

**The Venice Avenue
Condominium Association (VACA)**

Rules and Regulations



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The 512 Venice Avenue Condominium Association

Venice Avenue Condominium (VACA) is an "Adult Community" for persons 55 and older. We share expenses and responsibility for common property and the need for tolerance and consideration toward our fellow residents.

The *Rules and Regulations* in this book were adopted by the Board of Directors in addition to regulations contained within our Condominium Bylaws and documents.

It is critical for all owners and all residents understand and comply with all rules, policies, regulations, and codes in our documents including other State, County, and City documents governing condominiums.



It is the responsibility of each owner to ensure houseguests and/or tenants and visitors have complete knowledge of and comply with the Rules and Regulations and the Condominium Bylaws and documents. If you use a management company to rent your unit, please ensure your designated company is aware of our Rules and Regulations and share this information with all renters and lessees.

The VACA Board of Directors reserves the right to amend Rules and Regulations.

I. OVERVIEW

A. Meetings:

1. Annual Meeting:

The Annual Membership Meeting is held on the second Saturday of January. We encourage all owners to be present at this meeting. Materials for this meeting will be sent to owners in advance of the meeting. Stay in the loop.

After each Annual Membership Meeting, all units will be provided the name, unit number, and phone number of all Board Members; in addition, a copy of this list will be posted on the lobby bulletin boards.

2. Board of Directors' Meetings:

The Board of Directors meet on the last Thursday of the month at 10:00 a.m. in months determined by the Board of Directors. Emergency meetings will be held as needed. (Amended: Board minutes 1/28/2016)

As required by Florida State Law, notice of all Board Meetings will be posted with the agenda at least 48 hours before the meeting. This posting requirement also applies to all committee meetings, subject to the open meeting requirement. Committees make recommendations to the Board for final action.

The Board meets 15 minutes prior to all scheduled meetings to respond to questions and comments on any Condo issues raised by the audience. Once the Board meeting is called to order, any agenda item, (sequentially), can be addressed by a unit owner. Owners are permitted to speak two minutes on an agenda item and have 30 seconds for redress.

3. Committee Meetings:

All current committees will be posted on the Lobby Bulletin Board.

Per Florida State Law, committee meetings must be announced at least 48 hours prior to meeting. All committee meeting notices, and a meeting agenda must be posted on the Lobby bulletin board.

Non-committee members are permitted to attend posted committee meetings. It is the discretion of each committee regarding the frequency of meetings.

Committees may provide oral or written reports at Board Meetings. The Board President appoints committees and Chairs.

B. Compliance:

All rules and regulations will be enforced unless there are mitigating or extenuating circumstances approved by the Board. The Board may assess a fee for non-compliant owners or occupants.

C. Emergencies:

1. Report all building emergencies to the property management (e.g., flood in laundry room, water entering your unit from another unit, etc.) 941-460-5560.
2. After business hours, property management has an answering service that will contact our management representative to address issues.
3. If you are unable to reach the property management, contact the VACA President of the Board, or a VACA Board member of any serious problem which has or which may develop. Board contacts are located on the Lobby bulletin board.

D. Reporting Common Space Issues:

For routine maintenance issues in common areas, contact property management (see front page) or email (see Lobby bulletin board) or note any minor issues on the clip pad in the lobby utility closet (e.g., washing machine not working, lobby bathroom needs cleaning, etc.)



E. Homeowner's Association Dues:

- o Monthly Association charges are due and payable on the first of each month. Quarterly payments are due and payable on the first day of January, April, July, and October.

- o Notices will not be sent to unit owners, except in cases of overdue payment. Payment received after the 9th of due month is considered delinquent and subject to late penalties.



F. Housing for Older Persons:

1. As required by HUD (the US Department of Urban Housing and Development, a Federal Agency) for a housing for older persons pursuant to the Federal Fair Housing Amendment Act of 1988, no one shall occupy a unit unless at least one (1) of the occupants is 55 year of age or older. Buyers of units shall also meet this requirement.
2. If someone who has not yet attained age 55 inherits a unit, he/she may not occupy the unit unless one of the occupants is 55 or older. (Note: Owners not meeting this requirement may occupy the unit under the current houseguest policy. (See Pages 9 – 10 Occupancy Restrictions and Requirements))
3. If the owner occupant who is 55 or older dies or becomes a permanent resident of an Assisted Living Facility or Nursing Home, and the remaining owner occupant (s) has (have) not yet attained age 55, the remaining owner occupant(s) may continue to reside in the unit and the unit will count towards the 20% allowed under HUD requirements for a 55 and over community until such time as the remaining owner attains age 55, moves out of the unit or the unit is sold.
4. In a unit that is rented or leased and the occupant who is 55 or older moves out, dies, or becomes a permanent resident of an Assisted Living facility or Nursing Home, and the remaining occupant(s) is (are) under 55, the lease/rental agreement cannot be renewed. The unit will count towards the 20% allowed under HUD requirements for a 55 and over community until such time as the lease/rental agreement expires. (Note: If the time remaining on the lease/rental agreement is more than one year, the owner shall notify the leaseholder that the lease/rental agreement will be terminated one year from the point at which the HUD regulation requiring one occupant to be 55 or older is no longer met.
5. If at the time a renter/lessee no longer meets the HUD requirement and allowing the renter/lessee to remain would bring the Condominium Association above the 20% allowed by HUD, legal advice will be sought. (Adopted BOD meeting 3/29/2018)

DECLARATION OF CONDOMINIUM RULES

The Board of Directors has established the following rules regarding the sale, lease, rent, and/or transfer of occupancy of any unit at VACA to conform to our Condominium Documents, (Article 17, paragraph A-12) as amended on January 17, 1990, and November 3, 2005)

