

# **Bahia Vista Club of Venice, Inc.**

## Rules and Regulations

Adopted: June 4, 2020

Revised: May 20, 2021

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## **Bahia Vista Club of Venice, Inc.** **Rules and Regulations**

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### **Purpose**

The following rules, approved by the Board of Directors of the Bahia Vista Club of Venice, Inc., govern the complex, yet provide a peaceful, protective and enjoyable freedom to all residents. We appreciate cooperation in maintaining the safe environment set for Bahia Vista Club of Venice, Inc. Property owners who rent their units are expected to advise their tenants of these rules and to supply them with a copy.

As we move through this period of pandemic, it may be necessary for the Board of Directors to make changes in this booklet. Board members are committed to taking appropriate steps to promote the health and safety of our owners and residents. In this effort, the board will consider directives, guidelines, and recommendations put forth by the CDC, state and county boards, our insurance companies, and our attorney.

### **Owner/Tenant Use**

Owners who rent or lease their units relinquish all rights to the USE of the common grounds. This includes dock, pool, laundry room, mailbox, parking lot, etc. Owners are not allowed use of these facilities during their tenants' occupancy, terms of lease, or rental period unless they are using the common elements as a "guest" of their tenant or another owner.

### **Guests of Residents**

- Owners/tenants are held responsible for their (as well as their guests') conduct at all times.
- Any guest who is visiting for 24 hours or longer may use the common grounds subject to all written/posted regulations, except for dockage space. Dockage space rental is available to renters of 3 months or longer.
- Visitors of less than 24 hours have full use of the common grounds (**pool, dock, etc.**), subject to all written/posted regulations, **PROVIDED THE OWNER/TENANT IS ON THE PREMISES.**

### **Parking Area**

- There are forty (40) units at Bahia Vista Club. Each unit has one parking space assigned by the Board of Directors for the length of ownership.
- Any owner/tenant with a motor vehicle is to use the parking space assigned.
- City regulations do not allow for long term parking (more than 2-3 days) on our south property perimeter. No parking is allowed outside our east perimeter wall.
- The five (5) parking spaces marked GUEST are for guest and service vehicles only. Because of the high demand for guest spaces, especially during the season, the following rules are to be followed:
  - Residents' cars are not to be parked in guest spaces.

### **Parking Area Continued**

- Residents who wish to reserve a parking space for a guest may park their vehicle on the street, leaving their assigned spot for the guest.
- Guest spaces may be used by guests for a period of **five days**.
- Service vehicles may use guest spaces as needed from May 1 through December 15.
- From December 16 through April 30, service vehicles may use the guest spaces if
- the service provided will be concluded in one day or less.
- If the service requires more than one day, the resident's parking spot may be made available to the service vehicle; the resident's car can then be parked on the street.
- An exception will be made only if the service vehicle is too tall to fit under the car port.
- No boats, trailers, or any type of mobile home may be parked on the premises. Non commercial vans/pick up trucks and other licensed motorized vehicles, which conform to existing carport space, are allowed.
- Owner/tenant vehicles with commercial signs may not be parked in the parking lot.
- Children are not allowed to play in the parking lot. Parents must assume full responsibility for their children at all times.
- Skateboards, skates and bikes are not allowed on the parking area except to enter or exit the complex.

### **Assignment of Parking Spaces**

Each unit is assigned one parking space. The Board of Directors makes parking space assignments.

- Any owner who wishes to change the present parking space for his or her unit may submit a written request to the Board of Directors.
- When a unit is sold or the title is changed, the Board of Directors will determine whether to change that unit's parking space.
- If a change is to be made, the requests that have been submitted to the Board will be considered in order of submission, with the oldest request being considered first.

### **Swimming Pool and Area**

- State and city health codes require safety, sanitation and health rules. Because of the high costs of maintaining the pool and filter system, certain other regulations are required as listed:
- Hours – Sunrise to Sunset (Required by Sarasota County Board of Health)
- No smoking in the pool area
- Pool gates must be closed at all times.
- Bathing in other than swimsuits is not permitted. Diapers are not permitted.
- Children who are not potty trained must wear swim diapers
- Bathers must shower before entering the pool.
- No diving.
- No hanging on rope or jumping off pool ladder and handrails.
- No roughhousing in the pool or the enclosure.
- Keep noise to a minimum.
- Use only unbreakable containers in the pool area and keep food and drink out of the pool itself.
- Remove body lotion before entering the pool.

