WELCOME TO
MAINLANDS UNIT FOUR

FOR YOUR INFORMATION:
A GUIDE TO
CONDOMINIUM COMMUNITY LIVING

BLOCK_____LOT_____

ADDRESS_____

This Booklet Must Be Transferred When Ownership Changes
IF LOST, THERE IS A REPLACEMENT CHARGE

Revised March, 2024

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MAINLANDS OF TAMARAC BY THE GULF UNIT FOUR

9950 MAINLANDS BLVD E
PINELLAS PARK, FL 33782

FOR YOUR INFORMATION

- Welcome to Unit Four, a Condominium Association made up of single-family residences.
    - Houses and lots are individually owned. This gives the privacy and the individuality of home ownership as well as the advantages of condominium living.
- The Mainlands Community is comprised of 1,937 individual homes. The Community is divided into SEVEN INDIVIDUAL UNITS, USUALLY CALLED UNITS I, II, III, IV, V, VI, and VII.
    - Unit Four is comprised of 314 houses.
- Single family residence means:
    - (i) One person living alone.
    - (ii) Two persons related by blood, marriage or adoption and their immediate family.
    - (iii) Not more than two (2) unrelated persons holding themselves out as a single housekeeping unit.
- Each Association has its own Board of Directors.

This booklet will answer many questions regarding Mainlands and the various rules and regulations that all homeowners are required to follow. It will also explain some of the BENEFITS AND RESPONSIBILITIES of condominium living which State and Federal Statutes cover, mainly Florida Statute 718.
Other questions should be directed to the on-site Management Company.

MANAGEMENT COMPANY

- Units I through V are managed by a Site Manager who has an office located in the area.
    - The Manager handles the receipts of the maintenance fees and issues all checks for operating expenses and items covered by Reserve Accounts.
    - The Manager hires the maintenance employees and allocates the payroll of these employees among the units using them.
    - All maintenance equipment that is owned by the units is stored and maintained by the Manager.
    - Maintenance employees provide residents with repair service and maintenance to the exterior of the house that is the responsibility of the Association.
        - If you see the need for a repair to your home, an irrigation problem, a lawn problem or a concern in any area where the

Association is responsible, the proper procedure is to call and report this concern to **the management office**.
        - **DO NOT CALL A MEMBER OF THE BOARD OF DIRECTORS.**
        - If proper attention is not given to your concerns within a reasonable length of time, then a Member of the Board of Directors should be contacted.
    - The interior of the house is the responsibility of each owner.
- Units VI and VII have their own Management Company.

THE CONDOMINIUM ASSOCIATION

- Each Unit has its own Condominium Association which is a not-for-profit corporation as specified by Florida Law.
- Each owner of a house in Unit Four automatically becomes a member of this association and is therefore **required by law to abide by all Rules and Regulations of the Association.**

BOARD OF DIRECTORS

- The Unit Four Association has its own Board of Directors consisting of seven (7) volunteer directors.
- The Board is composed of Mainlands Unit Four residents.
    - The homeowners elect directors at the annual meeting.
        - The procedure is described in the next section.
- The administration of the Association business is carried out by the Board of Directors who meet to discuss the operation of the Association and devise policies for its operation.
    - These meetings are open to all homeowners and the dates and times of these meetings are posted.
- The names of the current Directors are listed on a Bulletin Board in the Clubhouse.

THE ANNUAL MEETING

- The Annual Meeting is held on the 4th Thursday of October.
- Homeowners elect Board Members whose terms are expiring.
- Directors shall be elected to serve for a term of two (2) years.
    - The terms shall alternate so that four (4) Directors shall be elected in odd years and three (3) Directors in even years.
- Each year the new Board of Directors elects its officers and Director positions for the coming year.
    - Officers: President, Vice-President, Secretary, Treasurer.
    - Directors of Recreation, Lawns, Painting, Roofs.

ELECTRONIC MAILING

- Owners may agree to receive Association notices electronically when written consent is provided.
- The owner is responsible for removing or bypassing filters that may block receipt of these electronic mailings from the Association.
- The resident may opt out of receiving electronic notices by notifying the Management office in writing.

COMMON PROPERTY

- Common property is defined as all property owned/used by all residents. It includes:
    - The Clubhouse & Recreation area
    - Streets
    - Sidewalks
    - Lakes
    - Seawalls
    - Sewer System
    - Water System
    - Irrigation System
    - Storm Drainage System
    - Medians
    - Front Entrance
- The Association has complete control as well as responsibility of the repair and maintenance of the common property.
- There are some elements of the Mainlands Community at large that are shared with other units. These items are specified in the Common-Use Agreement that sets forth the areas and items and the method of distributing the costs among the units.
- The City, County and State does not provide services or funds for the care of these areas. Full cost of maintaining these systems is borne by each Association and is paid for through your monthly maintenance fee.

REAL PROPERTY

Unit Four owns two (2) parcels of land that are considered Real Property. For ease in identification, they are labeled Lots “A” and “B”.

