No artificial turf will be allowed without approval of the ACC.

**Utility Equipment:** All utility company boxes and transformers are set within road right-of- ways or easements. Grading around these items must ensure positive drainage, and the landscape plan must include shrubs to reduce the visibility of utility equipment.

**Sight Distances at Intersections:** No hedge or shrub planting shall be placed, permitted or maintained where such improvements would create a traffic or sight problem at intersections for corner lots or at the intersection of streets and driveways or pedestrian trails. No trees shall be permitted unless the foliage line is maintained at a sufficient height to prevent obstruction of sight lines for corner lots and intersections as set forth above.

Small items that blend in with the landscaping normally would not need approval. If an item does not meet the following guidelines, it may be required to be removed.

**Artificial Vegetation:** No artificial plants or vegetation are permitted on the exterior of a lot or structure without ACC approval, other than wreath type front entry door decorations. Decorative embellishments, readily visible from the street, are **not permitted**, including, but not limited to, the following:

- Deer
- Swans
- Flamingos
- Ducks
- Birdbaths
- Sculpture
- Windmills
- Other similar items.

Exceptions:

- Seasonal holiday decorations; see Section 4
- Items placed on the dwelling lanai.

**Garden Hoses:** Garden hoses shall be kept coiled neatly under the exterior faucet, hung from a hose holder or kept nearby in a container designed for hose storage. Garden hoses, holders and containers may not be placed on or within 6” from lawn area (mow-able grass yard area).

## **DECORATIVE EMBELLISHMENTS**

A decorative embellishment is defined as any item to be placed on a lot that does not naturally occur in nature. An application for all exterior embellishments must be submitted to the ACC for approval.

Applications will be considered on a case-by-case basis to ensure they comply with the aesthetic and design standards of the Community and the Neighborhood.

Exception: seasonal holiday decorations; see Section 4.

### **Items Not Permitted**

- Decorative items, statuary, sculptures or monuments representing real or fantasy individuals.
- Animal feeders, animal houses, animal baths, vegetable gardens and compost piles. These items attract animals that can become a nuisance to the community.

**Items that may be permitted :**

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- Outdoor furniture
  1. Only items manufactured and sold for outdoor use may be placed on the exterior lot.
  2. Furniture may be made of wood, metal or composite material.
  3. No furniture may be placed, stored or kept on the exterior of any residence except as indicated under **Placement** below.
  4. Decorative Items, Statuary, Sculptures or Monuments other than those mentioned above.
  5. Items must blend with and complement landscaping and not exceed forty-two (42) inches in any dimension.
- Fountains and waterscape treatments
  1. Items must be shown on plans submitted for landscaping and ACC review.
  2. Back flow valves can be protected by faux rocks designed to cover pipes.
  3. Fountains must not exceed 48” in height.
  4. All fountains and waterscape treatments must be kept in good working order.
  5. Inoperable fountains and waterscape treatments must be removed promptly to eliminate standing water.
- Decorative Pots
  1. Pots used for plant material of any kind cannot be greater than 24” in height and 16” in diameter.
  2. Homeowners are required to maintain such plant material.

## Placement

- Entry Way or Henderson Front Porch
  1. The entry way or front porch includes any steps leading up to it
  2. A limit of four items, including combinations of decorative pots, planters, small bench, or chairs may be placed on the front porch or in any entry way.
  3. Chosen colors must be consistent with the surroundings in which they are placed.
- Front Yard
  1. No items may be placed in the grass lawn growing area.
  2. A limit of two items, including decorative pots, planters or acceptable benches may be placed in the mulched/landscaped area.
- Side Yards
  1. No items may be placed in the grass lawn growing area.
  2. A limit of four items, including decorative pots or planters may be placed in the mulched/landscaped area.
  3. No placed items may impede access to utilities (A/C unit, electrical power, sprinkler system controls, etc.).
  4. No “buffering” in side lots may be removed to facilitate placement of decorative items.
- Back Yard
  1. No items may be placed in the grass lawn growing area.
  2. A limit of six items may be placed in the mulched/landscaped area.
  3. Items may include:
    - Decorative items, statuary, sculptures or monuments.
    - Decorative pots or planters.
    - "Homemade”, “folk art” or “craft” items.
    - Fountains or waterscape treatments (these items must not create a nuisance to neighbors).

## Note:

- Furniture is **not permitted** on driveways or entry walks except for limited special occasions.
- For safety reasons all furniture must be removed when a residence is to be unoccupied for a period of seven (7) days or more unless prior arrangements have been made with a neighbor and the management company has been notified.

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- All furniture must be removed upon issuance of any storm warnings, such as a Tropical Storm Warning or higher.
- Some examples of acceptable/unacceptable furniture by location are illustrated below (this list is not inclusive):

## **Front Yard: Unacceptable Furniture**



## **Front Yard: Acceptable Furniture**



## **Entry Way and Front Porch: Acceptable Furniture**



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## LANDSCAPE ZONE CHART

Streetscape Zone	Front Yard Zone		Side Yard Zone		Rear Yard Zone	
	Ground Cover	Yard Trees	Shrubs & Ground Cover	Yard Trees	Shrubs & Ground Cover	Yard Trees
Streetscape Zone to be sodded. No other landscaping permitted.	One approved front yard tree from the approved list. Corner lots may require additional trees in the side yard zone as depicted on the final site plan.		For Corner Lots only, one or more approved front yard trees may be required within the side yard zone along the street side yard frontage as shown on the final site. Front yard tree is required. One may be substituted by a cluster of a minimum of two palm trees.	One approved shrub per 3 feet linear feet along the street side of corner lots and to screen equipment as a service fence shall be required. Side yards of interior lots do not require shrubs.	One approved rear yard tree shall be planted from the approved list.	Landscaping along the perimeter of pools and their screen enclosures is required.
<b>GENERAL REQUIREMENTS</b>						
<ul style="list-style-type: none"> <li>• The minimum required trees shall be the greater of the requirements above or as required by the City of Bradenton.</li> <li>• All shrubs shall be top-dressed with 2" - 3" of shredded cypress mulch, eucalyptus, or pine bark nuggets after watering in.</li> <li>• All remaining right-of-ways and yard areas to be sodded with St. Augustine Floratam. Seville is permitted in shaded areas only. If re-sodding is required for pond banks, Argentine Bahia sod must be used.</li> <li>• An irrigation system is required with full coverage for all yard areas and right-of-ways. Automatic control device and rain cut off switch are required to be lockable and mounted outside the garage.</li> </ul>						

