

# *Quick Handbook*



*FOR OWNERS, RENTERS, AND GUESTS*

**PLEASE LEAVE A COPY OF THIS IN THE UNIT FOR REFERENCE**

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***This handbook should be readily available for all owners, renters, & visitors to reference.***

***If you rent out your unit, make sure your rental company has a copy for your renters' reference AND leave a copy in your unit.***

## **Contact Information for Owners of L’Pavia:**

Argus Management of Venice, Inc.  
1062 East Venice Avenue  
Venice, FL, 34285

LCAM (Licensed Community Association Manager)  
Denise Majka: 941-408-7413 (ext.3) or Email: [Denise@argusvenice.com](mailto:Denise@argusvenice.com)

**Rental Tenants: Contact the Rental Agent or Owner you rented from.  
Argus does not handle rental concerns or lock outs.**

**Management Website:** [www.argusvenice.com](http://www.argusvenice.com)

**Select at top:** Associations. Scroll down and choose: **L’Pavia Condominium Assn.**

**Public Information Tab:** Has the Association documents and forms for easy reference.

**Owner’s Page Password:** Contact Argus Management of Venice manager at email address above for that password. You will find forms, financials, and minutes from Board meetings on this page.

**Board of Director Meetings are held the third Thursday of the month at the Clubhouse at 3 PM unless otherwise specified. The notice is posted on the bulletin board at the mailboxes and in the clubhouse.**

**The current list of the Board of Directors is posted in the clubhouse.**

**Annual Meetings are in January of each calendar year. Date to be determined.**

**Budget Approval Meetings are held in November of each calendar year. Date to be determined.**

## **EMERGENCY AND IMPORTANT PHONE NUMBERS**

Argus Management of Venice Office **941-408-7413**

Hours: (M-F 8:30-4:30)

***Emergencies Only After Hours 941-364-3493***

**Emergency Police- Fire-Ambulance: 911**

### **Non-Emergency Numbers**

Florida Highway Patrol	941-483-5911
Sheriff Information	941-486-2374
Sheriff Dispatch	941-316-1201
<b>Venice Police &amp; Fire Station</b>	<b>941-486-2444</b>
Sarasota County Sherriff	941-861-5800
Venice Fire	941-480-3030
Poison Control	1-800-222-1222
Florida Fish & Wildlife	1-888-404-3922
Evacuation Information	941-861-4636
Animal Control	941-861-9501
Sarasota County Switchboard	941-861-5000

### **Hospitals:**

Venice: Sarasota Memorial	2600 Laurel Rd E. N Venice, FL.	941-261-9000
Doctors Hospital of SRQ	11001 Bee Ridge Road Sarasota, FL.	941-342-1100
Sarasota Memorial Hospital	1700 South Tamami Trail Sarasota, FL.	941-917-9000

Englewood Community Hospital 700 Medical Blvd.  
Englewood, FL. 941-475-6571

**Urgent Care:**

Gulf Coast Medical Group Medical Care 1700 E. Venice Ave.  
Venice, FL. 941-483-9760  
Gulf Coast Medical Group Jacaranda 8431 Pointe Loop Dr.  
Medical Care Venice, FL. 941-497-4069

**Post Offices:**

Venice Post Office 350 W Venice Ave 1-800-275-8777

314 Seaboard Ave Annex- M-F 10-3 PM- Sat 10-12 941-485-0995

Jacaranda Office 1244 Jacaranda Blvd 941-493-8636

**Utilities**

**Waste Management** Unincorporated Venice 941-493-4100

**\*\*Items that don't fit in the dumpster must have a scheduled pickup**

(Trash pick- up calendar and recycling information included in this handbook)

Customer Service 866-807-2267

**Florida Power & Light**

941-917-0708 or 800-226-3545

Or [www.fpl.com](http://www.fpl.com)

[Sarasota County website: www.scgov.net](http://www.scgov.net) Or 941-861-5000

**Venice Utility Customer Service – Water** 941-486-2626

**Water Emergency** 941-486-2770

## **RULES AND REGULATIONS**

*As revised and adopted on July 13, 2015*

### **Nuisances:**

No nuisance shall be allowed on the Condominium property, nor any use or practice which is a source of annoyance to the residents, or which interferes with the peaceful possession or proper use of the property by its residents. No Unit Owner shall permit any use of his Unit or the Common Elements which shall increase the rate or premium of insurance upon the Condominium property. Further, no immoral, improper, offensive, or unlawful use shall be made of the Condominium property, nor any part thereof, and all valid laws, zoning ordinances and regulations of all government bodies having jurisdiction thereof shall be observed.

