



Renaissance I Association, Inc.



General Information

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Administrative Office

The Administrative Office is located on the first floor adjacent to the Reception Desk. Business hours are Monday through Friday from 8:30 a.m. until 4:30 p.m. The Reception Desk is staffed 24/7. You may leave a message at the desk for administrative staff who will respond as soon as possible during normal business hours as described above.

Air Conditioner(s)

Owners are responsible for the maintenance and repair of the air conditioner(s) in their unit, including frequent changing of the filters. It is recommended that a professional AC technician flush the AC condensation line along with other typical maintenance. Inform your AC maintenance technician that the system is water cooled by a cooling tower on the roof. There are no individual units on the roof. The louvered doors to your AC utility closet must not be blocked in any way because that will interfere with the airflow and operation of the unit.

There is a shutoff valve on the water feed line of your AC. Shutting off the water will shut off the AC. If there is a water leak in the water feed line or excessive water accumulates in the pan beneath your AC unit, please shut off the AC unit and the water valves that feed it and contact a licensed air conditioning repair professional to make any necessary repairs.

Should there ever be a power or air conditioning outage in the building, turn off the unit at the thermostat and wait at least five minutes then turn it back on. This resets your system.

Alarm(s)

If a false alarm occurs because of the negligence of the unit occupant, the responsible resident will be billed for any associated costs for emergency services response or resulting damage, if any.

Announcements

Every unit is equipped with an announcement system which will automatically be activated in the event of a fire emergency or other life safety related emergency. When necessary, staff will use this system to convey information related to a life safety emergency or associated maintenance issues.

Non-emergency message will be conveyed by email, posting around the building and on the website – www.rencondo.com. These would include announcements of maintenance-related interruption of water, electric and/or air conditioning etc. You'll also see announcements for social events and other non-maintenance events.

Bicycle Storage Room

The bicycle storage room is on the second floor in the same area as the storage lockers. Storage of bicycles is at bicycle owner's risk. Lockers in bike storage room are for day-use only.

Building Directory

The building is equipped with an entrance DoorKing security system with directions. Your guest enters the code associated with your name, your phone will ring and you can admit your guest by pressing 8 if they are at the main lobby door and 9 if they are at the north

lobby door. To deny entry, press the pound symbol (#) on your telephone keypad.

If you do not want your name listed in the electronic directory, inform the Administrative Office.

Building Security

A keypad lock entry system for the second and third floor storage rooms, Fitness Center, aerobics room and men and women's lockers is employed. To enter, press the numbers 1, 3 and 5 in sequence on the keypad and then turn the handle to enter.

Bulletin Boards

The bulletin board for residents is located outside the Fitness Center and in the mailroom. Postings are limited to a 4" x 6" card and will be removed after 30 days. Photos may be added to posting but must fit on the card. No real estate outside of the Renaissance may be advertised. Contact the Administrative Office or Receptionist for assistance with postings.

Business Center

The computer is for use by all residents and is limited to 20 minutes if another person is waiting to use it. A pass code is required for copy machine/printer/scanner. Obtain pass code from Administrative Office. There is a charge of \$0.15 per page, billed quarterly to the user. This amount is subject to change by the Board of Directors.

Cable TV

When you call the cable company to set up service, for billing questions and to schedule a service call, be sure

to call this number – 844-660-0648 - because there is a bulk services agreement for the Renaissance. If you call other numbers for the company or promotional numbers, you will not have the benefit of the bulk agreement. If you order any services beyond basic cable and one set-top box, those services will be at your expense.

Carts - Service/Utility

Must be returned immediately to its designated location after use and may not leave the property. Carts are equipped with an electronic tracking system that will emit an alarm if the cart is not returned to its designated location within 20 minutes. Contractors are not permitted to use the carts.

Complaints and Inquiries

Any unit owner may communicate to the Board of Directors by writing a letter, sent by certified mail, addressed to the Community Association Manager or delivered to the Administrative Office. A written response will be provided within ten (10) business days.

Emergency Evacuations

If you are unable to follow emergency evacuation instructions because of mobility or other physical constraints, please notify the Community Manager or Administrative Assistant. Your name and unit number will be added to a list that will be given to the trained emergency response personnel when they arrive. It is also strongly suggested that you contact Sarasota County Emergency Management, People with Special Needs Office at 941-861-5000 to register with

Emergency Services should evacuation be necessary. The registration form and other pertinent information can be found on the Sarasota County website – www.scgov.net. The form is also available in the Administrative Office and on the Renaissance website – www.rencondo.com.

