



Proudly Managed by First Service Residential (FSR)



Renter's Handbook

MARCH 27, 2026

Welcome to **Palma Sola Bay Club**! This document was created to help those who lease or rent a condominium in Palma Sola Bay Club to become familiar with our community, the available amenities, and guidelines to make your stay enjoyable and safe while following the rules and regulations in our documents.

Our community is managed by FirstService Residential (FSR). If you have any questions regarding this information or the condominium documents, please reach out to Steve Hatton by phone at 941-357-1962 or via email at steve.hatton@fsresidential.com for assistance.

PROPERTY MANAGEMENT – CONTACT INFORMATION COMMUNITY ASSOCIATION MANAGER (CAM)

Steve.Hatton@fsresidential.com

PSBC Clubhouse, 2nd floor

(941) 357-1962 (Monday-Friday, 8 AM - 4 PM)

1-866-378-1099 (Nights & Weekends) Emergencies only

Steve.Hatton@fsresidential.com

Maintenance Supervisor

Jeff Nance is responsible for responding to the Maintenance needs of PSBC. He is **not** the community concierge. Jeff follows the direction of the CAM, the Management Company and the Board of Directors. He also manages the Owners' Work order requests.

Renters, who have a non-emergency problem in their unit, leaky faucet, air conditioner or appliance not working properly, or notice a need for maintenance in their building, should contact their Owner, CAM, Rental or Leasing Agency or Caretaker of the unit. If you have a problem with a neighbor or have water leaking from the walls or ceiling, elevator not working, call the CAM. See the daytime and after-hours telephone numbers on page 1. If you don't know what to do, ask a neighbor for help or call the Building Captain in your building.

Owners are required to submit Work Orders or Maintenance Service Requests for any problems their renters have in their units.

Renters, if you observe a possible serious safety issue or emergency, **Call 911 immediately.** **Note:** Emergencies are defined as events that cause immediate damage to property or immediate threat to personal safety (e.g. fire, smoke in a building, life threatening situations, stroke, emergency medical care, motor vehicle accidents, criminal activity).

Local WIFI

Clubhouse Network (SSID)password: psbc341077

Pool Deck Network (SSID) = Bradenton1 password: bradcove123

Blue Stream dedicated phone line is 941-280-1566

AMENITY HOURS

Clubhouse & Fitness Center 24 Hour/7 Day

Pool Use Dawn-Dusk

Pool Deck, Grill/Bar & Fire Pit 8 AM – 10 PM

Bocce Ball, Putting Green & BBQ Grill Pavilions Dawn – 10 PM

Observation Deck and Kayak Launch Dawn – Dusk

Dog Park Dawn – Dusk

CONTACT NUMBERS

GOVERNMENT OFFICES

Fire Department (non-emergency) 1-941-761-1555

Bradenton Police (non-emergency) 1-941-932-9300

Sheriff's Office(non-emergency) 1-941-747-3011

Manatee Hurricane Emergency Management 1-941-749-3500

Manatee Health 1-941-748-0747

Social Security Office – Bradenton 1-800 -772-1213

HOSPITALS

HCA Florida Blake Hospital 1-941-792-6611

Manatee Memorial Hospital 1-941-746-5111

Sarasota Memorial Hospital 1-941 -917-9000

RENTER INFORMATION

Please note that Palma Sola Bay Club does not maintain an on-site real estate office for sales or rentals. If you are interested in purchasing or renting, please contact your preferred real estate professional.

[Palma Sola Bay Club Association, Inc.](#)

3 410 77th Street West

TRASH (Thurs am pickup) and **RECYCLE** (Tues am pickup)

Trash goes in the big bin (pizza boxes, plastic bags, general household waste, etc.)

Recycle goes in the small bins (breakdown/insert cardboard boxes, cans, bottles, NO plastic bags, NO pizza boxes)

Bulk items require special handling-contact management.

Hazardous waste such as paint, electronics, household chemicals, etc. cannot be put in the dumpster and must be dropped off at a special collection site: www.mymanatee.org.

