

PALMA SOLA TRACE VILLAS HOA

**ARCHITECTURAL CONTROL COMMITTEE
STANDARDS AND GUIDELINES**



ACC DESIGN REVIEW MANUAL for Villas Owners

October 17, 2019

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 Villas HOA.

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SECTION 1: INTRODUCTION

STATEMENT OF PURPOSE

The purpose of this handbook is to familiarize Palma Sola Trace Villas Owners with the objectives, scope and application of design standards and guidelines that will be used to maintain the aesthetic appearance and environmental quality of the Palma Sola Trace Villas community.

The handbook provides specific design standards and guidelines that have been adopted by the Board of Directors of the Villas Home Owners Association (HOA). It also explains the application and review process that must be adhered to by Villas Owners seeking approval for any exterior modifications or changes to their villas or lots that are subject to approval by the HOA. Villas owners are reminded that approval by the Architectural Control Committee for a proposed change does not remove the need for the **appropriate building permits** and/or other government required documentation if applicable. This handbook will serve as a valuable reference source and will assist in preparing acceptable applications for review by the Home Owners Association's Architectural Control Committee.

While individual creativity is encouraged, standards were established to maintain a measure of quality and consistency throughout the course of the villas neighborhood development. In some cases, there will be no permitted variation from established standards, while in other areas; flexibility may be permitted with the review and approval of the Architectural Control Committee. All villas owners are encouraged to familiarize themselves with its contents and to retain the manual for future use.

PROTECTIVE COVENANTS

The legal documents for the Villas Owners Association include the Declaration of Covenants and Restrictions. 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 initial Villas Owners and their successors in ownership, irrespective of *whether or not these owners are familiar with such covenants*.

The primary purpose of this document is to establish design guidelines for the entire villas neighborhood. The promulgation and enforcement of design guidelines is intended to achieve the following objectives:

- Maintain consistency with the overall design concept for the community.
- Promote harmonious architectural and environmental design qualities and features.
- Promote and enhance the visual and aesthetic appearance of the community.
- Maintain a clean, neat, orderly appearance.

The enforcement of design standards not only enhances the physical appearance of a community, but also assists in protecting and preserving property values. Villas owners, living in this neighborhood, are protected from actions of neighbors that can detract from the physical 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.

MISSION AND VALUES

Building a strong neighborhood and community is a top priority of the Board of Directors. To that end,

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the following mission and values statement has been adopted.

Mission:

- Foster a sense of neighborhood and community
- Preserve home equity value
- Maintain a safe environment
- Proactively and reasonably implement the covenants
- Develop pride in our neighborhood and community

Values:

- Provide clear, regular and transparent communication to all villas owners (resident, non-resident, banks and investors) and to tenants.
- Balance cost and quality of service in order to set dues at a reasonable level while maintaining the property well and planning for the future.
- Foster participation by including as many residents as possible in committees.

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 association (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 Association provides the scope and authority of the Architectural Control Committee (ACC). The members of the ACC are appointed by the Board of Directors (BOD) of the Villas Owners Association.

The Architectural Control Committee is responsible for enforcing 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 embrace all aspects of construction, which shall include, but not be limited, to the following:

- Land planning
- Site work, grading & drainage
- Architectural design
- Exterior colors, materials & finishes
- Construction materials
- Signage
- Landscape design

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- Architectural/landscape lighting
- Exterior alterations / modification

SECTION 2: ARCHITECTURAL CONTROL COMMITTEE (ACC)

AUTHORITY OF THE ACC

The ACC shall have exclusive jurisdiction over all construction and modifications to completed Structures or accessory structures within Palma Sola Trace Villas neighborhood. The ACC shall consist of at least three (3), but no more than five (5) individuals, who are Villas residents and who shall serve terms subject to the sole discretion of Palma Sola Trace Villas BOD. The ACC shall be deemed a committee of the association. The ACC may disapprove applications and design documents for non-compliance with the provisions contained in the Master Association Design Review Manual, DRM, the Villas Association Design Review Manual or on purely aesthetic grounds where, in its sole judgment, such action is required to maintain the desired character of the overall Villas neighborhood or the Palma Sola Trace Community.

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 is not limited to major additions or alterations, such as adding a deck or patio. It includes such minor items as changes in doors, screens and windows. Approval is also required when an existing item is requested to be removed. (There are a number of exceptions to this otherwise inclusive review requirement.)

Minor landscape improvements normally do not require ACC approval. This includes single specimen plants and *small-scale improvements that do not materially alter the 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 or not a proposed exterior change is exempt from design review, and approval, Villas owners should first seek clarification from the ACC before proceeding with the improvement.

APPLICATION AND REVIEW PROCEDURES

Application and review procedures used by the Architectural Control Committee are detailed below.

1. **Applications.** All applications for proposed improvements must be submitted in writing using the application forms authorized by the ACC. A copy of these forms are included as an exhibit to this handbook. Applications must be complete in order 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.
2. **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;

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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.

3. **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. However, the thirty (30) day review period will only 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.
4. **Notice of Approval / Approved with stipulations / Disapproval.** Villas owners who have submitted design review applications will be given written notice of the decision of the ACC. This notice will be issued by the ACC. Please do not contact the ACC in the interim of this process for approval or denial. (Note: Once approved, the approval documents are sent to the management company for storage and safe keeping)
5. **Changes to Applications and Design Documents.** All 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

ACC design review fees when applicable, apply to cover any costs that may be associated with a project. No set fee is charged for the application review within the committee. 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.

Under Article V, Section 3 of the Palma Sola Trace Villas Homeowners Association, Inc Declaration of Covenants, Conditions, Restrictions, the Palma Sola Trace Villas HOA Board voted at its June 20, 2019 board of directors meeting to request owners final approval by mail or electronically to impose a \$50 fee for applications submitted to the ACC for approval after the requested project has started or been completed.

These decisions coincide with the actions taken by the Master and Condo BODs which took effect January 1, 2019

The Palma Sola Trace community design review process aims to ensure that all external changes to the condos, villas and single family homes conform to the community's standards, outlined in the Design Review Manual and the Villas Architectural Review Manual.

These fees are designed to recover the additional costs associated with after-the-fact applications as determined by the ACC. This resolution (#2019-06-01) underscores the importance of filing an application during the planning process and getting approval before moving forward.

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Process for 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.

The ACC Review Manual (available online at the villas website: www.palmasolatrace.org) requires homeowners to file an application and get approval for **ALL** external changes.

INSPECTIONS

Periodic inspections may be made by a representative of the ACC during or after completion of construction or modifications to determine compliance with applications and design standards in this 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 shall be performed only by Florida licensed and insured building and trade contractors. Prior to commencing work within the community, builders, and contractors, at their expense shall 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

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- Employer's liability protection
- Comprehensive automobile liability
- Builder's risk insurance
- Hurricane insurance

LIMITING CONDITIONS

The following limiting conditions shall apply to activities of the ACC and provisions of the ACC Design Review Manual:

- The standards contained in the Design Review Manual set forth minimum requirements. Where the Design Manual imposes a greater restriction than is imposed and required by the Declaration or other provisions of law, the standards in the ACC Design Review Manual shall control. In the event 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 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.
- Approval of applications or design documents by the ACC shall not impose any responsibility on the ACC for the design, engineering or construction of structures or accessory structure.
- The Design Review Manual is subject to change by the ACC without prior notice. Applicants should contact the ACC administrator to ascertain what changes, if any, may affect proposed plans for new construction or modifications to completed structures prior to undertaking preliminary or final designs. 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 and design documents may be mailed or delivered to the ACC using one of the following methods:

If mailed

Palma Sola Trace Villas HOA

*c/o C&S Condominium Management Services, Inc. 4301 32nd Street West, Suite A-20
Bradenton, FL 34205
Telephone: (941) 758-9454
Fax: (941) 753-3062

* Current Property Management Company

If emailed

Email to: jconway@cscmsi.com (Or Current CAM)

If hand delivered

The ACC application and supporting documents may be given to an ACC member, Villas HOA director or the villas management company.

Note: Applications may be picked up from an ACC member, management office or Villas website.

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MODIFICATIONS REVIEW APPLICATION AND PLANNING MEETING

To ensure that design standards will be maintained for structures, the ACC has jurisdiction over modifications, which include alterations, replacements and additions to existing lots and structures after completion of original construction.

Owners anticipating modifications are required to discuss the scope of proposed improvements with the ACC Chairperson to determine if an *Application* is required and, if so, whether or not a planning meeting should be set. The purpose of this meeting is to determine (a) fees possible for processing applications and (b) the extent of Design Documents required for approval.

Upon receipt and review of an Application, the ACC will issue a letter with its decision, indicating *approved as submitted*, *approved with stipulations* or *disapproved*. All Design Documents attached to the application will be retained by the ACC. 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.

MINOR MODIFICATIONS

Minor modifications can be processed by submitting an application to the ACC, along with sufficient details, to explain the proposed modifications. Usually, a written explanation supported by sketches, color chips, and product photocopies or literature is sufficient. Minor modifications include, but are not limited to, alterations, replacements and additions such as the following:

- Exterior lighting (pathway)
- Landscaping
- Entry screen door
- Approved hurricane shutters
- Spa on back deck. Must be screened for safety purposes

The ACC has the authority to require the repainting of a structure, at the owner's expense, if colors vary from those on file and authorized to use.

Major modifications usually require more complete details. For example, site plans, lot grading plans, landscape plans, architectural drawings and color chips are necessary for certain modifications.