## TREE REMOVAL POLICY

### **General Requirements**

No trees shall be removed except for diseased or dead trees or are conflicting with the growth of other landscaping or for safety reasons. Such removal may be conditioned upon replacement of removed trees at the owner's expense. Prior authorization to remove or install trees must receive prior ACC approval. Owner will be required to complete the ACC tree removal form located in the appendix of this manual and attach it to the ACC request form.

In addition:

- No tree will be removed unless a problem exists or the tree is dead. Approval is required as outlined below.
- Oak and Terminalia Buceras (Black Olive) trees will not be removed unless said trees are dead or pose a threat to property.
- Homeowners must provide an arborist or Florida Licensed Landscape Architect report IAW Florida FS 163.045.

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- Trees to be considered for removal must be identified on the ACC Tree Removal Request form located in the appendix of this manual.
- The approved ACC application must be on-site with the company doing the removal during the tree removal process.
- Limbs and tree rounds must be removed.
- Stump must be removed or dealt with appropriately.
- Replacement tree must be approved prior to tree removal and planted within two weeks after tree removal.

## **LOT AND LANDSCAPE MAINTENANCE**

### **Maintenance of Lots**

Except for conservation areas, where special preservation provisions may apply, the Palma Sola Trace Villas HOA will be responsible to ensure a service to routinely:

- mow lawns
- edge beds
- prune shrubs and groundcovers
- control weeds, pests and diseases via spray application of appropriate products
- remove and replace dead trees and plants
- dispose of trash
- apply water and repair irrigation systems
- replace mulch and other necessary maintenance measures, including fertilization, to sustain the landscape in a neat, orderly, vigorous and healthy condition.

Grass areas on lots may not exceed 6" in height between lawn cuts.

Hedge heights are to be maintained as follows:

- Taylor Morrison units: air conditioner to garage, 56"; air conditioner to front door 48"
- Henderson units: gate to front door 46"

### **Maintenance of Driveways**

Right-of-way, Water's Edge and Greenbelt Buffers: for property fronting on any roadway, the portion of driveways and aprons within right-of-ways shall be maintained by the Villas HOA. It shall be the responsibility of the Palma Sola Trace Villas HOA to irrigate and maintain the sod located within right-of-ways between the pavement edge and the Lot boundary.

### **Water's Edge Lots/Landscape Easements**

On lots fronting on the water's edge or adjacent to a landscape easement within the properties, the CDD or Villas HOA shall maintain and irrigate all landscaping between the lot boundary and such water's edge or wall. The owners shall have no right to remove trees, shrubs or similar vegetation from these areas without the prior written approval of the ACC.

## **SECTION 6: ENFORCEMENT PROCEDURES**

See Article VI in Villa Documents for standards and compliance.

*Enforcement: Villas' and Masters' Declarations, Articles, and/or Bylaws*

## **SECTION 7: REQUIREMENTS FOR CONTRACTORS AND TRADES**

### • **ENVIRONMENTAL STANDARDS**

The Palma Sola Trace ponds, habitats and conservation areas are highly valued amenities. Every effort must be made to preserve and protect the environment that contributes to the community's identity as the most desirable place to live. Accordingly, owners and renters are required to comply with the following standards:

1. Conservation tracts established within Palma Sola Trace may not be altered from their natural state without approval from the Master Association, the CDD and the requisite governmental or quasi-governmental authorities with jurisdiction over such areas.

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- Contact the ACC prior to requesting approval from other agencies.
2. Environmental fences, silt fences, straw bales, and other sediment control methods shall be employed by Applicants upon request by the ACC chairperson and as required by governmental or quasi-governmental authorities.
  3. Hazardous substances, especially petroleum substances or other potentially hazardous or toxic substances shall not be dumped, whether intentionally or unintentionally, on any lot or in any conservation area, lake or drainage system within the Property. Violations of this provision must be immediately reported to the ACC chairperson.
  4. Trees, native landscape material, tree fence areas and root systems must be protected from damage caused by:
    - employees of building and trade contractors
    - heavy vehicles and equipment.
  5. Aeration systems or tree wells will be installed by applicants when required by the ACC.
  6. Protective fences must be installed at the drip line or farther for more mature trees prior to any clearing, site work or construction activities, and must be maintained throughout the building phase and shall conform to a standard design established by the ACC. No equipment, material, fill, trash or toxic substances may be placed within boundaries of protective fencing for trees.
  7. Concrete truck or other vehicle washing is not permitted on roadways or within the drip line of trees. All concrete washouts must be performed entirely on the lot where such materials were provided or in areas designated by the ACC. If street cleaning work is required to restore the appearance of street surfaces in front of a lot, the cost of any such repairs will/could be the responsibility of the applicant.
  8. All trees will be maintained and cared for throughout the construction process, unless otherwise required to remain in a natural state. No trees may be removed from lots without the written approval of the ACC.
  9. If native landscape material or trees are damaged, the applicant and/or owner may be required to pay a fine and/or replace such vegetation or trees with comparable materials of such size and number, and in such locations, as the ACC may determine to mitigate the damage.
  10. Vehicle maintenance, including oil changes (within garage) and the removal of other vehicle and equipment fluids must be performed in accordance with environmental regulations and, under no circumstances, are any toxic fluids permitted to be discharged onto the ground.
  11. Environmental Standards must be adhered to by all building and trade contractors. If a violation occurs, applicants and/or their building and trade contractors may be required to:
    - pay costs involved in any violation
    - remedy a violation in a timely manner
    - leave the community, temporarily or permanently
    - and/or pay fines.
  12. Trash, rubbish, garbage or other waste materials kept or permitted on the properties must be stored in containers located in appropriate areas. Containers must not be visible from any of the properties, except for the minimum time necessary for its collection.
- **CONSTRUCTION SITE STANDARDS**

