



SummerChase

A CONDOMINIUM COMMUNITY

OWNER / RESIDENT HANDBOOK

**4434 Gearhart Road
Tallahassee, Florida 32303**

SummerChase Condominium Association Board of Directors

All board members can be reached directly through management.

Chandler Stockamp, President

Crystal Hayes, Secretary

Caleb Piderit, Treasurer

Association Management provided by:

Kirby Management Group
3972 N. Monroe St.
Tallahassee, Florida 32303
850-562-8780
KIRBYMANAGER@GMAIL.COM

Welcome to SummerChase Condominium Association

Welcome to SummerChase Condominium Association (SummerChase). We are glad you have decided to purchase a property in our community or to reside here. We hope you will find SummerChase a great place to live!

This handbook will provide a guideline to rules and regulations required for SummerChase. These rules are intended to assist owners in keeping the property values up as well as allowing all residents to live peacefully.

Owners will receive notifications of Board meetings periodically, and we encourage you to attend. The meetings are usually held at the SummerChase Clubhouse, the office of Kirby Management Group our Association Management Company, or you may attend by conference call. Annually a meeting is held to elect the directors who will serve on your Board. When you receive this notice, please read the materials carefully and return your proxy.

Association documents, such as the Declaration, Bylaws, Budgets, Minutes, etc., may be obtained by going online to the Association website.

Your Association fees are due on the first of each quarter. Assessments that are not timely paid will incur a finance charge and late fee. Payments should be made to SummerChase Condominium Association and are paid through Kirby Management Group. Delinquent accounts will be turned over to an attorney for collection, and these costs will be paid by the delinquent owner.

If you are experiencing a common area maintenance problem or have concerns, please contact the management company.

Again, welcome to SummerChase Condominium Association.

The Board of Directors

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General Information

“Condominium” Defined

In simplest terms, a condominium is created pursuant to Florida Statutes Chapter 718 (Condominium Act), in which the individual units are owned by one or more persons and in which there is an undivided share of the common elements. Condominiums may be townhouses, apartment-type buildings, land, boat slips, etc. In a neighborhood like SummerChase, each owner purchases the exclusive right to the interior of a unit. The exterior, including all siding, roofing, front and back porches/decks, doors, windows, lawns, etc. are owned by the condominium association, as well as all common areas such as the clubhouse, swimming pool, and the spaces between and around all buildings.

Condominium areas that can be used by all residents are called “common” elements. This includes all parking spaces, facilities, and areas between buildings. Condominium areas that are used only by the residents of individual units are called “limited” common elements. This includes front porches, back patios, and lawns.

Owners and residents are allowed to make improvements only to their own limited common elements, but **only after receiving permission** from the Association to do so. This includes activities such as painting the front door, planting flowers, etc. The condominium has the authority to enforce all regulations regarding the use of limited common elements.

Association Documents

At a minimum, each owner should possess a copy of the Articles of Incorporation, Declaration of Condominium, Bylaws, and the Rules & Regulations. Each original owner was required to sign that they had received and read these governing documents. When a unit sells, the owner is responsible for supplying the buyer with copies. For units that are being rented, it is the responsibility of the owner, not the management firm or the Board of Directors, to ensure that all residents are informed of the rules. The governing documents, as well as budgets, financial reports, minutes, and other association records are available from the management firm for a cost of \$50 for a hard copy or complimentary on our website.

Association Dues

Each owner is responsible for paying the periodic association dues. The current amount is \$900 per quarter. Payments are due by the first day of each quarter and are considered late after 15 days, with all checks or money orders made payable to “SummerChase Condominium Association” and mailed to the management firm’s address. All checks should indicate the unit number that the payment is to be applied. Electronic payments may be made online using the SummerChase website or by check, money order, or cash at KMG’s office located at 3972 N. Monroe St., Tallahassee FL 32303.

All unpaid balances will be charged late fees in accordance with the Associations Covenants.

Effective 7/1/2018, all hard copy invoices will be charged an administrative fee of \$15. Please contact management to set up for electronic invoicing if you have not already done so.

Complaints

Complaints or concerns regarding the service of the Condominium or the property shall be made in writing to SummerChase in care of KMG.

Insurance

The condominium maintains liability and property insurance on all buildings, general liability for all exterior areas, and liability for the Board of Directors. It is the responsibility of individual owners to insure the interior of each unit. To prevent overlapping coverage, make sure you have a condominium policy. Your insurance agent can verify that for you. If there is damage to the exterior of the unit, please notify KMG immediately.

Keys

SummerChase and the management firm do not maintain keys for any of the units or mailboxes. Each owner and resident are responsible for their own keys. If you need extra keys for your mailbox or unit, or you want to change the lock on your mailbox or unit, you will need to contact a local locksmith. KMG can assist with changing the locks on your mailbox or unit. Contact KMG at their office to inquire more information.

