# <u>Let Tarpon Landings Condominium Association</u> <u>Help by Answering Frequently Asked Questions!</u>

### Why do we pad the elevator for deliveries?

We have 'people' elevators, not freight elevators. Padding protects the interior of the elevator from scratches and other damage.

# Why do we need to check on insurance for delivery and maintenance people?

To get to your condo, contractors, and vendors, which includes delivery and maintenance people, must walk through common and limited common areas. Liability insurance and Workers Compensation insurance are required by the HOA insurance carrier for all contractors, vendors, or anyone you hire to do work or provide a service on your behalf to protect you, the contractor, the vendor, and the HOA.

## Who can have an entry fob?

Only an owner may obtain a fob from the office. Two fobs are provided free of charge. After closing, stop by the office to pick up your fobs. Fobs held by the previous owner will be deactivated. Additional fobs may be purchased at the association office for \$20 each. The HOA does NOT provide fobs to contractors, realtors, or anyone other than the unit owner. If the unit owner provides a fob to a handyman, cleaner, contractor, etc., you assume all liability for entry into the building by anyone using that fob.

#### Why do I need to reserve an elevator when I move in or move out?

By reserving an elevator, it will be locked out for just you from 8:00 am to 4:30 pm. This will allow your movers to have unlimited access to one elevator during your move. A reservation fee and padding fee are required. All necessary forms and instructions are on the Tarpon Landings website, tarponlandingscondo.com, or can be obtained from the property manager's office located in building 6021, P1 Level, or call 239-541-8710.

#### When can I use the pool and hot tub?

Pool and hot tub hours are sunrise to sundown. If the lights are on around the pool, it's time to get out of the water!

## When can I use the clubhouse and exercise room?

Clubhouse and exercise room are open from 5:00 a.m. to 10:30 p.m. seven days a week. The pool deck and grills are always open for your use. Please control noise after 10:00 p.m. Remember, the hot tub and pool are only open sunrise to sundown.

#### When leaving for extended periods should I leave my ceiling fans on?

YES. Ceiling fans will keep air moving throughout your condo reducing the chance of mold or mildew forming on surfaces.

# Where do my guests park?

Guest parking spaces are marked in each building on the P 2 level and between buildings. Homeowners were provided with 2 green guest parking passes. Your guest should display this permit, so it is visible from the outside of their vehicle. Yellow guest passes may also be issued by the office for a period not to exceed 30 consecutive days. Longer stays will require parking in an owner's assigned garage.

## Should I install an automatic water shutoff system?

YES. For several reasons. If you have a leak, it will flood you and the units below. It will save you a huge water loss. Our condominium insurance carrier will likely require all owners to install a system to shut down your water should a leak occur. There are several products on the market, Moen Flo, Leak Smart, Phyn (Costco) and Simply Safe are good examples.

## Do we recycle?

YES. Recycle totes are in each building on the P 1 level in the trash room. Please break down all cardboard and place it in the provided totes. Remove recyclable items from plastic bags and discard bags in the regular trash. Items to recycle are listed on the wall and on each tote!

# Where do I throw out my trash?

Trash chutes are located on each floor. You may throw household trash that is bagged and tied securely down the chute. Do NOT throw loose trash, boxes, paint cans, or similar items down trash chutes. Carry them to the trash room.

## What do I do with large throwaway items?

Oversized items may be placed in the trash room for a special pickup. Please notify the association office, 239 541-8710, or come to building 6021 P1 whenever you place an oversized item in the trash room.

### Can I store things in my elevator lobby?

The elevator lobby is a limited common element. You don't own it but can use it. Be careful NOT to block either of the two emergency exits that lead to the stairs. That is a fire code violation!

### Where do I place dog waste?

Several doggy waste stations are located on the property. Bags are provided. Please pick up after your pet and place waste in a bag and in the can at each waste station.

## Am I allowed to wash my car on the property?

YES. Car wash stations with a hose are located between each building.

## What should I do when I leave my condo for an extended period?

There are four 'must do' items. Turn OFF your water. Turn OFF your circulating pump. Turn OFF the ball valve supplying water to your hot water heater and turn OFF the breaker that supplies power to your hot water heater.

