

Welcome to the Gondola Park Communities

**The Courtyards at Gondola Park
The Residences at Gondola Park**

Homeowners Handbook

Effective August 2025 (replaces 2022 version)



PLEASE KEEP IN THE HOME

The Gondola Park community

Gondola Park in Venice Florida, is a highly acclaimed community of the Gulf of America. The Gondola Park Community offers two different and desirable life styles that will enhance your enjoyment of this wonderful area.

This Handbook contains important information, and you should keep it at hand as a reference. In addition, ongoing communications will be found on message boards located at the Clubhouse and in each of the Courtyards buildings. That includes news, information on social events, and postings of association meetings. Newsletters are also prepared frequently, and can be received electronically if requested. When there is a need to alert you to a timely issue, e-mail “blasts” are another source of information.

This packet is designed to help you with answers to some basic questions that new residents generally ask. Please understand that this packet is merely a summary of the Condominium documents which were furnished with the purchase of your unit. If you have any additional questions, please feel free to contact any Board Member, building rep, or the management company for your Association.

How are our Condo Associations organized?

The Gondola Park residential community is made up of three separate legal entities, and each has its own Association.

“**The Residences at Gondola Park Condominium Association**” are the 12 two story buildings (labeled buildings 100 thru 1200),

“**The Courtyards at Gondola Park Condominium Association**” are the 5 mid-rise buildings (labeled buildings 1300 thru 1700), and the greenspace in front of building 1600 known as the Park

“**The Gondola Park Master Association**” is the umbrella body responsible for the shared facilities such as the Clubhouse & Deck, the Pool, the Pickleball/Tennis Court, the four Activity Rooms, the Office for the 3 Associations, the Roads and Sidewalks, the Lakes and other surface & underground drainage in the community.

Gondola Park also includes two Commercial buildings, which are self-managed, and not discussed further in this Handbook.

Depending on which building you reside, you will be automatically a member of the Association responsible for that building – either the Residences Association or the Courtyards Association. The affairs of each Association are directed by a Board of Directors comprising 5 of the Association owners. Board members vote on all important matters during scheduled and open meetings, and members vote on some limited topics during Annual and other special members’ Meetings. You are encouraged to attend meetings, and to contribute to the running of your Association by volunteering on various Committees.

The Master Association has only two members – the Residences Association and the Courtyards Association. The presidents of each member Association along with 3 other owners make up the Board of the Master Association. Like the other two Associations, the Master holds numerous open meetings, including an Annual meeting.

MANAGEMENT

Management of the Master Association is contracted to Argus Management of Venice under the direction of the Master Board of Directors. The Argus Management website contains useful information such as an Owners Directory, Board Minutes, Financial Information, current Forms, and recent Newsletters. The Argus website is at: www.argusvenice.com and their phone # is 941-408-7413. Management of the Courtyards Association is also contracted to Argus Management of Venice, If you look under the Properties tab on the website, you will find those 2 Gondola Park Associations listed. Although some of the listed information is Public, additional Owner information can be viewed with the aid of an appropriate password, which you can get from Argus or your Board.

Management of the Residences Association is contracted to Advanced Management Inc (AMI) under the direction of the Residences Board. The AMI website is www.amiwra.com, and their phone # is 941-493-0287. Access to all information on the Residences Association website requires a password, which your Board can provide.

GONDOLA PARK BOARDS OF DIRECTORS

The Boards of the 3 Associations generally change every year, usually during January, when the Annual Meetings are scheduled. The current list of Board members may be found on the web site of the relevant Association.

Suggestion - you may print off the list each year and maintain with this Handbook for easy reference.

COMMITTEES

Each Association has standing Committees to assist the Boards in directing the affairs of the community. Examples are committees for Landscaping, Building Maintenance, Architectural Review, etc.

These Committees typically report to their respective Boards at every Board meeting, and a summary of their reports is included in minutes of Board meetings, which may be inspected on the relevant web sites.

BUILDING REPRESENTATIVES

Each building in the community has a building representative who will meet you and offer his/her experience and guidance on most questions you have about living here in Gondola Park. The current list of Building Reps may be found on the web site of the relevant Association.

Suggestion - you may print the list from time to time and maintain it with this Handbook for easy reference.

Frequently Asked Questions

When is Trash and Recycling Pick up?

