

Terra Ceia Club Condominium Association

Rev 5/1/22

2320 Terra Ceia Bay Blvd., Palmetto FL 34221

Managed by CAMS, 1990 Main St., Suite 750, Sarasota, FL 34236

Email: office@cam-ss.com Phone 941-315-8044

The Board of Directors and Management of Terra Ceia Club Condominium (TCCC) Association and CAMS by Stacia would like to take this opportunity to welcome you to our community! We feel you have made a wise choice! There is much to see and do in and around the area, and we are sure that you will love it here in our beautiful paradise!

Our community offers walking and biking trails as well as a fabulous fishing pier, where even if you don't enjoy fishing, you can take in great views of the sunsets and wildlife! There is also an 18 hole executive golf course with a clubhouse and restaurant where you can enjoy drinks, meals, an exercise gym, bingo, karaoke, trivia, poker, mahjong, tennis, a pool, licensed masseuse and even a Tiki bar. You will definitely want to contact the Terra Ceia Golf and Tennis Club for details regarding events and membership.

This welcome letter is intended to help you become familiar with TCCC and may answer many frequently asked questions. For starters, what is included in the monthly Condo Association maintenance fee? We are proud to offer a partially staffed/automated security gate, water, sewer, trash, lawn maintenance, flood and building insurance (not content), cable, internet, pest control, onsite parking, onsite gym, elevators, lobby area, community meeting room and a heated swimming pool. A dedicated amount funds a reserve for large repairs and budgeted capital expenditures. Contact CAMS if you have further questions regarding what is included or not included in your Condo Association fee. We truly feel that TCCC offers one of the best values in the area!

Our Cable and Internet provider is Spectrum. Your maintenance fee covers a good selection of channels and high-speed internet. Please see detailed information in the facts sheet. If you desire additional services, or a different level of service, options may be available that can be purchased at the owner's expense over and above our standard package. Please contact Spectrum Community Solutions Personnel at: 1(855)326-5115 to establish service and/or to inquire about additional services if desired. Also use this contact to report cable or internet outages or poor connection.

Condo Association Member and Board of Directors meetings are usually held monthly and/or as necessary. Meeting dates and times are posted on the bulletin board in the lobby near the elevators as well as email communication. Owners and residents are encouraged to attend the meetings and keep abreast of events and items of interest related to our Condo Association. For your convenience a phone conference call option is offered to enhance participation.

Our building is managed by "CAMS by Stacia". Her phone number and address are located at the top of this letter. Stacia Searcy is the owner and is highly involved in our condo community.

Again, welcome to Terra Ceia Club Condos! If you have any questions, feel free to reach out to Stacia either by phone or email. If you would like to contact one or all of the BOD members, please utilize our inbox at TCCCBOD@gmail.com. We will get back to you. Accompanying this letter is a list of answers to frequently asked questions and info to help you settle into your new home. We hope you find it useful.

Sincerely

Terra Ceia Club Condo Board of Directors

Terra Ceia Club Condo General Information

Bike Barn is located on the South side of the parking area in the front adjacent to the condo building. The Bike Barn is not locked. All bikes are required to have an ID tag attached to the lower seat area. A tag and zip tie may be obtained from the Maintenance Manager or a BOD member. Residents are encouraged to keep their bikes in good working order and to remove them if they are in a state of deterioration.

Bulletin Boards/Notices. The BOD maintains a Bulletin Board to the left of the elevators for all communications with residents. Residents maintain a Bulletin Board near the mailboxes for general information; please date all information and remove at the expiration of 30 days. Please take the time to read the Bulletin Boards to stay abreast of all communications from the BOD and our residents. All Notices from the BOD are emailed to residents as well as posted on the BOD Bulletin Board.

Cable/Internet. The Bulk Package which is covered in your maintenance fees includes: 1) Select Cable Programming providing access to 300+ channels. 2) Two High-Definition Cable Boxes. 3) One High Speed Internet 100*10-Modem. 4) One Wi-Fi included-Router supplied. There are additional items that can be purchased over and above that supplied in the bulk package which includes additional channels, home phone, and cable boxes. To determine what is available, please call the Spectrum Community Solutions Personnel at: 1(855) 326-5115. Any problems with your cable or internet may be resolved with calling Spectrum at this number 24/7. All Spectrum wires and additional machinery are located outside the rear of the condo building in separated green equipment containers. Spectrum personnel are familiar with access to these containers.

Carts. There are color coded shopping carts at the bottom of each stairwell. These are for the use of residents in helping to bring up groceries and other items to their unit. Please be courteous and return a clean cart immediately after each use to the same color coated stairwell. Blue is the north and Red is southern stairwell. These carts are NOT to be used by contractors and or professional movers. In addition, a small flat-bed and dolly are available for resident use. Please contact the Maintenance Manager or BOD member for access.