MAJOR MODIFICATIONS

Major modifications include, but are not limited to the following:

- Hurricane shutters not already approved for the Villas neighborhood
- Walkways and driveways
- Swimming pools
- In-ground spas
- Screen enclosures
- Patio decks and covered porches
- Pergolas, gazebos, pavilions, and cabanas
- Fences, walls, planters and fountains
- Berms, swales, grading and retaining walls

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GENERAL PROVISIONS

The following general provisions apply to modifications:

- Modifications shall comply with the current provisions and standards contained in the ACC Design Review Manual for modifications.
- Modifications must be approved by the ACC prior to the commencement of work. In addition to other available remedies, the ACC may require modifications to cease in the event such work is commenced without approval.
- In the event modifications are performed without approval of a Modifications Review Application, the ACC may require, at the expense of the applicant, the following: (a) the timely removal of such modifications and the restoration back to the original status, or (b) the timely completion of remedial work to bring such modifications into compliance with the ACC Design Review Manual.
- Modifications must be consistent with the architectural style, materials and finishes of the existing structure, and compatible with other structures or accessory structures in the neighborhood. Views from the street, adjoining properties and common areas will be taken into consideration with regard to the approval of modifications.
- At the option of the ACC, comments on proposed modifications may be solicited from other owners. The ACC may, but is not obligated to, take into consideration the comments of others before rendering a decision on a Modifications Review Application.
- All modifications must be completed within the time limit agreed to on the Villas owners application, unless an extension of time is approved by the ACC.
- Applicants shall ensure that all building and trade contractors comply with Construction Site Standards in this manual.
- Upon the completion of modifications, the ACC may perform a final inspection to determine if all improvements, including landscaping, have been completed in accordance with the application and design documents. Applicants are obligated to take remedial action as may be required by the ACC to complete improvements not in compliance with design documents.

ARCHITECTURAL DESIGN

1. **Preferred Architectural Themes.** The overall architectural themes encouraged for Palma Sola Trace Villas embrace a variety of regional designs including *classical architecture* with authentic detailing, *transitional designs* reflecting a blend of the past and present, and *contemporary styles* featuring traditional materials applied in a more modern fashion.
2. **Prohibited Architectural Styles.** While diversity and creativity in residential designs are encouraged, certain architectural styles are not considered compatible with the regional architectural style envisioned for Palma Sola Trace. These include, but are not limited to, ultra contemporary and overly modern designs such as International Revival, Milesian, Art Modern, Art Deco and Post Modern.
3. **No Automatic Approval.** The approval of plans for a specific lot does not automatically imply approval on another lot by the ACC. The ACC may prohibit modifications to existing structures or accessory structures based on standards contained in this manual or the master 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.

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GRANDFATHER CLAUSE

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

SECTION 4: SITE AND STRUCTURE SPECIFIC ELEMENTS

ACCESSORY STRUCTURES

Design Approval - The location and appropriate design details for accessory structures shall be submitted for approval by the ACC as part of design review or modifications. Design documents shall include top views, elevations, exterior finishes, colors and related details. All accessory structures shall be located within the maximum buildable area and consistent with the design, materials, and colors of the principal structure to which they apply.

Classifications – Subject to the approval of the ACC, the types of accessory structures listed below are “permitted”. Other types of accessory structures shall be evaluated on their own merits, but are subject to approval.

Permitted	Not Permitted
Swimming pools and Spas	Detached garages
	Detached guest houses
	Detached storage or tool sheds
	Detached barbecues
	Dog houses
	Detached pavilions
	Detached cabanas
	Detached pergolas
	Detached Gazebos

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

No window air-conditioning units may be installed on any structure.

AWNINGS / SUN SHADES

Canvas Awnings may not be used within the Palma Sola Trace Villas neighborhood.

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Sun Shades may be used on a limited basis for controlling glare and sun in the lanai area only. Sun shades shall be compatible with the exterior colors of the structure. All sun shade hardware must match the color of the lanai hardware and with minimal visibility from outside of the lanai. Product photographs and swatches must be submitted to ACC for application approval.

BARBECUES

A portable barbecue is permitted with a propane tank of 5 gallons or less. When not in use, portable barbecues must be stored out of view. (Pursuant to City Ordinance Chapter 42-45 of the Fire Prevention Code of the City of Bradenton). Front entryways are prohibited for grilling or storage).

According to the U.S. Consumer Product Safety Commission, the grill should be at least 10 feet from house or any building when in use.

CLOTHES LINES

Semi-permanent clothes lines or similar apparatus for the exterior drying of clothes are not permitted. Removable clotheslines may only be erected during daylight hours and only in locations that best minimize their visibility from the street and from other homes and must be removed when not in use. Additional information can be located by referring to Chapter 163.04, Florida Statutes.

COLORS, EXTERIOR

Exterior colors are controlled by the Villas HOA Board of Directors. Exterior painting is scheduled approximately every seven to nine years for units. During the painting contract negotiations, the board determines if the original colors or alternate colors will be used.

Owners will not paint any exterior portion of their villa without written permission from the ACC. Minor touch-ups are permissible, as long as, the established color for the villa unit is used.

Screen Enclosure Colors – White or bronze screen enclosure frames are permitted with charcoal or black screening.

Window Colors – White, cream and bronze colors are permitted for aluminum window and glass sliding door frames, subject to approval of the other exterior color selections. Colors permitted for wood and other types of frames will be evaluated by the ACC.

Repaints – From time to time spot painting due to repairs may be required on existing structures. Structures may be repainted the same color without approval of the ACC. No modifications to existing approved paint colors will be permitted. This provision applies to all exterior colors including, but not limited to, exterior walls, trim, accents, lanais and roofs.

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

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3	Henderson Burgundy	45	Taylor Morrison Clay	87	Taylor Morrison Gold
4	Henderson Burgundy	46	Taylor Morrison Clay	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
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

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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

COLOR & TINTING INFORMATION

Villa Type	Villa Color	Color information				
		Base 9400 Colorant	1 Gallon Oz. 1/384		5 Gallon Oz. 1/384	
Henderson	Body Brown P1	BL	1	336	9	144
		CL	5	264	28	168
		FL	0	272	3	208
	Front Door-Cinnabark	PPU3-20				
Henderson	Mint Green P2	BL	0	12	0	60
		DL	0	216	2	312
		LL	4	96	21	96
	Front Door-Moroccan Henna	PPU3-19				
Henderson	Burgundy P3	AXL	0	22	0	108
		FL	0	42	0	212
		IL	1	73	5	364
		KXL	1	19	5	96
	Front Door-Royal Liqueur	PPU2-19				
Henderson	Yellow P4	CL	0	241	3	52
		EL	0	7	0	36
		RL	0	15	0	
	Front Door-Cinnabark	PPU3-20				
Taylor Morrison	Tan P5	BL	0	192	2	192
		CL	2	144	11	336
		RL	0	128	1	256
	Front Door-Clay Pot	PPU#-17				
Taylor Morrison	Green P6	BL	0	352	4	224
		CL	2	20	10	100
		DL	0	80	1	16
		LL	0	160	2	32
	Front Door-Cinnabark	PPU3-20				

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Taylor Morrison	Clay P7	CL	2	104	11	136
		IL	0	344	4	184
		KXL	5	128	26	256
		RL	0	272	3	208
	Front Door-Moroccan Henna	PPU3-19				
Taylor Morrison	Gold P8	CL	3	320	19	64
		LL	2	0	12	32
		VL	0	240	3	48
	Front Door-Cinnabark	PPU3-20				
All Units Use Same Trim Color	T1Trim-Eggshell	AXL	0	20	0	100
		CL	0	132	1	276
		LL	0	132	1	276
All units use same outside lamp color	Rustoleum Hammered Dark Brown	7218				

Information provided by Behr Paint Company on September 2014. Weather conditions may affect the exact color matching.

See Appendix for Palma Sola Trace Villas HOA Color Book

Additional Exterior Color information is contained in the Master Design Review Manual. This information is for reference only and explains why the color scheme utilized within the villas neighborhood was established.

DECORATIONS AND LIGHTING, HOLIDAY

Villa Owners may display a reasonable number of holiday decorations and lighting, beginning no more than 30 days prior to a publicly observed holiday or religious observance and remaining up for no more than 14 days thereafter. Decorations/lighting for days of observance can be placed outside 5 days prior and must be removed within 5 days after the holiday. Decorations should not be placed in lawns, as they will interfere with the mowing of grass. It is prohibited to put nails in trees to hang lights or decorations. No ACC application shall be required unless decorations or lighting are:

1. Excessive in number, size or brightness
2. Draw excessive traffic
3. Unreasonably interfere with the use and enjoyment of the common area and/or adjacent lots
4. Cause a dangerous condition to exist.

The Homeowner must remove the decorations or lighting within 48 hours after receiving written Notice from the ACC or Villas Home Owners Association.

Any themes that utilize music must obtain permission from neighbors prior to installing sound equipment (except if sound is available via radio waves). Sound must cease at 9:00 PM.

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DRIVEWAYS

Driveway Materials and Finishes - Driveway and Apron Layouts-Driveways shall conform to the standard driveway and apron details currently established within the villas neighborhood. 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. Following are examples of approved edging:



Easy Flex No-Dig Edging



Blue Hawk Black Plastic Edging

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Oldcastle Black Landscape Edging

EMERGENCY AC POWER SUPPLY UNITS

Scope: Weather-related conditions such as hurricanes can cause an interruption of utility-supplied AC power. Household items such as task and convenience lighting, heating and cooling systems, refrigerators, communications equipment and other devices will not function without utility-supplied normal household alternating current (AC) power. Critical personal-health issues may also be jeopardized if one or more of these appliances are not operational. An emergency AC power supply unit can provide the necessary AC power to operate some or all of these items during emergency conditions. This section sets standards for the use of emergency power supply units in Palma Sola trace Villas neighborhood during emergency conditions.

Emergency Condition: Any time there is extended AC power outages due to downed utility power lines and/or related power distribution equipment.

Approvals:

All emergency power supply units, whether portable or permanently installed, must be approved by the ACC. In addition, permanently installed stand-by systems require a permit from the City of Bradenton. An application must be submitted to the ACC for review, and must include complete plans and specifications for the unit, based on its intended use and requirements as outlined in the table below. An application will be considered for a specified unit/system over its useful life. If the unit fails and/or needs replacement, an application for a replacement unit must be forwarded to the ACC.

Parameter	Portable Units	Permanent Stand-By Systems
Intended Use	Power for a limited number of household circuits	Power 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 dwellings normal electrical utility supply	A Transfer switch must be installed by a qualified electrician to isolate the emergency AC power supply from the dwellings 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

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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	ACC approval required	ACC approval required. City of Bradenton permit required
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

*Based on Industry Testing Standards

FENCES, WALLS AND PLANTERS

Design Approval-In order to create a sense of privacy between lots, applicants are encouraged to draw upon landscape devices, such as planting composition, berms and limited privacy walls. The use of fencing is discouraged, except for safety purposes around swimming pools and spas.

