

Welcome To the Ivanhoe House



A Handbook for Residents
Updated April 2023

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Welcome to the Ivanhoe House

You are now a resident of the Ivanhoe House. We hope the material presented here will assist you as you settle in, whether you are an Owner or a Lessee. The booklet will not answer all of your questions, but it should provide a foundation to build on as you come to understand the Ivanhoe Association, Town Shores Association and the way they function.

Condominium Life

Maybe you have previously owned a condominium or lived in a condominium building. Maybe not. You are now living in your private space which is surrounded by Building common areas shared with residents of 51 units in The Ivanhoe and community common areas shared with residents of 17 other buildings in the Town Shores community.

Living in a condominium has many benefits, such as you not having to mow the lawn, but some aspects of your life are now guided by rules and guidelines designed to protect the Association and Owners, and to make Ivanhoe a pleasant place for all who live here.

Being considerate and respectful, and realizing you may need to adapt a bit, goes a long way towards keeping you and your neighbors happy.

Rules versus Considerations

As you read this Handbook, you will find important information and helpful lists of rules. Yes, we have a few rules here at the Ivanhoe, as do all condominiums. Some are required by law, others were voted into existence by a majority of your elected representatives and some are neighborly considerations. Everyone is expected to follow the rules, and to abide by the considerations.

Rules only go so far, and that's where considerations become important as well. No one is going to fine you if you fail to flatten the cardboard box from Amazon, or leave your laundry in the machine an hour after the cycle ends. Yet, these small failures to be considerate can result in large inconveniences for fellow residents and can affect the overall quality of our living experience here at The Ivanhoe. The Ivanhoe is well-maintained for all our benefits as a result of our residents who do their part to be considerate and set a positive example for others.

We hope you enjoy living here
The Ivanhoe Board of Directors

Guidance for Daily Living in Ivanhoe

Ivanhoe House Rules provide instructions, guidelines and policies for many of the daily activities in Ivanhoe and uses of the property. Numerous topics are covered in detail in the House Rules. Please become familiar with them and abide by them.

This Handbook does not restate everything in the House, but it calls out some of the most common things new residents need to know right away and offers some helpful advice.

Animals

The Ivanhoe House is a non- pet building.

Bulletin Boards

Several bulletin boards are in the 1st floor Lobby. You will find information about Residents, the Master and Ivanhoe Associations, communications, activities and news. Important notices such as Board Meeting notices and Board Meeting Minutes are posted here as well. You should take time to look at them often.

Cable, Internet and Phones

- Town Shores Master Association has a 5-year bulk service agreement with Spectrum to provide cable TV [two (2) cable boxes] and Internet service that began December 1, 2020.
- As a bulk services customer, you can acquire Spectrum mobile services at advertised pricing. Note: Bulk services pricing may differ from advertised pricing.
- When moving out, you must contact Spectrum and return the equipment. Inform Spectrum that you are part of the Town Shores Bulk Contract.
- When moving in, you need to contact Spectrum to arrange installation.

Contact Information – Phone Numbers, Email address and Websites

Name	Number	General Information
Board of Directors		A list of Directors is posted on the bulletin board and their contact information is noted on the Ivanhoe web page
Town Shores Office	727 -345-9491	Town Shores questions. Maintenance fee payment questions and replacement tags.
Town Shores Security		Town Shores Security DO NOT provide individual security or emergency services
Emergencies- Police or Fire	911	
Gulfport Police Non-Emergency	727- 582- 6177	
Town Shores Directory		Includes a substantive list of numbers for local organizations, utilities, hospitals, etc. in addition to numbers for Town Shores residents.
Ivanhoe Phone Directory		for copies email Ivanhoe5955@gmail.com

The Ivanhoe Email Address is: ivanhoe5955@gmail.com This email is monitored and you should receive a reply within 72 hours. If this is an emergency please contact a BOD member.

