

TORTUGA CLUB

RESIDENT AND GUEST HANDBOOK

Please Keep This Copy Handy in Your Condo



8730 Midnight Pass Rd.

Sarasota, FL 34242

(941) 349-6776

TortugaOffice@TortugaBeach.org

www.TortugaBeach.org

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WELCOME TO TORTUGA

Tortuga, as a Florida condominium, is governed by Florida State Law (including the State's Condominium Law, Chapter 718), The Tortuga Declaration of Condominium and By-Laws in accordance with Article 3.2 of the Articles of Incorporation, and the Tortuga rules, policies and guidelines adopted by the Tortuga Board.

Condominium living can be a very pleasant experience, provided all residents abide by the rules and guidelines and are considerate of their neighbors.

The philosophy of living in a residential community includes respect for the person and the property of others, and for the common facilities shared by all.

Please do your part by reading and complying with these guidelines, rules and regulations and thereby contribute to successful and harmonious living at Tortuga.

Office hours are Mon-Fri 9am to 3pm. Telephone 941-349-6776.

Registration book is available in the main lobby during office hours.

REGISTRATION

For safety and security reasons, owners, guests, and renters, must sign in at the Tortuga Office located on the 1st Floor of Building A and, if a renter or guest, pick up a parking pass which must always be displayed prominently inside your car from the mirror or on the dash when on Tortuga property.

Office Telephone: 941-349-6776

After Hours Telephone: 941-922-3391

Website: www.tortugabeach.org

Upon arrival

1. Register in the office
2. Pick up your parking pass.

Upon Departure

1. Sign out on front office registry
2. If renting, please ensure that you check with owner about closing procedures.

- Owners allowing visitors and guests to use their units should always advise the Association Office in advance of arrivals, authorizing occupancy of their units. Owners must provide necessary keys to visitors.
- Overnight guests must also register upon arrival and remember to sign out. This is an important part of Tortuga's fire and safety protocol. The Tortuga office needs to know how many are in residence in case of any emergency
- All residents must also sign out at the conclusion of their stay.

PARKING

Each unit owner who has their vehicle at Tortuga is issued a numbered Tortuga parking permit that needs to be affixed to the driver side windshield of their vehicle regardless if it is parked in their assigned garage space or designated parking spaces adjacent to the building, or in front of building A.

Parking permits are issued by the Tortuga Management and are valid for the lifetime of the permit or until the permit is revoked and replaced with a new issue.

Upon request to the Tortuga Manager, unit owners will be assigned **2** numbered colored guest parking passes that expire on Dec. 31st each year.

Unit owners may request additional guests passes to accommodate a particular occasion/event they may be hosting. The property management is authorized to issue 2 single use passes that will be valid for one day. An owner who feels they need more than the approved amount will need to get board approval.

- Cars parked overnight must display a Tortuga sticker or temporary parking pass.
- Recreational vehicles are prohibited from parking on Tortuga property at any time.
- Garage parking is for Tortuga residents only unless it is relinquished to their renter.
- No parking of vehicles, boats, or other objects in any garage space without permission of the owner to whom the space is assigned. Owners need Board permission for other than car/motorbike.
- Vehicle(s), boats, jet skis, kayaks, storage units etc. parked in any one parking space may not extend over the boundaries of the parking space.
- Not more than ONE vehicle or one boat may be parked in any one parking space at any time.

- **Cars Remaining on Property During Extended Absences:** Owners must supply Manager with an extra set of keys for any car or other vehicle (boat, etc.) left on the property.
- **Garage Door Opener:** Each unit is supplied with an automatic garage door opener which only provides access to the garage in the building where your unit is located. The openers can be replaced at the Office for \$35.

AUTOMATIC ENTRY INTERCOM SYSTEM

There is an intercom system outside each building, located by each lobby entry door, where your guests, deliveries or vendors may call so you can provide them access remotely. Stop at the office to be set up in the system with any phone number you wish to use.

