

San Marco Condominium Association of Sarasota

Resident General Information Summary – Revised February 2018

(Please see Move In/Move Out Requirements on the Last Page)

NON-SMOKING FACILITY- The San Marco Condominium is a Non-Smoking Facility. Smoking is NOT permitted in common element & limited common element areas of the building, including, but not limited to, owners' balconies & terraces, stairwells, walkways, lobby, elevators, pool & plaza decks, fitness center, restrooms, sauna, trash rooms, parking garage and parking lot.

RECYCLING AND TRASH - Trash Rooms are located on each residential floor, adjacent to the passenger elevator. Trash deposited in the chute must be securely bundled in closed, sturdy plastic trash bags.

Boxes, cardboard, or loose material of any kind may not be deposited in the trash chute. Cardboard boxes must be broken down and may be left against the wall of the trash chute room or may be carried down to the garage and placed inside the main trash room. Styro-foam is not recyclable and must be broken down and treated as bagged trash.

Trash is only picked up from San Marco once each week. All trash and recycling material must be compressed so it will fit in the limited number of containers we use for the weekly curbside pickup.

Recycling containers are available in each trash chute room. Rinse all recyclable cans, bottles and food and drink containers to prevent odor and pests. Additional details are posted in each trash chute room. Construction materials may not be left in the trash chute rooms and may not be put down the trash chute.

REMODELING AND CONSTRUCTION -

Contractors may not use the trash rooms or trash storage corral, but must remove all trash and construction materials from the property each day. Fire sprinkler heads may not be covered, moved, painted or reconfigured. Drilling or screwing into concrete floors or ceilings is not permitted because highly-tensioned steel cables are embedded in the structural concrete. An

errant drill or screw could nick the cable causing it to break, resulting in major property damage or personal injury. **APPENDIX A of Residential Rules and Regulations** - provides contractor guidelines that must be followed when planning remodeling or construction activities.

ELEVATORS - Dogs, contractors, service technicians, furniture and appliance deliveries must use the South (Service) Elevator. No dogs, cats, equipment, furniture, appliances, tools, building materials, or large bulky items are permitted on the Passenger (Lobby) Elevator. The South Elevator must be draped with pads before it can be used for moves, delivery of bulk items, or by contractors or service personnel and their tools/work materials. Arrange with the Manager for elevator pads at least two working days in advance. No residential move in or out is permitted on Sunday or Holidays.

PARKING - Each unit has two assigned numbered parking spaces. Some spaces are inside the garage and some are outside. Please park only in the space that has been assigned to your unit, unless you have obtained written permission filed with the Manager authorizing you to temporarily use another owner's parking space. You cannot sell your parking space. Speed limit in the garage is 5 MPH.

UNIT KEYS - If you replace or re-key your unit door lock, a copy of the key must be provided to the Association Manager. Keys are kept in a locked security cabinet and are only used to enter an unoccupied unit for emergencies or scheduled maintenance.

MAIL AND PACKAGE DELIVERIES - There is a USPS mail deposit box adjacent to the South Elevator on the ground floor. Mail delivery boxes are in the main lobby adjacent to the Passenger Elevator. Package delivery services (UPS, FedEx) can enter the building and leave packages in the residential lobby or deliver them to your door.

COMMON AREAS:

Common Element Walkways - Storing personal items on the common element walkways is not permitted. The common areas - including the elevators, stairways, walkways, pool and patio, exercise room/sauna, storage room, restrooms, garage and parking lot - are NO SMOKING areas.

Storage Room - Each unit is assigned a storage locker. The locked Storage Room is located on the south end of the 2nd floor residential walkway. San Marco is not responsible for items placed in storage lockers. The following items may NOT be stored in the storage lockers:

grills or any type of cooking devices, generator, thinners, solvents, aerosols, glues, toxic cleaning products, hobby chemicals, pool chemicals, wet or damp items of any kind, items emitting offensive odors, food products, plants, fruits, vegetables, or produce in any form, combustibles or flammables, fuel or gasoline containers, oil, oily rags, gasoline, diesel fuel or kerosene, butane, propane, LNG tanks or containers, antifreeze or other automotive fluids, mattresses, upholstered furniture, carpets and rugs, guns, ammunition, motorized vehicles, or any device having an internal combustion engine, appliances of any sort.

The Association reserves the right to remove prohibited items stored in a locker.

