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Living at Longboat Harbour



A Guide for Renters
Spring 2015

INTRODUCTION

Longboat Harbour (LbH) is a unique community of 300 owners. Most occupy their unit full time or the best part of the year; while others rent their unit from time to time. Condominium living is a cooperative venture. At LbH residents, even those owners who are “seasonal” are considered “permanent residents.” When you rent at Longboat Harbour, you are renting a home, not a room at a resort.

There is a wide range of activities and social events at Longboat Harbour. Renters are encouraged to join in and be a part of the community. This “Renters’ Guide” has been prepared to help you take advantage of all that Longboat Harbour has to offer. It is also meant to explain some of the dos & don’ts without the legal jargon. Office hours are Monday through Friday 8:00 – 4:00. The Office phone number is 941-383-2126 ; fax 941-387-8098. The website is longboatharbour.net. When arriving you must check in at the office on the first business day, to receive your gate sticker, vehicle sticker, letting them know you are here, and any other instructions.

Important: Before your arrival, call the office to get a four digit gate code that will allow you to enter. This code is used at the “guest” side of the gate at the call box with the key pad. This code is only valid for a limited time. On the “key pad” enter # and your four digit code. Previous renter’s, call before arrival to have your windshield sticker reactivated.

While reading this guide, recognize that the overarching principle in condominium living in general and at Longboat Harbour, in particular, is courtesy. Be mindful of others and please remember:

LONGBOAT HARBOUR IS A RESIDENTIAL COMMUNITY NOT A RESORT



RENTING AT LONGBOAT HARBOUR

Leasing or renting less than the entire unit is prohibited. In other words, sharing the rental cost or renting a room is not allowed. Nor may a renter (lessee) sublet or loan the apartment.

A short term renter (less than one year) may entertain overnight guests for a period not to exceed ten (10) nights and then only if the renter is in residence.

Minors (under 18) may not occupy a unit unless a parent (or legal guardian) is also in residence.

Compliance with the procedures, rules and regulations of any person occupying a unit, whether guest or tenant, is expected. The Longboat Harbour Owner's Association, Inc. may terminate occupancy and require a unit owner to cancel the lease and effect removal of occupants for any of the following causes: misrepresentation in the application; obnoxious, lewd or offensive conduct; creating a nuisance; abuse of property; disregard of rules and regulations of the Association or any applicable governmental requirements or regulations.

The owner is responsible for the interior of the unit, including such things as the appliances, the garbage disposal, all plumbing fixtures (including any back ups due to clogged traps), ceiling fans, hot water heater, air conditioner and air handling unit, all electrical components and wiring including circuit breaker box and circuit breakers, all lights, wall, floor, wall and ceiling coverings, and windows, window screens, window frames, and locking mechanisms. Those renting units must understand that their relationship is with the owner. Consequently, if a problem arises, such as the failure of the A/C unit, the occupant must look to the owner or the owner's agent for remedy. Most problems will be the owner's responsibility and the **Association will not assist in any matter which is not its obligation to repair or correct.**

REGISTRATION WITH OFFICE

For security and administrative purposes, and to help locating persons in an emergency, the office must be provided with information regarding the name(s) and the expected arrival and projected departure dates of persons who will occupy a unit. Most of this information is included in the Rental Application. Occupants will advise the office when they arrive and again when vacating the unit. This request is made for your benefit and security. While the office hours are 8:00 a.m. to 4:00 p.m. weekdays, please go to the office within one business day after arrival and obtain an auto parking decal, a copy of "The Renter's Guide," and a gate access sticker or code. Again, you are requested to call the office prior to arrival for a temporary gate code for access.

COMMERCIAL ACTIVITIES

The use of a unit is restricted to residential use only. Limited professional or business activities may be conducted but only if totally confined within the unit, meaning that they not be seen, heard or smelled outside the unit.

LOCKS, KEYS AND APARTMENT ENTRY

It is not the responsibility of the office to provide access to a unit on behalf of a renter. Be sure to make satisfactory arrangements in advance of arrival. Once here, anticipate that one day you just may lock yourself out, so insure there is a backup key available.

CHILDREN

The behavior and safety of children is the responsibility of parents, guardians and/or adult hosts at all times. Playing on apartment walkways, stairways, in elevators, in laundry rooms, roadways and parking areas is forbidden. Also, walking on top of the break-wall is prohibited.

PETS

Pets are not allowed.

