



Venetian Park Estates, Inc.

Resident Owned

8885 SOUTH TAMiami TRAIL
SARASOTA, FLORIDA 34238
(941) 966-4622

Email: venetianparkestates@comcast.net

Application Packet
For the Removal & Installation
of New Manufactured Homes
on a Unit

Approved March 3, 2021

Overseen by the
Architectural Review Committee (ARC)
Sanctioned by the Board of Directors



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Removal/Installation Application

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Removal/Installation Application

REQUIREMENTS FOR SUBMITTAL OF THE APPLICATION

Prior to any construction or installation of a new Manufactured Home (hereby known as the “**Home**” (which is defined without limitation, as a mobile home or single-family one-story residence) on the **Unit** (lot or property), the Members or Unit Owners thereof (hereby known as the “**Applicants**”), assisted by the General Contractor (hereby known as the “**Builder**”), shall file an application with and obtain written approval from the Board of Directors of Venetian Park Estates (VPE), by recommendation of the **Architectural Review Committee** (hereby known as the “**ARC**”) and shall include complete plans for the **Home** and the lot or Unit on which it will be placed.

Complete the following Application for a new **Home** Installation. **Deliver** completed forms and all requirements with all applicable deposits and fees to the VPE Office, which shall be evidenced by the signature of a representative of the **ARC**. The original document acknowledging receipt of application shall be filed with the Corporation and a copy shall be given to the deliverer.

Requirements for submittal of the Application:

- **Compliance with all VPE Rules & Regulations** Section Three (3): *Removal and Installation of New Manufactured Homes on a Unit (contained herein p. 9 & ff).*
- **Application, Permits & Insurance Certificates:** **Applicants** shall request an **Application Packet for Removal and Installation of New Manufactured Homes on a Unit** through the Park Office. (**Return Forms 1-2-3-4 of the Application with exhibits A & B & Builder's Insurance to the VPE Office.**)
- **Builder's Floor Plans:** One set of **Builder's** floor plans for the new **Home** in 8½ x 11 format (typically given in the **Builder's** Brochure). Include sq. footage of the **Home** (see RR Article 3.1g- *Exhibit A of the application*). **Submit**
- **Applicant's Lot/Unit Plans:** **Applicants** shall draw to scale the location of the new **Home** on the Unit with all appurtenances and all nearby mobile homes with setbacks, walkways, driveways and all other matters relevant to the **ARC's** approval (e.g., approximate position of electric hook up, water & sewer mains, HVAC, etc.) (see RR Article 3.1h- *Exhibit B' of the Rules & Regs and page 6 of Application*). **Submit**
- **Deposit:** Per application of a new **Home** installation, a refundable deposit of one thousand dollars, (\$1,000.00) is required from the **Applicants**. Please make the check payable to VENETIAN PARK ESTATES, INC. (see RR Articles 3.1d **Refundable Deposit** and 3.4 **Cost for Application**). **Submit**
- **Pre-Installation Clearing Meeting:** After plan approval, the **Builder**, and/or the **Applicants** shall set up a pre-installation clearing meeting on-site with a member of the **ARC** before installation of the **Home** begins. The **Applicants** shall submit the enclosed 'Clearing Meeting' form to request a meeting date (see page 8 of Application and RR Article 3.2 on **Pre-Installation Clearing Meeting**). **Set Up Meeting**

The requirements for the **Statement of Completion** and any refund of the \$1,000 deposit are given in the **VPE Rules & Regs Section 3.4**. Occupancy before the approved final inspection and Statement of Completion is also grounds for forfeit of deposit.



