

The Waterfront Building A

NEW OWNERS WELCOME PACKET



Revised March 2024

Welcome to The Waterfront On Venice Island, **Building “A”**

147 Tampa Avenue East, Venice, FL 34285-1945

Please be sure to read the **Condo Association’s Governing Documents**. This guide is intended to supplement the Governing Documents and may not include all of the information that a new owner should be aware of.

Association Information

There are three (3) buildings that make up the Waterfront on Venice Island Master Association. Each building has its own Condominium Association and Board of Directors. Any questions about the **Building “A”** Condo Association and/or the Master Association should be directed to the **Building “A”** Board of Directors.

Building “A”

- **The Condo Association’s** Board of Directors manage the **Association’s** business and the maintenance of the building. The Board is comprised of:

| | | |
|------------|----------------|-----------|
| President: | Phil Clavel | Unit: 303 |
| V.P: | Gary Keith | Unit: 904 |
| Treasurer: | Gary Hawthorne | Unit: 501 |
| Secretary: | Bea Holt | Unit: 304 |
| Director: | John Wick | Unit: 804 |

- The Building **“A”** Condo Association is managed by Sunstate Association Management Group. The Association Manager is Lynn Lakel. Her email is lynn@sunstatemanagement.com, office phone: 941-870-4920
- Hours and contact information for Building A Maintenance are posted in the elevator. Tasks are assigned by the Board. It is not his responsibility to perform tasks for individual owners.
- Board Meetings are open to owners and announced via the Association’s website and a notice is posted near the mailboxes at least 48 hours prior. Annual Membership meetings and Board of Directors Elections are announced via U.S. Mail and a notice is also posted near the mailbox.
- The Association’s website is <https://www.mywaterfronta.com>. The Association’s Governing Documents, including the Articles of Incorporation, Bylaws, Declaration, rules, forms, and other useful information are posted on the website. Meeting minutes and other information for owners is available in a protected portion of the website. Contact the Association Manager or the management company to obtain the website password.
- Contact the management company to update your contact information as needed.

Master Association

- Has a board comprised of representatives from each building’s Board of Directors. The Master Association is responsible for all common areas such as pool, gates, parking lot, etc.
- The Master Association’s Management Company is RealManage and the Association Manager is Patricia. Contact information is: Email waterfma@ciramail.com Phone 866-473-2573
- Master Association Board and Annual Membership meetings are announced via postings and email.
- On-site Maintenance –contact the master association’s manager or fill out a work order and leave it in the elevator.

Access to Building and Gates

Building “A” Elevator

- The elevator doors should not be opened manually or be held open as the elevator will shut down.
- An elevator access fob should be obtained from the previous unit owner at closing. **Contact the Building “A” Association Manager** to have it reassigned to you or to obtain a new one.
- To access the elevator on the ground floor, tap the fob on the black box to the right of the elevator.
- A personalized code may also be used to access the elevator. **Contact the Building “A” Association Manager** to set up a personalized code to access the elevator from the call box outside the elevator gate area on the ground floor. When using your code, at the call box enter # then your code.
- The Building “A” Association Manager can also program your telephone number in the call box system. Guests can follow the instructions on the call box to phone you for elevator access. Your phone will ring showing the telephone number of 941-732-8657. When your phone rings, answer the call then press 9 on your phone to grant access.
- There is an emergency call button in the elevator. In case of an emergency, press that button and a representative will respond.

Building “A” Stairwell

- Access from the parking level is by the same fob used for the elevator. The key should not be used except in an emergency. If using the key to unlock the door, be sure to relock the door with the key before entering the stairwell to keep the stairwell, will be secured.
- Carts should not be left blocking the stairs as this is considered a fire hazard.
- Instructions and a ladder have been added on every floor in the west stairwell for the use of the Emergency Fire Sprinkler shut-off valves.

Common Area Gates

- The Building “A” **Association** manager will contact the Master Association’s management company to obtain a code for you to use to access the street gate and to obtain a decal for your vehicle for entrance in the street gate.
- The street gate call box works the same as the elevator call box.
- A key can also be obtained for the various gates on the property as well as the stairwell.

