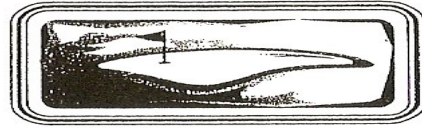
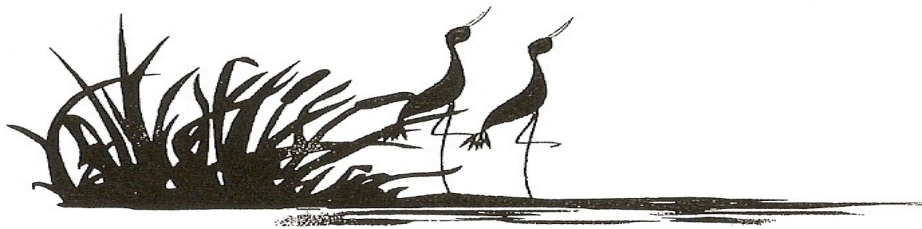


**FAIRWAY
VILLAS**



**PROPERTY
OWNERS
ASSOCIATION**



HOMEOWNERS MANUAL

Important Info for Homeowners

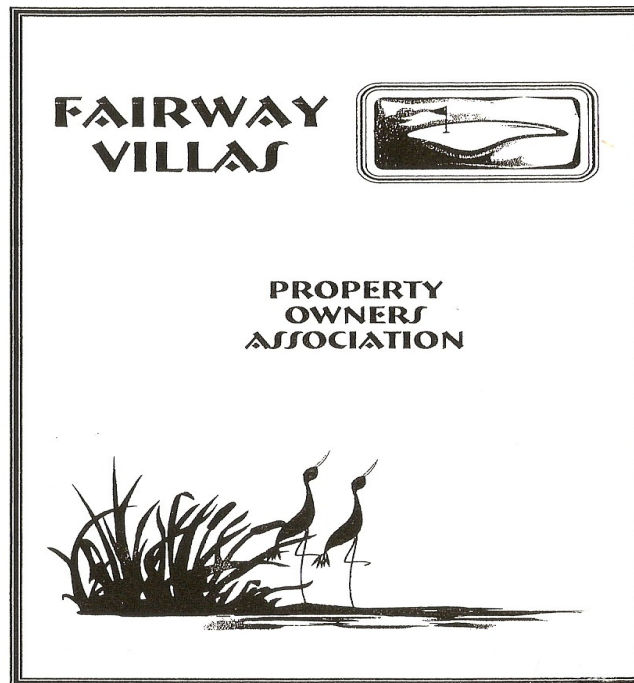
- * Contact Information
- * Board of Directors
- * Communication Forms
- * Owner Responsibility
- * Trash Information
- * Open/Closing for Season
- * Activities
- * Hurricane Disaster Plan
- * Rules & Regulations
- * Do's and Don'ts for Residents

DATE: March 2018

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Welcome to Fairway Villas



Fairway Villas were conceived and developed by General Development containing 152 Villas (38 Clusters) on owner-owned land, enclosed on three sides by North Port Golf Club. The Fairway Villas Property Owners Association, Inc. was formally registered with the State of Florida Corporation & Securities Commission on October 18, 1979 by GDC. Control of FVPOA was assumed by Villas Owners from GDC on November 15, 1983.

Contact Information

Office Hours



Winter Hours: Monday, Wednesday & Friday9-12:30

Summer Hours: Monday & Thursday.....9-12:30

The Office is located at 5640 Mashie Circle, North Port, FL 34287

Contact Phone: (941) 426-7747

Fax Number (941) 564-6775

Emergency phone (941) 626-6150

Email Address: mgrfairwayvillas@comcast.net

2018 Board of Directors

2018 BOARD OF DIRECTORS

PRESIDENT **JANE BROWN** **426-5720** **ojdrbrown@gmail.com**

VICE PRESIDENT **JIM DONNELL** **859-396-3195** **jdonnell6870@gmail.com**

SECRETARY **SYLVIA KOCH** **423-4322** **momdadbss@outlook.com**

ASST SECRETARY **BEV BORTY** **426-7212** **bevbortz@gmail.com**

TREASURER **PETER BURVILL** **978-844-4871** **pburv@verizon.net**

DIRECTOR **CAROL PACIFICO** **516-445-0391** **cpacifico44@gmail.com**

DIRECTOR **TOM CIHA** **330-317-3059** **ciha@sssnet.com**

MANAGER NANCY HILL (After Hours - **EMERGENCY ONLY**) **941-626-6150**
NTHENTERPRISESINC@GMAIL.COM

Owners Responsibility

Fairway Villas ~ Rules re: *Non-Owner Occupancy* Fairway Villas Property Owners' Association, Inc. ~ Bulletin No. 8 ~ as approved December 10th 2003

Board Meeting approves new rules for registering non-owner occupancy of Villas

Under Fairway Villas governing documents, the Board of Directors may establish such rules and regulations deemed to be in the Association's best interests.