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**Application
Form 1
(Return)**

Removal/Installation Application

CONTACT INFO & DATES

LOCATION: Lot / Unit #: _____ of the new Manufactured Home

VPE Address: _____
Street City State Zip

Applicant Email: (print) _____

Applicant Name 1: _____ Phone: (_____) _____
(Primary Member/Unit Owner)

Applicant Name 2: _____ Phone: (_____) _____
(If applicable)

Mailing Address: _____
(Living quarters) Street City State Zip

BUILDER Email: (print) _____
(General Contractor)

Name: _____ Phone: (_____) _____
(Company & Contact Name)

Address: _____
Street City State Zip

CONSTRUCTION & INSTALLATION SCHEDULE FOR NEW MANUFACTURED HOME

Proposed Home Construction Date: ____/____/____.
Mm dd yyyy

Proposed Site Prep Date: (removal of old home) ____/____/____.
Mm dd yyyy

Proposed Installation Date: ____/____/____.
Mm dd yyyy



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Removal/Installation Application

Application
Form 2
(Return)

Compliance and Request for Letter of Approval

Print Names

The Applicant _____ and Builder _____.

request the issuance of a **Letter of Approval** to install the **Home** described in the attached plans and specifications. By signing this letter, we certify that we have a copy of the **Rules and Regulations (R&R's) for Venetian Park Estates, Inc. (VPE), Section Three (3)** and that we have read and familiarized ourselves with this Document. Further, we certify that the **Home** and site design has been developed with the full knowledge of and compliance with VPE's R&Rs and Federal, Florida State and Sarasota County codes and regulations and that installation and jobsite conduct will proceed accordingly.

In the event that an item of construction or installation does not satisfy the requirements of Venetian Park Estate's R&R's, then repair, replacement and/or augmentation of that item will be performed until that item does satisfy the requirements of Venetian Park Estates, Inc.

Per each application of a new **Home** installation, a **refundable deposit** of one thousand dollars, \$1,000.00 is required from the Applicants of the new **Home** being installed [see RR Articles 3.1d and 3.4 contained herein]. Please make check out to **Venetian Park Estates, Inc.** Also, per application of a new **Home** installation, all VPE maintenance issues, non-compliance issues and possible damage fees must be resolved and paid before a **Statement of Completion** will be issued. Issuance of a Statement of Completion does not release the **Builder** or the **Applicants** from any of the liability normally associated with construction or installation and does not limit in any way the implied or actual warranties or liabilities to which the **Builder** is normally obligated.

The Builder and Applicants understand that the installation of the new **Home** including all appurtenances and the minimum required landscaping shall be completed within six (6) months of the commencement date provided in the "**Letter of Approval**". Final Inspection by VPE's Architectural Review Committee (ARC) shall be completed pending **all contractual requirements being met** and a formal 'Statement of Completion' granted before occupancy of the house by Unit Owner(s).

The requirements for the **Statement of Completion** and refund of the \$1,000.00 deposit are given in the VPE's R&R's Section Three (**RR Article 3.4**) *Removal and Installation of New Manufactured Homes* (contained herein). Occupancy before the approved Final Inspection is also grounds for forfeit of deposit.

_____ Primary Applicant's Signature:	_____ PRINT NAME-Applicant:	Date: ____/____/____ Mm dd yyyy
_____ Builder's Signature: (General Contractor)	_____ PRINT NAME-Builder:	Date: ____/____/____ Mm dd yyyy

VENETIAN PARK ESTATES

Application
Form 3
(Return)

CHECK LIST FOR SUBMITTAL OF "REMOVAL/INSTALLATION PLAN"

Print

Applicant: _____, **Lot/ Unit #:** _____
(Primary Member/Unit Owner)

Park/New Home Address: _____

Applicant's Email: _____ **Phone:** (____) _____

A. APPLICATION, PAYMENTS & CERTIFICATES

1. **APPLICATION** filled out in its' entirety (4 forms). []
2. **Applicants' CHECK** to VPE for new **Home** installation refundable deposit - \$1000 []
3. **Builder's INSURANCE Certificate** [] and **Builder's Workman's Comp Certificate** []
4. **PERMITS from the County applied for** (deliver a set to the VPE Office when produced by County) []

B. BUILDER'S NEW HOME FLOOR PLAN -Exhibit A- (In 8½ X 11 format) []

(The new **Home** Floor Plan may be copied from Builder's Brochure, enlarged to an 8½ X 11 format)

C. APPLICANT'S DRAWING OF LOT/UNIT PLANS AND SPECIFICATIONS -Exhibit B-(In 8½ X 11 format) []

(Applicant's 'DRAWING' shall include items in numbers 1 to 10 below where applicable). Print N/A where not.