### **Rentals:**

Units may be rented or leased only after approval by the Association, as provided for in Article XV of the Declaration of Condominium, and provided that the entire Unit only may be rented and may not be subdivided, and that the occupancy thereof shall only be by the lessee, his family, and guests, and further provided that Units may not be leased or rented for a term less than three (3) months. No pets allowed for renter/tenants. A rental application must be submitted in full, with all required information including the background check form and a copy of the lease agreement, **at least 30 days prior to the start of the lease date, as requested by The Board.** The Board has 10 days to approve or deny the rental application.

***The garage unit is part of the rental of the unit and is to be made available to the renter of that unit.***

**Guest Usage:** Owners must inform the Association when a unit will be used by a guest when the owner is not in residence. A **Guest Use Form** must be submitted at ***least 10 days prior*** to the guest's arrival. **GUESTS ARE NOT ALLOWED TO HAVE PETS.**



**There is No Smoking on any lanai or stairways.**



## **RULES FOR GRILLING OUTSIDE**

**Currently, the rules are as follows:**

**NO grilling OF ANY KIND can occur within ten (10 ft.) feet of any building. That includes propane, electric, charcoal pellets, etc.** A small electric grilling device not more than 200 square inches (ie. a George Forman grill), may be used on a lanai but never stored on the lanai.

The **ONLY propane tanks** that can be used and stored in a garage are the **one-pound tanks** and only two (2) of those tanks may be stored at any time. NO LARGE TANKS ARE ALLOWED ON L'PAVIA GROUNDS AND MUST BE DISPOSED OF, IMMEDIATELY.

These are the rules of the Venice Fire Marshall. There will be fines for noncompliance and they will be the responsibility of the Unit Owners. Owners have the responsibility of notifying renters of these rules.

# DRYER VENT MAINTENANCE

The proper schedule to clean a dryer vent is NOT one size fits all. There are variables that affect how often you should clean your dryer vent system. ***The clothes dryer itself, as well as the vent, should be cleaned every 1 to 3 years.***

***Second floor vents are on the roof and first floor vents are on the side of the buildings. A copy of the paid receipt must be sent to the manager for verification.***

***The variables that affect frequency include:***

- How much laundry – how many loads – you do a week
- How long your dryer vent system is
- How many bends are in your system
- Type, length, and position of the transition vent behind the dryer
- Whether you have pets and pet dander in the dryer vent system
- Whether the vent or duct joints are screwed or taped together
- Where the outside exhaust outlet is, and what kind it is
- What brand of laundry detergent you use
- Manufacturer's requirements. Some manufacturers are now requiring annual cleaning for the dryer appliance warranty to remain intact for its full duration. ***For out-of-warranty clothes dryers, the span of 1 to 3 years is the appropriate time span for about 80% of the dryer vent systems.***

***Lint screens do not capture 100% of the lint.***

A lint filter captures 90% to 95% of the lint produced during each dry cycle. Not all the lint that bypasses the filter makes it outdoors. Some of the remaining lint sticks to the moist passageways inside your dryer, the transition hose, and the dryer vent system much like sand sticks to your wet feet at the beach.

Mechanical issues can be affected by excess lint, dust, dander, and hair inside the machine. Repairmen often find pet and human hair wound around the rollers on the machine. Hair and dirt like this on the inside of your dryer will cause performance issues if not removed.

***A proper cleaning should include the cleaning of:***

- The floor underneath your dryer
- The wall behind your dryer
- The roof or wall exhaust hood or outlet
- The dryer cabinet and components
- Any portion of the dryer vent that leads outside
- The dryer booster blower (if applicable)
- The dryer lint trap housing
- The dryer transition hose or pipe
- The dryer blower
- The interior dryer cabinet duct
- The dryer motor

According to the [National Fire Incident Reporting System](#), "Failure to clean (31%) was the leading factor contributing to the ignition of clothes dryer fires in homes.



## **L'PAVIA CONDOS CLUBHOUSE RULES AND REGULATIONS**

The L'Pavia Clubhouse hours of operation are from 6 AM until 10 PM.

