



EVERYTHING YOU NEED TO KNOW ABOUT ADESTE CONDOMINIUMS

Condominium Documents and Policies

Adeste Condominium (“Adeste”) is governed by the community’s Declaration of Condominium, Articles of Incorporation, Bylaws and Rules & Regulations (“Governing Documents”), as well as Chapter 718 of the Florida Statutes. It is important that every resident review these documents as they detail the responsibilities of the homeowners and Adeste Condominium Association (“Association”). They also serve as the basis for all of Adeste’s policies, which are reviewed and approved by the Board of Directors (“Board”). Any new policies, or updates to current policies, will be communicated to residents via email. The Governing Documents and current policies are available by contacting the Association’s property management company or by visiting the Association’s website at www.myadeste.com. The Governing Documents are further available through the Hillsborough County Clerk of Court website (<http://www.hillsclerk.com>).

Property Management

VERA Property Management, LLC (“VERA” or “Property Manager”) currently manages Adeste Condominium Association. VERA is your primary resource for information regarding Adeste. Contact VERA at 813-515-0823 or Adestecoa@gmail.com to discuss your maintenance fee account, report a property emergency 24/7, understand your rights and responsibilities, recommend property improvements, request Association records and polices, discuss the sale or lease of your unit, register as an Adeste resident, request approval for unit alterations, or to ask any questions you may have.

Association Board of Directors

The Board governs the Association and is responsible for fulfilling all Association responsibilities as outlined in the Association’s Articles of Incorporation and Bylaws. Board terms are one year and an election is held in December of each year (at the Association’s annual meeting) to elect a new Board of Directors. The Board holds meetings as necessary to conduct Association affairs and all homeowners are welcome to attend those meetings. Notice of Board meetings, including a list of agenda items, will be posted in the bulletin board in the mailroom and will also be distributed to homeowners via email (or USPS when required by Florida law).

Resident Registration

All Adeste residents are required to register with the Association and provide information including phone number, email address, pet descriptions and automobile make/model/license plate number. If you are a new resident to Adeste, please complete a Homeowner Information Sheet available from VERA. If you are a current resident and your information changes in any way, please provide updated information to VERA at your earliest convenience. Please note that in accordance with Section 23 of the Declaration

of Condominium no more than 6 persons, and no more than two unrelated persons (e.g., not related by blood, marriage or adoption), may reside in a unit at any given time.

Maintenance Fees

All homeowners are required to pay maintenance fees to the Association on a quarterly basis (due January 1st, April 1st, July 1st and October 1st). Maintenance fee amounts are determined by the Association's annual budget, which is approved by the Board each December at the Association's annual meeting. The Association's bank, BB&T, issues each homeowner a coupon booklet prior to the start of the calendar year that provide details on how to make maintenance fee payments. Payments can be remitted by check, automatic withdrawal, or online using a credit/ debt card (a \$9.95 convenience fee applies). In accordance with the **Adeste Collections Policy**, the Association will undertake collection efforts for any maintenance fees not received by the 10th of the month after the due date.

Unit Sales

The Association's **Unit Sales Policy** outlines requirements regarding the sale of an Adeste unit. Any potential sale or transfer of a unit must be approved by the Board in order for the sale to be valid. The potential buyer of a unit must supply a copy of the sales contract and must complete the Association's Application for Purchase (available from VERA), which includes criminal background and credit checks. There is a non-refundable application fee of \$50 as well as a background check fee of \$50 per applicant. The Board will decide whether or not to approve the sale within 14 days of receipt of a completed Application for Purchase. Corporations (of any kind) may not own an Adeste unit.

Unit Rentals

Section 24 of the Declaration of Condominium provides requirements regarding the lease of Adeste units. Any potential lease of a unit must be approved by the Board in order for the lease to be valid. Leases must not be shorter than 6 months and a unit may not be leased more than 2 times per year. Corporations (of any kind) may not lease an Adeste unit. The potential tenant of a unit must supply a copy of the lease and must complete the Association's Application for Lease (available from VERA), which includes a criminal background check. There is a non-refundable application fee of \$50 as well as a background check fee of \$50 per applicant. The Board will decide whether or not to approve the lease within 14 days of receipt of a completed Application for Purchase.

