

LOVELAND COURTYARDS
CONDOMINIUM ASSOCIATION, INC.

3300 Loveland Boulevard, Port Charlotte, Florida 33980

EMERGENCY CONTACT INFORMATION

Emergency - Charlotte County Police, Fire, EMT 911

Non-Emergency - Charlotte County Sheriff District 4 941-639-2101
<https://www.ccsso.org/>

Charlotte County Emergency Management 941-833-4000
<https://www.charlottecountyfl.gov/services/emergencymgmt/Pages/default.aspx>

Fawcett Memorial Hospital 941-629-1181
<https://fawcethospital.com/>

Bayfront Health – Port Charlotte 941-625-4122
<https://www.bayfrontcharlotte.com/>

Bayfront Health – Punta Gorda 941-639-3131
<https://www.bayfrontcharlotte.com/>

Florida’s Poison Control Center 800-222-1222
<http://floridapoisoncontrol.org/>

Center for Abuse & Rape Emergencies Hotline 941-627-6000
<https://www.fcadv.org/centers/charlotte>

Florida Highway Patrol 800-483-5912
<https://www.flhsmv.gov/>

Charlotte County Animal Control 941-833-5690
<https://www.charlottecountyfl.gov/services/animalcontrol/Pages/default.aspx>

VOLUNTEERS ARE ALWAYS NEEDED

Committees are the lifeblood of a condo association. If you are interested in volunteering to participate in a committee, stop by the association office to request information and submit your name for consideration.

PEST CONTROL SCHEDULE

Pest treatment is performed on a quarterly basis where the 1st and 3rd treatment of the year is done outside the entire building and the 2nd and 4th treatment is done inside each unit. If you have a problem with pests (ants, beetles, etc.) contact Star Management. Treatments are done on Tuesdays as follows:

	Dec, Mar, June, Sept	Jan, Apr, July, Oct	Feb, May, Aug, Nov
Inside or Out	Out, In, Out, In	Out, In, Out, In	Out, In, Out, In
1st Tuesday	Buildings 31-33	Buildings 7-9	Buildings 19-21
2nd Tuesday	Buildings 34-35	Buildings 10-12	Buildings 22-24
3rd Tuesday	Buildings 1-3	Buildings 13-15	Buildings 25-27
4th Tuesday	Buildings 4-6	Buildings 16-18	Buildings 28-30

To keep operating costs low, volunteer chaperones are needed to guide the pest control representative around the complex. If you are interested in volunteering put an Email to lovelandcourtyards.com or put a letter in the association office mailbox with contact information for the pest control chaperone calendar.

GARBAGE / RECYCLING

Garbage containers are located at each end of the parking lots. A recycle container is located on the west end of the parking lot near building 2900 as well as the north-east corner of the Lakes Edge complex.

Please do not throw recycling items into garbage containers. If Charlotte County notices recyclables going into the garbage containers, they will levy a fine against Loveland Courtyards, which results in higher fees. Following is a list of what can be put into recycling, and what cannot:

YES – Plastic bottles & containers, food & beverage cans, papers, flattened cardboard & paperboard, food & beverage cartons, glass bottles & containers.

NO – Food waste, plastic bags, foam cups & containers, textiles, needles.

Computers, printers, televisions and other electronics waste will be picked up on your regularly scheduled day and are not to be put in the garbage. When placing large items or electronics (e.g. TV, grill, or appliance) by the garbage container, notify the Star Management to contact Charlotte Waste Management to schedule a special pick-up. Note that electronics are no longer accepted at the recycling depo off Veterans Boulevard.

There is a yard waste container in the south-east corner of the Lakes Edge complex.

Following is a link to the Charlotte County Solid Waste Management site that provides additional information on solid waste procedures:

<https://www.charlottecountyfl.gov/departments/public-works/solid-waste/>

SERVICE REQUESTS

All service requests are to be submitted in writing to Star Hospitality Management with the exception of emergencies which can be done by phone.

For Service Requests please include:

- A description in sufficient detail to documents the repair request or problem that needs to be addressed.

Star Hospitality management is responsible for assigning the work, tracking the work through completion and contacting the requester for quality and completeness. Any concerns should be brought to the attention of the board.

Examples of a Non-Emergency Service Request are:

- Gate repair (unless resident is locked in or out– then it’s an emergency)
- Skylight/roof leak (unless major flooding in the Unit)
- Outside building faucet leak (outside faucet in a unit’s limited common element is the owner’s responsibility)
- Landscape / shrub maintenance
- Faulty electrical wiring / plumbing within unit (Owner’s responsibility)

An Emergency Service Request is a situation that requires immediate attention for the safety of the occupants and property. The requester should immediately contact Star Hospitality Management and only use the emergency phone number if outside normal business hours.