The following have been long-established requirements:

Owners are required to register with Office

[] For many years, Fairways Villas rules have required owners to register with the Office, indicating when they ARE and ARE NOT going to be present in their unit.

[] Owners who lend or rent out their unit are to notify the Office, *in advance*, of the names of the "non-owner-occupants" or "tenants", and the period of time the unit will be occupied by the named individuals.

[] Unit owners are responsible for the actions of their tenants / guests that are in violation of Villas rules and regulations.

What does "non-owner occupancy" mean?

From time-to-time, many Fairway Villas unit owners loan their Villa to friends or family members, at no-charge. Others may rent their unit out on a seasonal basis, or even year-round, to tenants. All these situations are covered by the following rules.

New rules regarding leasing or renting

1: During the time that a Unit Owner is not living in the Unit, a Unit may not be occupied by more than *one* (1) set of non-owners during any one (1) month period
-- see "**Exception to One-per-Month Rule**" noted below **

2: Any Unit Owner desiring to lend or rent his / her Unit, thus allowing *any* non-owner to occupy it *during Owner's absence*, shall submit such request, in writing, to the Association

3: Details shall be recorded on the requisite "Application for Occupancy by Non-Owner of Villa" form

4: No fee shall be levied for registering such Application Form with the Office. However, an Assessment of \$50.00 shall be levied upon the Owner for any failure to provide the duly-completed Application Form in the prescribed manner, and *in advance* of any such non-owner occupancy.

5: Such Assessment may be levied for each infraction, and for each day of the infraction, as determined by the Board, and is subject to the same collection and legal processes as other Villas Assessments.

Owner responsibility

The Owner is responsible for ensuring that the "non-owner occupant" is familiar with the Rules and Regulations of the Association. Particular attention shall be given to
-- the types of vehicles allowed on Association grounds
-- parking and speed-limit restrictions
-- storage of goods and materials outside the Unit
-- pet restrictions
-- undue noise
-- waste disposal requirements.

For any violation of Fairway Villas Documents and/or Rules and Regulations by a non-owner occupant, a fine will be assessed against the Unit Owner, and will be made part of the Unit Owner's Annual Assessment, subject to the same rules governing the payment of the Annual Assessment.

Effective date is July 1st 2004

1: Each Unit Owner shall be provided with a copy of this letter, and the new "Application for Occupancy by Non-Owner of Villa" form, no later than April 30th 2004.

2: For any units that are already rented-out / occupied by a non-owner as of that date, completed forms documenting the current situation shall be returned to Fairway Villas Office no later than July 1st 2004. (Address: 5640 Mashie Circle, North Port FL 34287)

3: Any non-owner occupancy situations occurring subsequent to that date that are not documented *in advance* shall be considered violations of this new rule, and subject to the requisite Assessment(s) and / or legal action.

**** Exception to "One-per-Month Rule"**

If a *previous* non-owner-occupant was the *only* occupant during the immediately-prior month and continues to remain in the Unit for a short time during the following calendar month, then ONE (1) *different* set of non-owners will be permitted to occupy the Unit in the remainder of that same calendar month.

Rental of Units is subject to various Florida / County Sales Taxes and Licensing Requirements.

It is important to be informed about the various Florida sales taxes and operating licenses that are applicable to rental of Units. If the rental unit is available for rent for one month or less at a time, a Sarasota County Occupational License is required. Any person renting or leasing any accommodation for six months or less must pay various Florida taxes of 10% on rental receipts.

The things that are listed above are for Non Owner Occupancy. There are other Owner Responsibilities that are found in the documents.

Fairway Villas Property Owners' Association
5640 Mashie Circle, North Port, Florida, U.S.A. 34287-3130

Rules and Regulations

~ including Architectural Guidelines ~

March 31st 2004

I: Rules and Regulations Compliance Procedure

WHEREAS, Article V for the By-Laws for Fairway Villas Property Owners' Association provides for a Board of Directors, and

WHEREAS, By-Laws, Article V, Section 2, Powers and Duties, gives the Board of Directors the power, duty and authority to adopt reasonable Rules and Regulations for the operation and maintenance of the Association and the parcels not inconsistent with the Declaration of Covenants, By-Laws, Articles of Incorporation and the Florida Not For Profit Act, and

WHEREAS, the Board has adopted and expects to continue to adopt Rules and Regulations pursuant to the Declaration of Covenants and the By-Laws, and

WHEREAS, the Florida Not For Profit Corporation Act specifically obligates the Board of Directors, both singularly and collectively, to enforce compliance with the governing Documents and the Association's rules, and

WHEREAS, the Covenants, Article IV, Section 3 (c) grant the Association the right to levy reasonable fines for violation of the Rules and Regulations and the Covenants... Article X, Section 4 grants the Board the power to enforce the Rules through the Courts, if the Board deems necessary, and

WHEREAS, the Board of Directors has determined that specific procedures are required to identify or receive complaints of Rules and / or Documents violations, to process violation notices, and to enforce the Rules and Regulations of the Association

