

Bella Costa

Resident Orientation

Packet

Version 6 Approved by Board of Directors August 17th, 2017

(v6 updates: revised Bicycle Policy – Appendix VI)

Table of Contents

Highlights of Bella Costa Information_____	page 3
Rules & Regulations of Bella Costa_____	page 5
Instructions for Lease Application_____	page 16
Application for Approval of Lease_____	page 17

Highlights of Bella Costa Information

Definitions

- As used in this document, the term “resident” shall be the equivalent of “owner,” “renter,” “guest,” “occupant.”

Social Information

- Residents are **WELCOME** at all social events.
- Residents are **WELCOME** to access the Bella Costa website (web address on page 3).
- Residents are **WELCOME** to use the pool, library, exercise room, sauna, and other clubhouse facilities. Residents may reserve the clubhouse lounge (Rules & Regulations Appendix II).
- Activity information is posted at the clubhouse and on the bulletin board next to each building elevator.
- Grilling can only be done at the Bella Costa outdoor grills. These are located at the south end of the boat basin, and at the northwest corner of Building C. Please clean grill after use and remember to turn off the gas. Instructions are attached to each grill; please read instructions before starting grill (R&R # 16).

Bicycles (R&R Appendix VI)

- Summary: All bicycles not kept in units must be registered and stored in bicycle racks.

Boat Dock Usage (R&R Appendix IV)

- Use of boat basin is restricted to first floor unit owners in Buildings D and G.
- Swimming in the boat basin is prohibited.

Elevators & Walkways (Appendix VII)

- Elevator emergency instructions are posted inside each elevator.
- No objects in walkways other than seasonal decorations, doormats, and flower pots. Flower pots must be against unit wall and no more than 8 inches in depth (16 inches for end units) (R&R # 18).
- Towels, swimsuits, and laundry may not be hung on patio, deck, or balcony railings (R&R # 18).

Environmental Care

- See Trash & Recycling guidelines (R&R Appendix V).
- Items that can clog pipes:
 - Charmin & Quilted Northern (heavily quilted, extra thick tissues) take longer to disintegrate, according to Consumer Reports, and are therefore harder on plumbing.
 - Do not flush baby wipes or medical wipes.

Forms

- Bella Costa forms are available in the following places:
 - Online, at BellaCosta.org
 - In the Bella Costa clubhouse hallway

Pets (R&R # 12)

- Dogs are not permitted at any time. This rule applies to owners, renters, and guests.
- A unit may have one indoor cat, with board’s prior permission.

Pool & Clubhouse (R&R Appendix II & III)

- Children under 14 must be accompanied by an adult in the pool & clubhouse areas.
- Smoking is not permitted in the pool & clubhouse areas.
- Pool hours: 8:00 a.m. to dusk.

- Food and drinks are not permitted in the pool area.

Vehicles

- Each unit has one designated parking space. Finding space to park a 2nd car is the resident's responsibility, but it may not be parked in a Guest spot (R&R # 19).
- Parking spaces labeled "GUEST" are for guests, not for owners or renters (R&R # 19).
- Posted speed limit on the property is 5 mph.
- Boats, recreational vehicles, and vehicle/boat trailers are not permitted to be parked on Bella Costa grounds or parking lots. Skate boarding, roller skating, car washing, and auto repair are also not permitted (R&R # 15, R&R # 20).

Owners Only Section:

- All unit owners shall provide the Association with a key to their unit to enable access to the unit in an emergency. If lock is changed, be sure to supply office with new key (R&R # 4).
- Quarterly payments or special assessments not received within 15 days of the due date are subject to interest, legal fees, and a lien on the unit (R&R # 5).
- Inquiries (including complaints and suggestions) shall be brought to the Board's attention by the unit owner, and must be sent via Certified Mail (R&R # 6).
- Unit owners desiring to have private work done by Bella Costa personnel shall arrange to have such work done after working hours (R&R # 7).
- Residents expecting to be away from their units for more than 14 days shall submit a Departure Notification Form, and shall have the unit checked on regularly (R&R # 9).
- Applications for leasing or selling must be submitted prior to leasing or selling a unit. Units shall not be rented for a period of less than three months (R&R # 10).
- Unit owners contemplating any alteration shall first submit an Architectural Review Form (R&R #17).
- No plants, shrubs, or trees shall be planted in, or removed from, the common elements without the permission of the landscape committee (R&R #21).
- Patios may not be enlarged and privacy wall may not be removed nor altered in size. First floor unit owners may plant flowers or other small plants (not trees) around their privacy walls and at the sides of their patios. These plants become the responsibility of the unit owner to water, maintain, or remove (R&R #22).
- Forms referenced above can be found in the clubhouse hallway or online at BellaCosta.Org.

