

**Points West Condominium Association
101 N Marion Court Punta Gorda,
FL 33950**

Dear New Owner,

Welcome to Points West!

We're glad you're here! We would like to make settling into your new home (or home away from home) go as smoothly as possible. The following information will hopefully help answer questions you might have. Please keep this information in your files for future reference as needed.

Communal living can be a wonderful experience if we all share and observe the same standards and have regard for our neighbor's well-being. Your right and responsibilities, as well as that of other owners, are spelled out in the Condominium Documents (Points West Articles of Incorporation, Bylaws, Declaration of Condominium) and Rules and Regulations, all of which you received during your condo unit purchase process. This informational welcome packet will highlight some of the important items and will provide additional supplemental info. All of these documents can be found on our Associations website at www.pointswestpgi.com.

While our associations has a management company that handles business and financial items, the Board of Directors address and oversee day to day operations and repairs needed at Points West. If you notice a potential maintenance issue on property outside of your unit (community space), please notify someone from the Board as soon as possible. We prefer to address minor problems before they turn into major problems.

The Association Management Company, owned by David Palmer is:

Palmer Property Management
620 Scott St #214
Punta Gorda, FL 33950

The Current Board of Directors are:

Eric Sheehan	Unit 213	esheehan32@gmail.com	(941) 769-5603
Bob Fischer	Unit 111	bobfpointswestpg@gmail.com	(716) 998-9972
Ernie Wetzler	Unit 214	erniewetzler@yahoo.com	(954) 553-6511

It is recommended that you enter the above contact information in your phone contacts so that you can contact the Directors when needed.

In addition to helpful information you will find in this packet, please also note some important forms we need to complete and return. These forms include:

- Electronic Disclosure Authorization Form – Will allow the Association to use your email to share pertinent Association news and information.
- Emergency Contact Form – this also requests information regarding who will be checking your unit when you are away.
- Directory Inquiry Form – For owners use only, an opportunity to be listed in the Points West Directory. Participation is Voluntary

Once Completed, forms can be returned to any Board Member or can be scanned and sent by email to Dan Topp at danpointswestpg@gmail.com.

We highly recommend you schedule a tour of Points West property, buildings and community area with one of the Board of Directors, so you become even better acquainted with your new home (home away from home). Feel free to contact Dan (Topp) or either of the other Board members to arrange this.

There is also a community Facebook page, this will not have any official board information. It's 100% for social sharing. Site is private only available to owners like yourself or those that live at Points West (Points West Harborfront Condos PGI)

We look forward to having you as our neighbor! If you have any questions, please do not Hesitate to contact someone on the Board of Directors. We will be happy to assist you in any way we can.

Respectfully,

The Points West Board of Directors

Points West Condominium Associations Welcome Information

Telephone Number / Contact Info

Emergency

Medical, Fire or Police

911

Non-Emergency

Police non-emergency

(941) 639-4111

Florida Power and Light	(800) 226-3545
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	www.fpl.com
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Comcast/Xfinity	www.xfinity.com
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<input type="checkbox"/> Local store at 1940 Tamiami Trail, suite 101 Port Charlotte FL	
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Palmer Management Company	(941) 875-9273
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Contractors Used/Recommended by other Owners

- Owners were asked what contractors they recommended for different services and these were their recommendations. This list is not comprehensive by any means, but provides some names you might consider if you need any services

Cleaning Services

Royal Maids – Port Charlotte	(941) 539-5134
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Computer Services

Purple Computers Inc (Kerry Rutherford)	(941)625-6775
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www.purplecomputers.com	
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Condo Inspections

GMan Home Watch	(941) 621-5254
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	www.gmanhomewatch.com
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Dryer Vent Cleaning

Gary Drake	(941) 204-6468
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Electrician

Beattie Home Services (Cape Coral)	(239) 574-6556
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Home Improvement

Interiors and Beyond (Greg & Allie) (Painting)	(239) 788-4711
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Upright Painting (Brian)	(941) 286-1590
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HVAC

Executive Cooling and Heating	(941) 210-5733
Florida Comfort Air Conditioning (&Heat)	(941) 764-0026
Larson's HVAC	(941) 743-2040