MAINLANDS MASTER ASSOCIATION

- The Master Association, comprised of Units 1-5, was formed so that matters of common interest could be discussed.
    - This includes items contained in the Common Use Agreement, as well as others.
    - It allows information to be coordinated on a regular basis.
    - Recommendations made to the Unit Board of Directors covering more than one unit may be shared.
- The President, Vice-President and Treasurer of each individual Association represent their Unit at regularly scheduled meetings of the Master Association, which are held at least quarterly.

COMMON-USE AGREEMENT

- Many elements that make up our community are shared by and serve the community at large.
    - Some of these items are found within the geographic confines of each Association's property.
- To provide continuity of operation and establish an equitable cost sharing basis, Units I-V entered into an agreement called the Common Use Agreement which establishes a cost sharing method on a pro-rata basis computed on the number of homes in each unit.
- For complete information, see "*Common Use Agreement*" on file in the Management Office.

THE ANNUAL BUDGET

- The Board of Directors compiles and adopts an annual operating budget.
- The operating budget is determined by examining projected expenses for the upcoming year.
- The Board of Directors and Management determine what costs will be and considers the condition of our properties and determines cost for replacement and repair as needed, plus numerous other items.

ASSOCIATION MAINTENANCE

- The association is responsible for most of what is seen on the outside of the house.
- **The interior of the homes is the responsibility of each owner**.
- It is important to remember that many items are on maintenance and replacement schedules set by the Board of Directors.
- The association provides for basic lawn care including:
    - Mowing
    - Edging of sidewalks and driveway
    - Fertilization
    - Weed Control
    - Insecticide Spray
    - Necessary Sod Replacement
        - The Board of Directors is responsible, to the extent that the budget will allow, for the replacement of dead and/or weed infested grass in your lawn.
        - The Association determines which lawns will receive new sod based on budget constraints and need, with the lawns in poorest condition being given priority.
- **NOTE**: **The cost of installing swales behind or in between homes will be at the homeowner's expense and not a part of association maintenance. (See Construction Code Book.)**
- **The Association is NOT responsible for any water intrusion or water damage inside individual homes**.
- Each homeowner is responsible for the home's shrubbery and plantings.
    - It is the owner's responsibility to ensure these are kept neat and always trimmed, **including any periods of the owner's absence**.
        - If the plantings and shrubbery become overgrown and/or unsightly, management will notify the owner that it must be trimmed.
        - If the work is not done in the time specified by management, then the Board of Directors will order the work done at the homeowner's expense.
    - Only delicate flowers, not shrubbery, should be placed in planters.
    - Water hoses should not be placed in planters and left running.
    - Trees overhanging the road that originate on the owner's property must be trimmed allowing for a minimum of 15 feet clearance to allow safe passage of emergency vehicles.
    - Individual homeowners are responsible for removing leaves and tree debris from their property.

EXTERIOR MAINTENANCE AND REPAIR OF HOMES

- The original exterior of all homes will be maintained and repaired by the Association. Exterior enclosures added after original construction are excluded. All added features including, but not limited to, awnings, hurricane shutters, gutters, and downspouts are the responsibility of the homeowner.
- Exterior walls may sometimes develop small "hairline cracks" which are normal.
- Large cracks, more than 1/8 inch wide, should be reported it to the Management Office for inspection and possible repair.

PAINTING PROGRAM

- There is a regular maintenance schedule for the cleaning and painting of the exterior of your home.
- The program is a seven (7) year painting cycle at which time the exterior wood is inspected, and wood rot noted and repaired/replaced if needed.
- The exterior walls, attached masonry, soffit, fascia, and garage doors will be maintained white.
- The Association offers a choice of ten (10) shutter colors.
    - Other colors may be selected at Homeowner expense if approved by the Board of Directors on an Exterior Alteration Application.
- The front door color must be white or match the color of shutters and awning stripes.
    - The front door must be painted one solid color except in the case of:
        - Factory decorative glass inserts.
        - Painted decorative trim that must match the color of shutters and awning stripes.
- Refer to Construction Code for further explanation.
- With the approval of the Association, the driveway may be painted. The color must be approved by the board of directors or representative. This includes the area from the garage to the unit owner's side of the sidewalk. The sidewalk may not be painted.
    - The Association maintains and repairs all sidewalks.
    - If a driveway is painted, all repairs, upkeep, and maintenance is the responsibility of the homeowner.
- Color chart for trim paint is posted at the clubhouse.
- Homeowners are responsible for the maintenance and repair/replacement of all windows, doors, and garage doors.
    - When the home is scheduled for painting, the garage door is typically painted unless the homeowner opts out.
    - GARAGE DOOR RUST REPAIR IS THE RESPONSIBILITY OF THE HOMEOWNER.
- **CHECK WITH THE PAINT DIRECTOR TO ENSURE YOU PURCHASE THE CORRECT TYPE OF PAINT.**

WALKING ON ROOF

- Walking and stepping on your roof can and often does cause **CONSIDERABLE DAMAGE**.
- We advise you to **NOT** walk on your roof for **ANY REASON**.
- It is recognized that on occasion repair/service personnel may be required to walk on the roof.
    - Please ask them to exercise caution as once the work is completed an assessment will be done to determine responsibility for cost of repairs or replacement.

