

VIVIENDA WEST CONDOMINIUM ASSOCIATION

Dated: 01/10/2017

INFORMATION SHEET for New and Existing Owners

This information document is intended to provide new and existing owners useful information about how the Association operates, to highlight services provided unit owners, to identify some important operational limitations, owner requirements and the more frequent owner requests requiring Board approval. New owners are requested to pay particular attention to the section entitled **VEHICLE Size**. In addition, a brief description of owner's and Association's responsibility for maintaining a unit are included in Appendix A of this document. Appendix B provides further clarification for a number of the association's governing rules and requirements.

BOARD Meetings: These meetings are held normally once a month at the beginning of the month. Notices are posted at least 48 hours before each meeting on mail box stanchions and on the Pool house bulletin board and are sent electronically to members who have permitted such communication. The agenda for these meetings is posted on the Pool house bulletin board. Board meetings are regularly scheduled during months November through May. All members are encouraged to attend board meetings; however input is limited and restricted to agenda items.

ANNUAL Member Meeting. This meeting occurs in January of each year. Owners will receive notification of this meeting 60 days prior to the scheduled meeting. Election of Association board members takes place at this meeting. A unit owner wishing to nominate for a board position must do so 45 days before this meeting, instructions for doing so are included with annual meeting notices sent to each owner and are described in the Florida Statutes 718 Condominium Act which is available on the internet.

BUDGET. The Association budget is normally presented to owners in late November of each year. A board meeting for passage of the budget is held in December or 14 days after the budget report is mailed to members.

ASSESSMENTS. Monthly assessments are due the first of the month. Payments are to be made payable to the Vivienda West Condominium Association and sent to the Association's management office. Owners are encouraged to use electronic withdrawal for such payments. This can be arranged with the Association's management company. Late payments (after 10 days) are subject to a service fee.

DIRECTORY. An Association directory is maintained and updated as needed listing the occupants/owners, their local Vivienda West address and the telephone numbers they have given the Association permission to publish. In addition, it lists names and contact numbers of companies providing specific maintenance and operational services for the Association. This Directory is distributed to each unit owner, electronically and/or at the unit's door step.

CABLE TV. Basic HD cable service is provided by Comcast to each unit and is included in the maintenance fee. Each unit is entitled to 1 HD Converter and up to 2 Digital Adapters. To order these services call 1-800-XFINITY. Any additional cable or internet service is unit owner's responsibility to arrange and purchase. Frontier service is also available in the condominium complex at owners cost. Any expanded cabling desired within a unit must be installed from within the unit. One Comcast cable and/or Frontier cable block wall penetration into the unit is permitted and it must be on the outside side wall of the unit.

BUG SPRAYING. Each unit is sprayed for bugs outside and inside at least once a year. This is a service contracted by the Association. If you wish additional spraying you can arrange for this at your own expense. You are responsible for controlling and preventing any bug infestations within your unit.

LAWN and SHRUB Services. Lawn service occurs once a week, normally on Wednesday mornings. At this time, lawns and shrubs within the complex are trimmed. In addition, throughout the year, lawn and shrub pest sprays are applied as are fertilizers and weed control chemicals. Announcements normally precede these events.

UNIT PLANTING Area. All plantings around the unit within two feet of the unit structure, called the unit planting area, are the responsibility of the unit owner. The lawn service will trim all shrubs in this area unless directed differently by the unit owner. In addition, the weeds in this area will be managed. All plantings must be kept in good condition. The Association has the right to remove any such planting considered in poor condition at the expense of the unit owner. When selecting plants for this area, owners are to use the **VWCA Board Approved List of Florida, Maintenance Friendly Shrubs and Plants Guide**. In addition, there are guidelines for materials to be used as border material around unit planting areas and for coverings for planting areas such as for mulching the area. These guidelines are available on the Association's website and are posted in the Club House.