RESIDENCES	COURTYARDS
<p>Trash and Recycling Pickup is on Wednesdays and Trash only on Saturdays each week. You should have two roll around containers in your garage. The Black one is for garbage. The Blue one is for common stream recycling. These are to be placed at the roadside the evening prior to the above collection days and 6 feet from any other object. The collection is by a mechanical arm.</p> <p>The fee for this service is part of your monthly Venice water and sewer billing.</p>	<p>Each building has a Trash room located in a garage bay on the ground floor at the rear of the buildings, and each floor has a trash chute for disposal of trash into a Dumpster. Trash must be properly bagged so that the bags do not break – a supermarket or other store-provided bag is NOT acceptable.</p> <p>Recyclables are collected in the Trash room of each building, and need to be carried down. Separate bins are provided for paper products; glass/plastic/tin; and aluminum cans. Cardboard must be broken down, and left in a pile on the floor.</p> <p>Instructions on how to dispose of Bulk Items can be found on the door to the Trash Room.</p> <p>Trash Rooms are not to be used for storage unless approved by the Board of Directors</p> <p>The key to the Trash room is the “Master” key which also opens the Courtyards entry gates, the Clubhouse and Activity room doors, and the Pool gates.</p>
<p>For more details on recycling in Venice, visit:</p> <p style="text-align: center;">www.venicegov.com/government/public_works/waste-and-recycling</p> <p>Please note that recycling rules for Venice may differ from other cities, including nearby cities in Florida. For example, styrofoam, egg cartons, pizza delivery boxes, and supermarket plastic bags may not be recycled – they need to be with the Trash. While most household plastics containers can be recycled, other plastics such as plastic toys or plastic furniture cannot be recycled. Please make yourself familiar with the Venice guidelines.</p>	

How do I access the Club House, the Pool, the Court, and the Activity rooms?

You should have a Master key(s) provided by the previous owner when you purchased your condo. This Master key gives you access to the Clubhouse, the Pool, the Tennis Court and the four Activity rooms. There are four Activity rooms: two exercise rooms (in buildings 1500 and 1600), one craft room (in building 1400), and one games room (in building 1300). Contact the Management company (Argus or AMI) if you do not have one of these Master keys.

Where do I get the Mail?

RESIDENCES	COURTYARDS
<p>Your mailbox is located at the West side of the Clubhouse across from the community bulletin boards.</p> <p>Parcels are left on a table inside the Clubhouse.</p>	<p>Each building has individual mailboxes for its units, located just inside the front entry gate. Your mailbox has the same number as your condo unit.</p> <p>Buildings 1500 and 1700 have two special USPS boxes that can accommodate medium size parcels. These boxes are opened with a key that the mail carrier will place in your mailbox if you have a delivery.</p> <p>All other parcels are left in the nearest Activity room, or on the ground outside the Mail Boxes.</p>
<p>NOTE: The small key furnished by the previous owner will fit your mailbox which has the same number as your unit. If needed, spare keys can be made at most Hardware stores.</p>	

Access to Buildings

RESIDENCES	COURTYARDS
<p>Not applicable.</p>	<p>In addition to your Master key, the front entrance gate to each building can be opened by entering an appropriate code in the call system located at the front gate. The code is 1300 for the 1300 building, 1400 for 1400, etc.</p>
<p>Locks on your entry door must not be changed without consent of the Association. (Management must have access to each unit, and the pest control company must also be able to enter the unit for their bi-monthly treatments).</p>	

Parking

Each unit includes the exclusive use of an enclosed garage. When not in use, your car should be parked in the garage associated with your unit, and the garage door closed. Open garage doors weaken building security by enabling access to unauthorized individuals. The (interior) passage door of your garage should also be kept locked unless you are doing something in the garage

The garage is intended for storage of your vehicle and personal effects, and cannot be converted to any other use. The garage may not be rented to anyone else.

Limited additional uncovered parking is available near most buildings in the community. Please avoid parking in parking spaces that are clearly associated with another building, and avoid parking in spaces around the Clubhouse unless you are using the Clubhouse or Pool. These additional parking spaces are not a substitute for garage parking of your vehicle, but may be used for guests as available. These spaces may not be used for parking non-conventional motor vehicles (with cargo capacity exceeding ½ ton, boats or commercial vehicles).

Do not park on any grassy areas as sprinkler systems and other infrastructure are near the surface and could be damaged.

Where do I park my second car?

If you have a second car, parking during our busy season (January thru April), can be an issue. We encourage all residents who have a parking apron to park their second car on the apron in front of the garage. Your other car should be in the garage. Some of the Courtyards have double garages.

This discipline will allow room for visitors, guests, and outside service vehicles in the parking areas. Be aware that commercial vehicles or heavy duty pickups (over one half ton) are NOT allowed overnight parking in the community. Boats and recreational vehicles are not allowed in the community unless parked IN your garage.

