

# KENSINGTON PRESERVE QUICK HANDBOOK

## **CONTACT INFORMATION**

All correspondence and payments go to Sarasota Office

**WEBSITE:** [www.sunstatemanagement.com](http://www.sunstatemanagement.com)

Select Communities, Kensington Preserve

## **ONLINE OWNER PORTAL:**

[www.home.sunstatemanagement.com](http://www.home.sunstatemanagement.com)

Please contact [info@sunstatemanagement.com](mailto:info@sunstatemanagement.com) for login information if needed.

## **MAILING ADDRESS:**

Sunstate Association Management Group, Inc

PO Box 18809, Sarasota, FL 34276

## **SUNSTATE OFFICE:**

5602 Marquesas Circle, STE 103

Sarasota, FL 34233

P: 941-870-4920

## **COMMUNITY ASSOCIATION MANAGER (CAM):**

Lauren Wilson, MBA, CAM

Wendy Liddycoat, Team Member

Email: [info@sunstatemanagement.com](mailto:info@sunstatemanagement.com)

P: 941-870-4920

## **BOARD OF DIRECTORS:**

President	David Boomstra	219-689-6890
Vice President/Secretary	Diane Santoro	727-204-2438
Treasurer	Alice Schilling	203-314-0642

# KENSINGTON PRESERVE

Dear Owner(s):

We would like to introduce Sunstate Association Management Group, Inc. to you. Below is information that we believe may be helpful to you.

## MANAGEMENT COMPANY CHANGE

Effective **June 1, 2021**, your Board of Directors has engaged the services of Sunstate Association Management Group, Inc. as the management company for your community.

Sunstate Association Management Group, Inc. will assist your Board of Directors with the protection of your investment and provide all the homeowners with prompt, courteous service.

## YOUR COMMUNITY ASSOCIATION TEAM

Manager: Lauren Wilson, MBA, CAM  
Team Member: Wendy Liddycoat  
Email: [info@sunstatemanagement.com](mailto:info@sunstatemanagement.com)  
Phone: 941-870-4920

## RESIDENT INFORMATION FORM

A Resident Information Form has been included in this Handbook. The completed Resident Information Form will allow us to verify the Association's records are current. Please complete the form and return it as soon as possible and use as needed to update us with changes i.e., winter/summer address or new phone numbers. It is the Owner's responsibility to ensure that the association has an accurate list of resident's street address for the property, correct mailing street address, and certain tenant information, if applicable.

## TENANT REMINDER, IF APPLICABLE:

Please ensure that your tenants have the necessary information concerning the Rules and Regulations while living within the community. Also, please remember to forward a copy of your tenant's lease agreement with the application form to the Association. Current application forms are available on the Kensington Preserve website, see above for link. Please be reminded that Owners will be held accountable to the association for tenants, family members and guest behavior and actions while in the community.

ASSESSMENT PAYMENTS

Your coupon booklet will be mailed to you yearly, after the budget has been approved, at the address provided to the Sarasota Property Appraiser office. You may send payments, payable to Kensington Preserve, by mail to Sunstate Association Management Group, P.O. Box 18809, Sarasota, FL 34276 or use the address on the coupon booklet which is the Association Bank. The first page of the coupon booklet has banking details to pay online or auto debit set-up.

SUGGESTIONS OR CONCERNS

If you have any concerns to express, please visit the Kensington Preserve website, and fill out a work order form. Sunstate as your Community Management Team on your account, and your Board are always interested in hearing from you.

THANK YOU,

On behalf of the entire behind-the-scenes staff here at Sunstate Association Management Group who will be servicing your account, I'd like to thank the Board for their confidence and trust in Sunstate Association Management Group, Inc. We will do everything in our power to keep that confidence and trust strong.

Regards,

Michelle S. Thibeault, LCAM  
President/Owner  
Sunstate Association Management Group, Inc.