Construction Site Standards have been established to foster a positive working relationship among the employees of building contractors, trade contractors and suppliers entering or performing work within the Villas community. All applicants and their building contractors, trade contractors and suppliers are required to comply with Construction Site Standards, which include the following:

    1. Only construction personnel, employed by contractors, trade contractors and suppliers,

## ACC DESIGN REVIEW MANUAL FOR VILLA OWNERS

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- are permitted access to construction area.
2. Construction personnel are not permitted to use community amenities or common areas.
  3. Applicants assume full responsibility and liability for any reconstruction, maintenance or repair of property or improvements within the properties arising from activities of any builder's employees or building contractors, trade contractors and suppliers.
  4. A vehicle speed limit of 25 mph within the community has been established for resident's safety.
  5. Under certain circumstances, construction personnel may be required to park in designated areas. When parking is permitted along roadways, only one side of the street may be used. No parking is permitted in permanently landscaped or grassed areas.
  6. Construction vehicles [trucks, vans and cars] must be removed from the job sites at the end of day unless otherwise approved by the ACC. Vehicles left within the Palma Sola Trace Community are subject to removal at the owner's expense and without prior notice.
  7. Job sites must be kept in a clean and orderly condition. Applicants are responsible for daily removal and placement of trash in dumpsters or "caged" areas that are open to public view.
  8. Applicants will provide street cleaning and removal of construction materials, trash and debris from roadways, easements and swales on a routine basis or upon request of the ACC.
  9. Driving across pedestrian paths is not permitted. Residential driveways may not be used for parking or to turn around vehicles.
  10. No fill or materials may be stored or placed in right-of-ways, on vacant lots, or any other portions of Palma Sola Trace without approval of the ACC. No spoils or dump sites are available within the community to receive export cuts.
  11. Applicants and their building and trade contractors are not permitted to use the services of another applicant or building and trade contractor without permission. The use of electricity or water from homeowners is strictly prohibited.
  12. Playing loud music on construction sites is prohibited. Construction personnel who continue to violate this provision, after adequate warning, will be asked to leave the site.
  13. Pets belonging to construction personnel are not permitted on job sites or inside vehicles parked within Palma Sola Trace
  14. Unless approved by the ACC, no contractor or service provider signage is permitted within the Villas community. Contractor signage must be removed when the construction project is completed. Unapproved signage will be removed and discarded without notice or obligation to the offending party.
  15. If a portable restroom is required for an extensive project the contractor will first request and receive approval from the ACC.
  16. Construction trailers will not be permitted within the Villas neighborhood without the prior written approval of the ACC.
  17. Deliveries and construction work hours:
    - from 7:00 a.m. to 6:00 p.m., Monday to Saturday
    - no construction deliveries or work is permitted on Sundays, or
    - on days when community-wide promotional events are scheduled.
    - exceptions must be approved in advance by the ACC, or the Villas Board of Directors, for BOD- contracted work.
  18. Burning rubbish or trash by applicants or their building or trade contractors on any portion of the property is prohibited without prior ACC approval, and obtaining the necessary permits from governmental authorities.
  19. Alcoholic beverages may not be consumed by construction personnel within Palma Sola Trace. Failure to comply with this provision will result in immediate dismissal.
  20. Building and trade contractors causing intentional damage to materials or workmanship

# ACC DESIGN REVIEW MANUAL FOR VILLA OWNERS

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- of other trades are subject to permanent dismissal from Palma Sola Trace.
21. The security of construction improvements and materials is the responsibility of each Applicant. Construction vehicles are subject to search at any time, and construction personnel are required to cooperate fully with representatives of the construction company and /or the ACC.
  22. Applicants are responsible for ensuring compliance with Construction Site Standards by all building and trade contractors. Depending on the nature of a violation, applicants and/or their building and trade contractors may be required to pay costs involved in any violation, to remedy a violation in a timely manner, to leave the community, temporarily or permanently, and/or to pay fines.

## SECTION 8: DEFINITIONS

Words, terms and phrases used in this Manual are defined below, and shall be interpreted as such throughout the Design Review Manual. Terms not defined herein or within the content of the manual shall have the meaning customarily assigned to them or such as the context may imply.