II. **UNIT RESPONSIBILITY** ~ *What you must do when...*

A. Buying, Selling, or Renting:

1. No Condominium owner may dispose of his/her unit by sale or lease/rent prior to approval of the President (or the Vice President) of the Board of Directors. (Amended: Board minutes 1/28/16). {Note: Sales to existing owners do not require approval although notification (see below) is still required. See Bylaws, Article XIII} The Management Company will provide forms for renting, leasing, or selling.
2. An application for the sale or lease/rent or transfer of ownership or residency must be submitted to the property management, and they will forward it to the VACA President for review and action (or in the President's absence, the Vice President.) If the sale is to an existing owner, the property management must be sent the application, although approval is not necessary.
3. An application fee, set by the Board of Directors, must accompany the application when any unit is submitted for the sale, lease, rent or transfer of ownership or residency. Property management will accept the application and the application fee (if applicable). They will provide the information to the President (or in the President's absence, the Vice President) of the Board of Directors for appropriate action.
4. Selling: In the event of an Open House (for selling purposes), upon approval by the Board of Directors, a standard sign may be posted outside at the first-floor entrance lobby and/or on the laundry room bulletin boards.
5. No unit may be rented or leased for a term of less than (3) three consecutive months. Property management will provide forms for renting, leasing, or selling. (See Pages 9-10 (B.1. a. & b.)
6. No unit may be rented or leased until the unit owner has held title to the unit for at least one (1) year.

7. All applicants must be approved by the President (or the Vice President in the absence of the President) of the Board of Directors prior to occupying the unit.
8. Application fees are collected only in the first year if the applicant is renting or leasing for consecutive years. (Amended: Board minutes 1/28/2016)
9. The President (or Vice President if applicable) will report all approved applications to the Board of Directors at the regularly scheduled Board meetings. (Amended: Board minutes 1/28/2016). (Note: No application fee will be collected if the sale is to an existing owner although notification of sale is required. See Bylaws Article XIII.)
10. Background checks will be completed on all applicants. An additional financial background check will be performed on buyers only. If the same renter/lessee rents/leases for consecutive years, and a background check was previously conducted, no background check is required for the subsequent years. (Amended: Board minutes 1/28/2016.)
11. Lessees, renters, or owner occupants may not rent, lease or sub-lease a portion/part of their unit.
12. All new owners and renters must have an orientation meeting to ensure they are aware of and understand the Rules and Regulations of the condominium. (See Page 10 Welcome Committee.)

B. Unit Occupancy Restrictions & Requirements:

1. Houseguests & Tenants:

- a. Houseguests in excess of a 30-day stay, will be treated as a long-term tenant and are subject to approval by the President, or in the President's absence, the Vice President of the Board of Directors and a Welcome Orientation meeting will be conducted. See page 10 Occupancy Restrictions and Requirements & pages 11-13 Unit Absence: Expectations & Requirements (Approval process Adopted BOD meeting 3/29/18)

Houseguests of any age may reside on the premises for not more than thirty (30) days during anyone (1) year without Board approval. Owners/Renters/Lessees must ensure that guests/visitors comply with all Rules and Regulations.

Property management should be made aware of any houseguests who will occupy any unit when the owner/renter/lessee is absent. (See, pages 10 Occupancy Restrictions and Requirements & Pages 11-13 Unit Absence: Expectations & Requirements.)

1. Permanent Unit Occupancy:

a. In the absence of any federal or state law, or Condominium Document to the contrary, "Permanent Occupancy" of units is authorized upon the following basis:

- One Bedroom = 2 persons
- Two Bedrooms = 4 persons
- Three Bedrooms = 6 persons

b. For the purpose of this rule, "Permanent Occupancy" shall mean in excess of thirty (30) days. (See Page 9 - B.1. a.)

C. Welcome Committee Orientation Requirement:

Welcome!

- a. An orientation meeting held by our in-house Welcome Committee is required within the first two weeks of occupying the unit. Property management will alert the Welcome Committee of renters, lessees, and new owners. If a new owner will not occupy the unit immediately upon purchasing, they must contact the committee to arrange a meeting. This is especially important if renovations are anticipated.
- b. If a Welcome Orientation meeting has not been scheduled prior to move-in, please contact any Welcome Committee member (committee names & phone numbers are posted on the Lobby bulletin board.) Committee members will provide a packet of helpful information and copies of the most current Rules and Regulations Summary Booklet.

This is critical to ensure that all residents are equipped with current information. In rental/lease/houseguest situations, owners are responsible to ensure that unit occupants are compliant.

- c. Required paperwork for completion is included in the Welcome Orientation packet. This includes an emergency contact information sheet, permission to be included in the VACA email distribution list and/or inclusion in the VACA Directory.

D. Move-In Requirements:



- a. Elevator interior walls must be covered to avoid damage. The expense for any damages incurred when moving in or out of the building is the responsibility of the unit owner. Contact a VACA Board Member and/or maintenance personnel for elevator wall coverings.
- b. Owners are responsible for ensuring that property management always has current contact information.
- c. Owners are responsible for ensuring that VACA has unit key/electronic key-less lock combination. (See more detail in Keys to Unit and Unit Access Pages 15-16.)
- d. Owners/renters/lessees must have a Welcome Committee Orientation meeting within 2 weeks of occupying/moving in. If recently purchased unit will not be immediately occupied after purchase, ensure you have contacted the Welcome committee to set up an orientation meeting. (See Page 10 Welcome)
- e. Emergency contact paperwork must be completed by owners and renters/lessees.

E. Unit Absence: Expectations & Requirements

Extended Absence:

1. When planning to be away for an extended period:
 - a. Have someone check your unit(s) on a regular basis (toilets, sinks, AC, lanai, water heater, refrigerator, etc.)
 - b. Remove all lanai furniture/items when away for an extended period – especially during hurricane season (June - November.) If you are already away, and a storm is anticipated, arrange for someone to remove items from your lanai. This is each owner's responsibility.
 - c. Follow Water/Plumbing Responsibilities When Absent noted on Pages 12-13.

