

# *Sea Cove Condominium*

*1616 S. Ocean Drive and 1700 S. Ocean Drive  
Vero Beach, FL 32963*

## **RULES, REGULATIONS & PROCEDURES**

*Sea Cove  
Board of Directors*

*Rev - 6/2014*

# **SEA COVE CONDOMINIUM ASSOCIATION, INC.**

“Welcome to Sea Cove”.

We are all very proud of Sea Cove, a single family, residential condominium. Sitting on one of the finest beaches on the Treasure Coast, its pools, sundecks, clubhouses and grounds are extremely attractive and its physical location, in relation to both mainland and beach shopping, is unequalled.

We work hard to keep Sea Cove’s amenities neat and clean and in good condition and ask that you do the same by treating them just as you would your own home.

The following information will help you understand Sea Cove and how it works. Please familiarize yourself with this information. The better you understand the rules, regulations, and procedures the more you’ll enjoy all that the Sea Cove Community has to offer its owners, tenants, and guests.

If you have any questions, please call our management company Elliott Merrill Community Management at (772) 569-9853 for clarification.

Again – “Welcome”.

Sea Cove Board of Directors

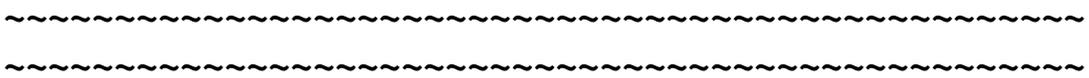
**SEA COVE RULES, REGULATIONS & PROCEDURES**  
**PURPOSE AND SCOPE**

The regulations contained herein comply with the provisions of the Articles of Incorporation, the Declaration of Condominium and the provisions of the Condominium Act, Chapter 718 of the Florida Statutes. Chapter 718 is the foundation statute for all condominiums in the state of Florida. There are six distinct parts to the Condominiums Act, and some of the parts have far greater applicability to a mature condominium community, such as Sea Cove, than others.

It is not the intent or purpose of Sea Cove’s Board of Directors to curtail in any way, the freedoms of unit owners by limiting said freedoms with unreasonable rules, regulations and procedures.

Owners, their family members, guests and tenants are expected to be responsible, law-abiding adults, whose conduct will not infringe on the reasonable freedoms of others.

The Board of Directors welcomes you to Sea Cove, but wants everyone to recognize that Sea Cove is a single family residential condominium, it is **not** a motel or beachfront resort... and personal behavior, which abuses the hospitality of the residents or violates the Association’s governing rules and regulations, will not be allowed.



**CONDO UNITS**

OWNERS ARE RESPONSIBLE FOR THE ACTIONS OF, AND DAMAGE CAUSED BY, FAMILY MEMBERS AND GUESTS AS WELL AS THOSE TO WHOM THEY RENT THEIR CONDO UNITS.

**GENERAL:**

1. The condo unit can be carpeted with under-padding and carpeting materials equal to that originally installed. Floor materials, other than carpet, such as (but not limited to) tile, hardwood, etc, may be installed provided that a detailed

description of the finish floor material and a mold resistant superior sound proofing underlayment material is submitted to the Board of Directors for their prior approval. The combined assembly of the finish flooring, underlayment material, and existing concrete slab (without suspended ceiling below) must exceed or at least meet the minimum acceptable Impact Insulation Class (IIC) rating of 50.

2. When replacing washers or dryers, the original size units must be installed. If the floor, wall and ceiling areas are fully insulated, using a fire-retardant type of sound-proofing material, the larger units are permitted.
3. Use of washers or dryers between 8:00 p.m. and 8:00 a.m. is prohibited.
4. **FOR EMERGENCY PURPOSES, EACH UNIT OWNER MUST FURNISH THE CONDOMINIUM ASSOCIATION WITH A KEY TO HIS/HER UNIT. THIS IS MANDATED BY THE STATE OF FLORIDA.**
5. Any owner who intends to have family members or guests occupy his/her unit in his/her absence must notify Elliott Merrill Community Management's office prior to the time the guests are scheduled to arrive.

