

issued 23 January 2020
updated 05 December 2022

GARDENS II OF ST ANDREWS PARK ASSOCIATION, INC. OWNER/RESIDENT HANDBOOK



**Gardens II of St Andrews Park Association, Inc.
Owner/Resident Handbook**

Property Management for our Associations

Association	Gardens II of St Andrews Park at the Plantation Inc. (GII)	St Andrews Park/Plantation Association, Inc.(SAP)	Plantation Management Association, Inc. (PMA)
Management Company	Argus Property Management, Inc.	Capri Property Management, Inc. (CPMI)	Advanced Management, Inc. (AMI)
Location	1062 E. Venice Ave., Venice, FL 34285	425 Commercial Court., Ste G, Venice. FL 34292	899 Woodbridge Rd, Venice, FL 34293
Website (see page 5)	www.argusvenice.com	www.cpmi.us/standrews-plantation	www.amiwra.com (official) www.tpcc.org (information)
Association Manager	Melissa Moritz	Debbie Green	Tara Hinze
Telephone	(941) 408-7413 or after hours (941) 364-3493	(941) 412-0449	(941) 493-0287
e-mail	melissa@argusvenice.com	debbie@cpmi.us	thinze@amiwra.com

Who to call for

Issue	Agent	Contact info
Emergency–fire, medical, violent crime, drowning	Emergency	9-1-1
Non-emergency crime or trespass	Sarasota County Sheriff	(941) 316-1201
Use of the Plantation Commons contrary to rules, trespassing or vandalism	PMA Association Manager- Tara Hinze	(941) 493-0278
Power outage	Florida Power and Light	1-(800) 468-8243
<ul style="list-style-type: none"> • Garbage or recycling issues • Pickup of old furniture, appliances, or items too large for the dumpster 	Waste Management or Sarasota County	(941) 493-4100 (941) 861-5000
Pest control (Hoskins)	G II Association Manager	melissa@argusvenice.com
Property Insurance issues or information	Atlas Insurance – Sheri Deer	(941) 552-4138
G II <ul style="list-style-type: none"> • Change of address or account issues • Problems in your building (examples) <ul style="list-style-type: none"> ○ My roof leaks ○ Water is leaking into my unit from another unit ○ Dryer vent problems ○ Exterior lighting ○ Sprinkler systems • Landscaping issues around the buildings 	G II Association Manager	(941) 408-7413 or after hours (941) 364-3493 melissa@argusvenice.com
SAP <ul style="list-style-type: none"> • Change of address for SAP • issues related to the pools, barbecue areas, streets 	SAP Association Manager	(941) 412-0449 debbie@cpmi.us
PMA <ul style="list-style-type: none"> • Change of address or account issues 	PMA Managing Agent	(941) 493-0287 thinze@amiwra.com

**Gardens II of St Andrews Park Association, Inc.
Owner/Resident Handbook**

Table of Contents

1. Introduction	3
2. Plantation Property	3
3. Plantation Governance	4
3.1 Community Associations	5
3.2 Association Websites	5
3.3 Governing Documents	5
3.4 Functions, Organization and Fees for the Associations	6
4. Services, Amenities and Maintenance	7
4.1 Provided by Gardens II	7
4.2 Provided by SAP	8
4.3 Provided by PMA	8
4.4 Provided by Florida Power and Light	8
4.5 Provided by Sarasota County	9
4.6 Provided by US Postal Service	9
5. The 4 R's: Responsibilities, Restrictions on Use, Rules, and Regulations	10
5.1 Rules and Regulations for GII	10
5.2 Current GII Administrative Rules and Regulations	11
5.3 Additional Restriction on Use-GII	13
5.4 Restrictions on Use-SAP	14
5.5 Restrictions on Use-PMA	14
6. Sale, Transfer, Lease of Unit	14
7. Extended Absence / Seasonal Closing Checklist	15

Gardens II of St Andrews Park Association, Inc.

Owner/Resident Handbook

1. Introduction

The Purpose of the handbook is to provide an overview of information you might need to enjoy living in Gardens II of St Andrews Park. It begins with a description of the property included in the Plantation, the larger community; St Andrews Park, our neighbourhood; Gardens II, our local community, and your Condominium unit. It describes the three levels of association that govern each area, how they work, the services they provide and the rules and regulations they have developed to make the entire community function well. It also includes checklists and advice on various aspects of living safely and comfortably in this wonderful community.

For convenience, the legal language of the official governing documents is summarized through the handbook. However, references to the documents are provided if you wish to verify the original intent. In all cases the official documents, not the handbook, should be used to settle disputes or verify decisions of the governing associations.