BELLA COSTA, INC. RULES & REGULATIONS

Under the Bylaws of Bella Costa, Inc., the responsibility for the establishment, interpretation, and enforcement of rules and regulations is the duty of the Board of Directors. These Rules & Regulations supersede all previous versions.

1. Under the Condominium Act, unit owners are required to conform to and abide by all rules and regulations and see that all persons using owner's property by, through, or under him do likewise. These rules and regulations supplement those restrictions found in the Condominium Act, the separate Declarations of Condominium for Bella Costa # 1 and Bella Costa # 2, and the Bylaws of Bella Costa, Inc. Where reference is made to "Declarations of Condominium," it means the separate Declarations of Condominium for Bella Costa # 1 and Bella Costa # 2, as applicable.
2. Under the Declarations of Condominium, a unit owner shall be liable for the expense of any maintenance, repair, or replacement rendered necessary by his negligence or by that of his family or guests, employees, agents, or lessees, but only to the extent that the expense is not met by the Association's insurance proceeds.
3. Under the Declarations of Condominium, the Association may levy reasonable fines against a unit for the failure of the owner of the unit, or its occupant, licensee, or invitee to comply with any provision of the Declaration, the Association Bylaws, or reasonable rules of the Association. No fine will become a lien against a unit. No fine may exceed \$100.00 per violation, but continuing violations may be fined as separate violations. The Association may enforce such actions in court of law or by arbitration and the prevailing party shall be awarded his attorney's fees and costs.
4. As required by the Declarations of Condominium, all unit owners shall provide the Association with a key to their unit to enable access to the unit in an emergency. A signed Association form shall accompany the key.
5. Under the Declarations of Condominium, payments of quarterly or special assessments not received within 15 days of the due date are subject to interest, legal fees, and a lien on the unit. Due process for collection of delinquent accounts will follow the procedures adopted by the Board on April 23, 2015.
6. Inquiries (including complaints and suggestions) shall be brought to the Board's attention by the unit owner, and must be sent via Certified Mail. The Board's responsibility under the Condominium Act to respond in writing to written inquiries within 30 days shall be limited to one written inquiry per unit in any given 30 day period. The Board's response to each of any other written inquiry from the same unit shall be made within successive 30-day periods.
7. Unit owners desiring to have private work done by Bella Costa maintenance or contractor personnel shall arrange to have such work done after working hours.
8. To minimize the expense to the Association of water lost through leaks, unit owners shall maintain in good repair all faucets and toilets mechanisms, and comply with Association water-saving measures. To reduce the possibility of water damage to the common elements and adjoining apartments, residents must shut off their main water supply valve if they will be away for more than three days.
9. For security reasons, owners and renters expecting to be away from their units for more than 14 days shall advise the Board of dates of the absence, the name of contact taking care of the unit, and a phone number to permit contacting the owner in an emergency. A form is available in the clubhouse hallway for this purpose with a Departure Checklist attached.
10. In order to assure, as envisioned in the Declarations of Condominium, a community of congenial residents to thus protect the value of the units, no owner shall sell or rent his or her unit, or enter into a long term loan of his or her unit, without first obtaining the approval of the Board of Directors. The Association may charge to the unit owner a transfer fee, which fee shall not exceed \$100.00 or as

otherwise provided by law. Board approval requires an orientation interview of the buyers or tenants, and written acknowledgement by them that they will abide by these Rules & Regulations. The Board shall not approve rentals for a period of less than three months; rentals are limited to the continuing occupancy of not more than four persons per unit. Applications for leasing and selling are available in the clubhouse and must be completed and approved prior to leasing or selling a unit.