AMENITIES/COMMON ELEMENTS

The Clubhouse and Fitness Center are part of the Common Elements and meant to be a gathering space for all unit occupants' enjoyment. As a courtesy to others, if you use the facility, leave it cleaner than it was found. Pets are **not** allowed, except certified service animals. The popcorn machine is not for general use. Do not operate it!

HOURS AND ACCESS

The Clubhouse and Fitness Center are available 24/7. The exterior entrance doors are to be always closed by users. Access is via a coded lock.

CLUBHOUSE USE

Please contact the Property Manager in advance if you would like to use the clubhouse for a special event. The second floor is available. The first floor, including the fitness room and the pool deck, is not available for private parties. When using the Clubhouse Elevator, please follow operating instructions.

FITNESS CENTER USAGE

The gym and its equipment are available for **all unit occupants**. Fitness Center may not be reserved for private use. Each gym user must complete the **Fitness Center Waiver**, attached in this handbook, to use the Fitness Center. **This waiver must be sent to the CAM prior to using the center.** • Renters must follow good judgement in gym use and etiquette and follow all posted instructions.

LIBRARY

The library is located on the 2nd floor of the Clubhouse. Books, puzzles and games are available for residents' use. The honor system is used: bring a book, take a book. Please return books to the author's alpha spot.

CLUBHOUSE CLEANING

- Users are expected to clean up after personal use as a courtesy to other users.
- All equipment must be returned to its respective stored position after use.

POOL, DECK, GRILL/BAR AREA, FIRE PIT

The Pool, Pool Deck, Grill/Bar Area & Fire Pit as part of the Common Elements are meant to be a gathering space for all unit occupants' enjoyment. As such, these areas are not available for private parties. As a courtesy to others, all who use the facilities should leave it cleaner than was found. Pets are **not** allowed, except certified service animals.

Safety is of primary importance in these areas. Videos for safe propane handling are available on our Blue Stream Channel 901.

HOURS AND ACCESS

Call the CAM for the code for access to the Clubhouse.

- The pool and pool deck are open dawn to dusk.
- The Grill areas and fire pit are open dawn to 10:00 PM.

USAGE AND MAINTENANCE

- No food or beverages are allowed in the pool.
- Shower before entering the pool.
- Rest Rooms are key locked. Keys are provided by your unit owner.
- Be courteous when using flotation devices in the pool.
- Posted guidelines for safety are to be followed. **NO DIVING.**
- Pool maintenance days are Monday, Wednesday, Friday. If the pool requires immediate maintenance (off color water/smelling, foreign material in the water, etc.), do not enter pool. Call maintenance supervisor on 941-462-3487 or FSR Emergency at 866-378-1099.

POOL DECK

- **No glass** is permitted in the pool area. Liquid refreshments consumed near the pool area must be in non-breakable containers.
- Deck lounges, table and chairs, umbrellas and seating must be put back to their original position after use.
- Towels must be used to protect the furniture fabric when sunbathing.
- Be courteous when playing music. The use of earbuds is encouraged. If external speakers are used, ask other occupants about acceptable volume.
- Posted guidelines for safety are to be followed.

GRILL AND BAR AREA - Blue Stream Channel 901 provides a video of correct procedures.

- TV remotes are in the wet bar cabinet drawers. Please turn off the TV after use and return remotes to the drawers.
- The BBQ grill tank must be *manually turned on* prior to lighting when using the grill. The tank must be *manually turned off* and the grill returned to its original spot after use.
- **Safety:** Extra tanks are stored in the wet bar cabinet & must be returned there. Extra tanks can be explosive and must **not** be exposed to heat or elements.

FIRE PIT

- To operate: a timer is mounted on the west facing exterior wall of the men's room by the pool. The timer can be set for a maximum of 30 minutes and must be restarted for additional time. ***Should the lighting mechanism not work, do not attempt to light the fire pit manually.*** Immediately notify Maintenance Supervisor so the situation is remedied expeditiously.

BOCCE COURT & PUTTING GREEN HOURS

- Putting Green: 8:00 AM to 10:00 PM.
- Bocce Court: 8:00 AM to 10:00 PM.