Be It Therefore Resolved That

- 1: Other than that observed by the Architectural Committee, complaints of Rules and Regulations violations must be received in writing by the Management Office. Written complaints should provide sufficient detail to allow management to take action. The address of the Management Office is: 5640 Mashie Circle, North Port, Florida 34287
- 2: The Board shall evaluate the complaint, and its evaluation shall be at the Board's sole discretion.
- 3: Should the Board decide to proceed
 - a warning letter *may* be sent, describing the violation, stating a date by which the violation must be corrected.
 - should the violation remain or recur, or should a subsequent complaint be received regarding the same violation after any deadline set forth above, an automatic fine shall be levied, in an amount determined by the Board.
 - at the Board's sole discretion, should it determine that the violation be such that no action could reasonably be taken to correct the violation, no warning letter shall be sent, but a fine shall automatically be levied, in an amount determined by the Board.
- 4: All fines levied shall become due and payable fourteen (14) days after receipt of notice. During that fourteen (14) day period, the person sought to be fined has an opportunity to apply for a hearing before a select committee, chosen by the Board, to state the reason(s) why that person should not be fined. Decision of that committee is final. Application for a hearing should be made to the Management Office at the above address.
- 5: All fines levied shall be in accordance with the rules set forth in the Florida Not For Profit Corporation Act governing same, and shall be levied against the owner's Annual Assessment fee for the year in which the violation occurs, making the violation fee subject to the same late fees and legal procedures as the Annual Assessment.
- 6: Should the violation be concerned with the exterior structure of the Unit (including fencing), and after furnishing any warning letter (at Board's discretion), the Board may, in accordance with Article VII, Section 1 and 3, of the Covenants, provide the maintenance necessary to correct the violation and charge the owner full cost, payable when billed. Uncollected billing costs would then become part of the owner's Annual Assessment for the current year, and be subject to the same late fees and legal procedures as the Annual Assessment.
- 7: Failure by the Association to enforce any Covenant, Restriction or Rule and Regulation shall in no event be deemed a waiver of the right to do so thereafter.

II: Assessment Fee Procedure

WHEREAS, Article V, Section 1 of the Declaration of Covenants sets forth that each owner of any living unit agrees to pay to the Association (a) Annual Assessments, and (b) special assessments fixed, established and collected from time to time as hereinafter provided, and

WHEREAS, Article V, Section 3 of the Declaration of Covenants defines the power of the Board of Directors to set the date of commencement of Annual Assessments, and

WHEREAS, Article V, Section 7 of the Declaration of Covenants provides for the effect of non-payment of Assessments, as part of management's responsibility to clearly define the administrative procedures of collection of late fees, the following applies:

- 1: The Association fee is divided equally among the Unit Owners, and shall be due and payable on a date set by the Board.
- 2: Each Association fee (Assessment) is due the first day of the month so designated.
- 3: If the Assessment is not received within ten (10) days after the due date, the assessment is subject to a late fee.
- 4: On the eleventh (11) of the month the Assessment is due, a delinquent fee will be charged by the Board of Directors, not to exceed the greater of \$100.00 or 5% of the annual assessment.
- 5: If the Assessment is not received within thirty (30) days from the due date, the Assessment may also bear interest from the due date at the maximum rate permitted by law at the time.
- 6: Article III, Section 2 of the Declaration of Covenants provides that Members who are delinquent ninety (90) days in payment of their Assessment lose their voting rights.
- 7: Special Assessments, when declared, are under the same compliance rules as Annual Assessments.

III: This document

This document consists of General Guidelines or Use Restrictions, as provided for in the Declaration of Covenants and the By-Laws, which include Rules and Regulations for Fairway Villas adopted by the Board in accordance with *Article V, Section 2* of the By-Laws. This document does not replace the Declaration of Covenants or the By-Laws of Fairway Villas, and in any variance that is in opposition to those Documents, the Documents take precedence.

IV: Architectural character of community

The architectural character of the community was established by the architects and planners who originally designed it. The Architectural Committee is responsible for assisting the Association's Board of Directors in preserving the architectural integrity of that design, consistent with authorized changes that have been approved since inception, and maintaining the value of our community. Duties of the Architectural Committee include:

- a: Informing homeowners that all visible changes to their homes must be approved in advance by the Board upon recommendation by the Committee
- b: Developing *architectural guidelines and standards*, and, after approval by the Board, making them available to all homeowners.
- c: Receiving comments and complaints from homeowners involving matters within their jurisdiction, and recommending action to the Board.

V: General Review Guidelines

- 1: Units shall be used for residential purposes only. No commerce may be carried on from the Unit which in the course of carrying on this commerce clients or customers are required to come to the Unit. This includes, but is not limited to, Garage Sales and Yard Sales.
- 2: Units shall be occupied by not more persons (including children) than the maximum permitted by law for the Unit.
- 3: Each Unit shall be maintained by its owner and occupant in a safe and sanitary manner and condition, in good order and repair in accordance with all rules and regulations.
- 4: No Units shall be used so as to create a nuisance or unreasonable interference with the peaceful possession and occupation of any other Unit or Common Grounds.
- 5: Nothing may be built or constructed which will alter the Units or Common Grounds without prior approval of the Board.
- 6: No owner may obstruct the Common Grounds.

