



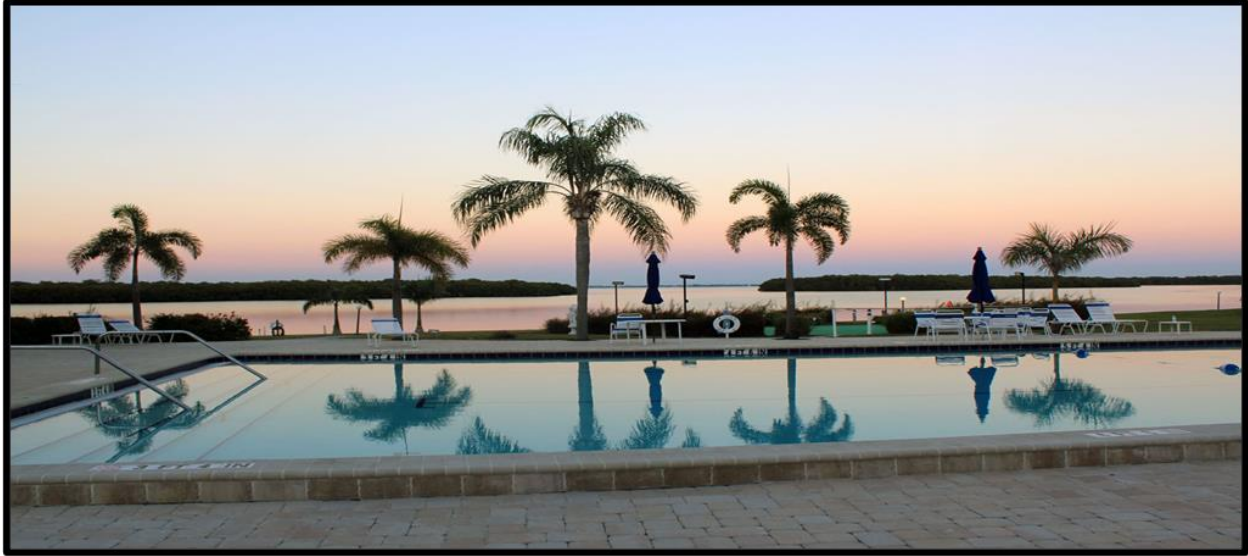
LONGBOAT HARBOUR

OWNERS' REFERENCE

This document is intended as a reference only.
Your source for information is always our governing documents.

Updated July 18,2022





OWNERS' REFERENCE

This document is not a substitute for the governing documents, it is meant as a quick reference guide.

ENJOY LONGBOAT HARBOUR

Those who already live at Longboat Harbour know what a special place it is. From its beginning, cooperation and fellowship fostered an atmosphere that continues to this day. It is hoped this guide will be useful to long time owners but will also encourage new owners to capture the spirit that is Longboat Harbour.

GOVERNANCE

We are governed by well-articulated documents, the Articles of Incorporation, Declaration of Condominium, By-Laws, and Policies. We are a self-managed community. The Business of the Association is conducted by a Board of Directors elected by the membership of the Association. Directors are elected at the Annual Members Meeting on the 3rd Thursday in November for a two-year term of service. The Officers of the Corporation are elected annually by the sitting Board. The President is designated as the official spokesperson for the Corporation and Association. Longboat Harbour is not only governed by our own documents. We operate in accordance with [Florida Statute 718, the Condominium Act](#), and any additional State or Federal laws as required. Our documents can be viewed on the Association's website.

GENERAL MANAGER AND STAFF

The business of the Association is managed and supervised by the General Manager, who is licensed by the State of Florida. We employ administrative, maintenance, housekeeping, and landscaping staffs.

VOLUNTEERISM/ COMMITTEES OF THE BOARD

Longboat Harbour Owners Association has benefited, since its earliest days, from a willingness on the part of Association members to take an active part in the community. All owners are encouraged to become involved in the activities of the Association. The more members of our Association that are involved with initiatives, policies, meetings, recreation, and governance the stronger our community will be.