Examples of an Emergency Service Request are:

- Flooding in a condo unit
- Fire anywhere on the complex
- Interruption to electrical or water utilities
- Water pipe burst
- Animal Control assistance if safety is threatened

CONDENSED RULES AND REGULATIONS

The rules contained herein are only a condensed version and are not a substitute for the full set. All owners should have received a full set of rules and regulations when their unit was purchased. Contact the office if you need a copy of the rules and regulations. Electronic copy is available.

It is the owner's responsibility to be knowledgeable regarding complete contents of the Association's rules and regulations. Owners must inform renters/guests of the rules and regulations and will be held accountable for their tenants/guests and for any property damage that they incur.

ENFORCEMENT: Complaints should be reported, in writing, to the Board of Directors or to an officer of the Association, in confidence. Minor infractions will be called to the attention of the person or persons involved by the Association. Repeated infractions and violations of a more serious nature will be referred to the Board for action. Disagreements concerning complaints will be presented to the Board for appropriate action, with enforcement by civil legal process, if necessary.

SIGNS: No unit owner shall cause any signs of any nature whatsoever to be posted or affixed to any of the common elements, limited common elements, in his respective unit, and/or in windows, if such sign may be seen from any portion of the common elements; except for name plates which shall be uniform in size and design, and approved by the Board of Directors. (See Rule #6 – Signs)

SAFETY: No one shall permit any activity or keep anything in a condominium unit, storage area or the common elements, which would be a fire or health hazard or in any way may increase insurance rates. This section has reference to barbecuing outdoors. (See Rule #7 – Safety)

SWIMMING POOL: Pool open hours for are posted at the pools. An adult at least 18 or older must accompany children under 14. A 14-year old cannot be responsible for another child. GLASS CONTAINERS, ALCOHOLIC BEVERAGES, FOOD or PETS ARE NOT ALLOWED IN THE POOL AREA. NO DIVING. More extensive rules are posted at the pools – please read and comply. Per Florida state statutes, bathers are required to shower each and every time before entering the pool. To accommodate our residents, water heaters have been installed at both pools for warm showers. Only water-soluble lotion is to be used. (See Rule #15 – Swimming Pool)

VEHICLE & PARKING: Commercial vehicles, campers, motor homes, or boat trailers of any description, shall not be parked, stored, or placed on the common element. Repairs to vehicles are not allowed in the complex except for adding fluids, (e.g. window washer, oil or transmission (being careful not to spill on asphalt). Motorcycles, mopeds or motorbikes are not to be operated or parked on the premises by owners or their guests. Bicycles can be operated but cannot be kept on the common element unless they are stored at designated bike racks. Owners storing bikes in designated bike racks must as a minimum affix the unit number on the bike. (See Rule #22 – Vehicle & Parking)

PETS: Owners may have one pet – with some restrictions. The pet must weigh less than 30 lbs., and when outside the unit, must be on a leash. All pet waste must be picked up and disposed of properly. Pets, including cats, may not roam free in the complex. Renters/Lessees or their guests are not permitted to bring pets onto the premises. (See Rule # 12 – Pets)

LEASING/RENTING: Minimum rental is no fewer than 30 days. Rentals are to be to one family only and to no more than four adults. All renters must submit an application to the Association no fewer than 30 days prior to taking occupancy. Owners of seasonal rental units are required, by law, to collect tourist tax and pay the tax to Charlotte County Department of Revenue. (See Rule #13 – Leasing/Renting)

NOISE: Extreme care shall be exercised regarding noise, especially when using recycling and other dumpsters. Designated quiet times are 11:00 p.m. to 9:00 a.m. When playing stereos, radios, TVs, etc., consideration of your neighbors is essential. Please check the volume. (See Rule # 11 – Noise)

GRILLING: Outdoor grilling is not permitted on the common area except where designated (East side of pool's recreation area). When using outside areas, it is the responsibility of the user to make sure it is left the way it was found by removing all garbage and debris and cleaning the recreation area. Grilling is allowed in the courtyard with care. Grills must be away from siding, as the heat from them will melt the siding. (See Rule # 21C – Food and Beverage)

BUILDINGS: The buildings are sided with vinyl and owners/residents are restricted from inserting nails, screws, or any other item that will puncture the siding. There must be no hole-making device inserted into fences or siding. There can be no exceptions to this regulation. (See Rule # 8B – Exterior Appearance)

CLOTHING: Clothing or bedding shall not be dried in any outdoor area or within the unit if it can be seen from the common elements. (See Rule # 8D – Exterior Appearance)

PLANTING: The Board of Directors must first approve planting of any shrub, by owner. If permission is given, once planted in the common element, the plant then becomes the property of the Association in as far as trimming, etc. One flower pot (up to a five-gallon size) is allowed outside of the unit. No artificial plants are allowed.