Amenities

- Pool - the pool is open dawn to dusk. Pool rules are posted in the pool area. There are restrooms located in the pool area and are accessed with the gate key.
- Grill – a grill is located in the pool area. The Master Association maintenance staff replaces the propane tank.
- Car Wash – a car wash station is located at the end of the line garages across from Building “A”.
- Dock – accessible with gate key, rules posted on the dock and in the Master Associations documents available on the web site.
- Kayak storage – available in the fenced area across from Building “A” parking garage entrance. Questions or issues can be directed to the Master Association Property Manager.
- Bicycle storage – a bike rack is available in the garage area. To have an eyebolt installed in your parking space contact the Building “A” maintenance person.
- Venetian Waterway Trail runs alongside our property and is a public trail. Be alert to bicycle traffic.
- Mailboxes are located in the garage area for delivery of US Mail. Remember to obtain the mailbox key from the seller when you close on the unit. Unit owners are responsible for replacing broken locks, obtaining new keys, etc.

- Packages (non-USPS) delivered are typically left in front of the elevator at ground level or near the mailboxes. The management company can provide an access code for you to give to delivery services for access to the street gate.
- EV charging station – planned and will be located in the overflow parking area.
- Guest parking – available in the parking lot or the overflow lot next to the main entrance.
- Carts are available in the stairwells at garage level to assist with bringing items up to your unit. Please return them promptly and place them where they do not obstruct the stairs.

Activities

- Get togethers are generally held every Monday at 5:00 p.m. by the pool during season.
- Social Committee plans other events.
- Book Club
- See bulletin boards for other activities.

Building Maintenance and Rules

- **Moving or delivery of large furniture requires pads to be placed in the elevator. Notify the Building “A”** Maintenance person by completing a work order which is available in the elevator and leaving it there. Or go to **the Association’s website and fill out an online** work order.
- Refuse rooms are located on each floor for trash and recycling. Garbage is restricted to kitchen garbage and must be placed in tightly secured bags that can fit down the chute. An owner must call the City to pay for and arrange to remove large items. The Association can be fined if anything else is found in the dumpster. Recycling bins in the room are labeled to help sort items. Large cardboard can be flattened and placed against the wall inside the room. Recycled items are picked up by the maintenance staff regularly.
- Contractors and owners engaged in renovations must remove all demolition material from the property.
- Work orders are available in the elevator and on **the Association’s** website. Work orders can be used to request pads in the elevator for moving large items as well as for any common area maintenance need. Place completed work orders back in the work order slot in the elevator.
- Catwalks are regularly cleaned by **the Building “A”** maintenance person. Lanais can be cleaned by owners, but do not use a hose unless it is raining to be considerate to those who live on floors below.
- Outside windows not accessible by unit owners are cleaned annually by a vendor contracted by the Association.
- Electrical rooms are locked. If Xfinity or anyone else needs access, contact the **Building “A”** maintenance person or a Board Member to gain access.
- Rentals—refer to the condo documents regarding rules and procedures.
- Garage repairs are the responsibility of garage owners and coordinated with the Building “A” or Master Association depending on the location of the garage.
- Drilling into lanai or walkway walls is not permitted. Hanging anything, in any way, in these areas is not permitted.
- Boats, kayaks, and canoes may not be stored or parked under the building.
- Motorcycles and RVs are not allowed anywhere on the property.

Unit Maintenance

- Front door locks can only be changed by calling: Applied Locksmith at 941-488-6387. This allows for the use of a **“Master Key”** for condo entry by designated key holders (Board and Association Manager) in case of emergency.
- Renovation projects within your condo must be approved by the Architectural Review Committee (ARC). The forms can be viewed and downloaded from the website. Forward the request to the Building **“A”** Association manager. Renovations may only be done **during “off season”** which runs from April 1st through November 30th.