Management Calls: Owner Calling / Renter Calling

Owners or their designated property managers are to call, email, mail, or come by the office on property to report any items for maintenance in the common areas at SummerChase. Please have your tenants/renters report maintenance items to you or your property manager.

Clubhouse / Amenities

Clubhouse Reservations/Rentals

SummerChase has a beautiful clubhouse that is available by reservation only for all owners and residents. Please go online to SummerChase's website for pricing and obtain the rental agreement. All reservations must be made at least ten days prior to your event. A \$200 refundable deposit is required when an agreement is submitted. The deposit will be refunded if the clubhouse is left clean. Clubhouse rentals do not include the pool area. **No wet clothing or bathing suits are allowed in the clubhouse.**

Clubhouse Hours

Monday – Friday	10 AM – Noon (Closed for lunch from 12 PM – 1 PM) 1 PM to 9 PM
Saturday and Sunday	Noon - 9PM

Gym

The gym is for owners and residents only. Trespassers will be prosecuted. No food or animals are allowed in the gym. Children under 18 years old must be accompanied by an adult. The gym hours are from 5:45 a.m. to 11:00 p.m.

Key Fobs/Key Cards

Owners and residents may purchase a key card for the pool and gym at the Clubhouse Office. The cost for new or replacement key cards is \$25 per key card, via check, money order, or cash. It is the owner's responsibility to obtain a key card from the prior owner, otherwise the new owner or resident will be responsible for payment of the replacement card. **Only owner's may purchase new key fobs/key cards from Kirby Management.**

Pool

The pool is for residents and invited guests only. Trespassers will be prosecuted. No food, drink, glass, or animals are allowed in pool or on pool deck. No diving or running. Children under 18 years old must be accompanied by an adult. Please shower before entering pool area. The pool hours are 6:00 a.m. to 11:00 p.m. There is no lifeguard on duty. Swim at your own risk. The maximum occupancy for the pool is 31 people.

Violations / Rules / Fines

Animal Control

Tallahassee City Code and SummerChase require that all residents keep their dogs and other domestic pets on a leash at all times when outside. All provisions of the Tallahassee Code relating to animal and fowl are incorporated in these rules by reference. Violation thereof shall subject the unit owner, resident, and guests to the sanctions set forth in the Code and these rules. Animals are not allowed in the pool or retaining pond area. **All residents must dispose of their pet's waste.** Animals may not be chained to posts, trees, or other items outside the unit. Animals which prove to be a nuisance, such as barking all night or show aggressive behavior, are subject to removal from the property.

Balconies and Windows

No objects may be kept, placed, or maintained on ledges or balconies. No objects shall be hung from balconies or windows.

Children

Children are to play only in areas designated or clearly intended for play and should be supervised by an adult at all times when playing on the property.

Enforcement of Rules & Regulations

In the event of a violation of any provision of the governing documents, the offending party will receive notice from the Association requesting correction of the problem. If correction is not made, SummerChase may take any available legal action as may be deemed appropriate to remedy the situation. This may include seeking court-ordered declaratory judgments and/or imposing fines.

The Board recommends that owners who rent their units be sure and inform the residents of the rules. Owners should also include language in their leases advising the resident that if the owner is fined, the owner will pass the fine on to the resident. **Note: The Board may only fine owners. It is up to the owner to fine the resident.**

Exterior Appearance

No owner or resident shall decorate or alter any part of a unit so as to affect the appearance of the unit from the exterior.

Fines

The warning/fine process is as follows:

First Violation – written notice

Second Violation - \$50 fine

Third Violation - \$100 fine and \$100 per day up to \$1,000.

Fines will be levied only upon the majority vote of the Board of Directors and after owners and residents have been given notice of an infraction and have failed to correct the violation. Owners will be responsible for the payment of any fines levied due to the violation of rules by any resident or guest of the unit.

Lawful Use

No immoral, improper, offensive, or unlawful use shall be made of the Condominium Property or a unit, and all valid laws, zoning ordinances, and regulations of all governmental bodies having jurisdiction shall be observed.

Leasing of Units

Owners have the right to lease/rent all or part of a unit. All of the terms and provisions of the Condominium Documents and these Condominium Rules & Regulations pertaining to use and occupancy shall be applicable and enforceable against any person occupying a unit as a resident to the same extent as against an owner.

No Show Policy

When maintenance service calls are scheduled with the individuals in a unit, someone must be home to open the doors and allow access to the inside. If no one is home for a scheduled time service call, the following fines will be charged accordingly:

First No Show - \$50.00

Second No Show - \$75.00

Third No Show - \$100.00

Noise

Please be considerate of your neighbors. Keep noise levels down so as not to cause discomfort to neighbors. All noise provisions of the Tallahassee Code are incorporated by reference. Should noise transmission create a disturbance or a nuisance, the responsibility is with the owner to abate the noise, not SummerChase.