Site	Notes
www.Townshorescommunity.com	You set up a user account to access information about the Master Association, the community, and individual building sites. Ivanhoe’s meeting minutes and documents are found here. You can also sign up to receive email from the Master Board. This is NOT a secure site. Anyone can get an account.
www.Condominiumassociates.com	Condominium Associates is contracted to handle financial matters for the Town Shores Master Association. At this secure site for Owners only you can establish an account which allows you to view your account, to submit payment and to view financial reports

Deliveries/ Moving In and Out

- The BOD should be notified in advance (please allow enough time when possible).
- Delivery and removal of furnishings is allowed Monday – Saturday between 8:00 am and 5:00 pm. No Sundays or Holidays, unless absolutely necessary.
- Contractors should supply coverings to protect the elevator walls..
- We have one elevator. Please inform your moving/ delivery company and ask them to be considerate of our residents. Remind them to be especially careful not to damage the elevator ceiling or floor. The BOD will inspect when the move is complete and notify you of damage.
- If your moving company is using a large van, they may NOT block access to owner cars or for City rescue or garbage vehicles.

Elevator

Rules regarding elevator use are on page 8, please review to reduce loss of service.

Fire Safety

- Each Unit has a mandatory hard-wired smoke alarm which you are responsible to maintain by changing the battery yearly.
- Each Unit also has a hard-wired fire alarm Notifier (picture on page 8) which connects to a monitoring center. Alarms are tested regularly. An information sheet is on page 9.

Guests

- Guests in residence for 30 days or more must be processed as a new occupant, regardless of whether the owner is on site.
- It is the responsibility of the owner to see that guests abide by all rules. They must use guest tags. The BOD must be notified of guest names, contact information and emergency contact prior to their arrival.

Laundry Rooms

Laundry rooms are located on the 2nd and 3rd floors. Laundry room rules are on page 8.

Leaving for an extended Period:

- Be sure the Secretary has your away address. Arrange for someone to check the unit at least monthly and report this person’s name to a board member.
- To keep rats out, toilets must be secured with plastic wrap to reduce evaporation of water and a heavy object placed on the lid.
- Members of the board are also willing to do your unit check for you at your request.

- Review the document on the web page, “Closing Condominium Unit” and print off for your caretaker, the “Homeowner Unit Checklist for Extended Absence” document.

Owner’s Maintenance Fee:

- Payable monthly based on Operating Budget demands. For convenience, automatic payment to your bank currently used by the central office is requested. The form is titled, **ACH**. Return form to the main office.
- The maintenance fee pays for example: Flood insurance; External building insurance; building maintenance to include landscaping, sea wall, roof, etc.; all water; Trash pickup; Internet; Cable; pools; clubhouse; security.

Parking Lot

- Use your assigned space only unless you arrange with another Unit Owner to use theirs. Assigned spaces cannot be changed; they are a part of the Unit you purchase or are renting. If you make an arrangement that is going to last any amount of time, such as over the Summer while the Owner is gone, be sure to notify the BOD.
- You may not park a second vehicle in **Guest** space on a permanent basis.
- Guests must use the Visitor parking, except when they are using a Unit in the Owner’s absence, in which case they may use the Owner’s space as long as the BOD is notified.
- Please drive, park and back out of parking spaces slowly and carefully. People walking, biking or operating electric wheelchairs can be hard to see, and they may not see you. Please drive in the direction of the large white arrows painted on our driveway.
- Speed limit around our carport is 10 miles per hour (mph).

Patio

- The building’s patio and other seating around the Ivanhoe and its amenities are for use by all residents and are often used by more than one person or household at a time.
- If you use a patio chair and/ or patio cushion, please put it back.
- Please leave the patio neat and clean for the next user.

Pest Control

- Cost of pest control is included in the monthly maintenance fee and spraying is performed on a quarterly basis.
- Each unit is required to participate unless exemption is granted through receipt of medical documentation. If you have a medical condition and are concerned regarding the chemicals used, contact the BOD.

Quiet Hours

- Building quiet hours are from 11 pm to 7 am per Pinellas County ordinance: <http://www.pinellascounty.org/code-enforcement/enforcement-codes.hem#noise>
- Have consideration for neighbors, realizing that the walkway is the entrance to each unit. Be careful of loud noise when guests are leaving your unit

Sale of Unit

When your unit is for sale, notice must be given to the BOD and a notice posted on the bulletin board for 14 days allowing residents the right of first refusal. It must include unit number, contact information and price.

