

Veranda VII

at Heritage  Oaks

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Please submit all paperwork to Sean@sunstatemanagement.com

Veranda VII at Heritage Oaks Association, Inc.

Dear Member(s):

We would like to introduce Sunstate Association Management Group, Inc. to you. Below is information that we believe may be helpful to you.

MANAGEMENT COMPANY

Sunstate Association Management Group, Inc. will assist your Board of Directors with the protection of your investment and provide all of the homeowners with prompt, courteous service.

- Your Community Association Manager is Sean Noonan. Sean can be reached at Sean@sunstatemanagement.com.
- Your Community Association Office Team Member is Teri Lennon. Teri can also be reached at the contact information provided below or at: Teri@sunstatemanagement.com
- Our website address is: www.myverandavii.com

RESIDENT INFORMATION FORM

A Resident Information Form has been enclosed with this letter. The completed Resident Information Form will **allow us to verify the Association's records are current**. Please complete the form and return it as soon as possible. **It is the Owner's responsibility to ensure that the association has an accurate list of residents for the property, correct mailing addresses, and certain tenant information, if applicable.**

TENANT REMINDER, IF APPLICABLE

Please ensure that your tenants have the necessary information concerning the Rules and Regulations while living within the community. **Also, please remember to forward a copy of your tenant's lease agreement with attached application form to the Association.** Please be reminded that Owners will be held accountable to the association for tenants, family members and guest behavior and actions while in the community.



5602 Marquesas Circle, Suite 102-9
Sarasota, FL 34233
P: 941.870.4920 / F: 941.922.3234

www.sunstatemanagement.com

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ASSESSMENT PAYMENTS

All future assessment payments, please make payable to Veranda VII at Heritage Oaks Association, Inc, and mail to P.O. Box 18809, Sarasota, Florida, 34276.

SUGGESTIONS OR CONCERNS

If you have any concerns to express, this is a perfect time to speak up. Send in your letter, fax, or email to Sunstate Association Management Group, Inc. Your Board is always interested in hearing from you. As the new Community Management Team on your account, it would certainly help us to get to know your community quickly.

THANK YOU / LOOKING FORWARD TO WORKING WITH THE BOARD AND HOMEOWNERS

On behalf of the entire behind the scenes staff here at Sunstate Association Management Group who will be servicing your account, I look forward to working with you and your Board. **I'd like to thank the Board for their confidence and trust in Sunstate Association Management Group, Inc.** We will do everything in our power to keep that confidence and trust strong.

Regards,

Michelle S. Thibeault, LCAM
President/Owner
Sunstate Association Management Group, Inc.

Enclosure: Resident Information Form
 Leasing Application
 Sale Application
 Alterations Request Form
 Rules and Regulations
 Stonegate Bank Auto Enrollment Form



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RESIDENT OCCUPANCY SHEET FOR DIRECTORY AND EMAIL USE PERMISSION

Please provide the information listed below to ensure that we are able to contact you, if there is an emergency and to update our records. Please return this form to Sunstate Management, P.O. Box 18809, Sarasota, FL 34276.

PLEASE SPECIFY ONE MAILING ADDRESS

OWNER: _____

UNIT ADDRESS: _____

LOCAL PHONE#: _____

USE AS MAIN MAILING ADDRESS _____

NORTHERN MAILING ADDRESS: _____

NORTHERN PHONE #: _____

USE AS MAIN MAILING ADDRESS _____

EMAIL: _____

Emergency Contact Name: _____ Tel. #: _____

July 1, 2010 the Florida Legislation enacted a new law governing the publication of owner personal information such as phone numbers, email addresses and alternate addresses. Please indicate below if you do or do not want this information published in the annual owner roster (check one) and sign.

I do want this information published.

I do not want my e-mail address published in the annual roster, but I do give authorization to Veranda VII @ Heritage Oaks Board of Directors or their management designee to contact me by e-mail.

Signature

Date

Please Note: If you change your address, it is YOUR responsibility to notify management in WRITING.



Your bank for a Complete Lockbox Association Services System

AUTOMATIC DEBIT SERVICE

SIGN UP FOR THE AUTOMATIC DEBIT SERVICE FOR YOUR ASSOCIATION ASSESSMENT FEES IT'S EASY AND CONVENIENT

- Your U.S. bank checking or savings account will be debited for your assessment fees based on the day you select and the payment frequency determined by your association. If the debit day you select is on a weekend or federal holiday, your payment will be debited the following business day. Your bank statement will reflect "Assoc Pymt" when a debit has been processed to your account.
Stonegate Bank requires 5 days to setup your enrollment. If your enrollment form is received after the debit day and month you select, your account will be debited on the debit day of the next scheduled payment.
If you have multiple assessments for your association, you must complete a separate enrollment form for each payment you wish to have automatically debited.
Simply mail the completed Automatic Debit Enrollment form and a voided check to: STONEGATE BANK, PO BOX 30061, TAMPA, FL 33630-3061
Stonegate Bank will notify you in writing of your first debit date. Please continue to make your payment until you are notified.
If you wish to change your bank account information or cancel your automatic debit, you must notify Stonegate Bank in writing at least 5 days prior to the next debit. You may submit your requests in writing to the PO box shown above.