This can be done by phone, mail, or e-mail ([wendyc@elliottmerrill.com](mailto:wendyc@elliottmerrill.com)) and the owner must also furnish the names of each person who will be in residence in the condo (including children) as well as their expected arrival and departure dates. Elliott Merrill's office is located at: 835 20<sup>th</sup> Place, Vero Beach, FL Phone: 772-569-9853.

**FOR SECURITY REASONS, IT IS EXTREMELY IMPORTANT OWNERS COMPLY WITH THIS RULING.**

### **MOVING - DELIVERIES**

1. Moving into or out of a condo unit, as well as the delivery of large items, is permitted Monday through Friday from 8 AM to 5 PM, except on legal holidays when neither are permitted.

2. Elliott Merrill Community Management must be contacted prior to the arrival of the moving van or delivery truck so that arrangements can be made to have mats installed in the elevators and instructions given to the driver of the vans as to where to park, etc. All deliveries must be made through the side gate(s). Luggage, luggage carts, grocery carts, bellman carts, dollies or large items are **not** permitted through the front lobby doors.

## **CONSTRUCTION**

1. Work may be performed Mondays through Fridays between 8 AM and 4 PM. No work is permitted on Sundays or legal holidays.
  - Light construction, maintenance, repair and remodeling of condominium units such as remodeling of bathrooms and kitchens, and limited common property is permitted year round.
  - Major Construction producing continuous noise, vibration, dust or odor which emanates outside the walls of the unit being worked on, may only be performed from May 1st to November 15th. Examples of Major Construction activity likely to be in this category are (but not limited to) removal of tile flooring which is adhered to concrete, use of a jack hammer and other such impact work and/or the renovation of the majority of the rooms in a unit. Elliott Merrill Community Management must be given 14 days advance notice of the start and end dates, times and types of tools or machinery to be used during Major Construction.

The association Board of Directors may grant written exceptions to the above restricted work times based on need related to safety, health and the protection of common or other unit property. (e.g., leaking water, mold, etc.).

- Contractors who violate these approved days/hours of construction are subject to being banned from doing future work at Sea Cove.
- Contractors are required to clean the common and limited common areas during the day and give said areas a final cleaning prior to leaving at the end of the day. Use of Sea Cove dumpsters is strictly prohibited.

- Walkways and stairwells must be kept clear and clean at all times and never be used as work areas. Condo Unit Owners are responsible for the conduct of their contractors and workers. If the Association's employees have to clean common or limited common property due to work done by a unit owner's contractor/workers, the owner will be billed at a charge of \$50 per hour.

### **SELLING OR LEASING CONDO UNITS**

1. Any owner desiring to either Sell or Lease their unit **must** follow Procedure #9, the Lease or Purchase Application/Approval process. The process is initiated by contacting the Elliott Merrill Community Management organization (772-569-9853, ext.105).
2. No "Realtor" signs, "For Sale by Owner" signs or "For Rent/Lease" signs can be displayed on, or contiguous to, Sea Cove property at any time.
3. An "Open House" sign will be permitted, but only between the hours of 9 AM and 5 PM, PROVIDED the following restrictions are adhered to:
  - Either the owner or the realtor will be present at all times in the front lobby to meet prospects at the door.
  - Neither the owner nor the realtor is permitted to "prop open" any doors, post any directional signs or notices leading to the unit or post any notices on the security entranceway telephone (or adjacent walls or doors) advising the prospect to dial a certain number to gain entry to the building.
  - The "Open House" sign must be removed from the property by 5 PM each day.

**UNLESS THE ABOVE CONDITIONS ARE COMPLIED WITH FULLY, THE "OPEN HOUSE" SIGN WILL BE REMOVED BY THE ASSOCIATION.**

## **PETS**

- No one other than a Sea Cove condo unit OWNER is permitted to have a pet on-site at Sea Cove.
- A pet is defined here as a domesticated cat or dog weighing 10 pounds or less fully grown.
- The pet of a prospective owner must be approved by the Association before approval can be given for the purchase of a condo unit.
- A unit owner's pet must be kept within the confines of an owner's unit except when being walked. Pets are restricted from being walked on the east (ocean) side of the property. Every effort shall be made to prevent dogs from barking.
- Dogs must be under leash at all times, carried on walkways, lobbies and elevators and owners must clean up any nuisances made by their pet.