For this community to function well, owners must take an active part by serving in a leadership role on a Board or committee, attending association meetings and social events, voting, and assisting in various activities and upholding the rules of the community. The handbook provides contact information for you to communicate with Board members, property managers and service providers and to keep up to date on association affairs.

To keep things simple, if you have questions or concerns that need to be addressed immediately without reference to the handbook, contact Gardens II Association Manager at (941) 408-7413. See inside front cover for more specific directions on who to call to get prompt attention to various problem you might face as a condominium owner.

It is also a good idea to get to know and discuss association affairs and your involvement with the President and other Board members of our local community Association, Gardens II at St Andrews Park. The current Board members are listed with their addresses and telephone numbers under Properties/Gardens II at St Andrews Inc./Owners Page at www.argusvenice.com.

We need to keep this handbook current. If you have something to add or changes to report, please email them to info@argusvenice.com. The most up-to-date version of the handbook will be available under Properties/Gardens II at St Andrews Inc./Owners Page at www.argusvenice.com

2. Plantation Property

The Plantation is an extensive development of 1500 acres on both sides of Rockley Blvd between Tamiami Trail (US41) and Center Road and surrounds the Plantation Golf and Country Club, which is privately owned and not part of the Plantation. Within the Plantation are 62 constructed lakes with approximately 22 miles of shoreline and many environmental preserve areas. There are 48 separate neighborhoods comprising 2401 residences within Plantation.

Our neighborhood, St Andrews Park is bounded by Woodbridge Ave, Center Rd, Rockley Blvd and the northern boundaries of the Plantation Golf and Country Club and the Environmental Preserve. In the Park are 388 residences grouped into 14 smaller community associations including ours, Gardens II. Our community, Gardens II of St Andrews Park includes three buildings, 805, 807 and 809 Montrose Dr built in 1998 on a plot of land which extends southward from the edge of the street to the Plantation

Gardens II of St Andrews Park Association, Inc. Owner/Resident Handbook

GCC boundary and westward from the dividing line between Gardens I and Gardens II to the line between Gardens II and III.

Your property and the Commons When you bought your unit, you became the proud owner of the space enclosed from the interior undecorated drywall surface of the walls, ceilings and sub floor, and the doors and windows. Also, the interior of the unit's storage area is for your exclusive use. All other areas are considered common or limited common areas subject to common rules and regulations promulgated by Garden II (See Section 4).

The outer structure of the buildings (foundations, walls (including unfinished interior drywall), roof, and other external elements) along with the grounds surrounding the building including landscaping, general walkways and visitor parking areas are part of the GII commons owned collectively by all owners of GII. The garbage and waste management facility beside 806 Montrose Dr. is for the exclusive use, subject to GII Rules and regulations, by owners in GII.

More specifically, each of the 24 condominium owners in GII owns, in addition to their condominium, 1/24th of the outlying GII commons. As described in more detail in the GII Declaration of Condominium of the Association [para 5], the GII commons includes:

- The land within the GII property lines around the building
- All parking areas, driveways, and walkways
- The garbage enclosure
- All electrical apparatus and wiring to the meter for each unit, plumbing pipes and apparatus, cables, conduit, and pipes up to the shutoff valve on the exterior unit of the unit
- All structural beams, posts, and members within a unit
- Fire prevention equipment including exterior fire alarms and interior sprinkler heads.

The following elements are part of the GII "limited common elements":

- The carport together with the adjacent storage area intended for that unit's exclusive use
- Stairways (including landing area) and all HVAC equipment) intended for the exclusive use of the owner or owners of the units served (including the air handler and air conditioning unit which you are responsible to maintain or replace as necessary.

In addition, you became a partial owner of the property within Plantation not otherwise owned by the Plantation Golf and Country Club or Sarasota County (e.g., Rockley Blvd. and Wexford Blvd. are owned by Sarasota County). The Plantation Commons includes roads it owns, 62 lakes with 22 miles of shoreline, connecting waterways, 38 environmental areas, walkways, lighting, and open space within the Plantation. You have the right to travel on all streets and walkways, fish, or picnic in designated areas throughout the Plantation. You are also part owner of the St Andrews Park roadways, sidewalks, landscaping, entranceways, etc. Recreational facilities including the swimming pools and barbecues and the clubhouse are for the exclusive use and enjoyment by owners and approved tenants in St Andrews Park (SAP Declaration, para 5 and GII Declaration, para 20).