Mailbox Numbers

Each unit is assigned a mailbox located in the mailroom adjacent to the main vehicle entrance gate. Medium size packages delivered by the United States Postal Service will be placed inside one of the package boxes next to the mailroom and a key to the package box will be placed within your mailbox. Issues with your USPS mail should be directed to the interbay post office at 4520 W. Oakellar Ave (813-831-5541).

If you lose the key to your individual mailbox, you will need to contact a locksmith to rekey the lock for you. UPS, FedEx and other alternative mail carriers to not have access to the mailboxes or parcel boxes and will make arrangements with residents for delivery. Below are the mailbox numbers assigned to each unit

Unit	Mailbox	Unit	Mailbox	Unit	Mailbox
4941	5 (Right)	4953	3 (Right)	4965	5 (Left)
4943	6 (Right)	4955	4 (Right)	4967	6 (Left)
4945	7 (Right)	4957	9	4969	7 (Left)
4947	8 (Right)	4959	10	4971	8 (Left)
4949	1 (Right)	4961	11	4973	2 (Left)
4951	2 (Right)	4963	12		

Parking on Property

All homeowners and residents (including their guests/ vendors) are required to follow the **Adeste Parking Policy** at all times. Highlights of the policies include the following:

1. All automobiles maintained on property must be registered with the Association;
2. A unit's garage is the primary location for parking automobiles and garages must remain available for that use at all times;
3. In situations where a unit's garage is fully occupied, automobiles must be park immediately outside of, and perpendicular to, the unit's garage doors; and
4. The twelve guest parking spaces located in Adeste's courtyard are available on a first come, first serve basis and should only be used when a unit's parking spaces (both in the garage and immediately outside) are occupied.

Vehicle Gate

The property's main vehicle gate is operated by a call box on the south side of the gate. There are several ways to open the gate.

- (1) Clickers to open the gate are available from VERA for a cost of \$40.
- (2) Each unit is assigned a 4-digit code that may be used by homeowners, residents or guests to open the gate. It is recommended that the code only be distributed on an as-needed basis. The Association may change codes from time to time for the security of the property.
- (3) Each resident's last name and first initial is entered into the call box with an associated phone number (not visible at the call box). Phone numbers may be local or long distance. Visitors may scroll through the list of names (using the "A" and "Z" buttons on the call box) and press the "Call" button once the desired resident is found. The call box will then call the phone number associated with the name. Upon answering the call, the resident may speak to the person at the call box and may dial "9" on his/her phone to open the vehicle gate.

Please contact VERA if you would like to change your 4-digit code or update the phone number in the call box.

The gate can be opened from inside the courtyard by pulling up to the gate in a vehicle. There is a weight sensor under the ground that identifies the vehicle and opens the gate.

In the event you are trying to enter or exit the property and the gate will not open, it may be forced open by flipping the breaker in the black breaker box set into the wall in the courtyard on the south side of the

gate. There is a label inside the breaker box indicating which breaker operates the gate. A backup battery system is triggered which will automatically open the gate when the breaker is flipped and power is removed from the gate. In the event the battery backup system fails and the gate still will not open, the gate can be manually pushed open by releasing the gate chain. This is achieved by removing the bolt that attaches the chain to the bottom of the south side of the gate. This should only be done in the event of an emergency.

Please contact VERA immediately if the gate malfunctions in any way.

Pedestrian Entrance Gates

The main pedestrian entrance gate at the mailroom is locked at all times and all homeowners should have a key to this gate. If you have lost your key, you are responsible for having another key made. For the security of the property, it is not recommended that you give your key to vendors or other non-residents. The Association will change this lock occasionally and provide new keys to all homeowners.

For units 4947 – 4967, if you have lost your key to the black entrance gates of your “pool equipment” area, you are responsible for having another key made. If your gate stops functioning properly, please contact VERA.

Property Insurance

The Association maintains hazard and flood insurance for the community’s buildings and other structures (e.g., perimeter wall, fountain, vehicle gate). The dollar amounts of protection provided are based upon a replacement cost appraisal completed once every three years in accordance with Florida Statutes. The most recent appraisal was completed in December 2014 and is available from VERA. Details on the Association’s hazard and flood policies are provided here.

