



Welcome to Verona! This quick guide is your introduction to the Verona at Renaissance HOA at a glance. We encourage you to explore our website, meet with the Welcome Committee, and reach out to our Association Manager.

Whether you own or rent here in Verona, there is so much to be enjoyed in our community and there are rules and restrictions that govern it. The Welcome Team is happy to answer any questions and to personally welcome you to Verona! Their contact information is listed below.

As an introduction, the Verona at Renaissance Homeowners' Association (Verona HOA) is comprised of 244 homes located in the gated community within the Renaissance section (912 homes) of Sun City Center (over 11,000 homes). As well as being a part of the Verona HOA, each member is also required to be part of the [Sun City Center Community Association \(SCC CA\)](#) which provides all of the recreational facilities, the [Renaissance Maintenance Association \(RMA\)](#) which is responsible for the landscaping along the major roads and support of our ponds, the [Greater Sun City Center Beautification Association](#) which is responsible for the landscaping along State Route 764 and be a [Club Renaissance Social Member](#). Additional detail regarding each of these is located on our website at: [www.MyVeronaHOA.com](http://www.MyVeronaHOA.com).

To get you started, the following is a check list to get you going as you get acclimated to Verona:

1.  **Verona HOA Website:** Visit the Verona HOA website at [www.MyVeronaHOA.com](http://www.MyVeronaHOA.com) for information on everything from our Association Memberships, our Fee Schedules, our Board of Directors and Committees, our Governing Documents, how to submit a Work Order or Architectural Change Request, Emergency Information, Helpful Tips for Residents, and much, much more. To access the Residents Only page, contact the webmaster at [Webmaster@MyVeronaHOA.com](mailto:Webmaster@MyVeronaHOA.com) for the password.
2.  **Association Manager Information:** You should have received a Welcome Letter and information from Sunstate Association Management Group, along with a [Resident Occupancy Sheet](#). Please fill this out as soon as possible and send it to [databasechanges@sunstatemanagement.com](mailto:databasechanges@sunstatemanagement.com) so that your contact information is correct for all communications. Additional contact information for our Association Management company is located on the right-hand column of the Verona HOA website at [www.MyVeronaHOA.com](http://www.MyVeronaHOA.com).
3.  **Authorization and Consent for Notice by Email:** Florida statutes allow an HOA and/or the Association Manager to send official notifications via email instead of by the U.S. Postal Service, thus saving the HOA money, so long as the resident has given authorization to do so in writing. There is an "[Authorization and Consent for Notice by Email](#)" form located on the [Verona HOA Website](#). Please fill this form out send a scanned version to [President@MyVeronHOA.com](mailto:President@MyVeronHOA.com).
4.  **Home Owners' Association (HOA) Dues:** As a member of Verona, you are required to pay quarterly dues to the Verona HOA, annual dues to the Sun City Center Community Association (this includes a small fee that goes to the Sun City Center Beautification Association), annual dues to the Renaissance Maintenance Association, and annual dues for social membership to ClubLink' Club Renaissance. The specific amounts and dates due are listed on the home page of the [Verona HOA website](#).

5.  **Verona Governing Documents:** The current versions of the governing documents including the Declaration of Covenants, Articles of Incorporation, Bylaws, Amendments, Rules & Regulations and other Guidelines are stored on the [Verona HOA Website/Governing Documents](#) page. These documents can be found through the “Verona HOA” drop down list at the tip of the website. The Rules & Regulations are a critical resource and could be updated periodically. *There are two important points you need to know from this document right now:*
- a. The first is that any change you wish to make to the exterior of your home such as paint, doors, landscaping, windows, or driveways requires written approval from the Architectural Committee (AC). The AC meets regularly to review applications and conduct site visits. The “[AC Request Form](#)” is included on the Form Page of the [Verona HOA Website](#).
  - b. The second is that Verona has specific regulations for homeowner responsibilities for maintaining their properties. Roofs, driveways, sidewalks, and street gutters are to be regularly power-washed and free of stains and mold. Properties are required to have a designated number of trees and mulched landscape beds. Compliance reviews on homes are done regularly. Homes failing compliance are notified. Non-compliance items must be fixed to avoid fines.
6.  **Gate Access:** Our gates are controlled by either a FOB or through 2 different access codes as follows:
- a. **FOB**  
Point the FOB at the Call Box and press the FOB Button.
    - Note: The sensor is in the Call Box, NOT THE GATE.
    - Pointing the FOB toward the gate will have very inconsistent results.
    - To obtain a new FOB, there is a “[Gate Action Request Form](#)” located on the [Verona HOA Website](#).
  - b. **Personal Code**  
On the Call Box, Press the Asterisk [\*] button and enter your 4-Digit Code.
    - This code is set-up by the property manager RealManage.
    - Note: This code should never be given out to anyone other than Personal Family members.
    - To change this code number, utilize the “[Gate Action Request Form](#)”.
  - c. **Visitor Call Box Listing**  
On the call box, your visitor should Press the Pound [#] button and scroll to your name, and then hit [enter] on your name. They could also Press the Pound [#] button and enter the 3-digit code listed by your name in the listing. This will ring the phone number assigned to your listing, and when you answer your phone, you can speak to the visitor through the call box. You can hit [6] on your phone, and the gate will open for your guest.
    - This process should be used for all guests including deliveries and services (pizza, painters, other services, etc.).
    - Note: You should verify that the name listed and the phone number that gets called is the one you want to have called to remotely open the gate. You can test this by going to the call box and trying the process.
    - To update the name/phone number, utilize the “[Gate Action Request Form](#)”.

