



# ***HOMEOWNERS MANUAL***

*for the*

## **Verona at Renaissance Homeowners Association, Inc.**

**THIS MANUAL SUPERCEDES ALL PRIOR APPROVED BOARD  
DOCUMENTS FOR COMMUNITY RULES & REGULATIONS,  
ARCHITECTURE GUIDELINES & LANDSCAPE POLICY.**

***Approved by:***

**Verona Board of Directors**

**NOVEMBER 21, 2024**

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**1.0 RULES & REGULATIONS****1.1 ASSOCIATION DOCUMENTS****1.1.1 Document Priorities**

Documents governing the Verona Homeowners Association (HOA) are subject to a priority hierarchy. Any conflict is subject to resolution by the higher priority document. Current government statutes, recorded corporate documents and HOA board approved rules are in effect and binding.

1.1.1.1 Declaration of Covenants & Restrictions

1.1.1.2 Articles of Incorporation

1.1.1.3 By-Laws

1.1.1.4 Rules & Regulations (found in the Homeowners Manual)

**1.1.2 Enforcement Procedure**

The Community Association Manager (CAM) shall inspect the Association Lots and Common Areas on a regular schedule to identify any violations. Community homeowners may also report an observed violation to the CAM. The violation complaint shall include a photo (if possible) with the rule or regulation violated and the time and date of occurrence. The CAM shall determine validity of the complaint and may resolve the matter without any further action. The CAM may also pursue a violation letter to the homeowner for any Board of Directors (BOD) sanctioned remedial action.

**1.1.3 Rules & Regulation Changes**

The Association By-Laws, Article VI, Section 1, a. provides powers to the Board of Directors to adopt and publish rules and regulation governing the use of the Common Property, Limited Common Property and facilities, and the personal conduct of the Members and their guests.

**1.1.4 Property Modifications**

All exterior property modifications shall require written approval by the BOD before any work is started. The Architectural Committee (AC) Request submittal form on the CAM website portal shall be used to identify the homeowner's scope of work. Specific support documents as listed on the form must be included with the AC Request. Where required; plot plans, floor plans, photos, description of products, landscaping plan, contractor insurance and licenses must be provided. Property modifications not defined in this Homeowners Manual or the Declaration of Covenants and Restrictions may be judged on its aesthetics merits to the community.

**1.2 COMMUNITY****1.2.1 Common Area**

No homeowner modifications are permitted to sidewalks, apron grass or the public utility infrastructure. Any alteration or improvement to the Common Areas or Limited Common Areas are the sole responsibility of the BOD.

**1.2.2 Seasonal Displays**

Seasonal (holiday) decorations may be displayed thirty (30) days prior to the holiday but shall be removed no later than ten (10) days after the holiday.

**1.2.3 Signage**

Signs, advertisements, and notices are not permitted on any Lot or the community Common Area except as listed herein.

**1.2.4 Garage Sales**

Individual garage or yard sales are not permitted. The community may host up to two (2) garage/yard sales per year. All cost connected with the event will be borne by the participants.

**1.2.5 Estate Sales**

The estate sales event can only occur on Friday and/or Saturday. The homeowner or manager of estate sales shall notify the CAM one week in advance of the sales event. The front entry gate may be programmed to stay open from 8:00am to 4:00pm. One (1) portable sign may be posted on the property for the duration of the sales event. Directional signs may also be posted on the apron grass during the sales event.

**1.2.6 Open House**

The open house sales event can only occur on Friday and/or Saturday. The homeowner or real estate salesperson shall notify the CAM three (3) days in advance of the sales event. The front entry gate may be programmed to stay open from 12:00pm to 4:00pm. One (1) portable sign may be posted on the property for the duration of the sales event. Directional signs may also be posted on the apron grass during the sales event. Immediately after the event, all signs shall be removed.

**1.2.7 Gates Access**

Each residence has been issued two (2) key fobs. Up to two (2) additional fobs may be purchased from the Association by the homeowner or renter. In addition, each residence will be issued a code for gate entry. This code shall only be used by the homeowner/renter. The rear gate is only accessible with the fob. Front gate entries shall use a resident fob or the call box directory. Gate operating devices shall not be manually overridden.

**1.2.8 Hunting, Fishing & Wildlife**

The Renaissance Maintenance Association (RMA) owns the ponds and their surrounding grounds. Hunting, fishing, and feeding of wildlife is not permitted. Recreational activities on RMA grounds or ponds are prohibited at all times.