11. Because of limited capacity of the swimming pool and other facilities, use of the common elements is limited to residents, renters and houseguests.
12. As directed in the Declarations of Condominium for Bella Costa #1 and Bella Costa #2, no four-legged pets shall be kept by either owners, renters, or guests of any unit in Buildings A, B C, D, E, F, or G, except that the Board may grant a unit owner compassionate exception for one cat, provided the following conditions are agreed to: (1) It is prohibited for the animal to be outside the unit except within a cage or other container; (2) Two substantiated complaints of any nuisance caused by the animal, whether noise, odor, running loose or other, will be cause for withdrawal of the exception; and (3) Once the exception is withdrawn for any reason the owner will have 30 days to remove the animal or face a \$25.00 per day penalty assessed by the Board or Directors.
13. For the general welfare, residents shall control the volume of noise generated, to the extent that the sound shall be audible only within the unit.
14. For the general welfare, unit owners shall assure that all contractors, vendors, and service personnel abide by the Rules for Service Personnel contained in Appendix I.
15. For the safety reasons, no one is permitted to travel on the parking areas, cement walks, swimming pool area, walkways, and elevators of Bella Costa via bicycle, roller skates, roller blades, skate board, or any similar type of vehicle, except to gain direct access to the street from the walkway or parking lot. The parking areas, cement walks, swimming pool area, and grassy common grounds are not play areas and therefore no one is permitted to utilize these areas in organized games which require running, group games, etc.
16. For safety reasons, it is prohibited to use a barbeque grill or any other open fire in the units, on any porch, deck, lanai or balcony, or on the common elements, except in the community barbeque grills located between Buildings B and C, and between Buildings E and F; and except in the fireplaces of those units so equipped. For safety reasons, it is prohibited to store paint or other inflammable material in the units. For security reasons, assigned storage lockers shall be kept locked.
17. In conformance with the Declaration of Condominium, no unit owner shall do anything or make any alterations that would jeopardize the safety or soundness or the exterior appearance of the building containing his unit or impair any easement. Except where otherwise specifically provided in the Declarations of Condominium, no unit owner shall materially alter or add to or improve the common element without prior approval of 66 2/3 vote of the member of the Association present at a members' meeting in person or by proxy. For commonly approved non-material alterations for which the Board of Directors has adopted design and appearance standards (enclosures of lanais and installation of hurricane shutters, decks, and satellite antennas), unit owners shall first obtain approval of the Board of Directors by demonstrating that the proposed alteration complies with the design and appearance standards. Unit owners contemplating any other alteration shall first obtain approval of the Board of Directors based on proof, including drawings, and an architect's or engineer's certificate if necessary, that the alteration would not constitute a material alteration. No approval will be given for alterations of the front door appearance or the painting of patio blocks, and the interior paint on balconies or lanais must match the building's exterior paint.
18. It is a violation of the Condominium Act to permanently affix any decoration or object to any part of the building exterior or other common element. To protect the external appearance of the building, it is prohibited to air-dry clothing, laundry, swimming garb, and the like on porch or balcony railings. For safety reasons, no objects shall be kept anywhere on the walkways, window sills, or railings with

the following exceptions: temporary seasonal decorations, door mats, and flower boxes or flower pots kept on the floor against the unit wall that do not extend beyond the nearest protruding column (8" for interior units, 16" for end units).

19. For safety reasons, residents may park only one motor vehicle in their assigned parking space. For the general welfare, repeated resident parking in other than assigned spaces is prohibited, except where Board approval is obtained of a signed agreement form whereby a unit owner gives permission to another owner to park in his or her space. Because of the limited number of guest parking spaces, house guests are limited to use of guest parking during 14 days every six months.
20. No unit owner shall park overnight on the common elements any trailer, boat trailer, camper, RV, or vehicle over six tons Gross Vehicle Weight (GVW), or any motor vehicle that does not meet Original Equipment Manufacturers (OEM) standards for noise. No repairs may be made to a vehicle in the parking lot except emergency repairs. No vehicle may be left on blocks or in an abandoned state. Washing of any vehicle on Bella Costa property is prohibited.
21. Under the Declarations of Condominium, the planting, removal, fertilization, and maintenance of plants, shrubs, and trees on the common grounds is the responsibility of the Association. To maintain Association control over landscaping, no plants, shrubs, or trees shall be planted in, or removed from, the common elements without the permission of the grounds' supervisor. No fertilizer, insecticide, or growth stimulants shall be applied to any part of the common grounds by unit owners, their tenants, or guests.
22. Under the Declarations of Condominium, upkeep of limited common elements such as decks, patios, benches, and privacy walls is the responsibility of the benefited unit owner. Patios may not be enlarged and privacy wall may not be removed nor altered in size, but benches may be removed. First floor unit owners may plant flowers or other small plants around their privacy walls and at the sides of their patios. All flowers and small plants placed around the privacy walls or patios by the owner become the responsibility of the unit owner to water, maintain, and remove.
23. Under the Declarations of Condominium, it is prohibited to use the common elements in a manner contrary to which they were designed. For example, bathroom exhaust vents shall not be used for venting clothes dryers.
24. Under the Declarations of condominium, it is prohibited to use the building bulletin boards for commercial purposes.
25. Any other nuisances not specifically mentioned in these Rules & Regulations are prohibited under the Declarations of Condominium.
26. Included as part of these regulations are the following Appendixes:

Appendix I – Rules Relating to Service Personnel

It is the unit owner's responsibility to assure that service personnel, including contractors vendors, and other agents or employees, conform to the following regulations:

1. Service personnel shall park in service parking areas, in the unit owner's space, or in guest spaces. Where it is unavoidable that a vehicle must block access to covered parking spaces, previous permission of the affected unit owners shall be obtained.
2. Service personnel shall utilize protective quilting when moving large objects in the elevators and on the walkways.
3. Service personnel shall remove their own debris from the site. Bella Costa dumpsters shall not be used for contractor refuse.
4. Service personnel shall not enter electrical areas, roof areas, crawl spaces, or other designated keep out areas unless an insurance certificate has been filed with the Board of Directors showing Bella Costa, Inc. as an additional insured.
5. Upon completion of work, service personnel shall leave the common elements, including elevators, walkways, and grassy areas, clean and in good repair.
6. Service work, except for emergency work, shall be limited to the hours of 8 a.m. to 6 p.m., Mondays through Saturdays. No non-emergency work will be allowed on Sundays.

Appendix II – Clubhouse Usage Rules

Residents are invited to use the library, exercise room, sauna, card table, pool table, and piano facilities in the clubhouse. Smoking is prohibited in the clubhouse. Persons under 14 years of age must be accompanied by an adult. Persons entering the clubhouse from the pool area in wet bathing attire are not permitted beyond the bathroom area.

Before leaving, users shall assure that furniture has been returned to its original position; that both thermostats are set to the setting indicated for unoccupied status; that all lights—except night lights—are off; and that back door is closed and front door locked. If sauna has been used, users shall make sure that heat is turned off.

NOTE: During the winter months, exit from the Clubhouse through the door to the swimming pool is restricted to emergency use only during the nighttime hours when the heat-retaining blanket has been placed on the pool. Fire regulations prohibit locking this door from the outside, but pool regulations prohibit entry of persons to the pool area when the blanket is in place.

Exercise Room: Persons using the exercise equipment do so at their own risk. Users shall follow posted instructions. Extreme cautions shall be used on all exercise equipment.

Sauna: Persons using the sauna room do so at their own risk. Users shall follow posted instructions. It is strongly suggested that the sauna be used on the buddy system.

Pool Table: Extreme care must be taken to avoid scratching the pool table cloth.

Library: Loan of books is on the honor system. Be considerate about returning books promptly. Returned books and contributed books shall be left on the shelf marked for returns. Library volunteers will shelve the books.

Meeting and Poker Rooms: The clubhouse lounge and the poker room may be reserved by residents for one-time or periodic non-condominium sponsored gatherings or parties. Board permission shall be requested in advance through the Special Activities Committee Chairperson or representative. The resident host shall state the date and hours of the party or meeting, its purpose, and the number of guests expected. Upon approval, the time and date of the meeting or party will be posted on the calendar on the clubhouse bulletin board. Permission does not include the pool or pool area. The resident host is responsible for the conduct of the guests and must effect a thorough cleaning of the premises, including the removal of all food, immediately following the affair.

1. **Reservation** – After checking the calendar in the clubhouse, a reservation may be made with the Clubhouse Chairman.
2. **Deposit** – A check for \$100.00 to Bella Costa, Inc. must accompany the reservation. This deposit will cover any professional cleaning costs necessary following the event. The host will be liable for any damages not covered by the deposit. This deposit will be returned in full after inspection by the Clubhouse Chairman, if no professional services are required.
3. **Contract** – The resident host must sign a contract, which will further delineate rules regarding use and clean up. Both the contract and the deposit must be submitted before the event goes on the calendar.