- **ACC Design Review Manual** ("Manual") shall mean and refer to this manual which sets forth policies and procedures of the Villas HOA Architectural Control Committee, and establishes standards, guidelines and provisions for construction and modifications to existing Structures.
- **Accessory Structure** shall mean and refer to a detached structure including, but not limited to, swimming pools; spas; and detached gazebos, pavilions, cabanas and pergolas.
- **Air-Conditioned Square Footage** shall mean and refer to the finished space of a structure as measured at floor level from the outside of finished perimeter walls and from the center line of demising walls separating air conditioned and non-air-conditioned space. Openings in floors are not included in calculations. The area of stair treads and landings proceeding to the floor below is included for the floor from which the stairs descend, not to exceed the area of the opening in the floor. To be included in calculations, finished areas must have a ceiling height of at least 7'-0" except: (a) under beams, ducts and other obstructions where the height may be 6'-4"; (b) under stairs where there is no specified height requirement; or (c) where the ceiling is sloped. If a room's ceiling is sloped, at least one-half of the finished square footage in that room must have a vertical ceiling height of at least 7'-0"; no portion of the finished area that has a height of less than 5'-0" may be included in calculations. Garages and unfinished areas are not included in calculations. Chimneys, windows and other finished areas that protrude beyond the exterior finished surface of the outside walls and do not have a floor on the same level are not included in calculations.
- **Applicant** shall mean and refer to a legal owner of a lot who submits an application to the Architectural Control Committee.
- **Application** shall mean and refer to a Design Review Application for Villas Approval, Design Review Application for Individual Approval, Landscape Review Application, Modifications Application or Request for Change as the context may imply.
- **Architectural Control Committee ("ACC") Administrator** shall mean and refer to the management company responsible to assist and review documents from the ACC committee when needed and store approved design applications and documents.
- **Architectural Control Committee ("ACC") Chairperson** shall mean and refer to the individual appointed to accept Design Review Applications ; to conduct field inspections of construction; to maintain records of the Architectural Control Committee; to enforce design, environmental and construction site standards; and to counsel with Applicants with regard to specific standards and guidelines.
- **Architectural Control Committee Design Review Manual** ("Manual") shall mean and refer to this manual which sets forth policies and procedures of the Architectural Control Committee, and establishes standards, guidelines and provisions for new construction and modifications to



# ACC DESIGN REVIEW MANUAL FOR VILLA OWNERS

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existing structures.

- **Architectural Control Committee Villas HOA Board Representative** shall mean a BOD liaison individual appointed by the BOD to provide guidance as needed with regards to ACC matters. A liaison does not have voting privileges on the ACC committee.
- **Commencement of Construction** shall mean and refer to the start of construction, which does not commence until:
  1. all plans for such construction have been approved by the ACC Design Review Committee
  2. a building permit has been issued by the requisite building department
  3. construction has physically commenced beyond site preparation.
- **Community Development District ("CDD")** shall mean and refer to the Palma Sola Trace Community Development District, which is a special purpose government created under Chapter 190, Florida Statutes, and which may acquire, fund, construct, operate and maintain certain infrastructure and community services within or outside the properties.
- **Completion of Construction** shall mean and refer to the date a structure is complete, including installation of all landscaping, as evidenced by the issuance of a final certificate of occupancy by the requisite building department.
- **Construction Site Standards** shall mean and refer to standards pertaining to construction site activity and operations as provided in the ACC Design Review Manual. Corner lot shall mean and refer to any lot, which abuts two roadways.
- , as amended and supplemented from time to time.
- **Design Documents** shall mean and refer to site plans, architectural or design drawings, specifications, lot grading plans, surveys, engineering details, landscaping plans, color and material samples, and any other documents, drawings, photographs or literature which illustrates, describes, or otherwise interprets the plan of construction, change or modification for any lot or structure located thereon.
- **Design Review Application for Individual Approval** shall mean and refer to the Design Review Application for Individual Approval and any attachments thereto, including Design Documents, for the review and individual approval of new construction by the Design Review Committee.
- **Design Review Application for ACC approval** shall mean and refer to the design review
- **Declaration** shall mean and refer to the Declaration of Covenants, Conditions, Restrictions and Easements for Palma Sola Trace Master and Villas HOA, recorded in Official Record Book, public records of Manatee County, Florida application for ACC approval and any attachments thereto, including design documents, for the review and master approval of new construction by the ACC.
- **Design Review Committee (Master Association)** shall mean and refer to the committee established under the provisions of the Master Association documents.
- **Design Standards** shall mean and refer to the standards of site planning, site development, architecture and landscaping as contained in the ACC Design Review Manual.
- **Developer** shall mean and refer to Taylor Woodrow Homes - Central Florida Division L.L.C., a Florida Limited Liability Company, its successors and assigns, and as further defined in the Declaration of Covenants, Conditions, Restrictions and Easements for Palma Sola Trace.
- **Emergency AC Power Supply Unit** is an emergency power supply unit is a device used to supply AC electrical power when the normal utility power supply is interrupted. There are several types of AC power units, depending on the number of household appliances to be powered. The most common units are engine-generator sets powered by a fuel source. Units are available in portable devices or permanently installed "stand-by" systems.
- **Emergency Condition** is that time period beginning with a hurricane warning, leading to an actual hurricane impact, resulting in AC power outages caused by damage to utility power lines and/or related power distribution equipment.