The location and design details of all fences, walls and planters shall be submitted for approval by the ACC as part of design review or modifications review. Perimeter fences shall conform to a standard design established by the ACC. All other types of fences, walls and planters are considered custom in nature and in addition to showing the location, design documents shall include elevations with full details and finishes, such as colors, caps, specialty bands, tile inserts or decorative embellishments. All fences (except those in the original architectural design), walls and planters must be maintained by the homeowner.

Classifications-Depending on location and function, fences and walls are classified as one of the following:

- Perimeter fences
- Pool fences
- Privacy walls
- Service fences

Underground electronic fences to control pets are permitted and may not extend beyond the boundary of any lot.

Fence Classifications, locations and types will be reviewed on a case-by-case basis. The view of fencing from the street, adjoining lots or common areas will be taken into consideration in the review process.

Locations-Unless otherwise approved in writing by the ACC, fences, walls and planters shall be limited to the locations as provided in this section. Due to site conditions, swale grades and drainage requirements locations may become more restrictive as determined by the ACC on a case-by-case basis. Privacy walls shall not impede drainage for the lot upon which such improvements are proposed or for any adjoining lots. The location of fences, walls and planters are subject to easements of record.

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Perimeter Fences-Subject to standard design criteria in this section, perimeter fences may be used to enclose portions of side and rear yards.

- **Location:** Interior Lots: A perimeter fence for an Interior lot 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 along the rear property line.
- **Location:** Corner Lots: On the interior side yard of a front lot, a perimeter fence may extend from a point 10'-0" behind the facade of a structure to the side yard property line and, thereafter, to the rear property line. On the street side yard of a corner lot, a perimeter 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 along the rear property line.
- **Height:** For lots with no swimming pool and lots with a swimming pool and screen enclosure, perimeter fences may be 4'-0" to 6'-0" in height. For lots with a swimming pool and no screen enclosure, the fence height must be at least 5'-0".
- **Design:** Perimeter fences shall be open-picket in style and conform to a standard design, finish, color, height, post, and gate details as provided in this section.

For lots that back onto a lake, perimeter fences may remain open on the back or run across the rear lot line

Pool Fences-If a screen enclosure is not constructed, pools and in-ground spas shall be protected by a pool fence which shall conform to the following requirements:

- **Location (Interior Lots):** A pool fence for an Interior Lot 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.
- **Location (Corner Lots):** On the 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. On the 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.
- **Height:** 5'-0" to 6'-0"
- **Design:** Perimeter fences shall be open-picket in style and conform to a standard design, finish, color, height, post, and gate details as provided in this section.

Privacy Walls-Privacy walls shall be restricted to limited applications, such as providing additional privacy for a specific room with extensive glass walls within a structure. Privacy walls shall include a cap detail for definition. Depending on the location and height of a privacy wall, intermediate detailing may be required, such as specialty bands, tile inserts or decorative embellishments.

- **Location (Front Walls):** Privacy walls shall include a cap detail for definition. Depending on the location and height of a privacy wall, intermediate detailing may be required, such as specialty bands, tile inserts or decorative embellishments.
- **Location (Interior Lots):** Only to the extent necessary to satisfy its intended purpose as determined by the ACC, a privacy wall for an Interior Lot may be located between a point 10'-0" behind the front plane of a structure and the rear of a structure and extending to the side property line.
- **Location: Corner Lots:** The requirements above for an interior lot apply to the interior side yard of a **Corner Lot**. However, along the street side yard, a privacy wall may extend to and

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along the line of the maximum buildable area only to the extent necessary to satisfy its intended purpose as determined by the ACC.

- Height: 5 feet maximum
- Gate Materials: Painted Aluminum

Service Fences - Service areas must be buffered by landscaping or a service fence only to the extent necessary to screen air conditioning compressors, pool/spa equipment, water softener and/or conditioning equipment, propane tanks, utility connections, garbage receptacles and firewood storage from the street, adjoining Lots or common areas. Service fences shall be limited to a maximum height of 5'-0" and must be constructed of stone, brick or concrete block with stucco, stone or brick applications. Slabs located inside service fences shall be designed for positive drainage. The location and construction of a service fence may not impede site drainage between Lots.

Note: Materials, finishes and colors must be compatible with the exterior of the villa structure.

Decorative Walls and Planters-Decorative walls and planters, such as balustrades, may be permitted on a limited basis to define entry walks or outdoor spaces and for landscape purposes within the maximum buildable area of a lot. Unless otherwise approved in writing by the ACC, decorative walls and planters shall be limited to a height of three feet (3 feet).

Note: Materials, finishes and colors must be compatible with the exterior of the villa structure.

PERIMETER AND 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
Finish	Polyester powder coating or electrostatic paint
Height	4 feet to 6 feet (varied by classification)
Single Gate Width	36 inch (minimum) / 48 inch (recommended)
Side Gates Required On Both Sides	48 inch (minimum) / 60 inch (recommended)

*Gates for pool fences must be equipped with self-closing and self-latching devices
Exhibit of Perimeter (shown) and Pool Fence Design*



FLAGS AND FLAG POLES

(In accordance with Chapter 720.304, Florida Statutes)

- A. No flag shall display or include any letters, words, logos or representations which are in the nature of an announcement, direction or advertisement. The word “flag” does not include the flag, pennant, or insignia of any nation, state, city, or other political unit. Any homeowner may display one (1) portable, removable United States flag or official flag of the State of Florida in a respectful manner, and one portable official flag in a respectful manner, not larger than 4½ feet by 6 feet, which represents the United States Army, Navy, Air Force, Marine Corps, or Coast Guard, or a POW-MIA flag, regardless of any covenants, restrictions, bylaws, rules or requirements of the association. They may also display a holiday theme flag or team flag that is in good taste and removed when holiday is over and sports team is no longer playing.

- B. Any homeowner may erect a freestanding flagpole no more than 20 feet high on any portion of the homeowner’s real property, regardless of any covenants, restrictions, bylaws, rules, or requirements of any association, if the flagpole does not obstruct sightline at intersections and is not erected within or upon an easement. The homeowner may further display in a respectful manner from that flagpole, regardless of any covenants, restrictions, bylaws, rules, or requirements of the association, one official United States flag, not larger than 4½ feet by 6 feet, and may additionally display one official flag of the State of Florida, or the United States Army, Navy, Air Force, Marine Corps, or Coast Guard, or a POW-MIA, or Thin Blue Line flag. Such additional flag must be equal in size to or smaller than the United States flag. The flagpole and display are subject to 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 and all setbacks and locational criteria contained in the governing documents.

Temporary flagpole staffs that do not extend higher than the roof of the house and are attached to the dwelling unit do not require approval by the Architectural Control Committee.

The following flags shall not require ACC approval, provided no more than two (2) are displayed on a pole as described in this section:

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U.S. flag (not to exceed 54" x 72" in size) State of Florida flag (not to exceed 54" x 72")
Official flags of the U.S. Armed Forces-U.S. Army, Navy, Air Force, Marines or Coast Guard (not to exceed 54" x 72" in size) Holiday flags School (team) sports flags Welcome sign

Palma Sola Trace Villas HOA Guideline: No flagpole is allowed on the lawn area due to mowing and edging requirement. Above illustrations, show the flag location on the garage wall or a temporary flag pole in the planting bed. Also shown is approved security alarm sign posted at garage entrance. Security signs may also be located at main entrance and lanai entrance.



US Flag on wall and in ground and authorized alarm system sign

Decorative flags that are tasteful and not offensive based on community standards may be displayed. Flags may contain welcoming themed wording or no wording as illustrated below. No commercial Advertising is allowed.





Criteria for house mounted decorative flags:

- (a) Maximum size is 3' x 4'
- (b) Flagpole maximum length is 5'

Criteria for lawn mounted decorative flags:

- (a) Maximum size 12" x 18"
- (b) Maximum height of pole 2'
- (c) Maximum of one flag permitted in front, side and rear yard.
- (d) Flags must be placed in an area that will not hinder landscaping operations.

Note: No flag pole or lawn mounted flag shall encroach on neighbor's property. The Board of Directors has the authority to request removal of flags not meeting the above criteria.

FUEL STORAGE-ON SITE

Above or below ground fuel storage tanks are not permitted on lots without prior approval of the ACC.

1. **Approval.** Fuel storage tanks exceeding 5 gallon capacity are not permitted on Lots without prior approval of the ACC.
2. **Type of Fuel.** Propane fuel (LPG) may be stored in tanks designed and approved for the purpose.
3. **Typical Uses.** Include swimming pool heaters, domestic hot water supply tanks, cooking stoves and ovens, permanently installed generators and constant supply hot water heaters.
4. **Methods.** Above or below ground tanks are permitted. Method will vary depending on the Lot size and target location for tank placement. If stored above ground, tank must be buffered from the street and adjoining properties by landscaping.
5. **Compliance.** 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

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existing/future utility supplied services (electrical power, water, sprinkler controls, etc.). Applicants are solely responsible for obtaining all necessary permits and complying with all requirements.

GARAGES

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

GUTTERS AND DOWNSPOUTS

1. **Specifications-** Gutters must be 6” width with 4” x 3” downspouts.
2. **Finish-** Gutters and downspouts must be white.
3. **Maintenance-** The association will repair damaged gutters (except as a result of storm damage or homeowner neglect). The routine cleaning of gutters is the responsibility of the homeowner.

Water Discharge- Water discharge/runoff from downspouts shall not impact adjacent Structures in a negative or destructive manner. The ACC will review planned water discharge direction(s) and, if required, request expert opinion to be sure the discharge direction(s) will not be problematic.

HOUSE NUMBERS

The Palma Sola Trace Villas HOA Board of Directors are responsible for house numbers and will determine where numbers are placed. Villa owners may not deviate from this placement. Henderson and Taylor Morrison models will be the deciding factor in where numbers are located.

IRRIGATION SYSTEMS

As part of original construction, each lot received in-ground irrigation systems, which are maintained under a service contract, which states:

- Irrigation systems shall be of sufficient size and capacity to provide full 100% coverage for the lot.
- Irrigation systems shall be designed to minimize over-spray to adjacent properties, sidewalks, streets and driveways unless intended to do so.
- Irrigation systems shall be located between the outside edge of the sidewalk and the curb. Coverage shall include right-of-ways adjoining lots.
- Irrigation systems shall utilize an automatic control device and an automatic rain cut off switch. These controls must be located on the outside garage wall. Unit owners will not adjust these systems.
- Pop-up spray heads shall be utilized in shrub beds; bubblers for each tree location; and pop-up rotors in sod areas. Drip irrigation may be used in areas immediately adjacent to building walls in tight planters.
- Homeowners are prohibited from making adjustments to irrigation control box settings.