Doors, Balconies & Patios - Your door and balcony are considered Limited Common Elements, and may not be altered, colored, or changed without the written permission of the Board of Directors. No permanent or temporary changes are permitted to the exterior of the building, which includes balconies, walkways and terraces. Wall hangings, decorator items, trellises, hammocks, wind chimes, planters, antennas, satellite dishes, cables or wires may not be attached to a wall, ceiling, column, or railing of your balcony or patio. If UV or heat-filtering window film is to be installed, it must be clear. All window coverings must show a consistent, un-patterned white or off-white color when viewed from the outside of the apartment.

Umbrellas, sunshades, and towels or blankets draped over the railings are not permitted. No

generators of any kind may be stored or used on a balcony. All furniture and other balcony items must be removed when a tropical storm or hurricane is forecast. If you plan to be away for any time during hurricane season, you must take in all items from your balcony or patio before leaving.

NO Barbecuing & NO Grilling - No barbecuing or grilling is permitted on balconies or on terraces. No propane, charcoal, or electric grills, hibachi, or smokers, or other similar devices used for cooking, heating, or any other purposes can be used, kindled or stored on any balcony or terrace.

Exercise Room, TV and Sauna - The door to the Exercise Room and Sauna on the second floor Plaza Deck is locked for security. You should obtain a key from the former owner of your unit or your landlord. Instructions on the use of the Sauna and exercise equipment are posted in the exercise room. Please turn off the TV, lights, and fan; reset the air conditioning; and lock the door when you leave the exercise room.

Pool - Pool rules are posted at the pool. Familiarize yourself with the rules for the comfort and safety of yourself and your guests. Children must be supervised at all times while at the pool. Bathers must dry off completely before using the elevator. Pool sounds can be heard in adjacent residences so maintaining sound at a polite conversational level would be appreciated by your neighbors.

Pets - Renters and their guests may NOT bring pets on to the San Marco property, or keep them inside any apartment, or on any common space. Owners with pets must use the South Elevator or the stairways when walking their pets. Animals must be on a leash and under control at all times. Pets may not harass, frighten, or inconvenience residents. Animals are not permitted in the pool or patio areas at any time. Dogs are limited to a maximum 40-pound mature weight. Owners are required to pick up after their pets. Feces and cat litter must be bagged and deposited in the trash-can provided next to the 12th Street garage door. Cat litter of any kind, particularly the "clumping" variety, may NOT be flushed down the toilet. It will clog the pipes and do serious, expensive damage to the common elements.

SECURITY, ELEVATORS, and ENTRY CONTROL:

Garage Doors - Each original owner has been provided two garage door remote control transmitters. If you purchased your unit from a previous owner, be sure to obtain the garage remote controls. If you are renting, obtain remotes from your landlord/owner.

The North & South garage doors have keypad locks. Combinations are changed periodically – codes are emailed to residents when they change or you can obtain the current combination from the Manager.

Using the Service (“South”) Elevator - The South Elevator has security features that do not permit it to be opened at the ground floor level. You must use your key fob and then press the Call Button to gain entrance or you may enter a special access code, 24 hrs./day, 7 days/week. If you press the call button and the elevator does not arrive and the door stays shut, it is in the process of returning to the ground floor.

To use the **South** elevator you need to enter a floor code to travel to all floors above the ground floor. The South elevator will return to the ground floor without requiring the entry of a floor code but to travel to any other floor, enter the floor code, using the floor buttons inside the car. The floor code is available from the Manager.

To enter the residential walkway from the second floor South Elevator landing, you must use the key pad combination lock located on the door.

Using the Passenger (“Lobby”) Elevator - Dogs, equipment, furniture, appliances, tools, building materials, large bulky items, bicycles, courtesy carts, and similar items, are NOT permitted on the Passenger elevator.

Using the Main Entrance - Residents can enter the building from the main residential entrance (near the Entry Control Speakerphone Panel), or through the door leading from the garage to the residential lobby, by using your key fob.

Visitors - can use the Entry Control Panel to telephone your unit so you can remotely unlock the door. Visitors must key in the numbers shown adjacent to your name on the resident index screen and the system will telephone your unit. The call has

to be made by the Entry system Speakerphone. You can unlock the door for your visitors by pressing the “9” key on your phone. To deny entry or end the call without remotely unlocking the door, just hang up, or press “#” on your phone. Pressing the “#” button on your phone automatically hangs up the phone. You can screen visitors by viewing the front door camera on your cable TV - channel 195 currently provides 16 camera screens for viewing various building locations.

Guest Visits - Due to resident security and safety considerations, only registered guests of owners can stay in your unit when you are not there. Please use the registration form on the San Marco website to register them in advance.

