

SEA VILLA CONDOMINIUM ASSOCIATION, INC.

1425 Highway A1A
Satellite Beach, FL 32937

GENERAL INFORMATION REGARDING THE ASSOCIATION as of January 2019

1. **Sea Villa Property Management is handled by –**

David Hoffman (LCAM)
OMEGA COMMUNITY MANAGEMENT, INC.
7145 TURNER ROAD, SUITE 101
ROCKLEDGE, FL 32955
BUS: 321-757-7902 Ext-1 FAX: 321-757-7903
E-MAIL: dhoffman@omegacmi.com
Website: www.omegacmi.com

All inquiries shall be directed to the property management firm for handling.

2. **Sea Villa web site for general information:** Currently being reviewed for upgrade

3. **Owner Defined:** Person(s) or entity designated as holding title to the property per Brevard County records. The association shall only provide communication regarding the residence to the authorized 'owner'.

4. **Collection Process:** As an owner you will receive a package from the Property Management Company for paying the monthly Condominium Association dues. The package contains a booklet with coupons for each month in the year. It also contains information concerning how much is due, when it is due and where it should be mailed. As a convenient option, it also explains how to set up an automatic payment account. This allows the monthly dues to be automatically taken from a banking account that you designate, on the date they are due.

Dues and Assessment are payable on the 1st of each month and past due on the 10th of the month. In general, if an owner is in arrears 3 months, then the account will be turned over for collections. Depending upon circumstances this may change depending upon what is in the best interest of the Association. It is in the best interest of the owner, to communicate with the Board for special considerations.

5. **Payment of Dues Covers includes but not limited to:**

a. **Common Element Insurance:** The Sea Villa insurance broker is listed below. If a mortgage company requests Association proof of coverage, that request should be forwarded to broker for handling.

Patrick Newton
Florida Condominium & Apartment Insurance Inc.
1360 S. Patrick Drive, Suite 11
Satellite Beach, Florida 32937

Office: 321-775-1777 | Fax: 321-247-4809
Cell: 813-263-4112 | Toll free: 877-600-1245
pnewton@fcains.com

b. **Pest Control:** CB&S Pest Control performs exterior pest spraying quarterly and will perform interior spray, as required, at the request of the Owner. **Contact:** Gene Bogen at 321-779-5060

c. **TV Cable:** Spectrum 'Premier (Digital)' TV cable service for each unit as part of the monthly dues. Anything above this level is paid for by the Owner.

d. **Waste Management:**

1. **Water:** Owners shall ensure any internal unit water leakage is corrected timely and to take into consideration plumbing fixtures that conserve water. In general, piping vertical is the responsibility of being maintained by the Association and those horizontal pipes those of the unit owner.

2. **Garbage and trash in general.** All garbage is to be bagged and put in, *not beside*, the dumpster. **NO RAW GARBAGE** is to be put in the dumpster. Recycle items only are to be placed in the recycle bins - no packaging or garbage please. Discarded building materials are to be removed from the premises by your workmen, or in the alternative, must be cut to fit into the dumpster. All boxes are to be cut down before putting them in the dumpster. No storage of any items is permitted in the dumpster corral. The dumpster area is to be kept cleaned out as we have had ant / vermin problems. Garbage collection days are Mondays and Fridays. There is a small trash can located in the mail room for the purpose of disposing junk mail. It should **not** be used to dispose food, bottles, picnic items or any other such trash. Since we do not employ a maintenance person, this trash can should be emptied by any resident when they find it full. If the trash can becomes a problem it will be removed. **SMOKERS: DO NOT THROW YOUR CIGARETTE BUTTS ONTO THE BEACH, PATIO OR PARKING LOT. DISPOSE OF THEM PROPERLY.**
- e. **Fire Extinguishers.** Fire Extinguishers are strategically located on buildings around the parking lot, their location is in compliance with the Satellite Beach Fire Department. Yearly, these fire extinguishers will be checked for certification.
6. **Quiet enjoyment of the premises.** No loud noise, music, gatherings, or rowdy behavior are permitted at any time, but particularly during late or early hours. The police will be called for any disturbance of the peace.
7. **Lawful use.** No immoral, improper, offensive, or unlawful use shall be made of any unit or common area. All laws, zoning ordinances and regulations of all governmental bodies having jurisdiction shall be observed.
8. **Passageways.** Passageways and stairs shall be kept open. No storage of items is permitted around doorways, under the stairwells or in the yard along the sides of the building. (This includes all garage type items or cleaning items, recreational items, fishing gear, etc.)
9. **Parking.** One parking space is assigned per unit. **All cars parked shall be parked as close to the parking bumper to assure obstruction to the egress of the driving lane.** Guest parking spaces are available along the front of the building, clearly marked as such. No commercial vehicles, trailers, motor homes, boats, boat trailers, campers, or vehicles of any sort except passenger cars are allowed to be parked on the premises. An exception is made for the temporary parking of service vehicles performing legitimate work at Sea Villa. No parking is allowed over the drain in front of the palm trees in the front center of the parking area, nor is parking allowed in front of or anywhere near the dumpster corral such that free access to the dumpster is restricted. The Association incurs extra fees if Waste Management has to make a second trip to pick up our garbage. The guest space adjacent to the dumpster corral must remain vacant on Mondays and Fridays until the trash has been collected (normally in the mid-afternoon time frame). **IF YOU ARE PARKED IN A MANNER, WHICH RESTRICTS ACCESS TO THE DUMPSTER, YOUR CAR MAY BE TOWED AT YOUR EXPENSE.**
10. **Clothes drying.** No outdoor drying of clothes on lines, racks, stairwell railings, or other is permitted.
11. **Pets.** There is a policy of **NO** pets unless grandfathered in and/or waiver issued.
12. **Car washing, water conservation and hose usage.** Car washing is permitted at the hoses located on various buildings. Please turn off water taps, and drain the hoses when finished. If you notice leaking, please inform the Property Manager.
13. **Fishing.** Fishing from the patio is not permitted nor storing of fishing gear.
14. **Rental / sale of units.** Board approval is required for rental or sale of units. Obtain the proper "Intent to Rent" or "Intent to Sell" from the Property Manager. **Rental of units shall not be less than 30 days at any given time.** Known violators shall be reported to City of Satellite Beach and Brevard County.