### **Swimming Pool and Area Continued**

- No children under twelve (12) are allowed in the pool area unless accompanied by an adult.
- Balls, floats, inflatable rafts, etc. are not to be used when others are in the pool.
- No lifeguard is provided. USE THE POOL AT YOUR OWN RISK.
- If pool furniture is removed from the pool area, it must be returned to the pool area.
- Umbrellas should be closed when leaving the pool area.
- When leaving the pool area:
  - Take all personal items with you.
  - Arrange chairs and chaises as you found them - at least four feet from the pool edge (Sarasota County Health Department Regulation).
  - Make sure deep/shallow rope divider is in place (Sarasota County Health Department Regulation).
  - No personal items of any kind may be stored in the pool house.

### **Shuffleboard Court**

- No children under 12 may use the shuffleboard court or equipment unless accompanied by an adult.
- Equipment must be returned to its storage rack immediately after use.
- Parents or individuals will be held responsible for any damage to or replacement of the equipment or the court.

### **Laundry Room**

- No washers or dryers may be installed in any unit.
- Washers and dryers are for the use of residents and their guests only .
- Laundry room is open 24 hours 7 days a week.
- Washers and dryers are available on a first come-first served basis. Machines cannot be “saved” for use later.
- If a unit is not operating properly, please leave a note on the machine stating the specifics of the problem. Please sign the note so that more information can be obtained if needed prior to a service call being scheduled. A board member will make the decision as to when a service call will be scheduled. Owners/Residents are not to schedule service calls.
- Please turn off lights when you leave the room.
- Please clean lint filters after each dryer cycle.
- Other laundry room regulations/considerations are posted in the laundry room

### **Trash Disposal**

- The trash dumpster and recycling bins are located at the front of the parking lot.
- No items are to be left outside the dumpster. All dumpster items must be broken down into sizes that fit into the dumpster.
- For removal of large items (appliances, furniture etc.), call the Venice Department of Public Works (486-2422) between 8AM and 4PM to make arrangements. There is a fee for this service. **DO NOT PLACE ITEMS FOR PICKUP OUTSIDE UNTIL THE NIGHT BEFORE THE SCHEDULED PICK UP.**
- The City of Venice employs single stream recycling. Metal cans, glass and plastic bottles and jars, aluminum foil and trays, empty aerosol cans, milk and juice cartons,

### **Trash Disposal Continued**

juice boxes, newspapers, mixed paper, paper bags, magazines, phone books, and brochures may be placed in any of the recycling bins. Separating for recycling is no longer necessary.

- Household waste, plastic bags and styrofoam are to be placed in the dumpster.
- **DO NOT PUT PLASTIC BAGS IN THE RECYCLE BINS. THESE BAGS JAM THE RECYCLING EQUIPMENT AT THE DISPOSAL AREA.**
- **CARDBOARD** - Only clean cardboard is recycled. Boxes should be flattened and placed behind the recycle bins. Small cardboard items may be placed in the recycle bins. Pizza boxes and other cardboard with oily type stains should be placed in the dumpster.

### **Common Elements**

- Common Elements are those parts of the complex which are not directly and individually owned by each unit owner. Common Elements include but are not limited to such things as roofs, siding, balconies, stairways and landings, patios, grounds, plantings, pool and pool area, the two out buildings and the contents of each, parking lot surface and car ports, perimeter walls and lighting, shuffleboard courts etc.
- Common Elements are owned jointly by all unit owners in equal and undivided shares. Therefore, **no changes of any kind (additions, removal, alterations, etc.) can be made to Common Elements without the prior approval of the owners.** At times, this approval may be granted by the Board of Directors as the elected representatives of the owners. At other times, prior approval must be granted through a formal vote of the owners in accordance with the Declaration of Condominium and Florida Condominium Law.
- Any owner who, without obtaining proper prior approval, makes any change, addition to, removal from, or alteration to a Common Element, must at that owner's expense, restore the Common Element to its prior condition. Should an owner fail to make such restoration, the Common Element will be restored by The Association, and the owner will be charged a fee of \$100 or an amount equal to the cost of restoration, whichever is greater. This restoration requirement applies to any unapproved changes to common elements made prior to the enactment of this provision. No unapproved changes are grand fathered in.
- No sign, advertisement or notice of any type may be placed on the common elements of any unit. This prohibition includes signs and notices that are visible through the windows of the unit.
- Notes of interest and fliers of social events may be posted on the bulletin board next to the mailboxes or in the laundry room. Please date **and sign** any notice as they are removed after 30 days.
- Each unit owner may place a maximum of three potted plants (3 per unit) outside the owner's unit. Such plants may be placed on balconies near the front door, near the first floor front door, and on first floor patios.
- Seasonal wreaths are allowed to be hung on unit doors so long as the hangars do not require holes to be made in the doors.
- **NO ITEMS ARE TO BE PLACED ON STAIRS OR LANDINGS**
- BBQ grills and open flame devices (such as clay chimneys, clay and copper fire pits) are prohibited on decks, balconies, patios, or any other location near a building. (This language is required by our insurance company **as of 2019**).
- Items such as towels, swimsuits, rugs, or life jackets are **NOT** to be hung outside.