3. Plantation Governance

To ensure our collective enjoyment of our property, security, and the preservation of the Commons we require effective governance. That in turn depends on well-informed residents who cooperate and participate in how we are governed in the Plantation.

Gardens II of St Andrews Park Association, Inc. Owner/Resident Handbook

3.1 Community Associations There are three organizational levels of responsible for managing and maintaining the property. When you bought your condominium, you automatically became a member of each. As shown in the table below, each of these associations has its own board of directors which have overlapping responsibilities and powers. To understand how the governance system works it might be helpful to think about the three association levels in the same way that we understand the functioning of the three levels of government in the United States: federal, state and city/town. Their spans of control are commensurate with the areas they govern but designed to correspond to each community they represent. To see how it works in practice, talk to your neighbors, and go to association meetings. Become informed about association decisions by reading governance documents, meeting minutes and other association documents available on their individual websites.

3.2 Association Websites It is recommended that you contact each association to sign up for their website. There you will have free access to the governing documents along with notices, agendas and minutes of meetings, other official documents that you need to consider as an owner, along with notices of social activities, newsletters, contact information for Board members and residents' lists.

Association	PMA	SAP	GII
URL for website	www.tpgcc.org	http://www.cpmi.us/standrews-plantation/outside_home.asp	http://argusvenice.com/docs/2/20/PRIV_Owners.html
To gain access	Send name, address, email address to AMI at venice@amwri.com Complete email invite to create user id/password	Go to website, click on Resident Login, and complete Login Request to receive username and password	Sign in using password for all members: gds2st

Make sure each association has your contact information so that you receive notification of meetings, information about emergencies, services, or activities without delay.

3.3 Governing Documents These Associations are established under Florida State law (the 2015 Florida Statutes, Chapter 718 :Condominium Act) for GII and Chapter 720 :Homeowner Act) for SAP and PMA. These are available at www.leg.state.fl.us or under News & Info at www.argusvenice.com). The governing documents are available on the respective association websites.

Association	PMA	SAP	GII
Governing documents	<ul style="list-style-type: none"> • Declaration of Condominium • The Plantation Master Covenants • Articles of Incorporation • Bylaws 	<ul style="list-style-type: none"> • Declaration of Condominium • Articles of Incorporation • Bylaws 	<ul style="list-style-type: none"> • Declaration of Condominium • Articles of Incorporation • Bylaws • Rules and Regulations
Website access	www.tpgcc.org Home/Governing Documents	www.cpmi.us Communities/St Andrews Plantation/Documents/Declaration of Covenants	www.argusvenice.com Public Information/ Properties/Gardens II of St Andrews Association , Inc.

**Gardens II of St Andrews Park Association, Inc.
Owner/Resident Handbook**

3.4 Functions, Organization, and Fees for the Associations

Association	Plantation Management Association, Inc. (PMA)	St Andrews Park/Plantation Association, Inc.(SAP)	Gardens II of St Andrews Park at the Plantation Inc. (GII)
Functions	management, security and maintenance of private roads, entranceways to the Plantation, waterways, lakes, wetland reserves, preserves, parks, bicycle and other paths, walkways/sidewalks, and other open areas in the Plantation other than those owned by the Plantation Golf and Country Club or Sarasota County	management and maintenance of private roads, viz. Montrose Dr., Tartan Dr., Chalmers Dr., Woodbridge Dr., entranceway to those roads, three pools including their furnishings, equipment and BBQs, the clubhouse and other open areas included in its area of responsibility. It also organizes a variety of social activities for residents of SAP	management and maintenance, including landscaping, of the buildings 805, 807 and 809 Montrose and related commons areas
Owners	2401	388	24
Communities	48	14	1
Boards	5 members	7 members	3 members
Board meetings	monthly (except over the summer) at the AMI Office, 899 Woodbridge Rd.	2 nd Thursday of each month at the St Andrews Park Clubhouse, 871 Chalmers Dr.	3 rd Thursday as required (Meeting notices are emailed to owners and posted by the 806 Montrose Pool)
Annual meetings	Each March at the Fairways Recreation Center Clubhouse, 951 Wexford Blvd for committee reports and member questions	Each December at the Clubhouse for the election of Board directors, committee reports and member questions	Early in each new year at the St Andrews Park Clubhouse for election of Board members, reports and member questions and comments
Special Meetings	PMA Articles of Incorporation, Articles X, IV para 2, 5	SAP Bylaws, Articles IV para 2	G II Bylaws, Section II, para 4
Fees	annual fee per unit set by the Board in its annual budget and due on the first day of January. Additional assessments may be determined by the Board to cover capital expenses if not provided for by the reserves.	a monthly fee per unit set by the Board in its annual budget and collected directly from the GII Association	quarterly fees set by the Board in its annual budget and due on the first day of January, April, July, and September. Additional assessments may be determined by the Board to cover capital expenses such as roof repair, if not provided for by the reserves.