Community Room is located at the rear of the building and may be reserved by residents by written request to CAMS without charge. Residents will need to return the room to its original configuration as well as removal of any debris.

Construction/Remodeling is permitted **Monday-Saturday from 9:00 AM-5:30 PM ONLY**. After hours and Sunday construction is NOT permitted except in emergency situations. If an emergency situation arises, please notify CAMS immediately and they will notify the Maintenance Manager. If CAMS is unavailable, please contact a BOD member (see last page for contact info). CAMS must be notified of ALL construction and remodeling projects and liability insurance may be requested prior to the start of work. Failure to give CAMS sufficient notice (at least one week) may delay your remodeling plans. Please review the Rules and Regulations for more information.

Elevator Usage. We have pads installed in Elevator B (Right side facing elevator) on the inside of the elevator when moving or when having large items delivered. You should also request the key for the elevator so that you can hold the elevator when unloading; holding the up or down button renders the other elevator inactive. Please contact our building management company (CAMS) at least the day before so arrangements to provide the can be made. The key will only be available the day you need it and needs to be returned to the person who gave it to you.

Emergency Procedure: Please contact Stacia at CAMS our management company by phone at 941-315-8044 or by email at office@cam-ss.com for any emergency. Her office is available 24/7 and has the resources to assist all residents.

Entrance Gate House Hours: MONDAY – THURSDAY 9:00 A.M. TO 2:00 PM *(Times subject to change)*
Please allow as much as 30 minutes for processing and obtaining a new gate pass and providing the necessary phone information. Gate passes are \$30 each and they accept cash or check for payment. If you are a new resident, please make sure you bring your purchase or rental agreement on your first visit. They will need this in order to show that you are a legitimate resident of the neighborhood (a copy of the necessary info form is attached). The gates are equipped with a Resident Directory which may be accessed using the “visitor” lane; the directory will include the **owner’s last name and phone number**. Once depressed, the resident will be called and in the event the gate is closed the resident may provide access after 9:00 PM using a cell phone.

Glass Case Info is located in the lobby area adjacent to the mailboxes (both sides of mailboxes). General information is provided to all residents as follows:

- Management Company contact
- BOD contact
- Pest Control contact
- Directory in alphabetical order of all owners and renters
- Mortgage contact with respect to necessary flood insurance certifications
- Current Rules and Regulations

Gym is accessed with the pool key. Use of the gym is available 24/7.

Keys.

- On the closing day of the purchase of your condo, you should receive at least three keys: your unit key, your mailbox key and a pool key. An additional key to your parking storage area will be given in the event you have ownership of a covered parking space. The pool key accesses the Gym on the first floor. Most of the time these are given to new owners at closing by the real estate agent or previous owner. If you did not receive these please contact the seller and or agent. Those leasing or renting condos should receive keys from the owner. If additional keys are necessary, please contact CAMS. Please note that replacement of pool keys, even if lost by the seller or previous tenant, will cost \$100. In addition to keys, you should receive a copy of the condo Rules and Regulations. **NOTE: key count is usually 4 keys for covered parking owners only – 3 keys for others.**
- If you change your condo door key(s), please notify CAMS and provide a copy in a sealed envelope with your name and unit number to a Board member. This condo door key(s) will be put in an onsite lock box, which will allow access in case of an emergency. This is a fire department requirement and compliance is **NOT** optional. Failure to do so may result in management action.

Loading/Unloading of vehicles is permitted at the main entrance of the building. Reserved Parking spots may not be used for this purpose. These spots are assigned to specific condos and cannot be used without the permission of the owner. Please notify CAMS when utilizing large vehicles such as moving vans and trailers. Contractors MUST notify CAMS who will notify the Maintenance Manager when this type of parking is needed. Overnight parking of campers, boats and trailers of any kind is not permitted without the expressed permission of CAMS. For a complete list of parking rules and regulations see the Terra Ceia Club Rules and Regulation handbook.

Mailboxes are located in the lobby across from the elevators. The Post Office maintains “outgoing” mail slots adjacent to our boxes. Please be sure to work with the post office to have your mail forwarded when necessary. A table across from the mailboxes is available for all deliveries.

Parking Permits/Parking Passes.

- Each condo has ONE designated parking space. A parking space is either in the covered parking areas which contain a locked storage area (key provided at the purchase or lease of each unit) or by a numbered RESERVED space. Vehicle ID tags are provided by CAMS.
- Secondary vehicles and guests must utilize the open Guest Parking in the front of the parking area facing the road.
- Owners are allocated up to two (2) parking permits. Permits should be displayed on the rear window on the left-hand lower portion of the window.
- Owners are allocated two (2) parking passes for their guests. If parking overnight, please place a parking pass on the rearview mirror.
- New residents may obtain Parking Permits and Parking Passes by contacting CAMS.
- Handicapped parking is available in designated parking spaces.