LIVING IN A CONDOMINIUM COMMUNITY WITH SHARED COMMON SPACE

LBH is a residential community, not a resort. It is also a community of friendly, cooperative people. All of us should be aware of the policies to participate in our activities, enjoy our amenities and share the common areas. Living in a self-managed residential community with many shared common areas, everyone expects a certain quality of life. Longboat Harbour is our little piece of paradise, and we all have a role in keeping it that way. If an owner observes someone in violation of a policy, he / she, should report the situation to the General Manager. The General Manager is responsible for assessing the situation and taking whatever action is warranted

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YOUR SOURCE FOR INFORMATION IS ALWAYS OUR GOVERNING DOCUMENTS

ANIMALS

The [Longboat Harbour Declaration of Condominium](#) clearly identifies the community as a NO ANIMAL property. This Declaration is one of the founding principles of our community and indicates the intent and desire by the Members of this Association to keep Longboat Harbour animal free. Animals are not allowed or welcomed on the property.

If you do observe an animal on the property, please refer your observation to the General Manager who will verify if it is a service animal approved by the Board of Directors. Do not assume somebody is in violation of the governing documents.

FINANCIAL RESPONSIBILITY

All owners are obligated to pay monthly maintenance fees when due in amounts established annually by the Association's Board of Directors. Any special assessments levied by the Association's Board are due as noted in the Board assessment resolution.

INSURANCE:

Owners should check with their insurance agent regarding appropriate insurance for personal property and the interior of the unit. The Association pays for insurance on the common elements.

REGISTRATION WITH THE OFFICE / UNIT OCCUPANCY We need to know who is on the property. This request is made for your security. It is expected that each owner will advise the office of their departure / return, when leaving for longer than 2 weeks. The non-rental use of units is limited to the immediate family members as identified in the governing documents. For security and administrative purposes, whenever the unit is to be occupied by a family member and the owner is not in residence, the owner is required to complete a unit occupancy

form found on-line and submit it to the office via email to lbhstaff@outlook.com with the name(s) of the family members, and their expected arrival and departure dates.

The family members need to register the vehicle they will be parking on the property with the office within 24 hours of arrival to obtain a parking tag and temporary gate credentials. You should review the gate policy and section on vehicles in the declaration. In addition:

- People under eighteen may not occupy a unit unless a parent / legal guardian is in residence.
- Occupancy of a unit is limited to six (6) adult persons in a two-bedroom unit and four adult persons in a one-bedroom.
- Compliance with procedures, rules and regulations of any person occupying a unit, is the responsibility of the owner.
- In the absence of the owner, occupancy of an apartment by persons other than those allowed by the governing documents is deemed to be a rental and counts as one of the two permitted rentals in the calendar year

RENTING

The Longboat Harbour administrative office is not a rental office. Owners are responsible for managing their renters time at Longboat Harbour. All owners intending to rent their unit are required to submit an **Owner's Application to Rent**, no later than fifteen days prior to the intended commencement of a lease. The form is available at the administrative office or on the web site. The Owner is responsible to submit the application with their payment of the non-refundable processing fee. The fee is established by the Board of Directors and complies with Florida statutes. **Renter's checks will not be accepted. It is required that the application reflect the dates the RENTER will be in residence at LBH.** The Association will conduct a background check on the prospective renters prior to approval of the owner's application. All owners shall be financially responsible for loss or damage to condominium property caused by their tenants or tenants' guests. Owners who rent give up their rights of common area property usage during rental period including their ability to attend community events.

LOCKS, KEYS AND ASSOCIATION ENTRY TO CONDOMINIUMS

All exterior locks on any unit entrance door must have a duplicate key and / or access code available in the office. In the event access by the Association is necessary and the owner is not in residence, the owner will be advised of the date, time, and reason for the entry. If duplicate keys or a valid code have not been provided to the office and a locksmith becomes necessary to gain entry to a unit during an emergency, the expense will be the responsibility of the owner. No Service personnel or non-owners will be granted permission to enter a condominium without the owner's written authorization on file in the Association's administrative office. If needed, please email your authorization to: lbhstaff@outlook.com.

Locked Out? If it is after administrative office hours or on the weekend & you/renter/guest are locked out, you will need to contact an after-hours locksmith.

BUILDING WALKWAYS / STAIRWAYS/RAILINGS

No items may be left / stored on any interior or exterior walkway, stairway, or laundry room. Doormats are not allowed as they present a tripping hazard. Building railings & lanai railings are to be kept clear and not utilized for drying towels, bathing suits etc.

GARBAGE / REFUSE

Longboat Harbour RECYCLES. Please observe the clearly posted directions. Dumpsters are to be used only for domestic waste and not for construction / contractor debris. Dumpsters are not to be used to dispose of furniture, appliances, or televisions. If you need to discard a large or heavy item, please do not put it in the dumpster - call the administrative office for advice. Info can also be found on the web site

OWNERS RESPONSIBILITY / CLOSING THE UNIT

Just shutting the door and setting the lock is simply not an option when leaving the Condominium. It is important to have your unit checked on a regular basis. **Please review the policy on the web site.**

MAINTENANCE BY THE ASSOCIATION:

The office will provide any owner with an explanation of the Association's responsibilities.

