

**SAVANNAH CROSSING
CONDOMINIUM ASSOCIATION**

2009-2010

HANDBOOK

2738 W. Tharpe Street
Tallahassee, FL 32303

BOARD OF DIRECTORS
August 2009 – July 2010

All board members can be reached directly through management.

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Craig Howard, Treasurer
Ashley Anderson, Secretary
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AFTER HOUR EMERGENCIES ONLY

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Welcome to the Savannah Crossing Condominiums.

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

This handbook will provide a guideline to rules and regulations required for the Association. 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 Clubhouse. 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, By-Laws, Budgets, Minutes, etc., may be obtained by contacting the Management Company. These documents are available by email at no charge, and a hard copy for a small fee.

Your Association fees are due on the first of each month. Payments should be made to Savannah Crossing Condominium Association and are paid through the Management Company. 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 maintenance problem or have concerns, please contact the management company.

Again welcome to Savannah Crossing.

The Board of Directors

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“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 Savannah Crossing, each owner purchases the exclusive right to the interior of a unit. The exterior, including all siding, roofing, front and back porches, doors, windows, lawns, etc. are owned by the condominium association, as well as all common areas such as the clubhouse, swimming pool, the basketball court, 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 tenants are allowed only to make improvements to their own limited common elements, but *only after receiving permission* from the association to do so. This includes activities such as installing fences, 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 tenants 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 at a nominal charge per page.

Association Dues

Each owner is responsible for paying the periodic association dues. The current amount is \$169 per month.

Payments are due by the first day of each month, with all checks or money orders made payable to “Savannah Crossing” and mailed to the management firm’s address. All checks should indicate the unit that the payment should be applied to. Payments by cash or credit card are not accepted. All unpaid balances will be charged late fees in accordance with the Associations Covenants.

Keys

The Savannah Crossing Condominium Association and the management firm do not maintain keys for any unit or mailbox. Each owner and resident is responsible for their own keys. If you need extra keys for your mailbox, or you want to change the lock on your mailbox, you will need to call a local locksmith.

Architectural Control Requirements

Because the condominium owns the buildings and all limited and common elements, all owners and tenants must get approval to make *any* alteration to your property, including modification of exterior surfaces, adding decks and fences or satellite dishes, repainting exteriors of front and back doors, changing or adding exterior lighting, attaching *any* item to the exterior siding, planting flowers and shrubs, etc. All requests must be made in writing to the management firm. When considering a proposed project, the Board of Directors will need detailed drawings, use of color, and pictures in order to make an informed decision. The Board has up to 30 days to approve or disapprove of your request. Please contact management to get more information.

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.

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 the Management Company immediately.

Enforcement of Rules & Regulations

In the event of a violation of any provision of the governing documents, the offending party will receive a letter from the association requesting correction of the problem. If correction is not made, the association 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 tenants of the rules. These owners should also include language in their leases advising the tenant that if the owner is fined, the owner will pass the fine to the tenant to pay. **Note: The Board may only fine owners; it is up to the owner to fine the tenant.**

Clubhouse Reservations

Savannah Crossing has a beautiful clubhouse that is available by reservation only for all owners and tenants. Please contact management to get more details and to request a reservation agreement. All reservations must be made at least ten days prior to your event. A \$50 refundable deposit is required when an agreement is submitted. The deposit will be refunded if the clubhouse is left clean.

No wet clothing or bathing suits are allowed in the clubhouse. The Clubhouse may be used for small parties but may not include the pool area.

Parking

There are no assigned parking spaces in Savannah Crossing. 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. Motorcycles and mopeds must be in a regular parking space, not on the lawn, up next to a building, or on the sidewalk. Bicycles may be parked at the bicycle railings, on the back patio or inside your unit.

Vehicle repairs are a potential nuisance and/or hazardous, such as breaking down engines, changing oil without proper equipment, etc., therefore, no vehicle repairs shall be made on the property. Vehicles will be towed.

Prohibited Vehicles

Commercial trucks, moving vans, boats, campers, RVs, ATVs, vehicles without tags, and trailers of any kind are not allowed to be parked at Savannah Crossing. Moving vans or delivery trucks may be permitted for a short period to unload or load owner belongings, but may not be parked on the property overnight. Vehicles will be towed at owner's expense.

Towing

Towing vehicles are utilized at Savannah Crossing 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, 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 appears inoperable, will be towed. Pictures will be taken to support all tows and every tow is reported to the police department. Any resident or guest who discovers their car is missing should immediately contact the police station. Professional Parking is the current tow company and may be called 576-4600.

Animal Control

Tallahassee City Code requires that dogs and other domestic pets be kept on a leash at all times when outside. All residents are required to keep their pets on a leash when the pet is outside. All provisions of the Tallahassee Code relating to animals and fowl are incorporated in these rules by reference. Violation thereof shall subject the unit owner, tenant, and guests to the sanctions set forth in the code and these rules. Animals are not allowed in the pool or retaining pond enclosures. Any animal found in these enclosures are subject to removal from the property. 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 aggressive, are subject to removal from the property.

Noise

Be considerate of your neighbors. Keep noise levels down so as not to cause discomfort to neighbors. Please keep volume levels down on televisions and stereos inside a unit. Loud music blasting or unnecessary horn blowing from cars is prohibited. All noise provisions of the Tallahassee Code are incorporated by reference.

Appearance of Units

Each resident shall maintain a neat and acceptable appearance for their unit. Every unit shall be free of clothing, shoes, grills, furniture, bicycles, and chairs of any kind on the front porch and in the yards. Such items may be kept *neatly* on the back patio. No clotheslines may be put up or the running of ropes or wires between fences. Fences should not be used to hold ladders, poles or other items. Grills should be used 10 feet away from the building for safety.