**KENSINGTON PRESERVE OF ST. ANDREWS EAST ASSOCIATION, INC.**

**RESIDENT OCCUPANCY SHEET FOR DIRECTORY AND EMAIL USE PERMISSION**

Please provide the information listed below to ensure that we can contact you if there is an emergency and to update our records. Kindly return this form to Sunstate Management, P.O. Box 18809, Sarasota, FL 34276, or email directly to **databasechanges@sunstatemanagement.com** for changes throughout the year updating us with your current information.

**PLEASE SPECIFY ONE MAILING ADDRESS**

OWNER: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

LOCAL PHONE: \_\_\_\_\_

USE AS MAIN MAILING ADDRESS \_\_\_\_\_

EMAIL: \_\_\_\_\_

NORTHERN MAILING ADDRESS: \_\_\_\_\_

NORTHERN PHONE : \_\_\_\_\_

USE AS MAIN MAILING ADDRESS \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ PHONE: \_\_\_\_\_

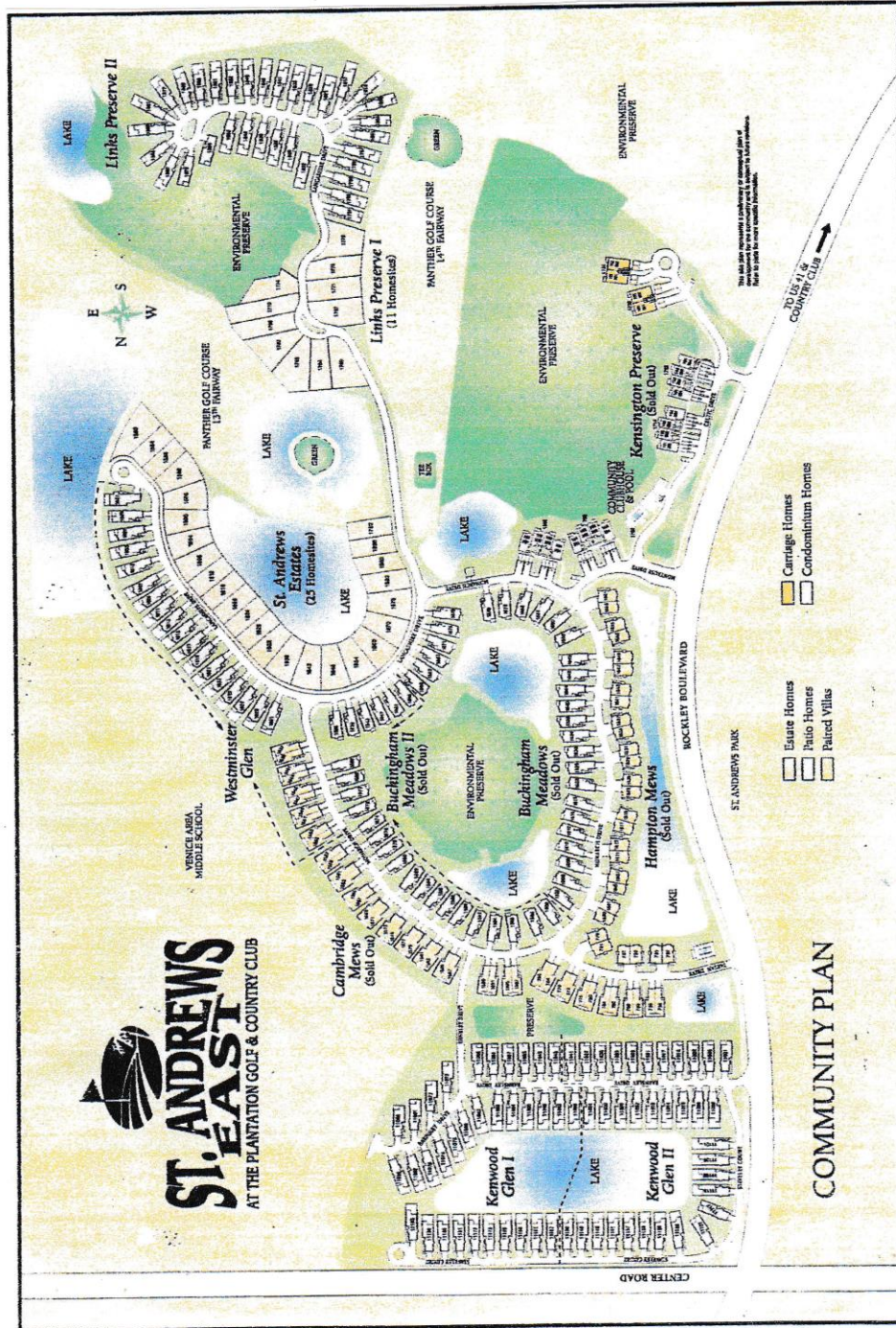
**July 1, 2010, the Florida Legislation enacted a new law governing the publication of owner personal information such as phone numbers, email addresses and alternate addresses. Please indicate below if you do or do not want this information published in the annual owner roster (check one) and sign.**