Gardens II of St Andrews Park Association, Inc.
Owner/Resident Handbook

4. Services, Amenities and Maintenance

4.1 Provided by Gardens II

- **Buildings** GII maintains, repairs, and replaces all common elements including walls, roofs, foundations, and slabs. Be aware that the Association has “ the irrevocable right to have access to each unit from time to time during reasonable hours as may be necessary for the maintenance, repair or replacement of any common elements therein (e.g., sprinkler system, dryer vents), ...during any hours for performing necessary emergency repairs or procedures to prevent damage to the common elements or another unit” (GII Declaration para 10 A,B). As an owner you are obligated to maintain, repair, and replace all aspects of your unit including doors and windows, electrical and plumbing which are not part of the common elements as specified in the GII Declaration para 10 B.
- **Liability Insurance** GII maintains public liability insurance covering all common elements. As a unit owner you are responsible for obtaining public liability insurance covering losses in and about your unit, as you may deem appropriate (GII Declaration para 12).
- **Property Insurance** GII maintains fire and extended coverage insurance on all the GII common elements, the respective units and personal property of the Association for full replacement costs or insurance value (GII Declaration para 11). As a unit owner you shall be responsible for insuring your own personal property within your unit, all improvements, appliances, finishing to inner walls, floors and ceilings, doors, and windows; you are also responsible for insuring any improvements within any limited common element assigned to your unit (GII Declaration para 11). A copy of the most recent Mitigation Verification Form which you might need is available under Properties/Gardens II at St Andrews Association Inc., /Public Information/Certificates at www.argusvenice.com. If you require additional information regarding this insurance for mortgage or other purposes, call the current provider, Atlas Insurance (941) 552-4138.
- **Landscaping** GII hires a contractor to provide landscaping services (planting, grass cutting, trimming, irrigating, pruning, cutting, etc.) for the commons. Similarly, landscaping services are provided for St Andrews Park and the Plantation by the respective associations. You may supplement this with potted plants in as prescribed in GII R & R. You may not plant, injure or remove plants from common areas or environmental preserves (PMA Covenant, para 7 g).
- **Water** GII pays for water and sewage for all building as part of the condominium fee. There are no individual meters. You are required to shut off water to your unit if away for more than 48 hours. (GII R&R) Although there is an external shutoff valve for each unit, it is recommended that owners install their own shutoff valve within their units. Owners are responsible for the condition of the water pipes from the external shutoff throughout their unit and for damage caused by leakages from those pipes or connected appliances such as water heaters, dishwashers, washers, etc.
- **Cable TV** GII pays for a limited basic HD TV service provided by Comcast (Xfinity) as part of your condominium fee. Owners may arrange with Comcast or another provider of their choice for telephone, internet, or other cable TV services.
- **Exterior Lighting** Exterior lighting on each building is turned on and off automatically by photo sensors for each building. If bulbs require replacement, contact the GII Association Manager.
- **Fire prevention** Your condominium is protected by sprinkler systems and fire alarms which are maintained and serviced by GII. You will be notified of periodic inspections or maintenance managed by GII. Replacing sprinkler heads that do not pass inspection will be very expensive for the association, which is responsible for the heads, and for individual owners who are responsible for follow-up ceiling repair. It is important that owners avoid contact with the heads and do not paint very near of over the heads. Within your unit, you are required to maintain the smoke alarms and replace batteries annually.

Gardens II of St Andrews Park Association, Inc. Owner/Resident Handbook

- **Dryer vent cleaning** GII hires a contractor to clean dryer vents in all units periodically. You will be notified in advance of the contractor coming to service your unit.
- **Pest control** GII hires a contractor, Purcor, Inc. to provide pest control services for all units and the commons. You will be notified in advance of the contractor coming to service your unit annually. If you have a problem, email your concerns to the G II Association Manager. Include your name, address, phone number and pest problem. The Manager will relay the information to Hoskins who will call and schedule a service appointment for you.
- **Garbage and Recycling Facility:** GII maintains its own garbage facility for exclusive use of GII residents. Pickup service is provided by Sarasota County (See section 4.5 below for service details)