## **CONDO USAGE**

1. No one shall make or permit to be made, any disturbing noises anywhere in the building, on the walkways, porches, stairwells or anywhere on Sea Cove property that interferes with the rights, privacy or comfort of others.
2. Grilling, barbequing or cooking on walkways, balconies, porches or elsewhere on Sea Cove property is prohibited without special approval in writing from the Board of Directors. (Approval is only granted for special affairs held by and for the Sea Cove Condo Association at which time grilling/barbequing is limited to property adjacent to the Sun Deck area).
3. All garbage (except plastic bottles, glass, newspapers and cardboard) must be placed in plastic bags, tied securely and deposited in the garbage chute located inside a special room on each floor, opposite to and north of the elevator door. Large items are to be brought to the trash room on the ground level of each building.

All cans, glass, plastic, newspapers and cardboard are to be taken to the appropriate recycling containers located in the southwest corner of the parking lots of each building. Any plastic bags that held the items being recycled are to be put into the plastic trash can adjacent to the recycling containers.

4. Draping of towels, bathing suits, clothing, etc. over balcony or walkway railings is prohibited.
5. Beach chairs, surfboards and other recreational type equipment cannot be stored on the walkways.
6. In an effort to improve the building(s) security, residents when are asked to ensure that ALL EXTERIOR DOORS AND GATES LOCKED between 3 PM and 7 AM the following day.

From 7 AM TO 3 PM, every effort should be made to keep the doors and gates closed and locked except when service companies are making deliveries or there is landscaping or building maintenance work being conducted on the property.

7. No owner, family member, tenant or guest of an owner, who is not in residence in a unit of this condominium, can grant anyone (including relatives) the right to use Sea Cove's parking or recreational facilities.
8. A loading/unloading space has been provided adjacent to the metal entry gates in both the north and south buildings and may be used for unloading of groceries, personal luggage, etc. The side entrances are also to be used exclusively for deliveries and pickups. All tradesmen, including their tools and materials, must also use the side entrances/gates to access private units or service Sea Cove equipment.

If elevators are to be used for moving items (including contractors equipment), elevator pads must be used to protect the elevator side paneling. Contact the on-site maintenance manager to have those pads installed.

9. Luggage carts and grocery carts are to be returned to their original storage areas as quickly as possible after being used.
10. Only members of Sea Cove's Board of Directors (or other personnel specifically authorized by the Board) are permitted access to the roofs.

11. Activities such as skateboarding, skating, various games, all types of ball playing and bike riding on Sea Cove property are prohibited except for bikers leaving or entering the property. Games, etc. are restricted to the beach area.
12. Affixing any type of message to the doors, walls or phone units at the main entrances to the buildings is prohibited and will be removed immediately.
13. Private use of a Club House Room is restricted to owners and their guests only. Owners must request private use at least one week in advance of the intended private use date. The request must be in writing and given to a member of the Board for review by the chairperson of the Social Committee. Those requesting private Club House Room use will be notified within 24 hours as to whether or not the requested date is available. The requesting owner will be required to sign the Private Use of Club House Room Agreement that states that the requesting owner accepts the responsibilities set forth in the aforementioned Agreement.
14. Smoking is not permitted at Sea Cove in any location other than within the confines of an owner's unit. This restriction applies to the unit's balconies and all common areas on the property.

### **REFRIGERATOR CLEAN OUT**

When leaving a Sea Cove unit for the summer, or other extended periods of time, the freezer and refrigerator are required to be emptied of all perishable food.

### **WATER SHUT OFF**

**When leaving a Sea Cove unit unattended overnight or longer, you must turn off the main water valve located above the water heater in the entrance hall closet. Unit owners will be held responsible for damage to neighboring units in the event that water is not turned off and a leak occurs during their absence.**

**For a “Unit Close-Up Check List” is provided at the back of this book.**

FIRST TIME VIOLATORS OF ANY OF THESE SEA COVE CONDOMINIUM RULES, REGULATIONS AND PROCEDURES WILL BE NOTIFIED EITHER VERBALLY OR IN WRITING OF THE VIOLATION. A REPEAT VIOLATION WILL BE HANDLED DIRECTLY WITH THE CONDO OWNER AND A FINE LEVIED ACCORDING TO STATUE 718.