**I do want this information published.**

**I do not want my e-mail address published in the annual roster, but I do give authorization to the Board of Directors or their management designee to contact me by e-mail.**

\_\_\_\_\_  
Signature

Date



## **EMERGENCY AND IMPORTANT PHONE NUMBERS**

Sunstate Management Office	941-870-4920
<u>Emergency Police Fire-Ambulance</u>	911

## **NON-EMERGENCY**

Florida Highway Patrol	941-483-5911
Sheriff Information	941-486-2374
Sheriff Dispatch	941-316-1201
Venice Police Department Sarasota	941-486-2444
County Sherriff Venice Fire	941-861-5800
Poison Control	941-480-3030
Florida Fish & Wildlife	800-222-1222
FPL	888-404-3922
Emergency Management Evacuation	800-468-8243
Information Animal Control	941-748-4501

## **HOSPITALS**

Sarasota Memorial Hospital	2600 Laurel Rd. E Venice, FL	941-261-9000
Englewood Community Hospital	700 Medical Blvd. Englewood, FL	941-475-6571
Doctors Hospital	3731 Bee Ridge Road Sarasota, FL	941-342-1100



## **Rules, Regulations and Restrictions**

### **NO OWNER, TENANT, OR OTHER OCCUPANT OF A CONDOMINIUM SHALL:**

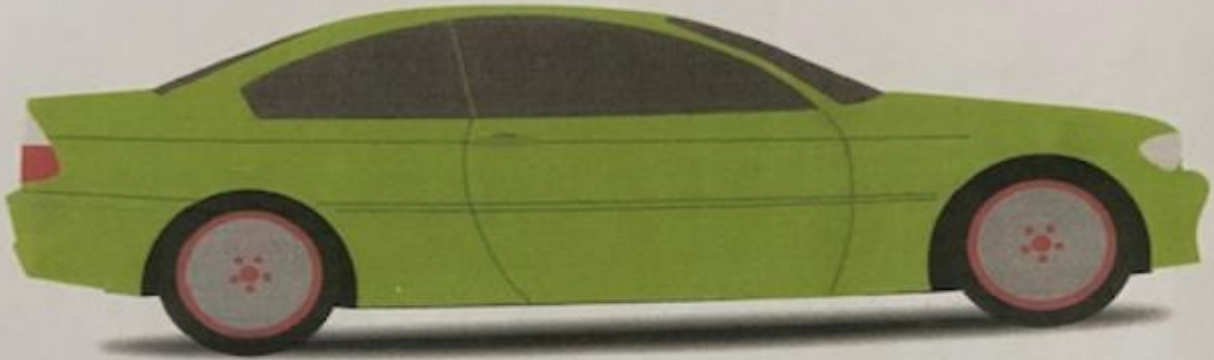
- Utilize a unit for anything other than residency purposes
  