ROOF LEAKS (FLAT AND TILE)

- Roof leaks should be reported immediately to the Management Office. The sooner a roof leak is reported, the less damage is caused.
- Due to normal wear and tear repair or replacement of the roof is at the expense of the Association.
- Repair of interior damage is **at the expense of the homeowner**.

FLAT ROOFS

Leakage in the flat roof will be repaired, if possible, or the entire roof will be replaced as necessary at the discretion of the Association.

TILE ROOFS

- The Association will power wash, spray paint the roof according to a schedule determined by the Association.
- Broken tiles are repaired or replaced when necessary by the association.
- The Board of Directors has determined that the repair of a roof will be limited to 20% of the current replacement cost of a roof.
- If a homeowner receives a Homeowner Insurance denial letter claiming that the roof needs to be replaced, the homeowner must present three (3) insurance denial letters, one of which must be *Citizens Insurance*. At the approval of the Board, the roof will be brought to insurable condition.
- Tile roofs installed will be either Royal Palm (light gray), Boca Cream (light tan) or Santa Paula (dark tan) or equivalent colors based on supply. At the time of roof replacement, the homeowners will have the option to choose the tile color from the three options. Within 14 days, if the homeowner is unreachable the default color will be Royal Palm (gray). Existing white tiles will still be washed and painted on a schedule determined by the board. The color tiles will be pressured washed only on a schedule determined by the board."

TERMITE DAMAGE

If any damage occurs from termites, the cost for repairs is the responsibility of the homeowner.

SPRINKLER SYSTEM

- The Association operates and maintains an irrigation system throughout the entire community. The system is designed to augment rainfall and not replace it.
- Broken and/or plugged sprinkler heads, or other malfunctions, should be reported to the Management Office.
- The only watering of flowers and lawns that is allowed is with the use of a hose and controllable nozzle.
- Effective January 1, 2023 the cost for moving a sprinkler head for an alteration will be $50 per head, which is billable at the time of alteration approval. Only unit 4 maintenance employees are authorized to work on the unit 4 sprinkler system. (4/26/2022)

RECREATION AREA & POOL USE

- The Unit Four Association has its own recreation area that includes a Clubhouse containing meeting rooms, a kitchen, shuffleboard courts, horseshoes and pavilion.
- Pool maintenance requires chemicals and cleaners to maintain water quality of the pool and replacement and maintenance parts for pumps, valves, filters, and the pool deck area.
- Pool Use:
    - No toys are permitted in the pool.
    - No children permitted in pool between the hours of 1:00 p.m. to 3:00 p.m. This time is reserved for adults only.
        - Adult-only swim time is lifted for the following select holidays and times: The Saturday before through the Sunday after New Year's Day, Easter, Memorial Day, The Fourth of July, Labor Day, Thanksgiving, and Christmas.
- At times the swimming pool water will be heated.
- A sign with pool rules is posted at the east end of the swimming pool area.
- All persons who are incontinent or not toilet trained, regardless of age, must wear appropriate waterproof diapers, swimsuits, or other protection.

INSURANCE

- Unit Four common properties, such as the recreation area, are insured against loss due to fire, storm, or other risks.
- The Association maintains liability insurance on the common areas.
- The Association maintains various bonds on officers and directors.
- This item is covered in the monthly maintenance fee.
- Each homeowner is responsible to carry insurance on their entire house and property.
    - Note: Condominium insurance is **not** adequate; homeowner's insurance is required.

MANAGEMENT FEE

- The Association contracts with a site manager to oversee and handle the daily operations of the community.
- This item is covered in the monthly maintenance fee.

WAREHOUSE EXPENSE

- Units 1 through 5 contribute to the cost of a base of operations. This includes storage space for equipment, vehicles, and the Management office.
- This item is covered in the monthly maintenance fee.

PROFESSIONAL FEES

- The Association pays legal counsel and auditor fees.
- This item is covered in the monthly maintenance fee.

SEWER AND STORM DRAINAGE

- If service is required on a sewer pipe that is within the lot boundaries and services only the residence contained on that lot, it is the responsibility of the homeowner to pay for the repair.
- Storm drainage is owned and maintained at the Association's expense.
- Trash, waste, and other debris (including animal excrement in plastic bags) must **NOT** be disposed of by placing/throwing these items in storm drains, lakes, or canals.

LAKES AND WEED CONTROL

- Contractors are paid to maintain the quality of the water in the lakes.
- Seawalls are repaired as needed.
- This item is covered in the monthly maintenance fee.

PAVING

- The streets, curbs, and sidewalks are privately owned by Unit Four and are therefore maintained by the Association.
    - Streets are paved and repair work is conducted on an "as needed" basis.
- This item is covered in the monthly maintenance fee.
- Note: Mainlands Boulevard in Units 1-5 is maintained by the Master Association. Please see the Common Use Agreement.

