

**APARTMENT OWNERS OF CARRIAGE HOUSE, INC.  
RULES AND REGULATIONS RESPONSIBILITIES OF  
OWNERS and OTHER OCCUPANTS.**

**Responsibility for Guests and Tenants**

**Unit owners are responsible for the actions and conduct of their guests, tenants, and invitees while they are on the property. Any damage to common areas, violations of Association rules, or disturbances caused by guests or tenants will be considered the responsibility of the unit owner. Owners may be subject to fines or charges for any such violations.**

**1. Occupancy**

- A. Subleasing is not allowed.
- B. Notify the Board of Directors when there will be guests in your unit and when you will not be in residence. This can be done by putting a note on the calendar on our website, emailing [board@carriagehouse701.org](mailto:board@carriagehouse701.org) or contacting any member of the Board of Directors.
- C. Owners are responsible for proper closure of their units when leaving for an extended period.
  - 1. AC must be left on and the temperature set to a maximum of 82 degrees.
  - 2. Water must be turned off at the unit's main.
  - 3. The water heater should be turned off.
  - 4. Toilets and all drains must be covered with plastic film.
  - 5. Other recommendations for closing are on our website in the owner forum.

**2. Housekeeping**

- A. All trash put into the dumpster must be secured in bags. Please recycle according to the City of Venice Ordinance. Cardboard needs to be broken down or cut up to fit in recycling containers and placed into the recycling containers. No plastic bags or trash is to be put into the recycling containers.
- B. Nothing may be hung over the railings or in any common area.
- C. Please be considerate and use your scheduled laundry time.
- D. No food or drink is to be placed on the washers or dryers.
- E. No plant(s) may be placed in the courtyard without the approval of the Board of Directors.
- F. Walkways and stairways must be kept clear at all times.
- G. Front and rear gates must be kept closed at all times. Please close gently!
- H. Owners must inform their contractors there is to be no prep work done in the courtyard.

### **3. Parking**

- A. Each unit is allocated one assigned parking space. All parking is restricted to designated parking spots only. Each parking spot is limited to the parking of one personal vehicle or one motorcycle.
- B. Parking in a spot assigned to another unit must have written agreement from the other unit owner. The Board of Directors must be provided a copy of the written agreement. The written agreement is to include the permitted dates of occupancy.
- C. Any vehicle left parked on the property when the owner is not in residence must leave keys accessible to the Board of Directors.
- D. Guest parking is reserved for Carriage House guests only.
- E. Parking or storing of inoperable, unlicensed, commercial or recreational vehicles (campers, motor homes, trailers, etc) is prohibited.
- F. Bikes must be parked in your assigned parking space or in one of the bike racks. Bikes stored at your own risk.

### **4. Late Fees**

- A. A late fee of \$50, plus interest at a rate of 18% per annum on the outstanding balance, will be imposed on any payment from unit owners to Apartment Owners of Carriage House, Inc. that is more than 30 days past due.
- B. Any receivable, including charges from unit owners, with a balance of less than \$5.00 shall be written off by the Association at the end of each fiscal year.
- C. The Board of Directors has the authority to waive any fees.

### **4. Pool/Courtyard**

- A. No smoking or vaping in the courtyard or walkways.
- B. The only pets permitted on the property are documented support or service animals. No pets in the courtyard except when entering or exiting the unit. Documentation of certification is to be submitted to the Board of Directors.
- C. All must comply with the safety rules issued by the Florida State Board of Health as posted.
- D. Sarasota County Health Dept. The ordinance states NO glass in the courtyard.
- E. Everyone is responsible for keeping common areas clean.
- F. Tables, benches and grill should be cleaned after each use.
- G. Protect the pool furniture from oils and lotions by using a towel.
- H. The pool rope must be attached before leaving the pool. Do not throw the rope across the pool, it damages the tiles.
- I. Recreational equipment may not be used inside the courtyard.
- J. Personal items must not be stored on walkways or in the courtyard.

## 5. General

- A. No purchases may be made on behalf of the association without prior approval from the Board of Directors
- B. Please be considerate of others with regards to loud noises or music, especially between 10pm and 7am.
- C. Contact a member of the Board of Directors or Sunvast (Property Manager) if outside maintenance is required. Guy 860-930-7031; Sunvast 941-378-0260
- D. Use water responsibly as it is a scarce resource in Florida.
- E. No car, boat, or other vehicle washing permitted on Carriage House property.
- F. All owners are asked to notify the board, and James Ro, at Sunvast , if they observe an infraction of the rules. Please email [board@carriagehouse701.org](mailto:board@carriagehouse701.org). This ensures that all members of the board and James receive the information in a timely manner.
- G. Units shall be made available for pest inspection and control on an as needed basis.
- H. Final decision on interpretation of the condo documents or by-laws come from the Board of Directors.

### Penalties for Violating Rules and Regulations

#### A. Purpose

To help keep our community safe, attractive, and enjoyable for everyone, all unit owners, residents, and guests are expected to follow the Association's rules and regulations. When violations occur, the Association may take steps to correct them fairly and consistently.

#### B. Notice of Violation

If a rule is broken, the Association will send a written notice to the unit owner explaining:

What rule or regulation was violated,  
What needs to be done to correct it, and  
How long the owner has to fix the issue.

If the problem isn't resolved within the given time, a fine or other action may be taken.

#### C. Fine Schedule

The following is the general schedule the Association uses for rule violations:

Violation	Penalty
First Violation	Written warning
Second Violation (same rule within 12 months)	\$100 fine
Third Violation	\$200 fine

Additional or Ongoing Violations            \$500 fine per occurrence and/or suspension of community privileges

*Note:* The Board may issue higher fines or take immediate action for serious violations that affect safety, damage property, or cause repeated disturbances.

#### D. Owner's Right to Respond

Before any fine is charged, owners have the right to respond in writing or request a hearing with the Board. The Board will review the situation and make a final decision after considering all information.

#### E. Payment of Fines

Fines are added to the owner's account and are subject to the same collection and late fee policies as regular assessments.

Revised and approved by the BOD 11/5/2025