Hazard Insurance: Hazard insurance provides coverage for casualties caused by events such as fire, wind, hurricane, earthquake, sinkhole and burst water pipes. The Association’s hazard policy has a per-incident deductible of \$2,500 (and 5% of the total claim for hurricanes). This policy protects all of the property’s buildings and other structures; however, pursuant to Florida Statute 718.111(11)(f), hazard insurance does NOT cover unit contents including, but not limited to, personal property, floor finishes (e.g., hardwood, carpet), wall and ceiling coverings (e.g., texture, paint, wallpaper), electrical fixtures, appliances, water heaters, water filters, cabinets, counter tops and window treatments. Further, unless specifically added, the Association’s hazard insurance does not cover items that were not part of the original development (e.g., pools/ spas, patio screen enclosures). As such, it is imperative that each homeowner has an insurance policy to cover these items.

NOTE: In certain circumstances, there are items that homeowners are required to maintain/ replace per the Governing Documents but the Association is required cover as part of their hazard insurance policies per Florida Statutes. Good examples include windows and doors. The Association’s hazard insurance will only provide coverage based on the value of the originally installed items plus any additional costs to meet current code requirements. This becomes relevant in the event a homeowner

had installed windows that are more expensive than the minimum required by code. It is up to the homeowner to obtain hazard coverage for any excess replacement cost.

Flood Insurance: Flood insurance provides coverage for casualties caused by storm surge or other types of flood. The Association's flood insurance policy protects all of the buildings and other structures (e.g., perimeter wall, fountain, vehicle gate). The items within a unit that are covered under flood insurance exceed those covered under hazard insurance as flood insurance requirements are promulgated by FEMA (versus the Florida Statutes for hazard insurance). Unlike hazard insurance, flood insurance covers, among other things, cabinets, counter tops, interior paint, floor finishes, built-in appliances and ceiling fans. As with hazard insurance, pools/spas and patio screen enclosures are not covered by the Association's flood insurance.

The Association has two flood policies. The first is a standard policy, providing coverage up to \$250,000 per unit. The second is an excess flood policy, providing coverage above \$250,000 up to the appraised total replacement cost of all insured buildings, structures and interior items. What is important to note here is that the appraisal assumes standard, off-the-shelf interior items so any high-end flooring, cabinets, countertops, appliances, or custom wall painting won't be entirely covered in the event full property loss. Based on this, and using the insured values provided in the appraisal, homeowners can determine the amount of additional flood insurance, if any, they require.

To request a certificate of insurance or ask questions about the Association's insurance policies, please contact Harr & Associates at 727-393-9146 or by emailing Kimberly Harr at kim@harrins.com. Harr & Associates can help homeowners ensure they have complementary coverage to that provided by the Association. Please inform Adeste's Property Manager and Harr & Associates should you refinance your mortgage or if your mortgage company changes for any reason to ensure that the annual certificate of insurance distributions are sent to the correct place.

Pets

Adeste's Governing Documents limit pets to two domestic animals per unit. Any pets residing at Adeste must be registered with the Association (please contact VERA to register a pet). All pets must be leashed or caged at all times when on Adeste property and residents must pick up after their dogs.

Water

The City of Tampa supplies water to the community. For general concerns about your water supply, contact the City of Tampa Water Department (813 274-8121). Further, please contact VERA if you experience a persistent reduction in water pressure as this could indicate a leak. Any water piping that serves a specific unit (i.e., carries water to your unit after passing through the unit's individual shutoff valve) is the homeowner's responsibility to maintain, repair and replace. All other water pipes are the responsibility of the Association. You are required to use licensed and insured vendors to perform work in your unit.

Each unit is required to have an individual water shutoff valve either inside or outside of the unit. Please take the time to locate your water shutoff valve. **If you do not have a shutoff valve, it is your responsibility to have one installed.** Any licensed plumber may install a valve for you and it is the Association's preference that the shutoff be located outside of the unit. In the event you need to install or

replace the shutoff valve to your unit, the Association recommends that all replacements be made with a 'ball valve' instead of a 'gate valve' as they tend to be more effective and have a longer useful life. Further, the Association must be contacted at least 24 hours in advance of a scheduled valve replacement as the water supply to the property will need to be turned off in order to replace the valve.

