

Golf Green Welcome Packet

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Table of Contents:

Welcome Letter

Golf Green Website

Management/Board of Directors Contact Information

Rules and Regulations

Keys

Parking for Residents and Guests

Trash and Recycling Information

Mail

Pest Control

Pets

Pool/Grills/Gazebo

Internet and TV

Exterior Modifications

Landscaping

When Owners Are Away

WELCOME TO GOLF GREEN

Dear New Residents:

It is our pleasure to welcome you to our community. We are pleased you have chosen our community and hope you will feel at home at Golf Green and enjoy our facilities and activities. We trust you will help keep our neighborhood one of the finest in the area.

This Handbook is meant to provide information of immediate assistance to acquaint you with the community on day one!
Owners can also visit our website for more complete information – mygolfgreen.com – (password GOLFGreen34292)

Golf Green Website-

- The Golf Green Website includes vital information including rules and regulations, required forms, necessary contact information, board and committee functions and contact information for the Board of Directors, and further data for all residents. (mygolfgreen.com - password is GOLFGreen34292).

Management and Board Members Contact Information-

- Our community is managed by Sunstate Association Management Group, Inc. and Lauren Wilson is our association manager. E-mail lauren@sunstatemanagement.com or call 941-870-4920. She may be contacted by email or phone 8 a.m. - 5 p.m. weekdays. For emergencies during evenings and on weekends, contact Sunstate Management at 941-870-4920.
- Contact manager for a problem in common areas, an emergency within the building, questions about rules and regulations.
- Golf Green is governed by a Board of Directors that oversee all common areas including clubhouse and recreational facilities. The directors are owners who volunteer their time to help manage Golf Green. Their names and contact information are located on the Golf Green website (mygolfgreen.com).

Rules and Regulations –

- ***It is the responsibility of every resident to know and follow all the Rules and Regulations.*** The Golf Green Website has the complete list of Rules and Regulations (mygolfgreen.com).
- **The leasing or rental of any unit is prohibited. No unit is allowed to rent. No unit shall be occupied by relatives or guests while the unit owner is not in residence, unless owner has submitted information form (available on Golf Green website) and such persons have been authorized by the association Board of Directors prior to occupancy.**
- (See rule #2 in Rules and Regulations for allowed renting for those units that voted against the amendment to Declaration of Condominiums. Note: This does not apply to new unit owners.)

Keys –

- Owners typically receive **unit keys** at closing. Owners **must** provide a unit key to the Board President (Jerry Jackson) or Board Director (Bob Hancock) to be kept in cases of emergency. If a key is not available in the office in case of an emergency, the Association is obligated to have a locksmith open the door. Please note: **In the event of an emergency**, if a unit must be forcibly accessed, any costs of damage to a unit shall be borne by the owner.
- Owners should receive a **clubhouse key** and a **mailbox key** from the realtor/previous owner.

Parking for Residents and Guests -

- Every condo unit has **one garage space** assigned with the unit. Additional parking for residents/guests is available in marked spaces.
- No commercially licensed vehicles, no boat, trailer, camper or recreational vehicle shall be parked on any roadway, parking area or paved portion or the condo property without Board approval.
- Infrequent parking by a person providing repairs, maintenance or other service for a unit owner is allowed

Trash and Recycling-

- Each condo building has a trash dumpster and recycling bins in enclosed area near their building. Dispose of clean and dry recycling materials only.
- Plastic, cans, and paper are allowed in any of the recycling bins – **NOT** the trash dumpster.
- **Plastic bags and pizza boxes do not get recycled** – dispose in trash dumpster.
- Please note: **Boxes must be broken down and put in containers**; boxes too large to fit in the container should be broken down and placed next to it. Packing materials are not all recyclable; please dispose in trash dumpster.
- Recycling regulations are set by City of Venice.

Mail –

- Mailboxes are located near each building. Owners should receive a mailbox key and number from the realtor/previous owner.

Pest Control –

- Massey Pest Control (941)629-6669 is servicing one building monthly (indoor/outdoor) on an eleven month rotation. Owners in other buildings may request needed service on Mondays when Massey is present by contacting Lauren Wilson at Sunstate Management (lauren@sunstatemanagement.com). Massey is scheduled to be here on **MONDAYS** only. If an owner requests service for another day of the week a \$75 charge payable by owner will be incurred. If an owner does not want service they should contact Lauren Wilson prior to service date. Service schedule is available on the Golf Green website .

Pool/Grills/Gazebo –

- **Pool:** Specific rules are listed in Rules and Regulations on Website. (www.mygolfgreen.com). The pool lock code is 1041.
- **Community Grills:** Available for residents' use; grills must be cleaned after use, covered, and gas turned off. The tank should be refilled when the propane is used up by the person using the grill at that time with reimbursement once a receipt is turned in to the board. Please be courteous and leave the grill area clean for others.
- **Owner Grills:** Must be stored in garage when not in use.
- **Gazebo:** Available for residents' use. Please be courteous and leave the tables, benches, and floor clean for others. Remove all trash.

Pets –

- No animals of any kind shall be raised, bred, or kept in any unit at any time.

Cable TV –

- Limited basic cable TV is included in HOA fees.
- Comcast supplies the equipment for internet access and TV viewing. The Venice office is recommended; residents may make appointments online.
- Comcast Xfinity and Cable Golf Green Bulk Rate Contract #8535 1004 9020 4679.

Exterior Modifications -

- No exterior modifications (i.e.) door, windows, etc.) can be made without Board approval. You must complete ARC form (available on website) and submit to the Board along with any drawings, literature, etc. on the changes being requested. No work can commence without Board approval.

Landscaping –

- Questions about landscaping should go to the Landscaping Committee - Jerry Jackson (865)-455-0641) not the landscape workers. If you want to plant anything, trim anything, or do any other landscaping please check first.

When Owners Are Away –

- Water in every unit must be turned off when residents are out of the unit for 72 hours or more.
- Remove everything in entryways (pots, rugs, hangings, etc.) when leaving for the season.