Request application/contract forms are available in the clubhouse hallway.

Appendix III – Swimming Pool Rules

These rule are based on regulations promulgated by the Florida Department of Health and Rehabilitative Services in Chapter 10D-5, Florida Administrative Code. It is in the interest of all owners to see that these rules are observed, as infractions may result in closure of the pool by the Florida Department of Health.

1. **NO LIFE GUARD IS ON DUTY.** Persons using the Bella Costa pool do so at their own risk. Persons under 14 years of age must be accompanied by an adult. The maximum bathing load is 16 persons. Animal are not permitted in the pool or pool area.
2. Swimming is allowed from 8:00 a.m. until dusk.
3. When the heat-retaining protective cover is fully or partially in place on the pool, no one is allowed in the pool area, not even for sunbathing.
4. The safety rope marking the slope transition must be in place at all times except during lap swimming. Lap swimmers shall use the northernmost lane available.
5. All bathers must shower and remove tanning oils, dirt, and sand before entering the pool.
6. Small children not yet toilet trained shall wear commercially available watertight pants to prevent contamination of the pool. Diapers alone do not meet this requirement.
7. Diving is prohibited. Running or horseplay is prohibited. Loud noises are prohibited. Radios and other sound devices shall be used with earphones.
8. Use of scuba gear and other objects that might endanger or inconvenience other bathers is prohibited.
9. Glass containers are prohibited. No food or drinks are allowed in the pool or on the pool deck. The swimming pool may not be reserved for parties.
10. To minimize tracking-in of asphalt and dirt from the outside footwear shall be worn to and from the pool. As a courtesy to others, cover-up wraps shall be worn to and from the pool.
11. Swimming alone is not permitted.
12. Smoking is not allowed in the pool area.

Appendix IV – Dock Usage Rules

Under the Declaration of Condominium for Bella Costa Condominium II, the first floor unit owners in Buildings D and G have the responsibility for the use and maintenance of the boat basin docks corresponding to their respective units. Under the Declaration of Condominium for Bella Costa Condominium I, use of the dock to the north of Building B shall be limited to the owner of Unit 312, and expense and maintenance of the docks shall be the responsibility of the owner of Unit 312. These rules and regulations govern the mooring practices at all docks.

1. Dock usage is supervised by a Boat Basin Committee named by the Board of Directors. The Chairman of the Boat Basin Committee is *ex officio* Dockmaster. The authority given the Board of Directors under the Declaration of Condominium to enter a unit to insure compliance with all rules and regulations is extended, under this document, to inspection of boats to assure compliance with all safety regulations and these Dock Usage Rules.
2. Only powerboats and sailboats are permitted at any Bella Costa docks. No canoes, kayaks, or any other types of personal watercraft are allowed. All boats must have on file with the Secretary, Bella Costa Board of Directors, both proof of ownership, in the form of a copy of the boat registration, and proof of liability insurance in the form of a copy of the insurance policy declaration page or a certificate of insurance. It is the boat owner's responsibility to make sure the information on file, regarding proof of liability insurance and ownership, is current.
3. Provided that no boat shall be moored to the detriment of other moorings, boats may have a maximum length overall (LOA) appropriate to, but no greater than, the length of the assigned slip (approximately 30 feet), unless written approval to extend beyond the assigned slip is obtained and placed on file with the Secretary, Bella Costa Board of Directors, from the adjacent unit owner and the Boat Basin Committee.
4. Maximum beam (width) of boat must be no greater than 10 feet. Beam restrictions do not apply to the dock assigned to Unit 312.
5. It is prohibited to store anything on the docks or make any alterations, or any additions such as davits or boat lifts. The addition of cleats, pile caps, and other permanent equipment is prohibited without Boat Basin Committee approval. Rafting up of boats is prohibited unless permission is obtained from the Boat Basin Committee.
6. Recreational swimming in the boat basin is prohibited.
7. Boat owners should be considerate of the occupants of adjacent units, carefully observing all safety procedures and minimizing noise and exhaust fumes. Boats must be securely tied up and dinghies should be secured to the boat. Owners shall not leave boats unsupervised. Boat owners who are away for an extended period of time must make arrangements for care of the boat and advise the Boat Basin Committee in writing of the name of the person in charge while they are absent.
8. To avoid a safety hazard from having outside person traveling through Bella Costa to reach the docks, the use of a slip by a non-Bella Costa resident is prohibited except for houseguests of Bella Costa residents, and then only for a total of 14 days mooring per year. A unit owner may permit the use of his or her slip by another Bella Costa resident. A form available from the Dock master must be completed and filed with the Secretary, Bella Costa Board of Directors. Agreements for mooring of houseguests' boats and for long term arrangements between residents require approval in writing by the Boat Basin committee.