1. **Indication of any tree removal/detailed clearing plan (or a request for pre-installation clearing)** []
2. **Location of main dwelling on lot / Unit** (and distance from other homes) []
(Home shall not cover the sewer/water mains without written permission & follow guidelines in Sect. 3 p. 9 & ff.).
3. **VPE Bldg. Setbacks and utility easements (Applicants, fill in your Proposed Dimensions in spaces below):**
 - a. **Length** of New Home 38' to 58', (Per setbacks, sewer/water lines & County Codes) [____]
(This varies on some lots, but homes shall not be installed over the sewer or water main lines).
 - b. **Width** of new home: 24' to 32' } Max of 46' [____] } Total of _____'
 - c. **Width of carport:** 12' to 14' }
 - d. **Length of "footprint" (with roof overhangs):** 60' max (when allowable by County code) [____]
 - e. **Width of "footprint" (with roof overhangs):** 48' max (when allowable by County code) []
 - f. Setback for **front** of home (from edge of roadway): 10' minimum [____]
 - g. Setback for **rear** of home: 5' minimum from rear lot line [& 10' from other Homes] []
(Back of home must be at least 5 feet from center line between two lots when measured from street to street).
 - h. Setback for **sides** of home: 5' minimum for each house [____]
(Once the old home is removed, the space between homes on each side must be a minimum of 5' from the new center line of each side lot, leaving a minimum of 10' between homes on each side and rear).
 - i. **Carport Length:** Minimum: 36', Maximum: 58' (As mandated by County Code). []
 - j. No HVAC or Awnings shall cover or invade the 'Easements' established with FPL by more than 18" within or on the perimeter of Venetian Park Estates (FPL Contract at Office). []
4. **Location of carport, sidewalks and culverts — materials specified for each with dimensions** []
5. **Location of any outbuildings, patios, spas, decks, pergolas, outdoor kitchens** []
6. **Location of utilities (electric, water & sewer lines—provided by the ARC for the Applicant)** []
7. **Water lines have been replaced with PEX and 'CPVC' or better and sewer lines with Schedule 40 PVC** []
(May be replaced later but before installation/final inspection).
8. **Location of HVAC unit** [] (necessary to avoid conflicts with abutting structures and/or easements)

9. Location of any ancillary equipment (water filters/softeners, generators, etc.) []
 10. Location of any landscaping, irrigation or landscape lighting with specifications []
 (May be submitted later but before installation/final inspection).



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Removal/Installation Application

**Application
 Form 4
 (Return)**

CERTIFICATION AGREEMENT

I (we) certify that the above information provided on Forms 1, 2 & 3 herein, will be in accordance with the Venetian Park Estate's Rules and Regulations (RR's), Section Three (3) as well as all Federal, State and County regulations [see RR Article 3.1j]. I (we) further certify that the work will be completed in a timely, workmanlike manner and that the building site and adjacent areas will be free of litter and debris during site prep and installation and any damages sustained by VPE during such will be repaired and paid for by us (the responsible party) in a timely manner.

Builder's Floor Plan Submitted & Permits Filed: **(Exhibit A)** Yes () No () Date Submitted: _____
 Builder's Insurance & Workman's Comp Certificates Submitted: Yes () No () Date Submitted: _____
 Applicants' Lot/Unit Plan Submitted: **(Exhibit B)** Yes () No () Date Submitted: _____
 Four (4) Application Forms Submitted: Yes () No () Date Submitted: _____
 Applicants' Refundable Installation Deposit Paid: Yes () No () Date Submitted: _____

_____ Primary Applicant's Signature:	_____ PRINT NAME-Applicant:	Date: ____/____/____ Mm dd yyyy
_____ Builder's Signature: (General Contractor)	_____ PRINT NAME-Builder:	Date: ____/____/____ Mm dd yyyy



Venetian Park Estates, Inc. Architectural Review Committee (ARC) Signature:

_____ Signature ARC REP :	_____ PRINT NAME ARC REP:	Date: ____/____/____ Mm dd yyyy
-------------------------------------	-------------------------------------	---

Acceptable as noted: _____ **Date:** ____ / ____ / ____
 (All issues of Form 3 Checklist are deemed acceptable as noted) MM DD YYYY

Notes: _____

Not Acceptable as noted: _____ **Date:** ____ / ____ / ____
 (NOT ALL issues of Form 3 Checklist are acceptable and need attention) MM DD YYYY

Notes: _____



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Unit #: _____
**(Return with
Proposed Dates)**

Removal/ Installation Application

Pre-Installation Clearing Meeting

After a signed **Letter of Approval** is received from the Board of Directors, the **Builder** and/or **Applicants** shall have a pre-installation clearing meeting on-site before installation of the new **Home** begins. The empty Lot/Unit shall be 'marked off' with spray paint and the driveway marked as well. This meeting will determine which, if any, trees will remain near the home and possibly adjust the location of the home to save trees, protect existing infrastructure (e.g., water or sewer mains, FPL Light Posts, etc.) and comply with all setback requirements.

Once a 'Letter of Approval' is received, the **Applicants** shall submit this form to request a meeting date. Please provide at least three (3) possible dates for the Association Representative to select from. **The Builder and/or Applicants shall be in attendance (the ARC recommends both).**

Home Address: _____ City _____ State _____ Zip _____

.....

Meeting Date 1: _____ Meeting Time: _____

Meeting Date 2: _____ Meeting Time: _____

Meeting Date 3: _____ Meeting Time: _____

**ARC:
Choose
One**

Meeting Attendee: _____ Builder [] Applicant 1 []

Meeting Attendee: _____ Builder [] Applicant 2 []

Meeting Attendee: _____ Builder [] Other []

.....

Approved _____ Conditionally Approved _____ Not Acceptable _____

Comments: _____

_____/_____/_____
ARC Representative (Print) ARC Rep Signature Date

This "approval" constitutes conformance with VPE's guidelines and standards, and protective covenants and lease restrictions, but does not relieve the applicant(s) from conformance to State and local codes and ordinances and other

considerations not reviewed by the Association. The Association assumes no responsibility for structural integrity or for mechanical, electrical, and civil design with approval of this clearing.

VPE Office Phone: (941) 966-4622 **Email:** venetianparkestates@comcast.net



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Removal/Installation Application

Rules and Regulations

For

Venetian Park Estates

2020

Revision # 8: Feb. 23, 2021

**Updated by the Board of Directors
On March 3, 2021**

ARTICLE III. REMOVAL AND INSTALLATION OF NEW
MANUFACTURED HOMES ON A UNIT

III. REMOVAL AND INSTALLATION OF NEW MANUFACTURED HOMES ON A UNIT:

For the purposes of this section, a new Manufactured Home will be referred to as the “**Home**”; Members or Unit Owners will be referred to as the “**Applicant**”; the General Contractor will be referred to as the “**Builder**”, and the Architectural Review Committee will be referred to as the “**ARC**” .

3.1 Application and Approval. No person shall commence any construction activities related to the removal and/or installation of a Manufactured Home on a Unit until the Application for the Removal and Installation Plan for New **Homes** on a Unit (the “*Removal/Installation Plan*”) has been fully completed and the Board of Directors has provided written approval to proceed per recommendation of the **ARC**. The Application for the *Removal/Installation Plan* is available in the Park Office. The *Removal/Installation Plan* shall include the following twelve (12) components and processes (A through L):

