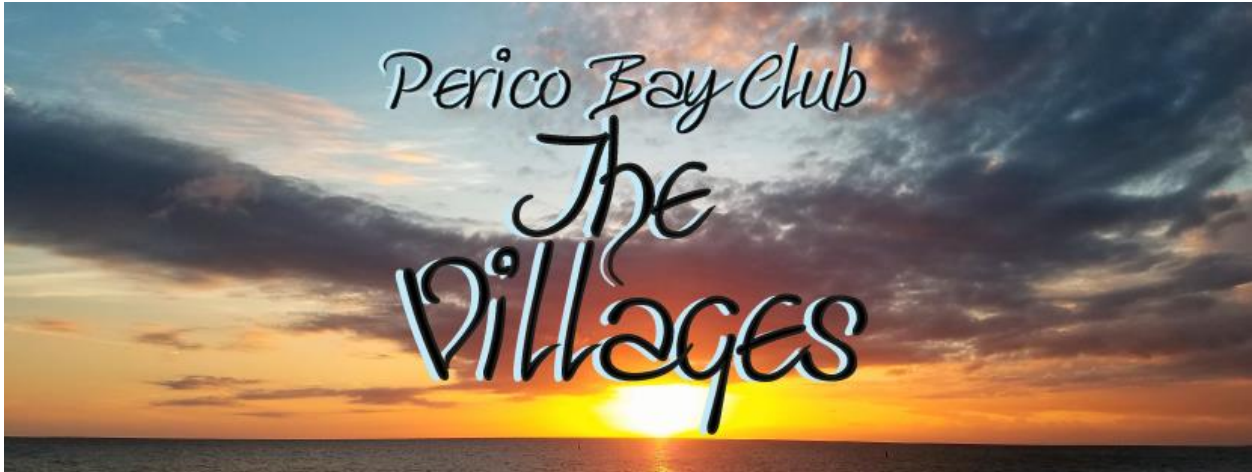




Welcome to  
The Villages



*Hello Neighbor,*

*On behalf of the Board of Directors and all the residents of the Villages, I would like to welcome you to our Island Paradise, halfway between downtown Bradenton and the beautiful Gulf of Mexico. It is our goal as your Board of Directors to make you as happy here as we are, and to include you in not only participating in our myriad of activities here, but also to include you in their planning and fulfillment.*

*Included in this Welcome Packet are a number of materials to help you become acquainted with what is going on and whom you might contact for answers to whatever questions you may have. Be sure to drop in at our next "Winey Wednesday" or the next Board meeting and meet the rest of YOUR VILLAGE FAMILY.*

*Your Villages President,*

*Joe Hughes*

Joe Hughes

[JoeHughesvillages@gmail.com](mailto:JoeHughesvillages@gmail.com)

724-263-2138

# **GENERAL INFORMATION FOR ALL UNIT OWNERS**

1. Garbage pick-up days are Tuesdays and Fridays
2. Facilities at the Clubhouse include: Lap Pool, Tennis and Pickle Ball Courts, Kayak Launch (Storage Racks are available at a yearly rental rate), Library, Exercise Room, Outdoor Grills and Picnic Tables.
3. Placing of notices on the bulletin boards over the mailboxes must be prior approved by the Board.
4. Perico Bay Telephone Directories are available at a cost of \$3.00. They are available at the Clubhouse during Resident Services hours Tuesdays from 12-2pm, during "Café on the Deck" (a breakfast get-together at 9:00am on the first Monday of each month) or from Kay Scanlon at 941-798-9383.

## **PBC VILLAGES IMPORTANT PHONE NUMBERS**

### **GENERAL EMERGENCY FOR FIRE, POLICE & EMT 911**

Entry gate	941-794-5098
Manatee County Sheriff	941-747-3011
Police (non-emergency)	941-756-4111
Fire department (non-emergency)	941-792-0377
Blake Hospital	941-792-6611
Manatee County Public Health Dept.	941-7480747
Sunstate Association Management Group	
Nicole Banks CAM	941-870-4920 ext. 204

## **VILLAGES BOARD & MANAGEMENT REP 2020-2021**

Joe Hughes	President	Joehughesvillages@gmail.com	724-263-2138	Villages: Dec-April Home Pittsburgh PA
Phil Parent	V President	parentpj@comcast.net	508-564-0930	Villages: Full Time
Craig Roer	Director at Large	croer@verizon.net	516-456-9211	Villages: Full time
Pete Tyree	Treasurer	Ldtyree@cox.net	757-761-6172	In & Out thru year
Annie Day	Secretary	Annie-pbcvillages@brighthouse.com	770-842-4483	Villages: Full time
Nicole Banks	CAM	nicole@sunstatemanagement.com	941-870-4920	Ext. 204

# **IMPORTANT THINGS TO KNOW:**

## **BOARD MEETINGS**

The Villages Board of Directors typically meet on the 4<sup>th</sup> Thursday of each month at 4pm, September through April, in the main clubhouse and on Zoom. Residents are encouraged to attend.