A: Prohibited Items

- 1: Window air conditioning units or similar units that extend through the exterior wall.
- 2: Awnings or shades on exterior windows of the Unit.
- 3: Clothes lines and outdoor drying or hanging of clothes or other materials.
- 4: No television towers or satellite dishes except those that may be permitted by Federal law, the placement of which shall be as specified by the Board. Maintenance of any such item is owner's responsibility.
- 5: Animals are specifically prohibited anywhere in Fairway Villas owner by a renter, tenant, visitor, or Unit Owner (See "O")
- 6: Fencing around flower beds or trees. Curbing is allowed.
- 7: All signs on vehicles or property (except "For Sale" or "For Rent" -- see section "B" on "Signs").
- 8: Barbeque grills, lawn furniture or toys on Common Grounds.
- 9: No tag sales, garage sales, flea markets, etc. are permitted.

B: Signs

- 1: No signs are to be erected on lawns, including but not limited to real estate and political signs, without the express written approval of the Board. Signs are not permitted on vehicles (See "L-5")
- 2: The Board has adopted the following guidelines for real estate signs:
 - a: Two "For Sale" signs (standard "letter size") shall be permitted in a window
 - b: "Open House" signs are permitted as follows:
 - one small "Open House" sign on property for sale
 - one small "Open House" sign permitted at entrance of Villas
 - all "Open House" signs must be removed the day of the open house.

C: Architectural Requirements for Replacements or Additions

- 1: All plans for new Lanais, upper decks, patios, exterior window treatment, exterior doors, fencing and borders must be submitted to the Board for approval prior to construction.
- 2: Architectural Bulletins are available from the Office covering the Standards for items marked >>

D: >> Upper Decks and Patios

- 1: Storage is not permitted on deck or patio, except for grills and patio furniture.
- 2: Food must not be left on deck or patio, nor in any area outside the interior of owner's building.

E: >> Lanais

- 1: Repairs and maintenance including roof, screening, windows, foundation and structural support is the sole responsibility of the Unit owner.
- 2: Insurance covering the Lanais (including the roof of the Lanai) is not part of the Association's Insurance Policy, and is the sole responsibility of the Unit Owner.

F: >> Window Treatment and Front Doors

- 1: Windows, if exposed to the exterior, must be equipped with any of the following, or combination thereof: shades, blinds, curtains or drapes
- 2: Replacement of existing Front Door must conform to the approved style, either in wood or metal.

G: >> Satellite Dishes

- 1: Satellite dishes must comply with approved Villas standards.

H: >> Standard Villas Paint Color

1: All exterior painting *must* comply with the approved Villas paint standards.

I: >> Fencing and Borders

1: All exterior fencing and borders *must* comply with the approved Villas standards.

J: Toys and Wading Pools

1: Small wading pools for children are permitted on the back patios only, and must be put away after use.
2: Toys and bicycles, etc. must be put away after use.

K: Resale Resolutions

1: Requests for Assessment or other information made on behalf of the prospective purchaser will only be furnished after the prospective purchaser has signed an "Application for Residency" form, stating that he/she has received and read the Articles of Incorporation, Declaration of Covenants, By-Laws, and Rules and Regulations of Fairway Villas.
2: The prospective purchaser will pay a fee, as determined by the Board from time to time, to Fairway Villas Property Owners' Association, Inc., following which the Office will provide the above-mentioned Documents to the prospective purchaser.

L: Vehicles and Parking

1: No trucks exceeding one ton capacity, travel trailers, mobile homes, recreational vehicles, canoes, boats (whether atop owner's parked vehicle or not), boat trailers, commercial vans or trailers shall be parked overnight.
2: No motor cycles shall be permitted in the community at any time.
3: Parking of vehicles must be in assigned designated parking spaces only, which is for the exclusive use of the specific Member, the Member's family or guests.
4: No parking is allowed on the streets for other than delivery or repair vehicles.
5: For vehicles permitted to be parked on Villas property, no signage or word-markings (other than word-markings indicating vehicle make or model as affixed by the vehicle manufacturer or sales dealer) are permitted on any vehicle, whether permanently or temporarily affixed to the exterior of the vehicle, or in the vehicle interior so as to be visible through the vehicle's windows. The Board may grant a specific exception to this prohibition for government-owned automobiles that are assigned to person(s) owning or renting Villas units.
-- such approved exceptions must be recorded, in writing, with the Office Manager.