TAXES AND PERMITS

The Association is responsible for the payment of taxes and permits for the operation of the community.

VEHICLES

- All vehicles are owned by the Master Association for use by maintenance personnel.
- Unit Four pays its share of expenses for repair and maintenance of these vehicles (see common use agreement).
- This item is covered in the monthly maintenance fee.

GENERAL INFORMATION

UTILITY BILLING

- There are two master water meters for the entire community.
    - All water entering the community passes through these meters.
- The City of Pinellas Park reads the meters monthly and divides the water usage by the number of houses. Unit Four is billed for their share.
    - City sewer and trash collection fees are included in each bill rendered.
- This item is covered in the monthly maintenance fee and is paid by each homeowner whether the home is occupied or not.
- Unit Four participates in the City of Pinellas Park Recycling Program. Once a year, the city issues a credit to the association bill because of our participation in that program.
    - A blue recycling container is provided for homeowner's use.

ELECTRIC

Each house is individually metered and billed directly for electricity used.

MODIFICATIONS OR IMPROVEMENTS TO YOUR HOME

- Any changes made to the exterior of the house must be approved on an Exterior Alteration Application before work commences.
    - Exterior Alteration Applications may be secured at the clubhouse or online at www.themainlands.com
- All modifications must comply with Unit Four requirements found in the Construction Code.

MAINTENANCE FEE

- Maintenance fees are due on the first day of every month.
    - After the 10th of the month, payments will be considered late, and penalties will be added.
- After thirty (30) days without a payment **legal action will be taken**.
- Automatic payments can be arranged by filling out a form available at the Management Office at no additional cost.

RULES AND REGULATIONS

MAINLANDS OF TAMARAC BY THE GULF – UNIT FOUR

- Harmonious condominium living entails following basic rules and regulations designed in the best interest of the community.
- The Mainlands of Tamarac by the Gulf Unit Four has a set of three Condominium Documents covering residency in our community.
    - This Welcome Book (as well as the Construction Code) contains rules and regulations pertaining to the residents.
    - The Board of Directors is empowered by Florida Law to levy reasonable fines or take court action against a homeowner to gain compliance with the rules and regulations.
- The cooperation of all, in adherence to these rules, will make living in Mainlands a pleasant and enjoyable experience.

SIGNS, FLAGS AND FLAGPOLES

- "For Sale" or "For Rent" signs:
    - Maximum size of 24 inches by 24 inches.
    - May be placed in a window at the front of a house.
    - If a corner lot, may also be placed in a side window.
    - If a golf course lot, may also be placed in a rear window.
- Political signs on Unit Four common areas:
    - May be placed a minimum of 100 feet from the front Clubhouse door during times it is used as a paid polling place.
    - The signs must be removed within 24 hours of the polls closing.
- **No other sign of any nature may be erected or displayed** on any of the Condominium Property, except when express prior written approval of the size, shape, content, and location thereof has been obtained from the Board of Directors.
- Flags/banners/streamers/pennants:
    - A homeowner may erect on the property:
        1. A pole made of non-corrosive materials, affixed to the block wall of the home.
        2. A pole made of non-corrosive materials securely “planted” in the ground. It may not be taller than 20 feet.
        3. A flag/banner/streamer/pennant not larger than 4’ x 6’.
        4. A maximum of two (2) flags/banners/streamers/pennants may be flown from a flagpole.
        5. A maximum of four (4) garden flags/banners/streamers/pennants are permitted. They may not measure more than 12” x 18”.
        6. Multiple United States lawn flags may be flown during the week before, the day of, and the week after a national holiday. The flags may be no larger than 12” x 18”.

7. Homeowners are only permitted to display the American Flag, Military Flags, State Flags, First Responder Flags, Country Flags, Holiday Flags and Sports Team Flags. This also applies to banners, streamers and pennants.
8. Flags must be displayed in a respectful manner.
9. Flags must be displayed on a flag pole, flag pole attached to the home or a garden flag stand.
10. Flag size not to exceed 4.5 feet x 6 feet.

FEEDING WILDLIFE

- There will be no feeding of wildlife.
- Bird feeders located at least four (4) feet above ground are permitted.

FISHING

- **Prohibited**: Fishing in any Unit Four lake or canal; this includes "catch and release".
- Note: Catch and release fishing is permitted on a resident's own property or with homeowner's written permission.
- Cast netting is **never** allowed.

PETS

- A maximum of two (2) domestic dogs and/or cats may occupy a home.
- Other types of animals are prohibited except caged birds, caged small mammals such as gerbils, or hamsters and fish in a fish tank.
- Weight/height limitations:
    - Cats may not weigh more than 15 pounds at maturity.
    - Dogs may not weigh more than 35 pounds and not be more than 20 inches in height at maturity.
- Pets must be on a leash. The leash may not exceed beyond 10 feet.
- No pet shall be left outside a house when the owner, or authorized occupant of the house is not present in the home.
- When outside, the owner must have in his possession, for immediate use, equipment to pick up and remove excrement of the pet.
- UNDER NO CIRCUMSTANCES ARE PETS ALLOWED ON **ANY** RECREATION PROPERTY.
- Animal excrement (even if in plastic bags) must **NOT** be disposed of by placing/throwing it in storm drains, lakes, or canals.
- Complaints regarding pets: If an owner is not in compliance after a second violation letter, dogs and/or cats may be removed from the residence.