## ACC DESIGN REVIEW MANUAL FOR VILLA OWNERS

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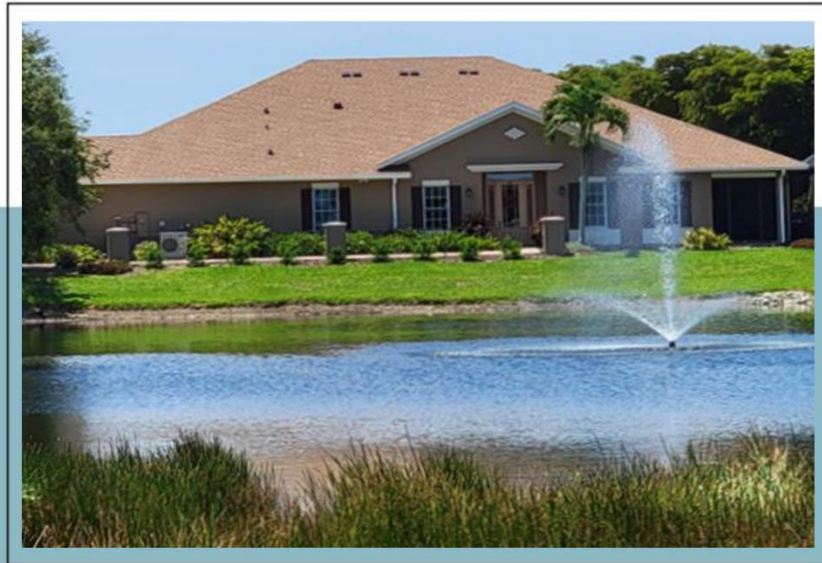
- **Environmental Standards** shall mean and refer to standards pertaining to protection of the environment as contained in the ACC Design Review Manual.
- **Front Yard Zones** shall mean and refer to the area between the streetscape zone and the front plane of the structure and extends the full width of the individual Villa owner's lot.
- **Interior Lot** shall mean and refer to a lot other than a corner lot and situated between two other lots.
- **Landscape Review Application** shall mean and refer to the landscape review application and any design documents attached thereto requesting approval by the Architectural Control Committee for landscaping and related improvements.
- **Lot** shall mean and refer to any platted lot within the community which has been or is intended to be conveyed to an owner and which contains or is intended to contain a single-family detached dwelling or half of an attached dwelling. A lot shall also mean and refer to a platted parcel within the community that is intended for the construction of multi-unit condominium buildings.
- **Master Association** shall mean and refer to Palma Sola Trace Master Association, Inc., a Florida not-for-profit corporation, its successors or assigns, and as further defined in the Declaration of Covenants, Conditions, Restrictions and Easements for Palma Sola Trace.
- **Maximum Buildable Area** (if necessary to replace a damaged Villa) shall mean and refer to the portion of a lot within the building setbacks and upon which the structure and any accessory structures may be constructed, subject to provisions contained in the ACC Design Review Manual.
- **Modifications Review Application** shall mean and refer to a modifications review application and any design documents attached thereto for the purpose of requesting approval by the Architectural Control Committee for modifications to a lot or structure. This application applies to completed structures.
- **Neighborhood** shall mean and refer to a portion of the property with similar interests, such as a common name, entry feature, lot size, product type or architectural theme as shown on the site plan for Palma Sola Trace.
- **Neighborhood Association** shall mean and refer to any homeowners or condominium association formed within a particular neighborhood to govern the business affairs and any property within that neighborhood.
- **Owner** shall mean and refer to the record title holder, whether one (1) or more persons or entities, of the fee simple title to any lot situated within or upon the properties.
- **Palma Sola Trace** shall mean and refer to the master-planned community anticipated to be developed on the property pursuant to the approvals granted by the City of Bradenton, Florida.
- **Property or Properties** shall mean and refer to the real property as legally described and defined in the Declaration of Covenants, Conditions, Restrictions and Easements for Palma Sola Trace.
- **Rear Yard Zones** shall mean and refer to that portion of an individual Villa owner's lot that extends from the back plane of the structure to the rear and side property lines.
- **Request for Change Application** shall mean and refer to the request for change application and any attachments thereto, including design documents, to request approval for a change to a design review application for ACC approval, design review application for individual approval, landscape review application or modifications review application after initial approval by the Architectural Control Committee. This application applies to a request for changes to work in progress.
- **Side Yard Zones** shall mean and refer to the area between the front plane and the back plane of the structure and extending the full width of the individual Villa owner's lot.
- **Streetscape Zone** shall mean and refer to a portion of the right-of-way adjoining a lot and running from the curb to the front yard property line across the full width of a lot. On corner lots, the streetscape zone also extends the full length of the street side yard to the rear property line.

## ACC DESIGN REVIEW MANUAL FOR VILLA OWNERS

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- **Structure** shall mean and refer to a residential dwelling, and shall include any attached structures such as a portico, garage, and porch.
- **Surface Water Management System** shall mean and refer to the portion of the properties within Palma Sola Trace, including improvements thereon, which are designed and constructed or implemented to control water and as further defined in the Declaration of Covenants, Conditions, Restrictions and Easements for Palma Sola Trace.
- **Variance** shall mean and refer to an exception to the standards contained in the ACC Design Review Manual as may be granted by the Architectural Control Committee.

**APPENDIX**



**PAINT  
CONCIERGE**

**2023**

**Palma Sola Trace Villas**

## PALMA SOLA TRACE VILLAS

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### EXTERIOR BODY



**PRODUCT:** Florida Paints 1223 SeaSide 100% Exterior Acrylic Satin  
**COLOR:** P-1 HENDERSON BROWN  
**FORMULA:** B33 – C1Y42 – D3 – I1Y24 – KX7Y6

### EXTERIOR BODY



**PRODUCT:** Florida Paints 1221 SeaSide 100% Exterior Acrylic Satin  
**COLOR:** P-2 HENDERSON MINT  
**FORMULA:** B1Y12 – C40 – D14

### EXTERIOR BODY



**PRODUCT:** Florida Paints 1223 SeaSide 100% Exterior Acrylic Satin  
**COLOR:** P-3 HENDERSON BURGUNDY  
**FORMULA:** D16 – F1Y20 – L3Y16 – V1Y24 – KX3Y28

### EXTERIOR BODY



**PRODUCT:** Florida Paints 1221 SeaSide 100% Exterior Acrylic Satin  
**COLOR:** P-4 HENDERSON YELLOW  
**FORMULA:** C2Y16 – L45 – I1

### EXTERIOR BODY



**PRODUCT:** Florida Paints 1221 SeaSide 100% Exterior Acrylic Satin  
**COLOR:** TM TAN  
**FORMULA:** B16 – C1Y32 – D8 – F8

COMPUTER MONITORS AND PRINTERS EXHIBIT WIDE RANGES OF COLOR VARIABILITY. PLEASE REFER TO YOUR SPECIFIED COLOR CHIP OR VIEW A PRODUCT SAMPLE FOR AN ACCURATE REPRESENTATION OF THE ACTUAL COLOR PRIOR TO PURCHASE

## PALMA SOLA TRACE VILLAS

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### EXTERIOR BODY



**PRODUCT:** Florida Paints 1221 SeaSide 100% Exterior Acrylic Satin  
**COLOR:** P-6 TM GREEN  
**FORMULA:** C1Y24 – D24 – I6 – L2Y32

