

# Tavares Ridge Condominiums

## MANAGED BY

RealManage, Orlando  
270 W. Plant Street #340  
Winter Garden, FL 34787

Joshua Pack is our Community Association Manager  
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Real Manage Resident Portal: CiraNet.com  
Payments may be mailed to:

Tavares Ridge Condominiums, C/O Real Manage, PO Box 105007, Atlanta, GA 30348  
See portal for all payment options available at CiraNet.com

## TAVARES RIDGE CONDOMINIUM CONTACT INFORMATION

Tavares Ridge Condominium email: TRCHAinc@yahoo.com  
Tavares Ridge Website: [WWW.tavaresridge.com](http://WWW.tavaresridge.com)

## USEFUL PHONE NUMBERS

Sumter Electric 352-793-3801  
FCC Environmental Services (Trash): 352-663-8696  
FGUA Water and Sewer Services: 352-633-9700  
Lake County Sheriff's NON-Emergency: 352-343-2101  
Lake County Sheriff's Office Animal Enforcement Unit: 352-742-4640 OR LCSO non-emergency number  
Lake County Landfill address: 13130 Astatula County Landfill Road, Tavares, FL 32778

## INTRODUCTION

Rules and policies are never meant to create problems. You will find these policies and procedures are meant to clarify some of the rules and regulations that must be adhered to according to our governing documents. They also will help in having peace and harmony within the neighborhood and with having a clearer understanding of what is expected in living in a close proximity to your neighbors.

These policies and procedures are subject to change. They are reviewed every year by the Board of Directors (aka BOD).

Rules, Regulations and Governing documents are strictly enforced. Violation letters and fines may be issued if it is found that you or your guests/vendors are not complying. Fines or penalties will be to the full extent permitted.

Abusive or harassing behavior, either verbal or physical, or any form of intimidation or aggression directed at board members, management or vendors is prohibited. Communications, either in writing or verbally, shall be courteous, civil, and respectful. Residents are prohibited from directing the works of vendors.

## UNIT OWNERSHIP

- In a condo home you own from the perimeter drywall to the perimeter drywall & from the paint on the ceiling to the covering on the floor. You own the plumbing and electrical inside the walls exclusive to your unit and these are your responsibility.
- Any patio or add on room at the back is your responsibility. If you have, or you add a room or screened patio on the back of the unit, the back wall, soffits, and fascia, that is enclosed becomes the owner's responsibility as well.
- Your condo home can only be used as a personal dwelling for unit owner, family, and guests.
- Condo living is like apartment living. You will need to be always respectful of your neighbors. No loud noises, no immoral or illegal act in or about the condominium property. All local city or county ordinances must be followed.
- There is a limit to the number of people who can occupy our condo homes. There are only two people allowed per bedroom. If you purchase a 2 Bedroom, then only four people are allowed to live in the condo home, three bedroom is six people.
- All electrical and plumbing work must be done by a licensed and insured Contractor. You are part of a multi-family building and any work done incorrectly may affect other units.
- You have one reserved parking place exclusive to your unit. There is also one "guest" space not marked. Anyone is allowed to park in any guest space. If you have more than 2 vehicles on a regular basis for your condo home, the additional vehicles must park up on the hill by the water tank.
- Unit owner is responsible for all guests and vendors that they invite to the community. They are to follow all the same rules as the unit owner.
- The owner parking spot with your unit #, and the back outside of your unit 27' x 12' approx. are "LIMITED COMMON AREA" This is a common area managed by the association but reserved for the use of your unit only. Unit owner is responsible for the maintenance of these areas. They are not to be obstructed, littered, or defaced or misused at any time.