Appendix V – Trash & Recycling Rules

Separating recycling from trash is required by the City of Venice. Dumpsters and marked bins are located in the service buildings between Buildings B and C, between C and D, and behind Building G. All residents should separate and dispose of their trash as follows:

1. **Blue Bin #1** Newspapers, phone books, catalogs, brochures, all envelopes, paperback books, office paper, paper bags, craft paper, junk mail, and magazines. Shredded paper should be secured in a paper bag or a clear plastic bag before placing in the bin.
2. **Brown Bin #2** Aluminum cans, foil and foil trays, steel and tin cans, clear and colored glass bottles, plastic bottles, yogurt and butter tubs, and any plastic marked 1-5 or 7, juice boxes, milk and juice cartons, and empty aerosol cans. Remove items from bag (bags are garbage). Please remove lids (lids are garbage) and rinse containers.
3. **Cardboard boxes** (broken down) and paper board boxes (cracker, cereal, frozen dinner, beer, soda, and shoe boxes) should be flattened and placed in the racks next to the blue bins. Boxes should not be larger than 2 feet by 4 feet in size once flattened.
4. **Styrofoam** packing pieces should be securely bagged and placed in the garbage bin.
5. **Yard waste** should be placed in the marked round bins or in the yard waste dumpster near Building F.
6. **Kitchen and other garbage** should be put in a securely tied bag and placed in the garbage bin.
7. **THE FOLLOWING ARE GARBAGE AND CANNOT BE RECYCLED:**

<u>PAPER ITEMS</u>	<u>METAL ITEMS</u>	<u>GLASS ITEMS</u>	<u>PLASTIC ITEMS</u>
Paper towels	Coat hangers	Mirrors	Deli/bakery trays
Napkins/Kleenex	Lawn furniture	Window glass	Microwave trays
Pizza boxes	Small appliances	Light bulbs	Toys
Paper drink cups	Aluminum siding	Picture frame glass	Prescription Bottles
Paper plates		Dishes	All Styrofoam
Post-It notes		Drinking glasses	Flower pots
		Fluorescent tubes*	Plastic Bags*
			Foam Egg Cartons*

* Publix takes foam egg cartons and plastic bags.

* Lowe's and Home Depot take fluorescent tubes and bulbs.

8. **Large item disposal** (e.g., furniture, appliances, etc.) is the residents' responsibility. Call 941-486-2422 for information about pickup scheduling, fees, and/or drop-off location(s).

DO NOT LEAVE LARGE ITEMS IN THE TRASH ROOMS

Drop off sites are available at the following locations:

Venice Chemical Collection Center	Central County Solid Waste Landfill
250 S Jackson Road, Venice	4000 Knights Trail Road, Nokomis
Wednesday – Saturday 8am-4pm	Monday – Saturday 8am-5pm
941-861-5000	941-861-5000

Electronic and Hazardous Waste can also be dropped off at the above locations. For more information, visit: venicegov.com, and choose Departments, then Public Works.

Appendix VI – Bicycle Policy

1. All bicycles kept on Bella Costa property must be registered with Bella Costa.
2. All Bella Costa bicycles must be kept in bicycle racks or in the bicycle owner's condo. Bicycles will not be allowed to be chained to carport supports.
3. Unregistered bicycles on Bella Costa property will be tagged with colored tape. If a tagged bicycle has not been registered within 30 days after being tagged, it will be taken to the bike removal area. In accordance with Florida law, if the bicycle is not claimed within 90 days after being taken to the bike removal area, it will be donated to charity.
4. If a bicycle owner will be away from Bella Costa for an extended period of time, such as for the summer, the bicycle must be removed from the bike rack and either stored in the owner's condo or stored off campus by the owner. In a hurricane, an unattended bike can become a dangerous missile.