IRRIGATION. Lawn irrigation normally occurs twice a week and usually occurs in the evening and early morning hours. There are sprinkler heads and lines imbedded in the ground in the common area and within plantings around units. Please be careful when digging in the unit planting area. Please report any irrigation problems, broken sprinkler heads, etc. to the chairperson of the Lawn and Irrigation committee or a board member.

TRASH/WASTE. A county waste service company collects garbage waste and recyclables once a week on Thursdays. Recycle bins are provided. Owners are requested to place their waste material and bulk waste materials at the curbside the evening before or the morning of the collection. If the item is too large you may have to request a special pickup from the county waste service company. Recycle and bulk waste guidelines are provided by the waste service company.

TRIMMING Waste. Any trimming done by owners of plantings in their unit planting area is to be placed curbside for lawn service collection on Wednesdays. Except for units on Bal Harbour Drive, other unit owners **Are not to** request county waste service or place such trimmings by the curbside for the county waste service to collect on Thursdays.

POOL Usage: See posted regulations on the Pool house wall and in the Rules and Regulations. The pool is heated. A solar cover is used to maintain pool heat. Pool cage is required to be locked when the pool cover is on. The member must remove solar cover before use. Pool is normally covered during the evening when overnight temperatures are expected to dip below 70 degrees. Last user of the pool has responsibility to cover the pool when a cover is available for use. The key to the pool cage is maintained in the club house.

CLUB House Access. All unit owners will be given key access to the Club House. There is a member bathroom at the Club House. Unit owners are given same key access to this bathroom.

PARKING. There are two extra parking slots at the entrance to the complex. Unit driveways are reserved for the exclusive use of the unit owner or resident member; however when the unit member is known to be not in residence, the driveway can be temporarily used. No parking is allowed on lawns. Parking curbside within

the complex is discouraged for it obstructs waste pickup, lawn service and emergency vehicles. Overnight curbside parking is not permitted within the complex.

SOCIAL Activities. Social events are frequently planned throughout the year. These events are posted on the mail stanchions and pool house bulletin board in advance. A newsletter is often distributed to each owner listing such events also. During the height of the winter season there is a social gathering at the pool house weekly on Tuesdays at 4:30pm, bring a snack and something to drink. This is a good way to mingle with members of the community.

COMMITTEES. There are a number of committees that help with operation, maintenance and social activity planning and help to significantly reduce cost of operation and enhance community spirit within the Association. All members are encouraged to volunteer on one or more of these committees. This is a member owned and maintained complex, each member is obligated to do their fair share. A roster of Committees and members is posted in the Clubhouse and on the Association's web site.

UNIT Access. The Board of Directors reserves the right to enter a unit at reasonable hours to ensure units are maintained in an acceptable condition or in case of an emergency. Unit owners are required to provide the Board with a key to their unit for this purpose. Keys are kept in a security key lock box protected by a combination lock accessible to current board members only.

GUESTS. Special Unit Occupancy forms must be provided to the Board 30 days in advance identifying occupants if the unit is to be occupied without presence of a unit owner.

LEASING. Unit owners cannot lease a unit for less than 12 months. All lease agreements and tenants must be approved by the Board. An application form for unit leasing must be submitted to the Board for approval.

PETs. One small cat or one small dog (maximum mature weight 25lbs) is allowed at a unit. Additional pets visiting are not permitted within the condominium complex. Pets must be on a leash at all times when outside the unit and within the condominium complex. All animal solid wastes must be properly disposed of. See Rules and Regulations for additional restrictions on pets and pet management within the complex.

OCCUPANTS of a Unit. Being a 55+ age community, there are restrictions on ages and numbers of occupants residing in a unit, please reference the Association's governing documents for specifics. In addition, a unit owner or registered occupant must submit a Unit Occupancy application form for review by the Board if a person or persons will be staying in a unit in the absence of the owner or registered occupant.