PENALTIES AND FINES: Loveland Courtyards Condominium Association, Inc. has, through its Board of Directors and a fining committee, the right to assess fines and penalties for violation of the rules and regulations.

PARKING: Each unit has been assigned two parking spaces. These spaces must be filled before using guest spaces. If additional parking is required for your unit, vehicles should be parked in guest area. If a unit owner gives permission for someone to park in his or her allotted space, written permission, from that unit owner, must be obtained. A copy of this permission must be on file in the Association Office.

CAR WASHING: Car washing is permitted by residents only. Guests are not allowed to wash their vehicles. It is requested that, when allowed, washing of cars be done not more than once a week and with a hand-held hose with a turn-off nozzle.

DRONES / UAS: The operation of Unmanned Air Systems (UAS) or drones within the complex by hobbyist is prohibited for resident safety and privacy, noise pollution, and damage to resident / common property. Commercial operation of UAS or drones (such as special delivery, inspections, real-estate, agriculture, security, land surveying, insurance claims, etc.) within the complex requires approval by the Board of Directors.

COMMON ELEMENTS

Outside the fence is “common element” and is owned, in equal parts, by the membership. Inside the fence is “limited” common element, which means it is owned by all the membership but for the exclusive use of that unit’s resident. This also applies to the unit attic which is “limited” common element but for the exclusive use of the unit resident. The courtyard (i.e. lanai) is to be kept clean and mold free and is the responsibility of the resident of said unit. The screen “cage” surrounding the courtyard is owned exclusively by that unit owner and therefore is their responsibility to keep clean and maintained in good repair. This also includes additions, (i.e. courtyard enclosures and courtyard roofs). The optional eave trough attached to the shed is considered part of the lanai cage and is the owners responsibility to maintain.

If at any time you have questions, please do not hesitate to call the office or one of your Board members for clarification.

LEASING / RENTING YOUR UNIT

Leasing: Page 39, Paragraph C of our Rules & Regulations states: “All lease agreements must be specifically made subject to the Declaration of Condominium.” Leases are for a maximum of one year and renewal is at the discretion of the Board of Directors.

A prospective tenant must complete an “Application for Occupancy/ Approval” which is available at the Association Office, accompanied by a non-refundable application fee and a copy of the lease agreement (which will be kept on file). The application fee is good for 3 consecutive years of leasing the same unit by the same tenant.

The application is then sent to an outside company for a screening process. This procedure can take as long as thirty days. This procedure must be completed, as well as an orientation, before occupancy by tenant.

Seasonal Rental: (No less than one month and up to one year)

The prospective tenant must complete an informational form accompanied by a processing fee and a signed rental agreement before taking occupancy. The application fee is good for 3 consecutive years of renting the same unit by the same tenant. All rentals are subject to board approval, allow 30 days for processing. As a reminder for seasonal rentals, a tourist tax is required by and must be paid to Charlotte County at the Administration Building in Murdock.

CLOSING UNIT WHEN LEAVING FOR AN EXTENDED

PERIOD OF TIME

- Set humidistat to 60% (if you have one). Set air conditioner on to 85 degrees. This will take the moisture out of the air and prevent mildew.
- If you are turning the electricity off, leave the dishwasher, washing machine and refrigerator open to allow air to circulate and prevent mold. Place a box of baking soda in dishwasher and refrigerator. This will help to keep the interior smelling fresh. Remember to empty the refrigerator or, if you are leaving it running, dispose of items that are perishable.
- Pour in ¼ cup of chlorine bleach, and then cover the commode with plastic wrap to prevent bacteria growth and condensation of water. Also, pour ¼ cup chlorine bleach down shower bath drains.
- Make sure garbage disposal has been cleared of garbage and rinsed out with disinfectant. Pour a tablespoon of vegetable oil or (WD40) in disposal and turn on for just a moment to lubricate and prevent rusting.
- If appliances are not left running, switch all breakers off EXCEPT AIR CONDITIONER/HEATER. Unplug all appliances as well as TVs.
- Close drapes/blinds to help eliminate fading.
- Leave drawers, closet doors, etc. open to allow ventilation.
- Turn outside water valve off. This will prevent damage if a leak should occur inside the unit. Do NOT drain the water from the lines as the O-rings and seals will dry out and may leak when water pressure is restored.
- Unplug phones.
- Lock all windows and sliding doors.
- Store patio furniture inside in case of hurricanes.
- Discontinue phone service, TV service, papers, and all other delivery services.
- Make sure ALL garbage has been placed in the dumpster.
- Notify Association Office of your change of address, departure date, and approximate arrival date to insure receipt of all mailings. Mail will be sent to last known address.
- Turning off the breakers will prevent lightning-surge damage to your appliances.
- Our experience has shown that following a few simple precautions will prevent that musty, closed-up odor in your condo. Have a great summer and/or vacation.