**1.2.9 Community Pool**

The community swimming pool is for the exclusive use of Verona's homeowners and their guests. No lifeguard is on duty and bathers swim at their own risk. Pool hours are daily from sunrise to sunset. No lighting is available in the pool area.

1.2.9.1 Children under the age of twelve (12) must be accompanied by a parent or guardian sixteen (16) years or older that can swim.

1.2.9.2 Incontinent persons must wear a swim diaper.

1.2.9.3 Running, pushing, diving and horseplay on the pool deck are not permitted.

1.2.9.4 Glassware is not permitted in the pool area.

- 1.2.9.5 Eating while in the pool is strictly prohibited.
- 1.2.9.6 Smoking is not permitted in the pool area.
- 1.2.9.7 Pets (except service animals) are not permitted inside the gated pool area. No pets or animals are permitted in the swimming pool.
- 1.2.9.8 Pool equipment area is off limits except for board authorized personnel.
- 1.2.9.9 All persons must vacate the pool area during lightning, thunderstorm, or a heavy rain.
- 1.2.9.10 Umbrellas, chairs, tables, and recreation equipment shall be returned to their normal storage position or location after resident use. All trash shall be deposited in waste containers.

**1.2.10 Fireworks**

Fireworks are prohibited per Florida Statute except on the Fourth of July, New Year's Eve and New Year's Day.

**1.2.11 Drones**

Flying remote controlled camera drones is prohibited. The subdivision residents have an expectation of privacy living in a gated community. The HOA board may authorize drone flights for shared community purpose. Excluded from this prohibition is as follows:

- 1.2.11.1 Lawful activities of law enforcement, firefighting and other public safety or government agencies.
- 1.2.11.2 HOA licensed contractors; such as roof inspection, lot survey, real estate picture taking and residence damage survey.
- 1.2.11.3 Recreational drones without a camera or payload whose flying range is limited to one hundred (100) feet.

**1.2.12 Hurricane Warning**

All lawn, patio and flower bed items that are not properly anchored shall be stored indoors during all hurricane warnings. Homeowners vacating their home during the hurricane season shall move all outdoor unanchored items indoors prior to departure. A waiver may be granted if the vacating homeowner notifies the CAM with the name, address and email of a local person who accepts responsibility to secure the vacated home upon a hurricane warning.

**1.3 PARKING & VEHICLES****1.3.1 Parking**

Florida Statute 315.1945 prohibits street parking within 15 feet of a fire hydrant. Vehicles shall not be parked on any Common Area or resident grass areas. Golf cart parking is prohibited on the grass adjacent to the pool except for HOA community events. When parking on the street, the vehicle must face in the direction of traffic flow (right wheels to the curb) and not be directly parked across from another parked vehicle restricting emergency vehicles. Vehicles shall also not be parked to obstruct the sidewalk.

**1.3.2 Passenger Vehicles**

Vehicles parked outdoors shall have a current valid state license and be operable. The vehicle shall not be covered for any reason. Homeowner/resident vehicles shall be parked in their garage or on their driveway. Street parking is permissible when guest parking in the driveway is not possible. Any maintenance work shall be terminated at sunset with all tools and materials removed from public view.

**1.3.3 Delivery Vehicles**

Delivery vehicles may operate between 7:00am and 9:00pm daily. Rules for parking, speed, fire hydrants and driveway / walkway access shall be followed.

**1.3.4 Commercial Vehicles**

Commercial vehicles may not be placed, parked or stored on any lot or the common area between 9:00pm and 7:00am. Commercial vehicles include any of the following:

- 1.3.4.1 Any vehicle with exterior advertising logos, signs, letters, numbers, or irregular and distinct coloring designed to identify a business. Vehicles with dealership license plate holders, bumper and window decals, and similar markings that highlight an owner's personal interests are exempt.
- 1.3.4.2 Any vehicle with or without visible business identification but with commercial paraphernalia or equipment attached, strapped, or affixed to the exterior of the vehicle including, but not limited to ladders or pipes.
- 1.3.4.3 Any unmarked vehicle, which because of its height, length, shape, or weight.
- 1.3.4.4 Any vehicle designed for the transport of furniture, goods, equipment, animals, or scheduled transportation. The exception is those vehicles for resident deliveries, professional services, moving-in or moving-out are allowable for a period not to exceed seventy-two (72) hours.
- 1.3.4.5 Any unmarked vehicle with commercial equipment or commercial supplies within the interior of the vehicle which is in public view. This includes but not limited to; pesticides, paint buckets, propane tanks, cabling, uncovered or unsecured tools, or other supplies.
- 1.3.4.6 Any vehicle with a commercial license tag.