4.2 Provided by SAP

- **Clubhouse** the St Andrews Park Clubhouse at 871 Chalmers Dr is for the exclusive use of residents of St Andrews Park and their guests. It contains space for meetings and community events which are listed on a Calendar of Events on the SAP website www.cpmi.us . To reserve space in the clubhouse for an event contact Debbie Green, SAP Association Manager at debbie@cpmi.us or call (941) 412-0449. The clubhouse also has public Wi-Fi and a library where residents can exchange books. The entry code for the clubhouse is 4251 and for the washrooms 5142.
- **Swimming pools** SAP maintains and furnishes three swimming pools in St Andrews Park for the exclusive use of residents. They are located at 806 Montrose Dr., 871 Chalmers Dr. and 935 Tartan Dr. These are tested daily, as required by state law, by the maintenance contractor or a group of community volunteers to ensure the water is safe. The SAP Board has directed the contractor to set all pool temperatures at 85 degrees. Pool rules are posted at each pool. The entry code for all pool washrooms is 5142.
- **Grills** SAP provides a community gas barbecue adjacent to each pool. SAP may periodically service it, but it is the responsibility of users to shut off gas and clean the grills after use. Note, GII residents may not use personal barbecues at any locations including their carports (PMA Master Covenant, Section 7).
- **Streets, walkways, and other SAP common elements:** SAP maintains these elements and contracts landscaping services for them.
- **Social Activities** SAP sponsors a social committee that organizes several social activities for the communities in St Andrews Park. Most are held at the St Andrews Park Clubhouse. Notices are posted on the GII notice board beside the Montrose Pool. Activities are also listed on the Events Calendar at www.cpmi.us

4.3 Provided by PMA

- **Security** Security service is no longer provided by PMA. If you see any suspicious behaviour that could damage property or create unsafe conditions, contact the Sarasota County Sheriff at (941) 316-1201. **In an emergency, call 9-1-1**
- **Maintenance** PMA contracts services for landscaping and maintenance of lakes, waterways, streets, walkways, and other PMA common elements.

4.4 Provided by Florida Power and Light

- **Electricity** Electricity for which you are charged monthly by FPL is metered for each unit. (Visit www.fpl.com or in case of power outage call 1 (800) 468-8243)

Gardens II of St Andrews Park Association, Inc. Owner/Resident Handbook

4.5 Provided by Sarasota County

- **Police Services** Sarasota County Sheriff at (941) 316-1201 or **in an emergency, call 9-1-1**
- **Fire Services** **In an emergency, call 9-1-1**
- **Garbage and recycling** Garbage and recyclables are picked up weekly by Waste Management. (941) 493-4100.

Residents are expected to follow guidelines of Sarasota County in disposing of any waste (See the latest version of the Sarasota County *Homeowner How-to Guide* at www.scgov.net or call (941) 861-5000 if you have questions). Non-compliance with these guidelines could result in excess fees or fines for GII. In summary the County requires that residents must separate garbage and recyclables.

- Garbage must be placed in closed plastic bags before being deposited in the dumpster. Small appliances and TVs (less than 40 lbs) may be placed in the dumpster
- Recyclables must be placed in recycling bins. Since November 2019, it is not necessary to separate the following groups of recyclables: paper, paperboard, and cardboard (broken down and no more than 2'x3'); plastics (with symbols #1-5,7), empty aerosol cans, milk and juice boxes, aluminum cans, foils and trays, steel cans glass bottles and jars (all colours but not broken)
- Non-recyclable items: plastic film, plastic bags, polystyrene foam, paper napkins and cups, yard waste, foods or liquids, alkaline batteries, etc. (see *Homeowner How to Guide* for complete list) should be disposed of with garbage.
- Household hazardous wastes and electronics (e.g., paints, chemicals, cleaners, fluorescent lamps, computers, printers, keyboards, cell phones, batteries other than alkaline) must not be thrown in the dumpster. They must be taken to the Jackson Rd Transfer Station at 250 S. Jackson Rd. (open from 8am to 4pm Wednesday to Saturday)
- Bulk and oversized items (e.g., furniture, mattresses, bathroom fixtures, carpets, appliances) must not be put in the dumpster. Call Waste Management at (941) 493-4100 to schedule free pickup. Do not put these out by the dumpster until you have made these arrangements.
- Alternatively, you may take household garbage, construction debris, tires, bulk waste, larges TVs and monitors, or oversized items to the Central County Landfill at 4000 Knights Trail Road (open from 8 am to 5 pm Monday to Friday). Standard disposal fees apply.