PLANNING FOR EVACUATION

You can take certain actions ahead of time to make evacuation easier:

- Keep your gas tank as full as possible during hurricane season. In an evacuation, fuel may be difficult to obtain.
- Team up with a partner, a neighbor, or friend living nearby. Plan your evacuation together. By sharing supplies and a ride, each of you can help the other. Make plans to stay with friends or relatives living on higher ground. Learn the recommended evacuation route from your home to safer, higher ground. Local broadcasts will tell you where to go during an evacuation. Learn the safest route ahead of time by watching for preseason distribution of a local evacuation plan or by calling your local emergency services office.

For additional information on hurricane preparedness, see the State of Florida's "The Essential Guide to Hurricane Preparedness" website:

<http://www.stateoflouisiana.com/articles/hurricane-preparedness-guide.aspx>

PREPARING TO EVACUATE - HURRICANE

- Fill bathtub and other clean vessels with water for later use, should water become unavailable.
- Turn off all water supplies. In case of a water-pipe break, the leaking water will cause damage. If excessive water is used due to malfunctioning plumbing and/or not turning water off in the unit, the unit owner will be charged for excessive water usage.
- Shut off electric power to the building. There is a main breaker for the building that should be turned off. This will prevent damage, fire and possible injury.
- Remove all items from the courtyard (i.e. lanai).
- Place all pertinent papers (i.e. insurance policies, etc.) in a waterproof container and take it with you.

- Leave a telephone number (with the office) where you can be reached. In case of substantial damage, the Board will need to contact members to obtain a vote for some types of repair. In complete devastation, we would be required to know if owners would rebuild or disband. We also need to know mortgage holder, if any, of individual units for the bank's vote on this.
- Close and lock your windows and glass doors making sure to lower the blinds and close the curtains to keep flying rubble out.
- Careful planning and quick response to a hurricane threat will reduce damage to your home and could save your life. The most important thing to do is to evacuate if you are told to do so. Material possessions are replaceable, but you are not.

EMERGENCY MANAGEMENT AUTHORITY INFORMATION

Hurricane season is from June 1 to November 30. Following is a checklist of actions you can take **BEFORE, DURING AND AFTER** a hurricane strikes. Check this list each spring to be better prepared for the hurricane season.

BEFORE THE SEASON BEGINS:

Stock your home. It's a good idea to stock a supply of food, water and supplies for any emergency. Any season can bring disaster. Winter storms or summer heat waves could affect your ability to get to the store for food or medication. Even a simple water main break could leave you without vital water for a few days.

WATER:

Each person's need for drinking water varies, depending on age, physical condition and time of year. The average person needs at least one quart of water or other liquid to drink per day, but more would be better. Also, keep a couple of gallons on hand for sanitary purposes. Store water in an airtight, plastic container, and replace every two months to be sure of purity.

FOOD:

Supplies should include enough nonperishable, high-energy foods to feed you and your family for up to three days. You may be stranded in your home for several days or local stores may run low on supplies. Also, if you go to a public shelter, it is helpful to take as much nonperishable food as you can carry. Suggested supplies for emergencies includes whole dry milk, canned fruit juices, canned meats and fish (like Vienna sausage, meat spread, or tuna) meat substitute (like beans), bread and crackers, peanut butter, dried fruits, dry cereal, granola bars and cookies. Place these items in a watertight container, such as a large plastic bag. This will keep them dry and make them easier to carry.

SUPPLIES & EQUIPMENT:

KEEP THE FOLLOWING ITEMS IN ONE PLACE SO YOU CAN GET TO THEM EASILY: a battery-operated radio (with extra batteries), a flashlight (with extra batteries), blankets and/or sleeping bags, paper plates and utensils (including a bottle and can opener), candles and matches (in a waterproof container), oil or kerosene lanterns, and toiletries and sanitary items such as toilet tissue, soap, toothpaste, toothbrush, etc.

MEDICINES:

It is very important to keep an adequate supply of any medicines you take. If you are stranded in your home or are asked to go to a public shelter, you may not be able to get extra medication easily. If possible, you should also keep an extra pair of eyeglasses on hand for emergencies.