ORDERS TO STAFF

Renters may not give instructions to the staff and the staff is instructed not to take any instructions from any Resident while performing Association duties. The policy applies also to vendors or contractors doing business for the Association who have been instructed not to discuss, answer questions or take orders or directions from anyone other than the General Manager, Maintenance Supervisor and/or a member of the Operating Committee.

NOISE COURTESY

Be considerate of others; please keep the sound level of conversations, radio, television or stereos at reasonable levels at all times, particularly if they are on your lanai. Sound is amplified within the harbour area and carries great distances with remarkable clarity; ensure that the sound is not audible in an adjacent unit. Be respectful of your neighbors in public areas as well by avoiding boisterous conduct and cell phone usage.

RECREATION AREAS

Only residents and guests are authorized to use the gymnasium, locker room showers, saunas, billiard table, card room, recreation hall, putting green, shuffleboard court, tennis courts, Beach House, and all swimming pools and pool areas. While non-residents (non owners and renters) may be invited to join in special events in the recreation hall, there are limitations placed on such invitations.

SWIMMING POOLS

There are a number of regulations that apply to the swimming pools, most of which originate in the Florida Statutes.

Pool rules:

- Pools hours are 8:00 a.m. to sunset.
- All persons must use the shower before entering the pool. Persons wearing bathing suits at the pools, whether using sun tan oil or not, must cover furniture with a towel or other suitable covering before sitting or lying on the patio furniture.
- No food is permitted in the pool areas, except for Association sponsored affairs. Drinks are permitted in unbreakable containers only. No glassware of any kind may be brought to or left in the pool areas or beach house.
- Tobacco use is not permitted at the pool.
- Children under the age of 14 must be accompanied and under the visual control of a responsible adult at all times when in the pool area.

CHILDREN NOT TOILET TRAINED ARE NOT PERMITTED IN THE POOLS

(Toilet trained means not wearing a diaper at any time – day or night, including swim diapers)
Rough play, loud verbal water games and running are not allowed in the pool area and large pool toys, rafts, floats, scuba equipment, etc. are not allowed.
Life preserver rings and ropes are safety equipment and, as such, playing or tampering with them is not permitted.

The pool decks are regarded as “quiet areas.” Boisterous or loud behavior will intrude on nearby units and also interfere with those who wish to use the pool area to relax, read or nap. Therefore, when listening to audio equipment, earphones (also called ear buds) or other such devices are to be used. Please **limit cell phone use at the pool for emergencies only. Please leave immediate pool area if using a cell phone.** It is not pleasant having to listen to other people’s business or personal conversations.

It will be appreciated if furniture is repositioned to its standard location and table umbrellas are lowered after use to prevent wind damage. Pool furniture may not be removed from the pool deck.

Smoking Policy

Smoking is not permitted on carpeted or tiled walkways, in storage areas, in laundry rooms, at pools, at the Beach House area, or in any Common Area building. This includes electronic smoking devices.

COMMUNITY CENTER

The community center contains a gym, billiard-card room, and lounge and meeting rooms.

GYM

The Gym Committee has provided guidelines for the use of this facility:

Because of limitations imposed by our insurer, use of the gym equipment by person under the age of 18 is prohibited. Younger persons may play ping pong, **but direct adult supervision is required.**

Enter and leave the gym only through the locker rooms. The door in the gym that exits to the outside is for emergency use only.

Please bring your reading glasses to the gym, at least during your first few visits. If you have never used the gym or taken the time to read the precautionary information and operating instructions for the equipment, it is most important for your safety that you do so.

Simple courtesies to others in the gym go a long way to enhance the gym experience. If someone is in the gym upon your arrival and the lights or air conditioning settings are not to your liking, discussing the matter with those already there would surely result in a satisfactory accommodation for both.

If someone is waiting for the piece of equipment you are using, limit your total time to a maximum of 30 minutes.

When finished, clean the piece of equipment with the materials that are mounted on the wall adjacent to the men’s locker room door.

If you shower after your exercise, remember to take any soap, shampoo, and personal items with you when you leave and be sure the shower door is left open in order to dry it out.

If you are the last one to leave either the gym or locker room areas, please turn off anything that is “ON” including the air conditioning, lights, heat, and sauna.

Do not overextend yourself. Be sure you are fit enough to use the gym - get a clearance from your doctor if you are in doubt.

Emergency Alarm

There are two emergency red “PANIC” buttons located just above the floor adjacent to the locker room doors. Upon depressing either button, a loud horn will sound alerting anyone in the area of the office/gym/Rec. hall complex that there is an emergency in the gym. During normal business hours the office will investigate and take appropriate action. At other times, anyone hearing the

alarm should investigate to see if there is an actual emergency and if needed **call 911**. If you accidentally activate the alarm, simply pull out the red button to turn off the alarm. To insure that emergency services are not called, **DO NOT** leave the area of the gym until everyone is aware that it was an accidental alert.

