



VILLA DORA

RESIDENTS'

HANDBOOK

DORA

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**Approved by the Villa Dora Condominium Board of
Directors – June 2019**

INTRODUCTION TO CONDOMINIUM LIVING

Welcome to Villa Dora. This handbook contains important information, suggestions and rules that residents and owners have found useful over the years. It answers many of the common questions and concerns that new owners have about condominium living. The purpose of the rules and suggestions is to make living at Villa Dora pleasant, comfortable and safe for all residents and their guests.

Condo living requires rules and regulations, which protect your investment and promote good relations with your neighbors. Please make your houseguests aware of this handbook in case of emergency in your absence.

The legal documents, which govern every condominium owner at Villa Dora, are: 1) Declaration of Restrictions, Reservations, Covenants, Conditions and Easements of Villa Dora, a Condominium and 2) Bylaws of Villa Dora Management, Inc. If you don't have them, contact one of the Villa Dora Directors.

Villa Dora Management, Incorporated, is managed by an annually elected Board of five Directors. A list of their names and phone numbers is posted on the Villa Dora Management Inc. Bulletin Board on the door of the first floor trash room. All meetings of the Board are open to you, as an owner. The time and date of these meetings is posted on the bulletin board in advance and you are encouraged to attend. Minutes of prior meetings, as well as regular financial statements for the Corporation, can be reviewed through a request of a Board member.

We hope you will enjoy living here as much as we do. The following information will help you get settled.

1. Electrical Service is provided by the City of Mount Dora. The office is located in the City Hall located across from Donnelly Park at 510 North Baker Street. The telephone number is (352) 735-7100.
2. The Chamber of Commerce is located in the old railroad station located just a few blocks "down the tracks" from Villa Dora, on Alexander Street between 3rd and 4th Avenues. The Chamber is very helpful about supplying information and maps of the Mount Dora area.

MOVING IN, KEYS, and STORAGE

1. If you will inform a Board member of your moving plans (in or out), including the date and time, he or she will arrange to have the driveway marked and parking reserved for your moving van. Padding will be placed in the large elevator only to avoid damage.
2. A Dolly suitable for transporting garment bags, suitcases or small cartons is available in the 2nd floor trash room, located between the two elevators. Grocery carts are available in the first floor trash room. Please return them when you have finished.
3. You are responsible for making certain that your movers clean up any debris resulting from your move and for any damage to floor or elevator surfaces.
4. You should receive from your realtor, or the previous owner, a complete set of keys for your unit, including a key for your front door, a key for your mailbox, and a key for the elevators, plus a key which opens the storage room and the stairwells. The Villa Dora Board of Directors has a duplicate key for your unit to be used in case of emergencies or in your absence (see page 5, "Extended Absences"). If you change locks, please provide a key to the Villa Dora Board.
5. Each unit is assigned a storage space in the locked storeroom located next to the Lounge on the lower level. A lock for the storage space is to be provided by you (see page 12- "Security and Storage"). The Villa Dora Board does not keep keys to these units.

AUTOMOBILES AND PARKING

1. Each unit is entitled to one assigned parking space in the covered garage. Each unit is to use its assigned parking space unless owners make other arrangements with another owner to use the space as arranged. The Villa Dora Board of Directors does not monitor these arrangements and has no responsibilities for any disputes between owners. Cars parked in non-assigned parking spaces may be towed to a public garage at the owner's expense.

2. You may park a passenger car, van, pick-up, motorcycle or SUV in the covered garage in a parking space. Commercial trucks and vans must be parked on the upper deck. No RVs, boats, or boat trailers may be parked on the upper deck for more than 72 hours unless prior arrangements have been approved by the Board or they will be towed to a public garage at owner's expense. All vehicles in the lower deck parking must fit inside the lines of the parking space.
3. Short-term handicapped parking space is available at ground level, adjacent to the elevator, for your handicapped guests. There is a four-hour maximum and then the car must be moved to the upper parking deck. Owners are responsible to let their guest know the time limit rules. Violators will be notified by a Board member.
4. Guests, visitors and service people are required to park on the upper deck.
5. Please observe the parking signs and the five-miles-per-hour speed limit signs.
6. Be mindful of fluid leaks under your car and have them repaired as soon as possible.
7. No vehicle repair work is allowed on the premises.
8. The vendor parking space, located next to the stairway in the parking garage, should be used no more than 20 minutes by a resident to load or unload their vehicle or by visiting vendor.

