

Welcome to the Manchester!



A Handbook for Residents

v. April 2022 1st Release

Contents

Welcome to Manchester!.....	1
Condo Life.....	1
Rules Versus Considerations	1
Guidance for Daily Living in Manchester	3
Bulletin Boards	3
Contact Information - Phone Numbers, Email address and Websites	3
Deliveries/Moving In and Out.....	4
Elevator	4
Fire Alarms	4
Laundry Rooms	4
Parking Lot	4
Patio	5
Quiet Hours	5
Smoking	5
What is a stack?	5
Storage Rooms and Units.....	5
Tags	6
Trash/Recycling Room	6
Walkways, Balconies and Lobbies.....	6
Manchester Association Governance	7
Town Shores Governance.....	7
Condo Care and Maintenance.....	8
Information Sheets and Rules	9
Fire Alarm and Smoke Detector.....	9
Laundry Room Rules.....	Error! Bookmark not defined.
Patio Rules	11
Storage Unit/Room Rules	12
Trash Room Rules.....	13

Welcome to Manchester!

You are now a resident of the Manchester Building. We hope the material presented here will assist you as you settle in, whether you are an Owner or a Renter. The booklet will not answer all your questions, but it should provide a foundation to build on as you come to understand the Manchester Association, Town Shores Association and the way they function.

Condo Life

Maybe you have previously owned a condo or lived in a condominium building. Maybe not. You are now living in your private space which is surrounded by Building common areas shared with the residents of 83 other condos and community common areas shared with residents of 17 other buildings.

Living in a condo has many benefits, such as you not having to mow the lawn or trim the hedges, but some aspects of your life are now guided by rules and guidelines designed to protect the Association and Owners, and to make Manchester a pleasant place to live for all who live here.

Being considerate and respectful, and realizing you may need to adapt a bit, goes a long way towards keeping you and your neighbors happy.

Rules Versus Considerations

As you read this Handbook, you will find important information and helpful lists of rules. Yes, we have quite a few rules here at the Manchester, as do all condominiums. Some are required by law, others were voted into existence by a majority of your elected representatives, and some are really just considerations. Everyone is expected to follow the rules, and to abide by the considerations.

Rules only go so far, and that's where considerations come in. No one is going to fine you if you fail to send the elevator back down to the first floor, neglect to double-bag potentially smelly garbage, fail to break apart and flatten the cardboard box your computer came in, or leave your laundry in the dryer for an hour after the cycle ends.

But these small failures to be considerate can result in large inconveniences for fellow residents and our Building Manager. They can affect the overall quality of our living experience here at the Manchester. Remind friends, relatives, and workers who visit your condo to "Please send the elevator back down." Set a timer so you don't forget about your laundry, forcing the next resident to make a tough decision about whether to remove it from the machine or put off doing their own laundry.

The Manchester is arguably the best-kept and most livable condo in all of Town Shores in part because we have a very dedicated Building Manager. Small considerations make it easier for

this person to keep the Manchester attractive and well-maintained for all our benefits. So, please double bag your garbage and flatten your cardboard. Don't fill up the laundry room trash with empty plastic detergent containers, recycle them. And don't leave furniture and other large objects in the trash room – if needed, ask for help in discarding them.

Please know the rules and follow them but realize that many of them could also be thought of as considerations. Do your part to be considerate and set a positive example for others. Help to keep the Manchester a great place to live, a setting where we can benefit from and enjoy each other's company.

We hope you will enjoy living here.

The Manchester Board of Directors

Guidance for Daily Living in Manchester

Manchester's House Rules (a copy of which is included in the folder) provide instructions, guidelines, and policies for many of the daily activities in Manchester and uses of the property. Numerous topics are covered in detail in the House Rules. Please become familiar with them and abide by them.

This Handbook does not restate everything in the House Rules, but it calls out some of the most common things new residents need to know right away and offers some helpful advice.

Bulletin Boards

Several bulletin boards are in the 1st Floor Lobby. You will find information about Residents, the Master and Manchester Associations, communications, activities and news. You should take time to look at them often.

Contact Information - Phone Numbers, Email address and Websites

Name	Number	Notes
Manchester Resource Line	727-248-3136	Manchester questions. If a message is left, it will be returned or referred to a Director for response.
Board of Directors		A list of Manchester's representatives and contact information is in the folder & on the 1 st fl. bulletin board.
Building Manager	727-248-3136	Manchester's Building Manager currently deals with all maintenance, janitorial and physical plant issues, including building projects. Contact the Building Manager through the Manchester Resource Number.
Town Shores Office	727-345-9491	Town Shores questions. Maintenance fee payment questions & replacement tags.
Emergencies – Police or Fire	911	Town Shores Courtesy Guards do not provide individual security or emergency services.
Gulfport Police Non-Emergency	727-582-6177	
Town Shores Directory		Includes a substantive list of numbers for local organizations, utilities, hospitals, etc. in addition to numbers for Town Shores residents.
Manchester Phone Directory		A list of Manchester owners and residents phone numbers by unit number.