- a. **Double Wide Homes Preferred.** Absent an irregular shape to a Unit that would not allow for the installation of a Double Wide Manufactured Home on a Unit, only Double Wide Manufactured Homes will be considered by the Board of Directors to be installed on a Unit.
- b. **Contact Information.** Each **Applicant** and **Builder** (General Contractor) shall supply their contact information including the proposed dates for construction, removal and installation of the New Home (*Form 1 of Application: Contact Info and Dates*).
- c. **Acknowledgment of Compliance in Request for Approval.** Each **Applicant** and **Builder** (General Contractor), in requesting approval for their plan, shall sign a statement acknowledging and promising to comply with the requirements for the removal and installation of new Manufactured Homes at Venetian Park Estates, Inc. (*Form 2 of Application: Compliance and Request for Letter of Approval*).
- d. **Refundable Deposit.** The **Applicant** shall provide a One-Thousand Dollar (\$1,000.00), refundable deposit with the *Removal/Installation Plan*. The One-Thousand Dollar (\$1,000.00), refundable deposit shall be made payable to Venetian Park Estates, Inc. (see RR Article 3.4 for additional information on Refundable Deposit).
- e. **Builder’s/Contractor’s Insurance Certificates.** The **Applicant** is responsible to have the **Builder** (General Contractor) and all Sub-Contractors submit to the Office of Venetian Park Estates, Inc. one copy each of the **Contractor’s** Liability and Workman’s Comp Insurance Certificates (see RR Articles 2.5: Modifications to the Unit and 3.7: Contractors; VPE Office email is: venetianparkestates@comcast.net).
- f. **Checklist for Submittal of “Removal/Installation Plan”.** Each **Applicant** shall submit a *removal/installation plan* containing all items listed on the Checklist for Submittal of Removal/Installation where applicable (*Form 3 of Application: Checklist for Submittal of Removal/Installation Plan*).
- g. **Builder’s Floor Plan.** Each **Applicant** shall submit a copy of the **Builder’s** new Manufactured Home floor plan in 8½” X 11” format. The floor plan shall include all

drawings, specifications and measurements prepared by the **Builder** the **Applicant** is intending to utilize to complete the installation. This information is typically given in the **Builder's** Brochure (*Exhibit A of "Removal/Installation Plan"*).

- h. **Applicant's Drawing of Lot/Unit Plans and Specifications.** Each **Applicant** shall submit a 'readable' drawing of their Lot/Unit plan in 8½" X 11" format illustrating how the new **Home** will "fit" on the lot or unit. This drawing shall include the new Manufactured Home drawn to scale and all its appurtenances (shed, lanai, carport, sidewalks, HVAC Unit, etc.). The plan shall identify the existing setback measurements from the edge of the roadway, the side and rear setbacks, and shall include the **Home's** length and width, the carport area, shed and square footage of the overall footprint (roof cover) of the new **Home**. This plan shall also identify locations and setbacks of all abutting structures (i.e., nearby mobile homes, carports, utility poles, trees, mailboxes, etc.) on and to the Unit. The proposed new Manufactured Home shall "fit" within the parameters of the specifications as approved by the **ARC**. The specifications shall also include placement of utility lines (electric, water, sewer) and their approximate connection points on the Unit and to the Manufactured Home. The **Applicant** may contact the **ARC** for information on the location of water and sewer utilities prior to submitting the application. (*Exhibit B of "Removal/Installation Plan"*).
- i. **Permits.** The **Applicant**, the **Builder**, (General Contractor), and any sub-contractor shall ensure all permits required by any Federal, State, County, or local governmental entity for the removal or installation of a new Manufactured Home have been acquired and submitted to the Board of Directors prior to any work commencing on a Unit.
- j. **Certification Agreement.** The **Applicants**, the **Builder** (General Contractor) hired by the **Applicant** to provide services on the Unit, and the Architectural Review Committee (**ARC**) representative shall execute a Certification Agreement acknowledging and agreeing to comply with all recommendations of the **ARC**, the Cooperative, and any governmental regulations or codes promulgated by the Department of Housing and Urban Development, the State of Florida, Sarasota County, and any other applicable local regulations (*Form 4 of Application: Certification Agreement*).
- k. **Ten (10) day Response.** The Board of Directors shall endeavor to respond to the **Applicant** within ten (10) days of receipt of the **Applicant's** fully completed "*Removal/Installation Plan*". Once received, the Manager will immediately send a letter to the Applicant regarding the "action taken" with the application. This action will involve the **ARC's** review of the Application and all its requirements in preparation to send their recommendation to the Board. The **ARC** shall either accept the application, reject the application (with explanation), and/or may request additional clarification and/or information while working with the applicant—**not to extend beyond thirty [30] days where possible**. Failure of the Board of Directors to respond within ten (10) days does not mean the application has been approved. Rather, it means the application is being worked on with the Applicant to move it towards completion. Again, no person shall commence any construction activities related to the installation and/or removal of a Manufactured Home on a Unit until the "*Removal/Installation Plan*" has been fully completed with permits and the Board of Directors has provided written approval to proceed per recommendation of the **ARC**. (F.S. 719.106(1)(a)3 allows 30 days for a 'substantive response'. RR Article 2.5: Modifications to