Guest Cars - Please notify Cassandra Galanopoulos, Property Manager, or the San Marco Condominium Association President, if owners and/or tenants have guest cars parked overnight in visitor parking spaces. Non-registered cars are subject to towing.

Stairway Security - In the event of a major storm or hurricane the elevators will be shut down, limiting access to the residential floors. For security purposes, all the ground floor stairway doors and all the doors on each floor of the North and South stairways must remain locked to prevent entry to the residential floors from stairways. All residents should obtain and carry a key to the stairway doors so they can enter and exit the stairway. For security, the key cannot be removed from the lock until the door is locked again. To open a stairway door from the outside, turn the key to the LEFT (counter-clockwise) until you hear a “click”. Hold the door open while you lock it by turning the key all the way to the RIGHT (clockwise) until you hear another “click”. Remove the key and close the door behind you. The door is now locked to prevent unauthorized entry. A key is not required to exit from inside the stairway on the ground level. The door has an inside emergency exit push-bar that unlatches the door when the bar is pressed. However, the door will lock when it closes and cannot be opened without using a key. The North and South stairway doors to the roof are locked for security.

Unoccupied Units - If you leave your unit for more than a few days, set your thermostat no higher than 80 degrees to conserve energy. Turn the power off to the hot water heater, and then turn OFF the main

water valve to the unit by using the shutoff valve located above the water heater inlet. The electrical switch for the water heater is located on the wall next to the heater unit.

MAINTENANCE - For routine common area maintenance requests involving facilities maintenance, lawn care, or common element housekeeping, you can submit a maintenance request form at www.SanMarcoCondo.com. All other common area issues should be sent by email or written form to Cassandra Galanopoulos, Property Manager, at Cassandra@MGMT.TV. Phone requests are for emergencies only.

ADDITIONAL INFORMATION - For additional information, owners can call the Property Manager, Cassandra Galanopoulos, during business hours at 941-312-5287 ext. 408. Tenants should contact their landlord or rental agent to provide all tenant support services.

WEBSITE - The unofficial San Marco Condominium website is www.SanMarcoCondo.com.

All residents must comply with the **San Marco Condominium Rules and Regulations**. This is available in the Condo Docs section on the website, or by contacting the Property Manager.

CABLE TV SERVICE may be ordered from Comcast, the only cable TV provider available in San Marco.

All **BUILDING CODES** and **COMBINATION LOCKS** are changed periodically. Owners are notified by email when the codes change.

ATTACHMENT B

MOVE IN/MOVE OUT REQUIREMENTS SAN MARCO CONDOMINIUM ASSOC.

A copy of these requirements should be provided to the mover before the move.

NON-SMOKING FACILITY - San Marco Condominium is a Non-Smoking Facility. Smoking anywhere outside of unit interiors is prohibited.

ARRANGE THE MOVE - Call the Operations Manager, Sean McDonald (941-373-5611) or Property Manager, Cassandra Galanopoulos (941-312-5287 x408) at least 48 hours before the move to arrange for pads to be placed in

the outside elevator.

TIMING THE MOVE - Moving is permitted only on Monday through Saturday, 9:00am to 5:00pm. No moves are permitted on Sundays or holidays. The elevator can only be accessed with a FOB & Call button or special keypad access code.

WHICH ELEVATOR TO USE - Use the South (outside) elevator only. Moving through the residents' lobby is not allowed.

DO NOT DISABLE THE ELEVATOR - The elevator is also used by other residents and commercial tenants and must remain operational. Do not block the elevator door to hold it at a floor.

MINIMIZE LOADING DELAY - Accumulate material to be loaded in front of the elevator, load it, and unload all at the destination floor. Release the elevator before moving material to the unit.

DAMAGE CONTROL - All common elements (elevator interior, doors and frames, walkway and walls, and unit door and frame) will be inspected by a San Marco representative before and after the move to ascertain damage, if any.

DAMAGE CHARGES - The cost of repairs to common elements damaged during the move, if any, will be charged to the owner of the unit. It is the responsibility of the owner to collect this charge from a tenant or the movers.

CLEAN UP THE MESS - Common element areas must be cleared of all debris, boxes, wrapping, etc. at the end of the move. Boxes must be removed by movers, or the owner/tenant must contact Waste Connections of Florida (941-953-6559) for special pickup & instructions .

AFTER THE MOVE - Call our Operations Manager, Sean McDonald (941-373-5611) or Property Manager, Cassandra Galanopoulos (941-312-5287 x408) after the move is complete so the pads can be removed.