The Manchester Email Address is board@manchesterhoaoftownshores.org It is monitored, but not necessarily every day. If you need a response right away, call someone.

Site	Notes
townshorescommunity.com	You set up a user account to access information about the Master Association, the community, and individual building sites. Manchester's meeting minutes and documents are found here. You can also sign up to receive email from the Master Board. This is not a secure site. Anyone can get an account.
condominiumassociates.com	Condominium Associates is contracted to handle financial matters for Town Shores and individual buildings, including Manchester. At this secure site for Owners only you can establish an account which allows you to view your account, to submit payment, and to view financial reports.

Deliveries/Moving In and Out

- The Building Manager should be notified in advance to help facilitate a smooth move by cutting down on congestion where possible and helping to prevent damage to building common areas.
- Delivery and removal of furnishings is allowed Monday – Saturday between 8:00 AM and 5:00 PM. No Sundays or Holidays, please.
- Manchester has plywood coverings to protect the elevator floor. They are kept in the 1st Floor closet and must be returned upon completion.
- We have one elevator. Please inform your moving/delivery company and ask them to be considerate of our residents. Remind them to be especially careful not to damage the elevator ceiling panels or walls. The Building Manager will inspect when the move is complete and notify you of damage.
- If your moving company is using a large van, they may not pull in front of the building. They must park on the street and shuttle items in. Damage has previously been caused to curbing, and you will be responsible for the cost of repairs.

Elevator

- After you use the elevator to go up to your floor, please send it back down to the first floor.
- If you must hold the elevator door open, use the button to do so. Holding the door itself open for more than a few seconds may cause a problem with the mechanisms. When the elevator isn't working, it is a big problem for many owners, especially those with mobility issues.
- Do not block the area in front of the elevator.

Fire Alarms

- Each Unit has a hard-wired smoke alarm and a fire alarm Notifier which connects to a central panel that connects to a monitoring center. An information sheet is on page 9.

Laundry Rooms

- Laundry rooms are located on the 2nd and 5th floors. Any resident/guest may use either laundry room. Please remember that you share them with 83 other units.
- Laundry Room Rules are on page 10.

Parking Lot

- Use your assigned space only unless you arrange with another Unit Owner to use theirs. Assigned spaces cannot be changed; they are a part of the Unit you purchased or are renting.
- If you make an arrangement that is going to last any amount of time, such as over the summer while an owner is gone, be sure to notify the Building Manager or Board of

Directors. We watch that parking spaces are used only by people who have a right to them.

- Guests must use Visitor parking, except when they are using a Unit in the Owner's absence, in which case they may use the Owner's space as long as the Building Manager is notified.
- The handicap spots in front of the building are for temporary use only. They are unassigned and are not available for anyone to use on a lengthy or full-time basis.
- Please drive, park and back out of parking spaces slowly and carefully. People walking, riding bicycles, or operating electric wheelchairs can be hard to see, and they may not see you.

Patio

- Patio Rules are found on page 11.
- The building's patio and its amenities are for use by all residents and are often used by more than one person or household at a time.
- If you use a patio chair, please put it back. If you open the umbrella, please close it.
- The grill is first come, first served. Please clean the grill when you are finished.
- Herbs being grown in the pots are for all building residents. If you plant something there, it is also for everyone's use.
- Please leave the patio neat and clean for the next users.

Quiet Hours

Building quiet hours are from 11 p.m. to 7 a.m. per Pinellas County ordinance:
<http://www.pinellascounty.org/code-enforcement/enforcement-codes.htm#noise>

Smoking

- As of December 2021, an Amendment to the Declaration of Condominium was passed which says smoking is only allowed inside your Unit. No smoking is allowed in any common areas of Manchester property, inside or outside. This includes the parking lot and the grassy areas behind and on either end of the building.

What is a stack?

This term refers to a stack of units from floors 1-6 with the same end number. For example, the 6 stack includes Units 106, 206, 306, 406, 506, and 606. Manchester has 14 stacks, 1 to 12 and 14 to 15. There are no 13 Units. Because of the way the building is constructed, when certain work is being done, it may be necessary to temporarily shut down the water or gas to a particular stack. Notice is given unless it is an emergency.