What is a stack?

This is a term that refers to a stack of units from floors One to Four within the same end number. For example, the 3 stack includes Units 103, 203, 303, and 403. Ivanhoe has 13 stacks, 1-12 and 14. There are no 13 Unit numbers. Because of the way the building is constructed, when certain work is being done, it may be necessary to temporarily shut down the water or gas to a particular stack. Notice is given unless it is an emergency.

Storage Rooms and Units

One space is provided for each unit on floors 2, 3 and 4. Storage room rules are found on page 8. Every Unit in the building has a key to the storage rooms. Please be sure to lock the storage room when you are done.

Town Shore Tags

- The Town Shores Master Association requires you to have your tags with you whenever you use a community amenity, such as the pools, sport courts or clubhouse. Security staff may ask to see them.
- Each Unit should have 2 **RED** Owner tags and 2 **YELLOW** Guest tags. If lost, contact the Master Association staff. There is a replacement fee.
- Children under 14 years of age must be accompanied by an adult.

Trash/ Recycling Room

The Ivanhoe trash room is located on the 1st floor. It is kept neat and clean, but each one of us must do our part to keep it that way. Trash Room rules are located on page 10.

Unit Access

- The Ivanhoe house requires that all owners provide a set of keys to their unit for use in an emergency. They are kept under lock and key and are only accessible by a BOD member. If you change locks, you **MUST PROVIDE** new keys.
- Each floor has a monitor and will provide access for the exterminator or to an emergency responder in the absence of the resident.

Unit Renovations:

- Before undertaking any renovations, you must inform the BOD by completing the document on the web page, 'Unit Alteration Form'.
- No structural alterations are allowed inside or outside of your unit without BOD approval.
- Any plumbing, electrical or HVAC work must be performed by licensed professionals.
- Permits must be acquired from the City of Gulfport for any work requiring them and posted on your door facing out.

Vendors

List of vendors that service the Ivanhoe Building:

Couches Pest Control	Duke Energy
GThomas Fire & Security	Thyssenkrupp Elevator
Spectrum- Wi-Fi/ Internet, Cable TV	

Walkways, Balconies and Lobbies

- Walkways run along the front of the building on every floor. Fire regulations require they be kept free of obstructions.
- You may temporarily place something on the walkway, such as a chair, but it must be brought in when you are done.
- Welcome mats should be placed inside your door. They are NOT permitted outside your door.
- Balconies are the center areas on floors 2-4 that extend outward beyond the walkways. Guidance from the Fire Department allows us to keep one small set of table and/or chairs in each balcony corner extending not further than 3-4 feet from the corner.
- Lobby areas must also be kept open to support safety, mobility, and access. Do not place anything in the lobby without permission.

Master Association Governance

The legal name of the Ivanhoe Condominium Association is Town Shores of Gulfport No. 206. The building was constructed in 1971 and opened for occupancy in 1972. Its physical address is 5955 30th Ave S., Gulfport, Florida 33707. This address is used by the Board of Directors (BOD). All unit Owners Members of the Association.

Ivanhoe has either 5 or 7 Board of Directors who are elected by the Members to one-year terms. The Board itself elects a President, Vice-President, Secretary and Treasurer. The Board meets several times each year. The Annual meeting and the organizational meeting of the next year's Board are held in November.

Board decisions made for the building and residents are not arbitrary. The BOD is required to abide by and enforce the language in Florida Statute Chapter 718 Condominiums, and the Association's governing documents, which are:

- The Declaration of Condominiums, By-laws, and Articles of Incorporation, and any recorded Amendments to those documents as voted by Members of the Association. Ivanhoe and much of Town Shores they are commonly referred to as "The Blue Book" because original copies were in a blue cover, and many still are.
- House Rules, which are begun in Article X of the By-laws, with later additions issued as separate documents. House Rules are updated as new issues arise and changes are required.