Local Insurance Agencies

Chapman Insurance Group	(941) 347-4707
Time Insurance	(941) 6937-1106

Pest Control

All Service Pest Control	(941) 627-5833
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Plumbing

Pipedream Plumbing (Bob Conrad)	(941) 624-3150
Beattie Home Services (Cape Coral)	(239) 574-6556

Sliding Door Repair

Slider Man, Cape Coral	(239) 574-1969
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Window Repair/Screens

Window Man (Keith) Port Charlotte	(941) 629-0717
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Condominium Inspections

As per the Rules and Regulations, if any owner is away from Points West for two (2) weeks or more, arrangements should be made to have someone inspect the condominium every two (2) weeks. The Condo Inspection Form is easily accessed online at www.pointswestpgi.com. It is a simple checklist. Once completed, clicking on the "Submit" button will automatically send it to the Board of Directors. It is imperative that units be checked for leaks, water intrusion, air conditioner integrity and mold

Helpful Information for Homeowner's Insurance

- Year Built: Building 1 – 1990, Building 2 – 1991
- Construction Type: Building 1 – Steel Frame, Building 2 – Masonry/Concrete, Both buildings are 4 stories in height
- Roof Type: GAF Flat Roofing System with 60 Mil Membrane, Last Replaced 3/25/2013 with Warranty of 25 years + 5 years with Annual Inspections of a Total of 30 years Warranty.
- Uniform Mitigation Verification Report Available: YES
- Two (2) Fire Hydrants located 365 ft and 450 ft respectively from both buildings.
- Smoke Detectors are located throughout each condominium unit.
- Centralized Fire Alarm Pull Stations and Fire Extinguishers are located on each floor of each building.

Mold

For owners that are new to South Florida, please be aware that mold is an issue to be very aware of. Any leaks that aren't caught quickly can lead to a mold problem for your unit and potentially for your downstairs or next-door neighbor. We've only had a couple incidences over the past several years, but want to make sure we don't have more --- so please ----

- When leaving your condo for more than a couple of days, be sure to turn your water off. This will minimize water damage if a leak occurs.
- Make sure your A/C is in good working order and set to 80 degrees or less. Higher temps hold onto more humidity, which can result in mold growth issues.
- It is highly recommended that all owners have their Air Conditioning units serviced every 6 months --- or at a minimum annually. Air Conditioning unit issues such as improper function of the handler unit or outside unit and clogged condensate lines can create extremely costly problems with mold or water damage to structures below yours, which you would then be responsible for.
- Keeping kitchen and bathroom counters, cabinets and drawer/cabinet pulls clean helps prevent mold from developing.
- Using Damp Rid in closets and vehicles when you are away can help. Otherwise, keep closet and laundry room doors open so air-conditioned air can easily circulate everywhere.
- If leaving for more than a month, if you have a vehicle that you are leaving behind, wipe down the surfaces you touch with a disinfecting cloth. A diluted vinegar solution can work as well.
- Your homeowner's insurance will likely have mold mitigation coverage included. Consider having the coverage increased. The premium is not likely to be much more, but if you develop a mold issue, you will have much better coverage. (A significant mold even can result in needed to have professional mitigation done and potential loss of furniture as well as porous / fabric items (rugs, window treatments, etc.)

Monthly Maintenance Payments

The monthly Association Maintenance Fee includes Water, sewer, trash, recycling, outside electricity, building flood and liability insurance, lawn and grounds maintenance as well as pool, tennis court and sunset pier maintenance. Monthly payments are due on or before the first of every month. Palmer Management will provide owner a coupon book for payments, there are 3 options that one can choose from

- Check with account number (unique to unit) Points West Condominium Association Inc
PO Box 30061
Tampa, FL 33630-3061
- Online – Visit <https://my100epay.com>
- Automatic Debit – (directions provided by coupon book)

Deliveries – Mail, Furniture, Food, Etc

Be sure to always indicate your unit number when giving you address for any delivery to assure what you order gets to you. Parcel deliveries are either left outside your unit, near the mailboxes, or, if small, in the locked box compartments at the bottom of the mailboxes. If the latter, the mail deliverer will place a key in your mailbox.