Storage Rooms and Units

- Storage Room/Unit Rules are found on page 12.

- Every Unit in the building has a key to the storage rooms. Please be sure to lock the storage room when done you are done.

Tags

The Town Shores Master Association requires you to have your tags with you whenever you use a community amenity, such as the pools, sport courts or clubhouse. You should have two red Owner tags and two yellow Guest Tags. The Courtesy Guards sometimes ask to see them.

Trash/Recycling Room

- The Manchester Trash Room is on the 1st floor. It is kept clean and neat by our Building Manager, but each one of us must do our part to keep it that way. Some buildings have rodent issues in their trash rooms. Please do your part to make sure that doesn't happen here.
- Trash Room Rules are found on page 13.

Walkways, Balconies and Lobbies

- Walkways run along the front of the building on every floor. Fire regulations require that they be kept free of obstructions.
- You may temporarily place something on the walkway, such as a chair, but it must be brought in when you are done. Welcome mats should be placed inside your door.
- Balconies are the center areas on floors 2-6 that extend outward beyond the walkways. Guidance from the Fire Department allows us to keep one small set of a table and two chairs in each balcony corner extending not further than 3-4 feet from the corner.
- Lobby areas must also be kept open to support safety, mobility, and access. Do not place anything in the lobby without permission.
- Potted plants are prohibited on balconies/walkway

Cable TV, Internet, and Phones

- Town Shores Master Association has a 5-year bulk service agreement with Spectrum to provide cable TV and internet service starting December 1, 2020.
- As a bulk services customer, you can acquire Spectrum mobile services at advertised pricing. Note: Bulk services pricing may differ from advertised pricing.
- When moving out, you must contact Spectrum and arrange to return the equipment. Inform Spectrum that you are part of the Town Shores Bulk Contract.
- When moving in, you need to contact Spectrum to arrange installation. As a Town Shores bulk services customer, you can acquire Spectrum mobile services.
- Contract Spectrum Customer Service for additional information.

Manchester Association Governance

The legal name of The Manchester's Condominium Association is Town Shores of Gulfport No. 214. The building was constructed in 1971 and opened for occupancy in 1972. Its physical address is 6025 Shore Blvd S, Gulfport, FL 33707 (resident's mailing address). The building's legal mailing address is 3210 59th St. S, Gulfport, FL 33707. This address is used by the Board of Directors. All unit owners are Members of the Association.

Manchester has a seven-person Board of Directors who are elected by the Members to two-year terms, with three elected one year and four the next. The Board itself elects a President, Vice-President, Secretary and Treasurer from the group of seven. The Board meets several times each year, usually January – May and September – October. The Annual Meeting and the organizational meeting of the next year's Board are held in November.

Board decisions made for the building and residents are not arbitrary. The Board of Directors is required to abide by and enforce the language in Florida Statute Chapter 718 Condominiums, and the Association's governing documents, which are:

- The Declaration of Condominium, Bylaws, and Articles of Incorporation, and any recorded Amendments to those documents as voted by Members of the Association. In Manchester and much of Town Shores they are commonly referred to as "The Blue Book" because original copies were in a blue cover, and many still are.
- House Rules, which are begun in Article X of the Bylaws, with later additions issued as separate documents. House Rules are updated as new issues arise and changes are required.

If you are an Owner, you should have received at closing a hard copy of the Blue Book, including Amendments, and House Rules. If you are a Renter, the condo owner should have shared these documents as they pertain to you during your rental period.

Town Shores Governance

The Manchester is one of 18 buildings in Town Shores of Gulfport, which is a 55+ community. Each building is a separate Condominium Association.

The Town Shores Master Association owns and operates the community's common areas, which include the pools, the sport courts, the Office and Clubhouse, the Marina, community entrances and some other land, according to the language in its own Blue Book and Rules and Regulations. Pool and other rules are posted at the location.

The Master Association Board of Directors is composed of two delegates from each building association who represent their building's interests when big decisions are being made or the Community budget voted. Officers are elected by the full Board.

The Master Association employs the Town Shores Manager, Office staff, maintenance staff and manages contracts, such as for financial services and courtesy guards. The Guards are here to ensure that only residents and their guests use the amenities, and to provide a level of

deterrence from vandalism and theft through their patrol presence. They do not provide “security”. The Gulfport police or emergency services should be called in those situations.