M: Occupancy Notification

Note: this applies to ALL owners, ALL tenants – also to visitors if Unit Owner will not be present

WHEREAS the Board is required to give Notice of certain Meetings, as well as other instances that require official notification to the Unit Owner, in addition to the Board's need to have a record of the Villa's occupancy (such information being required to obtain adequate and proper insurance coverage, for example), the following is required of Unit Owners:

1: Seasonal Unit Owners are requested to notify the Office of their arrival in the Villas, and their departure date when leaving the Villas for an extended period of time.
2: A form "Application for Occupancy by Non-Owner of Villa" is required whenever the Owner will not be present and residing in Villas while non-owners stay in the Owner's Unit. Names of all occupants, the period of time the Unit will be occupied by the named individual(s), and other information, will be required. This applies whether this is a rental, visitor, or no-charge situation
-- form *signed by Unit Owner* must arrive at the Villas Office at least one week before occupancy is to begin
-- Non-Owner Occupant will be required to visit Villas Office on arrival, provide car license numbers, and *sign the same form*
3: Unit Owners are responsible for the actions of their tenants and / or guests that are in violation of the Rules and Regulations of Fairway Villas Property Owners' Association, Inc.

N: Trash and Recycling (following City of North Port information is current as of March 31st 2004.)

- 1: No owner shall use or maintain any portion of the property as a dumping ground for rubbish, trash, wood, metal, scrap, or other waste.
- 2: The City of North Port provides containers specifically designed for the City's waste truck automated pick-up. No other containers filled with garbage or recyclables will be emptied by the City's Solid Waste District crews.
- 3: Most *garbage* containers the Villas waste corrals have a 90 gallon capacity
- 4: There are two containers for *garbage* in each waste corral. Garbage may be put into these containers at any time. These containers are usually marked with a "Garbage Only" sign, but a few containers may have no markings on the cover. However, you can recognize the garbage only containers this way: they *all* have stretch-straps with hooks, to keep the covers securely closed to prevent animals from getting into the garbage. *Please* reattach strap after use.
- 5: Each waste corral has two additional containers for recyclable waste disposal:
 - a: Cans / Glass / Plastic Containers. These containers have covers marked "#1 thru #7 plastic (containers / bottles), glass containers, tin cans, aluminum cans -- no plastic bags, no styrofoam"
 - b: Paper. These containers have covers marked "Newspaper, cardboard, office paper, magazines, phone books -- no pizza boxes."Do not put plastic bags, mail waste, paper napkins, disposable diapers or bathroom waste into these containers. Break down cartons and boxes to allow space for others to use the container. Do not intermingle the items. Do not place garbage in these recycling containers. Put plastic bags and all material not specifically listed on the cover in the garbage. Keep recyclables and garbage separate. Remember: recycling keeps our taxes lower.

[] Garbage and recyclables are currently collected on Tuesdays and Fridays each week. ALL these schedules can be changed by the City at any time. You can get up-to-date information from the City's Solid Waste group by calling 429-1718. Remember to mention you are in Fairway Villas, since the Villas schedule often differs from the rest of the City.

[] Yard Waste (lawn and garden material) is currently collected on Fridays only. Yard waste must be cut in lengths no longer than four (4) feet and tied in bundles, OR, place in specially-designed paper bags sold commercially for yard waste purposes. Note: plastic bags are no longer accepted. Yard waste may also be placed in containers (like round garbage cans) not exceeding 35 pounds -- your *yard waste container* should be placed at curbside, near corrals, on collection day.

[] Bulk items are currently collected the first Tuesday of each month. Bulk items are things that cannot fit into automated garbage containers, such as couches, chairs, lamps, tables, entertainment centers, box springs, mattresses, etc. -- waste lumber, old fencing, etc. must be cut into maximum lengths of 4 feet, bundled (tied), and placed at curbside. If you have some obsolete toys that are large, do *not* stuff them into garbage containers. Please treat them as "bulk items".

[] E-waste (electronic waste). E-waste is currently collected every Thursday on a "special call" basis. E-waste consists of televisions, computers, monitors, keyboards, printers, fax machines, scanners and battery back-ups. Currently (March 2004), microwaves, VCRs, vacuum cleaners, radios, telephones and video cameras are *not* considered "E-waste". Therefore, these may be set out as "Bulk items". To have E-waste picked up, you must call the Solid Waste District at 429-1718 to be placed on the collection list. Do not place the items outside until arrangements are made, and even then, only on the day of pick-up please.

[] White goods are currently collected every Thursday on a pre-paid basis only. White goods are large appliances such as washers, dryers, refrigerators, freezers, water heaters, etc. You must call the Solid Waste District at 429-1718 for detailed instructions. Do not place the items outside until arrangements are made, and even then, only on day of pick-up please.

[] Hazardous materials are items such as paint, acid, car batteries, antifreeze, transmission fluid, brake fluid, pesticides, household cleaners, tires, propane tanks, air tanks or any flammable liquids. These items are *not* collected by the Solid Waste District. Please contact them at 429-1718 for disposal instructions. If you are in doubt about whether or not your item is hazardous, contact the Solid Waste District *before* you dispose of it.

