

# Studio Villas II Association, Inc.

## dba Legend Villas

P. O. Box 27075  
Panama City, FL 32411

(850) 763-3620

### 2025 Board of Directors

President	Graham Clarke 938 Jenks Avenue Panama City, FL 32401 850-814-7999 clarke1950@aol.com Unit 4165
Director	Barry L. Parker P. O. Box 27867 Panama City, FL 32411 850-866-7427 barrylparker@gmail.com Unit 4267
Director	Bill Neketis 1376 Longacre Lane Wheeling, IL 60090 312-961-8546 <u>billnek@aol.com</u> Unit 4154
Director	Doug Reinshagen 3861 Powner Road Cincinnati, OH 45248 513-708-9843 ddreinshagen@gmail.com Unit 4265
Director	Patrick Hughes 170 Fairethorne drive Leesburg, GA 31763 717-448-1786 Phughes88@yahoo.com Unit 4255
Bookkeeper	Martha Middleton 2702 Woodmere Drive Panama City, FL 32405 850-763-3620 mamiddleton@knology.net

## **Rules and Regulations**

Owners and renters are required to follow all Rules and Regulations. If you are renting your unit, it is your responsibility to provide your tenant with a copy of Studio Villas II/Legend Villas Rules and Regulation. Please forward written acknowledgment by renters to Martha Middleton pursuant to Association rules.

## **E-mail Addresses**

It is very important that you provide the Association with your e-mail address. For the most part, the Association's correspondence will come through e-mail. Additionally, maintenance or emergency announcements will be sent through e-mail, such as water shut-offs, security issues, etc. Board of Directors minutes will also be sent via e-mail.

## **Condominium Insurance Policy Information**

Acentria Insurance  
306 E. 19<sup>th</sup> Street  
Panama City, FL 32405  
850-769-5215

The Association carries Commercial General Liability Insurance, Property Insurance (including the peril of wind) and Flood Insurance on all of the common elements of the condominium. While the Association is responsible for the four walls of your unit, everything from the sheet rock into the interior, including cabinets, appliances, floor coverings, wall coverings, and ceiling coverings, is the responsibility of each owner. The Association does **NOT** carry insurance for plumbing backup, and therefore unit owners should carry this insurance on their individual home owners' policy.

## **Association Approved Contractors**

Exterminator: Davis Exterminators, 2153 Frankford Avenue, Panama City, FL 32405  
850-763-4142

The association pays for monthly perimeter pest control. If you have an interior problem, you are able to contract separately with the exterminator for that service.

HVAC: Skaggs Heating and Air  
850-238-5414

Plumbing: Roto Rooter  
850-769-3666

Whitehead Plumbing  
850-673-0260

Royal Flush Plumbing  
850-236-5852

If you believe a plumbing problem should be the responsibility of the Association, call Graham Clarke or Martha Middleton first. The Association will pay for the evaluation, but not repair if it is deemed not to be an association responsibility. On occasion a unit owner may need to have water shut off for a non-emergency repair. This must be scheduled with Martha Middleton so that a convenient time may be arranged and so that all other owners are not inconvenienced.

Lawn Maintenance: Coastal Bay Lawn Care  
850-625-4320

Submit in writing to the Board any non-emergency requests or problems.

Sprinklers: Coastal Bay Lawn Care  
850-625-4320

Report broken sprinklers immediately to Coastal Bay Lawn Care.

**General Maintenance and Roof Leaks:** Call Graham Clarke, Martha Middleton, or any member of the Board of Directors.

### **General Information**

Association Website: Notices, minutes of meetings, governing documents, rules and other information are contained on the association website. [www.bplegendvillas.org](http://www.bplegendvillas.org)

Roof Leaks: Call Graham Clarke, Martha Middleton or any member of the Board of Directors

Keys: A copy of your key or key code must be given to the Legend Villas Association pursuant to the governing association documents. They are stored in a locked box. Unit keys must be available in case of an emergency. In the event of a leak, our practice is to immediately call a plumber and to access the unit through the keys in order to stop the leak. We have had several leaks occur when the unit owners or renters are not on the premises. If we cannot get into the unit, it can cause damage to occur in adjoining units or downstairs units resulting in thousands of dollars of damage. The unit owner who does not provide keys to the Association may be held liable for damages to other units.