2. Use of Unit or Parking Space in Owner's/Renter's Absence:

- a. If you authorize anyone to use your unit or parking space in your absence, you need to give written permission to the person (BOD, 1/8/22).
- b. For any occupancy in excess of a thirty (30) days stay, the occupant(s) will be treated the same as a long-term tenant and will be subject to approval by the President or in the President's absence, the Vice President, and a Welcome Committee orientation will be conducted. (See pages 8-9 Buying, Selling or Renting and Pages 15-17 Unit Absence.)

F. Water/Plumbing Responsibility When Absent:

Absence.

*Any Unit Owner who will not be occupying his/her Unit for a period greater than fourteen (14) days shall complete an **"Absence from Unit Form"** and provide the same to the any 512 Board Member or place it in the 512 Lobby Office mail slot prior to the scheduled absence. Any Unit owner that will not be occupying his/her Unit for a period greater than thirty (30) days shall arrange for a third party to inspect the Unit on a bi-weekly basis during the period of time the Unit is unoccupied.*

*The Unit Owner shall ensure the third-party inspector of the Unit completes an **"Inspection Report"** and gives it to a 512 Board Member or places it in the 512 Lobby Office mail slot upon completion of the inspection. Both the **"Absence from Unit Form"** and the **"Inspection Report"** are available in the 512 Lobby. It is the Unit owner's responsibility to ensure the timely completion of the "Absence from Unit Form" and the "Inspection Report" as discussed herein.*

Fines: For every 45 days that pass without **Inspection Reports** submitted, owners will be subject to fining as set forth in the Florida Statutes. You will be subject to a fine of up to \$100 per day not to exceed \$1,000.

- a. When a unit is vacant for **48 hours or more**, unit owners/occupants **MUST** turn off the main water supply to the unit. (Amended Rule: Board meeting minutes February 25, 2016) This is essential to prevent any potential damage from broken hoses or pipes in individual units when owners/occupants are absent.
- b. The breaker to the water heater in the unit(s) **must** be turned off to prevent heating water and causing evaporation when the unit is vacant.
- c. It is recommended that you turn off your automatic icemaker to prevent damage to your icemaker.
- d. If your unit is unoccupied for an extended period, you have **two options** for ensuring that the traps in your unit do not dry out. You **must** follow one of the two following procedures:

1. Pour RV & MARINE ANTIFREEZE in all sinks, toilets and drains. You may also consider covering toilet tank and seat with plastic wrap for additional protection.

(Amended Rule: Board minutes February 25, 2016)

(See page 12 regarding the requirement for a biweekly inspection and "**Unit Inspection Report.**")

OR...

2. At least twice a month, have someone run all faucets for five (5) minutes and flush all toilets. If this option is chosen, a "**Unit Inspection Report**" indicating this task has been completed, must be given to a 512 Board Member, or placed in the 512 Lobby Office mail slot. Forms are located in the 512 Lobby.

If one of these procedures is **not** followed, the Association's Board may have this service performed for a fee charged to the owner.

Contact property management for further information.

G. Garbage Disposals & Drains:

- a. Kitchen garbage disposals are to be used wisely. Let cold water continue to run for approximately 15-20 seconds after turning off your disposal. Be mindful of what is placed in disposals.
- b. Do not place banana peels, citrus peels, onion skins, potato skins, eggshells, coffee grinds, seafood shells, or string objects such as celery, corn husks, or plant clippings in the disposal.
- c. **No grease of any type should be poured down the drains.** This is our building's main plumbing problem. You may cause and be liable for plumbing expenses and damage to the building.

H. Smoke Alarms:

A working smoke alarm must be in every unit. Smoke alarm batteries must be checked at least once each year and replaced when necessary.

I. Unit Storage Space:

- a. No combustible paint cans, aerosol spray paint, or other such materials are permitted in any storage rooms.
- b. All aisles in storage rooms must be kept clear.
- c. Cardboard boxes cannot be stored in these areas, insects feed on the paste.
- d. Doors to storage unit entrances must be locked at all times.
- e. Common areas are for temporary storage only. Permission to use these areas for storage must be cleared by the Board of Directors (see page 25, Bikes for Common Areas).

J. Bike Storage:

If the owner/renter/lessee is not in residence for an extended period of time, (2 weeks or more) bikes are to be stored in the owner's unit, placed in owner's personal storage crib or taken home. Bikes are not to be stored in common spaces normally used for bikes when owners/renters/lessees are not in residence for an extended period. Bikes cannot be stored on the lanai at any time. (See Page 25)

K. Lanai Usage and Specifications:

- a. Do not use your lanai, or porch for storage or for drying items.
- b. Bikes may not be stored on the lanai at any time.
- c. Do not permanently glue carpets to the lanai or balcony floors.
- d. Lanai Shades: The Board of Directors voted on May 25, 2017, that all new lanai coverings shall be **dark brown** and can be any brand, type, or width. The current green lanai coverings are grandfathered in until replaced. At such time they will need to follow the new lanai covering policy. (See page 19 Lanai Shades, Pages 13-14 Storage, and Page 25 Lanai Cleaning.)