Condo Care and Maintenance

Living in a hot climate is very different than up north where many of us came from. If you are new to Florida or this type of climate, you have things to learn. Beyond climate, we live in a building that is 50-years old. If we each do our part to maintain the building and our units it helps us all maintain our homes and property values.

- Change your air filter at least quarterly. This will help keep your air clean, your air handler in good condition, supports good air circulation and lowers humidity – all of which is good for your condo. Poor circulation and humidity can result in mold growth.
- Pour 1 cup of vinegar or bleach down the AC condensation pipe once a month. If one pipe in a stack gets blocked, it can cause a problem for everyone in the stack. This is one of those “an ounce of prevention avoids a pound of problems” items. It is very simple, and the Building Manager, a Board member, or a neighbor will be happy to show you where it is and what to do.
- If you will be gone for more than a few days, someone must check on your condo regularly. You can have a friend do it or you can pay someone to do it. It protects your unit and the building.
- Information about “Closing Your Condo” and “Storm Preparedness” are found on the Manchester website and contain valuable information.
- Renovations are required to be performed by a license contractor. Before starting any work, confirm with the contractor if permits will be required. The contractor should obtain any necessary permits. See the Manchester Vendor list in this folder for vetted contractors.

Note: In case of emergency – water is flowing from under your door, your downstairs neighbor has water leaking through their ceiling, or we smell gas, etc. - we will try to contact you first, but we will enter your unit to address the possible emergency.

Information Sheets and Rules

Fire Alarm and Smoke Detector



You have a hard-wired fire alarm and smoke detector.



- **DON'T TOUCH IT!**
- **DON'T TURN OFF YOUR ELECTRIC SERVICE WHEN YOU LEAVE!**
- **DON'T TURN THE BREAKER OFF WHEN YOU LEAVE!**

-
- If you need to do electrical work in your apartment, and you need to turn off the breaker governing the Notifier, you will have ONE HOUR before the Notifier sends a "trouble signal" to the Firelink box.
 - Do not remove the Notifier from the wall.
 - The building can be fined \$400 if a CSS technician is called by the system to solve the trouble.
 - **THAT \$400 WILL BE BILLED TO THE UNIT OWNER.**

Laundry Room Rules
Hours 7:30AM to 8:30 PM

1. THIS LAUNDRY ROOM IS INTENDED FOR THE USE OF **RESIDENTS/GUESTS ONLY**.
2. COST: WASHER - \$1.00 DRYER \$0.25 FOR 10 MINUTES.
3. LEAVE 2 WASHERS AND 1 DRIER FOR YOUR NEIGHBOR TO USE.
4. **DO NOT OVERLOAD THE MACHINES**. LIMIT SOAP OF POWDER TO PREVENT FLOODING.
5. ANY ITEMS THAT HAVE **GREASE, TAR, OIL OR FURNITURE POLISH SHOULD NOT BE PLACED IN THE WASHERS OR DRYERS**. CLOTHES AND SHEETS ARE BEING RUINED BY THESE PRODUCTS.
6. CHECK BOTH THE WASHER AND DRYER BEFORE YOU USE THE AND CLEAN THEM AFTER YOU USE THEM. NO LINT FROM RUGS OT TISSUES SHOULD BE LEFT IN THE WASHERS OR DRYERS.
7. **REMOVE CLOTHES PROMPTLY** WHEN THE MACHINES STOP.
8. **NO DRIP DRYING** CLOTHES IN THE LAUNDRY ROOM.
9. **HELP US KEEP ON LAUNDRY ROOMS CLEAN**. IF YOU SPILL SOMETHING SWEEP OR WIPE IT UP IMMEDIATELY.
10. CLOSE WINDOWS, TURN OFF FAN AND LIGHTS WHEN YOU ARE DONE.
11. PLEASE REMEMBER THAT THIS EQUIPMENT IS PART OF YOUR HOME AND YOU ARE RESPONSIBLE FOR YOUR VISITORS AND CAREGIVERS WHEN THEY USE THIS EQUIPMENT.
12. **DO NOT DUMP DIRTY WATER IN THE WASH SINK**. DISPOSE OF IT IN YOUR TOLIET.
13. PLEASE DISPOSE OF YOUR DERTERGENT CONTAINERS PROPERLY. **THE LAUNDRY GARBAGE BIN IS NOT INTENDED FOR PERSONAL USE**.

THANK YOU,

YOUR BOARD OF DIRECTORS

Patio Rules

March 224, 2015

Approved by Manchester Board of Directors

1. For Use Only by Manchester Residents and Their Guests.
2. Tobacco Use of Any Kind is Not Allowed.
3. Quiet Hours 10 PM to 8 AM Must Be Observed.
4. Grill Users Must Abide by Rules Posted At The Grill Area.
5. Remove All Trash When You Leave.
6. No Glass Containers Allowed.
7. Be Aware of Patio Edge and Uneven Ground.
8. No Umbrellas.