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LIGHTING, EXTERIOR

Overview- The intent of the standards in this section is to ensure that lighting is properly used to enhance the architectural detailing and landscape design of a structure during evening hours without overpowering the streetscape, producing excessive glare, or affecting adjoining structures. Architectural lighting must be shown on floor plans submitted for design review and landscape lighting must appear on landscape plans submitted for landscape review. After completion of a structure or accessory structure, any additional architectural or landscape lighting must be approved as part of modifications review.

Location of Lighting Fixtures - All architectural lighting must be attached to the Structure and all landscape lighting must be located within the maximum buildable area of the lot. Outside lamp posts are not permitted.

Style and Finish of Lighting Fixtures - Lantern style lighting fixtures are permitted for the front entry, proximate to garage doors, and on porches and patio decks not located in side yards. Eave, wall and ground lights must be shielded. Globe lights or lights attached to rain gutters will not be permitted. The approved finish for outside lights attached to the structure is Rustoleum Hammered Dark Brown (7218). White fixtures are not permitted.

Illumination - The maximum level of illumination shall not exceed a low-to-medium level of illumination to achieve a soft look or warm glow.

1. **Bulbs.** All exterior lighting must be equipped with white, frosted or clear incandescent, LED or low wattage fluorescent bulbs. No other types of bulbs are permitted including, but not limited to, quartz, mercury vapor, high pressure sodium or metal halide. Colored bulbs are not permitted except during approved holiday periods.
2. **Lenses.** Glass panels or lenses and vinyl or plastic liners for lighting fixtures must be white, frosted or clear. No colored panels or lenses are permitted.
3. **Path Lights.** 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 Ballard style lights must have diffusers with extended shields to reduce glare from the street. Bulbs and lenses must be white or clear. Path or ground lights are not permitted for installation along driveways outside the maximum buildable area. HOA's are not responsible for maintenance and/or damage to, and/or replacement of landscape lights.
4. **Landscape Lights.** Ground lights, ground-level spot lights and well lights may be used on a limited basis. Bulbs and lenses must be white or clear. HOA's are not responsible for maintenance and/or damage to, and/or replacement of landscape lights.
5. **Entry Lights.** 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.
6. **Garage Lights.** Decorative wall-mounted fixtures approved by the association are used to light garage door areas and are mounted on each side of the garage doors.
7. **Porch Lights.** Original wall or ceiling-mounted fixtures, and recessed high hats may be used for porch lighting.

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8. **Side Yard Lights.** 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.

9. **Spot / Flood Lights.** 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 Structures, as determined by the ACC. Wall and eave mounted spot / flood lights are not permitted in front or side yard areas.

10. **Light Spillage and Glare.** Other than decorative fixtures attached to the entry or garage of a structure, light sources should be hidden when possible so the light is seen, but not the lamp. Besides achieving the most natural look possible, hiding the light source avoids glare that results when lamps are in direct view. Glare can also be reduced by using several smaller lights rather than one larger one. The use of diffusers, shields and grills is also helpful.

No exterior lighting will be permitted which, in the opinion of the ACC, would create a nuisance to adjoining structures or excessive glare from the street. In the event lighting produces 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 Chairperson.

PLAY EQUIPMENT

Overview - Planning for the recreation of children and young adults is an essential part of life at Palma Sola Trace. A swimming pool and play area is located next to the Club House. Commercially available play equipment, however, is often less than desirable in appearance. As a result, the standards in this section were established to create a balance between the need for play equipment and the impact on streetscapes, adjoining lots and common areas. Play equipment includes, but is not limited to, play pools, playhouses, play complexes, trampolines and similar items. The location, number, size, materials and colors for play equipment shall be reviewed on a case-by-case basis. A color photograph and size information should be submitted to the ACC prior to installation.

1. **Location of Play Equipment.** Play equipment must be located in the rear yard within the maximum buildable area. Portable play equipment must be removed when not in use and may be stored in garage, lanais or porches.
2. **Trampolines.** Other than portable trampolines, which are moved inside when not in use, trampolines intended to remain outside are not allowed.
3. **Skateboard Ramps.** Permanent skateboard ramps are not permitted on any lot within the community and, for safety reasons, are not permitted on roadways.

Note: Play equipment must not impede landscape mowing on designated days.

PLANTERS: See Fences, Walls, And Planters

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POOLS, ABOVE GROUND OR PORTABLE

Above-ground or portable pools are not permitted, except for baby pools which are to be removed when not in use.

POOLS, IN-GROUND AND SPAS

Design Approval – The location and design details of in-ground pools and spas shall be submitted for approval by the ACC.

Location - Subject to easements, in-ground pools and spas may be located in the rear yard. 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

Note: Easements may result in additional setbacks not shown above.

- Pool Equipment.** All pumps, filtration and other equipment must be buffered from the street and adjoining properties by landscaping.
- Portable Spas**
 - Portable spas are permitted if located under a covered porch within a screened enclosure.
 - Seating capacity should consider the size of the area designated for the placement of the hot tub. Reasonably, this should be no larger than seating for four (4) adults.
 - Spa shell color should blend naturally with exterior colors of the villa.
 - Electricity provided should be designated outlet with voltage necessary to support the spa.
 - Drainage should be adaptable to prevent any flooding to the villa structure.
 - Operation must meet sound specifications of no greater than 50 dBs.
 - Compliance with building and safety codes are the responsibility of the applicant and not the ACC.
 - Spas cannot be drained into ponds, lawns or surrounding grounds.
- Pool and Spa Protection**

Pools and spas must be protected on exposed sides by a screen enclosure or a fence. Spas as an alternative, may be enclosed by a protective cover with a locking device that must be secured when spa is not being used.
- Screen Enclosures**
 - Subject to easements and setbacks, screen enclosures may be used to enclose the sides and overhead of an open patio deck or pool deck.
 - Screen enclosures shall be attached to and integrated with the structure. No flat roofs are permitted on screen enclosures. Screen enclosures may not be higher than the ridgeline of the roof.
 - White or bronze frames are permitted, subject to approval of the overall design.
 - Screening. Black or charcoal screening is permitted.

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- Spot Lights or other lighting fixtures may not be mounted to screen enclosure frames.
- The roof of screen enclosures may not be covered with
 - Corrugated fiberglass panels
 - Canvas
 - Vinyl
 - Aluminum pan roof panels
 - Composite roof panels

PORCH AND DECK FINISHES

The following finishes are approved for Entry Stoops and Lanais:

- Paint – BHER Ultra Pure White-#6050 – Condition of front stoop and lanais provided by builder.
- Paint – BEHR Light Rattan PFC-27.
- Decorative Concrete Engraving – See example below.
- Pavers/Stepping Stones – Permitted from walkway to lanais.
- Tile - Approved for lanais only.



Decorative Concrete Engraving

RAMPS, ACCESS

Any villas owner may construct an access ramp if a resident or occupant of the parcel has a medical necessity or disability that requires a ramp for egress and ingress under the following conditions:

- The ramp must be as unobtrusive as possible, be designed to blend in aesthetically as practicable and be reasonably sized to fit the intended use.
- Plans for the ramp must be submitted in advance to the ACC. The association may make reasonable requests to modify the design to achieve architectural consistency with surrounding structures and surfaces.
- The villas owner must submit to the ACC an affidavit from a physician attesting to the medical necessity or disability of the resident or occupant of the parcel requiring the access ramp.

Note: Certification used from Florida Statute 320.0848 shall be sufficient to meet the affidavit requirement.

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ROADSIDE OBSTICLES

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

SATELLITE DISHES AND ANTENNAS

Satellite Dishes and Antennas - One satellite dish one meter or less in diameter or diagonal measurement or one antenna one meter or less in diameter or diagonal measurement for the reception of video programming signals only is permitted. If placement does not impose unreasonable delay or expense or preclude reception of an acceptable quality signal, the ACC may require any such improvements to be (a) located in a place shielded from view from the street to the maximum extent possible, (b) located in the rear yard between the left and right corners of the Structure, (c) located as close to the rear of the Structure as reasonably achievable; and (d) buffered by landscaping. The ACC may require any such improvements to be painted to maintain the aesthetic appearance of the Property. All attendant wiring must be internal to the structure. Owners in violation of these provisions or any applicable safety requirements may be required to relocate and/or modify any such satellite dish or antenna at their sole expense.

Other Transmission or Reception Antennas - 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, without the prior written consent of the ACC. No radio station or shortwave operation of any kind shall operate from any lot.

SECURITY EQUIPMENT

Installation

1. ACC approval is required for the installation of externally-mounted home security devices.
2. These include, but are not limited to, the following:
 - Security cameras: live, interactive and/or monitored, with or without audio capability, including “doorbell” devices
 - Sound detection equipment and audio recorders
 - Motion sensing equipment
3. Devices that produce an external alarm are not permitted.
4. Security devices must be physically attached to the residence. No more than four (4) security devices may be installed on any residence. One device on the front, two devices on the side and one on the rear of any residence. Any increase to the maximum number per side requires additional ACC approval.
5. Security devices must comply with community aesthetic requirements and blend in with the dwelling.
6. It is the homeowner’s responsibility to install and aim security cameras in such a way that they do not encroach on any common areas or a neighbor’s property.

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7. Homeowners are responsible for any malfunction of their security device(s) that results in disruptive/disturbance to their neighbors and the Community.

8. Neither the Palma Sola Trace Villas Board of Directors nor the Architectural Review Committee are responsible for:

- the maintenance, repair, performance or effectiveness of any security device installed by the homeowner and/or his/her agent.
- any stolen security equipment.
- Dummy (non-functional) equipment is not permitted.

SHEDS

No portable or detached sheds are permitted.

SHUTTERS, DECORATIVE

Decorative Shutters - Shutters will be considered "decorative" if they are used primarily for ornamental embellishments or are not certified as hurricane shutters. The only decorative shutters allowed are on the Henderson style homes that were part of the original building design. Replacement of decorative shutters on the Henderson style homes must be of the same design and color as the originals.