L. Unit Flooring & Noise Level:

- a. Sound abatement must be used with all flooring as noted below including on the lanai. When installing flooring on the lanai, the owner must sign a waiver assuming full financial responsibility if it becomes necessary to remove any of the flooring to make repairs to the lanai floor (limited common area.) (Amended to reflect changes made at Special Meeting on April 28, 2016) Refer to Bylaws.
- b. An application to the Board of Directors, as noted below, is required for any flooring that will be attached to lanai and must include the waiver. (See below #3)
- c. Sound Abatement - Flooring:
 1. To minimize noise within The Venice Avenue Condominium building, sound abatement, as approved by the Board of Directors and which shall meet the State of Florida's current installation code requirements for flooring in condominiums at the time an owner contracts for the installation of new flooring or when owner proposes to install new flooring themselves, shall be used with all floor coverings on the interior of all condominium units except those on the first floor.
 2. Ceramic tile (no larger than 12 inches by 12 inch), vinyl tile, and other forms of tile; vinyl sheet flooring or linoleum; hardwood floors; carpet; laminated floors; and engineered floors can be installed in the units.

3. Applications (**Authorization Request Form for Projects Requiring Board Approval**) shall be made to the Board of Directors for the installation of flooring with accompanying documentation, including:

“for instance, a contract for the purchase and/or installation of flooring that indicates the type of flooring to be installed and is also explicit with respect to the adhesive and/or underlayment to be used and its/their sound abatement effectiveness relative to the current building code of the State of Florida at the time an application is made to the Board of Directors. This requirement applies even when an owner proposes to install new flooring themselves. “

4. Units presently with tile or other hard surfaces are grandfathered and may be repaired. If entirely replaced, owners must follow the application and review process as outlined above. (Amended Special Meeting April 28, 2016. Refer to Bylaws.)

M. Noise Level:

Be considerate of all residents. Keep volume at an appropriate level on all technology (i.e., TVs, stereos, music systems, etc.) subject to the City of Venice ordinances.

N. Key Requirements: (Adopted March 29, 2018, Board meeting):

1. Keys to Unit and Unit Access:

a. Extra Unit Keys Requirement:

All owners are responsible to ensure that two current keys and, if applicable, the current electronic entry code to the exterior doors of their unit (or units) are available in the VACA onsite office to be used only in the event of an emergency or to allow access to the unit for routine condominium maintenance services or for inspection and maintenance of limited common areas.

b. Keys For Personal Caretaker:

Owners who hire an individual or a service to maintain their unit either while they are in residence or in their absence are responsible to provide that individual or service with a key to their unit or, if applicable, the current electronic entry code to the exterior doors of their unit.



c. Locked Out of Your Unit?

1. Owners and renters who find themselves accidentally locked out of their units are responsible for contacting a locksmith to provide them entry to their unit.
2. As a courtesy, between the hours of 9 a.m. and 8 p.m. owners and renters may first attempt to contact any member of the Board of Directors, who, if available, will access the owner's key in the VACA onsite office to allow admission to their unit.
3. A current list of all members of the Board of Directors is posted (with phone numbers) on the 512's Lobby enclosed bulletin board.
4. In the event the Board member does not personally know the owner or renter seeking access, identification will be asked for prior to the Board member opening any unit.

O. Cars Left While Absent from Unit - Car Keys

- a. The Venice Avenue Condominium Association (VACA) will not store in the lobby office the automobile keys of owners who leave an automobile on the property during the off-season.
- b. Absent owners who leave their vehicle in their space on an annual basis are responsible for their own vehicle. Car keys will not be stored in the lobby office.
- c. At their discretion, owners who hire an individual or a service to maintain their automobile in their absence are responsible to provide that individual or service with an automobile key. (Adopted BOD meeting 3/29/2018)
- d. In case of an emergency where your car may need to be moved, you will be contacted to make arrangements to have your car moved.



P. Car Parking and Parking Space Rules:

1. Automobiles must be customary passenger vehicles or EPA compliant motorcycles. Vehicles must fit under the carport. Only one vehicle per parking space. No campers, or marine craft are permitted in the parking lot. (BOD 5/14/2020).
2. Occupants of any one unit may not park more than one motor vehicle for each parking easement owned by them on the premises of the condominium unless the owner receives written permission from another owner to use his or her parking easement.
2. Vehicle washing or repairing is prohibited in the parking lot.
3. All cars are to be parked heading into the space.
4. Owners must notify renters and guests of their assigned parking area and make them aware of visitors' parking spaces and parking rules.
5. Parking spaces are part of the condominium purchase and may not be changed. If individual owners wish to temporarily switch parking spots, you must complete the **Parking Space Permission Form** (located in the 512 Lobby) and give it to a 512 BOD Member or to property management to be kept on file in the 512 Lobby Office. (See Page 12 - 2.a.)



III. UNIT MAINTENANCE ~ Be Responsible.

Contractors' Hours/Days:

Contractors may perform work between
8:00am and 5:00pm Monday through Saturday
unless there is an emergency.

No work is permitted on Sundays or holidays unless there is an emergency.
If an owner performs the work, the same restrictions apply.

Each owner is obligated under the Declaration of Condominium to:

1. Maintain his/her unit by keeping the interior in good condition and repair. This includes keeping the water heater and HVAC system in working order and updating batteries in smoke detectors and thermostats (if applicable.) (See Page 13 Smoke Alarms.)
2. Unit Entry: Allow the Board of Directors to arrange for entry to the unit for inspection of maintenance or repair to common elements, to perform scheduled insect control, and to access units in the event of an emergency.
3. Two-unit keys or keypad combinations (if applicable) must be on file in the VACA onsite office. See Key Policy adopted 3/29/2018 (See Key Policy Pages 11,15,16.)
4. Signage: No sign, advertisement, or notice of any type may be posted on the common elements of the property. Residents may post signs on the bulletin boards located in the Laundry Rooms.
5. Aerials/Antennas: Erection of any exterior aerials or antennas is prohibited.
6. Exterior Unit Décor:
No accessories or ornamentation, excluding holidays, shall be placed outside of the unit other than an appropriate door ornament.
7. Unit Exterior: No owner shall paint or otherwise decorate or change the appearance of any portion of the exterior of the building.

a. Unit Alteration Specifications & Requirements:

All alterations, interior and exterior, are subject to Condominium Documents and BOD approval. Flooring, vinyl enclosures, lanai shades, exterior lighting, screen doors, entrance doors, windows, hurricane shutters, and sliding doors must conform specifically with those chosen and approved by the Board of Directors (BOD). Specifications are filed in the 512 Lobby Office.