**1.3.5 Recreational Vehicles**

Oversized vehicles such as a travel trailer, camper, motor home, horse trailer, boat trailer, etc. may not be placed, parked, or stored on any lot or the common area for more than seventy-two (72) hours.

**1.3.6 Transport Storage Units**

Portable transportation storage units such as "PODS" used for loading or unloading furniture and household goods are permitted to remain on the property for no more than ten (10) consecutive days.

**1.3.7 Speed Limit**

Vehicle speed is limited to twenty (20) miles per hour.

**1.4 HOMEOWNER RESPONSIBILITIES****1.4.1 Code of Conduct**

All persons must conduct themselves in a civil and courteous manner at all times and must not jeopardize or interfere with the rights and privileges of others.

- 1.4.1.1 No person's actions shall compromise the safety of another.
- 1.4.1.2 Profane, indecent, or abusive language (verbal or written) is prohibited at all times in public, at a committee meeting, at a board meeting, or a board workshop.
- 1.4.1.3 Harassment, verbal, or physical abuse of any person by another is prohibited.
- 1.4.1.4 Board meeting homeowner comments are limited to 3 minutes per agenda item. Argumentative language that disrupts the business of meeting is prohibited.
- 1.4.1.5 Abuse of equipment, furniture or any other property located in Association Common Areas is prohibited.
- 1.4.1.6 Residents or guests who conduct themselves in an uncivil manner or violate a HOA rule or regulation are subject to appropriate action by the BOD.
- 1.4.1.7 Residents or guests shall not discipline, correct, or abuse any other resident or an Association contractor's or vender's employees, equipment, materials, or vehicles.
- 1.4.1.8 Comments, questions, and concerns regarding the performance of any Association contractor or vender shall be directed to the CAM in writing. Residents shall not attempt to provide direction (except by an authorized HOA director) in any manner to any contractor or vender working for the Association.

**1.4.2 Homeowner Violations**

The homeowner is responsible for all Association violations occurring on their property. The homeowner is also responsible for violations caused by their renters, guests and service personnel. All warning letters, fines or remedial action will be the responsibility of the homeowner.

**1.4.3 Resident Complaints**

All complaints shall be recorded with sufficient detail of the occurrence to include the parties involved, date, time, location, photograph or video if possible, and the statute or Association rule infraction witnessed. This information shall be submitted to the CAM in writing, or CAM online Complaint Form or via Email to CAM customer service in a timely manner. Any reference to a federal or state statute or an Association rule shall include its specific number, article, and section.

- 1.4.3.1 Any life safety or event impacting property damage that requires immediate attention shall be promptly reported by calling 911.
- 1.4.3.2 Verbal or Email complaints submitted to any Association Board member are not acceptable and will not be acknowledged.
- 1.4.3.3 The CAM will provide the Association's official resolution via Email or mail to all affected parties.



**1.4.4 Homeowner Disputes**

Homeowner and resident interactions shall adhere to all rules and regulations expressed in Federal and Florida State statutes, and Hillsborough County ordinances. Any unresolved dispute between homeowners, residents, visitors and/or the board shall be submitted to the CAM in writing.

**1.4.5 Emergency Response Instructions**

All new residents may contact the CAM to provide emergency instructions for their property and personal safety. This shall include the name, age and telephone number of each occupant. If the property is to be vacated (snowbird) for a period during the year, storm protection procedures shall be followed with contact information for property access.

**1.4.6 Home-Based Business**

No business, professional, or commercial activity is permitted to be conducted on or from any residence. A home-based business is a commercial activity by an individual or organization for the trade of goods, services, or both to consumers. Use of the residence for work-at-home which does not involve receiving or sending employees, customers, suppliers, regular deliveries, or similar transient activities are not considered a commercial home-based business.

**1.4.7 Household Pets**

Up to two (2) domesticated household pets may be kept for non-commercial purpose. Pets shall be walked on a six (6) foot leash keeping off all resident Lots. The pet walker shall promptly dispose of the pet's solid waste. Pets shall be kept under control at all times and not be a nuisance or annoyance to any community resident.

**1.4.8 Invisible Fence**

Invisible fences and pet boundary limiting systems are prohibited.

**1.4.9 Dog Kennels, Cages & Runs**

Outdoor animal kennel cages, dog houses or dog runs are not permitted. In addition, dogs cannot be left on leashes unattended.

**1.4.10 Storm Shutters**

Hurricane shutters and related products are designed to protect a homeowner's residence (windows and doors) from wind and storm damage. The hurricane season is recognized as between June 1st and November 30th.