7.  **Email Distribution List:** There is a Verona Resident Email Distribution list that is used for non-HOA communications such as activity notices, general information, requests for service providers, etc. If you would like to be added to that list, send an email to [Webmaster@MyVeronaHOA.com](mailto:Webmaster@MyVeronaHOA.com) with a request to be added to the Verona Email Distribution List and include:
  - Full Name (both first & last)
  - Email Address
  - Street Address including House Number
  - Closing Date
  
8.  **Trash, Lawn Waste, and Re-cycling:** Trash is picked up on Wednesday mornings and both trash and recycling is picked up on Saturdays, as early as 6 am. Only trash and recyclable containers provided by Hillsborough County shall be used for waste disposal. Containers shall be stored in the garage and set out after 6:00pm on the day before pickup and removed before 6:00pm on the day of pickup. The containers shall be positioned on the homeowner's property side of the curb with the handle facing the residence. Containers shall be separated a minimum of three (3) feet for removal truck access. A "Waste Container Positioning for Pickup" document and a link to the Hillsborough County Waste & Recycling website is located on the [Verona HOA Website/Tips for Owners](#).
  
9.  **Pool:** Along with the SCC CA pools located on the north campus and the Club Renaissance pool located at the club, Verona has its own private pool for use by the Verona residents and their guests. This is located by the front gate near the mailbox kiosks and to access the pool you will need to use your Gate FOB. No lifeguard is on duty and bathers swim at their own risk. Pool hours are daily from sunrise to sunset. No lighting is available in the pool area. Full pool rules are posted at the pool and available on the [Verona HOA Website/Governing Documents](#).
  
10.  **Mailbox Kiosks:** Resident mailboxes are located at the mailbox kiosk near the front entrance of Verona. Each Unit Owner is responsible for their keys and for recycling the mailboxes. If you need to change the lock on the mailbox, that service is provided by the U.S.P.S.
  
11.  **The Board of Directors:** There are five Board of Directors for the Verona HOA, and they are elected by the Verona community for staggered 3-year terms at the Annual Members Meeting held in the first quarter of each year. They are listed on the [Verona HOA Website/Residents Only](#) page. Monthly Board Meetings are held per the schedule listed on the home page of the [Verona HOA website](#). Residents are encouraged to attend.
  
12.  **Resident Committees:** There are a number of different Resident Committees that support the activities of the Verona HOA. They include Architectural, Decorations, Gate, Governing Documents, Hearing, Infrastructure, Landscape, Social and the Welcome Committees. These committees are appointed by the Board of Directors, and are open to any of our residents. A list of the Chairperson is in the [Verona HOA Website/Residents Only](#) page. Please join a committee and help our community be fun and successful.

13.  **Resident Directory:** A Sun City Center Community Association Membership Directory is printed periodically and is available for pick up at the CA Administrative Office Building is located at 1009 North Pebble Beach Boulevard. In addition to resident names, contact information, and addresses, the directory contains a wealth of information on the SCC CA governing documents, maps of SCC, local services, emergency services and a whole lot more! On the [Verona HOA Website/Residents Only](#) page there is also a listing of residents specific to Verona.
14.  **Tenant Reminder (if applicable):** Owners may lease their Dwellings for a minimum period not less than 30 consecutive days in duration, and may enter into a maximum of three (3) such rental arrangements in any twelve (12) consecutive month period with regard to a Dwelling. An Owner shall notify the Association in writing that the Owner intends to lease a Dwelling, and shall provide the Association with a copy of the lease prior to execution. Please ensure that your tenants have the necessary information concerning the Rules and Regulations while living within the community and be reminded that Owners will be held accountable to the Association for Tenants, family members and guest behavior and actions while in the community.

*Again, welcome to Verona!*

Cynthia Mikos, Verona HOA President: [President@MyVeronaHOA.com](mailto:President@MyVeronaHOA.com)

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