### **GARAGES**

1. Only approved motor vehicles may be parked in the parking spaces in the garages. No one is permitted to store anything in the public areas of the garages (except properly identified bicycles in the racks provided.), nor is the Association responsible for damage, loss or theft of any items including approved motor vehicles.
2. The storage of bicycles in the walkways, stairwells and/or trash rooms is prohibited. Bicycles may be stored, when properly tagged with owner's name and condo unit number, in the Sea Cove garage or in the owner's unit. At no time should bicycles be parked in the shared hallways.

### **OUTDOOR PARKING**

1. Park only in assigned spaces: Owners in their named spaces and guests in spaces marked Sea Cove.
2. Spaces designated SERVICE are reserved for contractor/service vehicles.
3. Spaces marked Loading and Unloading are to be used only for the period during which vehicle contents are being transferred. As a courtesy to others, please limit the time your vehicle occupies these spaces.
4. The following categories of factory stock motor vehicles are authorized to park on Sea Cove property:
  - a. Automobiles
  - b. Sport Utility Vehicles
  - c. Passenger Vans
  - d. Light Duty trucks

*When used for personal transport, light duty trucks are permitted.* Heavier duty trucks and/or truck vehicles modified for recreational or commercial purposes are prohibited. Prohibited modifications include but are not limited to: signage of any type, camper tops, oversize wheels and suspensions, tool boxes, racks, tailgate lifts and wrecker towing devices.

Boats, trailers, motor homes, race cars, truck vans, mopeds, motorcycles and other types of commercial and recreational vehicles cannot be parked anywhere on Sea Cove property. Violators will be subject to towing and the associated costs.

5. Parking on Sea Cove property requires that all vehicles be operable, registered/licensed and titled.
6. Washing vehicles, changing oil, or making vehicle repairs on Sea Cove property is prohibited.

**Anyone parking on Sea Cove's property in violation of the rules shall be deemed a trespasser subject to the remedies of the law.**

### **TOWING**

Unauthorized vehicles are subjected to being towed at the vehicles owner's expense. Sea Cove owners are encouraged to report any suspected unauthorized use of Sea Cove parking to a member of the Board of Directors, or the on-site maintenance manager (cellular telephone number 772 794-6428, weekdays 8 AM to 4 PM). Board Members or the management manger are the only ones authorized to have a vehicle towed. See the lobby bulletin board(s) for the names and phone numbers of the current Sea Cove Directors.

### **STORAGE**

1. Walkways in the storage areas must be kept clear at all times to comply with local fire department regulations. All items must be stored **inside** the personal storage lockers assigned to owners.

## **GROUNDS**

1. Littering anywhere on Sea Cove property is prohibited.
2. Skating, skateboarding, ball playing, volley ball, tennis, badminton, etc. and riding of bicycles on Sea Cove property are prohibited (except for bikers leaving or entering the property).
3. It is illegal to climb over a fence, wall or locked gate to gain entry to Sea Cove property. Those who do so will be considered as “Trespassers” subject to penalties of law.

## **SWIMMING POOLS** **AND** **SUN DECK AREAS**

### **GENERAL:**

1. All sand and dirt must be completely removed before entering the pool area, the pool itself, or the building, especially the Club House Room. This should be done at the shower adjacent to tar station.
2. All persons using the swimming pools or sun deck areas do so at their own risk.

### **SWIMMING POOLS:**

1. Pool rules are set by the state of Florida; a summary is posted in each pool area and they must be followed.
2. No one is ever permitted in the pool until the pool cover has been completely removed by authorized personnel.

3. Babies or children wearing diapers are not permitted in the pools at any time. NOTE: Diapers are to be treated as waste materials, and must be sealed in plastic bags and disposed of in the main garbage dumpster. Do not put diapers in outside trash cans or leave in the waste baskets in the restrooms.
4. Oily deposits and sand picked up at the beach must be completely removed at the “Tar Station” and all dirty rags and paper towels are to be placed in the trash can and the lid tightly closed. **PLEASE** – Do not enter the Club House Room or walk to the pool until your shoes, feet and hands are completely free of all sand and black, oily deposits.