1.4.10.1 Homeowners may install storm shutters or related protective products for storm protection. Shutters should be removed as soon as possible. As an alternative to removal of shutters, refer to the following Section 1.4.10.2.

1.4.10.2 An alternative to builder supplied storm shutters, homeowners and renters who are away during all or most of the hurricane season are urged to purchase replacement shutters (accordion, roll or similar) that matches the trim color of the dwelling. Homeowners may also choose at their expense to paint their builder supplied shutter panels to match the trim color of their home. The galvanized steel storm shutter supplied by the builder are not to be installed for more than one (1) month except inside lanais where they are less visible to neighbors and not visible from the front of the home.

- 1.4.10.3 Hurricane windows and storm shutter products shall be wind speed rated for a minimum 150 mph and conform to the "wind-debris zone" specification standards of the Florida Building Code for Hillsborough County.
- 1.4.10.4 During the hurricane season when homeowners plan to be away from their property for more than four (4) days, the homeowner shall remove all personal property from their lanai and patio to minimize damage from flying projectiles. A waiver may be granted per section 1.2.12.
- 1.4.10.5 All replacement storm shutters attached to the exterior of a home shall be approved by the BOD by submitting an AC Request to include product information, color, plot plan locations, and contractor license/insurance.
- 1.4.10.6 The Association, the Board of Directors, its agents, or employees have no responsibility to the homeowner for the installation, repair, maintenance, opening or closing of the storm shutters. The homeowner is solely responsible for these functions.

**1.4.11 Basketball Goals**

Permanent basketball goals shall not be erected on any Lot or the Common Area. Portable sports goals or nets and play equipment are permitted, provided they are removed from public view and stored indoors when not in use.

**1.4.12 Leases**

Provisions of the Declaration's Article VIII, Section 11 requires one resident to be fifty-five (55) years or older and no one under the age of eighteen (18). Homeowner shall submit the Lease to the CAM for Association approval prior to its execution with the planned renter. The Lease shall list all occupants with their proof of age.

**1.5 MAINTENANCE****1.5.1 Lot and Home Conditions**

All Lots and homes whether occupied or unoccupied shall at all times be maintained in such a manner as to prevent them from becoming unsightly because of damaged screens, peeling paint, rubbish, debris, algae growth and/or stored materials/equipment.

**1.5.2 Garbage & Trash Disposal**

Only trash and recyclable containers provided by Hillsborough County shall be used for waste disposal. Containers shall be stored in the garage and set out after 6:00pm on the day before pickup and removed before 6:00pm on the day of pickup. The containers shall be positioned on the homeowner's property side of the curb (not on the street) with the handle facing the residence. Containers shall be separated a minimum of three (3) feet for removal truck access.

**1.5.3 Driveway & Walkway**

Brick paving for driveways and walkways may be cleaned and sealed with a clear coating. The brick paving shall not be painted or tinted. All costs including periodic cleaning are the sole responsibility of the homeowner.

**2.0 ARCHITECTURAL GUIDELINES****2.1 GENERAL****2.1.1 Approval Conditions**

All AC Requests for a property modification approval are conditioned upon the homeowners being responsible for any damage, immediate or subsequently caused by the approved project. Attached Units may require additional restrictions and/or conditions as indicated herein. Refer to the current Declaration of Covenants and Restrictions, Article XIII, Enforcement.

**2.1.2 Plot Plans & Photos**

Survey site plans indicating the size and location of additions, changes, and or scope of work must be submitted with the application. Photos may be submitted where indicated in these guidelines.

**2.1.3 Government Statutes**

Federal statutes, state statutes, or a county ordinance may supersede an HOA covenant or restriction. Some of these statutes are identified herein.

**2.2 DECORATIONS & ORNAMENTS****2.2.1 Flags**

A Unit Owner may display one (1) portable, removable United States flag or official flag of the State of Florida in a respectful manner, and one (1) portable, removable 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. A Unit Owner may erect a freestanding flagpole no more than twenty (20) feet high on any portion of the Unit Owner's real property, subject to all building codes, zoning setbacks, and other applicable governmental regulations, including but not limited to, noise and lighting ordinances of Hillsborough County and all setback and locational criteria contained in the Declaration. Any other wall mounted flag such as a sport, organization, political, religious, social issue, message, etc. is prohibited.

**2.2.2 Banners**

Wall mounted display of a banner is prohibited.

**2.2.3 Flower Bed Ornaments**

Ornaments must remain within existing flower bed borders not to impede maintenance work. Ornaments shall not be higher than sixty (60)" tall in the front yard and seventy-two (72)" tall in the rear yard.