Once you are set up in the system, relay these instructions to your guests, deliveries, or vendors:

1. Press the down arrow button on the call pad to find your unit number. 2.

Press the "Call" button

Once you answer the call, press "1" on your phone to allow entry. Caller ID will show as (941) 554-9259 or "NET AUTH RETAIL". We recommend you save this number in your phone contacts as Lobby Access.

- Exterior doors to buildings, including the door to the pool that leads to the elevator in Building A, garage doors and doors to common areas are to be closed and locked at all times. Each resident has a master key that opens all exterior doors. A Fob can also be used on some exterior doors, **or key pad with code**.
- Persons desiring to enter any of the buildings must have a FOB for the lobby doors or be admitted by the office or the party they wish to visit via the Intercom System.
- Persons entering with a FOB or those leaving the buildings are NOT to admit any strangers. Guests, service, and delivery people should be instructed to either phone the unit or go up to the main office for entry.
- Solicitors are not permitted in the building.
- Please ensure that you ask all workers that may have access to your unit to comply. Contractors must not leave doors propped open.
- Most delivery services such as Amazon, etc. usually drop any packages by the post office boxes in your building lobby so it is wise to check that area for any expected deliveries.

AMENITIES

Pool

Pool hours are 8 a.m. to Dusk. No children under 12 are allowed in the pool without an adult. No diaper users are allowed (of any age). For children, (of any age), we have 2 small wading or kiddie pools available by the pool.

To use the wading pools, simply fill using one of the provided buckets with pool water and transfer it to the wading pool. Once done, please dispose of the water through the drains on the ground by the pool.

Pool rules are clearly posted by the pool and must be followed:

➤ No Diapers or diaper users, including swim diapers. This includes adult diapers.

➤ Shower before entering pool. Suntan lotion can clog filters.

➤ Pool deck furniture shall not be removed from the pool area.

➤ Collapse all umbrellas before leaving. Tuck chairs back under the table.

➤ NO GLASS of any kind allowed anywhere around the pool or pool deck area.

BBQ Grills

Propane barbecue grills are located on the east end (roadside) of Building B and C and are available between 9am and 9pm.

Barbecue by Building B uses a 25 pound propane tank. Should it be empty, full tanks are stored in a box outside of the garage in Building B. Building C has the tank in the ground.

➤ Clean up after each use. Do not throw grilling garbage (tin foil, baggies, beer cans) in compost trash bin!

➤ Turn off gas and wipe the grates clean.

➤ If you spill marinades treat with soap and water and let Dale or Ayleen know so the area can be treated. This includes walkways that are dripped on.

➤ Cover COOLED grill to protect against corrosion.

Tennis And Pickle Ball Courts at Turtle Bay

Tennis and Pickle ball courts are shared with our neighbor, Turtle Bay. Tortuga has an easement to the courts on the south driveway and our residents are provided with the key to unlock the south gate.

Please observe ALL rules:

➤ Tortuga and Turtle Bay residents only. All guests must be with residents to play.

➤ Hours are 8 a.m. to 10 p.m.

➤ Tennis shoes and tennis appropriate tennis attire are to be worn.

➤ No black soled shoes, sandals, crocs etc.

➤ Use of the tennis courts is for tennis or pickle ball only.

➤ If there are waiting players for the courts, those playing must give up the court after one set of tennis or in pickle ball after two games of score to 11.

➤ Lights will turn off automatically at 10 p.m. regardless of the time left on the meter.

Beach

Please rinse sand from feet and belongings upon leaving the beach. Do not track sand on driveways and buildings or into the pool. Be aware of, but do not approach turtles or other wildlife on the beach or the dunes.

IMPORTANT: Sarasota County has established a smoking ban on all parks and beaches. Beginning Oct. 1, 2023, citations for smoking in parks and on beaches could result in fines of up to \$500.

Cable and Internet

All Tortuga units receive cable and internet service through Frontier Communications' Bulk Subscription Program. As an owner, if you have any issues, Frontier asks all subscribers to call (844) 660-0648. Do not call the 800 numbers for Frontier non-bulk residential service.