TRASH and TRASH CHUTE

Each floor has a trash chute, located in the small room between the elevator portals. It connects to a dumpster on the first floor. Trash should be properly bagged when put down the shoot.

We have an active recycling program. Green recycle bins are located on each floor in the trash room. Place thoroughly rinsed cans, glass, paper and plastic bottles in the proper bin. Large cardboard boxes should be broken down and taken to the first floor trash area. Pizza boxes are not recyclable.

DUMPSTER

1. Enclose all garbage in plastic bags, and secure tightly.
2. Enclose loose packing material (e.g. styrofoam, popcorn) in plastic bags or boxes and close securely before placing in dumpster.
3. Do not drop oversized loads or boxes down the trash chute.
4. Never leave garbage, trash, recyclables, or newspapers on first floor landing outside trash room.
5. You must make your own arrangements for disposal of discarded remodeling or building materials or appliances. The trash collectors will not take them.
6. No large items, such as TV's, furniture, etc, may be placed in trash room or dumpster. Owner is responsible for their removal from premises

PLUMBING AND SINK DISPOSALS

Locate the water supply shutoff valve in your apartment NOW and be sure you are able to shut it off completely when necessary. The Villa Dora Association is responsible for plumbing repairs from the building to the street sewer line. Apartment owners are responsible for all plumbing repairs within their units.

The following these procedures will help you avoid plumbing problems:

1. Run cold water prior to and during operation of the sink disposer if you must use it;
2. Feed disposer slowly – keep hands clear and do not put coffee grounds, grease or fibrous materials down the disposal;
3. Run cold water for a while after each use.
4. Avoid the following materials (dispose of them in the dumpster):
artichokes, ceramics, citrus peels, banana peels, corn husks or cobs, fruit pits, leather, liquid fats and oils, metals, plastics, raw meat, poultry skins, rubber, seafood shells, string or hair, cloth, bones, onions, stringy vegetables and coffee grounds;
5. Keep grease in a special can and wrap thoroughly before putting in dumpster. Grease on the sides of the trash chute will attract bugs and cause unpleasant odors.
6. It is recommended that you put a cup of vinegar in the sink drain once each month.

MAINTANENCE AND CUSTODIAL STAFF

DUTIES and RESTRICTIONS

The MAINTANENCE AND CUSTODIAL STAFF is accountable to the Board of Directors. The duties are specified in the job description and must conform to legal restrictions of condominium law. The following are some guidelines for your interaction with the staff person.

1. The staff person does not serve as a chauffeur. If you need emergency transportation call 911, ambulance service, or a taxi.
2. Do not give instructions or make complaints to the staff person. If you have a request or complaint, inform the Board of Directors in writing. A suggestion box is located in the laundry room.
3. Do not call the staff person for assistance during his working hours, 8 am to 2 pm, except in an emergency.

EXTENDED ABSENCES

If you will be gone for an extended period of time, please observe the following:

1. Please notify a Board member or the staff person of your anticipated absence, specifying dates and how you can be reached. Also leave this information on your kitchen counter.
2. Air conditioner: Suggested setting is about 80 degrees - be sure the drain pipe is clear.
3. Circuit Breaker: Turn off the circuit breaker for your hot water heater (in fuse box).
4. Sliding glass doors: Lock doors and windows in case of storms.
5. Garbage and perishable food: Remove it from the apartment.
6. Main Water Supply Valve: This is to be turned off completely.
7. Guests: Notify the staff person or a board member if any guests will be using your apartment in your absence. Give names and dates. Make this Handbook available to any guests and ask them to read it.
8. Monthly fee: Please pay this prior to your absence or mail it in promptly each month.
9. Keys. The board of directors has a duplicate set of your apartment keys for use in emergencies. If you are storing your car in your parking space during prolonged absence, please leave a set of car keys on the kitchen counter, for emergencies.
10. Suggest asking your neighbor to look out for your place if you plan on being gone for a length of time; let Board member know if parking space is to be used by another resident in your absence;