How To Register Your Bicycle:

1. Complete the Bella Costa Bicycle Registration Form. The form is available at the clubhouse.
2. Contact Charlie Francis (D-324) at (941) 451-8620 for a registration appointment. Registration is free and only take a couple of minutes.

Appendix VII – Walkway Guidelines

First, please refer to Bella Costa’s current Rules & Regulations # 18:

“It is a violation of the Condominium Act to permanently affix any decoration or object to any part of the building exterior or other common element. To protect the external appearance of the building, it is prohibited to air-dry clothing, laundry, swimming garb, and the like on porch or balcony railings. For safety reasons, no objects shall be kept anywhere on the walkways, window sills, or railings with the following exceptions: temporary seasonal decorations, door mats, and flower boxes or flower pots kept on the floor against the unit wall that do not extend beyond the nearest protruding column (8” for interior units, 16” for end units).”



Damage to walkways caused by homeowner negligence will not only void the warranty, but shall be subject to fines

Information received from walkway contractor, Fire Inspector, and current rule #18

- Remember: “The coating is strong, but not invincible”
 - GENERAL:
 - No objects with sharp edges should be put on walkways, as this can scrape the finish. Damage caused by sharp edges of tables and chairs, plant pots, or statues is not covered under the warranty.
 - DOOR MATS:
 - All door mats should be backed with rubber or other soft-backed materials (not bristles).
 - FURNITURE:
 - Per fire inspector – For safety purposes, chairs may not be left unattended (cannot be left out for the night, or when resident is away from the unit).
 - Cushioning tabs are required on table legs and chair legs.
 - Damage caused by sharp furniture legs is not covered under the limited warranty.
 - PLANTS:
 - No pots may be placed on the walkway without following these guidelines:
 - Per fire inspector – No plants against the railing. All plants against inside (window) wall.
 - All pots must have a plastic saucer beneath them (to contain water, soil, and fertilizer runoff, and to avoid scratching the walkway finish).
 - Per Rules – Plants outside individual owner’s wall only. No pots in common areas.
 - STATUES:
 - No statues may be placed on the walkway without following these guidelines :
 - Since concrete bases sitting on the concrete walkway may be harmful to the new surface, a plastic saucer or a pad such as felt or cork must be placed under the statue.
 - CLEANING:
 - Regular sweeping with a broom and /or hosing with regular water are recommended.
 - Surface may be cleaned with a non-solvent dish or laundry soap, such as Dove or Dawn. For biological stains such as leaves, we recommend trying vinegar first.
 - Do not use a Swiffer sweeper because it leaves a residue. Do not any solvent-based cleaners—specifically Pine Sol or Spic and Span—, which will void the warranty.

Appendix VIII – Condo Architectural Alteration Guidelines

1. Condominium living is unique and puts great emphasis on mutual interest as well as cooperation, consideration and communication among all residents. The Committee appreciates that it is important that all association members have the right to remodel or renovate their units. However, for the benefit, aesthetics, and safety of the entire community, the changes must:
 - Maintain consistency of Bella Costa’s exterior architecture (e.g., front doors)
 - Ensure safety of building (e.g., moving electrical wiring and plumbing)
 - Adhere to Bella Costa’s governing documents (e.g., venting dryers through walls)
 - Guarantee soundness of structural integrity (altering walls)
 - Alleviate noise between units (e.g., flooring underlayment on upper floors)
2. Examples of condo improvements that do not require an ARC form or a city permit:
 - Interior painting (excluding lanai. See “Painting Lanai” below)
 - Dry wall repair, Wall papering
 - Re-screening window screens
 - Carpeting and padding
 - Replacing bathroom cabinet (if no plumbing/electrical alteration)
 - Kitchen cabinets & countertops (if no plumbing/electrical alteration or reconfiguration of space)
3. Examples of condo improvements that do require an ARC form (but not a city permit):
 - Replacing screen doors
 - Flooring: All units above ground floor that desire tile, laminate, wood, or other synthetic floors that are not carpeted shall install a sound barrier underlayment. Recommended Sound Transmission Class (STC) rating for non-tile is 70 or higher; for tile is 60 or higher.
 - Painting Lanai: Per Rules & Regulations, “... Lanais must match the building’s exterior paint”
4. Examples of changes that require both an ARC form and a City Building Permit:
 - Replacing windows, air conditioner, or water heater
 - Altering, adding, deleting, or moving electrical wiring or plumbing
 - Hurricane shutters
 - Replacing front doors. Paint must be provided by the Association. Per Bella Costa Rules & Regulations # 17, “No approval will be given for alteration of the front door appearance ...”
 - Interior remodels, wall alterations or replacements, load-bearing or non-load-bearing walls
5. Examples of condo improvements that will not be approved:
 - Changes to common elements (roofs, exterior walls)
 - Venting dryers into internal wall or ceiling void space. It is a violation per the City of Venice Building Department, and the City of Venice Fire Department
 - Venting dryers through roofs or external walls. Per Declaration of Condominium, this must first be approved by a 66 2/3% vote of all homeowners
6. Contractor summary:
 - For all work which needs a City of Venice permit, a licensed contractor is required.
 - Contractors must provide a Certificate of Liability Insurance and Workers’ Comp.
 - Contractors shall comply with Rules & Regs Appendix I: Rules Relating to Service Personnel.
 - Work shall not begin until application is approved. Approved application shall not be altered.
Contractors must ensure that they do not cause any damage to the building walkways.