Barbecues and Grills:

RESIDENCES	COURTYARDS
<p>Electric, charcoal and propane grills are allowed at the Residences on the LOWER LEVEL EXTERIOR ONLY. No grill is permitted on balconies or on the second floors or lanai areas. When you grill, you should be at least 10 feet away from your condo entryway. When you store a PROPANE grill in your garage, turn off the gas at the tank, and remove the tank from your grill. The removal of the tank is a Venice City Ordinance. It is important you allow sufficient time for your grill to cool down before storing the grill in your garage.</p> <p>If in doubt, refer to Florida Fire Prevention Code Section 10.10.6</p>	<p>Standard 20 lb propane tanks are not allowed in the garages for Fire Safety reasons. The largest gas container allowed is 1 lb or 2.7 water capacity (wc).</p> <p>Grilling is allowed only if 10 ft or more from the building structure.</p> <p>Florida Fire Prevention code prohibits any cooking on a lanai or balcony other than electric portable grills not exceeding 200 square inches of cooking surface.</p>

Am I allowed Pets?

The Owner may keep one (1) pet, of a normal domesticated household type (such as dog, cat, tropical fish and caged birds), in the unit. No reptiles, rodents, poultry, amphibians, or livestock may be kept in the Condominium.

The pet must be leashed or carried when outside the unit. City of Venice ordinances also require pet owners or handlers to gather up and remove any excrement left by their pet in any common or public area. Animals that cause a nuisance to other residents, such as loud barking dogs - whether inside your property or in any of the common areas - are not appreciated and the Association has authority to have the animal removed from the Condominium property.

Renters and Guests are not permitted to keep any pet.

What are the recommended plants that I may use to decorate the entry way to my condo?

RESIDENCES	COURTYARDS
<p>In The Residences, as of April 14, 2022, you may plant in your interior walkways as described below. If you have any questions, please contact the Landscape Committee liaison, Lisa Slonaker, lmslonaker@gmail.com.</p> <p>(All plantings around the Residences buildings are maintained by the Association, and may not be altered in any way).</p> <p>SEASONAL RESIDENTS: In your INTERIOR WALKWAYS:</p> <ul style="list-style-type: none"> You may use the plants of your choice in pots and hanging baskets. You may plant only annuals and/or perennials in the ground. You must maintain and water your plants. You may NOT plant any shrubbery, vegetables, or plants in your interior walkway. NOTHING, including annuals and/or perennials planted in the ground may extend over the sidewalk (per fire code). NOTHING may be planted or hung in front of the fire extinguishers (per fire code). You must remove all hanging baskets, pots, and annuals and/or perennials prior to leaving Venice. A friendly reminder to also remove all outdoor furniture and door mats prior to leaving. <p>PERMANENT RESIDENTS: In your INTERIOR WALKWAYS:</p> <ul style="list-style-type: none"> You may use the plants of your choice in pots and hanging baskets. You may plant only annuals and/or perennials in the ground. You must maintain and water your plants. You may NOT plant any shrubbery, vegetables, or plants in your interior walkway. NOTHING, including annuals and/or perennials planted in the ground may extend over the sidewalk (per fire code). NOTHING may be planted or hung in front of the fire extinguishers (per fire code). Hanging baskets and pots MUST be removed and stored during tropical storm and/or hurricane warnings. If you will be leaving for a period of two weeks or longer, your hanging baskets and pots must be brought in, UNLESS you have someone watering and maintaining them for you. 	<p>For The Courtyards, the interior courtyard of each building is a Common Area and is the <u>sole</u> responsibility of the Courtyards Condo Association. Landscaping outside the buildings is also Association responsibility. This includes the “Pelican Circle” and the Park area in front of building 1600.</p> <p>If you have any suggestions regarding these plantings, you should contact the Landscape Committee chairperson or your building rep.</p> <p>No planters or other objects, including mats, are allowed on the walkways outside your condo door - fire and safety regulations require that walkways be kept clear of all obstructions.</p>

How does the Cable service Work?

RESIDENCES	COURTYARDS
<p>The Basic cable package including high definition TV service is provided by Comcast, and included in your monthly Maintenance Fee. You will be setting up an account with them and be liable for additional monthly costs.</p> <p>However, if you wish additional services or additional hardware such as DVR recorders or boxes that expand your channels/programming, then you need to arrange with Comcast for those additional services, and take responsibility for the relevant costs.</p> <p>For maintenance service requests, customers should call 800-XFINITY (800-934-6489).</p> <p>Free Internet access is available in the Clubhouse and in the 1300 and 1400 Activity Rooms.</p>	<p>The Courtyards package is a fiber-optic service provided by Hotwire, and includes high definition TV service (two outlets) as well as Internet. This package is included in your monthly Maintenance Fee. You will be setting up an account with Hotwire and be liable for the cost of any additional or upgraded services you request.</p> <p>For maintenance service requests, customers should call Hotwire on 800-355-5668.</p> <p>Free Internet is also available in the Clubhouse and in the 1300 and 1400 Activity Rooms.</p>

Am I allowed to Lease my Condo Unit?

Leasing is not permitted during the first two years after acquiring your condo.