**2.2.4 Flower Bed Signage**

Flower bed flags, banners and signs shall not exceed 14"x18", mounted a maximum of forty-eight (48) inches high and limited to a total of two (2). Flower bed signs shall not depict a political message, anything for sale, or a service provided.

**2.2.5 Solar Lighting**

Solar powered lights must be located not to obstruct normal lawn and landscape maintenance. These lights shall be removed and stored indoors during a storm warning or when a homeowner has vacated their property during the hurricane season.

**2.2.6 Flower Pots**

Flower pots may be placed in a bed of mulch or rocks, the home walkway or driveway not to impede lawn maintenance.

**2.2.7 Benches & Chairs**

Benches, chairs, and tables positioned in a mulch bed shall not interfere with bed or lawn maintenance.

**2.2.8 Exterior Wall Decorations**

Wall decorations must be submitted on elevated site plan or photos depicting size and location. Wall art decorations shall not exceed ten (10) square feet in size and shall not depict any organization, political, religious, or social issue. Home street numbers shall be black and a maximum of six (6) inches high centered on the trim work above the main garage door.

**2.2.9 Waterfalls & Fountains**

Decorative waterfalls and fountain display in beds are limited to forty-eight (48) inches high. Provide water conditioning to prevent algae growth and odors. If the homeowner plans to vacate the property for eight (8) days or longer, the displays shall be drained.

**2.2.10 Ponds**

Ponds of any size, configuration or purpose are not permitted on Lots.

**2.3 OUTDOOR LIGHTING****2.3.1 Tree Up-lighting**

Outdoor lighting may not interfere with or impede maintenance and repairs by HOA contractors. Damage to irrigation lines during a property modification will be the homeowner's responsibility to repair. Lighting shall not be placed in a manner to constitute a nuisance for adjoining Lot homeowners.

**2.3.2 Underground Electric Wiring**

Outdoor lighting may utilize underground conduit, above ground low voltage or solar power. Underground line voltage wiring (higher than 50 VAC) requires a licensed electrician and must meet applicable electrical codes. Any wiring shall not interfere with or impede maintenance.

**2.3.3 Solar lighting - Exterior Walls**

Villa homeowners shall be responsible for removing the solar light(s) for painting or other routine maintenance.

**2.3.4 Solar lighting - Walkway**

Solar lighting shall not be placed in any grassy areas whereby said lights would impede routine landscape maintenance. Streetlights, solar or any other lighting placed in Common Areas is strictly prohibited.

**2.4 HOME IMPROVEMENTS****2.4.1 Room Addition**

Permanent room additions to an existing single family or attached unit homes are prohibited. Any structure extending beyond the original roof line having three (3) solid walls and a solid roof is determined to be a room addition.

**2.4.2 Roofs**

All roof repairs or replacement must be asphalt shingles matching the original builder's style and color...as close as possible.

**2.4.3 Rain Gutters**

Rain gutter additions must be installed by a licensed and insured contractor. Provide a site plan drawing or sketch depicting the locations where new gutters are to be placed.

**2.4.4 Windows**

All replacement windows shall conform to color, style, and specifications as the original windows. No reflective material shall be applied to the window glass.

**2.4.5 Awnings**

No awnings of any type, style or material will be permitted.

**2.4.6 Window Air Conditioning**

No wall or window type air conditioning units or fans are permitted.

**2.4.7 Hose Reels**

Unattached hose reels or containers shall not impede lawn and landscape maintenance.

**2.4.8 Garage Door**

Only garage doors matching the style, type, and wind load originally installed by the builder will be permitted. These are limited to steel garage doors without top-bay windows. No garage door can be replaced to repurpose the garage space.

**2.4.9 Door Screen**

Garage and front entry door screens shall be installed by a licensed and insured contractor. Submit a photo of the proposed screen design and color (White, Ivory, Beige or Bronze). Screens attached directly to the front door do not require a contractor for installation.

**2.4.10 Entry Door**

Front entry doors may change in style, color and access control. Provide a color photo depicting the change or modification. Doors modified with glass inserts shall utilize a licensed and insured contractor for installation.

**2.4.11 Driveway & Sidewalks**

Modifications of any driveway must match the existing brick paving in color and design. Driveway extensions cannot exceed twenty-four (24) inches on either side. The extension shall not go beyond the homeowner's property line into the HOA Common Area (sidewalk and apron grass). The work must be performed by an insured professional installer in the brick paver industry.

**2.4.12 Fences & Walls**

All fences and free-standing walls of any height or location are not permitted.