## UNIT MAINTENANCE

- Alterations, modifications, and changes outside in the limited and common areas can only be requested by unit owners. All requests must be in writing via our ARC Form located on the website.
- Changing plants, adding a screen room, replacing windows and doors, you must receive written approval before the project can start.
- No wood or wood products, including lumber, planters, mulch etc. may be used around your unit, whatsoever.
- Most changes must adhere to the same look as the rest of the community.
- No exterior decorations are allowed except for holiday decorations. Holiday decorations during the holiday season and must be removed in a timely manner after the holiday.
- Nothing is to be attached to the roof, stucco, fascia, or soffits.
- No changes are allowed to be made to the structure.
- No unit shall show signs, advertisements, or notices of any kind on the common areas, on the unit or within the unit, except for "For Sale" or "For Rent". They are only to be placed inside the unit, in the window and must be approved by the Association.
- Clotheslines are allowed in your own limited common area in the back of the unit. They are not to be attached to any portion of the building/roof/fascia/soffits or shared common areas.

- Repair and maintenance of the plumbing, electrical and all items exclusive to your unit, are the responsibility of the unit owners. This includes windows, doors, storm doors, window screens, add on rooms (including enclosed wall, soffits, and fascia), cable, and air conditioners and ducts, etc.

#### ADDITIONS:

- Unit owners may not add any room, patio, or fence, nor begin any exterior alterations, color changes, repairs, replacements, or landscaping without prior written approval from BOD.
- Repair, maintenance, and insurance in these areas are the unit owner's responsibility.
- The exterior of patios, screen rooms, Florida rooms, sheds, etc., shall be kept in good repair, well maintained, pressure washed, mildew removed, painted if needed, and screens repaired on a regular basis.
- The upkeep of the bearing wall, fascia, and soffits, enclosed by the patio, screen room, Florida room, becomes the responsibility of the unit owner.

#### AREAS MAINTAINED BY TAVARES RIDGE CONDOMINIUMS

- Grass areas, common areas under front windows, pool and bathrooms, all portions of roofs, outside of buildings, streets, undesignated parking spots and the area of electrical panels behind the unit.
- Unit owners may not lease, maintain, repair, or replace any item in common areas.
- Landscaping and Mowing is done weekly. Do not leave any items in the grass to hinder the work of mowing the grass and trimming.
- Areas maintained by the Association are not to be obstructed, littered, defaced, or misused at any time.
- Any personal items left on common areas may be removed by the Association without notice.
- All changes to common areas by unit owners must be **pre - approved** in writing by the Association.

#### ASSESSMENTS

- The Maintenance Fee (Association Dues) are due on the first day of each month. It is late on the 7th day. Quarterly and yearly payments are accepted.
- Late dues are subject to interest, collections fees, collections, and liens to the property owner.
- All additional fees required to collect the late payments, including lawyer fees, will need to be paid in full before the collection process is stopped. This **includes** assessments that **may/will** come due during that time.
- Dues include the money needed to add to the reserve accounts that provide for new roofs, roof repairs, painting, maintenance on the buildings, common areas, roads, pool, insurance, and termite bonds.
- Dues usually go up each year to cover expenses and inflation.
- "Special" Assessments have been rare, yet sometimes unexpected costs emerge that the association cannot afford with monthly dues alone, leading to a situation where large-scale maintenance that should have been financially planned for was not. In these cases, residents pay the difference in what is called a special assessment. This may be paid in one lump sum, or in small additions to monthly dues that persist until the payment is complete, at the BOD discretion.

#### PETS

- You must pick up pet waste immediately in all common and limited common areas.
- Animals must always be controlled on a leash, outside.
- Animals cannot be tethered or caged outside.

- If the animal becomes aggressive, bites, or barking disturbs others, you will be asked to remove the dog from your condo home.
- No animals for commercial purposes allowed.
- Lake County ordinances govern our rules on pets in this community.
- Maximum of two dogs allowed.
- Unit owners are 100% responsible for any pet that lives, resides in, or visits their home.

## **INSURANCE**

- Each unit owner has the obligation to purchase a policy for the public liability insurance and additions and alterations to the unit equivalent the State of Florida recommended policy with a special coverage – all risk – endorsement.
- This includes coverage for walls in, contents, and any additions that have been added to original structure (back porch, screen room, Florida room, etc.)
- Any unit owner that fails to purchase such insurance will be responsible for any damage done to the building, common ground, or limited common ground. The Association will seek reimbursement from the unit owner at fault for its out-of-pocket costs.