CLUBHOUSE PARKING

- Overnight parking of residents or their out-of-town guests may be done, **by permit only**, on the 98th Terrace side of the clubhouse parking lot.
    - The permit is valid for a period not to exceed two (2) consecutive weeks.
    - The parking permit must be legible and PROMINENTLY displayed.
- Parking permits may be obtained in advance from the Property Manager's Office.
    - Due to extenuating circumstances, if a permit is required when the office is not open, a board member may be contacted.

SPECIAL VEHICLE PARKING

- Special parking permits are required for oversized vehicles, recreational vehicles, and boats.
    - Oversized vehicles are defined as any vehicle that occupies more than one (1) parking space.
- Oversized vehicles and recreational vehicles may be parked in the homeowner's driveway (not sidewalks or lawns) for a period not to exceed 48 hours to allow for loading and unloading, only.
    - Reminder, no overnight street parking is permitted.
- Oversized vehicles may park in the 98th Terrace side of the clubhouse parking lot for three (3) night only between the hours of 9 p.m. and 9 a.m.
- The vehicle must display a special "*Oversize Vehicle Parking Permit*", which may be obtained in advance at the Property Manager's office.
    - Due to extenuating circumstances, if a permit is required when the office is not open, a board member may be contacted.

PARKING PROHIBITED

- Parking on sidewalks is **prohibited**.
- There is **no** on-street parking between midnight and 6 a.m.
- The following parking and storage are prohibited without express written permission from the Association:
    - Any vehicle, except upon paved areas in Unit Four.
    - Commercial vehicles and trucks overnight on any property in Unit Four.
    - Boats and all types of trailers and oversized recreational vehicles on any property in Unit Four.
- Unregistered vehicles are prohibited from parking at any time on any property in Unit Four.
    - Motor vehicles, whether parked on individual driveways and/or carports or on common property, i.e., streets or clubhouse parking lot, must have a current registration as indicated by an up-to-date license plate on the vehicle.
    - An unregistered vehicle will be given a 30-day notice to be removed or have the violation corrected.
        - After the 30-day period, Mainlands of Tamarac by the Gulf Unit Four has the right to have the unregistered vehicle towed at the owner's expense.
- Motor vehicles are prohibited from parking on the driveway, parallel to the home:
    - Motor vehicles parked in a homeowner's driveway must be parked perpendicular to the home and may not overhang the sidewalk (golf carts excluded.)
- Parking is **not** permitted on grass, sidewalks, and/or walks on the homeowner's property.
- Motorcycles and golf carts are **not** permitted to be parked on sidewalks or patios.

SPEED LIMITATION

A speed limit of 25 miles per hour has been established for all streets and roadways in Mainlands.

TREE REMOVAL

- Prior to removing any tree contact the Management Office. This will allow for the location of any pipes or lines in the tree area to minimize liability damage.
- Pinellas Park has regulations regarding removal, planting and/or replanting of various types of trees and vegetation.
    - Contact the city directly for information on the current tree and shrub regulations.
- The Pinellas County Tree line's telephone number is (727) 464-3480.

ESTATE SALES

- All estate sales require a permit that is issued by the Board of Directors.
    - The Estate Sale may not be more than three days.
    - The dated permit must be prominently displayed during the sale.
- Only one estate sale will be permitted per home following the death of an owner or the owner(s) moving out of the home.

GARAGE SALES

- The Social Club may sponsor a unit-wide Garage sale a maximum of two times per calendar year.
- The Social Club will set the rules and select the date(s).
    - A "rain date" is permitted in the event of inclement weather.
- No individual or private garage sales are permitted.

DONATIONS

- The Homeowners' Board has the right to refuse a donation because of storage limitations; any item donated or purchased with the intent of storing at the clubhouse must have approval of the Homeowners' Board.
- There is limited storage in the Clubhouse; therefore the Association has the right to refuse a donation.
- Donated items or items purchased with the intent of storing at the clubhouse must have approval.
    - Unapproved items may be discarded or sold.
- The Board of Directors has the right to dispose of, sell, or accept for use in the clubhouse items (left) for donation.
- Once a donation is accepted, the item will be available for all club activities.

FAMILY MEMBER(S) PROOF OF AGE REQUIREMENT

- Homeowners may invite guests to stay in the home for **NOT more than 90 days** in a calendar year.
- Individuals staying more than 90 days are considered permanent residents and must meet the qualifications for living in Mainlands of Tamarac by the Gulf Unit Four. Permanent residents must:
    - Be at least 40 years of age.
    - Provide a copy of a driver's license (or other acceptable identification) showing that the age requirement is met.
    - Go through the Unit Four interview process.