### EXTERIOR BODY



**PRODUCT:** Florida Paints 1223 SeaSide 100% Exterior Acrylic Satin  
**COLOR:** P-7 TM CLAY  
**FORMULA:** C2Y36 – I1Y – R20 – KX5Y16

### EXTERIOR BODY



**PRODUCT:** Florida Paints 1221 SeaSide 100% Exterior Acrylic Satin  
**COLOR:** P-8 TM GOLD  
**FORMULA:** B24 – F8 – R40 – T4Y12 – KX2Y32

### EXTERIOR TRIM



**PRODUCT:** Florida Paints 1220 SeaSide 100% Exterior Acrylic Satin  
**COLOR:** EXTERIOR TRIM  
**FORMULA:** A2 – C8 – I2 – L10

### ENTRANCE DOOR



**PRODUCT:** Florida Paints 8433 AllGrip Int/Ext Acrylic Semi-Gloss  
**COLOR:** PPU3-20 CINNABARK  
**FORMULA:** B6Y24 – D12 – F5Y – T5Y40

COMPUTER MONITORS AND PRINTERS EXHIBIT WIDE RANGES OF COLOR VARIABILITY. PLEASE REFER TO YOUR SPECIFIED COLOR CHIP OR VIEW A PRODUCT SAMPLE FOR AN ACCURATE REPRESENTATION OF THE ACTUAL COLOR PRIOR TO PURCHASE

## PALMA SOLA TRACE VILLAS

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### ENTRANCE DOOR



**PRODUCT:** Florida Paints 8433 AllGrip Int/Ext Acrylic Semi-Gloss  
**COLOR:** PPU3-19 MOROCCAN HENNA  
**FORMULA:** B8 – C2Y32 – I8Y40

### ENTRANCE DOOR



**PRODUCT:** Florida Paints 8433 AllGrip Int/Ext Acrylic Semi-Gloss  
**COLOR:** PPU3-17 CLAY POT  
**FORMULA:** C9Y36 – D12 – F24 – I4Y44 – L2Y40 – KX2Y

### ENTRANCE DOOR



**PRODUCT:** Florida Paints 8433 AllGrip Int/Ext Acrylic Semi-Gloss  
**COLOR:** PPU2-19 ROYAL LIQUEUR  
**FORMULA:** D4 – E1Y12 – F6Y – I4Y40

### ENTRANCE DOOR



**PRODUCT:** Florida Paints 8433 AllGrip Int/Ext Acrylic Semi-Gloss  
**COLOR:** PPU4-19 ARTS AND CRAFTS  
**FORMULA:** B34 – C1Y18 – F20

### ENTRANCE DOOR



**PRODUCT:** Florida Paints 8433 AllGrip Int/Ext Acrylic Semi-Gloss  
**COLOR:** 0704 PLATEAU  
**FORMULA:** D1Y44 – E2 – L4Y26 – KX1Y24

COMPUTER MONITORS AND PRINTERS EXHIBIT WIDE RANGES OF COLOR VARIABILITY. PLEASE REFER TO YOUR SPECIFIED COLOR CHIP OR VIEW A PRODUCT SAMPLE FOR AN ACCURATE REPRESENTATION OF THE ACTUAL COLOR PRIOR TO PURCHASE



## PALMA SOLA TRACE VILLAS

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### ENTRANCE DOOR



**PRODUCT:** Florida Paints 8431 AllGrip Int/Ext Acrylic Semi-Gloss  
**COLOR:** 0189 DELICATE HONEY SWEET  
**FORMULA:** B38 – C1Y22 – R30

### ENTRANCE DOOR



**PRODUCT:** Florida Paints 8433 AllGrip Int/Ext Acrylic Semi-Gloss  
**COLOR:** 0074 EMPERORS ROBE  
**FORMULA:** F24 – L5Y4 – R3Y26 – KX40

### ENTRANCE DOOR



**PRODUCT:** Florida Paints 8432 AllGrip Int/Ext Acrylic Semi-Gloss  
**COLOR:** 0163 CAMEL TRAIN  
**FORMULA:** B34 – C1Y18 – F20

### ENTRANCE DOOR



**PRODUCT:** Florida Paints 8432 AllGrip Int/Ext Acrylic Semi-Gloss  
**COLOR:** 0583 BILLOWING SMOKE  
**FORMULA:** B4Y26 – C1Y28 – L26

### ENTRANCE DOOR



**PRODUCT:** Florida Paints 8432 AllGrip Int/Ext Acrylic Semi-Gloss  
**COLOR:** 0500 BOWMAN BLUE  
**FORMULA:** B4Y8 – D2Y4 – E28

COMPUTER MONITORS AND PRINTERS EXHIBIT WIDE RANGES OF COLOR VARIABILITY. PLEASE REFER TO YOUR SPECIFIED COLOR CHIP OR VIEW A PRODUCT SAMPLE FOR AN ACCURATE REPRESENTATION OF THE ACTUAL COLOR PRIOR TO PURCHASE

# ACC DESIGN REVIEW MANUAL FOR VILLA OWNERS

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## PALMA SOLA TRACE VILLAS

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### ENTRANCE DOOR



**PRODUCT:** Florida Paints 8431 AllGrip Int/Ext Acrylic Semi-Gloss  
**COLOR:** 1009 BEDTIME STORY  
**FORMULA:** C1Y14 – F7 – I8

#### **Servicing Store**

5203 Cortez Road  
West Bradenton, FL 34210  
941.795.2222

#### **Servicing Rep**

Louis Martinez  
Sales Representative  
L. Martinez@floridapaints.com  
941.404.0016

#### **Project Address**

Palma Sola Trace Villas  
C&S Community Management Services, Inc.  
4301 32nd Street W., Suite A-20  
Bradenton, FL 34205