(See pages 11, 12, 27, which contain specific information on some but not all items.) Other than in an emergency, work may be performed between the hours of 8 am and 5 pm Monday through Saturday. Unless there is an emergency, no work is permitted on Sundays and holidays. This applies to both contractors and owners.

8. Owners must notify renters/rental agencies to go through proper channels before making any changes or replacements.
9. Property management must be notified of all proposed alterations. They will provide information to the VACA Board for their necessary action. No changes may be made prior to receiving Board approval. **(Authorization Request Form for Projects Requiring Board Approval.)**
10. Some specifications for major items are provided below. See page 11 for unit flooring information. Please contact Property management for further information about other alterations and changes, as this is not a complete list.

a. Lanai Shades: Specifications & Requirements:

All new lanai coverings must be **dark brown** and can be any brand, type, or width. The current green lanai coverings are grandfathered until replaced. At such time any new coverings will need to follow the new lanai covering policy. (Adopted BOD vote on 5/25/2017)

b. Unit Doors: Specifications & Requirements:

Unit entrance doors and kitchen doors - must meet the following specifications:

- All glass must be impact resistant.
- Door paint must match current color set as standard for all doors.
- Doors must meet current code.
- City Permit is required.
- Doors must be installed by licensed contractors.
- Board of Directors approval is necessary. (Adopted BOD meeting 3/29/18)

Screen/storm doors - are allowed and must be white or beige tone. Retractable screen doors with frame are acceptable. Doors must be approved by the BOD. (Adopted BOD meeting 3/29/2018.)

c. Windows and Sliding Glass Doors: Specifications & Requirements:

- All windows and sliding glass doors must be impact resistant.
- Windows and sliding glass doors must be white.
- Windows and sliding glass doors must meet current code.
- A City permit is required.
- A licensed contractor is required to install windows and sliding glass doors.
- The BOD must approve windows and doors. (Adopted BOD meeting 3/29/2018.) (Authorization Request Form for Projects Requiring Board Approval.)



11. Major plumbing and electrical repairs or maintenance work within units that require a permit must be completed by properly licensed contractors and corresponding permits must be obtained at the owner's expense. (See Page 19- Alterations & Page 18- Contractors)

12. Air Conditioner & Compressor (individual owners' units): All repairs must be performed by a licensed contractor. City code requires an inspection of completed installation.

A licensed roof contractor must also perform roof repairs, which may be required after compressor installation. (See pages 19 Alterations & 18 Contractors.)

13. Property management must be notified of all scheduled work.

- Phone property management (see front page)
- Complete the Authorization Request for Projects Form and give it to a 512 Board Member. Forms are located in the 512 Lobby.

IV. COMMON SPACES

A. Pool Use & Rules:

In the fall of 2017, our pool was repaired and beautifully refurbished, with the addition of new furniture, a new pool cage, equipment room, and new doors. This was a major project ensuring all components are up to code. It is critical that we maintain our pool and adhere to the requirements below. Our pool is one of our greatest assets. (See Page 31 2.b.)

POOL HOURS: DAWN to DUSK

1. Immediately report all accidents to the property management.
2. Observe Florida law and the following rules and regulations plus poolside postings:
 - a. No diving or jumping
 - b. No animals permitted at any time (See Pet policy page 28)
 - c. No food or drink in pool or on deck (Exception: water in plastic or unbreakable container is allowed)
 - d. No glass in pool or grill area
 - e. Shower before entering pool
 - f. Pool maximum: 8 persons
 - g. Earphones are required with radios or other audio/ music systems
 - h. Children 12 years and younger must be supervised
 - i. Diapered children are not allowed
 - j. Sunbathing in pool area only
3. Body oil and lotions are harmful to poolside furniture. Protect the furniture with a towel, robe, or cover-up at all times.
4. Chairs and loungers cannot be reserved.
5. When leaving the pool area, close umbrellas and take all belongings.
6. Furniture in the pool and deck area must be returned to original positions. Clean up any refuse or spillage.
7. Both pool doors must be locked.
8. Dry off before entering the building. Wet lobby and elevator floors can be hazardous.
9. Wear shoes in the lobby and common areas.
10. Wear cover-ups to and from pool area.

The pool is our prime recreation area.

Please keep it safe and beautiful.

B. Laundry Rooms:



Hours: 7:00am to 9:00pm daily.

1. Laundry facilities are for the use of VACA residents and their bona fide guests only. Washers and dryers are located on the 3rd, 5th, and 7th floors, opposite the elevators.
2. Wipe off washers and dryers after using.
3. Clean out dryer filters after each use.
4. Clean up any spills. Leave the laundry room neat and clean.
5. Safe and balanced operation of washing machines requires adequate load volume. Follow instructions on the machines.
6. Measure detergent according to container directions. Excess detergent has caused problems and impacts the usage of machines. Use any brand HE (high efficiency) detergent as required by manufacturer.
7. Owners/renters/lessees/guests should time their washer/dryer loads – See the information in the laundry room regarding length of cycles.
8. Be considerate and patient when using machines. Remove laundry promptly.
9. Do not remove anyone's laundry unless it has been sitting beyond the 15-minute grace period. The grace period begins when an owner/renter/lessee/guest becomes aware the machine has stopped. (Adopted BOD meeting 3/29/2018)
10. Washers do not have fabric softener dispensers. If adding fabric softener, add it with your detergent or use dryer sheets.
11. Remember to take your quarters when using older washers & dryers. (BOD meeting March 2017)
12. Turn lights and fan off as you leave the laundry room.
13. Area rugs over 36" and comforters must be taken to a commercial laundry.
14. Do not dye items in the machines.
15. Do not hang items on balconies, lanais, or railings (clothing, linens, towels, swimsuits, etc.)
16. Dispose of empty laundry detergent containers in the outside recycle area vs. in the laundry room. Think green – Recycle.