O: Pet Rules and Regulations

1: Declaration of Covenants, Article IX, "Uniform General Requirements", Section 6, "ANIMALS":

No animals, livestock or poultry of any kind shall be raised, bred or kept on any lot except that any existing dogs, cats or other domestic pets may be kept by Fairway Villas existing homeowners who owned such domestic pets prior to April 3rd 2002, provided that such pets are not kept or maintained for any commercial purpose, nor are replaced.

The City of North Port maintains a restrictive municipal code with respect to pets which the residents of Fairway Villas have to abide by. City regulations restrict the number of pets and specifically prohibit animals running at large (off leash). In addition, Fairway Villas Property Owners' Association has a comprehensive set of Rules and Regulations governing pets living in the Villas. These Rules, as set forth from time to time, include the prohibiting of an animal by a renter, will be strictly enforced by the Association and the Board. A warning letter will be given for any violation, followed by a fine imposed by the Board for each subsequent infraction of any portion of these Rules and Regulations

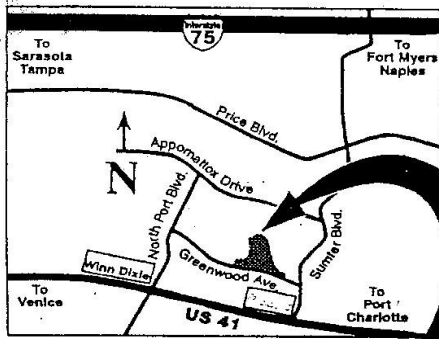
- 2: Owners are responsible for enforcing the rule that specifically prohibits animals anywhere in Fairway Villas owned by a renter, tenant or visitor.
- 3: All Unit Owners with pets deemed to be "qualified to remain" under the above were notified by letter in March 2004, confirming that Fairway Villas records show that Owner as possessing an animal that qualifies under the above. This eligibility continues as long as the specifically-approved animal is alive, not replaced, and Owner continues residing at the present Villas address.
- 4: The following provisions apply specifically to Unit Owners who are entitled to retain their animals. The inclusion of these rules should not be construed as permitting any other animals in Fairway Villas. *No new animals are permitted.*
- 5: All pets must be leashed or carried by a responsible person whenever outside their Villas building.
This includes when outside on patios, walkways, and beyond the front or rear door of the Villas building.
- 6: Pet owners are responsible for the immediate removal of waste of their pet.
- 7: Pets shall not be left unattended outside of Unit at any time while outdoors.
- 8: Temporary stakes, dog houses, ropes or chains are not permitted on any portion of the Common Grounds.
- 9: Pets shall not be permitted to disturb neighbors by loud noises or barking.
- 10: Pet owners are responsible for any property damage, injury, or disturbances their pet may cause or inflict.
- 11: Pet runs, pet houses, cages or pet food are not permitted outside of Unit.

Note: Owners are reminded that the City of North Port Code and the Sarasota County ordinance includes such requirements as: annual rabies vaccination, annual licensing, no running at large, all animals to be leashed, removal of fecal matter.

Licensing applies to any person residing in Sarasota County for more than 28 days, including visitors and seasonal folks.

-- More details on the City / County requirements may be found in Villas "Bulletin #2 Rules re: Animals".

-- Copies are available from the Villas Office.



Note: I-75 exit numbers have changed:
Sumner Blvd.
 Exit 182
 The next exit **northbound**,
 towards Venice,
 is "River Road"
 Exit 191