Thereafter, Leasing is permitted for a minimum of 90 consecutive days and a maximum of 12 months per our condominium bylaws. No lease (to a new lessee) may begin sooner than 90 days after the end date of the last lease. Please complete the Lease Application (see Forms), and submit to your Association's management company for approval by your respective Board of Directors. A fee applies, and the check must accompany the application. The management company website will have the most current Form.

If a 90 or a 90+ day lease is being made to a lessee from a previous period, a new lease/rental application is needed. If an Annual lease is being extended for any period, a new lease/rental application is needed for each such period.

If an Owner leases to a previous lessee, the Association may waive the Fee, but the information is still needed for record purposes.

If an owner leases his/her condo, all of the condo must be made available to the lessee. To clarify, an owner may not exclude the garage from the facility available to the lessee.

Please remember that Lessees are not allowed to bring pets.

Are Guests allowed?

A Guest is defined as a family member or friend who stays with you for one or more nights while you are staying in your condo. It is recommended that you introduce any such Guest to neighbors so that they are aware of their identity while the Guest is in the community. If such a stay exceeds 14 nights, the Guest must be registered with the Association. Please use the Guest Registration form (see Forms) provided by your Association. **Please remember that Guests are not allowed to bring pets.**

Please refer to the legal documents of your condominium Association for possible restrictions on "Guest" use of your condo while you are absent. There may be restrictions in place, or non-residents staying in the absence of an owner may be deemed to be a Lease, subject to all the leasing rules and restrictions. This is NOT time share community.

Clubhouse Facilities

The Gondola Park Clubhouse Facility is used as an adult community function area for the private use of Gondola Park owner/residents. The Clubhouse includes a kitchen and 4 bathrooms, and is equipped with card tables, a long serving table and a number of long function tables, and folding numerous chairs. The Clubhouse also has WIFI, which provides Internet access. Attached to the Clubhouse is a Deck which overlooks the Lake, and contains umbrella tables and chairs.

See the next Section “Community Social and Sports activities” below for some of the uses being made of the Clubhouse.

Residents are also allowed to use the Clubhouse and/or the Deck for private functions. To book the Clubhouse, owners/residents are required to complete a “Clubhouse Reservation Application for Private Events” which contains all the rules and regulations that pertain to this type of request.

There are certain Rules and Regulations that pertain to general use of the Clubhouse. The most important are – no pets, no smoking, and no wet bathing suits. Additional procedures apply if an owner wishes to reserve the Clubhouse. These are included in the Attachments section of this Handbook. In all cases, try to leave the Clubhouse in a good condition for other users.

Community Social and Sports activities:

Volunteers on the Social Committee organize a range of social activities open to all residents. While the exact program of social activities changes from year to year, there may be parties with shared appetizers/entrees, or pizza or food truck dinners, and parties with themes such as Cinco de Mayo, Italian, and Oktoberfest. These generally take place in the Clubhouse and Deck, but some events such as the monthly ladies lunches and the annual Christmas party occur off site.

Details of these activities are posted on the Clubhouse bulletin board. In some instances, attendance may be restricted due to space constraints in the Clubhouse.

Other group activities include Water aerobics, Card and Board games such as Bridge, Euchre, Bunco, Mexican Train; Tennis and Pickleball. Owners may also use either of the two Exercise Rooms, a Crafts Room with Library and WIFI, and a Games Room that also has WIFI.

Pool Facility

The Gondola Park community features a large swimming Pool, which is maintained at a set temperature of 86°F all year round to ensure maximum enjoyment for our owners and other residents. This temperature can be adjusted as needed. Hours of use are Dawn to Dusk. Pool furniture includes umbrella tables, lounges and side tables.

The Pool is maintained by a professional pool maintenance company. If you have questions about its operation, contact the Master Association’s management company (Argus Venice).

A Pool committee of volunteers oversees all aspects of the Pool, including equipment and water quality. You can assist by removing any debris you find in gutters or floating on the Pool surface. A net pole is located on the fence to the left of the west gate. See the attachments for Pool rules.

Where do I get the latest news on activities and events here at Gondola Park?

At the Clubhouse across from the mail boxes you will see three sets of bulletin boards. The first on your right is primarily for club activities, and features a Calendar of Events. You will notice that the boards nearer to the Deck contain information about our Associations, and other required postings. The bulletin board next to the mail boxes is used primarily by the Residences Association.

In addition to these notice boards at the Clubhouse, each of the Courtyards buildings has a bulletin board.

Communications:

Legally required notices are mailed out to your Primary address via USPS. Non-legal notices, bulletins, and newsletters are posted on the Notice Boards. Because many owners are not on site year-round, or miss posted notices when they are here, the Board sends copies of these non-legal communications by email to owners who agree to receive such communications electronically.