**2.4.13 Freestanding Structures**

Gazebos, pergolas (lattice roof for shading) and tents are not permitted. No structures, sheds or storage containers are permitted for temporary or permanent use.

**2.4.14 Exterior Painting**

Homeowners wishing to paint or repaint their homes must submit an ARC Painting Request form (located on the Verona HOA Website on the Forms Page. Complete guidelines, instructions and color choices are contained within that request form.

2.4.14.1 The Villa “reserve fund” will pay for periodic Villa home repainting with the same color. An additional cost may be required for each Villa homeowner when they request changing the existing wall and/or garage colors.

**2.4.15 Lanai Extension**

Work must be done by a licensed, bonded and insured contractor. A solid roof over the lanai extension is acceptable. A site plan drawing is required showing the scaled lanai extension to the home.

2.4.15.1 Homeowner is responsible for capping zone irrigation lines before construction and reinstalling the zone system after construction to adequately serve any new plant beds, trees, and lawn.

**2.4.16 Unscreened Patio**

Plot plan drawing is required showing the patio location. Patios shall not impede landscape and irrigation maintenance. Refer to 2.4.15.1 for irrigation work.

**2.4.17 Inground Pools & Spas**

Work shall be done by a licensed, bonded and insured contractor. Site plan drawing is required showing pool and water conditioning equipment location. The equipment location shall not be in the normal line of site from an adjacent home unless screened by landscape plantings. Refer to 2.4.15.1 for irrigation work.

**2.4.18 Pool Equipment Noise**

Persistent or continuous noise from pool equipment must be mitigated to a level consistent with other homeowner pools in Verona. The noise level must not exceed 60 db (decibels) measured eight (8) feet from the pool water conditioning equipment.

**2.4.19 Exterior Stone Trim**

Homeowner shall supply a photo or elevated site plan drawing depicting all the stone wall trim locations. Provide a photo and description of the stone trim. The stone shall not exceed 20% of any side area. Villa homeowners must have both parties agree to the same stone and its symmetrical application.

**2.4.20 Satellite Dish**

Satellite dish placement shall be out of public view when possible.

**2.4.21 Radio Antennas**

No Antenna may be placed on any part of the external structure except those compliant with Section 207 of the Telecommunications Act of 1996 (OTARD rule) including the Amendment of 2001. Antenna placement shall be out of public view when possible.

**2.4.22 Weather Station**

No weather station may be placed on any part of the external structure that is observable from street view.

**2.5 ENERGY CONSERVATION****2.5.1 Rain Barrels & Cisterns**

Rain barrels and cisterns are not permitted in the front or side yards where they would be visible from the street. Rain barrels and cisterns in the rear yard cannot be larger than 55 gallons in size and must be screened from view with plantings.

**2.5.2 Solar Energy Devices**

AC will abide by Florida statute 163.04 as it pertains to energy devices based on renewable sources. Villa homeowners are responsible for any damage to roof and underlying material of their structure or that of the adjacent villa unit.

**2.5.3 Solar Water Heaters and / or Solar Cells**

Solar panels and / or cells are permitted in accordance with county, state or federal statutes. Where possible, the panels or cells should be located on the rear or side roof to minimize public viewing. Free standing panels or cells in the yard are not permitted.

**2.5.4 Emergency Generators**

Permanent Emergency Generators must be installed by a licensed contractor that complies with all government codes and regulations. Automatic switchover on a power failure must not feedback power to the utility grid endangering utility company maintenance employees. The generator and its fuel tank must be screened from the public or an adjacent home view with plantings. Generator noise when running must not exceed 60 db (decibels) measured at eight (8) feet.

**3.0 LANDSCAPE POLICY****3.1 HOA MAINTENANCE****3.1.1 Budget & Funding**

A budgeted portion of your HOA quarterly fees is used to mow, treat, and edge the lawns, maintain landscape shrubs and beds, and trim the trees on each homeowner's property. In addition, the Common Areas lawns, trees, and plants are also maintained.

**3.1.2 Dead Vegetation**

Dead lawn grass, plants and trees on a homeowner's Lot will be replaced at the expense of the HOA, providing they were part of the original landscape package supplied by the builder.

**3.1.3 Act of God**

If a plant perishes due to an act of god such as a freeze or hurricane, the HOA may replace that plant at the expense of the homeowner.

**3.1.4 Plant & Tree Relocation**

If a homeowner moves an original plant or tree, or has it moved by someone else, the HOA will no longer be responsible for its replacement.