**5. ONLY FLOTATION DEVICES ATTACHED DIRECTLY TO A CHILD ARE PERMISSIBLE IN THE POOL.**

RAFTS (ALL SHAPES AND SIZES), PLASTIC FOAM CYLINDERS (REFERRED TO AS “NOODLES”), AND INFLATABLE TUBES OR RINGS OF ANY TYPE ARE NOT TO BE USED IN SEA COVE POOLS.

**LIABILITY INSURANCE FOR SEA COVE’S TWO POOLS IS EXTREMELY COSTLY, THUS EACH RULE/REGULATION MUST BE OBEYED.**

**SEA COVE’S POOL RULES ARE SANCTIONED BY THE STATE OF FLORIDA AND ITS INSURANCE CARRIER. VIOLATIONS CANNOT AND WILL NOT BE CONDONED. THE RULES APPLY TO EVERYONE.**

**SUNDECK AREAS:**

1. Radio’s and stereos (including tape, disc and cassette players) are to be used with discretion and, if bothersome to anyone in the area (including residents of nearby condo units), must be turned off immediately or the owner of the radio/stereo must use personal head phones.
2. All food/drink must be in metal, plastic or paper containers, confined to the tables provided and completely removed by those who brought it. Glassware and ceramic type cups and dishes are prohibited.

3. Grilling/barbequing is strictly prohibited.
4. Those using table umbrellas are responsible for closing them when they leave the sun deck; the umbrellas are expensive and easily damaged by winds and storms.
5. Running, yelling, horseplay and playing of games or ball on the sun deck, the grass, or anywhere east of the main oceanfront buildings is prohibited. This includes the dune crossover at the 1616 building.
6. Those using suntan oils, creams or lotions should cover the lounges or chairs before using them; this keeps the plastic strapping from getting stained and discoloring.
7. If you leave the sun deck and expect that you will be gone longer than 30 minutes, remove your personal items from the chair/lounge so that someone else can use it. "Saving" a lounge chair by draping your personal items over it is being inconsiderate of others.
8. Removing lounges, chairs, tables or umbrellas from the sun deck – even temporarily- is prohibited.
9. All pool furniture and tables must be placed so that the entranceways to the first floor condo units are not blocked.
10. When you leave, please place back in its original position any pool furniture you used. Please take your personal belongings, including personal garbage with you when you leave. Garbage may be deposited in the trash can next to the tar station.

### **DUNE CROSSOVERS**

The dune crossovers are to allow access to the beach without disturbing the dune areas. NOTE: It is a violation of Florida State Law to enter into or disturb anything in the dunes.

## **BEACH**

When you leave the beach, check your feet, shoes and clothing for black oily deposits and use the cleaner provided at the tar station to remove all such deposits. Place all dirty rags, tissues and paper towels inside the trash can and close the container tightly. Shower thoroughly; clean your body and swimwear of all sand and make sure that children do the same BEFORE walking on the paved walkways, entering the Club House Rooms or use the pool. Sand is extremely damaging to the filtration system of the pools as well as the flooring in the Club House Rooms.

## APPENDIX

A full size printed copies of the following Procedures, as well as copies of the Application to Lease or Purchase forms can be obtained from Elliott Merrill Community Management.

## Sea Cove Owner Private Use of Club House Room Procedure #7

The purpose of this procedure is to define the process for an **owner** to reserve one of the Sea Cove Club House Rooms (1616 or 1700 building) for their private use, and to enumerate the requirements for such use. The requesting owner is required to be in attendance at the event.

Private use of Club House Rooms is not available to Sea Cove renters, or their guests. Note that Sea Cove renters are always welcome and encouraged to participate in Sea Cove Board of Directors (BOD) sponsored social functions that are organized by the Social Committee throughout the winter season.

### How to Request Use of a Club House Room

In order to schedule and secure the private use of a Club House Room, an owner is required to submit a completed copy of the “Sea Cove PRIVATE USE OF CLUB HOUSE ROOM AGREEMENT” form, available from a member of the BOD, the Social Committee chairperson, by contacting Elliott Merrill Community Management (Sea Cove’s property management organization) at 772-569-9853 ext 105, or by visiting their offices located at 835 20<sup>th</sup> Place, Vero Beach, FL.

The completed form may be submitted to any member of the BOD or the Social Committee chairperson.