## **PBC MASTER ASSOCIATION MEETINGS**

The PBC Master Association usually meets the 3<sup>rd</sup> Tuesday of each month at 10am in the clubhouse.

## **ELECTRONIC COMMUNICATIONS**

The Board of Directors sends out announcements with the subject line: **OFFICIAL VILLAGES INFORMATION** These emails provide necessary information on meetings, assessments, and monthly summaries of HOA meetings.

## **OWNERS WHO RENT/LEASE OUT THEIR CONDO**

Must pay application fee of \$125 and send in application to SUNSTATE MANAGEMENT at least 3 weeks before their rental date to get approval. Please submit the **LEASE APPLICATION** form found on our Villages webpage.

- Renters must pass a background check and get BOD approval. This must be done for EVERY renter EVERY YEAR. Send in applications to SUNSTATE MANAGEMENT, 5602 Marquesas Circle, Suite 103, Sarasota, FL 34233
- Can only rent 1 month minimum and only 3 times per year.
- Return renters still need to pay \$125 fee and fill out application each time they rent.
- All renters must be given the rules and follow them.

## **OWNERS WHO HAVE GUESTS/FAMILY VISITORS WHEN YOU ARE NOT HERE**

For security purposes, all owners must notify the following when a guest or family member is using your unit without the owner:

1. President, Joe Hughes [joehughesvillages@gmail.com](mailto:joehughesvillages@gmail.com) and
2. Secretary, Annie Day [annie-pbcvillages@brighthouse.com](mailto:annie-pbcvillages@brighthouse.com)

Please submit the GUEST REGISTRATION form found on our Villages website.

All guests must be given rules and follow them.

## **PBC GATEHOUSE**

The gatehouse is manned during daytime. You will need to call ahead to permit any visitor, service representative or delivery. FedEx and UPS do not need to be called in. PLEASE CHECK PBC MAIN WEBSITE FOR GREEN LIST of vendors who have automatic access. Check Gate access updates on PBC main website see learn how to be notified by email or text when a visitor has been checked in to your unit by gatehouse.

## **GATEHOUSE EXPECTED VISITOR PROCEDURE**

The PBC security vendor provides four methods to register your expected visitors. In order of preference:

- 1. WEBSITE-** Go to: [pericobay.gatehouseportal.com](http://pericobay.gatehouseportal.com)  
Enter your username and password.  
Go to visitors > add visitor
- 2. PHONE APP-** After you have registered with the website (see above) go to the **app store** and download the TEM Gatehouse app.  
Enter 128128 for client code (one-time code)  
Enter your username and password (from website above)  
Go to add visitor
- 3. CALL-** Lastly, you can still call 941-794-5098. The phone system requires a 5-digit pin number as a safeguard. Once you have set up your account on the website you can see your PIN on the Occupant->Personal page. After entering your PIN follow the phone prompts.

You do not need to enter vendors on the **Green List**. The Green List is available on the PBC website under Info > Gatehouse Greenlist

## **PBC WEBSITE LOG IN INSTRUCTIONS**

The Perico Bay Club maintains a community wide web site at <http://www.pericobclub.com>. To obtain a username and password:

- Go to: <http://www.pericobclub.com>
- Select Member / Register
- Enter your First Name, Last Name, email address, PBC unit address, and select your Component Association (Villages)
- Select the Continue button.
- Once approved you should receive an email with instructions

## **PARKING IN VILLAGES**

1. Two entrance decals are available per unit. To obtain a decal for your automobile (including rental cars for owners) see PBC property manager, Wednesdays 2-4pm at the clubhouse
2. Resident's car is to be parked in designated carport space.
3. Open parking places are for guests and vendors and guests must have up-to-date passes displayed on the dashboard.
4. Open bed trucks are not permitted to park overnight in the Villages' parking area. A smaller (3/4 or 1/2 ton) pick-up truck with a permanent cargo cover may be parked in your space under the carport only.
5. No moving vans left overnight without prior permission
6. Commercial vehicles or vehicles with painted advertising or attached signs may not be parked overnight on the condo property.