**3.1.5 Plant Replacement**

The HOA will not replace a plant because the homeowner does not like what the builder provided. Plants installed by the developer that have died will be replaced by the HOA as determined by the Landscape Committee.

**3.1.6 Landscape Modifications**

Any planned changes to plant beds, palm trees and shade trees shall require an AC Request approved by the BOD.

3.1.6.1 The common and scientific names of the plants or trees being added or replaced shall be provided with the Request.

3.1.6.2 All landscape requests shall include a plot plan showing all new, removed and/or relocated plants and trees.

3.1.6.3 The homeowner is responsible for capping irrigation zone piping before construction and reinstalling required irrigation after installation.



## 3.2 LANDSCAPING

### 3.2.1 Bed Curbing

Installation of custom edging around beds require at least an eighteen (18) inch border to the homeowner's property line. This will allow for water drainage between Lots and lawn maintenance. The homeowner is responsible for the irrigation system and any required relocation of drip lines and nozzles. Cement curbing installations must be posted with flags or a yellow "caution" tape for a minimum of two (2) weeks to preclude damage from lawn maintenance equipment.

### 3.2.2 Edging Damage

The HOA is not responsible for custom edging damage by the landscape service company while performing standard turf maintenance.

### 3.2.3 Rocks & Stones

Rocks and stones installed in landscape beds or around trees must be contained by a rigid boarder four (4) to eight (8) inches high to prevent them from becoming projectiles thrown from mowing or edging equipment.

### 3.2.4 Plant Beds

Small amounts of plants and shrubs replaced in a landscape bed by the homeowner do not require a property modification AC Request. Plant and flower beds may be expanded beyond their existing size and configuration. Refer to paragraph 3.2.1 Bed Edging limitations. Bed changes made by a hired contractor requires an AC Request and board approval to assure the contractor is licensed and insured. Submit the AC Request with a plot plan and/or sketch depicting changes in bed configuration and new plantings.

### 3.2.5 Plantings

New or additional plantings including trees shall have a mulch bed or a rock bed with a rigid border. New trees will require a minimum twenty-four (24) inch radius bed to prevent trunk damage from lawn maintenance equipment.

### 3.2.6 Fruit Bearing Trees

Edible fruit bearing plants and trees are not allowed to be planted in Verona.

### 3.2.7 Shade Trees

All Lots are required to have one (1) or two (2) shade trees depending on the Lot size. Homeowner Lot requirements can be found on Subdivision Natural Resources Permit #2127. Additional trees may be added, or trees may be replaced providing the quantity of approved shade trees still meet Hillsborough County Code Sec.6.06. Hillsborough County approved shade trees can be found at:

<https://www.hillsboroughcounty.org/en/businesses/permits-and-records/natural-resources/approved-shade-trees>

All cultivars of an approved shade tree are approved options. Little Gem Magnolia trees (magnolia grandiflora) is an acceptable replacement for Live Oak trees.

### 3.2.8 Palm Trees

No palm tree may be added or replaced that will grow higher than forty (40) feet at maturity or have a thickness rated above medium in UF/IFAS Extension publication ENH21 "Ornamental Palms for South Florida". Palm trees in front of homes or villas are an integral part of the intended look of the community and cannot be removed.

**3.2.9 Electric Utility Box**

New plantings by utility boxes must include a mulch, rock bed or edging surrounding the box on a maximum of three sides only. The plantings may not block the point of access for utility workers.

**3.3 IRRIGATION****3.3.1 County Regulations**

Watering days and times will be set to comply with Hillsborough County Water Department regulations and water restrictions.

**3.3.2 Testing**

Homeowners pay for their own irrigation water. The HOA will provide irrigation system testing of each homeowner's system once per month and make repairs as necessary.

**3.3.3 Scheduling**

The service contractor performing the monthly irrigation test will set all controllers to stagger watering days and times to help each lawn in getting a fair distribution of irrigation water.

**3.3.4 Rain Sensor**

Functioning rain sensors are required by Florida Statute 373,62. Rain sensors installed by the builder will be checked, adjusted, or replaced if necessary, as part of the HOA maintenance plan.

**3.3.5 Homeowner Override**

If the homeowner changes the irrigation controller settings causing inadequate irrigation water to assure lawn and plants survival, the HOA will not be responsible for any dead plant or lawn replacement.

**3.3.6 Controller Power**

If a homeowner does not assure electricity is actively powering the irrigation controller, the HOA will not be responsible for any dead plant or lawn replacement.

**3.3.7 Specialty Controller**

If a homeowner installs an irrigation controller and fails to provide access to the controller for monthly testing, the HOA will not be responsible for any dead plant or lawn replacement.