To register for this service, owners are requested to furnish your email address to your Association manager - either Argus (for Courtyards owners) or AMI (for Residences owners) - and to authorize use of the email address by the Board. This will allow your Board to directly communicate with you quickly and at minimal cost. Per Florida law, all email addresses will be kept confidential.

You can find the "Owner Address/Contact Information" Form on your management company's web site.

The Argus and AMI web sites also contain information pertinent to the community.

What if I want to make changes to my Condo?

Small changes may be made at any time to your Condo. However, changes that affect the external view of the Condo, or internal changes that could affect other owners need **prior** approval from your Association's Architectural Review Committee. The Courtyards and Residences Boards have different rules governing alterations to condos in this community. Requests for Alterations must be fully described along with all appropriate drawings and specifications to the applicable Architectural Committee. Examples of changes that require prior approval are new Windows, new Doors, Lanai Enclosures, or new Flooring. If in doubt, consult your Architectural Committee in advance.

Please remember that if any of the changes requiring prior ARC approval is performed prior to receipt of such approval, the Association is authorized to have the changes removed at owner expense.

Being a Good Neighbor.

Even though our units have decent sound proofing, be aware that we are all living in close proximity, and excessive sound from your living area may disturb your common neighbors, and is not appropriate. This includes loud conversations, television, stereos, and barking pets. Likewise, be considerate to other owners when parking your vehicle.

Example: Do **NOT** park in someone else's garage apron without direct permission from the owner.

Example: At times when the Pool is busy, do not try to "save" a spot by placing property on a lounge or seat, while you are away from the Pool.

Common courtesy extends to all common areas in the complex.

Requests for Maintenance

You may request Maintenance by filling out a Work Order / Request Form and submitting it to your Association's management company. Forms are available at the Clubhouse, and on the Bulletin Boards of each Courtyards buildings. They may also be downloaded from the web sites of the management company. Argus and AMI have collection boxes at the Clubhouse near the Mailboxes, where requests may be deposited.

Driving safely through the Community

There is a posted speed limit of 13 mph within the community. There is also one Stop sign exiting the community, and another Stop sign inside the community. These speed controls are there to ensure safety for drivers, pedestrians, and other residents.

The community Lake

There is a large Lake within the community, and this Lake is home to various types of birds, turtles, fish, as well as alligators. There is a restriction on swimming in this Lake, and also a prohibition on feeding any of the wildlife residing in the Lake.

How do I shutdown my Condo Unit if I am a seasonal resident?

A suggested shutdown procedure is attached. You may wish to incorporate other ideas or tasks into your shutdown procedure.

It is highly recommended that you have a friend or monitoring service check on your unit during your absence.

Additional Resources

City of Venice: The Gondola Park development is located within the city limits of Venice, which is part of Sarasota County, in the State of Florida.

Newcomers to Venice: If you are new to Florida or this area of the state, a lot of useful information can be found on the following Internet sites:

[HTTP://venicetravelplanner.com/info/index.html](http://venicetravelplanner.com/info/index.html)
<https://www.visitflorida.com/en-us/cities/venice.html>
<https://www.citytowninfo.com/places/florida/venice>
https://www.tripadvisor.com/Attractions-g34705-Activities-Venice_Florida.html

Residents of Venice: Here is some information you may find useful:

Information about the City of Venice government: Helpful information for Venice residents is on the city's website: www.venicegov.com. There is a how-to Guide for garbage and bulk pick-up including which items are included and which are not. There is also a list of recycling do's and don't's. An updated list of construction projects will help you avoid bottlenecks on the road.

A monthly City e-newsletter is posted on the city website. It includes events listings, schedules of performances and contact information for the city's performing venues: Venice Theatre, Venice Art Center and the Venice Performing Arts Center (VPAC).

Information about the Venice activities: A helpful web site for ongoing activities in Venice is www.visitvenicefl.org (otherwise known as Venice Main Street) which includes a Calendar of current activities, in addition to other types of information.

Information about Sarasota County: The Anderson County Building is located at 4,000 South Tamiami Trail in Venice and provides access to many services: driver's license, voter registration, passport photos, and the county tax collector, among others. Check out the full list of county resources at www.scgov.net.

Libraries: There are two Sarasota County Libraries in this area. The Frances T. Bourne Jacaranda Library is at the intersection of Jacaranda Boulevard and Woodmere Park Boulevard. The new library on Venice Island is located at 300 Nokomis Avenue South. A full list of all area libraries can be found on the county website.

Voting Rights: If you are a legal resident of the state of Florida, will may vote in Florida-wide national and state elections, as well as City of Venice and Sarasota County elections. Voting for Precinct 305 is generally at the Church of the Nazarene, 1535 E. Venice Avenue.