### **Common Elements Continued**

- Furnishings placed on the common outdoor patio areas should match, must be kept to a minimum, be tastefully arranged, be kept clean and not impede or obstruct views, pathways, or access to units or storage areas.
- First floor units are limited to one table and no more than four chairs (or seating for four).
- Second floor units are limited to one small table and two chairs (or seating for two).
- Additional tables and chairs may be placed in these areas for short periods to accommodate guests, so long as they are put away at the end of the day.
- No furniture is to be left overnight in the grassy areas.
- All furniture and any accessories, including plants, bicycles, and grills, must be removed from the common areas when the unit is vacant or when the owner/tenant will be away for a week or more.
- Failure to remove such items will result in the association removing the items and a minimum fee of \$100 will be charged to the unit.
- Skateboards, skates and bikes shall not be used on the walkways.
- No items are to be stored under either side of the exit stairs (per order of the Venice Fire Department).
- No carpeting or other covering may be placed on balconies as these trap water and cause damage to the concrete and rebar.

### **Car Washing**

- All car washing is to be done outside BVC walls **on odd numbered days**. The hose outside the east perimeter wall is connected to town water and is better for washing cars than is well water.

### **Pets**

- No pets are allowed except for fish and caged birds.

### **Bicycles**

- Bicycles may be stored either in the owner's unit or at the owner's parking space.
- **Bicycles should not be ridden on walkways within the complex**

### **Leasing/Sale of Units**

- The Bahia Vista Club of Venice, Inc. is a residential condominium. Owners/tenants are reminded that the Bahia Vista Club is the permanent residence of many owners. It is not operated as a resort.
- An owner must be in good standing with the Association in order to rent/lease their unit.
- Owners may not lease/rent their units for less than one month.
  
- Owners who lease/rent are required, for each rental each year, to complete a rental form and return it, with the \$50.00 rental fee, to the Board of Directors or to Argus Property Management, 181 Center Road Venice, FL 34285 (941-486-7413). Four rental forms are included at the back of this booklet (Attachment 'B'). Additional forms are available.
- No rental fee or time limit is necessary for non-paying friends and family of owners.

### **Leasing/Sale of Units Continued**

However, the owner **MUST** notify the Board of Directors of the occupants' names and dates of occupancy.

- Owners are to inform tenants of the rules and regulations governing the operation of the Bahia Vista Club.
- **SALE:** seller and purchaser must submit an "Application for Membership and Approval of Purchaser." See Attachment 'C.'

### **Dock Rules and Regulations**

- The dock is for the use of residents and their guests only.
- An owner who leases/rents his/her unit is not a resident and may not use the dock during the leasing period unless as an occasional guest of another owner/tenant.
- Adult guests of owners/tenants may be on the dock unaccompanied.
- Children 12 years of age and under must be accompanied by an adult at all times.
- Life jackets are recommended for children 5 and under.
- Owners/tenants are responsible for their own as well as their guests' conduct at all times.
- Dockside electrical outlets are for temporary use only. Any electrical device plugged in to a dockside receptacle must not be left unattended.
- Diving from the dock is prohibited.
- Glass containers are discouraged on the dock.
- All personal gear taken to the dock must be removed when leaving the dock.
- Turn off fishing lights and close all outlet covers when leaving the dock.
- Turn off all water taps when not in use.
- Place rubbish in the **proper** container.
- Return dock furniture to the central dock area when leaving the dock.
- Maintenance or safety issues involving the dock should be reported immediately to the Dock Master.

### **Boating Rules and Regulations**

- The availability and permitted use of dockage space to unit owners is a privilege extended to a limited number of boat owners. These facilities are not of the level associated with marinas.
- If a unit owner/resident owns a boat jointly with another person(s) who is not an owner/resident, the non-resident owner may enter the condominium property and access the boat only when the unit owner/resident (1) is in residence and (2) present on the property.
- All dock renters must provide written proof of boat ownership and insurance
- Boats are limited to twenty-seven (27) feet and zero (0) inches.
- To reserve a mooring slip, the boat owner must file a request with the Dock Master. The owner must pay a fee of \$30.00 per month in advance.
- Docking spaces will be assigned by the Board of Directors/Dock Master on a first come first served basis.
- Boat owners may not assign their space to another.
- Renters/Tenants of 3 months or longer are allowed to dock if space is available and board approved at \$30 per month.
- Fittings and whips must be used and approved by the Dock Master. Whips should be removed when the boat slip is vacated for a period of 2 weeks or more.