**Reservations:** The private use of the Clubhouse, to entertain guests, **must begin with a request, by the host resident, to the Board and receive prior approval.** The request should be made **at least 30 days prior**, but no more than 12 months, before the event. Reserving the Clubhouse requires at \$200.00 deposit. The deposit will be returned if the clubhouse has been cleaned by the morning after the event and if there is no damage. *If the Clubhouse is not cleaned properly, a cleaning charge of \$100.00 will be assessed.* **Neither the pool nor the pool deck is part of the reservation.**

**Restrictions:** The Clubhouse is for the use of L'Pavia Condominium residents only. Residents may host private social events to which non-residents may be invited. Residents may not sponsor commercial, community or other civic events. Requests for exceptions to the restrictions can be made in writing and may only be granted by the Board. ***Use by unauthorized non-residents, in either the clubhouse or pool area, should be reported to the Venice Police Department at 941-486-2444.***

No residents may use the clubhouse facilities when a private party or function is going on. (***This does not include the restrooms***). A calendar will be posted at the clubhouse so homeowners will know when a private party or function is being held.

There is a limit to the number of people who can occupy the facility at one time. The limit is 60 for a reception and 60 for dining. ***Anyone under 18 must be accompanied by an adult resident to use the clubhouse or exercise room.***

New residents should go to the Argus office to obtain a key to the Clubhouse if a key was not left by the previous owner. Keys are a maximum of two to each household and cost \$5.00 each, subject to change. If paying by check, it should be made out to L' Pavia Condominiums. **No credit card payments.**

## **SWIMMING POOL RULES**

1. No Smoking or Vaping.
2. Food and glass containers are not allowed in the pool area.
3. Any container held or floating in the pool ***may contain water only.***
4. Proper attire must be worn at all times in the pool area.
5. The pool area is open from DAWN to DUSK. ***NO nighttime swimming is permitted.***
6. Adults are responsible for the behavior of children in their care.
7. Anyone under 16 must be accompanied by an adult.
8. Guests must be staying with a L'Pavia resident.
9. Guests not staying at L' Pavia must be accompanied by a L'Pavia resident.
10. More than three adult guests must be accompanied by a L'Pavia resident.
11. In the interest of safety, the gate is locked. Residents have pool keys for access. The pool area may not be used for any purpose during the hours of closing.
12. Small flotation devices are allowed in the pool when it is not overcrowded.

## **EXERCISE ROOM IN THE CLUBHOUSE**

Treadmill \*   Stationary Bike \*   Weights and Bench



## **Exercise Room Rules**

- 1- Hours: 6:00 AM- 10:00 PM**
- 2- Persons under 18 must be accompanied by a parent or legal guardian.**
- 3- No food or beverages other than water allowed.**
- 4- No glass containers.**
- 5- Please wipe down equipment after using.**

***Use equipment at your own risk.***

**Management assumes no liability for injuries or accidents that may occur.**

As the Exercise Room is quite small, please be considerate of others. If someone is waiting to use the equipment, limit your time to thirty (30) minutes on a machine.

# **INSTRUCTIONS FOR EXERCISE ROOM TV**



**1. Press TV and RED button- TV will come **ON**.**

**2. Make sure the channel is set to **#3**.**

**3. Press CABLE and RED button- Now you can change the channels.**

**4. To turn TV **OFF**- Press TV and RED button.**

**5. If all else fails, turn to channel 185.**

**THANK YOU!**

## DEFIBRILLATOR LOCATED IN THE CLUBHOUSE



**ALWAYS CALL 911 TO GET  
EMERGENCY HELP ON THE WAY.**

**INSTRUCTIONS TO USE THE MACHINE ARE ABOVE IT ON THE WALL.**



## ACTIVITIES FOR RESIDENTS

Throughout the busy season **all** group activities will be posted on the bulletin board & on the L'Pavia webpage. Before scheduling an activity, check the calendar in the clubhouse to make sure there are no conflicts with previously scheduled events.

## EXTRAS

Be aware that your association dues also include:

- ✚ Basic Comcast Cable
- ✚ Outside Property Maintenance- Grounds, pool, and pond
- ✚ Use of PURCOR Pest Control for inside protection at 941-485-6313 or 888-834-4579
- ✚ Library in clubhouse.
  - Donations are accepted. (If you don't want to file the books appropriately by author's last name or if the books don't fit, leave them in a pile under the window.)
  - When returning a book, follow the same procedure as mentioned above.