MAINTENANCE / REPAIR BY OWNER:

The office will provide any owner with an explanation of the Owners responsibilities.

One area of concern to the Association is the disposal of flushable wipes, antibacterial wipes, Clorox wipes etc. down our toilets and drains. THEY ARE NOT FLUSHABLE. Please be mindful of proper disposal of these items. More information can be found on the website.

WATER HEATERS: review the declaration and policy.

AIR CONDITIONERS:

Access to the A/C compressors on the roof is locked. A key may be obtained from your building rep or the administrative office. The Association is not responsible for water damage to any unit resulting from a drain line blockage caused by an owner failing to perform preventive maintenance.

RENOVATIONS AND/OR IMPROVEMENTS TO UNITS

All renovations /remodels or improvements to a unit, require a presurvey and approval by the Board. Many will require a permit from the Town of Longboat Key. This includes, but is not limited, to window replacement, water heater replacement, air conditioner replacement, , floor replacement, shower replacements, bathroom remodel, kitchen remodel, upgrade or electrical panel replacement, installation of washer/dryer, plumbing, or installation of hurricane shutters.

The guidelines and application form to apply for the presurvey /remodel / renovation are attachments to the above referenced policy and can be downloaded from the website or obtained in the office. The application must be approved prior to the commencement of work, including demolition work.

Please read the policy for specific requirements.

OWNERS EXTERNAL STORAGE AREAS:

Every condominium has a storage area external to the unit. The storage areas are located on the 2nd & 3rd floors of the residential buildings. Please do not leave items in the corridors of the storage areas. **DO NOT STORE COMBUSTIBLE, VOLATILE OR CORROSIVE** material in the storage areas. Do not store empty gas cans or propane tanks.

COMMON AREAS & AMENITIES

The Board of Directors has the responsibility to regulate the use of the common areas of the Association.

SMOKING: Longboat Harbour does not allow smoking in any common area. Please refer to the policy on the website

RECREATION AREAS

Only Longboat Harbour residents and their guests are authorized to use the association's amenities on the main property.

Sutton Place leases the right for their residents and their guests to use our beach property.

SWIMMING POOLS

Pool rules are posted in pool areas. Please read and comply. PLEASE NOTE: Pool hours are 8:00 a.m. to sunset, including seating areas around the pools. Please do not gather in pool areas after sunset. No food is permitted in the pool areas, except for Association sponsored functions. Drinks are allowed in non-glass, non-breakable containers in the pool area **but under no circumstances are drinks to be consumed while in the pool itself. No drinks are to be placed on the pool apron or deck.** No glassware of any kind may be brought to the pool areas. Children under the age of fourteen must be accompanied by a responsible **adult** when in the pool area. **Children who wear a diaper at any time - day or night are not allowed in the pool. Swimming diapers are not allowed.**

SUNBATHING

Sunbathing is to be enjoyed only at the pool areas.

Blankets, lawn chairs, towels, sleeping bags, etc., are not to be spread on the lawns.

TENNIS / PICKLEBALL COURTS

The Board of Directors / The Tennis /Pickle Ball Committee manage the use of the courts. We have a tennis court / two pickle ball courts. We have pickle ball paddles and balls in the lobby of B building that you are welcome to use. Please return when you are done. A sign-up sheet for court time is located at the courts.

GYM:

The Board of Directors / Gym Committee provide guidelines for the use of this facility. They are posted in the GYM.

WORKSHOP /WOODHSOP:

The Board of Directors / Woodshop Committee provide guidelines for the use of this facility. Access to the woodshop is with a unique key. For information, please contact the office.

ART STUDIO

The Board of Directors / Art Studio Committee provide guidelines for the use of this facility. Space is available for sculpting, painting, wood carving /whittling and sewing. Guidelines are posted in the studio.

LIBRARY:

The Board of Directors / Library Committee provide guidelines for the use of this facility. Volunteers maintain the library.

OFFICE LOBBY:

Located in the lobby for use of owners is a copy/scan/fax machine and free, password protected, Wi-Fi.

BEACH PROPERTY:

The Beach property is gated.

BEACH Parking is for RESIDENT VEHICLES ONLY identified by LBH /SP decal which can be obtained for a vehicle registered on the gate access authorization form on file with the administrative office.