LIABILITY INSURANCE

IT IS IMPORTANT that you obtain liability insurance in addition to your condominium owner's policy. You are liable for damage (for example, water damage) to other units if that damage was caused by a situation originating in your unit.

LAUNDRY ROOM

1. The laundry room is located across from the elevators on the lounge (lower) level.
2. There are two washer/dryer sets (A&B), which are for the use of all residents on an equal time basis.
3. If you wish to reserve a regular weekly time, sign up on the schedule chart, which is posted on the Laundry Bulletin Board. Stay within your 2 hours of reserved time. Make sure service people you have employed honor the sign-up times and limits.
4. To maximize the availability of the machines, start your use of the washer or dryer within the first half hour of your reserved time.
5. Please use only one washer/dryer set at a time, even if the other set is idle.
6. Be sure your load is balanced during the spin cycle - it can damage the machine if it is not.
7. Use proper amount of detergent to avoid spills. Avoid bleach if possible;
8. Shoes and large rugs are not to be washed in the Villa Dora machines;
9. Leave the machines in a clean and dry condition and be sure to clean the dryer vent screen after each use. Leave the washing machine doors open so they can dry inside.

LOUNGE

1. The Lounge is located adjacent to the laundry room on the lower level.
2. It is for use by all residents on an equal time basis.
3. A sign-up calendar is on the counter for residents who wish to reserve the Lounge.
4. Individual users of the Lounge are responsible for cleanup; do not request assistance from staff; **turn off lights and air conditioner upon leaving.**
5. Decorations are permitted after receiving permission from a member of the Board of Directors.
6. Please refrain from using nails or otherwise marking the walls.
7. Please observe the Smoking policy; No smoking in the Lounge;

AIR CONDITIONERS

1. Maintenance and proper care of the condo unit air conditioner and heater is the owner's responsibility.
2. An annual inspection is suggested. Service contracts are available through local firms. Notify the staff or a member of the Board of Directors (if after hours) if access to the roof is needed for inspection of the compressor unit on the roof
3. Blockage of the Air Conditioner drain may cause damage to the apartment below. **To help prevent this damage it is recommended that you place a cup of vinegar in the A/C drainpipe (directly below your cooling coils) about once per month. A funnel prevents spilling.** The staff or your serviceman can help you locate the drain.

PEST CONTROL

The building is serviced quarterly by a professional pest control service as part of your monthly fee. Notices are posted several days prior to pest control spraying. Owners should report insects or other pests to the pest control expert and follow his / her advice. The staff person will open your apartment and accompany the serviceman if you are not at home.

PETS

1. Only small pets (25 lbs. maximum) are permitted.
2. All pets must be leashed or caged when outside (day or night).
3. City of Mount Dora ordinances require that you clean up fecal matter left by your pet. Please obey this ordinance and be a good neighbor.
4. Owners are responsible for controlling their pets when in the elevator or approaching another owner and pet;

MAINTENANCE FEES

Your Maintenance fees cover general maintenance of common areas, water, sewage, trash pick- up, pest control, cable TV, heated pool, etc., and are due on the first of each month. They may be paid monthly, quarterly, semi-annually or annually. Please deposit the payment in the slot in the Villa Dora office door in the laundry room, or mail it to Villa Dora Management, Inc., 601 McDonald Street, Mount Dora, FL 32757-4893. Fees paid after the 10th will incur a 10% late charge

EMERGENCIES: IN CASE OF FIRE OR MEDICAL EMERGENCY

DIAL 911

It is recommended that all owners have a fire extinguisher and functioning smoke detectors in their unit.