Occupancy Policy

It is the intent of the Association that rental units shall only rent to one adult per bedroom in accordance with City ordinances. Families should refer to the City occupancy ordinances.

Trash Fines

HOUSEHOLD TRASH OF ANY KIND IS PROHIBITED ANYWHERE AROUND THE UNIT. All trash should be taken immediately to the compactor. Trash inspections are conducted weekly and owners will be issued a warning and then if noncompliance will be fined each time trash is found on the front porch of a unit. Trash left outside the compactor will be opened for identification and fines sent to the owner.

Residents are required to pick up trash by their unit. Parties which leave debris spread out should be cleaned up immediately. Failure to clean up will result in fines.

Reporting Problems

If you are experiencing a problem with a neighbor or have concerns, please contact the Management Company. If you suspect illegal activity is happening, please contact the Tallahassee Police Department immediately and contact Management.

SUMMARY OF RULES & REGULATIONS

The purpose of rules and regulations is to ensure a positive living environment and to control destructive behaviors and habits that result in lower property values. All residents should act out of courtesy and respect for their neighbors, and simple common sense.

All guidelines, rules, and regulations as stated in this Guidebook and the governing documents are binding upon each current and future owner, tenant, and guest. Unit owners have bottom-line responsibility for their unit, regardless of whether they live in it. This list of rules is by no means exhaustive, but substantially represents the rules that govern Savannah Crossing. Owners and tenants *cannot* do what they want just because it's their unit. Following these rules will ensure that residents live in a clean and safe neighborhood with consistently high property values.

APPEARANCE

1. Personal items must be kept on back patios or inside units (chairs, grills, bikes, clothes, coolers, etc.)
2. Chairs, stereos, beach towels, etc. are not permitted on roofs
3. No one is allowed on the roof except for service personnel hired by management.
4. Additional fences or other exterior improvements must be approved by the Architectural Committee. No additional fencing will be approved.
5. Lawns should be kept clean of all items including grills, bikes, chairs, etc.
6. One "For Rent" or "For Sale" sign may be placed directly in front of the unit
7. Pet Waste must be picked up and disposed of properly

NOISE

1. Do not play music loud enough to disturb your neighbors
2. Block parties are not allowed; residents and guests must not block off sections of parking spaces to have one
3. Loud music from car radios is prohibited

PARKING / DRIVING

1. Do not speed
2. Do not park on sidewalks, grass, on curbs, or next to fire lanes (you will get towed)
3. Do not block parking spaces
4. Park between the white lines and one vehicle per parking space
5. There are no reserved spaces, please try to use the spaces which are directly in front of your unit first. Additional parking is available at the front entrance.

GARBAGE

To Use the Compactor: Walk up the steps, pull the drawer handle towards you, and drop your trash in. Compactor automatically compacts every third time the door is opened.

1. Do not leave garbage on porches, on lawns, or in landscaping
2. Cut all boxes into small pieces before placing in compactor
3. Do not throw trash out your car window as you drive by the compactor
4. Do not leave garbage on the steps of the compactor

5. Do not leave garbage on the ground
6. The compactor is not open on the top; don't try to throw trash into from over the fence

FINES WILL BE ISSUED. TRASH BAGS WILL BE OPENED TO OBTAIN ADDRESS. NO WARNING NOTICES WILL BE ISSUED, FINES WILL BE IMPOSED IMMEDIATELY.

POOL

Obey all rules posted at the pool. The association is not liable for any injury suffered by someone who disregards the rules or obtains entry to the pool when they are not a resident. The Health Department prohibits any pet from being in the pool or pool area.

1. Animals are prohibited in the pool area and in the pool water. Animals have a bacteria which when found in the pool water will result in pool closure.
2. Food and drink are not allowed in the pool.
3. Food and drink may be brought into the pool area; however NO GLASS containers are allowed.
4. Pool furniture should remain on the pool deck and not in the water. Anyone caught placing furniture in the water will be charged with vandalism.
5. The pool is for Savannah Crossing owners, tenants and guests. The Gate Code should not be shared with guests. All guests must be accompanied by the owner or tenant.
6. All children must be supervised.
7. Safety equipment should be left for emergencies only.
8. POOL HOURS: 8 AM TO 10 PM

BASKETBALL COURT

1. First Come, First Serve,
2. Be considerate of others wishing to play
3. No Glass containers in this area
4. No Pets in the area
5. Please place all trash in the receptacles upon leaving
6. COURT HOURS: 8 AM TO 10 PM

ENFORCEMENT

In the event of a violation of these Rules and Regulations or the other Association documents, the Management Company may impose a fine to the owner. In most cases a warning will be issued and the resident given an opportunity to correct the concern. Owners will be notified if action is not taken. If additional notification is required, then a fine will be imposed to the owner.

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 12 years from the manufactured date a hydrostatic test.

Smoke Alarms

Every unit should have a 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 cars doors locked
3. Know who is at the door before opening the door.
4. Report suspicious activity to the Tallahassee Police Department immediately.
5. Keep valuables put away and out of sight

Important Phone Numbers

(All numbers are in the “850” area code)

Emergencies

911

Tallahassee Police Dept.	891-4200
Crime Stoppers	891-4357
Tallahassee Fire Dept.	891-6600
Leon County Sheriff’s Dept.	922-3300
Tallahassee Memorial Hospital	431-1155
Capital Regional Medical Center	325-5000
Professional Towing	576-4600
City of Tallahassee Utilities	891-4968
Comcast Cable	574-4000
Fire Extinguishers – Edwards	856-5620
Animal Control – City	891-2958
Animal Control – County	606-5400
Barber’s Construction – Repairs	933-4914