Emergency Telephone

There is an emergency telephone located in the Fitness Center. Press 911.

Fire Safety Inspections

Fire and sprinkler inspections are required by Florida State Statute and usually occur in the fall each year. Residents are notified of all inspections as entry to each unit is required to conduct the inspection.

Governance and Committees

Board of Directors

The Board of Directors is made up of five members and is elected by the unit owners. An election is held each December for expiring positions. Board members serve a two year term and the terms are staggered. The officers of the Board are elected by Board members.

Committees

Committees are formed by the Board of Directors. Committee members are appointed and approved by the Board of Directors.

Grill

Only the Association installed grill is permitted for use on the property and may be used on a first-come, first-

serve basis. Grills are not permitted on balconies. Reservations are required, maximum one hour use. No hourly back-to-back reservations per unit are permitted. Top grate and surrounding area must be cleaned by the resident after use. Association will clean bottom tray. Grilling tools available at Reception Desk. Residents are encouraged to share the grill.

Hurricane Safety

Contact Administrative Office for written Association procedure or go to the Renaissance I website www.rencondo.com.

Insurance

The Association's insurance policy covers Association property only. It does not cover the interior of individual units, liability insurance for activities inside individual units, nor private events held by residents in common areas. The Association's insurance does cover drywall repairs from incidents such as floods that are caused by a failure of an Association plumbing system. The homeowner is responsible for all other repairs within their unit. Should there be a flood originating from a unit caused by negligence of the resident – i.e. overflowed bathtub or sink – the resident must reimburse the Association and affected neighbors for all repairs not covered by insurance. It is recommended that unit owners have insurance to cover any damages to their unit from the paint inward.

Proof of homeowner's insurance is required when having major work done in the unit.

Keys

Owners wanting to provide access to keys for contractors, vendors or housekeepers, may do so by completing a *Key Release Authorization Form* in the Administrative Office.

If you change or re-key your door lock, you must provide management a key.

Keys to units will only be used by the Association staff for justifiable reasons, such as emergency inspection or repairs, water leaks, storm damage, scheduled maintenance and for required Association access to service or inspect common areas such as sprinklers and the fire alarm. Every effort will be made to notify the resident prior to entry when practical.

The keys held by management, as defined by Florida Condominium Statutes, will not be loaned out for any reason.

Replacement key fobs are available for purchase. See the Administrative Office.

Library

Residents may swap, borrow, and browse a selection of magazines, hardcover and paperback books and publications in the Library exchange located in the second floor balcony alcove.

Limited Common Areas

Parking spaces and storage spaces, balconies/terraces serving a unit, trash chute rooms and lobbies and corridors serving the units on each floor are considered to be Limited Common Areas.

Lost and Found

Contact the Reception Desk.

Mailboxes

Mailboxes are located on the second floor, in an inside alcove by the garage entrance. **Ask your correspondents to include your unit number as part of your complete mailing address. Without it, mail may be returned.**

Mail Hold or Forwarding

Have the U.S. Post Office hold or forward your mail if you will be gone for an extended period. **Association staff members are not permitted to open your mailbox or hold your mail for you.** Use the on-line procedures at www.usps.com or contact the US Post Office to arrange for mail to be held. The post office may charge a fee for this service.

Miscellaneous Emergencies

If you have a medical, fire or police emergency, call 911 immediately for emergency help. Save precious time by making that call. Do not notify the desk first – call 911 yourself.

Movies

The Association has an extensive library of movies on DVD for residents to borrow. The list of movies is at the front desk. Borrowed movies should be returned to the front desk within a week of checking them out.

Multi-Media Room

The Social Committee occasionally shows a movie. Snacks and/or beverages are permitted. Residents may reserve the media room for a private showing with their own recorded media or one borrowed from the Association media library. A trained member of the Renaissance staff can assist residents who are unfamiliar with the DVD player and the remote in setting up the Media Room equipment.