Tenant compliance with condominium rules and regulations. All tenants must comply with the rules and regulations of the Association as delineated in the Declaration of Condominium, Bylaws, or as made from time to time by the Association. For this purpose, the Association is designated the agent for the owner with the authority to terminate any lease agreement in the event of violations of these rules and regulations, whether stated in the lease or not. It is therefore, incumbent upon owners to see that all tenants receive the material regarding Association rules and regulations they need in order to abide by them.

16. **Responsibility.** Not every situation can be outlined. However, the owner is responsible to ensure any contractor working on property or in a unit knows about these guidelines. Having no knowledge of them will not relieve the owner from the responsibility/liability. Further, any damage caused by the negligence of the contractor will be billed to the owner "at cost" plus 10% handling charge. The Association will have final say in how/who will be authorized to make repairs to the common area.

- a. **Cleaning of paints, etc.** There will be no washing out of paints or any finish materials in or near the parking lot, breeze ways, flower beds etc. It doesn't matter how much water is used to wash away it will leave a "film" on whatever was washed. The owner will be responsible for replacing damaged area "at cost" plus 10% handling charge.
 - b. **Delivery of material.** There will be no dumping or storage of material on the parking lot or breezeways. If something is being delivered it should be taken from the truck to your personal unit.
 - c. **Roll off / dumpster.** If the owner needs to utilize a roll off / dumpster it MUST be on four (4) RUBBER TIRES and there MUST be 3/4" plywood spanning a minimum of one (1) foot in diameter around each tire where ever it is parked. Even with this, if any damage is caused by the dumpster the owner must pay to have the pavers repaired "at cost" plus 10% handling charge.
 - d. **Plumbing.** Plumbers are not allowed to clean out a line by 'blowing'. Snaking the line is acceptable.
17. **Mail Boxes and Mail Room.** Mail box keys are the responsibility of the owner. These are Federal U.S. Mail boxes and the Association is not in the business of keys or access. That being said, when the mail boxes were installed a number of extra keys were purchased. Contact the Property Manager if there is a need for a key. This service shall be discontinued once the existing locks/keys are expended. Otherwise, the owner needs to contact the U.S. Post Office for assistance.
- The Mail room is for the Associations storage and not owner storage.
18. **Utility Room.** If requested an owner shall be provided a key to this room, however, the room is for the Associations storage and not owner storage.
19. **Umbrellas.** Canvas deck umbrellas are available for anyone to use (located in Mail Room) in the tables on the front deck. If using one, please be certain to collapse and tie down the umbrellas after use to prevent wind damage.
20. **Grills.** City of Satellite Beach Fire Marshal has determined that **NO** grills may be use within 10 feet of the roof line due to a fire hazard.
21. **Seasonal Considerations.** Please be aware that Sea Turtle Season extends from May 1 - October 31 each year. There are government rules in place regarding lighting, viewing and nesting. Please be aware of them to comply with the law. Hurricane Season extends from June 1-November 30 each year. Please take this into consideration to protect your unit.
22. **Unit Keys.** The Condominium Laws allow the Association to maintain keys for each of the units. Since this is a communal living facility, a problem in one unit can affect other units or the whole complex. It is the owner's responsibility to make sure that the Property Manager has a current key for their unit. These keys will be used for emergency conditions only. If access is required to a unit and a current key is not available a door or window may need to be broken to gain access. It will be the responsibility of the owner to pay for this repair.
23. **Common Element Changes.** No changes shall be made to the common elements without Board approval. The common elements are basically anything outside of your unit. To make a request for a common element change an ARB (Architectural Review Board) form must be obtained from the Property Manager. The form shall be filled out and returned to the Property Manager along with any other supporting information. No work shall be done until the request is approved/denied by the Board.
24. **Miscellaneous.** Windows, storm shutters, doors and A/C units are the responsibility of the owner. However, the owner must conform to common area décor and get Board approval prior to disturbing any of these elements.

Board of Directors

**Sea Villa Condominium Association, Inc.
January 2019**

Note: Owners should consult the Declaration of Condominium and By-laws for complete rules and regulations regarding use of the premises.