GRILLING PAVILIONS

• The grill propane gas tank, located in the back of the concrete grill cabinet, must be manually turned on prior to lighting and manually turned off after use. Extra tanks are in the grill cabinets in the pool area.

• A Safe Handling Video about propane tanks is viewable on **Blue Stream, Channel 901**.

• Pets on leash are allowed but please keep them off the chairs and picnic table. • Be courteous to other owners by cleaning area, including the grill, after use. • Lights are available for after dark use. Turn off the lights when done.

ELECTRIC PANEL AND WATER SHUT OFF

The Unit's electric panel is in the laundry room. The main water shut off valve is in the HVAC closet next to the hot water heater, it is usually **RED**. Other shut off valves are located at the hot water heater, under each toilet and each sink.

If your unit is unoccupied for a week or longer (see ABSENCE OF OWNERS section), turn the main water off and shut off the electricity to the water heater at the main electric panel. Doing both helps prevent potential costly repairs. Otherwise, in addition to the inconvenience to you the Association may incur an insurance claim and an increased future insurance premium, which could result in a condominium fee increase for all owners.

Long -term Renters - Please check your hot water pressure relief valve monthly.

ABSENCE OF OWNER OR LONG-TERM RENTER

If you plan to be absent from your unit for a short period (i.e. 2-4 weeks), turning off the water and electricity to the hot water heater is recommended. If you plan to be absent from your unit for an extended period (i.e. seasonal), you must engage a caretaker to watch your unit. It is **not** the responsibility of the CAM. The unit must be inspected at least once per month but every two or three weeks is preferable.

- Property Management is to be provided with your designated caretaker name.
- The caretaker must notify Palma Sola Bay Club prior to making any entry into the unit during your absence.

- The caretaker must inform Palma Sola Bay Club CAM when leaving during your absence. At a minimum, the caretaker should undertake the following actions:

1. Report or address any damage caused by storms or other events.
2. Inspect for leaks or other water intrusions.
3. Verify the settings and HVAC to control temperature and humidity.
4. Advise the CAM immediately of Unit interior damage that may create a structural, mechanical or electrical affecting another unit or building.

The Unit must be prepared prior to an extended departure in the following manner:

1. Remove all furniture, plants and other objects from the outside of your Unit and place them inside your unit.
2. Turn off the hot water heater at the electric panel.
3. Turn off the water to the unit (usually found in the HVAC closet) and open the faucets to allow captured water to drain.
4. Leave the washer/dryer doors slightly ajar to arrest mildew.
5. Replace the HVAC filter.
6. HVAC settings should be temperature $\leq 80^{\circ}\text{F}$ and humidity $\leq 60\%$. HV/AC condensate drain line must be maintained to keep condensate water flowing freely into the condensate drain. Clogged drain lines can cause emergency shut down of the HV/AC and/or potential water damage to Units. These drains are not to be used for general wastewater.
7. Close window blinds to minimize the sun infiltration.
8. The main circuit breaker to the Unit should not be turned off, nor should any dehumidifier be turned off.

PETS – Renters must have permission from owner to have a pet.

Keeping pets within the Association is a privilege and not a right.

- Household pets are defined as friendly dogs and domestic cats.
- All pet owners must register their pet(s) with the Property manager, CAM, prior to occupying their unit.
- Pet walkers must pick up their pet's waste and dispose of it in the provided waste containers. Stations that dispense plastic bags for dog waste collection are located across the PSBC property.
- Only two household pets weighing no more than one hundred (100) pounds each may be kept in a Unit.
- No pets are allowed on the Pool Deck, Grill area or in the Clubhouse except for certified service dogs.
- In addition to household pets Occupants may keep tropical fish or caged household-

type birds in reasonable numbers to the extent they do not become an annoyance to other Occupants.