Keys

- **Mailbox Keys**

At your closing, you should have received mailbox keys. The Board/Association does ***not*** have extra keys. Do not lose your keys. You can make extra copies for yourself.

- **Pool, Clubhouse, Sunset Pier Key**

Each Condominium is issued a key that provides access to the aforementioned amenities. The key is a specially mastered key. Since this is only one key issued, please care for it accordingly. There is a charge for a replacement key.

- **Condo Key for the Association**

You need to provide a key to the Association for your unit, to be used in case of emergency as noted in the Bylaws. Ideally, your Condo door key should be mastered to also open your hot water heater/maintenance closet.

Rules and Regulations

Owners should read and become familiar with the Points West Rules and Regulations. All rules and regulations will be enforced.

Weather Events

For Weather and/or Marine Notifications:

Sign up online for Alert Charlotte/Charlotte County, FL

Make sure your phone is enabled to receive Emergency Weather Alerts under Settings

The risk for severe weather is real! Please review the attached Points West Hurricane/Tornado Plan for tips and suggestions and be prepared.

Things to Do/Events www.Everthingpuntagorda.com

www.purflorida.com > events

www.charlottecounty.floridaweekly.com

Facebook – Search “Punta Gorda Events”

Courtesy to Other Owners:

- Please control your front door and screen door closing – Please do not allow the door to slam close as you come and go.
- Noises from above – All 2nd and 3rd floor Condo Owners need to be mindful of the owners below them. Furniture on hard surfaces, including lanais, should have felt sliders (or plastic for lanai furniture if preferred) applied to minimize scraping sounds when furniture is moved. Please be aware of the sounds created by heels or hard soled shoes and minimize their use when walking around your condo.
- If you will be away for any length of time, please:
 - Change all of your smoke detector batteries annually (or regularly dependent on the anticipated life of your battery), so they do not start chirping when you are gone.
 - Shut off any recurring alarms (alarm clock) before you leave.
 - Make sure your water is turned off when you leave for more than a couple of days. If a leak develops, this will limit the amount of physical damage to and potential mold in your condo and the units below or next to you. This is a very important action to take.

Things to Consider

- If your condo is in Building 2, change your garage door key-pad battery once every year or two to assure your garage door can be opened via the key-pad.
- Motorcycles may not be kept on property.
- Commercial vehicles/ equipment belonging to contractors working on the premises may be allowed until work is completed; but should not interfere with owner/ guests parking. Leaving vehicles/ equipment on property is done at contractor's risk. Points West Condominium Association is not liable for any theft or damages.
- All owners, and/or contractors working for an owner, must be responsible for cleaning water hoses, hose nozzles, recycling containers and for removing any trash created by any deliveries made or work done. No paint, cement or grout residue should be washed out onto the stones or the mulched landscaping.
- There is a kayak launch area to the left of the sunset pier behind the buildings. While kayaks can be used, boats may not be kept tied to or docked on the sunset pier.
- While Points West uses a sewer system, please keep our building plumbing in good shape by **NOT** disposing the following in sinks, toilets or bathtub/showers:
 - Grease, coffee grounds, cooking fats, diapers, paper towels, sanitary products, baby/hygienic wipes – only toilet paper should be disposed of in the toilets.
 - Painting contractors should not empty or clean their brushes and containers in your condo unit.
 - New tile and grout cleaning cloths/mops should not be washed out in the condos.
- Dryer vents should be cleaned out once in a while to maximize dryer efficiency and minimize chances of combustion.

GARBAGE / RECYCLING

Garbage is picked up every Tuesday and Friday. All regular household garbage/trash must be placed in garbage bags and be tied off. Loose garbage is not to be thrown in the dumpsters or down the trash chutes. Foam and Styrofoam packing materials must be bagged and tied. See Rules and Regulations for more information.

Recycling is picked up every Tuesday. CLEAN and DRY recyclable items are to be put into the large green recycling bins near the building elevator. No pizza boxes are allowed as oils/grease on the cardboard makes it non- recyclable. Food containers should not be recycled unless they are washed out and are clean. All containers need to be clean and dry to prevent mold, bugs, flies and other pests. Items are to be put in the bins loose --- NO PLASTIC BAGS!