4.6 Provided by US Postal Service

- **Mail delivery:** the US Postal Service delivers mail to the GII community mailbox in the afternoons every day of the week except Sunday. To track your mail or parcels, you might want to register for USPS Informed Delivery at www.informedelivery.com . You can also arrange to have your mail forwarded by obtaining a mail forwarding application card from the mail carrier or at the local post office at least two weeks before leaving. Or go online to www.moversguide.usps.com (The online process only works for forwarding addresses within the USA). Avoid third party websites that charge for and often fail to deliver the forwarding service.

Gardens II of St Andrews Park Association, Inc. Owner/Resident Handbook

5. The 4 R's: Responsibilities, Restrictions on Use, Rules, and Regulations

The purposes of the associations at all levels are to maintain the community, promote the health, safety and social welfare of the residents and give them a voice in their governance (PMA articles of Incorporation, Articles II-B and C; SAP Articles of Incorporation Article II A, B and C).

The governance documents of the three association levels specify rules, regulations and restrictions that govern our activities in The Plantation. Such rules must be fully compliant with the Florida Statutes Chapters 718 and 720. It is the responsibility of all residents to uphold the rules and regulations.

The following sections provide a summary of the rules, regulations, and restrictions of use with which owners and others who use their units should be familiar. Included are references to the text in the governing documents to which one should turn to settle differences of opinion or disputes.

5.1 Rules and Regulations for GII

For Gardens II, "the Board of Directors may from time to time adopt such uniform administrative rules and regulations governing and restricting the use and maintenance of the condominium units and the Common elements and other property owned and operated by the Association as may be deemed necessary and appropriate to prevent unreasonable interference with the use thereof and assure the enjoyment thereof by the unit owners" (GII Bylaw Section IX). These rules and regulations must recognize rights of unit owners "to use the common elements in conjunction with the owners of the other units.... The unit owners in the aggregate shall be entitled to equal and full use and enjoyment of all the common elements ... except as may be restricted by the reasonable and uniform regulations duly adopted by the ... Board of Directors." (GII Declaration Paragraph 5).

GII administrative rules and regulations may be reviewed, revised, and reissued from time to time by the Board (GII Bylaws, Section IX). However, written notice of any meeting at which Amendments to rules regarding unit use will be considered shall be mailed or delivered to unit owners and posted conspicuously at least 14 days prior to the meeting (GII Bylaws, Section III, para 7). Members (at least 10% of the voting rights) may also call a special meeting at any time by written request for any purpose including discussion of rules and regulations (GII Bylaws, Section II, para 4).

Compliance with uniform rules and regulations as agreed to by the owners is for our mutual benefit. These rules are designed to maintain the properties and facilities to the highest standards and to facilitate enjoyment of that property by residents and their guests. As an owner you are responsible to ensure all persons using your unit follow these rules. Failing that, the Boards of GII, SAP and PMA are empowered and obligated to enforce the rules and in the case of non-compliance to fine offending parties after due consideration and process (GII Declaration, para 10B and 21; PMA Articles of Incorporation, Article II K; and SAP Articles of Incorporation, Article III E and I).