- No domestic birds of a variety that will emit sounds that could be heard in contiguous Units may be kept in a Unit.
- In no event shall there be at any time any reptile, rodent, poultry, amphibians, or swine permitted on Association Property.
- The Board may order that any pet which is an unreasonable source of annoyance or a nuisance (see Declaration Section 12.3) to the UNIT OCCUPANTS, whether because of barking, aggressive behavior or otherwise, be removed from the UNIT.
- **All pets are to be leashed or be carried when outside a Unit the only exception being when in the dog park.**
- **Dog Park Protocol** - As a courtesy and safety precaution, owners should check with other park occupants before entering to allow transition time of pets and owners. Park entry/exit is through a double-gated system and only inside the two gates should the dog be unleashed. To avoid incidents, both gates should not be open at the same time. Dogs may be leashed for exit inside the interior park gate. It *is* a rule that dogs must always be on a leash in the community; except for being off leash inside the dog park. The maintenance gate is padlocked and for use in mowing only

VEHICLES AND PARKING

- Unit Occupants, collectively, may park **no more than two (2) Vehicles** on Association property at any time and are to be parked in the **Limited Common Element parking (the first-floor garage area) assigned to that unit.**
- No Vehicle may be parked or stored anywhere on the Association Property except in a paved and designated parking space.
- **Any Vehicle parked in violation of the parking restrictions is subject to towing,** with the owner of the Vehicle responsible for all costs of towing.
- No repairs or maintenance of vehicles is allowed, except emergency repairs.
- Oil or fluid leaks onto a parking space or other area are the responsibility of the owner of the Vehicle. Any damage such leaks will be repaired at the expense of the Owner of the Unit from which the offending Vehicle originated.
- Unit Occupants may wash their vehicles only in parking areas.

ELECTRIC VEHICLES - Electric vehicle charging is permitted on Association property in accordance with Florida Statute 718.113 (8). Public EV charging stations are not provided. Some units have a private approved charging outlet only in the parking space designated for that unit. No extension cords may be used when charging vehicles.

OUTSIDE GUEST PARKING

The parking spaces along the perimeter of the buildings and the paved areas by the clubhouse are available for guests only on a first come, first serve basis. No overnight parking is allowed on the streets.

EMERGENCY READINESS - HURRICANES

The community sits within a flood plain zone. Therefore, please evacuate if evacuation becomes mandatory. PSBC is located within **ZONE A**. To prevent explosions caused by EV batteries, all plug-in EV vehicles must be removed from the community when a hurricane is approaching.

- Remove belongings from your terrace when strong storms, including tropical storms and hurricanes, are forecast to occur.
- Unit Occupants should also obtain sufficient water, food, flashlights, batteries, candles, matches, a battery-powered radio and a first-aid kit.

LIMITED COMMON AREAS - Front Entranceway and Terraces • Are to be kept free and clear of refuse, debris and other unsightly material and cleaned without the dirt being swept or washed onto other unit entrances or terraces.

- Are not to be used for articles to be shaken, cleaned and/or dried.
- Are not to display, paint/affix signs, advertisements, notices or other similar material including windows and doors upon any part of the unit.
- No smoking of any substance nor vaping is allowed in the entranceways or on the terraces.
- Nothing is to be attached to or hung from any white rail including towels and clothing. It damages it and the expense of repair is borne by the Association.

FRONT ENTRYWAY DECORATIONS AND FURNISHINGS ALLOWED

- Tasteful door decorations and doormats.
- Small flowerpots/plants maintained in good condition (alive and thriving). Live plants must be either in leak proof containers or sitting in waterproof saucers.
- Unobtrusive Regulated Device (antenna or satellite dish), which is not attached to any Common Element (the Unit's wall), and meets other requirements of Section 12.9 of the Declaration.

EXCESS NOISE AND BEHAVIORS

There is to be no offensive behavior that will interfere with the rights, comforts, or convenience of other UNIT OCCUPANTS.

- Quiet time is from 11:00 p.m. until 8:00 a.m.
- No electronic equipment (TV, Sound Systems, etc.) shall be permitted in any Unit if it

interferes with radio, television, or other telecommunication reception of another Unit.