Clean cardboard must be flattened. Smaller pieces can be put in the recycling bins. Larger pieces (no bigger than 4 ft square pieces) can be put outside the roadside next to the recycle bins for Tuesday pick up. Taking bins out to the street is every owner's shared responsibility. Bins should be placed

approximately 5 feet apart on the grass along the clubhouse side of the N Marion Ct driveway. After being emptied, returning the bins to the building is again, a shared owner responsibility.

See and become familiar with the attached recycling guidelines. Recycling guidelines are also posted on the wall by the recycling containers.

The City of Punta Gorda / Waste management online links for more specific trash and recycling guidelines are indicated below:

Garbage:

Search for “City of Punta Gorda” > click the city website > click on the menu bars and select “Services” > Sanitation.

Waste Management Recycling:

Go to www.wm.com > enter street address > confirm Punta Gorda > click on the menu bars and select “Recycle Right.”

Points West Condominium Association

Welcome Packet

Important Forms to be Completed and Returned

Once Completed, please Deliver to one of the Board of Directors Or

Can be sent via email to pointswestpginfo@gmail.com

Electronic Disclosure Authorization Form

Please complete and return this form to authorize the Points West Condominium Association inc. to use your email address and mobile phone number for general association-related communications from Info@PointsWestPG.COM. This authorization restricts the use of your email address and mobile phone number for only purposes of communications from the Points West Condominium Association, Inc., through direct communication from the Board. Your email address and mobile phone number will not be shared with any third parties.

I hereby authorize points West Condominium Association, Inc. (HOA) to use my email address and mobile phone number, as described above, for association-related communications. I understand that no email or mobile phone communication will be used to replace any official notices required by our governing documents and/or by applicable FL Statutes. Official required EIOA notices will continue to be sent to the unit owners via USPS mailing. Points West Condominium Association, Inc. HOA shall maintain, in accordance with applicable FL statutes, the electronic mailing addresses of those members who consent to receive notice by electronic transmission. I understand that my authorization will be in effect until my consent to receive notice by electronic transmission is revoked. I further understand that my consent to receive notice by electronic transmission can be revoked by me at any time by notifying Points West Condominium Association, Inc. HOA directly. I agree to promptly notify the Association of any changes in my email address or mobile phone number, so as to have current contact information on file with the Association.

Points West Unit #

Date:

Name 1

Name 2

Email Address to be used for Points West communications:

2nd Email address (if applicable)

Mobile Phones #:

Signature: _____

Signature: _____

Points West

Condominium Association, Inc.

101 N. Marion CT

Punta Gorda, FL 33950

E-mail: pointswestpginfo@gmail.com

**POINTS WEST CONDOMINIUM ASSOCIATION
EMERGENCY NOTIFICATION FORM**

OWNERS NAME: _____ SUITE: _____

FL ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NO: _____

OTHER ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Do you want your personal Phone number (s) listed in the Condo Directory

[] Check box for YES ONLY

THE FOLLOWING INFORMATION WILL NOT BE SHARED, IT IS FOR EMERGENCY USE ONLY EMERGENCY

NOTIFICATION PERSON:

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

RELATIONSHIP: _____

EXAMPLE: RELATIVE, FRIEND, ETC

NAME OF PERSON OR COMPANY WHICH CHECKS YOUR SUITE BI-WEEKLY: AS PER CONDO
DOCUMENTS:

PHONE NO.(S) _____

PLEASE LIST THE NAME OF THE PERSON YOU HAVE DESIGNATED AS YOUR VOTER FOR CONDOMINIUM
VOTING PURPOSES:

NAME: _____

DIRECTORY INQUIRY FORM POINTS WEST
HARBOR FRONT CONOMINIUMS

Most of our Association members like having a Points West Complex Directory: **This is a completely voluntary endeavor.**

Below is/are:

1. Your preference regarding participation or non-participation in the Directory.
2. Several potential information sections, should you choose to share your information in the Directory, any or all to be completed as you choose. If you want information shared in the Directory, fill in **ONLY** the information you wish to have shared. This can be as little as your unit number and name --- up to all of your contact information.

Unit # _____

Last Name _____

Please check on of the following:

I/We **PREFER NOT TO PARTICIPATE** in the Points West Complex Directory.