BEACH HOUSE / BEACH CHAIRS

The Beach House includes change rooms, toilets, and hot water showers and is available at any time for the use of owners, renters and guests. **Note: Renters do not qualify for their own “storage space” and must use the owner’s, as designated by the office.** Do not use chairs not belonging to your owner. Do not leave chairs and umbrellas on the store room floor; return to the appropriate slot.

THE HARBOUR, DOCKS AND BOATS

Marine animals such as manatee and dolphin often are seen in the harbour. Mote Marine Aquarium staff advise that they should be left undisturbed, so spraying manatee with a hose or clapping to attract dolphins is inappropriate.

Lifebuoy hung along the seawall are to be used for emergencies only.

There are two fish cleaning facilities. One is bayside at the northern end of our seawall; another is bayside at the southern end of our seawall in front of Building A. All fish cleaning is restricted to these two locations.

Do not feed sea gulls or other birds. They become a common nuisance and a health menace. Bird feeders are not allowed as they attract rodents.

Do not assume a dock or kayak rack will be available for use. The assignment and use of docks and kayak racks is administered by the Yacht Club. To obtain a berth, arrangements must be made with the Dock Master and use of a dock and kayak rack will be subject to a Dock Users Agreement. Contact Association office for current Dock Master.

It should be noted that commercial fishing boats in the act of fishing are sometimes seen in the harbour. Their use of the waterway is permitted by law.

Please do not throw pebbles or trash in the water.

MOTOR VEHICLES, ROADS & PARKING

Drivers: Please observe the speed limit – 15 m.p.h.

Be especially cautious, especially for people stepping out between cars and dumpster areas. The speed limit of 15 miles per hour applies to all roads within the complex and must be observed. Stop signs must be obeyed for everyone’s safety.

Note: After passing Building I, Exeter Drive becomes ONE-WAY. You must stay to the right.

Pedestrians: Remember that cars and trucks also use the road.

Walk facing traffic and keep to the side of the road. Today’s vehicles are remarkably quiet; pedestrians must be alert and listen for traffic.

All resident vehicles must have LbH identification sticker applied to the rear window. These are obtained at the office. Renters will receive a special decal for current year - these are non-

adhesive. Note: No vehicle owned by a renter may be left on the property other than during the term of the lease.

Numbered spaces are for residents only with a parking decal. Do not at any time assume that an empty covered parking space is available for your use. There is nothing more annoying than for residents to return to find their parking space occupied.

Park under carports, with the front of the vehicle facing the building. All trailer hitches, tow bars, and carrying devices, such as, but not limited to, bike racks, kayak racks, trays, must be removed from the vehicle when parked in carports and guest parking.

If the vehicle extends into the concrete drain, it cannot be parked under the carport. It must be parked across from the carport in guest parking.

Parking areas are restricted to non-commercial vehicles. No vehicle that has any business or advertisements, may be parked under car ports and said vehicles, regardless of type, must be parked at the beach after 5PM and have a parking decal. Motor coaches, vans, campers and trailers may be parked in the beach area ONLY and for no longer than 24 hours. A temporary VISITOR PERMIT, indicating that temporary parking is authorized, must be obtained from the General Manager and displayed on the vehicle. These vehicles are NOT to be used as living accommodation. Any vehicle without proper identification may be removed at the owner's expense.

Car washing facilities are available in the beach parking area. Washing and mechanical work is limited to that location. One may polish, but not wash, cars under the carport.

Unmarked parking spaces are for guest parking. Cars must not be backed into parking spaces.

Car horns should not be used except in case of extreme emergency and never to attract attention of persons inside an apartment.

Emptying ashtrays or otherwise littering parking areas is prohibited.

Note: There are no facilities at Longboat Harbour to charge electric vehicles.

GATES

Gate entry is accomplished by a window sticker attached to the inside of the vehicle. This will open residential and beach gates. When you arrive you will be able to purchase a window sticker. FOB's and transmitters are for owners only. You will be asked for a phone number that will be put in the gate listing with a code number assigned. This code when entered at the gate box will call your phone and you will be able to open the gate by pressing "9" on your phone. Give your code to those you are expecting to let into this complex. (Your name and code can be found by scrolling through the listing on the box, but this takes time). Instruct them to enter the # key and code number at the gate to call your phone. They cannot call from their cell phone for you to open the gate. The call has to come through the gate call box. The beach gate works only with the window sticker. If you were given a temporary four digit code, enter # and that code on the key pad at the box on the "Guest" side of the entrance and the gate will open.