C. Building Entrances:

All building entrance doors must be kept locked. This is for the safety and security of everyone. This includes Lobby and stairwell doors. (See Safety & Security on Page 27 and Lobby Directory A.1. on Page 31)

D. Lobby and Internet:

The VACA Lobby is used for some social events, meetings, and gatherings. No articles may be added or removed without permission of the VACA Board of Directors. There is a Lobby Committee responsible for recommending changes to furniture and wall updates for consideration by the BOD. A Library Committee maintains the Lobby Library. Committee names are posted on the Lobby bulletin board.

The Lobby area is not to be used for private parties/events or as a lounging area for swimmers and sunbathers. Internet is available, and the password is *GusandMary*.

E. Express Carts:

The two express carts are great to use when bringing in groceries, other purchases, or moving your heavy objects. Please return "express carts" to the first-floor lobby storage closet immediately after use. Be considerate as others may have a need to use them. In order to avoid tracking dirt and debris into the Lobby, express carts should not be brought into parking lot but rather loaded from under the carport.

F. Club Room:

This multi-purpose room is located off the Lobby. Many social events and meetings are held in this attractive, spacious room. Be very mindful of the walls to avoid any markings. Before removing any items from the Club Room, be mindful of the needs of others. Always be prompt in returning borrowed items.

The Club Room is available for private use by reserving it on a first-come basis limited to one day (unless approved for an extended period by the Board president). Sign up on the Club Room reservation book. If the premises are left uncleaned or damaged, a fee may be assessed. (See page 31 (2.a))

G. Kitchen:

Our kitchen is located off the Club Room. It is used for many social events and meetings. It is mostly used and stocked for 512 community events. If using the Club Room, please bring your own items or replace those used during your event. If you use the dinnerware, please ensure it is washed and returned to its appropriate spot immediately after your event.

H. VACA Gardens and Property:

We have an outside landscape contractor who maintains our property. In addition, we have a Garden Committee who helps maintain and determine common space plantings. Committee members' names are posted on the Lobby bulletin board. Our fountain area was the result of a grant written by the Garden Committee and approved by the City of Venice. To maintain consistency and general "Main Street" appeal and to adhere to our condominium documents, no plantings may be added or removed without permission of the VACA Board of Directors.

I. Trash & Recycling:

1. Trash and Garage Door (password: 0512):

Trash and recycling collection is handled by the City of Venice. Collection occurs twice weekly. The following will facilitate the handling of waste materials and keep odors and pests to a minimum:

- a. All food-type garbage must be securely contained in plastic garbage bags. Use securely tied bags that are strong enough to hold the contents. Drain and wrap wet garbage prior to placing in garbage bags.
- b. Trash chutes are located on each floor at the Barcelona Avenue (North-West) end of the building. Use the chutes between 7:00am – 9:00pm.
- c. All trash that does not fit in the chutes must be put in the dumpster located inside the garage, versus in the recycle bins.
- d. To prevent odors, wet items should be thrown directly into dumpster and not down the chutes.

2. Recycling:

- a. Breakdown and flatten all cardboard boxes and place flattened cardboard in the recycle bins located on the ground floor, near the garage.
- b. Please follow the clearly marked instructions located on each bin. This provides a list of appropriate items for each container. If instructions are not followed, the Waste Management Company will raise our service rates. So, please take a moment, read and comply with the instructions.
- c. Recycling information is also available from the Welcome Committee and is contained in the Welcome Committee Orientation packet.

J. Bike Usage and Storage:

All owners/renters/lessees must mark their bikes with their name and Unit number. If the owner/renter/lessee is not in residence for an extended period of time (2 weeks or more), bikes are to be stored in their unit, placed in their personal storage crib or taken home with them. They are not to be stored in the common space normally used for bikes when the owner/renter/lessee is not in residence for an extended period. Bikes should never be stored on the Lanais. BOD meeting March 29, 2018) (See Page 14 Lanai Usage)

The intention of bike storage is to provide space for active bike riders and not storage space for non-active riders over an extended period (i.e., two weeks or more), nor storage of inoperable bikes (e.g., bikes not in use and/or with flat tires).

An attempt will be made to notify owners who have bikes with no identification, inoperable bikes, or stored on an extended period to remove them. If bikes are not removed within a timely manner (i.e., two weeks) they will be removed, and placed outside and then donated or discarded after two months if not repaired or used.

Designated areas for storing bikes by active riders (owners or renters) include the owner's personal storage room, building garage, the common storage areas on floors 1, 2, 4, 5, and 6 (not 3 and 7) the electric utility rooms on floors 2, 4 and 6, bike rack behind the garden shed, and along the wood fence by north/east parking lot.

Bikes are not to block electrical equipment or walkways, should not block personal or building items being stored that have been approved by the board, and bikes must not block access for disposing garbage from garbage container. No owner has preferential treatment or a personal designated storage space, unless in the owner's personal storage area. Use of bike space in these approved common areas are on a first-come, first-serve basis.

The use of bike storage areas is intended for owners or renters and not for the public or extended guests. Guests of owners, with the approval of an owner, can store bikes in an approved area for a reasonable, brief period of time (i.e., 2 weeks). Storage of bikes anywhere on the property or building not designated as an approved storage area is not allowed (BOD, 12/8/21).

J. Noise Level:

Be considerate of all noise. Keep volume at an appropriate level on all technology (i.e., TVs, stereos, music systems, etc.) Subject to the City of Venice ordinances.