Social Room

The Social Room, kitchen and lanai are available to any owner or renter to reserve for private functions. Reservations are made through the Tortuga Office on a first come first serve basis and must be accompanied by a \$250 deposit, by check, made payable to Tortuga Club, Inc. for any food and beverage events. This deposit is returned if the rooms and kitchen are left in the condition that they were upon booking. A calendar is posted in the closet beside the office for you to note the reservation.

➤ All persons entering or using the Social Room must wear proper attire and footwear.

➤ Shoes and Coverups are required over bathing suits when inside the Social Room.

➤ No items (tables, chairs, kitchenware, etc.) may be removed from the Social Room.

➤ The Social Area cannot be used for any commercial activity

➤ The pool area is also not available for any booking, personal or commercial.

Laundry Rooms & Hours

The laundry rooms are open from 8 a.m. to 9 p.m. Building A has two laundry rooms on the second and third floors. The laundry rooms in buildings B and C are off the lobbies. Washers and dryers take only US quarters; anything else will jam the machines.

- Washer requires \$1.00 (30 minutes)
- Dryer requires \$.75 (40 minutes)

The laundry facilities are limited. Please be courteous and remove your clothes immediately upon completion of the washer/dryer cycles.

Laundry can only be washed or dried in the common laundry rooms or an individual unit from 8:00 A.M. to 9:00 P.M.

Public Restrooms

Women's and Men's Public Bathrooms are located immediately beside the pool. Your master key will open the door. They also can be opened using the key pad with code. Please close the door when exiting, and turn off the lights. As a courtesy to all users and to keep the drains running clear, please do not enter with sandy feet. There are foot showers located outside both entry gates to the pool.

There are also public bathrooms in the Club House Social Room in Building A, located on either side of the TV.

Social Activities

Tortuga has a vibrant and active social calendar that helps maintain our much cherished community spirit by bringing everyone together on a regular basis. Activities include monthly coffee and Meet & Greet gatherings, festive parties to celebrate Valentine's Day, St. Patrick's Day, Easter, etc., special dinners by the pool and beach, as well as Bingo, Dominoes, Bridge, Mahjong, Scrabble, a Book club, Movie Afternoon, and various offsite activities. Watch for postings and signup sheets in elevators, and on bulletin boards. All are welcome!

Lending Library

Tortuga has a free lending library available to all residents who may also wish to donate any books for the use of the entire community. Hardcover books are in the bookcases in the Social Room.

Paperbacks are in the Paperback Library room adjacent to the office.

News and Information

Newspapers

Siesta Sands: A free monthly newspaper available the first of every month, listing Siesta Key news and events. (Pick up at any lobby)

Siesta Key Observer: Available each Thursday and it is also a free newspaper highlighting the past week's news. (Pick up at any lobby)

Sarasota Herald Tribune: Daily local newspaper. Can be ordered and delivered to your unit.

Tortuga Website

You may wish to access tortugabeach.org to find helpful information for Owners, Guests, and Renters, submit work orders for maintenance and download forms, insurance information, etc.

To access the owners' section of the website, please register as a user. You will need your email address and to create a password. For any additional website questions, please contact the Tortuga Office.

Newsletter

Tortuga has a weekly newsletter every Friday. (Bi-weekly from May to September) with helpful information about what is happening on the property, as well as announcements for upcoming meetings, events, etc. Please make sure to give your email to the office to be added to the mailing list.

Public Transportation

The Siesta Beach Trolley is free, no tips accepted. The Trolley runs every day from 8 a.m. to 10 p.m. Always confirm hours with the driver as some hours change during Holidays. The Trolley route runs from Turtle beach into Siesta Key Village and passes the world-renowned public Crescent Beach. The Trolley stop closest to Tortuga is in front of Bay Tree.

- South of the Stickney Point Bridge, the trolley will stop whenever a passenger pulls the bell string.
- North of the bridge, towards Siesta Key Beach, the trolley will only stop at posted stops.