BICYCLES

Due to the limited amount of space available, renters who bring bicycles with them or who rent bicycles while in residence must understand that there are very limited areas for storage. Therefore, they should assume that they may need to store the bikes in the vehicles

in which they were transported or in the unit. They may not be stored on the rear of vehicles while staying here.

All bike owners must get a dated tag from the office annually and attach it to their bike(s). Bikes may be stored in the first floor stairwells – but not at the end of the building where the elevator equipment room is located. When kept in the stairwell, they must be stored in the area at the side of or under the staircase and must not block the staircase in any way. Take care that handlebars do not protrude onto a step. Bikes may be stored in the few bike sheds if owner has removed their bikes, but this space is limited.

Bikes may not be stored under the carports or on any walkway. No more than two bicycles per unit may be stored anywhere in the complex, except in an owner's unit or storage locker.

Bikes must not be padlocked together due to the difficulty of moving two bikes together; nor may bikes be secured to the carports or to any part of any building.

LAWNS AND OPEN AREAS

Barbeques

There is an Association barbeque located near the shuffleboard court. It is available for use by any resident. There are also a number of "semi-private" barbeque grills located throughout the community whose locations are approved by the Board. These are maintained by several different groups of owners who collect maintenance fees. If a renter or owner, not already a member of the group wishes to use one of these barbeques, please inquire who is supervising its use and request permission. A fee will be charged. Other than these approved barbeques, the use of barbeque grills is restricted to the beach house area. They are not permitted on lanais, walkways, boats, or grounds (except as noted).

Sunbathing

Sunbathing is to be enjoyed only at the pool areas. Blankets, lawn chairs, towels, sleeping bags, etc., are not to be spread on the lawns nor is cooking (other than at the established barbeques), eating or drinking permitted there.

WALKWAYS & STAIRWAYS

Plants, baskets, doormats and other objects may not be placed on carpeting or affixed to pillars, walls or ceilings unless approved by the Board of Directors.

According to fire regulations, objects may not be placed or left in stairwells or on the stairways. The exception is the storage of bicycles under the stairways. Dust cloths, brooms, mops, tablecloths, rugs, etc., must not be shaken or beaten from walkways, lanais or windows. Building railings are to be kept clear at all times. They are not to be used to air or dry towels, swimsuits, clothing, linen, etc. Shoes, beach equipment or any other obstacles must not be left on the walkway. Items left in the walkway corridors can be a serious hazard for not only residents but also for emergency crews. The fire code is specific in this regard. Please remember not leave your screen door propped open.

LAUNDRY ROOMS

Each building has a laundry room equipped with coin operated washers and dryers. Use of the laundry is limited to owners, guests and renters between the hours of 7:30 a.m. and 10:00 p.m. only. Use American quarters only.

As a courtesy to others, please remove laundry promptly from washers and dryers at the end of

the cycle. Dyes are not to be used in washing machines. Clean up after using the equipment and be sure to empty the lint traps in the dryers, so the equipment is ready for use by the next person.

Please make use of the new high efficient detergents labeled “HE.” These detergents are specially formulated for front load washers. Only liquid bleach and softener should be used in these machines. To help avoid odors in the washers, leave the door open after removing your clothes. Do not use trash containers in laundry rooms for the disposal of any food or drink containers as it may attract unwanted creatures.

LAUNDRY BREEZEWAYS

Please keep the two doors at each of the breezeway next to the laundry room **closed at all times**. Unwanted creatures tend to seek the warmth of the interior when the weather chills. Once they are in the building, it often requires the services of an exterminator to deal with them.

GARBAGE AND REFUSE

Garbage containers (dumpsters) are to be used only for domestic waste and not for construction debris. All garbage and refuse should be bagged or wrapped.

Special bins are available for recyclable materials—newspapers and paper, plastic items, bottles, glass (but not sheet glass), cans, etc. Only the items specified should be placed in them since, if other than designated items are placed in these containers, recycling personnel will not pick up the container. Do not enclose newspapers or recyclables in plastic bags in these containers.

Empty the bags into the bins and dispose of the plastic bag in the dumpster. Waste Management will not collect recycle bins containing plastic bags.