SHUTTERS, HURRICANE

Design Approval - Installation details, product photos and color samples must be submitted for design review or modifications review [as applicable]. The type, manufacturer, installation, and color of hurricane shutters are subject to approval of the ACC.

Types and Uses - Hurricane shutters include temporary and permanent types. Generally, more than one type of hurricane shutter is required to provide protection for doors, windows and fixed glass openings. Temporary hurricane panels must be stored inside a Structure or Accessory Structure and only installed as provided in this section. Permanent hurricane shutters are attached to the Structure and remain in place at all times. However, this type of shutter must be in the "**open**" position except when a tropical storm or hurricane is imminent. Temporary hurricane panels may be installed and permanent hurricane shutters may be "**closed**" **upon issuance of a tropical storm or hurricane watch**. Temporary hurricane panels must be removed and permanent shutters released to the "open" position within **5 days** after a watch or warning is lifted – unless otherwise extended by the Villas Board of Directors.

Note: Arrangements for the installation or removal of hurricane shutters are the responsibility of Owners.

Subject to design criteria in this section, hurricane shutters may be approved for front, side and/or rear elevations, and for temporary or permanent installation based on the following:

Temporary (approved for all elevations)

- Corrugated steel panels
- Corrugated aluminum panels
- Hurricane fabric
- Accordion windows and doors (all elevations)
- Roll-down shutters (all elevations)

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Note: Other products, materials and types of hurricane shutters will be considered on their own merit by the ACC.

Temporary Hurricane Panels - Temporary hurricane panels may be composed of corrugated steel or aluminum and may be used on all elevations of a Structure. As may be permitted, permanently affixed tracks and all other mounting brackets and attendant hardware shall be painted to match or blend with the color of the door frame, window frame, wall or other surrounds to which such items are attached.

Accordion Shutters for Windows and Doors - Accordion shutters may be used on all elevations of a Structure. The color shall match or blend with the door frame and window frame.

Note: Villas owners shall be responsible for repairs resulting from the placement of hurricane shutters or materials used to protect openings from hurricane damage.

SIGNS

Except as may be required by legal proceedings or applicable law, all signs, billboards or advertisements of any kind must be approved in writing by the ACC.

- A. **Realtor "For Sale" Signs** - "For Sale" signs for Realtors are permitted in accordance with standard designs and locations approved by the ACC. The cost of fabrication and installation is the responsibility of the realtor or home owner.

- B. **Owner "For Sale" and "For Lease" Signs** - No signs will be permitted on any lot, except for a single "for sale" or "for lease" sign, provided it conforms to the standard design criteria contained in this Manual. "For sale" and "for lease" signs shall be placed at least 10 feet behind the front property line of a lot. The addition of a "SOLD" Rider is allowed and shall be no larger than 6" x 18". The SOLD Rider shall be WHITE with RED lettering OR RED with WHITE lettering and shall be placed on the same sign stake as the "For Sale" sign.

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Approved For Sale Signage Detail

For details on ordering or installing approved signs, contact the ACC.

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



- C. **Realtor "Open House" Signs** - MLS standard open house signs may be permitted within the villas neighborhood. Signs must be placed no earlier than 30 minutes prior to villa showing and removed 30 minutes after the showing terminates.
- D. **Security Service Sign** - A villa owner may display a sign of reasonable size provided by a contractor for security services within 10 feet of any entrance to the home.
- E. **Dog Waste Signs** – An owner may display **one** of the following Dog Waste Signs. (Signs can be similar in size, design and verbiage), Signs must be placed 6 inches from grass within flower beds to not hinder landscaping operations.



Size 12" x 8"



Size 6" x 13"

- F. **Miscellaneous Signs and Advertising Devices**- Except as provided for in this Manual, no other signs, flags (Florida statute will be followed with requirements for display of the USA Flag) banners or advertising devices may be placed on or about any lot, attached to or part of any structure, located in or about windows visible from the street or adjoining lots, located within road right-of-ways or common areas, or placed on or about the property.
- G. **Removal of Non-Conforming or Unapproved Signs** - Any sign, flag, banner or advertising device in violation of the provisions in this section will be removed and discarded by a representative of the ACC or HOA Board of Directors without prior notice or obligation to the offending party.

SOLAR COLLECTORS

The location and design details for solar collectors shall be submitted for design review or modifications review. A solar collector shall not be installed on any lot unless it is an integral and harmonious part of the architectural design of a Structure. Solar collectors shall be located on a roof exposure shielded from view from the street and adjoining properties to the maximum extent possible. Solar collectors shall be flush mounted and installed parallel to the plane of the roof. Frames and attendant hardware shall be finished to match the roof color. Under no circumstances may solar collectors extend above the ridgeline of a roof.

SOLAR PANEL INSTALLATION

ARCHITECTURAL CONTROL COMMITTEE (ACC) GUIDELINES

The Board of Directors / Architectural Control Committee hereby establish the following guidelines to be followed by owners requesting the installation of solar panel systems on their villas in Palma Sola Trace:

- An Owner requesting a solar panel installation on their villa must first submit all the required information to the management company for review and approval, along with a signed original of the agreement required by the Association. Not providing all requested information will

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result in the delay of the request. You must also provide a check to the Association to cover administration and recording costs. (if the application is not approved the check will be refunded)

- All solar panel installations must be done by a licensed solar panel system contractor.
- All solar panel installations must be in full compliance with all Manatee County / Bradenton Fire District codes/ rules / guidelines for solar systems.
- The location and design details for solar collectors shall be submitted for design review or modifications review.
- Only Black or Blue colored non-reflective solar panels are permitted to be used.
- Frames and attendant hardware shall be finished to match the roof color.
- Solar collectors shall be located on a roof and placed from view from the street and adjoining properties to the maximum extent possible.
- Solar collectors shall be flush mounted and installed parallel to the plane of the roof.
- No wiring, piping or any part of the solar system installation can encroach or infringe in any way on another Owners private property.
- Under no circumstances may solar collectors extend above the ridgeline of a roof.
- Owners requesting a solar panel installation must submit a detailed drawing of the project in accordance with this ACC installation guideline and must also identify the color of all materials, the installation contractors name and license number, showing all roof areas where solar panels will be installed, all setbacks from edges, valleys, and the “center roof line” between units, clearly identifying all setback distances (18 inches) from edges, center ridge line and lower roof edge. Location of related equipment must also be identified.
- Villas owners acknowledge their responsibility to share (bringing the roof to established standards) in future roof repair or replacement projects needed for their building when that becomes necessary. Villas owners who have solar panels and related components installed on their properties must sign an agreement to be recorded with the Manatee County Clerk of Courts acknowledging their responsibility to remove all solar panel system components to facilitate roof repairs or roof replacement projects required for their building. If just one of the owners in a villa building has a solar panel system installed, that owner shall be responsible for all costs to remove the system to facilitate roof repairs or replacement. If more than one owner in a villas building has a solar panel system, these owners will each be responsible for the cost to remove their part of the system to facilitate roof repairs or replacement.
- These guidelines are intended to supplement the ACC Manual guidelines established in the Palma Sola Trace master and villas governing documents. These guidelines do not create any new rights or change the Palma Sola Master or Villas governing documents in any way.

**PLEASE REFER TO AND USE THE CHECKLIST BELOW AS A GUIDE WHEN
SUBMITTING YOUR REQUEST**

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SOLAR PANEL INSTALLATION / ARCHITECTURAL CONTROL COMMITTEE (ACC) OWNER CHECKLIST

PLEASE PROVIDE THE FOLLOWING INFORMATION FOR ACC REVIEW:

1. NAME and LICENSE NUMBER of the solar system contractor doing your installation.
2. DETAILED DRAWING of the project showing all roof area, all areas where solar panels will be installed, all setbacks from edges, valleys, the center roof line between units, clearly identifying all setback distances (18 inches) from edges, center ridge line, etc.
3. Information identifying the COLOR of the solar panels (Black or Blue) and mounting hardware to be used.
4. Provide a STATEMENT indicating if your existing meter needs to be replaced (or state NO the meter does not need to be replaced) and confirm there is no encroachment or infringement of any kind on any other property to connect the new meter; confirming that no portion of the solar system is mounted on the ground area of your property; confirm that all solar panels will be mounted flush with the roof line (no angled installations).

SUBMIT THE ABOVE INFORMATION TO THE MANAGEMENT COMPANY ALONG WITH THE ACC FORM FOR REVIEW.

VILLAS OWNERS - after review of the above information, if your project is ready for approval, the ACC will notify you of its approval. The owner is responsible for completing their portion of the Covenant Running With The Land And Indemnification Agreement located in the appendix area of this manual.

SOLAR TUBES, DAYLIGHTING SYSTEM

Design Approval -Installation details and product photos must be submitted for design review or modifications review [as applicable]. The type, manufacturer and installation, are subject to approval of the ACC.

TRASH (HOUSEHOLD), RECYCLING AND YARD WASTE

A. Household Trash and Recycling

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.
2. The Condominium “compacter” and appropriate recycling containers are for condo resident use only.
3. Villas Requirements:

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- a. Containers for collection of household trash and recycling are provided by the City of Bradenton.
 - b. Except for the minimum time necessary for collection, such containers shall be kept in an enclosed garage.
 - c. Trash and recycling containers shall be placed “curbside” for collection no earlier than dusk of the previous day.
 - d. Following collection, empty containers must be removed from “curbside” by 11:59 P.M. on the day of collection.
 - e. Containers for collection of household trash and recycling shall be kept free of odors and/or any other unsightly or unsanitary situation that would result in a detrimental condition to any dwelling.
4. Arrangements for collection of items too large or not permitted for inclusion in trash collection or recycling containers should be made with the City of Bradenton for “special pickup”, or other private disposal methods.
- a. Such items include, but are not limited to:

<input type="checkbox"/> refrigerators	<input type="checkbox"/> dryers
<input type="checkbox"/> stoves	<input type="checkbox"/> dishwashers
<input type="checkbox"/> microwave ovens	<input type="checkbox"/> outdoor grills
<input type="checkbox"/> washing machines	<input type="checkbox"/> furniture
 - b. Items for “special pickup” should be so marked, and identified with the “special pickup” date
 - c. These items should not be placed “curbside” until the scheduled day of collection.