IMPORTANT REMINDERS

If you are using an electronic means to make your association payment and sell your unit, please be sure you cancel your electronic payment to prevent future debits to your bank account.

All questions regarding your association or payments should be directed to your management company or association.

<<<<<<<< CUT OR TEAR HERE >>>>>>>>>

<<<<<<<< CUT OR TEAR HERE >>>>>>>>>

STONEGATE BANK AUTOMATIC DEBIT ENROLLMENT

Association Name:
Unit ID: Payment Type: [] Maint [] Spec Assmt [] Other
Name: Phone:
Address:
City: State: Zip:
Bank Name: City: State:
[] Checking [] Savings Bank RTG #: Bank Account #:
Start Month: Debit Day (Check One): [] 1st [] 2nd [] 3rd [] 4th [] 5th [] 6th [] 7th [] 8th [] 9th [] 10th

I hereby authorize Stonegate Bank to initiate debit entries to my checking or savings account from the U.S. bank listed above for my association payments. By signing this document, I acknowledge the following: The debit will occur based on the payment frequency provided by the association or management company and on the day indicated above. If the debit day falls on a weekend or federal holiday, my payment will be debited the following business day. If this occurs, my payment could be considered late and the association may assess a late fee. If I wish to cancel my automatic debit or change my bank account information, I must notify Stonegate Bank in writing at least 5 days prior to the next debit. The management company or association is authorized to change amounts, change account information, or cancel this debit.

REMEMBER TO ATTACH A VOIDED CHECK

Signature: Date: For Bank Use Only:
Assoc UID:
DocPAN:



APPLICATION FOR ALTERATIONS FOR REVIEW BY
THE ARCHITECTURAL REVIEW COMMITTEE (ARC)

INSTRUCTIONS:

1. Complete entire form.
2. Work shall not commence until application is approved.
3. Approved applications shall not be altered.
4. Denied applications to the Board of Directors can be appealed.
5. Contractors employed must provide Certificate of Liability Insurance.
6. Work effecting existing roofs requires written approval.
7. Sign and return to Property Manager.

I/We, _____ of Unit# _____ address,

Hereby request approval to make the following changes or alterations to our unit.

Drawing attached: (Yes) (No)

By this request, we as owners assume full responsibility for conformity, installation, maintenance, replacement and costs of the above work. We further agree to indemnify and hold harmless Imperial House of Venice Association, Inc. for any claims arising out of this action.

SIGNATURE: _____ DATE: _____

_____ APPROVED

_____ DENIED; REASONS: _____

ARCHITECTURAL REVIEW COMMITTEE, BY: _____ DATE: _____

BOARD, BY: _____ DATE: _____

YOUR APPROVAL IS SUBJECT TO THE FOLLOWING:

1. You are responsible for obtaining the necessary permits from the appropriate Building and Zoning Dept(s).
2. Access to areas of construction is only to be allowed through your property, and you are responsible for any damages to the common areas during construction.

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Veranda Associations
Rules, Regulations and Restrictions
(For complete list of documents see Sunstatemanagement.com)

The Board of Directors of the Veranda Condo Associations has adopted these rules, regulations and restrictions governing the use, maintenance, management and control of Veranda units. This list is only a brief guideline. A more detailed explanation of the rules may be **found in the homeowners' declarations and bylaws. We solicit your cooperation in helping** to maintain the integrity and property values of our community by abiding with all the rules and regulations.

- 1) Units may not be leased for periods of less than 30 consecutive days.
- 2) Written notice of intent to lease a unit must be given to the Board of Directors and the management company at least five days prior to starting date of said lease.
- 3) The number of occupants residing in a leased/rented unit may not exceed 6 persons.
- 4) The parking of recreational or commercial vehicles, boats, trailers, campers, motor homes, motorcycles or off-road vehicles on condominium property is prohibited or restricted.
- 5) Cooking of any kind is strictly prohibited on lanais or porches of all units (see the letter from Sarasota Fire Department).
 - a) Outdoor cooking is not permitted on grass areas of the common association property or on the sidewalk between units and garages.
 - b) Outdoor cooking is permitted only on the street side of the **unit's** garage.
- 6) The owner of each unit may keep two pets of a normal domesticated household type (dog or cat).
 - a) Renters are not permitted to have pets in leased units.
 - b) Owners dogs/cats must be leashed or carried at all times.
 - c) Owners are responsible for cleaning up after their pets.
- 7) No signs, flags, banners, billboards, or advertisements shall be erected or displayed.
- 8) Garage doors shall remain in a closed position at all times except when an owner/renter is in the garage. The door may then be in the open position.