## **VOTING**

- Voting Rights – The legal registered owner(s) of each condominium is entitled to one (1) vote for each condominium unit owned. This vote may be cast for all matters in which the membership is entitled to vote.

## **RENT/SALE/TRANSFER OF UNIT**

- Should any owner wish to sell or rent his unit to anyone who is not a spouse, before making or accepting an offer they MUST:
- Deliver to the BOD/Management company a written notice of his intent to sell or rent.
- Include the terms of the offer that is received or wish to accept.
- The name and address of the prospective purchaser or tenant.
- Any unit owner who wishes to make a gift of his condo unit to any person other than a spouse, child, grandchild, or parent of the owner, must give the Association the name and address of the intended donee and the date of said gift. They must follow all rules for approval into the Association.
- BODs have 15 days after receiving all the properly filled out paperwork to consent in writing the transaction.
- All Renters must go through the landlords for any community/unit matters.
- Unit owners failing to follow rental procedures may have the possibility of losing rental privileges permanently.
- Other restrictions may apply. Please ask BOD.

## **ENTERING A UNIT**

- Authorized representatives may enter any condo unit for the purpose of performing any maintenance, alterations, or repair to any portion when:
- To repair, maintain or alter any portion of the common area or limited common area. This can only be done at a reasonable time when agreed upon by the unit owner.
- In case of an emergency originating in or threatening any condo unit, regardless of whether the owner is present and without notice.

- When alterations or improvements are made exclusively or substantially for the benefit of the owner of a condo unit, then the cost of such alterations and improvements shall be assessed against and solely to the unit owner.

## **POOL**

- The pool and pool rules are governed by City of Tavares Health Dept., and TRCHA.
- The pool is open from Dawn to Dusk. Absolutely no night swimming.
- No lifeguard on duty. Swim at your own risk.
- No swimming alone age 16 and under.
- No smoking in the pool area.
- Parking at the pool area is only for pool users during pool hours. Violators may have the vehicle towed at owners' expense.
- Keys to the pool can be obtained by emailing the BOD at Trchainc@yahoo.com.
- If the previous owner does not supply you with a pool key, there will be a \$75.00 non-refundable fee.
- If you lose a pool key, there will be a \$75.00 non-refundable fee to replace it.
- Do not open the gate for anybody other than the people in your own party.
- No pets, No food, No glass in fenced pool area. Certified service animals are allowed. Absolutely no animals in the pool water.
- See all the rules that are posted in the pool area.
- Surveillance cameras may be used in pool areas.
- Lake County Sheriff Department may be called for any unauthorized or dangerous activities at the pool area.

## **DUMPSTERS**

- Dumpsters are ONLY for the condo owners and tenants.
- All boxes should be flattened, and all trash bagged. Do not leave any trash outside the dumpsters, whatsoever.
- Large items for disposal need to be placed OUTSIDE the dumpster enclosure on the side.
- Mattress, sofa, recliner, dishwashers are considered large items. Anything larger or anything more than, you must take to the dump yourself.
- It is your responsibility to call the number on the dumpster to have the large item removed by the local waste management company.
- No hazardous waste is to be put in or near the dumpster. Hazardous waste includes electronics, paint, solvents, tires, batteries, pesticides, oil, gas etc.
- The unit owner is responsible for properly disposing of items at the public landfill nearby.

## **VEHICLES AND PARKING**

- All commercial vehicles, trailers, motorcycles, oversized vehicles, mopeds, boats, RV's, etc. are to park on the hill parking area by the water tank & be registered with the Board.
- All vehicles either on the hill or in a parking spot must have a current license tag.
- Guest spots are not for storing rarely used vehicles.
- No parking of any type of wheeled vehicle or trailer on the grassy area.
- No inoperable vehicles may be stored in unit owner or guest spot for more than 24 hours.
- No wheeled (except wheelchairs) vehicles, trailers, etc. may move along grassy areas.
- All vendor vehicles, trailers, pods, port o potty etc. must be parked in the respective unit owner's spot. Not on grassy areas or any other common area.