- Parents/Guardians are responsible for the conduct of all minors or dependents residing in the condominium or visiting as guests.
- Playing music by any Unit Occupant is not permitted in any of the hallways, stairways, balconies, elevators, lobbies, or other areas where it could be disturbing to Occupants, and loud noises will not be tolerated.

- Skateboarding, rollerblading, roller skating and general horseplay on the walkways, driveways, or in hallways or in parking areas are prohibited.

OWNER AND RENTERS' VIOLATION AND FINES

The PSBC Violations policy assures safety, cleanliness and basic order is maintained within the PSBC Association. The policy describes how violations are identified, the consequences of a violation, and the due process imposing a violation. All Unit Owners, tenants, and guests are expected to comply with the PSBC Declaration, Bylaws, and the PSBC Rules and Regulations (R&R). The Unit Owner is responsible.

FRONT VEHICLE GATE

This is the ONLY vehicle access to PSBC for Residents.

It is contiguous to 75th Street West.

1. Gate: Open Monday – Friday from 8:00 AM to 5:00 PM and closed on the weekend.
2. Key Fobs: Two gate key fobs should have been provided to Owners at their unit closing. The FOB is a small, programmed hardware device that provides access through the front gate. Owners are responsible for providing keys and FOBs to your renters and instructing them on the proper way to operate it. After turning off 75th St, stop at the **KEEP RIGHT** sign. Point the FOB at the screen and press the button on the FOB. The screen will read **OPEN 1** and it will **beep**. You will see the Gate begin to open and you can proceed to the Gate. Renters, your unit owners should provide you with the FOB.
3. Replacement Fob: Contact the CAM if a FOB is lost or stolen and needs to be replaced. The replacement FOB is your expense.
4. Callbox: To have your name and number added to the front gate call box, fill out the requested information on the KEY FOB & GUEST ACCESS INFORMATION FORM and email it to the CAM.
5. After Hours Guest Use: Guests will use call box located on the circular drive near the front gate. Guests will search for the owner's name, scrolling alphabetically, then press the "call" button when the name is found. The phone number programmed for the unit owner will be called and a simple press on the number '9' on your phone, after you answer the call, will open the gate. The gate will close normally.

THE REAR VEHICLE GATE (For Emergency vehicles only) This is emergency access only to Palma Sola Bay Boulevard. There is no access through this gate to or from Palma Sola Bay Club property for Unit occupants.

WALKING GATES

A key is provided to be used for access to and from the property at both the front and rear gates (and it is the same key that provides access to the unit owner's storage in the parking garage).

BUILDING CAPTAIN

A unit owner has volunteered to be the liaison for your Building and Common Area issues with the Board. Responsibilities include assisting property management with building related requests, the dissemination of Board related information to owners and addressing rule infringement with the Board. Building Captains are identified on the Palma Sola Bay Club website and on the Residents' Directory.

FIRE ALARMS

The fire alarm system is monitored 24/7, and the local fire department will be notified immediately in case of an emergency. All alarms in a building will sound if one alarm is set off. Alarms are independent of each building and are tested annually. Please evacuate the building by the stairs in case of an alarm.

Renters, call your owner if you hear the interior ceiling unit smoke alarm "chirp" when its battery is running low. It's good to have replacement batteries, the type of battery needed if the chirping starts in the middle of the night. On Blue Stream, Channel 901, you can view a video on how to change the battery.

FIRE SPRINKLERS

Fire sprinklers will only go off in the Unit where fire is detected. The fire alarm for the building is automatically activated, and the fire department is notified when sprinklers are activated.

ELEVATORS

Each elevator is equipped with an emergency phone line that is monitored by a central station. Please refrain from using the elevator during a fire emergency or a general power outage. Please become familiar with elevator guidelines posted on the Bulletin Board next to your building mailboxes.

Please email the completed PDF form to: psbc.admin@palmasolabayclub.org

FORM - FITNESS CENTER WAIVER

Date

To participate in an exercise program and use the Palma Sola Bay Club Condominium Fitness Center, I, the undersigned, do so knowingly and voluntarily accept the inherent risks of bodily injury that could result from physical exercise and use of the fitness equipment. I further understand that Palma Sola Bay Club Condominium and Palma Sola Bay Club recommend and strongly encourages that I consult with my personal physician prior to starting an exercise program and obtain his/her approval.