Orientation for Residents

All new and existing residents can request a unit orientation. Call the Administrative Office to schedule. The orientation is designed to familiarize you with various mechanical aspects in your home. You'll be shown where and how to operate the main shutoff valves in your utility closet. You'll be shown the breaker box in the unit and how to operate the breaker switches should the need arise. We'll show you where the primary fire extinguishers are and other miscellaneous items.

Out of Town Notification

Notify the Administrative Office when you are planning to be absent from your unit for a number of days, weeks or months. Follow absentee procedures at www.rencondo.com to turn off water and remove items from your balcony/terrace. If you cannot operate the shutoff valves yourself, contact staff for assistance. Staff *cannot* remove the items from your balcony. Relatives using your unit must register with the Reception Desk upon arrival.

Open House/Real Estate Activity

Real estate agents, by appointment, may sponsor open houses to show a unit that is listed for sale; however, they may not place signs on Renaissance property and they must conduct their showings by escorting a potential client throughout the showing process. Two agents are required, one to remain in the Lobby to greet potential clients and the other to be available to escort the client to a unit or Renaissance common areas. See the Reception Desk for a copy of the Renaissance Open House Rules and Regulations.

Preventive Maintenance Inspections

Once a year, preventive maintenance inspections are conducted by maintenance staff to ensure there are no safety, life and/or maintenance issues that may affect the building. Residents and owners are notified of all inspections.

Reception Services

The staff at the Reception Desk offers the following services:

- Accept small deliveries from USPS, UPS, FedEx, DHL and other authorized delivery services.
- Hold prearranged UPS and FedEx package pickups at the desk.
- Accept floral and dry cleaning deliveries.
- Reservations for private use of the facilities.
- Loading dock reservations. The building staff is not permitted to monitor or accompany delivery people or unlock your unit for deliveries. You or a designated representative must be available if you are expecting a delivery that must be moved into

your unit. All deliveries of furniture, appliance and other large items must be via the loading dock.

- Recommendations for personal services.

Recycling

Recycling containers are located on the first floor in the service elevator hallway. Place all *rinsed* flattened, large plastic milk jugs, plastic bottles, cleaned cans, glass containers, paper and flattened cardboard boxes in the appropriate bins. Courtesy newspaper collection containers are also located in the service elevator alcoves on each floor.

Remote Gate Controls

Contact the Administrative Office.

Renter

The Board of Directors has defined “renter” as an individual who occupies a unit in the Renaissance I and has an **approved current lease** on file with the Association. See Definitions at the end of this document.

Rule Violations and Enforcement

Rule violations should be reported in writing to the Community Association Manager, not to the Board of Directors or any Director of the Association. Minor infractions will be called to the attention of the person or persons involved by the Community Association Manager. Rule violations of a more serious nature, or repeated rule violations, will be referred to the Board of Directors for resolution. The Board of Directors has the right to establish fines for rules violations per State Statute.

Safety Drills

Safety evacuation drills will be conducted to help residents get prepared for a genuine emergency event. Residents will be notified well in advance. Participation could save your life.

Social Committee Events

Anyone wanting to receive direct email notification of social events please provide your email address to the Social Committee via front desk. Also, information will be posted near the mailroom.

Sprinklers

Any painting or remodeling in your unit that will require a shut down to the fire protection system or work around sprinkler heads must be cleared with the Administrative Office well in advance of the scheduled work.

Contractors must cover and protect sprinkler heads and smoke detectors from dust. Excessive dust from construction will set off the fire safety alarms. The owner will bear the cost of emergency personnel response to a false alarm.

Staff of Renaissance

Do not direct housekeeping or maintenance staff personnel or interfere with their regular duties. Contact the Reception Desk or office staff if you need to initiate a common area work order request or have a suggestion or comment.

The Rosemary Place Master Association

The Renaissance is part of Rosemary Place Master Association. The Master Association is responsible for all common grounds outside the Renaissance building footprint.

Thermostats

When leaving your unit for several days, set thermostat to "auto" and place temperature at 79 degrees or less.

Unit Access

Association maintenance is limited to common area repairs. Units will be entered in the event of an emergency or for a prearranged purpose.

Visitors

Residents may give their visitor(s) entry to the building remotely by using the DoorKing security system at the two main entries to the first floor. To give your guest entry through the door nearest the main lobby, press 8 once you are connected to them by telephone. Press 9 if your guest is entering by the north lobby door. Residents may also report to the desk staff in advance that you are expecting the arrival of a guest.