If you are an Owner, you should have received at the closing a hard copy of the Blue Book, including Amendments, and House Rules. If you are a lessee/ renter, the condominium Owner should have shared these documents as they pertain to you during your lease/rental period.

Town Shores Governance

The Ivanhoe House is one of 18 buildings in Town Shores of Gulfport, which is a 55+ community. Each building is a separate Condominium Association.

The Town Shores Master Association owns and operates the community's common areas, which include the pools, the sport courts, the Office and Clubhouse, the Marina, community entrances and dog park, according to the language in its own ByLaws and Rules and Regulations. Pool and other rules are posted at the location.

The Master Association Board of Directors is composed of two delegates from each building association who represent their building's interests when big decisions are being made or the Community budget is voted upon. Officers are elected by the full Board.

The Master Association employs the Town Shores Manager, Office staff, maintenance staff and manages contracts, such as for financial services and courtesy guards. The Guards are here to ensure that only residents and their guests use the amenities, and to provide a level of deterrence from vandalism and

theft through their patrol presence. They do not provide "security". The Gulfport police or emergency services should be called in those situations.

Condominium Care and Maintenance

Living in a hot climate is very different from where many of us came from. If you are new to Florida or this type of climate, you have things to learn. Beyond climate, we live in a building that is 50 +- years old. If we each do our part to maintain the building and our units, it helps us all maintain our homes and property values.

- Change your air filter according to filter instructions. This will help keep your air clean, your air handler in good condition, supports good air circulation and lowers humidity. All of which is good for your condominium. Poor circulation and humidity can result in mold growth on any and all surfaces.
- Pour 1 cup of vinegar down the AC condensation pipe once a month. If one pipe in a stack of Units gets blocked, it can cause a problem for everyone in the stack. This is one of those 'ounce of prevention avoids a pound of problems' items. It is very simple, and a member of the Board or a neighbor will be happy to show you where it is and what to do.
- If you will be gone for more than a few days, someone MUST check on your condominium regularly. It protects your unit and the building.
- Information about 'Closing Your Condominium for Extended Absence' and the associated 'Homeowner's Unit Check for Extended Absence' can be found on the Ivanhoe web page.
- Unit renovations are required to be performed by a license contractor. Before starting any work, complete the form, "Unit Alteration" form found on the Ivanhoe web page and submit it to the BOD.

In case of an emergency – water is flowing from under your door, your downstairs neighbor has water leaking through their ceiling, or we smell gas, etc. – we will try to contact you first, but we will enter your unit to address the possible emergency.

Building Rules follow on the remaining pages

Elevator Rules

- **DO NOT HOLD** the Elevator Door open with your hand or an object. Please alert any delivery or construction staff you hire who will use the elevator of this requirement
- **ONLY** use the buttons inside or outside the elevator to keep the door open

Laundry Room Rules

Any resident/ guest may use either laundry room. Please remember that you share them with 51 other Units.

- Laundry Room hours are **8:00 am to 8: 00 pm**. Please respectfully adhere to these hours.

Machine Use:

- DO NOT start all washers at once; the drains can't handle machines emptying water all at once.
- Use only two (2) machines at a time. Leave machines available for others.
- Washers and Dryers require **American** quarters per load. Note the amount displayed on the machine. NO Canadian quarters
- Please **REMOVE ALL clothing** from either the washer or dryer **PROMPTLY** as others may be waiting to use the machines.
- Please clean up after yourself, such as spills, drips, and lint in the dryer lint filter.
- Leave the washer lids, door open to prevent mold
- Close the dryer door once finished to prevent bugs or Geckos from getting inside

Storage Room Rules

- Each unit is entitled to one storage space, approximately 42 inches high and 23 inches deep.
- Each storage space will be identified by unit number. There will be NO physical separations erected between sections.
- The Gulfport Fire Department will NOT allow paint, oil carpet, mattresses, empty cartons or flammable articles to be stored.
- For security reasons, nothing of value can be stored in the storage room.
- Please maintain a CLEAN and NEAT storage room. Articles on the floor must fit under the bottom shelf.
- Any FINES from the Gulfport Fire Department, for non-compliance, will be paid by the unit owner at fault.
- Please be sure to lock the storage room when you are done.