TENANT/RENTAL REQUIREMENTS

- A house or any part of a house may not be rented for less than three (3) months or more than one (1) year.
    - Leases may be renewed annually.
    - The homeowner must supply the board of directors with a copy of the original lease and all renewals.
- Tenants are required to meet the age requirements for living in Mainlands Unit Four
    - One tenant must be a minimum of 55 years of age at the time of the lease signing.
    - Any additional tenant(s) must be at least 40 years of age.

NEW RESIDENTS

- Interviewing of potential new residents is required.
    - Interviews are conducted in person, usually in the Unit Four office.
    - A fee is required for the initial interview.
- It is recognized that sometimes a telephone/Zoom interview is necessary due to logistics or health concerns.
    - All potential residents must be included in that interview.
    - When interview is done by phone, the new resident(s) must schedule a follow-up in-person meeting within 10 days of occupancy for no additional fee.

MAINLANDS OF TAMARAC BY THE GULF-UNIT FOUR
CLUBS AND GROUPS

Mainlands of Tamarac by the Gulf Unit Four has many activities and volunteer opportunities available. Following are some of the most popular. If any activity is of interest to you, you may contact the president of that club or organization. The names are listed on the Bulletin Board of the Clubhouse.

SOCIAL CLUB

- Each month the social club publishes a newsletter called the *FourCaster.*
    - Information provided for publication in the *FourCaster* **must** be signed by the author.
    - The *FourCaster* is delivered to each home by block captains at no cost.
- The Social Club endeavors to see that activities are provided to fulfill the social needs of our residents, which include the following:

Dinners	Monthly Calendar
Dances	Unit Four Breakfast
Potluck Suppers	Block Captains
General Entertainment	Cards & Games
Bunco	Shuffleboard
Texas Hold'em	Darts
Library	Sunshine Person
Sewing	Trivia
Welcome Committee	Chair Aerobics
Water Aerobics	

- The Unit Four Social Club administers a schedule of social events. Each month a calendar listing these events is distributed to each home with the *FourCaster*.
    - A copy is posted on the bulletin board in the clubhouse.
- The Social Club requires no dues and activities are open primarily to Unit Four residents.
    - At times, some activities are also open to non-residents.
- Social Club meetings are held the third Thursday of each month, September through May.
    - Entertainment and refreshments are generally provided at no charge to attendees.
- All activities named are run by the residents of Unit Four, and all are volunteers.

WOMEN'S CLUB

- The Women's Club is open to all residents in Unit Four.
- Meetings are held on the second Tuesday of each month at 12 p.m., September through May.
- There is a nominal annual membership fee.
- The Women’s Club comes under the umbrella of the Social Club.

MEN'S CLUB

- The Men's Club is open to all residents in Unit Four.
- Meetings are held on the second Thursday of each month at 6:00 p.m., October through April.
- There is a nominal annual membership fee.
- The Men’s Club comes under the umbrella of the Social Club.

SHUFFLEBOARD CLUB

- The Shuffleboard Club has regular practice sessions:
    - November-April; Monday and Wednesday at 3 p.m.
    - May-October; Monday and Wednesday at 6 p.m.
- The Shuffleboard courts are open to all Unit Four residents, except during practice sessions or league play.
- Cue sticks and discs are available in the shed next to the courts.

CLUBHOUSE RENTAL AND USE

- Rental of the clubhouse will be limited to residents, that is, a homeowner or tenant of a home in Mainlands Unit Four.
    - This includes families of homeowners/tenants if the event honors that resident and/or the immediate family, further referred to/known as "family."
    - Mainlands of Tamarac by the Gulf Unit Four defines the immediate family as "spouse, adult child, adult grandchild, adult stepchild, parent, or significant other/life partner."
    - If the event is to honor a family member other than the actual resident, then there will be a non-refundable rental fee of $150 in addition to the refundable cleaning fee ($500).
- The total number of rentals per month will not be more than two approved on a first come-first served basis.
- Each homeowner/tenant may not rent the clubhouse more than once in a three-consecutive month period.
- All common areas and equipment are to be kept neat and in good repair for the use of Unit Four residents and their guests. Any problems should be reported to the Maintenance Office.
- The normal setup of the clubhouse will be with round tables.
    - Should an organization or event require long tables, that organization is responsible for the cost to change to long tables and the replacement back to round tables.
- Professional caterers may use Sterno in the clubhouse in accordance with the fire code.
- Only the counter tops may be used for the serving of food.
    - Side tables may be used to serve beverage and/or desserts.

PRIVATE USE OF CLUBHOUSE

- The private use of the clubhouse or the pavilion area is available to our residents (see previous section for details).
- The date must be reserved with the Social Club president who maintains the calendar.
- The private use of the clubhouse and/or pavilion does **not** include use of the pool.
    - The pool is reserved for residents only.

SMOKING ON RECREATION AREA GROUNDS

Smoking is not permitted on "Recreation area grounds" except in the designated area located between the clubhouse and storage shed at the west end of the clubhouse.