K. Cleaning:

Please do not shake dust mops, rugs, or other refuse over the balcony or down the stairwells. Do not use hoses on lanais. Your neighbors next-door and below will appreciate your consideration. (See Lanai info on Pages 14,19)

V. MISCELLANEOUS



A. Building & Personal Safety:

1. Telephone Numbers:

- a. Emergencies: Dial **911**. In case of fire, pull an alarm and dial **911**.
 - b. Non-emergencies:
 - o Venice Police Department:
 - o **941-486-2444** 1350 Ridgewood Avenue, Venice 34292
 - o Fire Department Administration
 - o **941-480-3030** 200 Grove Street N., Venice 34285
2. Report all accidents immediately to property management (941)-460-5560.
 3. As required by State Statute 718.112(L), it has been voted to forego any retrofitting of fire sprinklers in the common areas or individual units of VACA.
 4. Fire extinguishers and alarms are located on each floor of the building. They are on each end near the stairwell and by the elevators. Note: **The fire alarms are now connected to the Fire Department and will notify residents and the Fire Department of a fire in the building.**
 5. Follow hurricane, flood, and tornado watches and warnings. Be wise. Be prepared. Helpful information and a Sarasota County Disaster Preparedness brochure can be obtained from a Disaster Committee member (Names of committee members are posted on the Lobby bulletin board.)
 6. For the safety of everyone, running on the walkways, climbing on the walkway railings, playing with the elevators, or jumping down the stairs are serious hazards and are prohibited. It is the responsibility of each owner, tenant, or temporary resident to make certain this commonsense ruling is strictly adhered to, especially with younger guests.

B. Building Security:

1. It is of the utmost importance for the safety of all residents living in our building that you do not allow any persons, including realtors, entry into our building by opening a door for them or by providing a door code.

3. Do not think you are being polite in opening the door to allow their entry into our private residence.

- All persons wishing to enter the building must contact the unit/resident via the entry access system outside of the lobby entrance door or call owner/resident via personal phone/cellphone to gain entry from the resident they wish to visit. Also, security cameras are located in front and back of building.

3. Realtors must obtain access information from the listing agent or seller.

4. Outside, stairwell, and storage area doors are to remain locked at all times.

C. Reporting Infractions:

1. Report infraction of Rules and Regulations to the Property Management Company in writing.
(see front page for address)

Send requests for variance, recommendations, or complaints in writing to the Board of Directors for review and appropriate action.

D. Smoking: No smoking in the elevators (state law). Please refer to the smoking amendment passed by the Board on 7/10/19.

E. Grilling:

1. Do not cook or grill on lanais, porches, walkways, or decks.
2. Individuals are not allowed to have their own grills and may not cook or grill on lanais, porches, walkways, or decks.
3. Personal use of the Association-owned grill is allowed. Details are listed below.

VACA Grill Usage:

For community safety and insurance reasons, personal grills are not permitted at 512. The only grill that may be used is the building's propane grill.

When usage of the 512 grill is for personal use and is not intended as a building-wide event the following procedure applies:

❖ Grill Sign Up:

Interested grillers must sign up in advance. Sign up on 512 Lobby bulletin board calendar.

❖ Grill Clean-up:

After grill use, within 24 hours, the grill must be clean and in working order, the grill and utensils must be completely cleaned. The area must be left clean, and trash removed to 512 trash area and placed in appropriate bins. The grill and fuel tank must be turned off and left in designated place (for safety and insurance purposes.)

❖ Fuel Tank:

Safety and compliance are key.

If you need instructions regarding usage of the fuel tank and/or grill, please contact the Chair of the Community Activities Committee (see bulletin board) for instructions, at least one week in advance of grill date. A grill checklist will be placed on the grill. This is critical for future grill usage.

❖ Grill Safely:

Safety is of utmost importance for you, our 512 residents, and neighbors.

Please read the manufacturer's instructions and follow these basic safety rules when grilling:

- Grilling must be done only outdoors, in the designated area: away from trees, the building, and roof.
- Keep children away from grill.
- Ensure grill is clean of grease and build-up before igniting.
- Never lean into grill when igniting or grilling. Hair and face can easily catch fire if too close.
- If grill does not light, do not lean into grill.
- Be mindful of clothing that can catch fire if too close to grill.
- Never leave the grill unattended.
- When grilling, if you smell gas, turn off the fuel tank.

- If the smell continues, ensure the grill and propane is turned off. Move away from the grill and call the Venice Fire Department: 941-480-3030 or if necessary/in doubt, call 911. Immediately inform property management: (see front page) and the Chair of the Community Activities Committee (see bulletin board)
- If you find the grill is not working properly, or if the propane tank is empty, contact the Chair of the Community Activities Committee (see bulletin board) or any Board member. Board Members' names are posted on the Lobby bulletin board.

Note: Food/Glass Pool - Grilling Area:

1. No food or drink the pool area. Food and drink are permitted in the grill section only. (Exception: water in plastic or unbreakable containers is allowed in pool area.)
2. Glass is not permitted within pool or grill area.
3. Enter and exit grill area through white fenced gate.

F. Pets:

Pets are not permitted on premises. (Amendment dated 4/14/1994). This applies to all guests, renters, lessees, owners, and visitors.

G. Children:

Children under age 12 must be supervised in common areas at all times. (See Page 21 Pool Rules.)

H. Bulletin Boards:

Items may only be posted on the Lobby Bulletin Board upon approval. All posted items must relate to the condominium or be items of general interest. No personal use. Laundry room bulletin boards may be used for posting personal items.



The Board of Directors reserves the right to amend the Rules and Regulations.

All Rules and Regulations will be enforced unless there are mitigating or extenuating circumstances approved by the Board. Fees may be assessed for non-compliant owners.