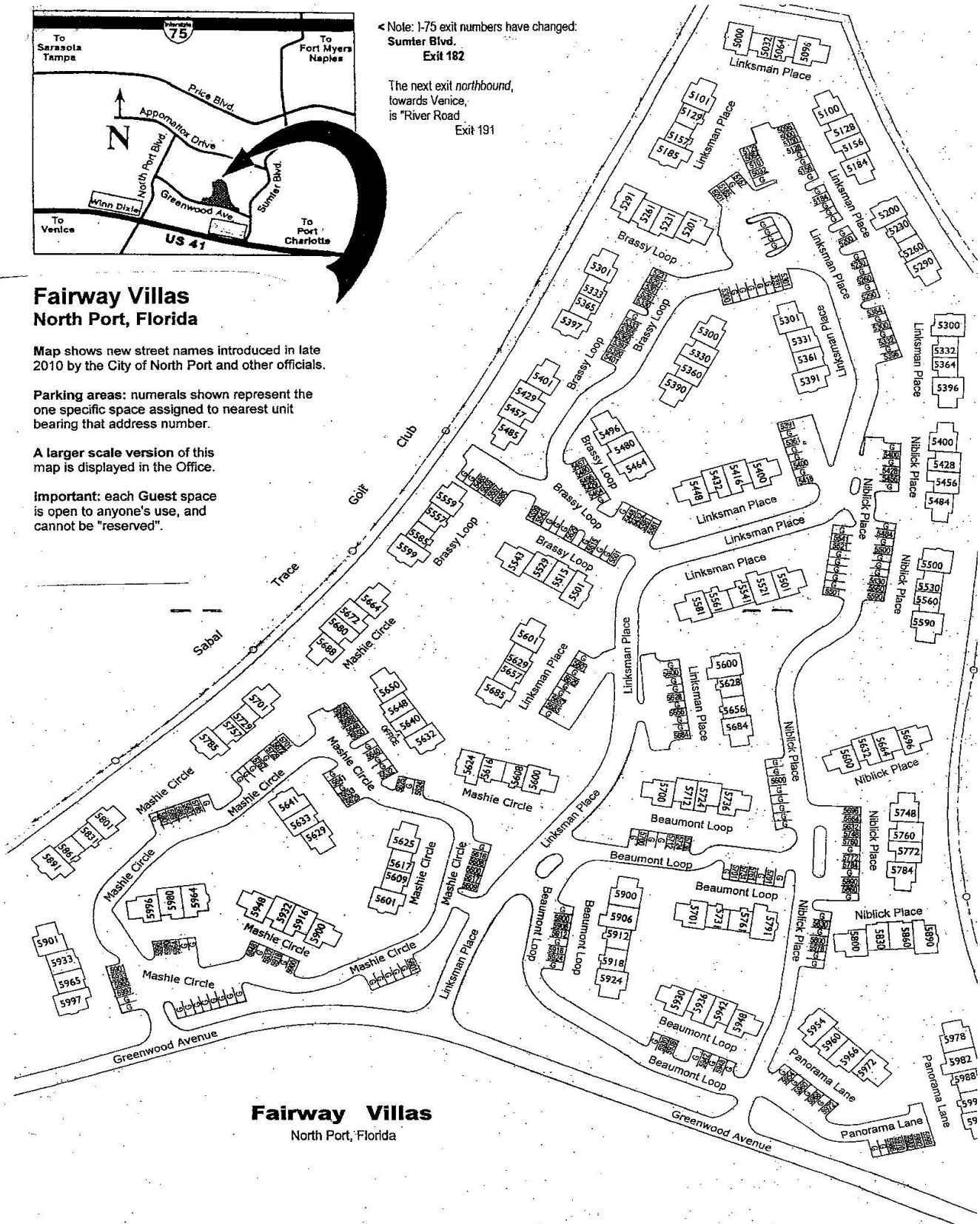
Fairway Villas North Port, Florida

Map shows new street names introduced in late 2010 by the City of North Port and other officials.

Parking areas: numerals shown represent the one specific space assigned to nearest unit bearing that address number.

A larger scale version of this map is displayed in the Office.

Important: each Guest space is open to anyone's use, and cannot be "reserved".



Fairway Villas
 North Port, Florida

When an Owner wants to make any changes to structure or property additions or if they have a concern they must submit a communication form to the Office so that it can be addressed by either the Management or Board of Directors. The form is in the office.

[Rev]

Communications Form for Fairway Villas

[#.....]

Fairway Villas Property Owners Association, Inc. [] 5640 Mashie Circle, North Port, Florida 34287 [] 941-426-7747

for Office use only

Signature is required! This form is for **your** protection and for your convenience. To ensure we are acting on **your** instructions, each form must be signed. Signature can be that of renter, tenant or owner's representative, however.... **ALL proposed exterior changes to building or lot must bear the owner's signature.** Reminder: Board approval *in advance* is required for ALL changes to the exterior of your building, patio, lanai or lot.

Important:
-> Report ALL problems without delay!

Please use this form to document your suggestions, complaints, concerns or requests. Form must be submitted to the Fairway Villas office. All requests will be reviewed and acted upon. You may use an additional sheet of paper and attach to this if necessary.

Subject:

Your Unit number: _____ Your Address: _____

Date: ____/____/____ Phone Number: _____

Please PRINT your name below

Authorized Signature: _____
(Note: signature of authorized representative acceptable, except for proposed exterior building, patio or lot changes, which require owner signature)

Disposition of above communication:

Date: ____/____/____ Authorized Board signature: _____

Notes:

Completion Date: ____/____/____

[Rev]

Open/Closing for Seasonal Owners

To Do List Before You Go North

1. Make sure you set your air conditioner thermostat auto cool at 80 degrees. If you have a humidistat set it at 65 and the thermostat at 80.
2. Remove all perishables from kitchen cabinets and leave doors open.
3. Remove perishables from refrigerator and turn off ice maker or clean out fridge and turn off.
4. Turn your water off outside at the shutoff.
5. Run garbage disposal to make sure it is cleaned out.
6. Flush and clean toilets then put some bleach in and cover with plastic wrap. Leave lid up.
7. Unplug all sensitive electronics, TV, etc.
8. Switch off circuit breakers with exception of air conditioning.
9. Bring in all unsecured items from outside into house or lanai.
10. Bring items in from lanai in case of strong storms.
11. Notify the Villas Office when you are leaving and when you expect to return. This helps us with the mailings in the office and lets us know who is on the property.
12. Notify the Villas Office if you plan on leaving a vehicle on the property.
13. Stop newspapers and arrange forwarding with the post office.
14. Clean leaves and debris from gutters. Heavy rain can cause a backup.
15. Make sure you have someone who will look in on your place while you are gone.