B. Yard Waste

1. The following items should not be placed in containers designated for household trash or recycling:

<input type="checkbox"/> shrub and tree clippings	<input type="checkbox"/> tree limbs
<input type="checkbox"/> grass	<input type="checkbox"/> plant waste
2. These items should be placed “curbside” for collection by the:

<input type="checkbox"/> City of Bradenton on Monday
<input type="checkbox"/> Landscape company of record on Tuesday

WALKWAYS, ENTRY

Entry walkways – An entry walkway at least 36” wide shall be provided from the driveway to the front entry door of each Structure. Permitted materials and finishes are as follows:

- Broom finished concrete with no picture frame edge
- Etched concrete with stain

WATER SOFTENERS AND/OR CONDITIONING SYSTEMS

Approval – Approval by the ACC is required for all water softeners and/or conditioning systems installed external to the Structure.

Buffering – If installed external to the structure, water softener and/or conditioning systems must be buffered with landscaping to minimize viewing from the street, side yards, etc.

Permits – All required permits are the responsibility of the applicant.

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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

Windows - The window types and features listed below are “permitted” and other designs will be considered on their own merits by the ACC:

Permitted Types

- Fixed.
- Double-hung.
- Casement.
- Gliding.

Permitted Configurations

- Rectangular [without half-round or elliptical transoms].
- Palladian.

Permitted Materials

- White Aluminum.
- Vinyl.
- Vinyl Clad Wood.

Permitted Glazing

- True divided lights: permitted for front and side elevations.
 - Simulated divided lights: permitted for front and side elevations.
 - Full glaze [no muntons]: permitted for rear elevations only.
- Glass block is not permitted.

Window Embellishments - Windows shall employ architecturally acceptable details such as surrounds, eyebrows, lintels, keystones or sills. Window embellishments will consist of stucco.

Reflective Window Coverings and Film - All windows which are visible from the street or dwellings on other Lots shall have window coverings which have a white or off-white backing or blend with the exterior color of the dwelling. Reflective window coverings and glass or film with reflective properties are not allowed on any structure. Light gray and light bronze tinting and film are permitted. All other tint colors must be approved by the ACC, but are subject to disapproval.

SECTION 5: LANDSCAPING

DESIGN APPROVAL

The purpose of the landscape review process is to ensure a harmonious neighborhood streetscape and to protect the aesthetic quality of the overall 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

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as part of the design review application.

Installation and removal of landscaping shall be subject to the prior approval of the ACC.

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.

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.

LANDSCAPE ZONES

In order 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 runs the full width of the 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.

Landscape Requirements (Front Yard Zone): The front yard one runs the full width of the lot and is the area between the front plane of the structure and the streetscape zone. The minimum landscape requirements within the front yard zone shall include the following:

- At least one [1] approved yard tree within the front yard one or 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" cal min) Blanchard Magnolia Magnolia grandiflora 'Blanchard' (10-12' ht. 2.5" cal min)
- Ligustrum Tree Ligustrum lucidum (6-8' ht., multi-trunk, natural form) Little Gem Magnolia Magnolia grandiflora 'Little Gem' (9-11 ht., 2.5" cal, full)
- Black Olive Bucida bucedas 'Shady Lady' (10-12' ht., 2.5" cal min) Purple Tabebuia

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Tabebuia impetiginosa (8-10' ht., 2.5" cal min)

Landscape Requirements (Side Yard Zone): The side yard zone is from the front to the back of the structure on both sides over to the respective property lines. 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 fence. 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 runs the full width of the lot and is the area between the rear plane of the structure and the rear property line. 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" cal)
- Sycamore Plantanus occidentalis (10-12' ht., 2.5" cal)
- Mahogany Tree Swietenia mahogoni (10-12'ht., 2.5"cal)
- Slash Pine Pinus elliotii (10-12' ht., 2.5" cal)
- Red Maple Acer rubrum (10-12' ht., 2.5"cal)

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

- Design Approach** - The recommended landscape character of yard areas should emphasize a casual or natural environment versus a formal appearance.
- Landscape Quality and Installation** - 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

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habit with developed and densely foliated branches.

- C. **Street and Yard Tree Staking** - All street trees and yard trees must be staked using a ArborGuy Pro40E System as manufactured by Staking Systems Supply, Inc. or an equivalent system.
- D. **Existing Trees** - Unless otherwise prohibited in conservation areas, existing trees selected to remain on a lot must be selectively pruned to remove dead wood and undesirable branches. Clusters of smaller trees and natural areas must be groomed and mulched for a neat appearance or planted with shrubs or ground cover.
- E. **Tree Fences, Wells and Aerators** - Protective tree fences, tree wells, and aerators shall be installed as required by the ACC to protect existing trees to be saved.
- F. **Shrubs, Ground Cover and Mulch** - 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 massed together, in general, and 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 the use of 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 are not permitted. Stone, rock, gravel, crushed brick or similar materials are not allowed as a substitute for mulch for new construction 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.

Listing Of Approved Shrubs And Plants (Not All Inclusive)

- Variegated Abboricola Schefflera – 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

Listing Of Shrubs And Plants Not Approved (Not All Inclusive)

- Azalea – special soil and fertilizer needs
- Gardenia - special soil and fertilizer needs
- Orange Jasmine – host for citrus disease
- 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 Haethorn Bush – Sri Lankan weevil
- Orleanders – 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

Listing Of Approved Trees Suggested For Replacement 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

Before approving of planting any other variety the ACC will refer to the landscape company who can make sure the requested species is appropriate for the area in question.

G. Landscape Rocks and Edging - The use of landscape rocks and edging as a design element for new construction 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 ways.

H. Sod - Unless required to remain natural, all remaining portions of a lot and the road right-of-ways abutting a lot shall be sodded. To insure 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.

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.

- I. **Sight Distances at Intersections** - No fence, wall, 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.
- J. **Artificial Vegetation, Garden Hoses**- Small items that blend in with the landscaping normally would not need approval, however, if an embellishment does not meet the following guidelines, it may be required to be removed.

1. **Artificial Vegetation**

- a) No artificial grass, plants or vegetation are permitted on the exterior of a lot or structure, other than wreath type front entry door decorations.
- b) Decorative embellishments, readily visible from the street, are not permitted including, but not limited to, the following: deer, swans, flamingos, ducks, Birdbaths, sculpture, windmills, or similar items.
- c) This restriction does not apply to:
 - Seasonal holiday decorations; see Section 4
 - The lanai of any dwelling.

2. **Garden Hoses**

- a) 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.
- b) Garden hoses. Holders and containers may not be placed on or within 6” from grass area (mow-able yard area).

K. **Decorative Embellishments**

1. **Definition**

- a) A *decorative embellishment* is defined as any item to be placed on a lot that does not naturally occur in nature.

2. **Approval**

- a) An application for any and all exterior embellishments must be submitted to the ACC for approval.
- b) 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.
- c) This restriction does not apply to seasonal holiday decorations; see Section 4.

3. **Items Not Permitted**

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

community.

4. Items that may be permitted

- a) Outdoor furniture
 - Only items manufactured and sold for outdoor use may be placed on the exterior lot.
 - Furniture may be made of wood, metal or composite material.
 - No furniture may be placed, stored or kept on the exterior of any residence except as indicated under Placement below.
- b) Decorative Items, Statuary, Sculptures or Monuments other than those mentioned above.
 - Items must blend with and compliment landscaping and not exceed forty-two (42) inches in any dimension.
 - Fountains and waterscape treatments
 - Items must be shown on plans submitted for landscaping and ACC review.
 - Back flow valves can be protected by faux rocks designed to cover pipes.
- c) Fountains must not exceed 50” in height.
 - All fountains and waterscape treatments must be kept in good working order.
 - Inoperable fountains and waterscape treatments must not contain standing water.
- d) Decorative Pots
 - Decorative pots that are used for plant material of any kind cannot be greater than 24” in height and 16” in diameter.
 - Homeowners are required to maintain such plant material.

5. Placement

- a) Entry Way or Front Porch
 - The entry way or front porch includes any steps leading up to it
 - A limit of four items, to include combinations of decorative pots, planters or chairs/benches may be placed on the front porch or in any entry way
 - Chosen colors must be consistent with the surroundings in which they are placed.
- b) Front Yard
 - No items may be placed in the active growing grass/lawn area.
 - A limit of two items, to include decorative pots or planters may be placed in the mulched/landscaped area.
- c) Side Yards
 - No items may be placed in the active growing grass/lawn area.
 - A limit of four items, to include decorative pots or planters may be placed in the mulched/landscaped area.
 - No placed items may impede access to utilities (A/C unit, electrical power, sprinkler system controls, etc.).
 - No “buffering” in side lots may be removed to facilitate placement of decorative items.

ACC DESIGN REVIEW MANUAL FOR VILLAS OWNERS

d) Back Yard

- No items may be placed in the active growing grass/lawn area.
- A limit of six items may be placed in the mulched/landscaped area.
- 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).

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	Shrubs & Ground Cover
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 builder's approved list.	Landscaping along the perimeter of pools and their screen enclosures is required.

GENERAL REQUIREMENTS

- (1) The minimum required trees shall be the greater of the requirements above or as required by the City of Bradenton.
- (2) All shrubs shall be top-dressed with 2"- 3" of shredded cypress mulch, eucalyptus, or pine bark nuggets after watering in.
- (3) 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.
- (4) 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.

ACC DESIGN REVIEW MANUAL FOR VILLAS OWNERS

TREE REMOVAL POLICY

1. No tree will be removed unless a problem exists or the tree is dead. Approval is required as outlined in item 2 listed below.
2. 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 HB 1159.
3. Trees to be considered for removal must be identified on the ACC Tree Removal Request form located in the appendix of this manual.
4. The approved ACC application must be on-site with the company doing the removal during the tree removal process.
5. Limbs and tree rounds must be removed.
6. Stump must be removed or dealt with appropriately.
7. Replacement tree must be approved prior to tree removal and planted within two weeks after tree removal.

LOT AND LANDSCAPE MAINTENANCE

1. **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 with a finished structure 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”
2. **Maintenance of Driveways** - (Right-of-Ways, 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 Palma Sola Trace Villas HOA to irrigate and maintain the sod located within the right-of-way between the pavement edge and the Lot boundary.

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 V in Villa Documents for standards and compliance.