REQUESTING Permission: Unit Repairs, or Replacement or Plantings, etc. All exterior modifications or upgrades to exterior fixtures (windows, doors, screening, etc.) that are owner responsibility to maintain require Board approval. Approval request should be accompanied with schematic detailing the modifications/upgrade desired, and the name of certified contractor as required by State or County. Requests for plantings desired by the unit owner in the common area around a unit are to be accompanied with a description of the planting and pictures of the mature plant. Unit owners should submit a letter to the Board of Directors for approval requesting plantings in the common area, installing border material or hardscape covering material or for unit modifications/upgrades mentioned above. Such requests will be acted on at regularly scheduled board meetings. Members are encouraged to submit any letters requesting Board approval during the months Board meetings are regularly scheduled, November through May.

INSURANCE. The Unit owner is required to carry condo insurance for the interior of the unit. A wind mitigation report from a most recent assessment can be electronically obtained from the Association's management company.

DOCUMENTS. All owners must have available the Association’s Declaration of Condominium, By-Laws, Rules and Regulations, and Frequently Asked Question documents. These documents are to remain with a unit when sold. All owners including lease tenants are required to read and fully understand these documents. At application time you will agree to abide by the terms and conditions of these governing documents. All Association governing documents are available for browsing on the Association’s website or as hardcopy from the Association’s management company. The Association’s management company charges for duplicating hardcopy of these documents.

VEHICLE Size. The Association has established limits on size of vehicles that can enter the complex. These limitations have been established for the safety of the residents and to protect the property from damages caused by large vehicles trying to negotiate the narrow roadways and cul-de-sacs of the complex.

In particular, dual axle trucks are not permitted in the complex. Often a moving van used to transport household furnishing will exceed the Association’s limitation. In such cases, new and existing owners must instruct their moving companies not to enter the Association complex, but to instead make arrangements to have furnishing delivered to the unit using an acceptable vehicle.

Note: all forms and guidelines mentioned in the above paragraphs can be obtained from the Association’s internet web site (www.myviviendawest.com) or from the Association’s management company. There are time restriction requirements for submitting forms or letters to the Board for action. Normally requests requiring approval are to be submitted 30 days prior to when the Board is to take action. The Board reviews requests at regularly scheduled Board meetings See the Association’s governing documents for requirements for specific requests.

The addresses for the Association’s management company are as follows:

Venice Office:

Sunstate Management Group
228 Ponce de Leon Ave.
Venice, FL 34284
Phone: 941-870-4920

Corporate Office:

Sunstate Management Group
P.O. Box 18809
Sarasota, FL 34276
Phone: 941-870-3375

APPENDIX A:

For New or Prospective Condominium Unit Owners

This document is intended to help a prospective buyer or new owner of an Association unit understand what the unit owner's and the Association's maintenance responsibility is for a unit.

For a comprehensive description and itemization of all such responsibilities, a new or prospective unit owner should reference the Association's governing documents including: Florida Statutes Chapter 718 Condominium; and Vivienda West Condominium Association's (VWCA) Declaration of Condominium, Bylaws, Articles of Incorporation, and Rules and Regulations. A hardcopy of the VWCA governing documents can be obtained from the Association's management company, currently Sunstate Management Group for a fee. These documents can also be found on the Association's internet web site (www.myviviendawest.com).

Each unit owner is obligated to maintain all Association documents within the unit.

Brief summary of an owner's maintenance responsibility for a unit:

1. All structural elements within the unit building, including but not limited to walls(both load and non-load bearing), ceilings, partitions and room dividers, wall studs, wall coverings, ceiling joists, all doors including sliding and interior doors, window trim, garage doors, windows, cabinets, cupboards, counter tops, floors, floor coverings, screens, insulation, lanai/atrium framing and lanai/atrium screening or covering and roofs and driveways not part of the original building construction such as some lanai roofs, and most atrium roofs.
2. All building appliances, such as, heating and air conditioning units and associated control fixtures, water heaters, kitchen fixtures, kitchen appliances, bathroom fixtures, sinks, washer, dryer and dryer vent, water softener, garbage disposal, and garage door openers;
3. All building water, waste and electric utility services included but not limited to, interior and exterior plumbing, all piping within and to the unit from the water meter, interior and exterior waste line plumbing to the county main waste line, interior and exterior electric wiring to the electric utility distribution service panel for the unit, electric circuit breaker box, and the unit grounding rod. The service distribution panel is located external to the unit and wiring from this distribution panel to the unit's external electric meter is maintained by the utility company.