Gardens II of St Andrews Park Association, Inc.
Owner/Resident Handbook

5.2 Current GII Administrative Rules and Regulations (revised and approved by the Board at its meeting on 18 March 2019)

Part A based on GII Bylaw Section IX

1. Water Supply: unit owners and renters are required to turn off the water to their unit if they are away from their unit for more than 48 hours.
2. Access Key: unit owners are required to provide the Association with an access key and/or code to their unit in case of an emergency, or for any scheduled inspection or service.
3. Dumpster: only occupants of units are authorized use of the dumpster assigned to Gardens II. If you observe others using our dumpster, please contact a Board member, or our Association Manager.
4. Liability Insurance: new owners must provide the Association with proof they hold such insurance. At the Board's discretion, and no more frequent than once per year, all owners may be required to prove they hold such insurance. [Additional to GII Declaration Section 12 & The Florida Condominium Act 718.111.11].
5. Transfer and Lease of Unit: prior to sale, transfer or lease of any unit, the unit owner shall submit to the Association written notice, using the forms provided on the Gardens II Website, of the name, permanent address, telephone number, e-mail address, etc. of the buyer or lessee. [Additional to GII Declaration, Section 14].
6. Notice of Meetings: additional to any other requirement in the Declaration or By-laws, unit owners, who have given consent, will be informed via e-mail of any Board, AGM or SGM meeting in accordance with the appropriate timeframe specified in the Bylaws. In addition to meeting date/time and place, the following will be included in the meeting notice: proposed agenda; previous meeting's draft minutes; any other document pertinent to unit owners which may be discussed during the meeting. [GII Bylaws III Paragraph 7].
7. Annual Financial Report: unit owners will be provided with year-end financial reports twenty-four 24 hours in advance of the AGM for discussion therein.
8. When Absent from Gardens II: recognizing that we are in a hurricane zone, owners and residents are required to safely store in their unit or storage shed, all moveable items, whenever they expect to be away from their unit for more than seven [7] days. This includes bicycles, chairs, tables, flowerpots, etc..
9. Smoke Detectors: Florida state law requires smoke detectors near each sleeping area. Owners are responsible to ensure these are in operational condition throughout the year. The corporation may inspect these units annually. Any detectors found to be non-operational, must be repaired or replaced within 30 days at owner expense.
10. No Grills/BBQs of any type are allowed. A public grill is located adjacent to the cabana at the pool. [Additional to PMA Master Covenant Section 7. And GII Declaration Paragraph 13(n)].
11. Parking spaces are for parking vehicles and are not intended for storage. All vehicles in any carport or other parking space must be in working order and properly licensed. There may be no vehicle repair on Association property, except for emergency repair necessary before removing the disabled vehicle from the property.
12. Carports: the area of an owner's carport is defined by the outer edge of the two cement slabs for that carport. The carport shall be used solely for the parking of a private passenger vehicle, a golf

Gardens II of St Andrews Park Association, Inc.
Owner/Resident Handbook

cart and two bicycles, provided all remain within the defined area of the carport; [to clarify differences between GII Declaration Paragraphs 6(a) and 13(t)].

13. Screen Doors: replacements to original screen doors must be installed exterior to a unit's front entrance, with all white framing and the centre part of the screen door of glass or screen material. Lower metal panels are prohibited. Owners are responsible for the maintenance and the as required replacement of these.

Part B Use of Common Property based on GII Declaration, Article 5

1. Personal Items on Common Property: except as provided in any other Rules or Regulations, unit owners may not place such objects on common property, except temporarily during use. Nothing is to be affixed, hung from, or leaned against any part of a building or carport.
2. Owner's Potted Plants: must be of a form, quantity, and location acceptable to the Landscaping Committee, as overseen by the Board. It is the owner's responsibility for their care, including, but not limited to watering, pruning, bug control and removal/replacement when they have become unsightly or have reached their end-of-life.
3. Upper Middle Unit Landings: with joint agreement, upper middle unit owners may place, no more than two chairs, one table and a doormat on their landing.
4. Lower Unit Entrance Walkways: owners may place two chairs, one table and a doormat on their walkways provided they do not impede access to the units.
5. Exterior Holiday Season Decorations: decorations and wreaths may be displayed (hung, but not fixed to the building structure) from two days before Thanksgiving through January 6th. Lights may operate from dusk until midnight and must be of continuous illumination.
6. Access from Lower Units: with written Board approval in advance, lower unit owners are permitted to lay a single line of up to 16" patio stones from their lanai door to the nearest point of common grass. This is for access use only.

**Gardens II of St Andrews Park Association, Inc.
Owner/Resident Handbook**

5.3 Additional Restrictions on Use-GII

The foregoing GII Rules and regulations complement and, in some cases, extend restrictions of use already included in the GII Declaration. The following is the list summarizing restrictions from Paragraph 13 in the GII Declaration.

Do not:

- Use your unit for other than a residence (part a)
- Do any of the following without prior written consent of the Association (part b):
 - Paint or change the appearance of any exterior surface
 - Place any awning, blind or sunscreen on the outside of exterior openings
 - Place window coverings without a solid light-coloured and outward-facing liner
 - Treat windows with a coating that adversely affects the exterior appearance of the building
 - Plant anything outside the unit (except in pots as allowed by GII Rules and Regulations)
 - Erect exterior lights, signs in windows or exterior walls except as allowed by GII Rules and Regulations
 - Erect or attach any structures or fixtures in the common elements
 - Make any structural additions or alterations (except the erection or removal of non-supporting partitions wholly within the unit) to the common elements
 - Fasten any objects to the walls or ceiling of a unit unless they can be removed without substantial damage to the wall or ceiling structures
- Permit loud and objectionable noises or obnoxious odours to emanate from the unit or common elements (part c)
- Make illegal use of the unit (part d)
- Fail to conform with the requirements of the rules, regulations and requirements contained in the documents of all three associations or permit access by the GII Association as required in the Condominium Act and GII Declaration para 10 A,B (part e)
- Erect or construct any wire, antennas, garbage or refuse receptacles or other equipment or structures in the common elements (part f)
- Do anything that will increase insurance rates for the Association or other unit owners (part g, h)
- Subdivide a unit for sale or lease except to the owner of an adjacent unit (part i)
- Obstruct ingress or egress to other units or the commons (part j)
- Hang any laundry or other unsightly objects (e.g., mats, rugs, or towels) outside (e.g., from bannisters) or inside which are visible outside your unit (part k)
- Leave anything in the common elements that would be unsightly or hazardous (part l)
- Fail to keep your unit and associated limited common areas clean and free of trash (part m)
- Allow any fire or health hazards to exist in or around your unit (part n)
- Rent or lease a single room (part p)
- Lease a unit for less than a period of three months (part q)
- Keep any animals other than one dog or one cat, caged birds, and small marine animals in aquariums; allow any authorized pets to use the commons except on a leash accompanied by its owner (part r). Any pet that becomes a nuisance to other owners in the sole opinion of the Board shall be removed immediately
- Park overnight any commercial truck, boat, motor home, trailer, or similar vehicle in any parking area (part s)
- Store a golf cart outside your carport (part t)
- Enclose a lanai (part u)
- Discharge saline or other regenerating solutions or chemicals on to commons (part v).

Gardens II of St Andrews Park Association, Inc. Owner/Resident Handbook

5.4 Restrictions on use-SAP

SAP includes some additional restrictions that affect the entire St Andrews Park. Those included here are related to your use of the Plantation commons and summarized from the SAP Bylaws

Do not:

- Make any structural additions or alterations to the community property
- Fasten any objects to exterior walls
- Discharge any chemicals to affect landscaping ... or pollute community drainage systems.

In addition, SAP has posted pool rules at each of the community pools.

5.5 Restrictions on use-PMA

PMA includes some additional restrictions that affect the entire Plantation. Those included here are related to your use of the Plantation commons and summarized from the PMA Plantation Covenant Section 7.

You may use Plantation roads, sidewalks, designated ponds or lakes and open areas for driving, cycling, exercising, swimming, picnicking, fishing, or boating (part f). However, the following uses are not permitted without written approval of the PMA Board.

Do not:

- Operate a motorcycle (displacement greater than 50 cc) on other than roads
- Boat, fish, or swim in other than designated lakes or ponds
- Permit free running of pets
- Picnic or light fires in other than designated picnic areas
- Fell trees or injure any landscaping
- Discharge any material other than natural drainage into any pond, lake, or water course
- Park a restricted vehicle (any vehicle designed to provide temporary living space, boat, racing car, trailer) or commercial vehicle (except those owned or operated by non-resident professional or trades persons coming onto the premises to perform services) in any area of the commons

6. Sale, Transfer, Lease of Unit

Prior to sale, transfer, or lease of unit, you must provide the GII Association with written notice using the appropriate form provided on the GII website under Properties/Gardens II at St Andrews Association Inc., /Public Information/Forms at www.argusvenice.com .

There are two additional restrictions specified in the GII Declaration, Paragraph 13. Owners may not:

- Rent or lease a single room (part p)
- Lease a unit for less than a period of three consecutive months (part q)

Gardens II of St Andrews Park Association, Inc.
Owner/Resident Handbook

7. Extended Absence/Seasonal Closing Checklist

Here are some tips for closing your unit if you leave for an extended period:

- Turn off main water supply for your unit
- Turn off water supply to washing machine and hot water tank
- Remove and store all personal items from common and limited common areas
- Lock doors and windows
- Remove perishables from cupboards and refrigerator
- Empty and turn off icemaker
- Turn refrigerator off and leave door ajar or close door and leave refrigerator on low to prevent mold
- Run dishwasher full cycle without detergent
- Leave ajar doors of cupboards, closets, oven, dishwasher to prevent mold
- Set air conditioning to 77 degrees/automatic fan and leave on. Alternatively, use a dehumidifier set at 58%. (Go to Ways to Save/Seasonal Residents at www.fpl.com for more details)
- Put your tv, internet, phone service on hold for 90-270 days at no charge with Comcast at www.xfinity.com/seasonal or call 1(888) 541-6174
- Unplug or turn off circuit breakers for your devices that might be damaged by power surges such as microwaves, TVs, audiovisual equipment, your refrigerator if you plan to leave it open and off, routers and modems (Comcast recommends that you leave their equipment on), etc.
- Arrange with the US Postal service to forward mail
- Arrange for someone to check your unit periodically.