If the fire is in your apartment, take the following actions:

1. If you are in your unit and a fire occurs in an adjoining room within your unit, before you open the door, feel the upper area of door to see if it is hot, and if hot, do not open.
2. If unable to evacuate your area, place towels at bottom of door to prevent smoke from entering the room you are in. Call 911. Stay calm and await help. If there is smoke, breathe air near floor.
3. If door is not hot, open slowly and then if you are able to exit the room evacuate yourself and occupants to safety immediately. Make sure your unit entrance door is not locked when you exit.
4. Call 911, pull nearest fire alarm on your floor which will sound the Building Fire Alarm.
5. Direct arriving fire and emergency units to fire area.

If the Building Fire Alarm Sounds

1. Open entrance door to your unit slowly, looking for smoke in immediate area.
2. If fire or smoke is evident immediately exit building.
3. **DO NOT USE ELEVATORS** - Use stairs at either end of building depending on location of the fire
4. Be sure stairwell doors are closed behind you.
5. Direct firemen to location of fire when they arrive.
6. Do not reenter the building until directed by the fire department

Use of Gas or Charcoal Grills are prohibited on balconies, in accordance with Florida State Law. Electric grills are allowed.

SWIMMING POOL

1. Pool is open daily from light until dark.
2. Please shower before entering pool.
3. Change clothes in apartment; wear robe and footwear to and from pool.
4. Bathing suits required, no cut-offs.
5. **THERE IS NO LIFEGUARD** and owners and guests swim at their own risk.
6. Please accompany your guests and be sure they sign the guest list on the table next to the door to the pool.
7. Persons under sixteen must be monitored by an adult and must observe proper decorum.
8. Dry before returning to your apartment, avoid a wet trail.
9. Do not play with the pool safety line when it is in use and replace it if it is taken down for adult swimming or water walking. Do not obstruct the pool jets.
10. No foreign objects, food, loose clothing, towels, liquids in the pool. They can clog pool drains or damage filters and cause major repair expense.
11. **NO DIVING - NO EXCEPTIONS.** Enter and exit the pool at the stairs or ladder.
12. Water depth at deep end of pool is 8 feet. Please exercise caution.
13. Pool may be heated in the cooler months if budget and actual use warrants the expense.

POOL DECK

1. No pets are permitted on the deck at any time.
2. No chewing gum in the pool area. Please dispose of it properly prior to using the deck.
3. Food and beverages in **UNBREAKABLE CONTAINERS** are allowed at tables and lounge chairs only. Please clean up all trash and any spilled liquids immediately. Leave the deck as clean as you found it.
4. Do not drape clothes or towels over balustrade.
5. Cover chairs and lounges with a towel while sunbathing or after swimming to prevent chlorine, lotion, or oils from discoloring the chairs. Wipe chairs and lounges with a towel after use.
6. Return chairs and lounges to proper locations after use; carry, do not slide furniture.
7. Lower umbrellas after use and when gusty wind conditions exist.
8. If you use the shower to rinse off after using the pool, be sure to towel off before entering the lounge; remember, no water trails.
9. The patio door is locked with a security access code for entry. Check sheet in laundry room for code.

BE PREPARED

1. Mount Dora Fire Department recommends that all residents complete a "Patient Information" form and have it available for medical emergency personnel when they respond to a "911" call. The form provides essential medical information (e.g. current medications, allergies to medication, current medical condition). You may use the form provided at the end of this Handbook and keep in a container in your refrigerator or on the side of the refrigerator.
2. Know the stairway exits and escape routes at each end of the building. In case of fire, do not use the elevators. Use the stairs.
3. Know locations of alarm boxes.
4. A portable fire extinguisher and alarm box are located at each end of the walkway and at the elevator on each floor.
5. The alarm sounds an alarm in every unit. It does not alert the fire department: CALL 911. The alarm wires are in the wall below the fire alarm in your unit. Do not disconnect or place a permanent cover over it.
6. A valve on the sixth floor above the trash chute extinguishes fires in the trash chute.