the Unit—"the Board will 'take action' in writing within 10 (ten) business days", and see RR Article 3.6: Installation Timeline).

3.2 Compliance with applicable law. All removals and installations of Manufactured Homes on a Unit shall be done in compliance with all applicable laws, ordinances, and regulations of the Department of Housing and Urban Development, the State of Florida, Sarasota County, and of the Cooperative, all as amended from time to time.

3.3 Letter of Approval and Pre-Installation Clearing Meeting. Once the "*Removal/Installation Plan*" has been approved by the Board of Directors in writing per recommendation of the **ARC**, the **Builder** (General Contractor) and/or **Applicant** shall have a ***pre-installation clearing meeting*** on-site with the **ARC** before installation of the new **Home** begins [see page 8 of Application]. Following the removal of the old **Home**, the new **Home's** lot or Unit shall be 'marked off' with spray paint and the driveway marked as well. This meeting will be to determine which, if any, trees will remain near the home and possibly adjust the location of the home to save trees, protect existing infrastructure (e.g., water or sewer mains, utility poles, etc.) and comply with all setback and separation requirements.

3.4 Post-Installation Inspection. Following the removal of the old Manufactured Home from a Unit and the installation of the new Manufactured Home, the **ARC** shall verify in writing, with actual measurements, that the new Manufactured Home has been placed within the **ARC** approved pre-installation buildable specifications, ensuring that 'as built' all setback requirements and specifications that were approved in the *Removal/Installation Plan* were met. Once the *Post-Installation* inspection is satisfactorily completed, a "***Statement of Completion***" **document** shall be placed in the **Applicants'** file as verified compliance with the pre-installation plan measurements and specifications. Issuance of a 'Statement of Completion' does not release the **Builder** or **Applicant** from any of the liability normally associated with installation and does not limit in any way the implied or actual warranties or liabilities to which the **Builder** or **Applicant** is normally obligated.

3.5 Cost for Application and Pre/Post Inspections. Any costs incurred by the **ARC** during the pre- or post-inspection process shall be borne by the **Applicants** from the \$1,000 deposit. Any damages incurred by the Cooperative during the installation process because of the actions or inactions of the **Applicant** or the **Applicant's** contractor, shall be paid out of the \$1,000.00 deposit. Payment of the \$1,000.00 to the Cooperative for damages is in no way intended to limit and or prohibit the Cooperative from seeking additional damages from the **Applicant** or the **Applicant's** contractor beyond the \$1,000.00 deposit. All Cooperative maintenance issues, non-compliance issues and damage claims of the Cooperative against the applicant or the **applicant's** contractor caused by the actions or inactions of the **Applicant** or the **Applicant's** contractor during the removal and/or installation shall be resolved and paid before a "***Statement of Completion***" **document** shall be issued to the **Applicants**. The **Applicant** is prohibited from occupying and/or residing in the new Manufactured Home until the Statement of Completion has been issued to the **Applicant** in writing.

3.6 Damages. The **Applicant** is jointly and severally liable for any damage caused to Venetian Park Estates property or to any one Member's Unit during removal or installation of a new Manufactured Home by the **Applicant** or the **Applicant's** contractor . If any damage to Cooperative utilities occurs during installation, the **Applicant** shall be jointly and severally liable for any damage caused to Venetian Park Estates property or to any other Member's Unit. The **Applicant** or the **Applicant's** contractor shall be responsible for the repairing and/or re-routing

of such utilities. Re-routing of utilities shall only be completed with the written consent of the Board of Directors. The repairs and/or re-routing shall be completed with Schedule 40 PVC for sewer lines; PEX and CPVC, or better materials for water lines. All repair work is to be done by a licensed and insured Plumber (*See RR Article 2.19: Damage to Cooperative Property*).