CHANGE OF OWNERSHIP RESPONSIBILITIES

- Change of ownership responsibility requires the following items to transferred:
    - Mainlands of Unit Four Documents (dated 2021)
    - Two keys which allow access to the Clubhouse, Pool and Recreation Equipment.
        - The keys are to be given to Unit Four residents only.
    - If these items have been lost/misplaced or not available, there is a fee for replacement. (Fee set by the Board of Directors.)
    - Gate fob (if available.)

GARBAGE/TRASH STORAGE

- The storing of all trash containers and water treatment tanks must be housed behind fencing or stored in the garage hiding them from view.
- Items which are presently installed, which do not meet the present Construction Code are acceptable.
    - If these items are replaced, they then must conform to the current Construction codes.
- Trash being placed curbside the night before pickup must be in a lidded trash container.
- Plastic bags may be placed curbside the day of pickup only and must be secured in such a way that no trash blows away.
- Trash, waste, and other debris (including animal excrement in plastic bags) must NOT be disposed of by placing/throwing these items in storm drains, lakes, or canals.

COMMUNITY CHANNEL & WEBSITE

- Our cable provider has established a community channel, which notifies residents of happenings in the Mainlands.
    - Contact the property management office as to channel number.
- The Unit Four Association website is www.themainlands.com

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EXTERIOR ALTERATION REQUEST

PLEASE DISPLAY THIS NOTICE IN YOUR WINDOW DURING THE ALTERATION PROJECT

MAINLANDS OF TAMARAC BY THE GULF-UNIT NO._____ASSOCIATION, Inc.

WARNING: THIS FORM MUST BE COMPLETED, ALONG WITH DIAGRAMS OF THE IMPROVEMENT TO BE DONE, AND SUBMITTED TO MAINLANDS MANAGEMENT. ANY ALTERATIONS ARE **NOT** TO BEGIN UNTIL THEY ARE APPROVED BY (1) PROPERTY MANAGEMENT, AND (2) ALTERATION DIRECTOR AND/OR CONSTRUCTION CODE COMMITTEE. **PLEASE ALLOW UP TO THIRTY (30) DAYS.**

I UNDERSTAND THAT I (HOMEOWNER) AM RESPONSIBLE TO OBTAIN ANY NECESSARY PERMITS AND/OR INSPECTIONS, AND I AM RESPONSIBLE FOR ANY CONTRACTORS I INVITE ONTO THE PROPERTY. I ASSUME TOTAL RESPONSIBILITY, LIABILITY, COST, AND MAINTENANCE FOR THE BELOW ALTERATION. ANY DAMAGE CAUSED BY THE INSTALLATION OR REMOVAL OF SAID ALTERATION WILL BE MY (HOMEOWNER) RESPONSIBILITY TO REPAIR. MAINLANDS **WILL NOT** ACCEPT ANY RESPONSIBILITY FOR SAID ALTERATION. I (HOMEOWNER) RELEASE MAINLANDS OR THEIR VENDORS FROM ANY RESPONSIBILITY OR LIABILITY.

X_____ _____/_____/_____

(HOMEOWNER'S SIGNATURE) DATE SIGNED

NAME:_____ UNIT:_____ BLOCK:_____ LOT:_____

ADDRESS:_____ PHONE:_____

PROPOSED ALTERATION: (BRIEF DESCRIPTION) _____

_____

_____

_____

NAME OF COMPANY/CONTRACTOR:_____PHONE:_____

CONTRACTOR TO SUPPLY: ☐ SITE PLAN ☐ SPECIFICATIONS ☐ ELEVATION VIEWS

LICENSED CONTRACTOR MUST HAVE ON FILE IN PROPERTY MANAGER'S OFFICE: COPY OF CURRENT: PCCLB(IF APPLICABLE), PINELLAS PARK BUSINESS TAX RECEIPT, WORKMAN'S COMPENSATION, OR EXEMPTION, CERTIFICATE OF LIABILITY INSURANCE(WITH MAINLANDS LISTED AS A CERTIFICATE HOLDER.)

CONTRACTORS / SERVICE PERSONNEL MUST HAVE COMPANY SIGN ON THEIR VEHICLE

PROPERTY MANAGER: ☐ **VENDOR APPROVED** ☐ **VENDOR DISAPPROVED** **DATE:**_____

PRINT NAME:_____**SIGNATURE:**_____

ALTERATION DIRECTOR AND/OR CONSTRUCTION CODE COMMITTEE ☐ **ALTERATION APPROVED** ☐ **ALTERATION DISAPPROVED** **DATE:**_____

PRINT NAME:_____**SIGNATURE:**_____

CHECK ONE:

☐ THIS PROPERTY ALTERATION APPLICATION HAS BEEN DISAPPROVED FOR ISSUANCE OF A CONSTRUCTION PERMIT FOR THE FOLLOWING REASON: _____

_____

☐ YOUR PROPERTY ALTERATION APPLICATION HAS BEEN APPROVED FOR ISSUANCE OF A CONSTRUCTION PERMIT. THIS APPROVAL IS ONLY VALID FOR (UNITS 1,2,3,5: 60 DAYS) (UNIT 4: 90 DAYS) FROM THE DATE OF APPROVED ISSUANCE. SHOULD CONSTRUCTION NOT COMMENCE WITHIN (UNITS 1,2,3,5: 60 DAYS) (UNIT 4: 90 DAYS), A NEW CONSTRUCTION REQUEST MUST BE SUBMITTED TO THE PROPERTY MANAGER AND ALTERATION DIRECTOR AND/OR CONSTRUCTION CODE COMMITTEE FOR RECONSIDERATION.