Fire Safety

Living in a building surrounded by common areas requires us to become aware of what to do in the event of a fire within your Unit or in a common area.

- Locate outside your unit the nearest fire extinguisher along the common walkway in the event it is needed. There is a fire extinguisher in each laundry room as well.
- You have a hard-wired fire alarm in the picture below

DO NOT TOUCH IT



DO NOT TURN OFF YOUR ELECTRIC SERVICE WHEN YOU LEAVE

DO NOT TURN OFF THE BREAKER WHEN YOU LEAVE

- If you need to do electrical work in your Unit, and you need to turn off the breaker governing the Notifier, you will have **ONE HOUR** before the Notifier sends a 'trouble signal' to the Firelink box.
- Do not remove the Notifier from the ceiling/ wall.
- The building can be fined \$400 if a CSS technician is called to solve the trouble.
- **That \$400 WILL BE BILLED TO THE UNIT OWNER.**
- If the Notifier system is to be checked by activating the devices, a notice will be posted as to date/ time on bulletin board and Ivanhoe web page.
- **In the event of a fire in your unit:** go outside and **PULL** the fire alarm located near one of the three (3) stairwells. This will activate the fire alarm Notifier (picture above) and will alert everyone in the Ivanhoe building to evacuate the building.

Trash Room Rules

- Ivanhoe provides trash cans for normal household rubbish only and **MUST** be secured in plastic bags made of drip proof plastic, **SECURED** closed and taken to the trash room. All items discarded must fit in containers.
- Items **NOT ALLOWED** in trash room: Paint cans, Flammable substances, remodeling debris including toilets, sinks, vanities.
- It is the responsibility of the Owner to dispose of larger items. These items, if broken down, **MUST** fit into a 30-gallon trash bag. This includes items such as tables, chairs, lamps, headboards, footboards, desks and shelves. Contact a debris hauling vendor (i.e., 1-800-Gotjunk) or take the debris to the Pinellas Solid Waste site.
- Special attending required for smelly disposables such as diapers, fish, etc.

Recyclable items should be placed in appropriately marked containers in the trash room.

When in doubt, **THROW IT OUT.**

Cans, Bottles and plastic (no caps) should be put in the marked **BLUE** bins.

- **Aluminum Cans:** empty rinse and crush cans for sanitary reasons and to save space. Examples: Soda, *or beer*. If you are not sure it is aluminum, test it with a magnet (steel cans stick to a magnet, aluminum cans do not)
- **Steel Cans:** Please empty and rinse and paper labels and lids can stay. Examples: *Soup, vegetables.*
- **Plastic bottles:** Look for a #1 or #7 underneath the bottle. Please empty, rinse and crush if possible. Remove caps, lids or non-aerosol pump spray tops. Examples: *Soda, juice, milk, water, ketchup, mouthwash, salad dressing, cleaners or detergent bottles.*
- **Large boxes:** **MUST** be broken down, flattened and placed on the **CARDBOARD** shelf in the Trash room. Boxes are the typical corrugated (3-layer) cardboard. They must be empty, clean and dry. Example: *Delivery boxes, Amazon.*

DO NOT recycle boxes that are soiled with food (Pizza box).

- The black bin marked '**Cardboard, Paper & Newspaper**', will hold your newspaper, cardboard and mixed paper. Newspapers can include the inserts, but no string or twine and must be clean and dry.
- **Mixed paper includes:** *White or colored paper, office paper, magazines, or catalogs, phone books, junk mail or envelopes, wrapping paper and also single layered paperboard items such as cereal boxes, paper towel rolls or soda cartons.*
- Shredded paper must be sealed in a box or paper bag before placing it in the black bin.

DO NOT RECYCLE THESE ITEMS:

- Hard plastics – toys, buckets
- Bags of any kind- trash bags, grocery bags
- Ceramic dishware
- Styrofoam
- Cords, wire and hose

Please review the **Pinellas County** web site for what is acceptable in the recycle bins:

<https://pinellas.gov/recycle-guide-pdf/>