Enforcement: (From Villas HOA and Master HOA Declarations, Articles, and/or Bylaws)

SECTION 7: REQUIREMENTS FOR CONTRACTORS AND TRADES

ENVIRONMENTAL STANDARDS

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

Conservation Tracts - Conservation Tracts established within Palma Sola Trace may in no way be altered from their natural state without approval from the Master Association, the CDD, the ACC and the requisite governmental or quasi-governmental authorities with jurisdiction over such areas.

Environment Control During Construction - 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.

Hazardous Substances - No petroleum substances or other potentially hazardous or toxic substances shall be dumped, whether intentionally or unintentionally, on any lot or in any conservation area, lake or drainage system within the Property. All violations of this provision must be immediately reported to the ACC chairperson.

Tree and Native Landscape Material - The employees of building and trade contractors must protect existing trees and native landscape material targeted to remain during construction and to respect tree fence areas for the protection of root systems from heavy vehicles and equipment.

Aeration Systems and Tree Wells - When fill is required around trees, aeration systems or tree wells will be installed by applicants as may be required by the ACC.

Protective Tree Fences - If required by the ACC, protective fences must be installed at the drip line or farther for more mature trees prior to any clearing, site work or construction activities. Protective fencing 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.

Concrete Washout & Vehicle Washing - The washing of concrete trucks or other vehicles 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.

Tree Maintenance - Unless otherwise required to remain in a natural state, all trees will be maintained and cared for throughout construction. As provided in this manual, no trees may be removed from lots without the written approval of the ACC.

Penalty for Damage - In the event native landscape material or trees targeted to remain are damaged, the applicant or owner may be required to pay a fine and/or to replace such vegetation or trees with

ACC DESIGN REVIEW MANUAL FOR VILLAS OWNERS

comparable materials of such size and number, and in such locations, as the ACC may determine to mitigate the damage.

Vehicle Maintenance - 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.

Note: Applicants are responsible for ensuring compliance with Environmental 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.

Trash - No rubbish, trash, garbage or other waste material shall be kept or permitted on the properties, except in containers located in appropriate areas, if any, and in all events, such containers shall 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:

Employees Only - Only construction personnel, employed by contractors, trade contractors and suppliers, are permitted access to construction area.

Community Amenities and Common Areas - Community amenities and common area are for the benefit of residents. Construction personnel are not permitted to use community amenities or common areas.

Damage to Improvements - 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.

Speed Limits - For the safety of residents, the speed limit within the community is 25 mph for all vehicles.

Construction Parking - 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.

Removal of Construction Vehicles - 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.

Job Site Conditions and Dumpsters - All job sites shall be kept in a clean and orderly condition. Applicants are responsible for removal and placement of trash in dumpsters or "caged" areas on a daily basis in all areas that are open to public view.

ACC DESIGN REVIEW MANUAL FOR VILLAS OWNERS

Street Cleaning - 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.

Pedestrian Paths & Driveways - Driving across pedestrian paths is not permitted. Residential driveways may not be used for parking or to turn around vehicles.

Storage of Fill & Materials - 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.

Temporary Electric & Water - 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.

Loud Music - For the benefit of residents and other workers, the playing of loud music is prohibited. Construction personnel who continue to violate this provision, after adequate warning, will be asked to leave the site.

Pets - Pets of construction personnel are not permitted on job sites or inside vehicles parked within Palma Sola Trace.

Signage (contractor) - No contractor or service provider signage is permitted within the villas community, except signs authorized by the ACC. Contractor signage must be removed when the construction project is completed. Unapproved signage, located on lots or other portions of the villas community, will be removed and discarded without notice or obligation to the offending party.

Portable Restrooms - If a portable restroom is required for an extensive project the contractor will first request and receive approval from the ACC.

Construction Trailers - Construction trailers will not be permitted within the villas neighborhood without the prior written approval of the ACC.

Construction Deliveries and Work Hours - Work hours for deliveries or construction shall be 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. Any exceptions to construction delivery or work hours must be approved in advance by the ACC.

Fires - Applicants and their building and trade contractors are not permitted to burn rubbish or trash on any portion of the property without approval of the ACC and obtaining necessary permits from governmental authorities.

Alcoholic Beverages - No alcoholic beverages may be consumed by construction personnel within Palma Sola Trace. Failure to comply with this provision will result in immediate dismissal.

Intentional Damage - Building and trade contractors will respect the work of other trades. Workers causing intentional damage to materials or workmanship of others are subject to permanent dismissal from Palma Sola Trace.

ACC DESIGN REVIEW MANUAL FOR VILLAS OWNERS

Security - 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.

Note: 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

The words, terms and phrases contained in this section 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.

DEFINITIONS

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 new 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 descends, 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.

ACC DESIGN REVIEW MANUAL FOR VILLAS OWNERS

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 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, that does not commence until (a) all plans for such construction have been approved by the ACC Design Review Committee;

(b) a building permit has been issued by the requisite building department; and (c) 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.

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, 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 application for ACC approval and any attachments thereto, including design documents, for the review and master approval of new construction by the ACC.

ACC DESIGN REVIEW MANUAL FOR VILLAS OWNERS

Design Review Committee (Master HOA) shall mean and refer to the committee established under the provisions of the Master HOA 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.

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 portion of a lot between the front plane of a structure and the streetscape zone and running the full width of a 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 for 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.

ACC DESIGN REVIEW MANUAL FOR VILLAS OWNERS

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 the portion of a lot between the rear plane of a structure and the rear property line and running the full width of a lot.

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 portion of a lot from the front to the back of a structure on both sides over to the respective property lines.

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.

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

PALMA SOLA TRACE VILLAS HOA
Color Book



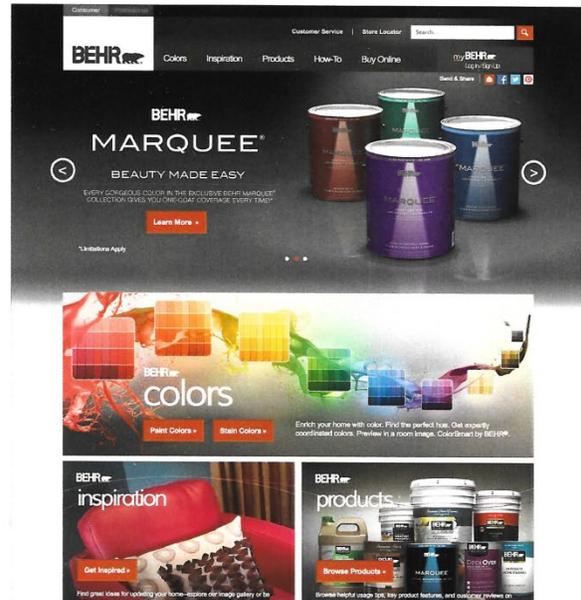
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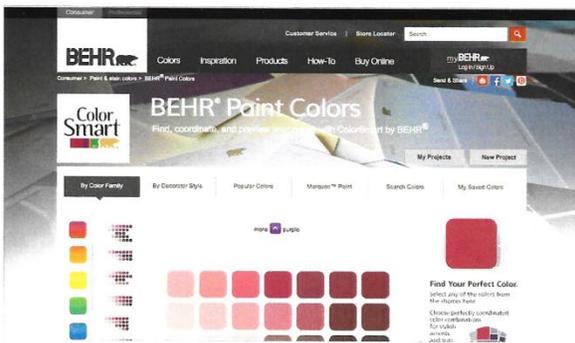
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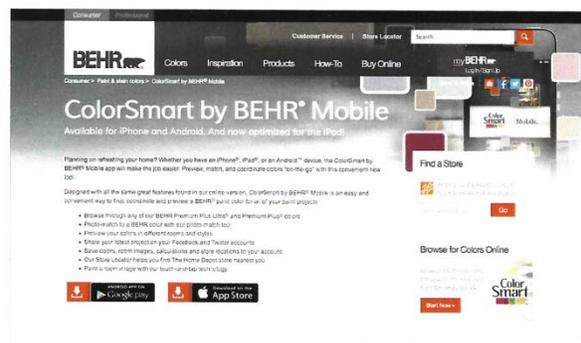


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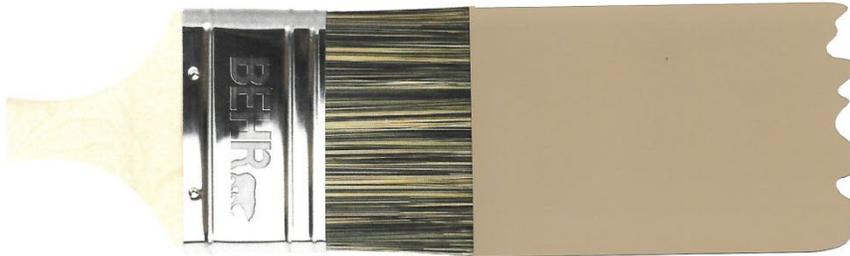
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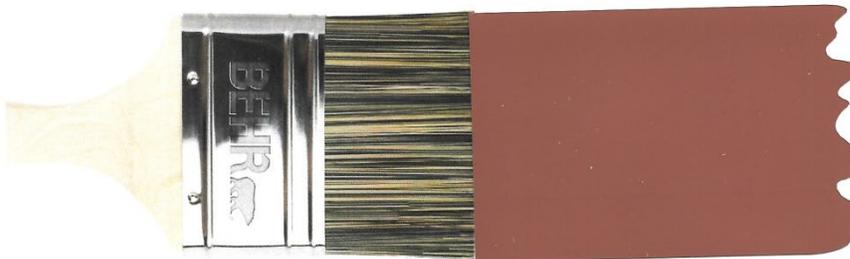
PALMA SOLA TRACE VILLAS HOA • COLOR BOOK



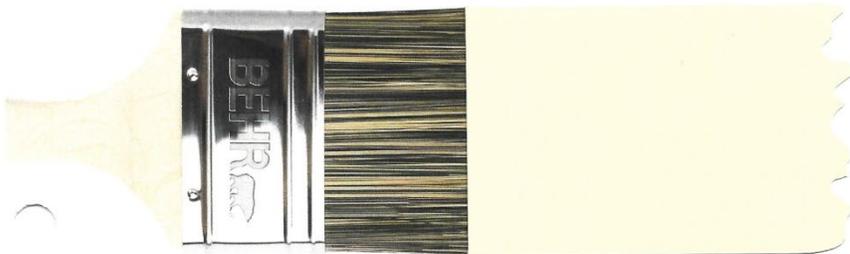
HENDERSON BROWN P1				
BASE 9400 COLORANT	1 GALLON Oz. 1/384		5 GALLON Oz. 1/384	
BL	1	336	9	144
CL	5	264	28	168
FL	0	272	3	208