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- 9) The lanai or porches may not be used as a storage area for bikes, drying racks, etc.
- 10) Garbage disposal/dumpster area.
 - a) All waste and cardboard must be inside containers only. (waste left outside the containers will be attacked by rodents. Cardboard left outside the containers will not be picked up by waste management. If the recycle bins are full put cardboard into the waste container
 - b) Large pick up items are to be scheduled with Waste Management for a free pick up by calling them at 941-924-1254. Bring those items out to this area only on the day scheduled for the pickup!
 - c) Contractor debris is NOT allowed
 - d) Abusers caught are subject to fines and clean up fees.
- 11) No owner shall use his unit or permit it to be used in any manner that is unreasonably disturbing, detrimental or a nuisance to others. The occupant shall at all times conduct themselves with in a peaceful and orderly manner.
- 12) Owners are responsible for assuring that the management company has a key to their unit for emergency situations.
- 13) Owners are ultimately responsible for assuring that all rules and regulations are strictly observed by their families, guests and lessees.
- 14) **Tobacco/ Vape smoking is prohibited in the Lanai's.** Please use the garage area/ parking lot side for those purposes. (This is the same as our grilling policy)

These rules and regulations shall be in effect until cancelled by the Board of Directors of the association and shall be binding upon all owners.

VERANDA VII CONDO OWNER SHUTDOWN GUIDLEINES FOR RENTERS AND CONDO CHECKERS

- Water damage is the main source of issues that require good understanding of how to protect yourself and your downstairs neighbor if you are on the second floor.
- Hot Water tanks should be turned off when vacating the premises for greater than a one-week period. Also, close valves to both the input and output sides of the tank.
- Your hot water tank should have an overflow basin with an outlet connected to a drain. If you do not, it is highly recommended you have one installed. Test the drain prior to your departure by pouring a small amount of water into the basin to ensure it works properly. This will protect you and especially your lower unit neighbor of the hot water tank ever does develop a leak.
- How old is your hot water tank? The main board of Heritage Oaks has suggested that second floor units have their water tanks changed out every 8 – 10 years.
- Your outside main water valve should be closed when vacating the premises for over one week. Second floor units should have a secondary valve as well inside their unit. Do not plug your sinks to avoid insect issues with a dry trap over the vacated period. There have been issues where a tap is left open when the main valve is off and by accident the main valve gets turned on with these plugs still in place.
- **You're** A/C or humidifier units also need to be checked to ensure the condensate drains are not plugged during your absence. You can pour bleach or white vinegar down the drain to keep it clear from insects and webs. Your condo checker should do this on every visit. There are also water moisture detectors that can be installed in your units that will turn off the A/C when it senses a water issue within the unit itself. A good idea for the second-floor units as the damage caused by this defect mainly hurts the lower neighbor.
- These two systems being part of your condo checkers list of mandatory items will go a long way to avoid issues upon your return. Insurance claims take time and effort that you did not plan on when you come to enjoy other things.
- Also, having your checkers during their visit turn on the water and run the taps and flush the toilets should suffice to keep the drain traps with water. They must then turn off the water upon their departure. Have them send you an email on their visit and validate what they did to protect you and your neighbor. We certainly pay them enough, so that should not be a problem.
- There may be some more good practices out there worth sharing to our association. Feel free to drop a note to Sunstate or get in touch with the board members so we can add good ideas.



Sarasota County Fire Department

To: Apartment Managers and Condominium Associations

RE: Storage and Use of Propane on Porches, Balconies, Breezeways, or Lanais

It has come to my attention that propane cylinders are being used and stored on porches, balconies, and breezeways. This activity is a life safety hazard to the occupant and his or her neighbor(s). Per the Florida Fire Prevention code, sixth edition:

10.10.6.1 For other than one- and family dwellings, no hibachi, grill or other similar devices used for cooking, heating, or any other purpose, shall be used or kindled on any balcony, under any overhanging portion or within 10 ft (3m) of any structure.

10.10.6.1.1 Listed electric portable, tabletop grills, not to exceed 200 square inches of cooking surface, or other similar apparatus shall be permitted.

10.10.6.2 For other than one - and two - family dwellings, no hibachi, grill, or other similar devices used for cooking shall be stored on a balcony.

In order to maintain a safe environment for the tenant and their neighbor(s), the cylinders must be removed from the structure as soon as possible. Failure to comply could result in non-compliance fees.

Thank you for your assistance in this matter. Should you have any questions please contact my office at (941) 861-2290.

Serving our Community with PRIDE
Professionalism, Responsibility, Integrity, Devotion to Duty, Excellence

phone # 941-861-2290

Fax# 941-925-7411

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I _____ hereby verify, that I read and understand all paperwork provided in welcome packet.

Date: _____

Owner Name (Print): _____

Owner Signature: _____