Here are some **additional phone numbers** to have on hand:

Police and Fire Emergency: 911

Police Non-Emergency: 941-486-2444

Evacuation Information: 941-861-4636

Power Outages (FP&L): 800-468-8243

Attachments for your future use

Pool General Rules: *The Pool is a shared facility, and certain common sense rules exist to enable all users to enjoy this facility.*

Clubhouse General Rules: *The Clubhouse is a shared facility, and certain common sense General rules exist to enable all users to enjoy this facility.*

Reserving the Clubhouse for Private Events: *Owners may use the Clubhouse for private events subject to prior Board approval and observance of certain rules.*

Clubhouse Post-Event Checklist: *Organizers of any event at the Clubhouse and/or Deck are responsible for putting everything back in its usual state after the end of their event.*

Condo Unit Shut-down Procedure: *If you are planning to leave your Condo for any extended period of time, here are some suggestions for temporarily shutting down the unit. This is simply a suggested list, and you may choose to perform either some or all of the listed steps. Please note that if you are away for any period during Florida's hurricane season, you are required to clear every movable object off your lanai (unless it is enclosed), and owners in the Residences should ensure that all Planters or other movable objects are stored away until their return.*

Pool General Rules

- Use of the Pool is limited to owners, their guests, and registered renters only, from Dawn to Dusk. Young children must always be supervised by a responsible adult. No pets are allowed in the Pool area.
- Remember that you are responsible for the behavior of any guests you invite to the Pool.
- Noise. Except for use during scheduled water aerobics sessions, radios and other sound devices are not allowed unless used with earphones.
- No diving, running, or horseplay is permitted in the Pool area. Flotation devices are permitted, but courtesy dictates that these devices should not interfere with other swimmers. Please do not leave these in the Pool area – all devices should be returned to your unit/garage for storage after use.
- Water Safety. To prevent swimming-related illnesses, do not swim when sick with diarrhea or other conditions that could increase the risk of contaminating the water. Any person with a condition that would risk fecal accidents or other body fluid spills such as vomiting or nasal mucus, must stay out of the water.
- If planning to enter the water, take a shower first.
- No food is allowed in the Pool area. Water and other liquids in plastic or metal insulated drink containers are allowed for hydration, but liquids in glass bottles are prohibited. **No glassware of any kind is allowed in the Pool area.** You are responsible for any trash/debris you create. Dispose of it in the trash container near the west gate of the Pool, or take it back to your apartment.
- Smoking is not allowed in the Pool area.
- Towels must be placed on chairs and lounges before lying or sitting on them. Body oils damage the furniture. Do not “hold” tables or lounges by placing personal property there, unless you are present in the Pool area. If you move any of the furniture, it should be returned to its original location before you leave the Pool area.
- Umbrellas must be lowered and secured after use.
- Gates to the Pool must be kept closed at all times.
- If you use the bathrooms at the Pool, make sure that the bathroom door is secured as you leave.
- Observing these rules ensures that all residents and guests will enjoy the Pool, You may also help in the safe management of the Pool by removing any debris you find in gutters or floating on the surface.

POLICY REV 6-1-2025

Clubhouse General Rules

- ✓ Use of the Clubhouse is limited to owners, their guests, and registered renters only.
- ✓ The Clubhouse is used primarily for parties and other social events, for card and board games, floor exercises, Internet, and reading. No business activity, corporate or otherwise, is permitted in the Clubhouse.
- ✓ The Clubhouse may be reserved for Private functions. Specific procedures and rules must be followed if using the Clubhouse in this way.
- ✓ Hours of use of the Clubhouse are 8am until 11pm, with the exception of Association sponsored events. The seating capacity in the Clubhouse is limited to 63 people by Fire Department regulation.
- ✓ No Pets or are allowed inside the Clubhouse. However, Pets are allowed under leash on the Deck.
- ✓ Absolutely no Smoking allowed in the Clubhouse.
- ✓ No wet bathing suits allowed in the Clubhouse; cover ups and footwear are required.
- ✓ All Clubhouse furniture and decorations, if moved temporarily, must be returned to its normal locations after use.

Clubhouse Post-Event Checklist

On the completion of any function, whether a community event or a private function, the following checklist must be completed in full:

- a) All food and trash to be removed from the building.
- b) The carpet must be vacuumed, and the kitchen floor swept and clean.
- c) All furniture, including Deck furniture, must be placed back where it was found. Umbrellas must be tied down.
- d) Turn off the hot water heater in the kitchen.
- e) The Air Conditioner thermostat must be set back to 81 degrees, fans & lights must be turned off, and windows and doors must be locked.
- f) In general, the Clubhouse must be returned to its prior state.