Patio Fire Pit Rules

December 7, 2021

Approved by the Manchester Board of Directors

1. The Manchester Building Manager designates the Fire Pit Location. Do not move it.
2. Never leave the Fire Pit unattended when lit.
3. When done using, replace the metal cover and cover the entire unit.
4. Hours of Fire Pit use align with the quiet hours above and must otherwise follow Manchester's House Rules regarding the conduct of residents and guests and consideration of neighbors.
5. If these rules are not followed, or the Fire Pit constitutes a hazard in any way, the Manchester Building Manager or Board President are authorized to remove the Fire Pit without delay or the need for a Board vote.
6. For the full language of the motion authorizing the installation of the Fire Pit, see the minutes of the December 7, 2021, Board meeting.

Storage Unit/Room Rules

1/1/2014

1. All units have been assigned a storage area. A storage area is not transferable by individuals or units. When an individual no longer occupies the Unit for which they were assigned a storage unit, they must vacate the storage unit.
2. Upon being assigned a storage unit, the resident will be responsible for supplying their own padlock.
3. All personal property placed in the storage areas or on other common areas shall be at the sole risk of the property Owner. The Association will not be liable for the loss, destruction, theft or damage to such property.
4. A resident is responsible for any damage, caused by them or their property, to the property of others in the storage room.
5. All storage units are not in climate-controlled rooms. Keep in mind that some items and storage containers may be subject to mold or other issues.
6. Storage rooms will be treated by exterminators.
7. Items placed outside storage areas are considered to create a fire hazard and are a violation of the fire code. Do not block the aisles.
8. Anything found in the storage room outside of the storage unit may be discarded. This does not mean that if you want an item to be removed you simply place it outside your storage unit. It is your responsibility to dispose of any unwanted items.
9. Storage units are for storage of household effects; the following may **NOT** be stored in them:
 - Anything which is noxious, offensive, or which may become an annoyance or nuisance to the other locker tenants.
 - Anything illegal.
 - Anything flammable or explosive or any environmentally hazardous substance including paint.
 - Liquids, foods, or anything living.
 - Anything which could be damaged when exterminators treat common areas.

Please help us keep all areas of our building safe and in proper order.

Trash Room Rules

The following rules must be followed when disposing of your trash. These rules are for everyone's benefit and will keep our Trash Room clean, safe and pest free.

- Do not leave any items of any kind on the floor of the Trash Room.
- The use for each barrel or area is posted on the wall. Read the signs and put materials in the proper place. If an item is too large to reasonably fit in the barrel or area, dispose of it another way.
- Do not put wet garbage suitable for your garbage disposal in the Trash Room unless the disposal in your unit is out of order. Your disposal must be repaired as soon as possible.
- Any bag containing wet garbage must be double-bagged and tied to avoid spillage. If spillage occurs, clean it up. If you are unable to clean it up, notify the Building Manager.
- No construction materials are allowed in the Trash Room.
- Do not leave items in the Trash Room that you think someone else might want. They will be thrown away. Donate them!
- Recycle all appropriate items in the correct barrel or area. Recyclable items are:
 - Blue recyclable barrel: Steel or aluminum cans, plastic bottles and containers. (Caps and lids are to be thrown in trash cans.)
 - Newspaper/paper barrel: Mixed paper, paper or paper products that tear (Newspaper, white and colored paper, magazines or catalogs, phone books, wrapping paper, cereal boxes, paper towel rolls, shredded paper, etc.)
- Do not place the following items in the recyclable barrels. Most of the items mentioned may go in the trash.
 - Paper towels or tissues, waxed or laminated paper, foil-lined paper.
 - Plastic bags or containers
 - Glass (this can be dropped off at the Gulfport Neighborhood Center, located at 1617 49th Street S.
 - No Styrofoam
 - Paint cans or any containers which contain toxic material are not to be thrown into the trash barrels unless they are empty and dry.
 - Dirty or food-stained paper or cardboard (pizza boxes, etc.).
- Cardboard: corrugated boxes which are clean, dry, and broken down should be placed in the designated area (on top of the wash tub).

Trash barrels and Newspaper/paper barrel go out for pick-up on Monday, Wednesday, and Friday.

Blue recyclable barrels go out on Wednesday only.

Further information about waste disposal is available at

<http://www.pinellascounty.org/solidwaste/>