- Conduct alterations to the following are prohibited unless approved in writing by the Board of Director's: paint or otherwise change the appearance of any exterior wall, door, window, patio or any exterior surface, place any sunscreen, blind or awning on any exterior opening; place any draperies or curtains at the windows of any unit without a solid, light color liner facing the exterior of the unit; tint, color or otherwise treat or apply anything to any window which will adversely affect the uniform exterior appearance of the building; planting any plants outside of a unit; erect any exterior lights or signs; place any signs or symbols in windows or on any exterior surface; erect or attach any structures or fixtures within the common elements; make any structural additions or alterations (except the erection or removal of non-support carrying interior partitions wholly within the unit) to any unit or to the common elements; nor fasten any objects to the walls or ceiling of a unit unless they may be removed without substantial damage to the wall or ceiling structure.
  
- Permit loud and objectionable noises or obnoxious odors to emanate from the unit or the common elements which may cause a nuisance to the occupants of other units in the sole opinion of the board.
  
- Make any use of a unit which violates any laws, ordinances or regulations of any governmental body.
  
- Fail to conform to and abide by this declaration, the Articles of Incorporation and Bylaws of the Association, and the uniform Rules and Regulations in regard to the use of the units and the common elements which may be adopted from time to time by the board of director's or fail to allow the board of director's access to the unit as permitted by the condominium act.
  
- Erect, construct or maintain any wire, antennas, garbage or refuse receptacles, or other equipment or structures on the exterior of the building, on or in any of the common elements, except with the written consent of the Associations Board of Director's.



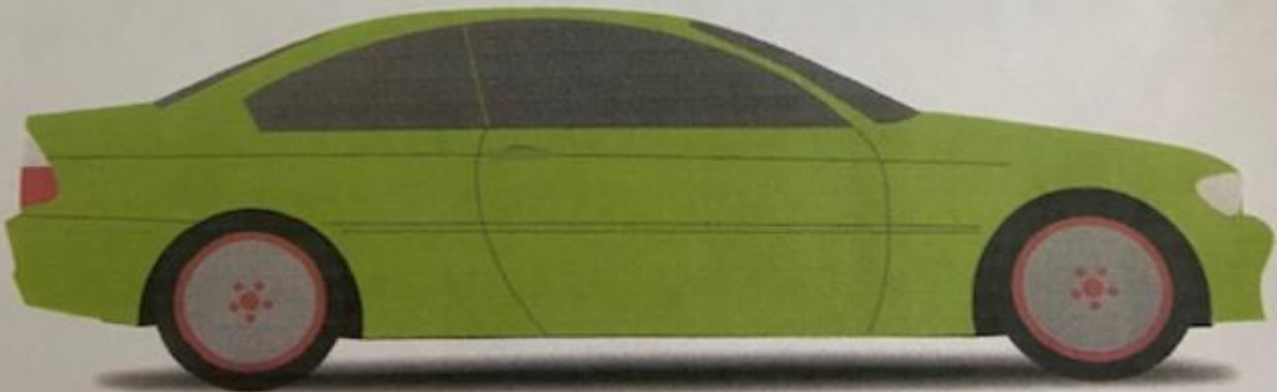
- Permit or suffer anything to be done or kept in his condominium unit or in the common elements which will increase insurance rates on any unit or on the Association property.
- Commit or permit any public or private nuisance in the unit or on the common elements.
- Divide or subdivide a unit for purpose of sale or lease except to the owner of an adjacent unit (however a unit may be combined with an adjacent unit and occupied as one unit).
- Obstruct the common way of ingress or egress to the other units or the common elements.
- Hang any laundry, garments or other unsightly objects which are visible outside of the unit.
- Allow anything to remain in the common elements which would be unsightly or hazardous.
- Allow any rubbish, refuse, garbage or trash to accumulate in places other than the receptacles provided or fail to always keep the unit and the limited common elements appurtenant thereto in a clean sanitary condition at all times. **It is not a good idea to put your trash out before 6:00 AM on the day of pick-up as animals may create a mess.**
- Allow any fire or health hazard to exist in or about the unit.
- Make use of the common elements in such a manner as to abridge the rights of the other unit owners to their use and enjoyment.
- Rent or lease a single room for less than an entire unit.
- Lease a unit for a period of less than three months.
- Allow any animals to be kept in the unit other than one dog or one cat, caged birds, and small marine animals in aquariums, all of which shall be kept in conformity with the Rules and Regulations. In the event any pet becomes a nuisance to the other unit owners or is allowed to misuse or otherwise disturb the common elements, in the sole opinion of the Board of Director's, such animal shall be removed from the unit immediately.