3.7 Installation Timeline. The **Applicant** shall have one hundred twenty (120) days from the receipt of written approval from the Board of Directors in which to **commence the installation** of the new Manufactured Home on a Unit, pending the receipt of requested permits. If, after this time, **the installation has not commenced and visibly** is not 'in process', (e.g., **Builder's** Contract signed; new **Home** purchased, permits requested, etc.) the **Applicant** shall re-apply for approval from the Board of Directors. **Installation of the Manufactured Home including all appurtenances and the minimum required landscaping shall be completed within six (6) months of the commencement date provided in the approval, again, pending the receipt of requested permits (see RR Article 3.1k: Ten [10] Day Response).**

3.8 Contractors. The **Applicant** shall only utilize Florida contractors and sub-contractors that are properly and fully licensed and insured for the removal and installation of Manufactured Homes on a Unit in Venetian Park Estates. **Builder's** (General Contractors') and/or sub-contractors' certificates showing proof of Insurance and workers' compensation for every contractor or sub-contractor that **Applicant** or contractors intend to utilize for any phase of the removal or installation of a Manufactured Home on a Unit, shall be supplied to the Board of Directors before any work commences on a Unit (*see RR Articles 2.5: Modifications to the Unit and 3.1e: Builder's/Contractors' Insurance Certificates*).

3.9 Setback and Separation Requirements for New Manufactured Homes. Setback and Separation requirements for new Manufactured Homes shall include but not be limited to the following to comply with Department of Housing and Urban Development , State of Florida, County of Sarasota, and Cooperative, codes, regulations, and restrictions.

Setback and Separation Requirements In general: No new Manufactured Home or accessory structures including patios and walkways shall be located closer than five feet from any side or rear lot line (Utility Easement Setbacks) nor closer than 10 feet from another **Home** or the front lot lines abutting a street or service driveway (Fire Code Separation). Each new Manufactured Home shall have its own 5 feet of open space on the sides and back of the **Home's** lot lines to allow for free access to all utility lines (*see 'Easement contract' with FPL at Office*). When **Homes** are 'back-to-back' the rear lot line of each house is the center line between two lots when measured from street to street.

Setback/Separation Requirements in Venetian Park: (The **Home** size is determined by setback /separation codes, water/sewer lines and County Codes for maximum Roof footprint and water drainage on the lot).

- a. **Length** of New Home: 38' to 58' where allowable (Per setbacks, sewer/water lines & County Code). (This varies on some lots. Homes shall not be installed over the main sewer or water lines without ARC approval).
- b. **Width** of New Home: approximately 24' to 32' where allowable. }

Total of 46'

- c. **Width of carport:** 12' to 14' where allowable.
- d. **Length of Roof "footprint"** (with roof overhangs): 60' max (when allowable by County code)
- e. **Width of Roof "footprint"** (with roof overhangs): 48' max (when allowable by County code)
- f. Setback for **Front** of home (from edge of roadway): 10' minimum.
- g. Setback for **Rear** of home: 5' (Back of home shall be 5 feet from center line between two lots when measured from street to street). No two Homes shall have less than ten [10'] feet of separation between them.

- h. Setback for **Sides** of home: 5' minimum for each Home [with no less than 10' of separation between].
- i. **Carport Length & its Roof:** Minimum: 36' Maximum: 58'. (As mandated by County Code).
- j. **No HVAC or Awnings** shall cover or invade the 'Easements' established by contract with FPL by more than 18" within or on the perimeter of Venetian Park Estates (see FPL Contract at Office).

3.10 Excavation work. Before any digging and or excavation work takes place on a Unit, the **Builder**, sub-contractor, or **Applicant** shall call Sunshine 811 to ensure proper location of underground utility locations (cable and electric).