## **QUARTERLY HOA DUES**

SUNSTATE MANAGEMENT will send the owner a payment coupon book for quarterly dues. Call to set up an auto pay program 941-870-4920 ext. 204

## **WATER & SEWER**

These are included in your quarterly maintenance fee.

## **TRASH**

North and South Dumpsters - Please follow instructions on signs.

- **LARGE OR HEAVY ITEMS** (furniture, appliances, mattresses, Set outside fence enclosure)  
Call 941-708-6347 to arrange for pickup before placing items outside enclosure
- Hazardous waste and electronic waste can be taken to Lena Road Landfill at 333 Lena Rd, Bradenton, FL, 34211. Visit website [mymanatee.org](http://mymanatee.org) for hours, days open and what is accepted for free or for a fee.

## **ARCHITECTURAL DESIGN CHANGES TO THE PROPERTY**

All design changes must be submitted to and approved by the Architectural Committee. Please submit the application found on our Villages webpage.

## **LANDSCAPE DESIGN CHANGES TO THE PROPERTY**

All changes to landscaping must be approved by the Board of Directors.

## **LANDSCAPE BASICS**

Lawns, shrubs, and trees in the Villages are maintained by the landscape company, and this service is included in the quarterly maintenance fees. Main board manages mangroves.

## **CABLE TV AND INTERNET**

Basic cable, internet and 2 boxes are included in your HOA fees. For additional services, contact Spectrum Cable at 855-222-0102.

## **PEST CONTROL**

Pest control services are included in your Quarterly HOA fees. The units are sprayed outside quarterly. Owners may contact them if you have a specific problem Pest Armor 941-552-9279

## **PETS**

Two small pets are allowed with a maximum total weight of 40 pounds. Dogs must be registered through the Pet Registration form on our website. Pets must be leashed, with current rabies vaccination and all pet waste must be picked up immediately.

## **OUTDOOR FURNITURE, CHAIRS, PLANTS, & KAYAKS**

All outside furniture, planters, etc., **must** be put away when leaving your home for any length of time, especially during hurricane season. These items could become projectiles and cause serious damage to the properties. Bikes must be brought inside your unit.

# **FREQUENTLY ASKED QUESTIONS REGARDING** **ASSOCIATION BY-LAWS**

1. Membership: You are a member by virtue of the fact that you are a unit owner in the Villages. Units owned by more than one person must file the proper form (obtainable from the Management Co.) to designate who has the voting power. Art. I & II
2. Meetings: An Annual Meeting and other (usually monthly) meetings are called by the Board via posting on the bulletin board over the mailboxes, via e-mail or by US Mail. Be sure the Board has your current e-mail & home address to receive all notices and important information. Art. III
3. Directors: Our Board is composed of five directors, elected by the membership at the Annual Meeting (Usually in March) for a term of one year. They may be reelected without limit.
4. Powers and Duties of the Board: The Board has the power and duty to prepare a budget and levy assessment to finance this budget and various other assessments that they may deem necessary to fulfill the budgetary needs. The membership has the responsibility for a final vote of approval of this and various other major financial assessments (over an amount determined by Florida Law). They also have the power to levy fines for any failure of any member to abide by the approved Perico Bay Villages Association Documents. Art. VI
5. Transfer and Occupation of Units: For the sake of safety of all the residents, the Board must be notified if and when anyone will be occupying your unit if you will not be present. This includes renters, friends (non-paying) or family.
6. Gas Grills: No charcoal fire, open flame of any kind or gas fired grill may be operated on any lanai, balcony or within fourteen (14) feet of any building, as per Bradenton City fire code, Sec. 10-40

*\*Instructions on how to download a copy of the Association Documents are contained in this booklet.*

## **SUGGESTED UNIT SHUTDOWN GUIDELINES**

If your unit is to become vacant for any length of time, there are certain guidelines recommended to be followed to maintain the safety and mold-free environment of your unit and that of your building neighbors. **If you have ever returned to your unit and found a mold and dampness take-over, you can appreciate the importance of this reminder!**

After careful study and years of experience, the Board recommends adhering to the following checklist before you leave:

1. Change the filter in the AC handler.
2. Pour a cup of bleach in the condense pipe by the AC handler every 6 months.
3. Turn your thermostat to 78 degrees and the humidistat to 60.
4. Check your hot water for leaks and turn off the corresponding circuit breaker.
5. Clean the toilet bowls. Pour a cup of bleach in each one. Cover the bowl with plastic wrap to reduce evaporation from the bowl.
6. Pour a cup of bleach in each sink, bathtub and shower drain.
7. Shut off the water main valve for your unit.
8. Open closet doors and slightly open all drawers and cupboard doors to allow circulation and prevent mold.
9. Prop dishwasher open.
10. Remove all items from the doorway outside your unit. Doormats are a great place for dampness and mold growth.
11. Remove all items from open patio/lanai if they might be a problem in high winds
12. Our Board should have a key to your unit in case of emergencies. If you are gone for extended periods, it is suggested that you have a friend, or a commercial service check your unit periodically and notify the Villages Association who that person might be for emergency contact purposes.