- Park overnight any commercial truck, boats, camper, motor home, trailer, mobile home, or similar vehicle in any parking area (other than in the enclosed garage), except as may be permitted in writing by the Board of Director's and except service vehicles during the time they are serving the unit or common elements.
  
- Store a golf cart anyplace other than in that unit's carport or garage.
  
- Enclose or further improve a lanai or patio without the written consent of the Board of Director's as to installation and design of the enclosure. Once any such improvement or enclosure is installed, maintenance thereof shall be the sole responsibility of the unit owner.
  
- Discharge saline or other regeneration solution from water softening equipment or any other chemicals into any street, easement, surface water drain or portion of the common elements so as to harmfully affect any lawn or landscaping or pollute the plantation drainage system.

KENSINGTON PRESERVE UNIT # \_\_\_\_\_ DATES OF VISIT \_\_\_\_\_



KENSINGTON PRESERVE UNIT # \_\_\_\_\_ DATES OF VISIT \_\_\_\_\_



**Please place in car for guest pass**

## **ST. ANDREWS EAST CLUBHOUSE POOL RULES**

HOURS: Dawn to Dusk

WATER TEMPATURE: 82 to 86 Degrees in Season, Water temperature not to exceed 105 Degrees

### **SAFETY/HEALTH REQUIREMENTS:**

- Capacity: 20 People in pool at one time.
- There is **NO LIFEGUARD** on duty at any time.
- Individuals in diapers, being potty-trained or incontinent must wear a fitted water-proof garment or a swim diaper over a regular diaper when using the pool. Diapers should be checked every 30-60 minutes and changed away from poolside.
- Do not swim if you are sick, especially with diarrhea, or if you have an open wound that is not covered with a waterproof bandage.
- Do not swallow the pool water; it is recirculated.
- Children under 16 years of age must ALWAYS be accompanied by an adult either in or out of pool or cabana.
- No bicycle riding, skateboards, or roller blades on pool deck. Please park bicycles behind the cabana.
- **NO DIVING** or jumping into the pool, no horseplay in or around pool, and no running on pool deck.

### **USE OF FACILITIES:**

- The pool cabana is strictly for association/homeowner use and is not to be used for private gatherings of any kind.
- Only authorized people are allowed in the mechanical 0106 room.
- No trash other than paper products should be placed in garbage cans in cabana or in rest rooms (including cigarette butts!!) as they are not emptied on a regular basis.

**Please remember that the pool belongs to all members at St. Andrews East**

### **MUST HAVE A POOL KEY TO ENTER OR EXIT THE AREA:**

- Members are expected to maintain the area, inform their guests of our rules, and ensure that the guests abide by the rules.
- Everyone must shower before entering the pool; however, no soap is to be used in the shower areas.
- Towels should be used on chairs and lounges. Suntan lotion and body oils stain furniture and plug the pool filters.
- Do not drag furniture on deck.
- When departing, leave the area tidy. Reposition all chairs and lounges. Ensure that the gate closes behind you.
- No animals in pool or on pool deck.
- There will be no storage of personal items in the pool cabana.

- Each homeowner should bring their key to open the cabana rest rooms.

**COMMON SENSE:**

- No food or drink in the pool itself.
- Only unbreakable food and drink containers allowed around the pool area.
- Take frequent bathroom breaks with youngsters; every hour is recommended.
- If pool is heavily attended, please limit the number of people from any one family or household in the pool at one time.
- BE CONSIDERATE, loud voices and noise may disturb residents whose homes border the pool.