Water

The payment of water and sewer bills is included in the unit owner's Association fees. Residents are urged to exercise restraint and develop water conservation habits to keep our water and sewer charges as low as possible.

Please report to Reception Desk any water leaks within your unit. If you have leaking faucets or toilets, please have repairs made by a qualified professional plumber.

Please do not tamper with the faucets and shower heads by removing or modifying the water-saver inserts that are now mandated. Doing so will significantly increase water consumption and costs.

Water Valves

Hot and cold water valves in your utility closet must be turned off if your unit will be unattended for a few days or more. They should be exercised (turned off and on) at least every six (6) months as a part of regular home maintenance. If you are not familiar with these valves, please contact staff for a tutorial.

Website

Please visit the Renaissance website www.rencondo.com for additional information related to the Renaissance. You'll find forms, governing documents, rules & regulations and general information booklets. Only unit owners may access Board of Directors meeting minutes, financial reports and other such private information. A great deal of the information is also available in hard copy format in the Administrative Office.

Windows

Only windows in studio units open. All windows/patio doors must be closed if leaving for extended periods of time.

Residents may not attach a screen or awning to any windows/patio doors. The only screens permitted must be placed inside the patio door or window.

Any window/patio door draperies, blinds or shutters must show a white color when viewed from outside the building.

The Association must approve installation of protective window films or UV solar filter coating on windows/patio doors (see www.rencondo.com).

Window Washing

The exterior, inaccessible windows are washed twice a year. Residents are notified in advance when the service is scheduled.

Definitions

- Agent(s): Anyone authorized by the owner/renter.
- Alarm(s): Include fire, smoke, and/or security for which emergency services respond.
- Attendee(s): Person(s) invited to an authorized function or group activity and are limited to common area facilities as per contract.
- Common Areas & Elements: All areas not specific to an individual unit.
- Family: An individual related by legal adoption, legal registration, blood or marriage including parents, grandparents, children, grandchildren, brothers, sisters, aunts, uncles, nieces, nephews.
- Group Event: More than 6 visitors attending an event/function.
- Guest(s): Individual(s) invited by an owner or renter to stay overnight while that owner/renter is in residence. Guest(s) may use the facilities of the Renaissance so long as the owner or renter is in the building. Any guest(s) under 16 must be accompanied by the owner or renter. Guests are limited to

30 days of visitation. After 30 days, guests must make application for residency.

Limited Common

- Elements: Designated parking, storage, and balcony/terrace as pertaining to a specific unit.
- Owner(s): Person(s) whose name appears on the Deed or Certificate of Title.
- Renter(s): Person(s) living at the Renaissance with an approved lease agreement for the stated term.
- Resident(s): Person(s) living in a unit such as an owner(s) or authorized leasee/renter per approved contract.
- Visitor(s): Person(s) visiting an owner/renter but not staying overnight. Owner/renter must be present during visit and if visitor(s) uses any common area facilities.
- Vendor(s): Person, company or entity that provides a service to a unit or individual in a unit, whether paid in kind or monetarily. Vendors are not eligible to use common area facilities.

Facility Hours, Contact Information & Notes

Facility	Hours	Contact Information, Notes
Administrative Office	8:30 a.m. – 4:30 p.m. Monday through Friday, except holidays	941.957.3957 941.957.1256 (fax)
Reception Desk	24 hours a day, 7 days a week	941.957.3957
Pool and Spa	Dawn to dusk	Anyone causing a nuisance will be asked to leave the area.
All Other Amenities	8 a.m. to 10:00 p.m.	Contact Reception Desk to make reservations where applicable.

Useful Telephone Numbers

Contact	Phone Number
Cable TV – Frontier	844-660-0648
Electric Service – Florida Power & Light	941.917.0708
Telephone Service – Verizon	800.501.1172
US Post Office – 1661 Ringling Boulevard	800.275.8777
Police Emergency	911
Police Non-Emergency	941.316.1199
Fire Emergency	911
Fire Non-Emergency	941.954.7025
Taxi Service Companies	
Yellow Cab	941.955.3341
Diplomat Cab	941.365.8294
Overnight Delivery Companies	
UPS	800.742.5877
Fed Ex	800.463.3339
DHL	800-426-5962
Voter Registration	2001 Adams Lane

*Updated and approved by the Board of Directors
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