In addition to Longboat Harbour residents and guests, Sutton Place residents lease the right to use our beach property.

We have a beautiful beach house with outdoor showers, bathrooms, indoor showers and changing rooms. Please shower off beach sand from your body and chairs in the outdoor showers because the inside shower drains clog from sand.

We have carwash stations in the parking lot.

Please note at the beach property: No glassware of any kind may be brought to or left in beach house, bench area or on the Longboat Harbour beachfront area.

NO SMOKING is allowed in the Beach house, bench area or on the Longboat Harbour beachfront area. This includes, but is not limited to cigarettes, cigars, pipes and vape pens. **(Please refer to the no smoking policy)**

BEACH CHAIRS

We have limited space at the beach property for chairs, presently demand exceeds supply. Racks are assigned by the office. If you would like to leave chairs at the beach house, please sign-up on the waiting list in the office. When a unit is sold, if a chair bin is assigned to the former owner, it reverts into the inventory to be assigned to the next person on the waiting list.

DO NOT LEAVE CHAIRS ON THE FLOOR.

There is no space for Umbrellas.

DOCKS AND BOATS KAYAK /PADDLEBOARD RACKS.

We have an active Yacht Club Committee. The Yacht Club Committee administer assignment of boat docks & kayak & paddleboard racks. We have a limited number of kayak / paddleboard racks and boat docks. Please contact the administrative office for the dockmaster's contact information.

FISHING PIERS

There are two fish piers and cleaning facilities at the ends of the seawall. **All fish cleaning is restricted to these two locations and should not be done on the seawall.**

Marine animals such as manatees and dolphins are often seen in the Harbour. Mote Marine staff have advised that they should be left undisturbed, please refrain from spraying manatees with a hose.

COMMON AREA WALKWAYS

No bicycles, skateboards, rollerblades, or scooters are allowed on walkways. Any activity that encroaches on a walkway is not allowed. These areas include but are not limited to the harbour /canal walkway, walkways leading from residence buildings to the canal, pool deck areas and residence building walkways.

LAUNDRY ROOMS

Each building has a laundry room equipped with coin operated washers and dryers (United States quarters, Canadian coins will not work.). Use of the laundry is limited to owners, guests, and renters between the hours of 7:30 a.m. and 10:00 p.m. Do not use trash containers in the laundry rooms for garbage or refuse. Do not store personal items in the laundry room or block the laundry room walkway

BICYCLE PARKING

We have limited parking for bikes, presently demand exceeds supply. Parking spaces will be assigned annually. Bikes can be parked in the sheds and other designated locations throughout the property in spaces assigned by the office. Bicycles should not be parked under carports or in the walking spaces under the carports or on walkway of residential building.

VEHICLE: CARPORTS /PARKING

Regulations regarding parking of vehicles on the main property, beach property and under the carport are on the Association's website. Please make sure your vehicle is registered at the office and you obtain an LBH identifying decal if you intend to park on Association property. If you have guests, please obtain a guest parking tag from the administrative office for their vehicle prior to their arrival.

Pickup trucks are not allowed under residential carports. All vehicles must be parked facing in, no backing into spaces anywhere on the property.

Car washing, polishing & mechanical work is not permitted under the carports and should be done at the carwash areas at the beach property.

Drivers: Please observe the posted speed limit which applies to all roads within the complex. Since there are no sidewalks, it is essential that drivers be especially cautious. STOP signs and one-way directional signs and arrows must be observed. **After passing Building I, Exeter Drive becomes ONE-WAY. You must stay to the right.**

BARBEQUES

There are two Association maintained barbeque grills located near the shuffleboard court in the main pool area. It is available for use by all residents. There are also neighborhood barbeque

grills located throughout the community. With permission of the Association, these grills were purchased and are maintained by groups of owners who collect funds for that purpose. If a renter or owner, not already a member of the group, wishes to use one of these barbeques, please inquire who is managing its use and request permission to join the group. There are no "exclusive use" areas on the grounds. Other than these approved barbeques, the use of barbeque grills is not permitted on Association property. The Board of Directors has the responsibility to regulate the use of the common areas of the Association. The Board of Directors must approve the placement of additional grills and the replacement of existing grills.

DRONES:

Recreational use of a drone is not allowed on the Association's property. The policy for approved drone use is on the website.

FIREWORKS:

Fireworks are not allowed on Association property. This includes the Beach property.

UPDATED JULY 18,2022