COMPUTER MONITORS AND PRINTERS EXHIBIT WIDE RANGES OF COLOR VARIABILITY. PLEASE REFER TO YOUR SPECIFIED COLOR CHIP OR VIEW A PRODUCT SAMPLE FOR AN ACCURATE REPRESENTATION OF THE ACTUAL COLOR PRIOR TO PURCHASE

REQUEST FOR ARCHITECTURAL APPROVAL - PALMA SOLA TRACE VILLAS HOA

This is a request form to be completed by the homeowner and submitted to the (ACC) Architectural Control Committee for approval BEFORE any work commences. Please complete it in its entirety and deliver to an ACC representative or e-mail the ACC at ACC@PalmaSolaTrace.org

This Section To Be Completed By The Homeowner

NAME: \_\_\_\_\_ LOT# \_\_\_\_\_ DATE: \_\_\_\_\_
ADDRESS: \_\_\_\_\_ E-MAIL \_\_\_\_\_
PHONE (HOME): \_\_\_\_\_ WORK: \_\_\_\_\_ CELL: \_\_\_\_\_
Request For Change Landscape Revision Modification Review

DESCRIBE THE CHANGE/ADDITIONS/INSTALLATION: (i.e. pool, screen enclosure, patio, landscaping, sidewalk/driveway pavers, etc.)

GIVE DESCRIPTION: \_\_\_\_\_

LOCATION: (ATTACH A COPY OF PLOT PLAN/SURVEY SHOWING THE LOCATION OF THE ADDITION OR INSTALLATION -

(MUST BE PROVIDED) - GIVE DESCRIPTION: \_\_\_\_\_

SPECIFICATIONS: (ATTACH A COPY OF THE PLANS OR A SUITABLE DRAWING OR PICTURE - (MUST BE PROVIDED)

DIMENSIONS: \_\_\_\_\_

MATERIAL (S): \_\_\_\_\_

COLOR (S) (SAMPLE OR COLOR CHIP FOR LANAI OR STRUCTURE WORK- MUST BE PROVIDED):

COMPANY/INDIVIDUAL TO PERFORM WORK: \_\_\_\_\_

ESTIMATED TIME OF COMPLETION: \_\_\_\_\_

OWNERS PRINTED NAME & SIGNATURE: \_\_\_\_\_

NOTE: The property owner hereby acknowledges that he/she shall be solely responsible for determining whether the improvements, alterations or additions described herein comply with all applicable laws, rules and regulations, code and ordinances: including, without limitation, zoning ordinances, subdivision regulations, and building codes. The ACC shall have no liability or obligation to determine whether such improvements, alterations and additions comply with any such laws, rules, codes or ordinances.

This Section To Be Completed By The Architectural Control Committee

REQUEST: DATE APPROVED: \_\_\_\_\_ DATE DENIED: \_\_\_\_\_

CHAIRPERSON, ACC: \_\_\_\_\_

(ACC) COMMENTS OR CONDITIONS: \_\_\_\_\_

DATE RECEIVED BY ACC: \_\_\_\_\_ SENT TO HOA: \_\_\_\_\_ SENT TO HOMEOWNER: \_\_\_\_\_

# ACC DESIGN REVIEW MANUAL FOR VILLA OWNERS

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## ACC TREE REMOVAL FORM ATTACH TO ACC REQUEST FORM

NAME: \_\_\_\_\_ LOT NUMBER: \_\_\_\_\_

WHAT SPECIES OF TREE ARE YOU REQUESTING TO BE REMOVED? \_\_\_\_\_

WHERE IS THE TREE LOCATED? \_\_\_\_\_

WHAT IS THE REASON FOR REMOVING THE TREE? \_\_\_\_\_

WHAT SPECIES OF TREE IS THE REPLACEMENT TREE? \_\_\_\_\_

**ATTACH ISA CERTIFIED ARBORIST DOCUMENTATION OR FLORIDA LICENSED LANDSCAPE ARCHITECT REPORT (this application will not be processed without this documentation).**

➤ **Legal Document Required for Solar Panel Application** ◀

**After Recording Return to:**

Najmy Thompson, P.L.  
1401 8<sup>th</sup> Avenue West  
Bradenton, Florida 34205  
941.748.2216

**COVENANT RUNNING WITH THE LAND AND INDEMNIFICATION AGREEMENT**

**PALMA SOLA TRACE VILLAS HOMEOWNER'S ASSOCIATION, INC.**

This Covenant Running with the Land and Indemnification Agreement ("Covenant") is made between the Palma Sola Trace Villas Homeowner's Association, Inc. (the "Association"), whose address is 4301 32<sup>nd</sup> Street West, Suite A-20, Bradenton, FL 34205 ("the Association") and \_\_\_\_\_ ("Owner"), whose address is \_\_\_\_\_, Bradenton, FL 34209.

WHEREAS, Owner is the record owner of the following real property ("Property") located in the Palma Sola Trace Subdivision in Manatee County, Florida:

Lot \_\_\_\_\_, PALMA SOLA TRACE, according to the plat thereof, recorded in Plat Book 46, Page 146, of the Public Records of Manatee County, Florida.

WHEREAS, the Association is the homeowners' association created pursuant to Chapter 720, *Florida Statutes*, to enforce restrictions and to operate and maintain certain improvements located within the Palma Sola Trace Subdivision, pursuant to the Amended and Restated Declaration of Covenants, Conditions, Restrictions and Easements of Palma Sola Trace Villas (the "Declaration"), which is recorded at Official Records Book 2276, Page 1836, of the Public Records of Manatee County, Florida.

WHEREAS, the Owner has caused or intends to cause solar energy panels and related system components (the "System") to be installed on the Property, or is the owner of the Property on which a System was previously installed.

WHEREAS, pursuant to Article II, Section 2 of the Declaration, the Association has certain maintenance obligations in regard to the exterior for the dwelling located on the Property as well as obligations regarding the maintenance of the landscaped area of the Property.

