

Crestwood Villas of Sarasota

Multi Condominium Association



Dear Neighbor,

We are so pleased that you decided to reside in Crestwood Villas Multi Condominium Association, Inc. (CWVMCA)! We hope you find this community to be as safe, comfortable, friendly, beautiful, and convenient as we do.

This Welcome Packet is designed to acquaint you with our amenities, activities, and other information we hope you will find helpful. In addition to the materials you received as part of the purchase process you will find reference to other documents to be found on our website CrestwoodVillas.com.

CRESTWOOD VILLAS OF SARASOTA MULTI-CONDOMINIUM ASSOCIATION, INC.

4300 Brittany Lane, Sarasota, FL 34233

Board of Directors

Section I - Connie Belmont

vpresident@crestwoodvillas.com

941-228-9682

Section II- Rick Sandler

president@crestwoodvillas.com

941-388-7240

Section III - Patricia Bordell

director3@crestwoodvillas.com

724-331-9474

Section IV – Jim Cappola

director4@crestwoodvillas.com

941-870-4360

Section V – Diane Richardson

director5@crestwoodvillas.com

248-895-6995

Treasurer – Karen Millenacker

treasurer@crestwoodvillas.com

612-670-4924

Committees

Buyer Interview/Orientation – Diane Richardson 248-895-6995

Sandi Rowe 941-685-4401

Club House Manager – Karen Simon 859-801-5389

Lamp Post Bulbs – Gary Rahl 724-309-4942

Landscaping – Susan Gerhardt 941-284-7463

Pest Control – NaturZone 941-378-3334

Pool Manager – Brian Kolba 941-341-0953

Xfinity Cable TV 855-510-1609

Sunstate Association Management Group – Sean Noonan

sean@sunstatemanagement.com

941-870-4920, ext. 210

941-961-8485 (cell)

AMENITIES AND ACTIVITIES

The Crestwood Villas website is CrestwoodVillas.com. The password is **Crestwood34233**. The web site contains information about the Association including, the Bylaws, the Board of Directors, Forms, Governing Documents, Policies, Rules and Regulations, Minutes of Board Meetings, President's Reports, Budgets and Financials and the CWV Owners Directory.

The three most important documents for a new Owner to become familiar with are the [Amended Declaration of Condominium](#), the [Bylaws](#) and the [Rules and Regulations](#). Often the answer to your question can be found in one of these documents. If not you can contact your section director.

The Rules and Regulations have the most direct effect on our daily lives and cover a wide range of subjects including Landscaping and Grounds, Clubhouse, Pool, Speed Limits and Parking, Road Safety and Pets.

Our swimming pool, tennis court, pickleball court, covered lanai, grill and Clubhouse are where we gather as a community. We hope you will join us for some or all of these activities.

There is one key that is used for access to the pool area, tennis court, propane grill and Clubhouse. You should have received a key from your seller or landlord. If not, or if you would like an additional key, contact the Crestwood "Keeper of the Keys" Connie Belmont, (941) 228-9682. The charge is \$25 per key.

The access gate to the pool is on Brittany Lane. There is no lifeguard on duty, so you swim at your own risk. The pool is open from Dawn to Dusk. The pool temperature is maintained at about 85 degrees year round. [Pool rules](#) can be found in the Association Rules and Regulations document on the website.

Owners/tenants and their guests are allowed to use the pool area parking during the day. [Parking rules](#) can be found in the Association Rules and Regulations document on the website.

GRILL

There is a grill for use by residents and is located under the covered lanai near the pool. As a courtesy to your fellow residents, please be sure to clean and recover the grill after each use.

TENNIS COURTS

The tennis/pickleball court is located just west of the pool area.

Pickleball is well attended at Crestwood Villas! Contact the Clubhouse manager for more information. Bring your own equipment loaners are available for your first time.

CLUBHOUSE

All Board meetings and the Annual member's meeting are held in the Clubhouse, as are many other CWVMCA activities. [Clubhouse rules](#) can be found in the Association Rules and Regulations on the website.

The Clubhouse consists of a main room plus a kitchen that has a sink, refrigerator, microwave and dishwasher (no stove). There are also restrooms that can be accessed from the front door and the pool area door.

A copy of the calendar of Clubhouse events, including dates and times reserved for private functions, is posted on the interior Clubhouse bulletin board.

Parking at the Clubhouse is for CWVMCA functions first. If you need additional parking for family or friends, this must be approved by the Clubhouse manager so there are no conflicts.

All requests for private functions must be approved by the Board. The application form for private functions can be found under [Forms](#) on the website

ACTIVITIES AT CRESTWOOD VILLAS

The community activity schedule is posted monthly on the bulletin boards. The following is a list of regularly scheduled activities. All events are held at the Clubhouse unless stated otherwise. Also, there are community holiday parties that will be announced.

If you would like to facilitate a one-time or regularly occurring event for the community, please contact Karen Simon (859) 801-5389.

PICKLEBALL – at the tennis court

8:00 am every Tuesday and Thursday (Can change depending on heat and daylight) Contact Karen Simon (859) 801-5389

Bring your own equipment, loaners are available for beginners.