HENDERSON MINT GREEN P2				
BASE 9400 COLORANT	1 GALLON Oz. 1/384		5 GALLON Oz. 1/384	
BL	0	12	0	60
DL	0	216	2	312
LL	4	96	21	96



HENDERSON BURGUNDY P3				
BASE 9340 COLORANT	1 GALLON Oz. 1/384		5 GALLON Oz. 1/384	
AXL	0	22	0	108
FL	0	42	0	212
IL	1	73	5	364
KXL	1	19	5	96



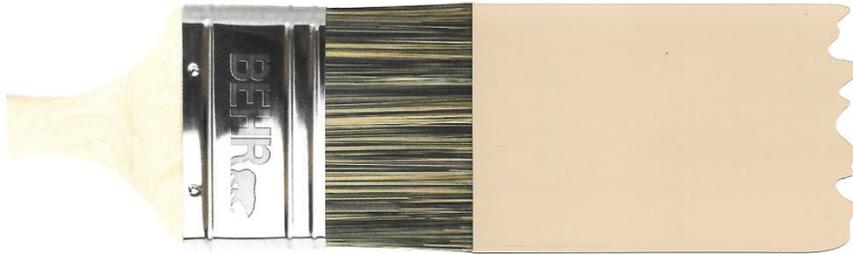
HENDERSON YELLOW P4				
BASE 9400 COLORANT	1 GALLON Oz. 1/384		5 GALLON Oz. 1/384	
CL	0	241	3	52
EL	0	7	0	36
RL	0	15	0	76



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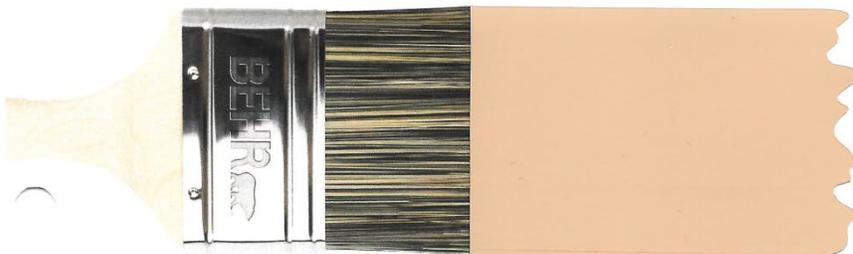
TM TAN P5				
BASE 9400 COLORANT	1 GALLON Oz. 1/384		5 GALLON Oz. 1/384	
BL	0	192	2	192
CL	2	144	11	336
RL	0	128	1	256



TM GREEN P6				
BASE 9400 COLORANT	1 GALLON Oz. 1/384		5 GALLON Oz. 1/384	
BL	0	352	4	224
CL	2	20	10	100
DL	0	80	1	16
LL	0	160	2	32



TM CLAY P7				
BASE 9340 COLORANT	1 GALLON Oz. 1/384		5 GALLON Oz. 1/384	
CL	2	104	11	136
IL	0	344	4	184
KXL	5	128	26	256
RL	0	272	3	208



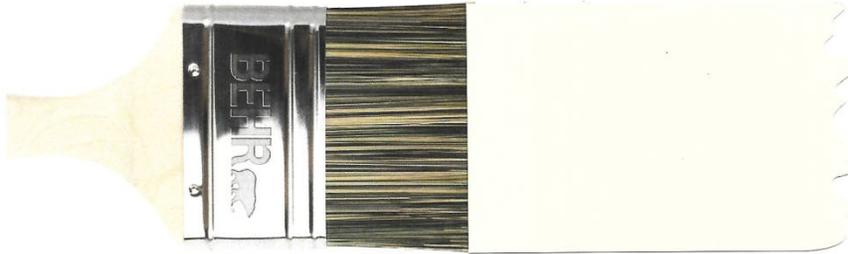
TM GOLD P8				
BASE 9400 COLORANT	1 GALLON Oz. 1/384		5 GALLON Oz. 1/384	
CL	3	320	19	64
LL	2	0	12	32
VL	0	240	3	48



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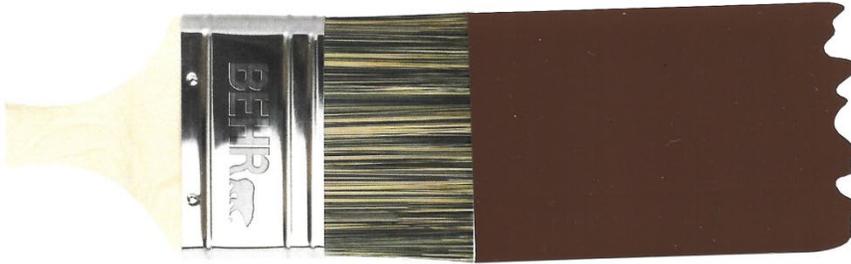
EXTERIOR TRIM				
BASE 5850 COLORANT	1 GALLON Oz. 1/384		5 GALLON Oz. 1/384	
AXL	0	20	0	100
CL	0	132	1	276
LL	0	132	1	276



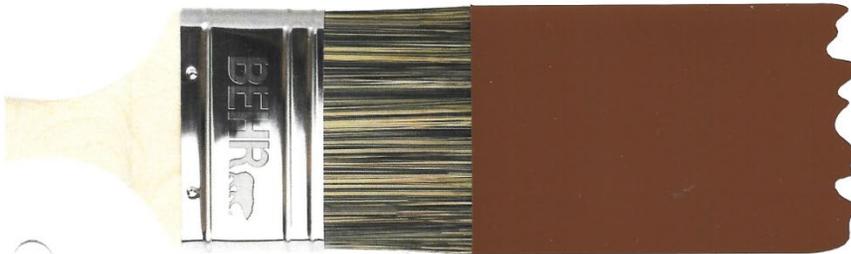
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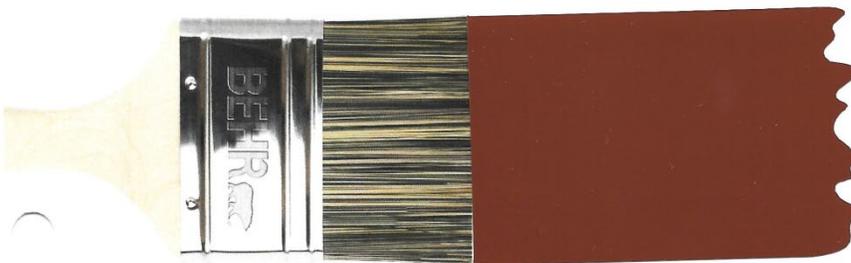
DOORS
CINNABARK PPU3-20



DOORS
MOROCCAN HENNA PPU3-19



DOORS
CLAY POT PPU3-17

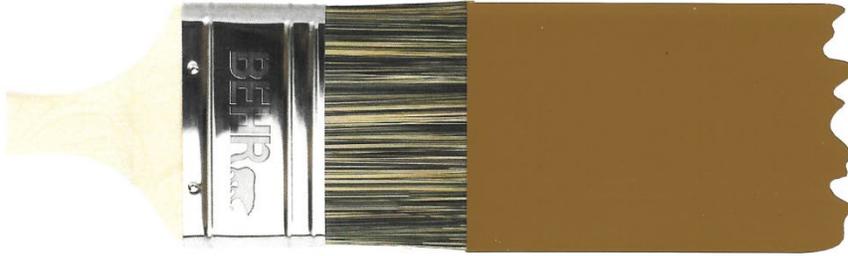


DOORS
ROYAL LIQUEUR PPU2-19



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DOORS
ARTS AND CRAFTS PPU4-19



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PALMA SOLA TRACE VILLAS HOA
Architectural Control Committee Approval Letter

Property Owner: _____

Primary Mailing Address: _____

Villas Address: Lot # _____, Street Address _____

Date: _____

Subject: Palma Sola Trace Villas HOA – Architectural Control Committee -

Approval Letter Dear Property Owner:

The Palma Sola Trace Architectural Control Committee (ACC) approves the building and/or improvements listed and identified on the attached signed ACC Application submitted. This approval is based upon meeting the criteria outlined in The Architectural Control Committee Standards and Guidelines Manual and Article V of the CC&R's with regard to conformity of selected building materials, continuity with existing structures, and natural landscape surroundings.

This approval letter does NOT expressly imply any written warranty with regard to architectural design, structural integrity, and conformity to building codes, environmental impact or clean water assessment. These are the sole responsibility of the owner and builder. Any expenses with regard to compliance or corrective action will be the responsibility of the home owner.

Respectfully,

Palma Sola Trace Villas HOA
Architectural Control Committee
Chairperson

ACC DESIGN REVIEW MANUAL FOR VILLAS OWNERS

Request For Architectural Approval Palma Sola Trace 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 ACC or mail to C&S. The address is: Palma Sola Trace Villas HOA, c/o C&S Condominium Management Services, Inc., 4301 32nd Street West, Suite A-20, Bradenton, FL 34205. Telephone (941) 758-9454. Fax: (941) 758-3062. E-mail to : ACC@PalmaSolaTrace.org
Attention Architectural Control Committee.

This Section To Be Completed By The Homeowner

NAME: _____ LOT# _____ Email : _____ DATE: _____

ADDRESS: _____

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 - **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-V-2017

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ACC TREE REMOVAL FORM ATTACH TO ACC REQUEST FORM

NAME: _____

ADDRESS: _____ 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 IAW HB 1159. (this application will not be processed without this documentation)

After Recording Return to:

Najmy Thompson, P.L.
1401 8th 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 32nd 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.

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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

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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: _____

Print Name: _____

By:

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: _____

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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 VILLAS OWNERS



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
Ron Ferranti – President		10/17/2019
Dave Smith – Vice President		10/17/2019
Stan Brown – Treasurer		10/17/2019
Saul Lenhoff– Secretary		10/17/2019

Board Approval

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