## **DUMPSTERS ARE SERVICED BY THE CITY OF VENICE**

**They are located by Buildings 1, 4, 7, and 10.**

**REGULAR GARBAGE AND RECYCLES ARE PICKED UP**

***TUESDAYS***

***All items are to be placed inside dumpsters and recycling bins and not left on the enclosure floors.***

***NO PLASTIC BAGS ARE TO BE PUT IN THE RECYCLE BINS  
PLACE IN THE TRASH ONLY***

**DO NOT LEAVE ANYTHING OUTSIDE THE ENCLOSURES UNLESS YOU HAVE A SPECIAL PICKUP SCHEDULED WITH THE CITY OF VENICE. THEY WILL ADVISE YOU WHERE TO LEAVE THE ITEM SO THE TRUCK CAN PICK IT UP. (This includes mattresses, couches, and appliances. THESE ARE ITEMS THAT REQUIRE A FEE TO PICK UP AND IT MUST BE PAID/SCHEDULED IN ADVANCE. 941-486-2422 for the Public Works Department.**



## THANK YOU FOR RECYCLING THESE:



### Cans



**Aluminum and steel cans**  
Empty and rinse



### Cartons



**Food and beverage cartons**  
Empty, rinse and replace caps



### Glass



**Bottles and jars**  
Empty, rinse and replace caps



### Paper



**Mixed paper, newspaper, magazines**  
Flattened cardboard and boxes



### Plastic



**Plastic bottles and containers**  
Empty, rinse and replace caps

### WHEN IN DOUBT, LEAVE IT OUT!



**Do not bag recyclables**  
(no garbage)



**No plastic bags**  
(return to retail)



**No food or liquid**  
(empty all containers)



**No pizza boxes**



**No styrofoam**



**No tangles**  
(no hoses, wires, chains or electronics)



[venicegov.com/services/public-works/recycling](http://venicegov.com/services/public-works/recycling)

941-486-2422

## KITCHEN GARBAGE DISPOSALS

The adage of “less is more” definitely applies to garbage disposals. Despite what you have heard, ***not everything can go into a garbage disposal.*** The following is a list of items that should never be put into a garbage disposal:

**Rice & pasta**

**Animal bones**

**Soda cans**

**Glass**

**Grease**

**Eggshells**

**Stringy or tough-peeled vegetables**

**If it doesn't disintegrate in water, throw it in the trash.**



## PARKING

Every unit has a one-car garage. If you have an additional car of your own, or if you have visitors, there are numerous spaces to park near the garages & buildings. There are **no assigned** parking spaces. Please **do not** park in a designated Handicapped Space unless you or a member of your party is handicapped. Make sure that your handicapped placard is prominently displayed on the rearview mirror.

There is **no overnight parking** allowed for boats, trailers, or RVs. (**All motorcycles and company vehicles with logos must be garaged!**)

**Guest Parking passes are included in this handbook for day guests. Please complete and place the pass on the dashboard in full view from the outside. If someone is using your unit while you are not present, complete the Guest Registration form and return it to the manager at: [denise@argusvenice.com](mailto:denise@argusvenice.com) at least 10 days before your guests arrive. Guest pass should go in the window during their stay.**





**L'PAVIA CONDOS GUEST PARKING PASS**  
**UNIT\_\_\_\_\_LENGTH OF STAY FROM\_\_\_\_\_TO \_\_\_\_\_**

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**L'PAVIA CONDOS GUEST PARKING PASS**  
**UNIT\_\_\_\_\_LENGTH OF STAY FROM \_\_\_\_\_TO \_\_\_\_\_**

# L'PAVIA CONDOMINIUM ASSOCIATION, INC.

A Corporation Not-for-Profit

C/O Argus Management of Venice, Inc.

1062 East Venice Avenue, Venice, FL 34285

Phone: (941) 408-7413 ~ Fax: (941) 408-7419

Manager: Denise Majka ~ Email: [Denise@argusvenice.com](mailto:Denise@argusvenice.com)

## **GUEST USE OF UNIT WHILE OWNER IS NOT IN RESIDENCE**

Owner Name: \_\_\_\_\_ Unit #: \_\_\_\_\_

Guest Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates of occupancy: \_\_\_\_\_ to \_\_\_\_\_

Year, Make, Color, Tag of Vehicle 1: \_\_\_\_\_

Year, Make, Color, Tag of Vehicle 2: \_\_\_\_\_

**\* Note: No commercial vehicles, boats, or RV's permitted.**

**\*\*Note: No pets allowed**

Guest(s) understands and agrees to observe all Deed Restrictions and Rules & Regulations.