Form Instructions: LEASE APPLICATION

Purpose of Form

Per Bella Costa Rules & Regulations, Article 10, an owner is required to obtain Board approval *prior* to completing a Lease Agreement with a renter.

Instructions for Owner (“Lessor”):

1. Owner provides a copy of **Resident Orientation Packet** to the Renter
2. After Renter fills out the **Lease Application**, Owner signs the bottom of that application.
3. Owner sends completed application, plus fee (fee amount noted on application), to the address at the top of the application:

Sarah Comrie, Community Association Manager
Sunstate Association Management Group
228 Ponce De Leon
Venice, FL 34285
Phone: 941-961-8485

Instructions for Renter (“Lessee”):

1. Renter completes all fields on the **Lease Application**
2. Renter is required to initial, where indicated on application, acknowledging receipt of the **Resident Orientation Packet**
3. Renter is required to initial, where indicated on application, acknowledging agreement to abide by all governing rules of Bella Costa
4. Renter signs the application and returns application to Owner

It is the responsibility of the Renter and all occupants of the unit to become familiar with this **Resident Orientation Packet**, which includes:

- Highlights of Bella Costa information
- Full set of current Bella Costa **Rules & Regulations**

BELLA COSTA LEASE APPLICATION

BUILDING (circle one): (A) (B) (C) (D) (E) (F) (G) UNIT # _____

Per the Declaration of Condominium, "No owner shall rent his apartment without first obtaining the approval of the Board of Directors. Rentals will be approved for a minimum period of three (3) months." Per Rules & Regulations, "Rentals are limited to the continuing occupancy of not more than four persons per unit."

RENTER NAME: _____

ADDRESS _____

PHONE _____ ALT. PHONE _____

EMAIL ADDRESS _____
(email addresses kept private; entering email address allows contact by association for eBlast news and business)

NAMES OF OCCUPANTS (Maximum of 4):

1. _____ 2. _____

3. _____ 4. _____

DATE OF OCCUPANCY _____ DATE OF DEPARTURE _____

VEHICLE YEAR _____ MAKE/MODEL _____ COLOR _____

LICENSE STATE _____ LICENSE PLATE # _____

EMERGENCY CONTACT NAME/PHONE _____

Renter initials:

() I/We do not have any pets.

() I/We have received a copy of the **Resident Orientation Packet**

() I/We agree to abide by the governing documents and Rules and Regulations of Bella Costa, Inc.

Are you an active duty or reserve member of the US Military? Yes No

If Yes, please attach a copy of your active Military or Reserve ID.

BELLA COSTA IS A NO-DOG COMMUNITY

Renter(s) Signature Date

Owner(s) Signature Date

If approved, Owner will be notified by:

Email Address: _____ Phone: _____

- A non-refundable fee of \$100.00 must accompany this form. There is no fee for repeat tenants. Mark "Repeat."
- Drop the completed form in the Bella Costa clubhouse mail slot, or send to:
Sunstate Association Management Group, 228 Ponce De Leon, Venice, FL 34285
Phone: 941-961-8485

Board Use Only:

Approval Signature _____ Date _____ Rev. 05/01/2017