Cardboard containers such as appliance cartons, shipping boxes, or any item that can be reduced in size must be broken down (collapsed) so as to use a minimum amount of space in the dumpster. Items left outside the bins will not be collected. Contact office about disposal of large boxes.

Note: Do not place disposal wipes, or anything similar down the toilets.

DUMPSTERS NOT FOR SCRAP / BULK

All owners should be aware that the dumpsters are **not to be used to dispose of furniture or building materials**. If one needs to discard a large or heavy item, please do not put it in the dumpster – call the office for help and advice.

ELEVATORS

If the alarm should be pushed by accident, **DO NOT LEAVE THE ELEVATOR CAB**. The trigger of an alarm automatically activates a phone call to an emergency command post. A person will be on the line momentarily. If there is no response from the elevator, it is assumed that a person has collapsed and requires help. In this case, an emergency team will be dispatched to the scene.

False alarms are expensive, and a waste of time for the EMS team. Please wait for the emergency operator to answer and simply tell the person that the button was pushed by accident. You could be saving another person’s life elsewhere by not having the EMS team arrive in response to a false alarm. Please advise your guests, children and grandchildren what to do if the emergency button is pushed by mistake

NOTICES, SIGNS AND DISPLAYS

Building Bulletin Boards are for official notices and announcements of community events only and can be found in all laundry rooms breezeway. No person may put up signs or notices, not approved by the office. Items for sale or rentals, with office approval, may be posted on the bulletin board in the hallway near the Recreation Room. There is a 30 day time limit. Commercial or personal signs of any kind may NOT be displayed on the grounds. This prohibition also applies to cars and boats.

WATER LEAKS

Every unit has a main water shut-off. If the occupier of the unit (owner/renter) intends to be absent for 3 or more days, the main shut off valve must be closed prior to leaving. If there is a failure in the plumbing within your unit, the consequences would then be minimal. (per Association Policy)

WATER CONSERVATION

Demand for water in Florida is enormous and growing. Moreover, its cost and the companion cost of sewer charges based on water consumption are rising. It is one of the most expensive items in the Association's budget. Consequently, owners and occupants are urged to be conscious of water consumption and make an effort to reduce its use.

There are simple things that can be done to conserve water – things like turning off the faucet. Do not let the water run while doing dishes, brushing teeth and shaving. A faucet drip or invisible leak in the toilet can use up to 15 gallons of water per day. Toilets can have “silent” leaks also. *If you believe your toilet or a faucet is leaking please notify your owner or his agent.*

REPORTING DEFICIENCIES & COMPLAINTS

Any emergency such as stalled elevators, failure of laundry equipment, clogged sewers, broken sprinkler heads, etc., should be reported immediately to the office at 941-383-2126.

The names and phone numbers of persons, firms or agencies such as fire, ambulance, and police that may be needed in an emergency are posted on the bulletin board in each building laundry room.

Remember, however, that any deficiency in the unit itself will be the responsibility of the owner to correct and the Association will not deal with any matter that is not its responsibility. Please contact the owner or his agent in this event.

BUILDING REPS

Each building has a “Building Rep.” The name of the individual for the building in which you are renting can found on a list in the laundry room bulletin board. Feel free to contact this person, or any other resident, if you are uncertain as to appropriate conduct or procedures in our community.

The basic philosophy at Longboat Harbour is that this is a community of friendly cooperative persons. In the event you should inadvertently do something in contradiction to our rules practices, you may be approached by an owner. Please understand that no conflict is intended, as these rules apply to all residents. It is hoped that you will take such a comment or advice in the spirit intended. Nevertheless, should inappropriate behavior continue, the office will be notified. There are established procedures to deal with serious or persistent violations which are contained in a “Violations Procedure” document. It is to be hoped that such procedures will need not be addressed.

ENJOY LONGBOAT HARBOUR

LbH has a wide range of activities such as parties, trips, and events of interest and renters are encouraged to participate. Weekly meetings for men and women are sponsored by the Men's Club and Harbourettes. There is regular publication of a newsletter, known as the INFO.

Longboat Harbour has a remarkable array of facilities, far greater than its size would suggest. More than that, it is a place with a spirit of friendliness. From its beginning, a spirit of cooperation and fellowship was fostered, an atmosphere that continues to this day. The foundation of this atmosphere rests on the codification of rules and practices which are based on mutual respect. This guide, it is hoped, will be useful for renters to capture the spirit of LbH.

ACKNOWLEDGEMENT

I acknowledge that I have received “A Guide for Renters” booklet.

Print Name

Signature

Date

Remove from booklet and leave with the office after signing.