These are just a few of the tips to remember when you are leaving to head north.

Activities Information

Carol Pacifico is the Social Committee Director. She is planning some bus trips and other activities other than what is listed. Please find listed below some of the Activities for the season.

Bowling League—Starts in November on Thursday mornings at the Treasure Coast Lanes in Pt. Charlotte.

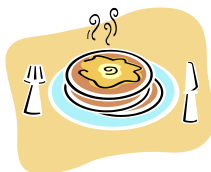
Mahjong—Monday mornings in the Community Room

Game Day—Friday afternoon at 1 p.m.

Coffee Socials are held on Tuesday mornings twice a month during season. Look for times and signs in the Newsletter.

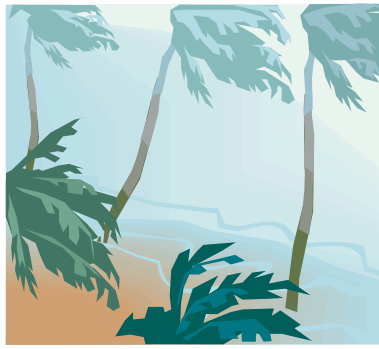


Pancake Breakfast on Super Bowl Sunday each year.



There are other activities planned. Look in the Newsletter for details.

We also have a library of books that you can come and take with you. We have ladies who work in the library putting away and organizing books and puzzles. If you would like to help with that stop by the Office and put your name on a list.



HURRICANE PREPAREDNESS

A Hurricane **Watch** means there is a threat of hurricane conditions within 24 to 36 hours. A Hurricane **Warning** means that a hurricane is expected to strike within 24 hours.

The latest information is always given on your local news channels and on the radio stations. **IF THE ORDER TO EVACUATE IS GIVEN BY THE OFFICE OF EMERGENCY MANAGEMENT, THE STATE LAW SAYS YOU MUST EVACUATE.** Residents are requested not to contact the Police and Fire Depts. Since it is their primary responsibility to deal with emergencies.

When you return to Fairway Villas, check the bulletin board for specific updates and instructions. Please find below a list of supplies that you should have on hand in a hurricane preparedness mode.

5 Gallons of water per person per day

First Aid kit

Battery operated radio with extra batteries

Flashlights or lanterns

Emergency kit for your car

Refills for all prescription medications

Filled gas tank in your cars

Fire Extinguisher

3-5 day supply of non perishable food

Fully charged cell phone

Landline telephone

Plenty of Paper products

IMPORTANT LOCAL #'S

North Port City Hall.....429-7000
North Port Police (non emergency).....429-7300 Emergency.....911
North Port Fire (non emergency).....240-8150
Division of Emergency Mgmt.....861-5000
Sarasota County Red Cross.....379-9300

SHELTERS

Glenallen Elementary7050 Glenallen Blvd., North Port, FL
Heron Creek Middle School.....6501 W. Price Blvd., North Port, FL
North Port High School.....6400 W. Price Bld., North Port, FL
Special Needs Shelter or pet shelters.....call 861-5000

IMPORTANT DOCUMENTS AND VALUABLES

Post Emergency and family telephone numbers by the phone
Secure important documents and have ready for evacuation
Prepare insurance policies with phone numbers and policy numbers
Place valuables in safe deposit box
Get plenty of cash. ATMs will be down after a storm.
Take a video of items in your home and lock in safe deposit or send to a family member out of state.
Back up all computers and mail important disc to a family member out of state.

IF YOU ARE ORDERED TO EVACUATE

Take only essential items and those listed above.
Turn off the electric and water
Disconnect appliances. Food will perish in refrigerator
Inform a family member or friend about your travel intentions
Take important phone numbers and documents with you
Remove all furniture and loose objects from outside and secure. Close and lock storm shutters.

IF YOU DO NOT HAVE TO EVACUATE

Fill the tub with water in case the water is turned off
Adjust temperature in refrigerator and freezer to coolest setting
Move outdoor items inside
Store valuables and important documents in waterproof containers
If power is lost, unplug appliances to avoid a power surge upon restoration
Secure windows, doors and close storm shutters (if you have them) in advance of storm.

MAINTENANCE ISSUES

Maintenance on your house is your responsibility . The Association paints the exterior of the unit, fence and doors on a rotation basis. Each year the Association paints seven clusters. If you would like to know when your unit will be painted you can contact the office and we can show you on a map. The Association also repairs the roofs of the clusters.

If you have any other maintenance issue we would be happy to help you find a certified licensed contractor. Make sure the person you hire has licenses to operate in North Port. Also make sure they have insurance and most good companies are bonded. There are a lot of contractors who take advantage of people especially during and after a storm.

You are responsible for all repairs to your unit as if it were sitting in the middle of a five acre lot. Some people think the Association is responsible for all repairs. We are not a Condominium. We are a Homeowner Association. If you have any questions, please feel free to stop by the office and we can help clarify some issues.