WHEREAS, the parties have agreed to execute and record this Covenant to set forth the agreement of the parties in regard to the continued maintenance and costs related to the System, subject to the terms and conditions herein.

NOW THEREFORE, in consideration of the mutual promises contained herein, the sufficiency of which is acknowledged by the parties, the Board of Directors of the Association approves of the installation and maintenance of the System and Owner agrees to incur the maintenance obligation and related expenses as set forth in this Covenant.

## ACC DESIGN REVIEW MANUAL FOR VILLA OWNERS

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1. The recitals set forth above are true and correct and are incorporated herein by this reference.

2. The System shall be, or has been, installed by a licensed and insured installer or service provider in accordance with prevailing industry standards and practices. All maintenance of the System shall be performed by licensed and insured contractors, and the System shall be maintained in a first class manner. Owner shall be responsible for obtaining all necessary building permits and must otherwise comply with all applicable governmental regulations, and shall provide proof of compliance with such requirements upon request of the Association. Owner further represents and warrants that Owner shall maintain appropriate insurance coverage on the System for so long as the Owner is the owner of the Property and the System remains in place on the Property.

3. Owner acknowledges and agrees that Owner is and shall be responsible for installing, operating, maintaining, repairing, removing, replacing, and insuring the System and any items, components or other systems related thereto, and all costs associated thereto. The Association assumes no obligation in regard to the System.

4. Owner agrees to indemnify, defend and hold harmless the Association and its officers, directors, managers, agents, employees, and its members from and against any and all claims, damages, causes of action and liabilities of any nature whatsoever relating to or arising from the System, together with any and all attorney's fees and costs..

5. Owner acknowledges and agrees that when it becomes necessary for the Association to maintain, repair (other than damage caused by solar panels) or replace the roof of the Property and the adjoining dwelling, Owner shall be solely responsible for any and all costs incurred to remove or replace any portion of the System to accommodate the roof maintenance, repairs or replacement.

6. In the event that Owner or Owner's successor in title, or Owner's heirs or assigns fail to fulfill the Owner's obligations under this Covenant, the Association, upon written notice, the Owner shall take any and all action necessary to comply with this Covenant and/or the Association's governing documents. Association shall have the right, but not the obligation, to enter onto the Property to perform any necessary maintenance, to remove the System, or to take any other action in regard to the System that the Association deems necessary to protect its interests or cause compliance with the Covenant and/or the Association's governing documents, and all costs incurred by the Association shall be an assessment against the Property and can be collected in the same manner as an assessment as provided in the Declaration, including any and all lien and foreclosure rights. The Association shall have the right to proceed in an action in a court of competent jurisdiction for specific performance and/or damages, and the prevailing party in any litigation shall be entitled to recover all costs and attorney's fees at all levels.

7. This Covenant shall be recorded in the Public Records of Manatee County, Florida, and shall be binding upon all heirs, successors in title or interest, and assigns of the Owner and the Association, and shall be a covenant running with the land, a contractual obligation, and a condition implied in any conveyance or other instrument affecting title of the Property. This Covenant shall be for the benefit of the Owner and the Association and its members and shall be enforceable at law or in equity by any and all of the parties for whose

# ACC DESIGN REVIEW MANUAL FOR VILLA OWNERS

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benefit it runs, and shall not be construed in favor nor against any party in the event of a dispute regarding interpretation or enforcement of its terms.

8. This Covenant may only be modified or rescinded with the written approval of all of the parties, and such modification or rescission shall be recorded in the Public Records of Manatee County, Florida.

9. In the event that the System is removed by Owner, Owner shall restore the roof to its original condition and appearance to the satisfaction of the Association and in accordance with the Association's governing documents.

10. Owner shall be responsible for all recording costs of this Covenants and any amendments or rescission.

11. The invalidity, in whole or in part, of any portion of this instrument shall not affect the validity of the remaining portions of this instrument.

IN WITNESS WHEREOF, the Owner and the Association have caused this Covenant to be executed and signed as set forth below:

WITNESSES to President's signature:

**PALMA SOLA TRACE VILLAS  
HOMEOWNER'S ASSOCIATION, INC.**

\_\_\_\_\_  
Print Name: \_\_\_\_\_

By:  
Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

as President

STATE OF FLORIDA

COUNTY OF MANATEE

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_, as President of Palma Sola

Trace Villas Homeowner's Association, Inc. He/She is  personally known to me or  has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public, State of Florida

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

My Commission Expires: \_\_\_\_\_

# ACC DESIGN REVIEW MANUAL FOR VILLA OWNERS

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WITNESSES to Owner's signature:

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

OWNER:

By:

Print Name: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF MANATEE

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_. He/She is  personally known to me or  has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public, State of Florida

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

My Commission Expires: \_\_\_\_\_

WITNESSES to Owner's signature:

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

OWNER:

By:

Print Name: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF MANATEE

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_. He/She is  personally known to me or  has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public, State of Florida

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

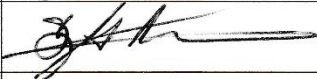
My Commission Expires: \_\_\_\_\_



# ACC DESIGN REVIEW MANUAL FOR VILLA OWNERS

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Palma Sola Trace Villas HOA  
Architectural Control Committee Standards and Guidelines  
Design Review Manual for Palma Sola Trace Villa Owners  
Board of Director Approval

Name	Signature	Date
Stan Brown – President		10/19/23
Mike Coury – Vice President	Michael J. Coury	10/19/23
Dennis Donaldson – Secretary/Treasurer	Dennis Donaldson	10/19/23
Larry Howell - Director	Larry Howell	10/19/23
Udo Raik - Director	Udo Raik	10/19/23

Board Approval

The Board of Directors Palma Sola Trace Villas HOA has approved this Architectural Control Committee Standards and Guidelines.