HURRICANES AND TROPICAL STORMS

1. Listen to news broadcasts for storm warnings and predicted arrival time. Maintain a battery-powered radio. Follow all recommendations from the City of Mount Dora.
2. Place patio furniture, potted plants, etc., inside your unit.
3. Store a supply of canned foods, soups, juices, powdered milk, dry cereal and bread. Include foods that do not require refrigeration or cooking. The power might go out for an extended period of time.
4. Store an ample supply of fresh water.
5. Maintain a fresh supply of flashlight batteries. Have on hand a battery-operated lamp, or candles and matches. Maintain an adequate supply of medical supplies and prescription medicines.
6. Place towels on window and doorsills to collect water leakage.
9. Turn refrigerator/freezer to a colder setting and minimize opening its doors. Make extra ice cubes.
10. Use telephone for emergencies only. Be sure cell phones are fully charged;
11. Stay indoors and away from the closed windows. Taping windows is not recommended.

ELEVATORS

Villa Dora's elevators were extensively refurbished in 2010. They are in full compliance with Florida State regulations and undergo State Inspection annually. We have a maintenance contract, which provides for regular and timely preventive and corrective maintenance. Given the height of our building, the elevators are important to our quality of life. Please adhere to the following rules for their use:

1. Do not smoke in the elevators. It is forbidden by state statute.
2. Do not use elevators for emergency evacuation of the building.
3. If you are moving heavy furniture or appliances, 24 hours prior please advise the staff person so that protective padding can be installed.
4. Do your part to keep the elevators clean.
5. Keep your security elevator key with you to access the elevator during late evening and overnight hours (For security, elevators are locked at night- see below).
6. If you become stuck in the elevator, press the HELP button. This will connect you by phone to the Elevator Maintenance Contractor. The EMERGENCY button will sound an alarm bell locally. Remain calm and await assistance. NEVER attempt to exit an elevator stuck between floors unless advised to do so by qualified rescue personnel.

SECURITY and STORAGE

For your security the elevators are locked daily at 7 pm. (winter) and 8 pm. (summer) and unlocked at 7 am. Each resident has a special elevator key needed for access at the first floor level only. When using your key, do not allow access to strangers.

The first floor stairwell doors at either end of the building, and the door at the foot of the open stairwell which leads to the lounge level, are always locked. NEVER prop these doors open. Each owner has a key to these stairwell doors; it is the same key that opens the lower level storage area.

The locked storage area on the Lounge level contains individually locked bins for each unit. Residents supply their own lock. It is suggested that you not store items of substantial value here. Please don't store anything in your bin that will attract pests or cause odors.

A Security Monitoring System uses digital cameras to monitor the front entrance, garage, basement hallway, elevator, and pool area. It stores sufficient data to allow review of any suspicious activity. Please report any suspicious activity or parking violations to the staff person or one of the Board Directors.

SALE, RENTAL, LEASE OR TRANSFER OF ANY UNIT

Villa Dora Condominium is a 55-and-older Community and therefore all transfers, sales, rentals or leases of a Unit must be made in compliance with the Declaration of Restrictions, Reservations, Covenants, Conditions and Easements (The Declaration) as amended and notarized May 13, 2005. This document specifies that:

1. The sale, rental, lease or transfer of any unit must be preceded by the approval of the Board of Directors.
2. Existing unit owners have the right-of-first-refusal to accept the terms of any proposed sale, rental, lease or transfer.
3. No unit may be leased or rented for a term of less than one year.
4. Owners must legally reside in their unit for a minimum of two years before they may seek Board approval to lease or rent it to others.
5. The total number of units which may be leased or rented at any one time, is limited to 10 per cent of the total units in the condominium (there are 61 units in Villa Dora).
6. At least 80 per cent of the units at Villa Dora (49) must be owned and occupied by adults who are age 55 and above, as defined in the Declaration.
7. In addition, if you enter into a contract with prospective purchaser of your unit, you are required, under Chapter 718 of the Florida Condominium Act, to provide the purchaser with a copy of Villa Dora's Declaration, Articles of Incorporation, By-laws, Residents' Handbook and the Florida Condominium Governance Form. If you do not have these, you may request copies from one of the Board of Directors.