To prevent major water damage, anyone working on the plumbing in a unit should turn off the water to the unit first. Further, ***residents are required to shut off the water to their unit if the unit is going to be vacant for more than 48 hours to prevent the occurrence of leaks.***

Only in the event of an emergency, residents may shutoff the water supply to the property by turning both ball valves located within the courtyard on the southern wall adjacent to the vehicle gate.

Trash and Recycling

The City of Tampa collects trash on Tuesdays and Fridays and collects recycling on Fridays. This schedule may adjust slightly due to holidays. The City of Tampa posts changes to trash and recycling schedules on the Solid Waste Department's website (<http://www.tampagov.net/solid-waste>). If garbage or recycling is not picked up on schedule, please contact VERA. Additional recycling bins may be obtained from the City of Tampa Solid Waste Department by calling 813-348-1111.

Homeowners are required to keep all garbage and recycling within their unit. For the 13 units with garages along Pilgrims Path, garbage and recycling bins should be placed for collection at the edge of the paved driveway. For the 4 units with garages inside the courtyard, bins should be placed immediately outside of the garage. Generally, trash and recycling are collected early in the morning and, as such, bins may be left out the night before pickup. All garbage must be properly placed in disposable bags within a closed garbage bin to limit smell and rodent activity. Garbage and recycling bins must be brought back inside the unit on the same day as collection.

Electricity

Tampa Electric (TECO) supplies electricity to the property. Any electrical wiring that serves a specific unit (i.e., carries utility to your unit after passing through the unit's individual meter) is the homeowner's responsibility to maintain, repair and replace. All other wiring is the responsibility of the Association. The electrical meters for each unit are located in a utility closet at the north end of the property by the patio entrance to unit 4945. You are required to use licensed and insured vendors to perform work in your unit.

Gas

TECO Peoples Gas supplies gas to the property. Any gas piping that serves a specific unit (i.e., carries utility to your unit after passing through the unit's individual meter) is the homeowner's responsibility to maintain, repair and replace. All other piping is the responsibility of the Association. You are required to use licensed and insured vendors to perform work in your unit.

The gas meters for each unit are in a different place for each unit as they were installed individually. Typically, for the units along Pilgrims Path, gas meters have been installed within the "pool equipment" areas in between the garages. If your unit does not yet have gas service and you are interested adding this

service, please contact VERA as well as TECO Peoples Gas at (813) 275-3700 to determine the extent of the work that will be required and whether or not advanced Board approval will be required.

Cable Service

The Association provides cable and internet to Adeste residents through Brighthouse Networks. This service includes premier digital cable (approximately 300 channels), two high definition digital cable boxes, and 50/5 mbps high speed internet. Adeste residents only pay for services beyond those provided by the Association (e.g., faster internet, additional cable boxes).

To set up service with Brighthouse, simply call customer service (1-888-289-8988) and provide your unit's address. The Association's bulk cable and internet package is linked to each unit's address within Brighthouse's systems allowing them to see a flag indicating that you are eligible for a bulk service. Sometimes Brighthouse representatives do not see the bulk service flag in their system and will not apply the proper discount to your services. Be sure to confirm with them that the bulk cable and internet package for Adeste Condominium is being applied to your account. Nothing else should need to be done in order to benefit from the Association's Brighthouse agreement. If you have trouble setting up your account with Brighthouse, please contact VERA for assistance. **NOTE:** The main cable boxes on property are located on the eastern walls of units 4941 and 4973.

If you chose to use a service other than Brighthouse, please contact VERA. Neither antennas nor satellite dishes may be mounted on the buildings.

Wastewater

The City of Tampa Wastewater Department provides wastewater disposal services to the community. Homeowners are responsible for maintaining any wastewater lines that serve only their unit (i.e., toilet, shower, sink and drains pipes carrying wastewater to main distribution lines) where as the Association is responsible for maintaining the community's main distribution lines.