Accordingly, the undersigned, a resident of Palma Sola Bay Club Condominium, agrees to assume all such risks, and hereby indemnifies and hold harmless, waives, releases and discharges Palma Sola Bay Club Condominium, Palma Sola Bay Club Members and Palma Sola Bay Club, any of their affiliated companies, trustees, officers, employees, agents, representatives, including each party's respective insurance carrier(s), from all causes of action(s) and claims for damages of any nature whatsoever which I or my heirs, successors, assigns or representatives may have against any of them arising from my participation in an exercise program and use of the Fitness Center within the Palma Sola Bay Club Clubhouse.

Print Name (Owner/Guest or Tenant)

Signature

Address & Unit

FORM - APPLICATION FOR TENANT LEASE **Palma Sola Bay Club**

Application for Tenant Lease

Please submit at least 14 days prior to start of lease.

Owner's Full Name _____ First Last

Tenant's Full Name _____ First Last

Address of PSBC property being leased:

_____ No. Street Unit No.

Owner's Telephone (____) _____ Tenant's Permanent
Address _____

No. Street Apt. No. City State Zip Code

Tenant's Home Telephone (____) _____

Cell Number (____) _____

Tenant's Email Address _____

_____ Tenant's Spouse's Full Name

_____ First Last

Age of Tenant and Tenant's Spouse:

Please identify members of Tenant and/or Tenant's spouse who reside with Tenant
NAME DATE OF BIRTH

Has the tenant or any member of the tenant's family who will reside in the unit been
convicted of any felony? Has the tenant provided a criminal background check:
Yes or No

If Yes, provide a copy, if No* when will it be completed?

*Owner will be responsible to pay for criminal background check prior to board
approval of the lease. **VEHICLES:**

Auto #1: Make _____ Model Color _____ Yr _____ Lic# _____ St _____ **Auto #2:**

Make _____ Model Color _____ Yr _____ Lic# _____ St _____ **(If vehicle unknown
or rental, please indicate above)**

PETS: Owners are allowed to have two domestic pets such as cats or dogs

TENANT ACKNOWLEDGMENT

As a tenant of a Resident homeowner in Palma Sola Bay Club (PSBC), I understand and agree to the following:

1. Use of Association Property: I may be permitted to use PSBC's property and facilities during my lease term, subject to PSBC Association Board approval. Such privileges are governed by the PSBC Rules and Regulations.

2. Compliance with Rules: I acknowledge receiving a copy of the Rules and Regulations and agree to abide by them. Failure to comply may result in restricted access or eviction. I hold the PSBC Condominium Association harmless for any losses incurred.

3. Limited Privileges: As a tenant, I only have the privilege to use the Association property and facilities, like Resident homeowners. I have no ownership rights or involvement in the Association's management or control.

4. Indemnification: I assume all risks associated with using the Association property and agree to release and indemnify PSBC Condominium Association, its representatives, employees, and volunteers from any liability or claims arising from my use, including personal injury or property damage.

5. Personal Property Responsibility: PSBC is not responsible for any loss or damage to my personal property while on the Association premises. I am liable for any property damage or personal injury caused by myself, my authorized users, or guests. This acknowledgment remains valid even after my use privileges end, regarding any property damage, personal injury, or death occurring before termination.

Tenant _____ **Date:** _____

ASSIGNMENT ACKNOWLEDGMENT OF UNIT OWNER I have agreed to lease my property in PSBC to the tenant named below and assign the privileges I am entitled to, to the tenant for the term of the lease. I have provided the tenant a copy of the PSBC Rules and Regulations. I acknowledge and understand that during the term of the lease I may not use Association property or facilities.

Date: _____

Owner Signature: _____

Tenant Name: _____

Term of Lease: Commencing Date: _____ Ending Date. _____