### **Boating Rules and Regulations Continued**

- All moored boats must have line of adequate size and length to reach a shore mooring.
- Unit owners may only store boats at the dock when not in residence when responsibility for the boat is assumed by another owner/tenant and only for a maximum of two weeks.
- Any dock renter leasing his condo unit for 30 days or longer relinquishes his dock space, and it becomes available to any owner or qualifying renter in waiting. Once the vacating owner returns, he can reapply for a dock space if and when one becomes available.
- Short-term overnight dockage (2-7 days) for guests of owners/tenants may be available for a fee of \$30.00. Check with the Dock Master for availability.
- Boats docked overnight or longer must be moored on the south side of the dock.
- Boats docked temporarily must have fenders.
- North side docking is for emergency purposes and officials.
- Visitors and guests of owners may receive approval to tie up on the north side of the dock in the middle section temporarily (four hours or less).
- The Dock Master or a member of the Board of Directors must be notified of any tie up to the association dock.

### **Property Maintenance**

- The Board of Directors has contracted with Argus Property Management of Venice to provide services for the association on a part time basis. See Attachment 'D' for a description of the services provided.
- Owners experiencing problems or noticing repairs needed to the buildings or grounds should complete a "Maintenance Request Form." Four forms are available at the back of this booklet (Attachment 'A')
- Completed forms should be **placed in the Maintenance Request Box by the mail boxes.**
- "Maintenance Requests" is a regular item on Board of Directors meeting agendas. The disposition of maintenance requests is discussed at these meetings and appropriate notification to owners is decided there.
- **TENANTS SHOULD NOTIFY OWNERS OF ANY UNIT PROBLEMS.**
- Owners/tenants **must** not directly contact the association's vendors (landscaping, tree trimming, pest control, handyman, etc.). Vendors take direction only from the property manager. Owner requests for such services must be made to the property manager.
- The Board of Directors has approved several committees to help keep Bahia Vista Club the lovely place that it is.

- The Grounds Committee helps in overseeing all common grounds areas. Members of this committee work to make sure that issues pertaining to lawn, trees, plantings, sprinklers, and general overall appearance of the grounds are being taken care of properly by the companies that are contracted to do these jobs.

- The Dock Master oversees the docks and seawall.

Other 'work groups' are periodically formed to address maintenance issues (i.e. painting, power washing sidewalks, etc.). Notices of work sessions will be posted on the bulletin boards by the mailboxes and in the laundry room. Owners/tenants are encouraged to sign

up.

### **Construction Activities**

- The unit owner must notify the Board of Directors in advance of any construction work planned for the interior or exterior of any unit. Such notice must include the nature of the planned work and whether the owner plans to accomplish that work himself or with hired contractors.
- Any work requiring permits (electrical, plumbing, wall removal, etc.) must be done by licensed and insured contractors. Two copies of all permits must be on file with Argus Property Management: (1) when the permits are first issued and (2) when the permits have been signed by the city inspectors.
- Owners should notify other occupants of their building of planned construction activities.
- No overnight construction vehicles or dumpsters are allowed without Board of Directors permission.
- Because of parking limitations and noise considerations, construction may occur between 7AM and 6PM Monday through Saturday. No construction work may be done on Sundays and Holidays. These hours apply to owner projects as well as to contractor work.
- Owners are urged to schedule non emergency contractor work during the hours and days noted above. Construction activities should be scheduled from May 1 through December 15.
- No construction work may be done on Sundays or holidays without the prior approval of the Board of Directors.
- If solid tile floors are installed in an upper unit, a noise reduction underlayment must be used in order to reduce noise transmission to the lower unit.
- The removal of first floor lanai block and addition of patios placed on common grounds require the prior approval of the Board of Directors. Owners planning such work must submit to the Board for approval a specific written request including drawings if appropriate.

### **Construction Activities – Removal of First Floor Decorative Lanai Blocks**

- With the approval of the Bahia Vista Club Board of Directors, these blocks may be removed with the following stipulations:
  - All decorative blocks to be removed must be replaced only with full length and width sliders which meet current building codes. No partial removal of either the long wall or the end wall is allowed. If the blocks on the short end of the lanai are removed, then the blocks, wall and door must be replaced with a full length and width slider.
  - If full length and width sliders are currently in place behind the decorative block, replacement may not be required if current building code is met.
  - Installed sliders are to be white faced and clear without mullions. Glass may be tinted but not mirrored. Film tinting must be approved by the board of directors.
  - Any curtains, shades, drapes, shutters or window coverings shall be either white or off white in color or of material lined in white/off white so that, when closed, white is the outward color.
  - All costs associated with removal of blocks, installation of sliders, removal of existing structure, damage to exterior structure, re-painting of the exterior, or changes required to adjacent common elements shall be borne by the individual unit owner.