Nuisances

No nuisance shall be allowed at SummerChase or within a unit, nor any use or practice that is the source of annoyance to owners and/or residents which interferes with the peaceful possession and proper use of the property by the owners.

No owner shall permit any use of a unit or make or permit any use of the common elements that will increase the cost of insurance upon the condominium property.

Personal Property

All personal property shall be stored within the unit. No objects shall be kept or stored on the front or rear of any unit. No flammable, combustible, or explosive fluid substance shall be kept or used in any unit, common element, or limited common element.

Recreational Equipment

No recreational equipment, including basketball hoops, shall be kept or stored on any part of the property. No boats, recreational vehicles, or trailers shall be parked in any parking space or stored on the property.

Residential Use

Units are to be used for residential purposes. Home businesses which require customers to come to the home or which disturb the peace are not permitted.

Signs

Owners of units may place reasonably sized and located "For Sale" or "For Rent" signs in front of the respective unit. No such signs shall be placed at the front entrance of SummerChase.

Solicitation

There shall be no solicitation by any person on the property for any cause except for marketing the sale or rental of a unit.

Vehicles / Parking

Parking

There are no assigned parking spaces in SummerChase. Any vehicle, regardless of ownership, that impedes ingress or egress by another resident or guest is subject to being towed at the vehicle owner's expense without prior notification and without liability to the reporting party. Vehicles that are non-operational may not be "stored" in any parking space. Parking on the curbs or on the grass is prohibited. Vehicle repairs, such as breaking down engines, changing oil without proper equipment, etc., are a potential nuisance and/or hazard, therefore, no vehicle repairs shall be made on the property.

Prohibited Vehicles

No trailers or commercial vehicles shall be parked in any parking space, except such temporary parking spaces provided for the purpose as may be necessary to effectuate deliveries to the Association or the owners/residents. Bicycles and motorcycles shall not be stored on the

SummerChase Property except in designated areas. No boats or recreational vehicles may be parked on the property at any time.

Towing

Towing vehicles are utilized at SummerChase 24 hours a day, 7 days a week, in accordance with the City of Tallahassee's roam towing ordinances. Any vehicle parked on a curb, in more than one space, next to a fire lane, on the grass, or in violation of any other parking regulation will be subject to towing without notice. Vehicles with expired tags and flat tires or that appear inoperable will be towed. Professional Parking Services is the current tow company and may be called at 576-4600.

Unit Repair/Maintenance

Unit Repair/Maintenance

Owners or residents may not paint or otherwise decorate or alter the appearance of any portion of the property without the prior written approval of the Association. Please promptly report any defect or repair for which the Association is responsible. It is the owner's responsibility to maintain, repair, and replace all components, furnishings, carpeting, appliances, or other property located inside a unit unless provided otherwise in the Condominium Documents.

Roof

Owners or residents are not permitted on the roof of any building within the property for any purpose.

Fines for Violation Without Notice

Front porches are at all times to be free and clear of any debris, garbage, chairs, etc. Trash and debris will be cleared immediately with at \$35 per item charge for disposal. Items needing to be stored will be charged \$70 per item and discarded after 30 days.

Satellite TV dishes may only be installed on a tripod that must sit on top of the rear patio deck. Any attachment to the property will result in an immediate fine. All expenses related to removal and repair will be billed back to the owner immediately.

Past Due Accounts

Past due accounts will have all key fobs deactivated and voting rights suspended immediately. There is a \$50 reactivation fee per unit on key fobs. Clubhouse access will be suspended until fees are paid in full.

Unit Safety

Fire Extinguishers

All units are required by law to have a fire extinguisher. The fire extinguisher should be a 2A rated/5 lb. unit. It should be inspected annually. Every six years it should have an internal maintenance inspection and a hydrostatic test 12 years from the manufactured date.

Smoke Alarms

Every unit should have at least two hard-wired smoke alarms. Batteries should be changed annually.

Unit Safety

1. BE AWARE OF YOUR SURROUNDINGS – BE ALERT.
2. Keep house and car doors locked.
3. Know who is at your door before opening.
4. Report suspicious activity to the Tallahassee Police Department immediately.
5. Keep valuables put away and out of sight.

Services

Only Owners of units may order these services. This must be requested though the email on file for quarterly billings.

Air Conditioner Filter

\$85.00 for a one year filter – includes install cost.

Home Keys

\$125.00 (3 doors keyed alike, 3 keys provided)

Mailbox Keys

\$125.00 (3 keys provided)

Screens

\$75.00 per screen. *A notice to repair will be issued to owners with clear visible damaged screens and they will have 15 days to repair. After the 15th day the association will have the screens repaired and the cost will be billed to the owner.*