I/We **DO WANT TO PARTICIPATE** in the Points West Complex Directory, the following information is what I/we wish to have included in the Directory.

Please fill out next page information if participating.

If you checked Do Want to Participate, please fill out the following.

Complete ONLY information to appear in the Directory

Unit#: _____

Full Time Resident Part Time Resident Name

(s) (include Nickname if desired)

1. _____

2. _____

Phone Number (s)

Email address (s)

Out of State Address _____

Specific Request(s) for Directory : (i.e. Phone calls between 10 am and 8 pm only. Notify only in case of emergency. Prefer Texting, etc)

WASTE MANAGEMENT

SINGLE-STREAM RECYCLING CART

Your recycling cart is designed to help you **DO NOT INCLUDE:** • recycle more of what you are already recycling:

- Clean Paper, Cardboard, Junk Mail, Newspapers, Phone Books & Magazines
- Aluminum, & Steel Cans Paint Cans or Bagged
- Glass Bottles & Jars (caps and lids removed) Dairy polystyrene (Foom Products) NO Household & Juice Cartons (rinse container) Hazardous Waste
- Plastic Bottles & Containers marked with #1-7 Propane/Pressurized Tanks Recyclables Hypodermic Needles/Syringes

Yard Clippings

Plastic Bags Electronic Waste

All Batteries • Garden Hoses

Aerosol Cans • Food Contaminated



SPECIAL RECYCLING:

Please Contact the City of Punta Gorda Sanitation Division at either [#411 575-5050](tel:411-575-5050) or pubworks@citvofpuntagerdafl.com to schedule collection of electronic items, tires, waste oil and batteries

DO NOT place these materials in your recycling containers.

Please place them curbside - 5 feet away from your recycling carts.

Electronic Device Recycling Services: Residents will be allowed to place discarded electronics curbside for collection and proper disposal. These include, but are not limited to: computers, monitors, printers, TVs, VCRs, DVD players.

They will be collected on the same day as recycling collection, but through a separate non-compaction box truck for recycling.

Tires: Passenger car and street size pickup truck tires (up to 25 inches in diameter) may be collected on your recycling day. You are allowed up to six (6) tires per year. Place the tires, with or without rims, at the curb on the recycling day.





Waste Oil: Residents can place waste oil at the curb, as long as it is stored in a fully enclosed container. Use a self-contained receptacle with a screw on lid for your used motor oil.


Batteries: Non-leaking vehicle lead-acid batteries.

Understand basic recycling rules and tips

RECYCLE BOTTLES. PAPER. CARDBOARD.



 Item	Rule	Expert Tip
Plastic Bottles & Containers 	Recycle plastics like empty bottles, jars, jugs, and tubs by their shapes. Chasing arrows don't necessarily indicate recyclability.	Caps are recyclable, but you must put them back on empty containers before tossing in the bin.
Food & Beverage Cans 	Recycle all empty tin, aluminum, and steel cans.	Remove plastic lids from any food or beverage cans before recycling. Note: empty aerosol cans can also be recycled, but be sure they are empty and never include any aerosol caps.
Paper 	Paper, newspaper, and magazines are good to recycle.	Soiled and wet paper should be placed in the trash.

<p>Flattened Cardboard &</p>  <p>Paperboard</p>	<p>Flatten and recycle all cardboard and paperboard.</p>	<p>Break down and flatten cardboard boxes to make room for more materials to fit in your recycling. Be sure to close the lid on your recycling container to keep materials dry.</p>
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Item	Rule	Expert Tip
<p data-bbox="315 296 472 359">Glass Bottles & Containers</p> 	<p data-bbox="695 296 1000 449">Glass recycling rules vary by city, county and state. If acceptable, make sure containers are empty.</p> <p data-bbox="695 468 1040 730">Tip - Check your local recycling program. Your community could accept glass in its curbside program, or there could be drop-off locations, or it might have to go in the trash.</p>	<p data-bbox="1076 296 1419 600">Check your local recycling program to confirm that glass is accepted in the curbside program. Some communities accept glass curbside, or there might be drop-off locations, or it might have to go in the trash if not accepted.</p>