There are a variety of routine maintenance tips that a licensed plumber can provide to help keep your drains free of clogs. If your toilet, sink or shower drain is clogged, it is recommended that you contact a plumber and VERA as soon as possible. It is always recommended that the plumber provide a written explanation of the problem and its cause to make it easier to determine which party is responsible for the costs associated with the repair. If you experience a major wastewater backup, please contact VERA and the City of Tampa Wastewater Department (813) 259-1693 immediately.

Exterior Décor

The Association's **Exterior Décor Policy** outlines where, and what types of, personal property may be placed in the common areas. The common areas are defined as all areas outside the boundaries of each unit's living space, garage and patio. This policy focuses on certain common areas including the courtyard entryways for all units, the "pool equipment" areas serving units 4947 – 4967, and the areas running alongside units 4941 and 4973. This policy is governed by the Landscaping Committee and is available from VERA. VERA will inspect the property for violations of this policy on a routine basis and will communicate any violations to both the relevant unit owner and the Landscaping Committee.

Unit Maintenance & Renovations

Per Adeste's Governing Documents, the responsibility for unit maintenance is divided between the homeowners and Association. Please see the **Adeste Responsibility Matrix** for specific guidance on the division of responsibilities. If you believe that repair work is necessary to a part of your unit that is the Association's responsibility (e.g., roof, patio walls), please contact VERA immediately. The **Unit Maintenance and Renovation Policy** governs the completion of maintenance and renovation work by homeowners. Highlights of the policy include:

1. Board approval is required prior to renovations that change the exterior appearance of a unit (e.g., changes to screens, awnings, front doors) or may impact the safety and soundness of a unit (e.g., changes to load bearing walls). For clarification on whether or not you need Board approval to complete maintenance or renovations on your unit, please contact VERA.
2. Maintenance and renovations may only be completed between the hours of 8am and 5pm, Monday – Saturday, except in the event of an emergency.
3. You are required to use licensed and insured vendors to perform work in your unit.
4. No equipment or materials may be stored outside of the unit.

Awnings

Homeowners may install awnings in their patio areas. Awnings that are visible from the exterior or the unit (i.e., located on the second floor of the patio) must be constructed of either black or terra cotta fabric. No patterned fabrics are permitted. The shape, size and style of the awnings must remain consistent with those originally installed.

Front Doors and Unit Keys

The finish on each unit's wooden front door is the responsibility of the homeowner. The Association has specific rules about the finish used on your front door and the style of your door hardware. Front doors may be refinished using Minwax Wood Finish in Dark Walnut (#2716). The formula for a color match to this finish if using Sherwin Williams' Wood Classics stain is available from VERA. Front door hardware must be of the same style as currently installed (i.e., long handleset with separate lock) but may be any of the standard finishes (i.e., brass, nickel, chrome, bronze, black)

Dryer Vents

Each unit has a dryer vent that extends from the clothes dryer to the roof of the building. While the dryer vent hood on the roof is the Association's responsibility, maintenance of the vent itself falls to the homeowner. We recommend routine cleanings of your dryer vent to prevent fires and reduce electric bills.

Air Conditioner

Each unit's air conditioner is located on the roof. Maintenance and replacement of a unit's air conditioner is a homeowner responsibility. A licensed and insured professional should service your air conditioner routinely to ensure it is functioning properly. You're A/C repairman can access the roof through the roof hatch on the top floor of your unit or by using a 30 foot ladder on the northwestern and southwestern most points of the courtyard by the entrances to units 4945 and 4969, respectively.

Termites & Pest Control

From time to time, homeowners may experience drywood or subterranean termite infestations within their units. If you believe you have a termite infestation, please contact VERA immediately. Treatment of termites is the responsibility of the Association. Treatment of other pest issues within your unit is your responsibility. The Association has contracted with Best Pest Control to treat the exterior of the property for pests (e.g., ants, wasps, spiders, mice, silverfish, roaches) on a monthly basis. If you identify any exterior pest issues, please let VERA know. As part the monthly service, Best Pest Control is willing to treat the interior of your unit while they are on property for \$20. If you are interested in this service, please contact Earnie Herce, Best's general manger, at 813-935-0998 or ernie@bestpestmanagement.com to request the interior pest treatment included in the Association's monthly pest control contract.