

**PENTHOUSE VILLAS OF MORNINGSIDE CONDOMINIUM ASSOCIATION, INC.  
ORIENTATION PACKAGE**

**BUYING OR LEASING AT PENTHOUSE VILLAS**

1. An Application for Sale or Lease must be completed by prospective resident and submitted to the Board of Directors sixteen (16) days before closing of sale or occupancy by lessee.
2. Prospective residents must meet with a board member or management company to go over Rules and Regulations. Receipt acknowledging the understanding and compliance with the Rules and Regulations must be signed by prospective resident and either the management company or the board member.
3. A copy of the contract for sale or proposed lease must be submitted to the Board of Directors.
4. A \$100.00 fee payable to the management company must be submitted with all of the above documents. Fee is payable by prospective owner or lessee.

**PLEASE NOTE: You must own your unit for two years before  
it can be rented or leased.**

**UTILITIES**

1. **Water, sewer, trash and recycling** collection are provided by the City of Clearwater and are included in the monthly maintenance fees for unit owners. Dumpster is shared with Moreland at Morningside and located on the street southwest of Penthouse Villas.
2. Blue **Recycling** Containers are located adjacent to dumpster. Recycling of aluminum cans, plastic bottles, clear glass containers, newspapers and cardboard is encouraged. Cardboard boxes must be broken down and flattened before being placed into blue recycling containers.
3. **Cable Television** service is provided by Spectrum through a bulk contract with Penthouse Villas. Each unit is provided with cable television service at the Platinum level. Each unit receives two cable boxes and Internet service including a modem is provided. The fee for these services is included in the monthly maintenance fee of unit owners. Residents may contract separately with Spectrum for other services such as pay channels, additional cable boxes, etc. Customer service is 1-866-874-2389.
4. Residents are responsible for their own **electric service** through Duke Energy 1-800-777-9898.
5. Residents are responsible for their own **telephone service**.

**MOVING IN**

1. Moving trucks or delivery trucks may be parked in the driveway only during the loading/unloading process. Care should be taken to avoid blocking the driveway and mailbox area.
2. PODS may be utilized for the moving process. Residents or prospective residents should contact the Board of Directors for the placement of a POD and the duration of time allowed.

Initials: \_\_\_\_\_

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3. Residents are responsible for breaking down and flattening all moving boxes and placing them in the recycling containers. Contractors and moving companies should be informed by resident that boxes are to be flattened and placed in blue recycling containers.
4. If a resident must dispose of a large item, they must call the Sanitation Department of the City of Clearwater (727) 562-4920 and request that the item be picked up. The City provides this service. However, they do not pick up construction materials such as cabinets, wood, drywall, doors, etc. The owner or contractor must dispose of these materials appropriately.

**PARKING**

1. All covered parking spaces are assigned to specific unit owners. Please obtain location of designated spaces for your unit.
2. All vehicles should be parked straight in so that the license plate may be seen.
3. Vehicles must be parked so that the sidewalk is not blocked.
4. Residents may only back into parking spaces that are directly in front of their own unit.

**MISCELLANEOUS ITEMS**

1. Penthouse Villas maintains the exterior areas of the buildings and the common area landscaping. Since we are a small community of only twelve units, various owners have volunteered to help with specific ongoing tasks. Please contact a Board member for a list of current volunteers.
2. Residents are responsible for the maintenance of the limited common areas adjacent to their units. This is the **fenced front patio area**.
3. Residents are responsible for all **windows and sliding glass doors**. They are also responsible for their front door. If a resident needs to replace a window or door, they must obtain permission from the Board.
4. If you do not receive a **mailbox key**, please see the carrier when he or she is on site. A new resident may purchase a replacement lock at Ace Hardware and install it himself.
5. If you do not receive a **key to the storage area garage**, please see a member of the Board for a replacement key. Any article placed in garage must be marked with owner's unit number.
6. For Purchasers: Please contact a member of the Board for instructions on automatic payment of monthly maintenance through PayHOA. They will furnish you with the appropriate information.

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7. Although individual devices such as toilets have shutoff valves inside the units, each unit has a **master water shutoff** in the front patio area of the unit. If you have difficulty locating it, please see any resident. If you intend to be gone from your unit for even a weekend, please remember to shut off the water.
  
8. The **condominium's insurance** does not include items on the interior of the units. This means flooring, appliances, HVAC, cabinets, plumbing, hot water heaters, electrical wiring, interior framing, electrical fixtures, window coverings, clothing, furniture and personal items. It is recommended that each resident secure appropriate insurance to cover the replacement cost of all of the above items.
  
9. If you should suspect a **roof leak** or have another maintenance request, please place a request on PayHOA. If it is **urgent**, please contact a member of the Board directly:
  - [president@penthouse-villas.com](mailto:president@penthouse-villas.com)
  - [secretary@penthouse-villas.com](mailto:secretary@penthouse-villas.com)
  - [treasurer@penthouse-villas.com](mailto:treasurer@penthouse-villas.com)

Initials: \_\_\_\_\_