POLICY REV 1-29-2019

CLUBHOUSE RESERVATION APPLICATION for PRIVATE EVENTS

Reservation Date requested: _____ Time requested: From _____ to _____
Purpose: _____
Name of Requester: _____ Condo Unit # _____
Check number _____ for \$100 made out to Gondola Park Master Association

I _____ have read all the rules described on this Form, and agree to abide in full.
Owner / Resident Signature

Application and Check for \$100 received by Argus (date)

REVIEW AND APPROVAL BY THE BOARD OF DIRECTORS

Date: _____ Application Approved: _____ Application Denied: _____
Signature: _____ Title: _____

FOLLOW-UP CONFIRMATIONS OF APPROVAL BY ARGUS

If the Application is Approved, the requester (s) and the Calendar Keeper were notified (date)

If the Application is Denied, the requester (s) were notified and the check mailed (date)

FOLLOW-UP CONFIRMATIONS OF REIMBURSEMENT BY ARGUS

If the Application is Denied, the requester (s) were notified and the check mailed (date)

After the event, and confirmation of cleanup by the Clubhouse Committee, the reimbursement check was mailed (date)

FAQs – CLUBHOUSE RESERVATIONS FOR PRIVATE EVENTS

1. Using this Form, reservation requests must be made in advance through Argus Management of Venice (941-408-7413). The Application Form must be completed and signed, and submitted to Argus with a \$100 check made out to “Gondola Park Master Association”.
2. Argus will immediately submit all such requests to the Board for approval to ensure that there is no objection to the request, such as prior misuse of the Clubhouse. The Board will make a decision to either approve or deny the request as soon as feasible.
3. Requests for a major holiday received more than 3 months ahead of the requested date will not be acted on until the 3 month mark in order to allow all other owners/residents an opportunity to reserve the facility for that date. In the event that more than one party requests a reservation for the same date, the Board will attempt (if possible) to accommodate both requests, but if this is not feasible one request will be accepted and the other(s) denied based on a lottery.
4. The Board decision to Accept or Deny a request will be communicated to requester(s) by Argus as soon as feasible after such a decision is made by the Board. Approvals are communicated to the Calendar Keeper so that the event is listed on the Calendar.
5. Any planned Association function, including Board or Committee meetings, takes precedence over any private resident request.

POLICY REV 1-29--2019

CLUBHOUSE USE DURING PRIVATE EVENTS

1. Once a request is confirmed, the owner/resident will have exclusive use of the Clubhouse (but not exclusive use of the Pool) during the approved rental period. The Clubhouse hours of use are from 10am until 11pm.
2. The owner/resident who requested the Clubhouse must be in attendance at all times while guests are present. The owner/resident is responsible for the actions of their guests. Any complaints resulting from excessive noise, irresponsible behavior or unsupervised children will result in denial of future requests of this nature.
3. Should damage occur, the reserving resident agrees to make good any damage to the facility or furnishings, and to replace any items removed from the Clubhouse while in their care.
4. The owner/resident must not move fixed Clubhouse property from walls or kitchen. If one chooses to add decorations to the walls or windows, all such decorations must be removed before they leave.
5. The owner/resident must supply their own paper goods (plates, cups & plastic ware), as well as their food & beverages. Do not use supplies that belong to the Clubhouse.
6. The Clubhouse General Rules apply, including the Clubhouse Post-Event Checklist which must be performed in full.
7. Assuming all these responsibilities are met, and that there is no need for the Association to perform any cleaning, the owner/resident will be reimbursed the \$100 deposit. Otherwise, whatever portion of the deposit is needed to return the Clubhouse to its prior state will be retained by the Association.
8. The deposit does not relate to necessary repairs arising from damages to the Clubhouse, or the replacement of any Association property that is missing after a private event. Such costs will be recovered in full by the Association.

POLICY REV 1-29-2019

Condo Unit Shut-Down Procedures

The following actions are suggested.