## **EXTERIOR HURRICANE PREPARATION CHECK LIST**

All objects, including bicycles, furniture, decorations, plants, planters and plant benches must be removed from any entryways, doorways, exposed balconies and lanais. Any objects remaining unattended will be removed and disposed of in the interest of safety.

## **JUST A FEW OF THE AREA ATTRACTIONS**

### **Robinson Preserve**

**1704 99<sup>th</sup> Street N.W.**

**941-748-4501**

Tucked into the corner of northwest Bradenton, Robinson Preserve includes 847 acres of coastal saltern, marsh, and mangrove habitat. These systems attract a variety of rare wildlife, presenting careful observers with an opportunity to see roseate spoonbills, wood storks, white pelicans, bald eagles and least terns in their natural environment.

### **South Florida Museum, Bishop Planetarium and Manatee Aquarium**

**201 10<sup>th</sup> Street W.**

**941-746-4131**

South Florida Museum, Bishop Planetarium and Manatee Aquarium is the largest natural and cultural history museum on Florida's Gulf Coast. Walking distance from downtown Bradenton and just 20 minutes from Anna Maria Island and Longboat Key, the museum is a great place to spend the day with family and friends!

### **Village of the Arts**

**1113 12<sup>th</sup> Street W.**

**941-747-8056**

The Village of the Arts is a vibrant community of artists living and working together in Bradenton, Florida. The Village is Florida's largest art community and over 30 businesses call the Village home. Galleries, studios, cafes, healing arts, jewelry, fashion and books can all be found as you wander the streets of this charming area of restored 1920's and 30's cottages. Located just south of downtown, the Village is one of Bradenton's most exciting areas. Carving out a creative community where people can live and create, going strong after more than 12 years.

### **TreeUmph! Adventure Course 21805 State Road 70**

**941-322-2130**

Swing into action on zip lines, hanging nets, bungee swings, swinging logs and foot bridges at Southwest Florida's only elevated adventure park.

### **River Walk**

**101 Water Front Drive**

Enjoy a unique outdoor gathering place with a large playground and splash pad for kids, a snake park and outdoor living room.

### **McKechnie Field**

**1611 9<sup>th</sup> Street W.**

**941-748-4610**

Originally built in 1923, the baseball field is the spring training home of the Pittsburg Pirates and home to the Bradenton Marauders minor league team.

## HOW DO YOU LIVE WITH A MANGROVE?

Any time you move into a new neighborhood, you run into some quirky neighbors. In fact, if you are honest, some are just plain odd. Meet the Mangroves.

While there are over 50 different kinds of mangroves worldwide, three are your neighbors.

- The Red Mangrove lives on the water's edge with a prop root system, which is reddish brown in color. They may grow to a height of 30 feet and are nicknamed "the walking tree".
- The Black Mangrove lives at a slightly higher elevation with dark finger-like projections for its root system. They may grow to be 70 feet tall.
- The White Mangrove is further from the water and usually shows no visible root system. It is a shrub like tree with elliptical yellow green leaves.

The Mangroves are one of Florida's true natives.

- They obtain irrigation from the salt water to survive.
- They filter out pollutants and chemical elements to maintain water quality and clarity.
- They provide food for 75% of the game fish and 90% of the commercial fish.
- They are rookeries for pelicans, roseate spoonbills, cormorants, egrets, herons, and ospreys.
- They shelter snakes, spiders, sponges, anemones, oysters, mussels, starfish, and crabs.
- They help protect the land from waves, winds and flood damage.

Florida legislature passed the Mangrove Trimming and Preservation Act in 1996. Perico Bay Club was developed prior to this law. The state permit to trim the PBC mangroves was "grandfathered" in. The trimming must be done by a state licensed contractor and is carefully monitored.

We are all part of the Preservation Plan so a few rules apply.

- No plantings in or near the mangroves.
- Keep children from playing in the mangroves.
- No launching kayaks, canoes, rowboats, or other watercraft through the mangroves.
- No cutting or trimming of the mangroves by homeowners.

Enjoy the Mangroves as neighbors, they are very quiet. Mangrove management is a function of the Master Board.