- Vehicles cannot be left, unmoved, in visitor spaces for more than 72 hours unless the BOD is notified.
- Tavares Ridge Condominium is NOT responsible for vandalized, stolen, or damaged vehicles that are parked in our community, to include the common areas, limited common areas, designated parking spaces and the area next to the water tank.
- No vehicle shall park in the street, extend into grassy area or into the right of way the street.
- Minor maintenance on vehicles may be done in front of the unit but must be completed/moved within 24 hours.
- All vehicles, trailers, boats etc. parked up on the hill, must fill out a registration form and turn into the TRCHA.
- All the above must have current tags or they will be considered abandoned.
- Any vehicles in violation of the above rules are subject to be towed at their owners' expense.

#### MISCELLANEOUS (but just as **important**)

- All unit owners have the personal responsibility to maintain and preserve **the interior** surface of the condominium, to paint, clean, decorate and repair their individual condo.
- Refrain from walking or having children play **behind other units**.
- No **personal items** can be stored on common areas. They are subject to removal without notice.
- No **children** should dig or leave toys in common area.
- **No wood items** around your unit. No landscape lumber, wood mulch, or wood planters etc. **No wood.** (Due to our **termite** bonds, we have in place)
- Landscaping and mowing are done weekly. Do not leave any items in the grass to **hinder the work** of mowing the grass and trimming.
- All adults living in the condo home **must be pre-approved** in writing by the BOD.
- If **someone** moves into your unit after the owner's original move in date, we will need this information immediately and in writing, it must be approved by the BOD and **recorded** in your records.
- Guests are permitted to stay for a limited time, **not to exceed 3 weeks**, without board approval.
- **Satellite dish/Antennas** cannot be attached or mounted to any part of the building roof or soffit.
- No **fire pits** allowed.
- Barbeques, when in use, must be moved a **safe distance** from the building and always monitored.
- The speed limit in our community is 15 MPH and there are several stop signs **to be observed**.
- Common areas under **front windows** are for decorative landscape purposes only. Not a patio.
- No **climbing** on roofs, fences, dumpster etc.
- Outside security **cameras** are allowed. Only to be attached to your door, peephole, or windows.
- You will **ALWAYS** be responsible for updating contact information for **notices, newsletters, documents** to keep you current with Management and Association records. All notices shall be deemed and considered sent when **mailed**.
- No yard sales allowed unless voted on and approved by BOD to have a "**Community Yard Sale**".
- **Only** unit owners may discuss unit and community matters with management or BOD. **Renters** must go through their landlords.
- The Annual Owners' Meeting is **traditionally** in January. Regular BOD meetings are normally held on the 3rd Wednesday of the month via **ZOOM** at 6:00pm (subject to change)
- All notices for the Association that must be posted onsite will be posted at the Pool Bulletin Board. They are normally posted **48 hours** in advance of any event.
- **Mailbox keys** may be obtained from the previous owner at closing or by going to **Tavares Post Office**.

- No unit owner, except as an officer of the Corporation, shall have any **authority** to act for the Corporation.
  - Fines, collections fees and processes will be to **the fullest extent permitted by law**. Florida Statutes Section 718.303
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- Any questions regarding our policies and procedures email: [trchainc@yahoo.com](mailto:trchainc@yahoo.com)
  - If you have a complaint, concern or question please contact our Property Manager: Joshua Pack, 866-473-2573 or email: [Tavridge@ciramail.com](mailto:Tavridge@ciramail.com) CC [trchainc@yahoo.com](mailto:trchainc@yahoo.com).
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- The attached pages (Pages 1-7) are a quick review of our documents. It is not all the rules that govern Tavares Ridge Condominiums. All documents are on Tavaresridge.com and on the RealManage Residential portal – CiraNet.com. (Subject to updates)

**Note (1):** Florida law supersedes condominium Declaration, By Laws, Rules, Regulations, Policy, and Procedures.

**Note (2):** The statements contained herein are only summaries in nature. Prospective purchasers should refer to all references, exhibits, hereto, the sales contract, and the condominium documents.