- ✓ Turn off the WATER MAIN – blue plastic valve underneath the MASTER bathroom outside sink in the Residences and above the water heater in the second bedroom for the Courtyards.
- ✓ Turn off the HOT WATER HEATER and STOVE dual breakers at the circuit breaker box.
- ✓ Fill up the refrigerator with spices, water.... Turn off the icemaker if so equipped. Set to 0F freezer and 39F refrigerator. Baking soda for odor absorption is recommended for the fridge and freezer sections.
- ✓ Put several teaspoons of vegetable oil in the garbage disposal after it has been run and completely emptied.
- ✓ Put several teaspoons of vegetable oil in the dishwasher by the drain. Prop the door open with a towel for air circulation.
- ✓ Put approx. ¼ cup of bleach in all sinks, drains, toilet bowls and tanks
- ✓ Cover all sink drains with CLEAR PLASTIC WRAP and seal with the stoppers.
- ✓ Cover all toilets with CLEAR PLASTIC WRAP to seal the bowls.
- ✓ It is highly recommended that you have your air conditioning / heat pump unit serviced by a qualified technician before you leave.
- ✓ Install fresh batteries in the A/C Thermostat.
- ✓ Set the cooling thermostat to 78 to 82 F in the A/C mode and the humidistat should be at 50 to 60% if so equipped. Otherwise set the A/C to about 80 F. Your service technician may provide better instructions.
- ✓ Leave all doors and drawers open for air circulation.
- ✓ Unplug all TV, STEREO, Microwave, computer and VCR's. Consider removing the batteries from all remotes, clocks and other appliances. The Comcast furnished equipment should be plugged in per their recommendation.
- ✓ Turn OFF all ceiling fans.
- ✓ Lock all doors and windows. Close all shades, drapes and blinds.
- ✓ If your lanai is NOT enclosed with the latest hurricane rated glass, remove ALL articles from the lanai and store them inside of the unit. This is a storm safety issue.
- ✓ You can have your mail forwarded for the maximum of 6 months by going to the Venice Post Office, or do it online at USPS.com. Use the MAIL HOLD feature to extend possible delivery start date if so required.
- ✓ If you are leaving a vehicle in the garage for an extended period of time, the following actions can be beneficial. Oil and filter should be changed prior to departure. The battery can either be disconnected from the vehicle by taking the cables off the terminals or a BATTERY TENDER or similar device should be attached to the battery to keep it charged during your absence. Inflate the tires to 5 psi over the manufacturer's inflation pressure to avoid flat spotting problems. Before filling your fuel tank consider adding a gasoline stabilizer. Check with your local insurance agent as to what coverage may be suspended during your absence.
- ✓ Telephone service may be put on vacation hold.
- ✓ Cable TV / Internet service. This may be put into vacation status with Comcast. The alternative is to return rented components to COMCAST during normal business hours. Be aware that the Gondola Park Community has a contract with them that allows one High Definition box and two digital converters for each unit at no additional charges. Keep these in your unit.
- ✓ If you have paper delivery service, stop your papers at HERALDTRIBUNE.com. Or call the Venice Gondolier.
- ✓ If you have sensitive electronics or delicate items in your garage, it may be beneficial to them to be stored in air conditioned space.
- ✓ It is recommended to have your unit checked for temperature, humidity and refrigerator operation every two weeks or so. Check that all smoke detectors are working. There are several individuals and services that offer this service.

FORMS

In this Owners Handbook, there is reference to different Forms that are used in our community to request services or approvals. The Courtyards and the Residences Associations have slightly different Forms, and for this reason copies will not be included in this Owners Handbook. Please go to the web site of your management company and download any Forms you need.

The only Form currently approved for the Master Association is the “Clubhouse Reservation Application for Private Events”, which was included elsewhere in this Handbook. For Work Order requests to the Master, please use the Courtyards Association form, since Master Association requests are handled by Argus.

***Suggestion** - you may print off the list of Forms from time to time and maintain with this Handbook for easy reference.*

This is a listing of Forms that are used in the Gondola Park community:

Owner Address / Contact Information: This Form is used to notify your management company (Argus or AMI) of your current mailing and email address for all correspondence. You may only have one mailing address on file at any time. Owners who are here for long periods each year should consider giving your management company a Change of Address notification for when you are residing here so that any official communications from your management company is mailed directly to you.

Work Order / Request Form: This Form is used for suggestions, comments, or requests with reference to your own or common property. This is your communication tool with your management company – the management companies find it much harder to follow up on requests if they are not received in this form. Work Order forms may be found at the Clubhouse, as well as the Courtyards bulletin boards. Collection boxes for Argus and AMI are located at the Clubhouse.

Lease Application Forms: A Lease Application must be submitted for each planned lease, and this application is subject to approval or disapproval by the Board. This form is submitted to your management company along with a check for \$50.00. **Both the condo owner and the lessee must sign this application.** Condo rules specify that leases may not be less than 90 days but not exceed 12 months. If leasing to the same party who leased previously, a new Lease Application must be submitted, although the \$50 fee is waived in that case. If an annual lease is being extended, a new Lease Application must be submitted, although the \$50 fee is also waived in that case.

Purchase Application Forms: This application must be submitted by any prospective purchaser of a condo in the community, and this application is subject to approval or disapproval by the Board. This form is submitted to your management company along with a check (\$150 for Courtyards, and \$50 for Residences). If any owner is planning to sell their condo, they must make sure that the prospective purchaser completes this application at least 15 business days prior to Closing.

Guest Registration Form: This registration is always necessary if an owner is allowing guests to stay in his/her unit in the owner’s absence. The purpose of this registration is to enable the community to identify such Guests, which is an obvious security matter. If the owner is in residence, guests may stay without registration. Submit your Form to your Association’s management company.

Application for Alterations: The Courtyards and Residences Boards have different rules governing alterations to condos in this community. Both Associations have set up Architectural Review committees to vet requests for alterations.