Grocery Stores

- Morton's Siesta Market- 205 Canal Rd, Sarasota
- Davidson Drugs- 5124 Ocean Blvd, Sarasota
- Publix- 6543 S Tamiami Trail, Sarasota
- Crescent Beach Market-1211 Old Stickney Point Rd

On the mainland you will also find Winn-Dixie, Detwiler's, Costco, Walmart, Trader Joe's, Aldi, Etc.

Restaurants

There are three restaurants within 10-15 minute walking distance:

- Turtle Beach Grill (aka The Pub): 8865 Midnight Pass Rd, Sarasota
- Turtles: 8875 Midnight Pass Rd, Sarasota
- Ophelia's on the Bay: 9105 Midnight Pass Rd, Sarasota

RULES AND REGULATIONS

Note: a more in-depth list of rules and regulations can be found on our website at:

<https://www.tortugabeach.org/rules-and-regulations>

Elevators, Walkways and Courtyard

Please keep all entry and walkways secure and free of obstacles. The staircases at both ends of the building are fire exits. Nothing may be stored in these areas by order of the Fire Department. Fire code also requires the stairway and trash rooms to remain closed at all times.

Do not place planters, pots, etc. on the walkways. This is an access way to fire exits and must not be obstructed.

When moving major furniture or appliances, please make use of the provided elevator pads and install in the elevator to avoid scratches and damage. After use, the pads must be removed and put back in the garage area marked "Elevator Pads" or in Laundry Rooms.

Roller blades, bicycles, roller skates and skateboards are not permitted on the building walkways or lobby area.

No Baseball, Football, or other similar games, and no loud or boisterous activities, are allowed in the courtyard or other common areas at any time.

No Towels, clothing or other items can be hung on the railings at any time.

Do not store beach chairs or any items on walkways.

Trash And Recycling

Trash chutes for household waste are located at the end of each floor except for the 6th floor units, they must use trash chutes on another level. All trash must be bagged and tied. NO LOOSE ITEMS are allowed.

⚠ Do not use trash chutes on Thursday mornings between 8:00 am and noon as bins are moved to the road for collection.

Recycling

Tortuga strongly supports Sarasota County's recycling program. Basic materials to recycle are paper, cardboard, glass, metal, or plastic products. Thoroughly rinse recycled items of any food to eliminate strong odors and vermin.

Recycling bins are in each garage. Please follow disposal instructions posted on the outside of each lid, remembering to collapse all boxes. Recycling pickup day is weekly on WEDNESDAY.

Most grocery stores in the area have special bins to dispose your used plastic bags and Styrofoam.

⚠ Styrofoam and plastic bags **cannot be recycled**. Garbage staff will not empty our bins if they contain plastic bags. **Please breakdown card board boxes before putting in recycle bins.**

Smoking

Smoking of any kind, including vaping, is prohibited in all common areas inside and out, including the walkways. Smoking, however, is allowed outside, and must occur at least 25 feet from any structure.

Pets

Pets of any kind are strictly prohibited on Tortuga property. It is also important to note that Sarasota County prohibits pets of any kind on the beach, and local Sheriffs strictly enforce this ordinance.

Noise

Residents are prohibited from making loud noises (TV, radio, speaking loudly) or any other activity that might disturb others at any time. Use of felt pads or carpets under furniture with wood, vinyl, tile flooring is strongly encouraged

Please be courteous and respectful of your neighbors, especially when in public areas and remember, when lanai doors are open, it is all too easy to listen to your conversations. Sound carries.

Condo Bathrooms

Recently, Tortuga has had excessive plumbing bills due to clogged drains caused by carelessness. This is not only an inconvenience with water being shut off to several units during repairs, but it is also extremely costly.

➤ Other than toilet paper and human waste, it is critical that you DO NOT flush anything down the toilet. This includes baby wipes, personal wipes, diapers, or paper towels. Including “flushable” wipes or feminine pads of any kind.