IF YOUR PROJECT REQUIRES A CITY PERMIT, IT ALSO WILL NEED TO BE DISPLAYED.

DO NOT BEGIN WORK UNTIL YOU HAVE A CONSTRUCTION PERMIT PLANS APPROVED. IF THE WORK IS DONE WITHOUT APPROVAL, YOU COULD BE SUBJECT TO A FINE AND THE WORK REMOVED AND RESTORED TO ITS ORIGINAL STATE AT THE HOMEOWNER'S EXPENSE.

FINAL INSPECTION COMPLETED BY : _____ DATE: _____/_____/_____

SAMPLE

Office Use Only
Block: _____ Lot: _____

Mainlands of Tamarac By the Gulf Unit Four Association Inc.
9950 MAINLANDS BLVD. E
PINELLAS PARK, FL 33782

Complaint Form

DATE: _____

ADDRESS OF COMPLAINT:

_____

MY COMPLAINT IS AS FOLLOWS: _____

_____

_____

_____

SAMPLE

YOUR NAME: _____
(PLEASE PRINT)

ADDRESS: _____

SIGNATURE: _____
(MUST BE SIGNED)

Office Use Only

ACTION TAKEN:

1. SPOKE TO RESIDENT ☐ DATE: _____
2. FIRST LETTER SENT ☐ DATE: _____
3. SECOND LETTER SENT ☐ DATE: _____
4. RECOMMENDATION OF THE BOARD OF DIRECTORS.
   _____
5. COMPLAINT SENT TO ATTORNEY FOR LEGAL ACTION.
   DATE: _____
6. OTHER: _____
   _____

See reverse side for procedures

Revised 10/1/2019

Mainlands of Tamarac By the Gulf Unit Four Association Inc.
9950 MAINLANDS BLVD. E
PINELLAS PARK, FL 33782

Procedure for Resident complaints

1. All resident complaints must be in writing and MUST be signed.
2. All resident complaints must be submitted to the property manager in a sealed envelope, who will work in conjunction with the Board president.
3. Privacy of the complainant will be maintained to the greatest degree possible, however the Florida Condominium Act generally provides that all written records of the association are open to the inspection and copying by the unit owners (unless specifically exempted in the statute). A written complaint **is an "official record" of the association and may be requested by any HO if they follow the "request for correspondence" protocol.**
4. When appropriate, the property manager will do an inspection to verify the complaint.
5. The property manager will then determine if:
    a. The HO will receive a letter documenting the violation and scheduling a follow-up date for violation resolution.
    b. The complaint should be taken to the BOD president for direction on how to proceed.
6. Complaints will be included in the packet of the subsequent BOD business meeting. **The complainant name will not be identified.** The violation will be treated as confidential by all board members.
7. Any complainant may contact the business office no less than 30 days after the original complaint was made to receive an update:
    a. Letter sent: (outcome pending, violation resolved)
    b. Phone call/personal visit made by business office/BOD (outcome pending, violation resolved)
    c. No supporting evidence of violation at this time
8. If a complaint requires board action, the involved parties will be notified.

Revised 10/1/2019

OVERSIZED VEHICLE PERMIT
MAINLANDS OF TAMARAC UNIT 4

SAMPLE

_____

HOMEOWNERS NAME

_____

MAINLANDS ADDRESS

FROM_____TO_____ _____

PARKING PERIOD NEEDED APPROVED BY

1. Oversized vehicles are defined as any vehicle that occupies more than one parking space.
2. Oversized vehicles may be parked in the homeowner's driveway for a period not to exceed 48 hours to allow for loading and unloading, only.
3. Reminder, no overnight street parking is allowed in Mainlands Unit 4.
4. Oversized vehicles may be parked in the 98th Terrace side of the Clubhouse parking lot for one night ONLY:

a. During the hours of 9 p.m. – 7 a.m.

(POST PERMIT IN FRONT WINDOW)

VISITOR
PARKING PERMIT
MAINLANDS OF TAMARAC BY THE GULF

SAMPLE

_____ _____ _____

VEHICLE MAKE VEHICLE LICENSE # VISITOR'S NAME

_____ _____

GUEST OF MAINLANDS ADDRESS

FROM_____TO_____ _____

PARKING PERIOD NEEDED APPROVED BY

(POST PERMIT IN FRONT WINDOW)