4. All plantings within the unit planting area and all plantings in the common area planted by any owner of the unit. The unit planting area is officially a 2 foot wide planting area around the perimeter of the building. The Association's landscaper will trim all plantings in the planting area. Plantings in the common area planted by the current or any previous unit owner are the responsibility of unit owner to maintain. For further clarification see the Rules and Regulation Document.

Brief summary of the Association's maintenance responsibility for a unit.

The Association has responsibility to maintain the exterior painted surface of the unit building, the exterior building walls and stucco siding, window shutters, aluminum soffits and soffit trim, original roof and roof framing and trim, fix and repair the original side walk and driveway, lamp post, sprinkler system, lawn area around the building, and shrubs or trees around the building planted by the Association. Owners are expected to keep driveways and sidewalks clean and presentable, however any chemicals used are not to damage their surfaces.

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APPENDIX B

SOME ASSOCIATION RULE CLARIFICATIONS:

1. The Association is a 55+ age residential community, as such residents of a unit must be at least 18 years old and one resident must be 55+ years old.
2. A unit owner must submit an application to the Board identifying intended occupants of their unit if owner is not going to be present during the occupant's stay. Applications are available from Secretary or President. Note, an occupant in this context is one staying overnight and these occupant(s) must satisfy the age requirements of a 55+ age community.
3. As a residential community, operating any commercial business from a unit within the Association is not permitted, if in conducting such a business, the unit occupant is violating a county residential zoning ordinance.
4. Unit owners wishing to expand their Cable service outlets within their unit must do so without penetrating the exterior walls or framing of the unit. That is, the occupant is responsible for instructing the Cable service installer to install all cable runs desired within the interior walls of the unit. A unit should only have a single penetration through the unit's exterior block walls or framing for each type of Cable service installed, such as, Comcast cable service and/or Frontier/Verizon fiber optic TV/Internet service. There should be NO cable splitters exterior to the unit.
5. Lamp posts and areas around these posts are common elements/areas of the Association. As such, maintenance of these elements/ areas is the responsibility of the Association. Any proposed modifications to these areas or elements require at minimum Board review.
6. Unit owners are responsible for maintaining in good appearance all trees or plantings they or previous owners have planted in the common area around their units. If you have questions regarding what you may be responsible for please contact the Chairperson of the Lawn and Landscaping committee or the President.
7. A unit owner wishing to rent a unit, must provide a complete rental application to the Board. The Board has 30 days to approve or disapprove the application. A rental contract must be for a minimum of 12 months and must accompany the rental application. Renters must be available to be interviewed by Board and must provide proof of age. All required application forms can be obtained from the Association's management company.
8. A unit owner intending to Sell a unit must notify the Board and provide a completed "application of sale" form and other accompanying application forms. Proof of age of new occupants is required. The Board has 30 days to approve or disapprove a completed application package. All required forms can be obtained from the Association's management company.
9. The maintenance of gutters that surround a unit is the responsibility of the unit owner, which includes keeping the gutter's appearance presentable. Any painting to be done requires Board approval.
10. Any and all desired modifications or changes to elements of the exterior of a unit the owner is responsible for i.e. doors, windows, screening, gutters, lanai Roofing or enclosures, etc. must be approved by the Board. Appropriate documentation of the desired changes is required and must be provided to the Board for action. The Board has 30 days to approve or disapprove a submitted request that is satisfactory for Board review. If there are questions as to what is necessary for Board review please ask a Board member. No changes requested are to proceed until the unit owner has been notified by the Board of the status of the request.
11. All sidewalks and driveways are common areas, excluding expanded driveways/sidewalks installed by the owner or a previous owner. As such, these common areas are the responsibility of the Association to fix, repair or paint. Owners are permitted and expected to wash and clean driveways and sidewalks, provided no such action jeopardizes their surface.