**REMEMBER THAT MANY OF OUR POOL REGULATIONS ARE IMPOSED BY FLORIDA STATE LAWS, COUNTY ORDINANCES AND FEDERAL GUIDELINES**

# **ST. ANDREWS EAST CLUBHOUSE RULES & REGULATION**

## **Clubhouse Code: 5748**

- The clubhouse is available for everyone's enjoyment.
- Please respect it and help us to maintain it by keeping it neat, clean and dry. Absolutely no one should be entering the clubhouse from the pool when they are wet.
- Restrooms are available next to the pool.
- Committees have been established to create events for all members to enjoy. The schedule is published and posted in the clubhouse on a monthly basis. When required, a signup sheet is posted in the clubhouse for specific events.
- Any new recommendation for an activity should be directed to:  
Pat Bilello -941-244-0243
- Private parties may be held in the clubhouse.  
Contact Nancy Cornnell to schedule your event. You will be required to provide your own paper products and must clean up after your event. A non-refundable \$50.00 fee will be charged for private functions. A refundable \$100.00 security deposit will also be collected.

Nancy Cornnell

Phone: 703-989-1099

Email: standrewseast@verizon.net

## Owners “Going Away” Checklist

Listed below are suggestions for a routine to be followed when an owner prepares to leave a residence for an extended period.

- Remove perishables from the refrigerator. Turn the ice maker to “off” but leave the refrigerator on “low”.
- Run garbage disposal and check to make certain it is cleaned.
- Turn off the hot water heater and the main water supply to the tank. When you return, make certain that the water is turned back on before turning on the electric supply to the tank. The main water supply valve is closest to the wall.
- Turn off the outside water supply to your unit. The valve is typically marked with your unit number. Turning the water off helps avoid a very damaging water leak.
- If a television set is equipped with a low voltage transformer and “instant on” leave it plugged into the outlet. Otherwise, unplug the set.
- Set the thermostat on “cool” with temperature between 80 and 82 degrees, and the control on “automatic”. If the home is to be vacant for an extended period of time, particularly during hot weather, you may consider installing a humidistat. This device will operate your A/C system according to the humidity in the residence.
- Humidifiers should be turned on and set at 60-65.
- Leave inside doors ajar.
- Bring all porch furniture inside.
- Pull draperies to minimize the fading effect of the sun on carpeting and furnishings.
- Check all doors and windows to be certain they are locked.
- Consider using a timing device to switch certain lights on and off during the course of a day. Otherwise, turn all lights off, but “DO NOT” turn off the electrical power.
- Notify Property Management that you will be away if you wish to permit access to the home for package delivery, redecoration work, etc. to authorize them to release the key to your residence. Property Management should also be notified of any renters & guests who will occupy the residence in the owner’s absence.

## **CONDO OWNER SHUTDOWN GUIDELINES FOR RENTERS AND CONDO CHECKERS**

Water damage is the main source of issues that require good understanding of how to protect yourself and your downstairs neighbor if you are on the second floor.