Pest Control is provided by Pest Guard exterminators on a contract basis for the Association. Quarterly visits for outside and inside common areas are conducted. **Anyone needing special visits may call PEST GUARD AT 941-358-3863 to schedule an appointment – these services are without cost to the unit owner.**

Pool hours are 7:00 AM- 10:00PM. The pool is accessed with a pool key. Please keep the door locked at all times. Please do not bring food or drink within 10 feet of the pool, this is a state law. This means, NO eating or drinking while in the pool. Please see complete list of pool rules located on the pool fencing and contained in the Rules and Regulations. The pool table area may be reserved by written request to CAMS.

Purchase/Lease Applications. If you are selling your condo the new buyer must provide an application to CAMS and documents must be viewed and signed off by the TCCC BOD. This is an involved process so CAMS should be notified for details as soon as you have a buyer. Leasing your unit also requires an application to CAMS and documents must be viewed and signed off by the TCCC BOD. Please be sure to allow ample time for the sale or lease of any unit. **Failure to notify CAMS of the potential sale or lease of your unit WILL DELAY the process.**

Quiet Time. Quiet Time in our building is from 10:00 PM-8:00 AM. Please be courteous to your neighbors and keep noise to a minimum during these hours. Keep TV's, Stereos, and conversation at a lower tone during these hours. Also, as you will soon find out, our sliding doors are fairly loud. If they are opened slowly the roar is less noticeable. So please open sliders SLOWLY, big thank you!!

Trash/Boxes.

- Trash chutes are located for your use on each floor left of the elevator. The trash chute is only for garbage bags of a Kitchen bag size or smaller as the chute will clog up with anything larger. ONLY BAGGED TRASH should be placed in the chutes. Please be respectful of your neighbors by avoiding the use of the trash chute after 9:00 PM and please remain as quiet as possible.
- Cardboard Boxes should be broken down before being put into the dumpster.
- Large trash items should be placed in the dumpster located on the north side of the parking lot. Please do your best to make sure that items make it into the dumpster and that the area is picked up without loose trash around. This dumpster is **ONLY** for household trash and is not to be used for construction and remodeling garbage such as fixtures, bathtubs, sinks, appliances, etc.
- Recycling is promoted by our Condo Assn and may be brought to the recycling bins located at Blackstone Park near the dog park. It is free of charge and open 7 days a week. No plastic bags are to be used.

Vacancy or Vacation.

- **Please turn off the main water supply at the shut off valve located in your units' Air Conditioner/Water Heater Closet.** In the case of pipe or fitting failure this action may prevent water leakage and reduce damage to yours and your neighbor's unit. The importance of this step cannot be overstated! Owners who have failed to turn water off while away for extended times will be held liable and will be considered **negligent** for flooding that potentially could occur in other adjacent condo units. If you have left and forgot to turn off water valves, please notify CAMS or a BOD member so that they may enter your unit and turn the water off. Again, these situations have occurred multiple times and we are trying to avoid issues in the future, your cooperation is very much appreciated!
- When leaving for vacation or an extended period of time, please remove all furnishings from your lanai as we frequently experience strong winds and storms.



Community Development District

Today's Date: _____
Settlement Date: _____
Lease Start Date: _____
Lease End Date: _____

New Resident Registration

Please provide Palms of Terra Ceia Bay Community Development District Gatehouse with the following information. Proof of ownership (*e.g. Closing Statement, Manatee County Property Record*) is required **before** entry decals will be issued. The requested information is solely for the use of the Palms of Terra Ceia Bay CDD.

Owner(s) Name(s): _____

Palms of Terra Ceia Bay Street Address: _____

Unit Number (if applicable): _____ Association Name: _____

Permanent Address (if applicable): _____

Phone 1: _____ Phone 2: _____

Email Address(es): _____

Residency Status: Full-time Resident Seasonal Resident Landlord

Visit www.palmsofterraceiabaycdd.org to sign up for updates from the CDD.

Please complete and return this form by mail, email or hand delivery to:

Palms of Terra Ceia Bay CDD, 2300 Terra Ceia Bay Boulevard, Palmetto, Florida 34221 ptcbgatehouse@tampabay.rr.com

For Administrative Use Only: **Dir.Code:** _____

**Terra Ceia Club Condo Assn
Contact and Board of Directors**

**Please contact CAMS with all questions first.
(Community Association Management by Stacia)
Website is www.cam-ss.com**

Stacia Searcy at CAMS Management

941-315-8044

**Email: stacia@cam-ss.com
[or office@cam-ss.com](mailto:office@cam-ss.com)**

**In the event you need additional assistance, please email the
BOD at the new email below:**

Board Email: tcccbod@gmail.com

PRESIDENT:

Michael Nachtigal 941-720-2942

TREASURER:

Neil (Lee) Erickson 231-206-0729

SECRETARY:

Louise Anair 802-249-8147

AT LARGE:

Ed Panico 413-388-4279