3.11 Grading and Drainage. A 'positive finish' or 'crown' grading shall be required both under and around the installation of a new Manufactured Home (per HUD, State and County regulations) to provide for the proper drainage away from the Manufactured Home. However, this drainage shall be made compatible with the surrounding area and shall not cause disruption of drain patterns of nearby Manufactured Homes. All roof gutter downspouts shall be connected underground with a 4" drainpipe directed to the street, using protective materials where it meets the street to prevent interference to water flow or damage from landscapers.

3.12 Potable Water System. Notwithstanding the provisions of Articles 2.3 on "Unit Maintenance", 2.15 on "Sewer Line Clogging and 2.16 on "Water Lines" herein, or any interpretation thereof, once a Unit Owner chooses to remove an existing Manufactured Home and all its water line connections for the purpose of installing a new Manufactured Home, then that **Applicant** is responsible for the cost of re-connecting the water lines of the new Manufactured Home directly to the Park's water main line at its existing tie-in lead. All copper or polybutylene water lines shall be replaced and paid for by the **Applicant** with PEX and CPVC or better off the main to the Manufactured Home and ***pictures of the replacement and 'tie-in' shall be emailed to the VPE Office.*** The **Applicant** shall install One 'brass-ball shut-off valve' on the CPVC line off the main. It shall be placed on the outside rear wall of the Manufactured Home with CPVC piping where it meets the house two (2) to three (3) feet from the ground. **Applicants** shall utilize a licensed and insured plumber.

3.13 Sanitary Sewer System. Notwithstanding the provisions of Articles 2.3 on "Unit Maintenance", 2.15 on "Sewer Line Clogging and 2.16 on "Water Lines" herein, or any interpretation thereof, once an **Applicant** chooses to remove an existing Manufactured Home and all its sewer line connections for the purpose of installing a new Manufactured Home, then that **Applicant** is responsible for the cost of re-connecting the sewer line of the new Manufactured Home directly to the Park's sewer main line at its existing tie-in lead. All cast iron sewer lines shall be replaced and paid for by the **Applicant** with Schedule 40 PVC or better and be hooked to the PVC sewer lead off the main. ***Pictures of the replacement and 'tie-in' shall be emailed to the VPE Office.*** A licensed and insured plumber shall install a 'cleanout' the same size as the main servicing the home. It shall be installed where the main sewer leaves the building and shall be accessible without removing skirting or having to enter the space under the home. All work to be completed between the clean-out and the main sewer line shall be completed by a licensed and insured plumber.

3.14 Electrical Hook Ups. All electrical connections and hook ups shall be completed as required by any local, county, and/or State codes and regulations and is the responsibility of the **Applicant**. All electrical work shall be completed by a licensed and insured electrician.

3.15 Tie Downs are required and shall comply with both State and County Codes.

3.16 Stairs. All regular stairways utilized to access a new home, porch or lanai shall be permanently constructed from cemented blocks and/or 'bonded' bricks.

3.17 Appurtenances. Newly installed homes shall include the following appurtenances within thirty (30) days from the date of installation on the Unit:

- a. A cement carport with aluminum carport roof at least thirty-six (36) feet long and comply with all State and county codes.
- b. A utility room or Shed.
- c. Regular or vented vinyl or traditional under-skirting around the perimeter of the new home, protected by decorative edging blocks from weed whacking; *(See RR Article 2.6b&d: Trimming & Protective Boards)*.
- d. A planter placed across the front (front being the side of the Mobile home closest to the street and adjacent to the Unit driveway) and attached or adjacent to the mobile home.
- e. Finishing the lawn around the entire Unit with sod or seed, weather permitting.

For questions about the application of any of these Rules and Regulations for Venetian Park Estates (VPE), please contact the VPE Office by:

Phone: 941-966-4622 or **Email:** venetianparkestates@comcast.net

Return Completed Application to:

**Venetian Park Estates, Inc.
8885 S Tamiami Trail
Sarasota, FL 34238
C/o Office Manager**