## Should I turn my air conditioner off when I leave for long periods of time?

NO. In south Florida if you turn your air conditioner off you may return to a huge mold and moisture problem. Turn your temperature to 78 degrees and if you have a humidistat, set it to 60%. Be sure to leave your fan set to auto. Think about investing in a thermostat like Nest, ADT, and others, that allow you to view and adjust temperatures from an application on your phone.

#### If I turn my water off could my air conditioner leak?

YES. Before you leave have your air conditioner serviced and insist that the drain line be cleaned. Products like AC Max Tech supply a timed flow of solvents to your drain line to decrease the chance of a clogged drain.

#### How much do these last two recommendations cost?

What is more important than the cost of prevention, is the cost of correction. Cleaning up after a flood or mold removal is very costly, not to mention your time and returning to a mess in your condo.

#### Why do we need your garage code?

The garage assigned to you is a limited common element. It is yours to use, no one else, but it belongs to the association. In your garage are fire sprinkler lines that must be maintained as well as cast iron pipes. Some cast iron pipes are for storm water, while others contain sewer water. If they start to leak, repairs need to happen immediately before extensive damage is done.

#### What is the Resource Center?

Within the Tarpon Landings website, tarponlanding.com, is your personal account information, minutes, and other association business items you may set up your personal account under the heading resources. If you need assistance, contact the association office at 239 541-8710 or stop by building 6021, P1.

### What if I find bugs in my condo?

You may contact Bugs R Us at 239 337-4484. This service is provided free of charge as part of your association monthly dues.

#### Can I use the pool and other facilities operated by the Master Association?

YES. You pay an annual fee to the Master Association which allows you access to the main fitness center, pools, tennis courts, clubhouse and more. These facilities are separate from those on the condominium complex.

#### Do I need to be here if I am having construction done in my unit?

It certainly would be a good idea to be around if you are having any type of construction done to your unit, even minor repairs, painting, maintenance, etc. The Rules and Regulations of the Architectural Review Committee provide an exception if you cannot be here. You may provide the name of an individual who will, in your absence, act as your representative. This person will be a part of the contractor briefing, be present during construction and must be approved by the Architectural Review Committee.

# Are pets allowed in the pool area?

NO. Florida Statute 514.031 prohibits animals, except for service animals, from being within any fenced area surrounding a pool. Persons who need a service animal are permitted to have their animal in the pool area with advance written permission from the association, and subject to the following conditions:

When requested, you must provide the association, within ten business days, a written certificate from your physician.

The service animal must be always leashed and under control. The service animal must not be a nuisance. Aggressive or vicious behavior will not be tolerated.

The service animal is brought to an appropriate common area to relieve itself. Any waste will be discarded properly in accordance with association rules.

#### Are ceiling fans allowed on all my lanais?

NO. Ceiling fans are only allowed on the poolside lanai because it has a cage to help stop any broken parts from the fan, like blades, flying off the lanai. Some first-floor units may have a partial screen. A special exception request for approval to install a ceiling fan on those lanais should be sent, in writing, to the Tarpon Landings office.

## How do I keep up to date on important topics and issues?

The association uses the email address you provided in a system called Constant Contact. This system can send emails to one or all the residents, by building, by elevator 'stack' or by individual. Please be certain that the email address you have provided is current and check your email often, including your spam folder, for news and updates about your community.

# Who can let people in to my Condo?

Of course, you can as the owner. You can have a friend let them in. Who can NOT let them in would be any of our staff. The only exception would be an emergency such as fire or flood. It is wise to make arrangements ahead of time if you are going to be away and are having any work done. Home watch vendors need a backup!

## If I have an assistant to help me, what are their responsibilities?

Many owners engage the services of an assistant for a variety of reasons. These individuals are your responsibility. Association business, keeping up to date with email notices, understanding rules and regulations and compliance with special requests from the association are your responsibility as the unit owner. Whether it is a board member, committee member or paid staff, communication will be between you, the owner, and the association representative.