The Guest(s) acknowledges having read the above forementioned restrictions, and affirm that this is

Guest usage, **not RENTING**, by signing in the space provided below.

Signed: Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Guest: \_\_\_\_\_ Date: \_\_\_\_\_

Guest: \_\_\_\_\_ Date: \_\_\_\_\_

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The Board has received notification of guest use for the above property:

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

RETURN THIS FORM TO ARGUS MANAGEMENT OF VENICE OFFICE FOR PROCESSING

[www.LMPPRO.com/CLIENT-PORTAL](http://www.LMPPRO.com/CLIENT-PORTAL)

# Client Portal



## Noon to Noon Response

If you call before noon, we'll make a site visit, email, or return the call the same day. If you call after noon, we'll return the call by noon the following day. We will do our best to provide a resolution to correct the issue at the time of response.

If further evaluation is necessary, your service request will be evaluated by a team member who will follow up with a resolution to correct the issue.

All requests will be responded to between the hours of 8:00 am to 5:00 pm from Monday – Friday.

How requests will be responded to between the hours of 8:00 am to 5:00 pm from Monday – Friday.	
Company   Property	Full Name
Email	
Phone	
Message	
SEND MESSAGE	



## After Hours Emergency Response

**Call (877) LMP-PRO1**

If calling after hours you will be prompted to leave a detailed message. A Client Services Manager will be contacted and will respond promptly to assess the emergency status of the call and get the issue resolved. Proper staff will be dispatched if necessary.

If you have a complaint, we promise to resolve it within 24 hours.



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Phone: (941) 408-7413 ~ Fax: (941) 408-7419

Manager: Denise Majka ~ [Denise@argusvenice.com](mailto:Denise@argusvenice.com)

## BUILDING MAINTENANCE WORK ORDER

Owner Name: \_\_\_\_\_ Unit # \_\_\_\_\_

Occupant Name (s): \_\_\_\_\_

Date of request: \_\_\_\_\_ Time: \_\_\_\_\_

Phone number(s): \_\_\_\_\_ Email: \_\_\_\_\_

Description of work to be done: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

Assigned to: \_\_\_\_\_ Date: \_\_\_\_\_

Work completion Date: \_\_\_\_\_

Materials used: \_\_\_\_\_

THIS IS AN INTERNAL COMPANY FORM AND IS NOT TO BE USED FOR BILLING PURPOSES.

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Manager: Denise Majka ~ ArgusVenice.com

## **REQUEST FOR UNIT REPAIRS**

Date: \_\_\_\_\_ Unit: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner(s) \_\_\_\_\_

Email Address: \_\_\_\_\_

I would like to have these items addressed on my lanai.

\_\_\_ Door/ handle/hydraulic arm- (Underline all that apply)

\_\_\_ Braces/Crosspieces

\_\_\_ Other items needed \_\_\_\_\_

\_\_\_ Screening Condition: I understand that the replacement of the screen is at my expense and must be the type approved by the Association.

Other issues outside:

\_\_\_ Front door needs painted or painted

\_\_\_ Garage door needs repaired: Man Door \_\_\_\_\_ Main door \_\_\_\_\_

\_\_\_ outside lights need attention: specify \_\_\_\_\_

Comments: \_\_\_\_\_

Return to: [Denise@argusvenice.com](mailto:Denise@argusvenice.com) promptly so that these repairs addressed.

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Manager: Denise Majka ~ ArgusVenice.com

## **PEST CONTROL** **SERVICE REQUEST FORM**

Date: \_\_\_\_\_ Unit: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner(s) \_\_\_\_\_

Email Address: \_\_\_\_\_

I would like to have these items:

\_\_\_ INSIDE MY UNIT \_\_\_\_\_

\_\_\_\_\_

\_\_\_ OUTSIDE MY UNIT \_\_\_\_\_

\_\_\_\_\_

Other Issue: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Return to: [Denise@argusvenice.com](mailto:Denise@argusvenice.com) promptly so that service can be scheduled.