**3.3.8 Water Utility**

If a homeowner shuts off their water or if the water is shut by the utility company, the HOA will not be responsible for any dead plant or lawn replacement.

**3.3.9 Upgraded Controller**

An irrigation system may be upgraded by the homeowner to improve its performance and efficiency. Only the original builder supplied equipment will be replaced by the HOA upon failure.

**3.3.10 Sprinkler Nozzles**

Homeowner installed sprinkler nozzle grass protection donuts shall be installed at or below ground level to prevent interference with lawn maintenance equipment.

**3.4 VEGETATION REPLACEMENT****3.4.1 Florida Friendly**

HOA replacement plants and trees shall be classified as Florida-Friendly by the University of Florida Institute of Food and Agricultural Sciences (UF/IFAS).

**3.4.2 Invasive Species**

Although the community already has some invasive plants species and trees on the Lots, no further invasive plant species are to be planted as identified by the UF/IFAS.

**3.4.3 Plants & Trees**

HOA replacement plants and trees may be smaller than those that have perished. Their sizes shall meet the standards of the Hillsborough County Land development Code. That is, replacement palm trees must have at least a six (6) foot clear trunk to facilitate lawn maintenance. Developer planted Queen Palm trees that perish or die from disease shall be replaced by the HOA with a Foxtail Palm. Foxtail Palms of the size supplied by the HOA are not supported for windstorms because of damage to their trunks.

**3.4.4 Alternate Plants**

HOA replacement plants and trees may be a different varietal than supplied by the builder. The replacement plant or tree shall be listed for growing Zone 9b as defined by the USDA Plant Hardiness Zone Map.

**3.4.5 Lawn Grass**

St. Augustine turf is a basic Verona landscape feature that cannot be removed or changed to another variety. Stones or artificial turf cannot be used to replace lawn grass.

**3.4.6 Cactus**

Cactus or other succulent plant varieties with sharp spines cannot be located any closer than ten (10) feet from common area sidewalks.

**3.4.7 Drainage Easement**

Landscape plants or trees are not permitted on water drainage or sanitary sewer easements.

**3.4.8 Dead Plants & Trees**

Homeowners shall not remove a dead plant or tree and expect the HOA to pay for a replacement. Submit a workorder to the CAM for a follow-up inspection and resolution.

**3.5 MAINTENANCE SERVICES****3.5.1 Maintenance Program**

The landscape maintenance program is administered as a defined task contract and does not include extra work a homeowner feels is needed to satisfy their personal preference.

3.5.1.1 The landscape maintenance program covers the lawn, plant beds and trees on each homeowner's Lot.

- 3.5.1.2 In addition, the contract includes landscape maintenance for easements and the common areas.
- 3.5.1.3 Lawns beyond the rear Lot lines and ponds are maintained by the Renaissance Maintenance Association (RMA).
- 3.5.1.4 Lawns beyond the rear Lot line adjacent to the golf course are maintained by ClubLink US.

**3.5.2 Service Level**

All levels of landscaping service are balanced to keep HOA fees as low as possible while providing a healthy appearance to the neighborhood.

**3.5.3 Supplemental Services**

Homeowners who desire more extensive landscape maintenance services are welcome to supplement the HOA program with services they contract out and pay for.

**3.5.4 Homeowner Opt-out**

Homeowners are required to participate in the community wide landscape maintenance program.

**3.5.5 Pruning & Trimming**

Pruning of shrubs by the landscape maintenance service provider are intended to maintain a uniform appearance throughout the neighborhood. No custom trimming requests are acceptable.

**3.6 RED REFLECTOR PROGRAM****3.6.1 Plant Maintenance**

The program provides a way for a homeowner to clearly communicate to the Association Landscape Maintenance Contractor (ALMC) not to trim or prune shrubs or bushes in a plant bed.

- 3.6.1.1 The homeowner can conspicuously place a Red Reflector (purchase from Home Depot or Ace Hardware) in any of their plant beds to prevent the ALMC from performing any bed plant trimming. The homeowner will assume responsibility for all plants in a bed with a Red Reflector.
- 3.6.1.2 Homeowner removal of the Red Reflector will automatically signal the ALMC to resume bed plant pruning and trimming.
- 3.6.1.3 All palm trees in a plant bed will continue to be trimmed and fertilized by the ALMC.
- 3.6.1.4 All bed edging, mulching, insect control and fertilizing will continue to be provided by the ALMC. Mulch that has been changed from the Verona cypress standard shall be the responsibility of the homeowner.