- Wind tunnel effect- When patio doors are open, and the front door is also open, a wind tunnel may occur without warning. Anyone standing near the front door could be injured and the door could be damaged as the door can slam closed quickly.
- Garbage disposal units under the kitchen sink are designed for small plate scrapings. Grease and large volumes can block drains and affect the common pipes as well.
- Some main bathrooms have an overhead light fixture near the fire sprinkler. In that instance it is recommended to use an LED light bulb to keep the area cool.
- HVAC maintenance of units on the roof are the responsibility of each unit owner. A/C service providers hired by owners have access to the roof via a roof door near unit 904. Contact the Association manager to obtain the access code. Please make sure your A/C provider replaces deteriorating insulation and checks the condition of **you're** A/C electric box on the roof and cleans up all materials to avoid any discarded items like screws from penetrating the roof membrane.
- Condensation may occur on the interior windows during cold nights. A small dehumidifier may help. Towels can collect water on the sills and a squeegee can help as well.
- Humidity can rise rapidly in your condo if doors are left open for a period of time. This can also happen if the air conditioner or heating units **don't operate for an extended period. Monitor the humidity level in your condo to avoid mold issues.**
- It is recommended that hot water heaters be monitored and replaced around every 10 years to prevent water **damage to an individual's unit as well as to surrounding units. The installation date should be written on the heater.**
- Smoke alarms are hard-wired in each unit and are the responsibility of the unit owner to maintain. Replace batteries as needed. Recommended to replace units every 8 years.
- E-bike batteries can be a fire hazard. Please consult your **owner's manual** and ensure your batteries are stored safely. You may want to consider storing your battery in a battery safe or bag made for safe storage purposes.

Emergencies

- For fire or medical emergencies call 911.
- Building "A" emergencies: call the Building "A" management company or a Board Member on site
- For any emergencies in the common area grounds call the Master Association Manager or management company
- For running water that cannot be shut off within your unit see the list of resident emergency contacts (attached) that can shut off the main water supply to the building.
- The building is equipped with a fire alarm and sprinkler system maintained by the association. You will be notified prior to fire alarm testing. You will hear the alarm in your unit during the test. You will also be notified of sprinkler system inspection as access to your unit is required.

Leaving Your Unit for an Extended Period of Time

- Turn off the main water valve when leaving for extended periods of time. It is located in the guest bathroom closet. On your return, turn on faucets before opening the valve and slowly turn on the valve. This will bleed air from the pipes and relieve pressure on the valve. Your hot water heater should also be shut off when you leave **and can be turned back on once you've reopened the main valve.**
- All items must be removed from outside lanais and catwalks and stored in your unit.
- If you have a humidistat set it to 55-60% and your thermostat below 80 degrees. While occupying your unit, follow guidance from your A/C tech or user manual.
- **E-bike batteries can be a fire hazard. Please consult your owner's manual and ensure your batteries are stored safely.** You may want to consider storing your battery in a battery safe or bag made for safe storage purposes.

Pets

- Pets must be on a leash at all times and the owner must clean up after the pet.

Plumbing

There are three waste stacks that pass through each unit. Lateral pipes running through the unit attach to these stacks. These lateral stacks are to be maintained by each owner. Below is the configuration of the lateral pipes. This may help should you have a blockage.

1. Guest bathroom toilet sovent stack attaches through lateral pipes to your guest bathroom tub/shower and sink. It also attaches to the two sinks in the master bathroom. There is about a **15' span from the furthest** sink in the master bathroom to this sovent stack. If you have an inside unit, a lateral pipe from this sovent stack also attaches to the shower drain in the master bathroom.
2. Master bathroom toilet sovent stack attaches through a lateral pipe to the bathtub drain in the master bathroom on an inside unit and the shower drain on an outside unit.
3. The kitchen sink stack attaches through a lateral pipe to the kitchen sink drain. This stack is located about 7 or 8 feet from the sink on the small wall attached to the counter peninsula in the kitchen.

Venice Area Resources

- Sarasota County website or on Facebook. Sign up for their alert system to receive emergency notifications.
- Venice Mainstreet website and Facebook page
- Venice Foodies on Facebook
- Venice Friendly People on Facebook
- Chamber of Commerce has maps, brochures, general information.
- City of Venice calendar available at Town Hall
- Farmers market near Town Hall Saturday mornings
- Library
- Art Center
- Community Center

Contractors

Licensed and insured contractors are required to be used. Building "A" has an architectural review committee (ARC). Rules and forms to be used to obtain advance approval are available on the website **under "Documents"**. Major projects may only be undertaken from May 1st to October 31st. The Association cannot provide contractor recommendations. Your neighbors can be a good source for referrals though.

Contact List

Building "A" Property Management

Building A Property Manager: Lynn Lakel – lynn@sunstatemanagement.com office: 941-870-4920.

Master Association Property Manager

Patricia: wfmanager@ciaramail.com office: 941-218-3722

Water Pump Room Key Holders

Board members listed above.

Maintenance staff

Building A Association Manager listed above

Residents:

Penny Hermann 860-712-6359