VI. THINK GREEN

A. Conservation:

✓ Conserve water and electricity. ✓ Do not let water run needlessly. ✓ Be efficient with use of washers and dryers. (See Page 22) ✓ Replace light bulbs with new energy efficient bulbs. ✓ Regulate your heat by lowering thermostats slightly from your normal setting. ✓ Regulate your air conditioner by raising thermostat slightly from your normal setting. ✓ Recycle all recyclable waste goods properly. (See Page 24)



The following mold tips are intended as guidelines to help you save energy and prevent mold growth; however, your results may vary. Because each situation is unique, Florida Power & Light cannot guarantee any particular result.

Below is Florida Power and Light website link:

B. Mold Prevention Tips:

<https://www.fpl.com/save/lower-bill/seasonal-residents.html>

When units are vacant:

1. For programmable thermostats:

Set your A/C to run following your HVAC contractor's settings recommendations.

2. For non-programmable thermostats:

Set your A/C to run at follow your HVAC contractor's settings recommendations

VII. ACTIVITIES AND SERVICES

A. VACA Lobby Entrance Directory:

A building directory is provided on the building's east side (parking lot), telephone access controlled. Contact our property management representative for information or any issues regarding this system. (See Page 27 Building Security). Also, VACA Recreation and Social Activities are generally posted on the website.

B. The Club Room, Television, and Library:

The Club Room is available for condominium functions. In addition, a library is maintained for the use of all residents. The Lobby area is not to be used for private parties or as a lounging area for swimmers and sunbathers.

The Club Room is available for private use by reserving it; sign up on the Club Room reservation book on a first-come basis, limited to one day. A fee may be assessed if the room is left unclean or damaged.

Library Committee names are listed on the Lobby bulletin board. Feel free to borrow or donate books.

C. Heated Pool:

The pool is heated by a heat pump and/or solar system and is open all year. When using the pool, handrail and steps are located at the shallow (east) end, and with a ladder as access to the deep end. (See Pool Use and Rules Page 21.)

D. Social Activities and Events:

Organized social events (grill nights, potluck dinners, parties, and other events) are held onsite several times a year. Notices are posted and all residents are invited. Some organized games may be arranged for all interested residents.

Weekly Social Hour:

A Social Hour is held every Friday, unless otherwise posted. Times will be posted on Lobby bulletin board.



E. City of Venice Activities and Resources

Closest to Our Neighborhood - Hecksher Park:

Shuffleboard, tennis, and basketball courts are located at Hecksher Park, one block east of our building on West Venice Avenue.

Use of the tennis courts is free and open to the public. Shuffleboard courts are open to the public at specific times. Times are posted at the courts. There may be a fee for non-members. Speak with any member to obtain equipment. Membership is available, but not necessary to play. www.venicegov.com



We are very fortunate to be in a beautiful city filled with a real variety of activities and entertainment. To name a few: beach, yoga, classes, seminars, concerts, plays, parades, festivals and more.

The Senior Friendship Center, the Venice Community Center, and the Venice Libraries sponsor health education programs, lectures, entertainment, and dinners.

❖ Venice Senior Friendship Center: 941-493-3065 www.friendshipcenters.org

❖ Venice Community Center: 941-861- 5000 www.scgov.net

❖ Local websites to keep you in the loop:

- <https://www.visitvenicefl.org/>
- <https://www.venicegov.com/>
- <http://www.visitflorida.com/en-us/cities/venice.html>

❖ Venice Mainstreet Facebook & City of Venice Facebook:

- <https://www.facebook.com/venicemainstreet/>
- <https://www.facebook.com/CityofVeniceFlorida>



F. Medical & Emergency Services:

- Emergency services can be reached by calling 911
- Venice Police Department (non-emergencies) 941-486-2444
- Venice Fire Department (non-emergencies) 941-480-3030 or 941-882-7510

- To report a power outage: 1-800-468-8243 (Florida Power & Light)
- City Hall non-emergency: 941-486-2626 (M - F 8am - 4pm)

- **CodeRED:** Sign up to receive emergency messages: (hurricane, flood, etc.)
www.venicegov.com
 - Click on CodeRED at top of Homepage (above the search bar)
 - Complete the form online & click "Submit."

- Venice Radio: WENG 1530AM

Social Security Administration Services:

The Venice Social Security office business hours:

- Monday, Tuesday, Thursday & Friday: 9:00am - 4:00pm
- Wednesday: 9:00am - 12:00pm
- Closed on Saturday, Sunday & Federal Holidays
 - 1-800-772-1213
 - 1435 E. Venice Avenue #114 Venice, FL 34292
 - www.ssofficelocation.com

Medicare Assistance Resource:

Medicare assistance is available at the Venice Senior Friendship Center.
941-493-3065 www.friendshipcenters.org.



G. Local Bus Transportation:

- The SCAT (Sarasota County Area Transportation) bus telephone is: 941-861-5000
- The SCAT bus stop is within easy walking distance on Barcelona Avenue and connects to all parts of Sarasota County. Check the schedule for hours.
- Additional transportation for medical services may be available if you qualify. Contact SCAT for more information. www.scgov.net

VIII. **GENERAL INFORMATION**

Directory. An owner directory is available and is also included on the website.

Website. A VACA website is available. The website contains various resources, forms, and helpful information Venice (veniceavecondo.com).

Security Cameras. Security cameras are located in the front and back entrances of the building and records 24 hours a day.

Beautification. We welcome ideas to continually beatify our premises. The Mural was painted by Coleen Henry and funded by Paul and Sandra Meagher.

The Board of Directors reserves the right to amend the Rules and Regulations.

Please refer to VACA website for forms and amendments.

*All Rules and Regulations will be enforced.
Owners who are not compliant may be fined by the
Board, unless mitigating, or extenuating
circumstances approved by the Board.*

January 2022