CHAIR YOGA

9:00 am every Tuesday

Contact Suzanne Mercer (941) 371-0267

POKER

6:30 pm every Monday

Limited space, must call to schedule.

Grant Weimer (941) 371-0267

GAME NIGHT

7 pm every other Thursday

Contact Karen Simon (859) 801-5389

BUNCO

7:00 pm, 2nd Tuesday of the month

Contact Sandi Rowe (941)-685-4401

COFFEE SOCIAL & CONVERSATION 9-11:00
am, January – April last Saturday of the month

Contact Karen Simon (859) 801-5389 [all invited](#)

MAINTENANCE and REPAIR

One reason people often choose community living is to avoid having to take care of many aspects of home ownership. This section clarifies the division of responsibility in this Association.

The Association's Responsibilities

The Association is required to maintain, repair, and replace the roads, pool, Clubhouse, tennis court and all common areas. The exception to this is where damage is caused by an owner or their tenants or guests, in which case the owner must pay for the repair.

The Association is responsible for all landscaping throughout the community. However, owners have limited rights to plant directly around their unit. The [rules governing owner plantings](#) are contained in the Association Rules and Regulations. Please be sure to read these rules BEFORE planting anything outside your unit, as anything that violates these rules will be removed at the owner's expense.

The Association is required to maintain, repair, and replace the exterior walls, roofs, foundations, and slabs of the unit buildings, again except where damage was caused by an owner or their tenants or guests. Windows and doors are not included in the Association's responsibility.

The Association has the right to access any unit in order to assess damage and/or make repairs that fall within the Association's responsibility. In order to minimize damage in an emergency situation, it is always important that you have up-to-date contact information with the management company. This information will be kept confidential. Please be assured that the Association's only intent is to protect your property to the very best of its ability.

Owners Responsibilities

Owners are responsible for maintenance and repair for everything inside their unit, including the front and garage doors, sliders and all windows and skylights, inside and outside air conditioning and heating equipment, and all telephone and cable equipment. It also includes all electric lines, including between the unit and its service panel and meter, outlets, switches, wires, pipes and conduits serving only the respective unit, and all water and waste lines between the unit and main distribution lines. Any front or back lanais are considered "inside" an owner's unit for this purpose. The exception to this is that the Association paints garage and front doors, on a seven-year rotation.

INSURANCE

The following chart shows whether the Association or owners are responsible for insuring each building component. This division is dictated by Florida law.

Building Component	Association Responsibility	Unit Owner Responsibility
Roof and Roof Covering: Structural Framing and Roof Cover.	YES	NO
All Building Exterior Walls: Paint, Stucco, Insulation, Studs, Concrete Block, Brick, etc.	YES	NO
Unit Interior Walls: Party Walls, Unfinished Drywall, Insulation, Metal and Wood Studs	YES	NO
Common Area Interior Walls: Interior Wall Studs, Block, and Drywall	YES	NO
Unit Interior Surfaces: Floor, Wall & Ceiling Finishes, Paint, Carpet, Tile, Etc.	NO	YES
Unit and Common Area: Structural Floors, Structural Ceilings, Structural Walls	YES	NO
Common Area Air Conditioners and Electrical Systems	YES	NO
Unit Air Conditioners & Air Handlers	NO	YES
Unit Interior from the paint in, including Appliances, Electrical Fixtures, Water Heaters, Cabinets	NO	YES

Loss Assessment Insurance

In the event of catastrophic damage, the Association's insurance policies require that a certain deductible be paid by the owners collectively to begin repair work. If you are getting your homeowner's insurance from a Florida-based insurance company, they are required to give you, for no extra cost, \$2,000 worth of coverage towards your portion of this deductible. This is called Loss Assessment Insurance. For a very small amount of money you may be able to increase this coverage up to \$10,000. It is recommended that you at least verify whether or not you have this coverage.

Modifications to Building Exteriors and Interiors

The Association has very specific rules pertaining to what kind of modifications you can make to the outside of your unit, as well as some rules that govern the interior of your unit that is visible from the outside. These rules were adopted by at least a majority of the owners, some issues required an even larger majority. The goal is to maintain the uniform look of the community.

Pursuant to these rules, some types of modifications are just NOT permitted, some changes require **prior** written Board approval. Just because you see that another owner has the modification you would like to make does NOT mean that prior Board approval is not required!

These items can be found in the Association Documents [Covenants and Restrictions](#) and [Rules and Regulations](#) on the Crestwood Villas Website.

You do not want to spend money modifying your unit only to learn later that you have broken the rules. You will be required to undo the modification at your expense so, the best approach when considering any change to your unit other than superficial interior decorating is to ask first. The form for [REQUEST FOR ARCHITECTURAL APPROVAL \(ARC\)](#) can be found on the [Crestwood Villas website](#)

SunState HOA Online Payment Procedure

Centennial Bank Online Payments Link:

<https://www.my100bank.com/association-banking/association-payment-options/>

All owners can always sign up for Bill Pay through their own bank, making the payment payable to the association and notating their account number on the memo line.

The coupon book has all the payment options in the front of the booklet too.

Centennial Bank customer service will be able to assist you @ 866-227-0441 with website questions.