Renovations and construction within Condo Units

1. A board member is to be notified if a unit owner schedules renovations within their condo unit;
2. The **owner** is responsible to ensure that all required permits for the construction are obtained from the City of Mount Dora;
3. No remodeling/ construction/ demolition debris is to be placed in the Villa Dora trash rooms or trash containers; **All such debris must be removed by the owner or contractor;**
4. The **owner** is responsible for their contractor keeping all Villa Dora common space (walkways, driveways and garage) clean at all times; **Owners** are responsible to monitor the contractors work ethics throughout the entire time of renovation.
5. The maintenance staff member or a Board member must be notified 48 hours in advance of a non-emergency plumbing repairs in an individual unit is scheduled as other residents must be notified if there needs to be a water shut-off for a period of time for the work being done.
6. If air conditioner work is being scheduled the maintenance staff or a Board member must be notified to ensure availability of someone to allow access to the units located on the roof if needed.



Patient Information

Name:

Age:

Date of Birth:

Primary Physician:

Current Medications:

Allergies to Medications:

Current Medical Conditions:

Person to notify in an emergency name and telephone number:

DIRECTORS, VILLA DORA MANAGEMENT, INC. REQUEST for APPROVAL of SALE OR LEASE of VILLA DORA UNIT

Approval is requested for (check one) Sale_ or Lease _ of Unit No. _ _ .

Have you personally met the prospective new resident and his. or her, spouse? _

Are there children in the family? _ _ Ages ___

Has the prospective new resident been informed of the following:

Declaration, Section 7, Paragraph (i)

"Not allow any children under eighteen years of age to reside in permanent residence on the premises"

Bylaws, Article VI, Section 6, Paragraph (b)

"There shall be no pets except canaries, parrots and parakeets, and canines and felines small in size. Such canines and felines shall be allowed outside the apartment units only when attended on leash."

Bylaws, Article VI, Section 4, paragraph (l)

" It is prohibited for residents, or their guests to park their trucks, commercial vehicles other than ordinary passenger cars, boat trailers or trailers of a type used for hauling or moving, on common property." _ _

Bylaws, Article VI, Obligation of owners

Has the prospective new resident been informed of all other provisions in this section? _ _ _

Bylaws, Article 11, paragraph 6

"Villa Dora...is a 55 and older Community" and "purchaser...may not lease or rent a Unit until the purchaser... has resided in the Unit for a minimum of two years."

If approval is requested for sale of apartment, have you given the buyer an opportunity to read the Articles of Incorporation, Declaration, Bylaws, and Question and Answer Form? _ _ _

Name of Buyer or Tenant _ _ _ _ _

Address _ _ _ _ _

Signature of Owner_ _ _ _ _

I have read, understand and agree to abide by the above Articles and Sections of the Villa Dora Condominium bylaws and Declaration.

Signature of Buyer/tenant_ _ _ _ _

Excerpt from Declaration, Section 6: "Prior to the sale, rental, lease or transfer of any interest in a Unit to any person, the owner of said unit shall notify the Board of Directors of the Corporation, in writing, of the name and address of the person to whom the proposed sale, rental lease or transfer is to be made and such other information as may be required by the Board of Directors of the Corporation. The term "transfer" as used herein shall include any sale, rental, lease or transfer of any nature. Within five (5) days, any one of three members of the Board of Directors, appointed specifically for this purpose by the President of the Corporation, shall either approve or disapprove of a proposed transfer, in writing, and shall notify the owner of his decision."

Date _ _ _ _ _