Kitchen Drains

When using the kitchen waste disposal, please be extremely careful. The drains, now almost fifty years old, cannot handle excessive amounts of food. Ideally, please bag most food waste (both pre-meal preparations and post meal extras) and use trash chutes. (Celery, carrots, potato peelings, egg shells, banana peels, ect are particularly problematic and should not be put down the disposal).

Water Heaters And Dishwashers-WATER DAMAGE IS THE #1 PROBLEM AFFECTING ALL UNITS!

Water Heaters

Renters: please check with the unit owner for further instructions.

Owners: To turn water and water heater on: At breaker panel, flip the switch(es) in fuse box to the “on” position and turn both (2) handles on top of water heater.

To turn water and water heater off: Reverse steps for turning water and water heater on, remembering to turn off the electricity to the hot water tank at the breaker panel.

Dishwashers

On your departure and when vacating a unit, do not leave the dishwasher running! Malfunctions can and do occur, and not only flood your unit, but it could also affect the units below.

➤ Tip: to avoid potential mold, it is also wise, upon departure, to leave the dishwasher slightly ajar by leaving the door propped open with a dish towel, etc.

Unoccupied Units

If a unit is to be unoccupied for more than three (3) days, the main water valves must be turned off and electricity to the hot water tank must be turned off at the breaker panel as instructed on page 12, *Water Heaters*. It is recommended that unoccupied units be checked regularly. you may also wish to check with your insurance company to confirm that you are in compliance with their policies as it relates to unoccupied units.

☞ If you need help with turning water on or off, please contact Tortuga's Office during business hours at (941) 349-6776.

Subleasing of Units

Subleasing of units is strictly prohibited by Tortuga's governing documents.

Unit Door Locks and Keys and Association Access

From time to time, entry is allowed to each unit by Tortuga's Manager or their designate, within reasonable hours and with a twenty-four hour notice. Entry may be necessary for maintenance, pest control or repair of common areas. The association also has immediate access in the event of an emergency to prevent damage to other areas and maintains a secure master key that accesses all units for such purposes.

☞ No owner may change or otherwise alter locks on any door without first informing the Manager.

Storage

Do not drape clothing or towels on the outside of a building or building walkway, railing, or in any place visible to the outside of a building. Bicycles, furniture or other objects or materials are prohibited from being stored on any walkways or in any open areas.

RENTAL INFORMATION

Units may be rented only after approval from the Association. An application must be filled out each year for a returning renter if a break in the calendar year has occurred. Rental leases must be for no less than one month and limited to three rental leases per calendar year.

Occupancy Limits

One bedroom units, maximum of three (3) occupants.

Two bedroom units, maximum of five (5) occupants.

Three or more bedroom units, maximum of nine (9) occupants.

Before renting or leasing any unit, the owner must submit a rental application and receive approval from the Board of Directors. Applications can be downloaded from the Tortuga website, or you may pick up a copy at the main office.

There is a \$100 application fee for any first time rental applications, which will cover the administrative costs as well as an orientation with the Office Manager; and the fee will be waived for any returning renters.

Please be sure to inform your renters/friends/family of the Rules and Regulations, and to stop at the main office upon arrival to sign in, schedule or receive an orientation, as well as pick up any parking passes and a copy of this handbook if needed.

EMERGENCIES

After Hours Emergency Number: (941) 922-3391

This number is an answering service that forwards urgent messages to Casey Management or the Tortuga Office as needed. Emergencies are defined as serious, unexpected, and dangerous situations requiring immediate action. Some examples of a Tortuga emergency are elevators not working or water damage.

Always call 911 for personal and health related emergencies.

Fire Alarm and Evacuation Plan

Building A and C: residents are to proceed to the rear parking lot of Island Reef (To our south) for a head count based on the Tortuga sign in sheet in the main office.

Building B: residents are to gather in the rear of Bay Tree (North) for a head count based on the Tortuga sign in sheet in the main office.

Individuals in need of assistance in the event of emergencies, should have their own personal plan in place and be familiar with gathering locations

For additional emergency numbers, go to our website and click on ***Tortuga Life***, then click on ***Emergency Numbers***.