Condominium Documents: Condominium documents are available at the Bay County Clerk's Office ([baycoclerk.com](http://baycoclerk.com)). Martha Middleton can also provide you with an electronic copy of the documents upon request, and are on the Association website, [www.bplegendvillas.org](http://www.bplegendvillas.org). If you sell your unit, please give your documents to the new owner.

Condominium Fees: Your condominium fees of \$1,400.00 per quarter are due and payable on the first day of the first month of each quarter. Fees not paid by the 25<sup>th</sup> of the first month of each quarter are past due and a late charge of \$25.00 will be added quarterly until paid. After the first month of each quarter you will be notified that you are in arrears. After 30 days if left unpaid an attorney will place a lien on your unit and foreclosure measures will be initiated. Should this procedure be necessary, all fees, including attorney's fees, will be paid by the unit owner. To insure proper credit, please put your unit number on your check.

All billing will be sent by e-mail to the address that you provide to us. For anyone wishing to receive their bill by US Mail, please contact the association and a paper copy will be sent to you. In the event that you change your address and do not notify us, you may not receive your bill in a timely manner. If the bill is not paid on time, it may result in a lien and attorney's fees chargeable to you. We will not waive those fees if you have not provided us with a current address. You should maintain proof that you provided us with a current address. We will not accept a verbal representation that you provided us with your change of address.

Contact Information: Please use the directory questionnaire provided to you to send your contact information, including e-mail address and telephone number(s) to the association bookkeeper Martha Middleton at 2702 Woodmere Drive, Panama City, FL 32405 or [mamiddleton@knology.com](mailto:mamiddleton@knology.com). If you need a copy of the questionnaire, please request it. In case of emergency, you may need to be reached in a hurry. Changes in home addresses and billing addresses should also be reported.

Fixtures–Unit Owners’ Responsibility: Unit owners are responsible for the operation of the fixtures within their unit. Second floor owners are responsible for damage done to the first floor unit caused by not keeping fixtures in good working order. Second floor owners should ensure that water heating units, air conditioning units, and ice makers are in good working order. The Association recommends automatic shut-off valves for water heaters as well as drainage pans under the water heater. It is also recommended that all garbage disposals be disconnected because they often cause back-ups in our aging and deteriorating cast iron pipes. Additionally, you should not dispose of any non-biodegradable product in the toilets such as baby wipes, feminine products, or pour grease down any drain.

Patios and Attics: Ground floor owners may not construct patios or decks outside their units. The outside areas are “common areas.” Upstairs owners may not use, alter or improve the attic area (area above ceiling). The attics are also common areas. Unit owners must store overnight all property, other than vehicles within their unit or the storage rooms.

Unit Renovations: When renovating a unit, contractors should be mindful of a water pipe extending between units. Should this pipe be jostled, it can be pushed off the drain and cause damage to the ground floor unit. Damage caused to a neighbors’ unit because of negligence can become the liability of the person responsible.

Storage Rooms: Storage room space is for unit owners and is not assigned. Items are stored on a first come, first served basis. Please label your own possessions. Contact Mr. Clarke for a key. The storage rooms are not secure and owners accept full responsibility for any lost or stolen items they place in the storage room.

Trash Receptacles: Trash receptacles are for the household garbage of members and renters and not for contractors’ debris.

Rentals: Please note that owners may not rent their units for over 5 periods per year. The purpose of this rule is to promote long-term rentals (1 month would be one rental period and 2 days would be one rental period.) This rule is also to comply with our insurance policy.

Golf Carts: Parking is limited. Since we have not had full occupancy of residential units, the parking has been more than adequate for cars. As a result, the Board will consider applications for golf carts on a limited basis and on a year by year basis.