- Hot Water tanks should be turned off when vacating the premises for greater than a one-week period. Also, close valves to both the input and output sides of the tank.
- Your hot water tank should have an overflow basin with an outlet connected to a drain. If you do not, it is highly recommended you have one installed. Test the drain prior to your departure by pouring a small amount of water into the basin to ensure it works properly. This will protect you and especially your lower unit neighbor if the hot water tank ever does develop a leak.
- How old is your hot water tank? The Board of Director's has suggested that second floor units have their water tanks changed out every 8 – 10 years.
- Your outside main water valve should be closed when vacating the premises for over one week. Second floor units should have a secondary valve as well inside their unit. Do not plug your sinks to avoid insect issues with a dry trap over the vacated period. There have been issues where a tap is left open when the main valve is off and by accident the main valve gets turned on with these plugs still in place.
- Your A/C or humidifier units also need to be checked to ensure the condensate drains are not plugged during your absence. You can pour bleach or white vinegar down the drain to keep it clear from insects and webs. Your condo checker should do this on every visit. There are also water moisture detectors that can be installed in your units that will turn off the A/C when it senses a water issue within the unit itself. A good idea for the second-floor units as the damage caused by this defect mainly hurts the lower neighbor.
- These two systems being part of your condo checkers list of mandatory items will go a long way to avoid issues upon your return. Insurance claims take time and effort that you did not plan on when you come to enjoy other things.
- Also, having your checkers during their visit turn on the water and run the taps and flush the toilets should suffice to keep the drain traps with water. They must then turn off the water upon their departure. Have them send you an email on their visit and validate what they did to protect you and your neighbor. We certainly pay them enough, so that should not be a problem.
- There may be some more good practices out there worth sharing to our association. Feel free to drop a note to Sunstate or get in touch with the board members so we can add good ideas.



## Q & A Fact Sheet Regarding Preservation Areas

- **Can residents explore the preservation areas or the natural areas in their neighborhood?**

Yes. Residents are allowed to walk through the preserves for enjoyment of these habitats. Please be aware that no chopping trails, removal of natural litter or wildlife is allowed. Pets are only allowed if they are on a leash and picked up after.

*Re: Chapter 2, Environment, Comprehensive Plan; Land Development Regulations.*

- **Can residents use herbicides on a property next to a preservation area?**

No. All herbicide applications near or within a preservation area or natural area should be applied by a licensed Natural Areas Weed Applicator. These licensed professionals are trained to handle these types of chemicals which can be harmful to the environment if applied in an appropriate manner. Most home store (Home Depot, Lowes, etc.) bought chemicals are oil based which have restrictions and are not allowed within or near natural areas, such as wetlands or mesic hammocks, that retain water. Homeowners applying herbicides adjacent to preservation areas can use water base chemicals such as Rodeo.

*Re: Chapter 2, Environment, Comprehensive Plan; Land Development Regulations.*

- **If a tree limb or other vegetation from a preservation area encroaches into my property, may the limb be trimmed?**

Yes, except for Grand Trees, limbs that extend out of a preservation area and beyond a property line may be trimmed if certain standards are followed. These standards have been developed to ensure the health of the trees and vegetation within the preservation area. Please discuss your plans with your homeowner's association board/property manager to obtain approval. Please refer to the attached letter entitled "Process for approval for property line maintenance from protected habitats" which may be applicable in more difficult situations.

*Re: Chapter 2, Environment, Comprehensive Plan; Land Development Regulations.*

- **What is the probability of a wildfire in a preservation area next to your home?**

The possibility of a natural fire in a preservation area is generally considered low, because **most** of the preserved habitats located in Sarasota County are wetlands or mesic hammocks. Both of these systems hold water in their soils and rarely become a fire hazard. Please be aware that the 30-foot defensible space around homes applies mostly to medium and high-risk areas (suburban/rural neighborhoods). The buffers between a residence and a protected preserve boundary varies throughout the

county (5 to 50 feet). Again, there are several factors (Access, Vegetation, Building Construction, Fire Protection, Utilities) that rate a site from low hazard to extreme hazard.

- **Most of the subdivisions within the urban area of Sarasota County, are considered low hazard.**

The Land Development Regulations clearly states under Chapter 74, Section 74-212, The Subdivision Technical Manual; A.4.c.2., “All activities involving filling, excavating, disturbing of vegetation (both trees and understory) and storing of materials shall be prohibited within preservation or conservation areas and buffer areas”. The subdivision by-laws, permits, plans and plat of the site can guide you to establish the boundaries of the preserves/buffers and allowable activities.

So before encroaching into a preserve contact your neighborhood Homeowner’s Association (HOA) or Property Manager. Most of the HOAs are the responsible entity (owner) of the preserves (common area) within a subdivision. If the HOA has further questions or concerns, they can contact the County. 13.