### Confirmation of Owner Request

Within 72 hours of receiving the completed “Sea Cove PRIVATE USE OF CLUB HOUSE ROOM AGREEMENT” form, a member of the BOD or the Social Committee chairperson will ensure that the requested date/time is available for use by the owner and his/her guests, and notify the requestor.

### Pre and Post Use Inspection

A Sea Cove representative will inspect the room prior to and after each private event. It is your responsibility to inspect the room immediately prior to your event and have a member of the BOD or the Social Chairperson note any existing damage or concerns that you might have on the agreement form. **The requesting owner will be totally responsible for all damages, items taken and cleaning (which must be done immediately following the end of the function) as well as the behavior of attending guests.**

### Notes

- Our Club House Rooms are “pass through” rooms and other individuals in residence may/will be walking through your event while it is in process.

- No nails, pins, tape, staples or other fasteners that can cause damage to the Club House Rooms or other common areas are to be used to hang/display any decorations or signs.
- The Club House Room doors are not to be propped open at any time.
- You may reset the thermostat to ensure a comfortable environment for your event, but, you are required to reset the thermostat to 78 degrees at the end of your event.

Date of Adoption: 3/27/2014

## **Sea Cove Common Area Key Purchase & Buy-Back Procedure #8**

The purpose of this procedure is to define the process for buying additional keys for the Sea Cove common area doors (front doors, gates, clubhouse doors, storage areas and outside stairwell doors). Excess keys may also be returned for a partial refund of the purchase price.

### **Purchasing Additional Keys**

Two (2) new complimentary keys to the common doors at Sea Cove were distributed to owners during April 2014. The new keys are Medeco type keys which cannot be duplicated by unit owners since authorizing documentation is required. The new keys are similar to the keys they are replacing but the letter "S" has been stamped onto each new key to distinguish them from the older Sea Cove common area keys.

Additional keys may be purchased by Sea Cove unit owners only by contacting Elliott Merrill Community Management (Sea Cove's property management organization) at 772-569-9853 ext 105, or by visiting their offices located at 835 20<sup>th</sup> Place, Vero Beach, FL.

- Up to four (4) additional keys are available for \$25 each.
- If more than six (2 complimentary + 4 purchased) keys are required, they may be purchased for \$50 each. Note: the Sea Cove Board of Directors (BOD) will be notified of any owner requiring more than six (6) keys. A record of key sales to unit owners will be kept (owner's name and date of purchase) and the BOD will be notified of any owner requiring more than six (6) keys for each unit.

### **Key Distribution & Security Considerations**

In an attempt to enhance Sea Cove security, we ask owners to limit the distribution of common area keys to immediate family members. If guests, realtors, contractors, etc. require common area keys, we request that owners ensure that the keys are returned in a timely manner.

### **Key Buy-Back**

In the event that owners would like to reduce the number of keys they have, they may return the keys they **purchased** to Elliott Merrill Community Management and receive a \$15 refund per key returned. The aforementioned record of key sales will be adjusted accordingly.

Date of Adoption: 3/27/2014

## **LEASE OR PURCHASE APPLICATION/APPROVAL PROCEDURE**

### **Procedure #9**

The purpose of this procedure is to define the process for submitting an application to lease or purchase a condominium unit in Sea Cove. The Sea Cove Application to Lease or Purchase a unit must be submitted a minimum of thirty (30) days prior to the anticipated lease commencement date or sale date, along with a non-refundable application fee of \$100. Failure of the owner to have the applicant follow this procedure will result in a fine of \$100 payable with the application and in the termination of any lease entered into where this procedure was not followed. The process is as follows:

- Applicant obtains a copy of the Sea Cove Condominium Association's "Application to Lease or Purchase a Unit." The application can be obtained directly from the Sea Cove management company (Elliott Merrill Community Management, 835 20<sup>th</sup> Place, Vero Beach, Fl 32963, 772-569-9853), the applicant's real estate agent or the unit owner/seller.
- Applicant completes the application and sends it with the application fee to Elliott Merrill Community Management (EMCM).
- Application and fee are received at EMCM and recorded.
- EMCM will give/send the applicant a copy of the Sea Cove document entitled "About Sea Cove & What Sea Cove Expects of All Residents," a copy of the Sea Cove Rules, Regulations & Procedures booklet, and a Sea Cove Rules/Regulations/Procedures Agreement Letter, hereafter referred to as the "Agreement Letter." Among other things, the letter requests that the applicant attests that he/she has read, understands, and will abide by all of the Sea Cove Rules/Regulations/ Procedures. A self addressed return envelope will also be provided to return the signed Agreement Letter.
- Once EMCM receives the signed Sea Cove Rules, Regulations & Procedures "Agreement Letter," the application will be considered, approved or declined, as determined by the BOD. The BOD, or their representative, will complete the application and return it to the applicant.
- The completed "Agreement Letter" will be filed with the copy of the application to be available for possible future use, such as "rule enforcement".

Date of Adoption: 3/27/2014

## **ABOUT SEA COVE & WHAT SEA COVE EXPECTS OF ALL RESIDENTS**

Your Application to Lease or Purchase a unit at Sea Cove has been received and is being evaluated. You will receive the completed copy of your application once we receive the signed copy of the attached “Agreement Letter” and finish our evaluation. The “Agreement Letter” is intended to convey the importance we place on protecting our residents’ right to the peaceful enjoyment of their property.

It is important that you understand that Sea Cove is a single family residential condominium. It is *not* a motel or beach resort...and personal behavior, which abuses the character of Sea Cove, the quality of life of its residents or violates the Association’s governing rules, regulations or procedures will not be allowed. Sea Cove is *our* home and *we all* have to do our part to preserve that feeling.

With that said, we believe that you will find that Sea Cove is truly a hidden gem – let’s do all we can to enjoy it and keep it that way. We thank you in advance for your cooperation and support.

So what are the steps remaining to complete this process?

Please read the “Agreement Letter” and the Sea Cove Rules, Regulations & Procedures booklet and then sign the letter stating that you fully understand and will abide by the Rules/Regulations/Procedures. (If you have any questions, please call Elliott Merrill Community Management at 772-569-9853 and ask to speak to a member of the Sea Cove management team.)

After you sign the “Agreement Letter,” please place it in the envelope provided and return it to Sea Cove Condominium Association, c/o Elliott Merrill Community Management. Once we receive it and complete our evaluation of your application, you will be sent the signed application with our decision. The application and “Agreement Letter” will be filed for future reference.

Thank you. We look forward to welcoming you as part of the Sea Cove community!

## Storm Shutter Installation, Repair and Maintenance Procedure # 10

**All Unit Owners.** The Sea Cove board of directors has unanimously adopted the following guidelines for storm shutter installation, repair and maintenance. All unit owners must insure their shutter contractors follow these procedures because storm shutters are attached to the association's common property.

Florida law and the association's documents of incorporation specify that the Association is responsible for all common property. Since a unit owner's shutters are attached to the common property of the building, the unit owner must insure that his/her shutter contractor follows the association's guidelines. Unit owner's who fail to insure that their contractors follow association guidelines for installation, repair and maintenance, will be financially liable for the expense of repair to damaged common and unit property (s) resulting from weather intrusions at the point of attachment to the association's common property.

**PURPOSE:** To insure that all shutter installations, repairs and maintenance work is done with the proper/association approved materials and that they meet Sea Cove's specifications/standards.

The Site Maintenance Person (Greg Ganter, available on site from Monday to Friday between 7:00 AM and 4:00 PM, 772-231-3008) must be notified prior to any/all shutter installation and repair or maintenance that require work on the outside of the unit (on the building). Once he is notified, the work can be done. All hardware must be stainless steel or other material suitable for ocean side use. All old holes must be filled with the sealing caulking shown below. Any new holes must be filled with the caulking shown below prior to inserting bolts/screws or any other hardware and they should be located out of the weather (under the shutter housing). There should be no unsealed opening on the exterior walls. Once the work is complete, the Site Maintenance Person must be notified and he must review the work prior to putting the shutter housing in place. The shutter housing must be properly sealed to the weather and the sealing caulking must be "Sikaflex – 15LM" polyurethane sealant or an equivalent polyurethane sealant with prior approval by the Site Maintenance Person.

***PLEASE NOTE as it is very important:** Florida Law and the Association Documents make the unit owner responsible for any water damage occurring after said installation, repair or maintenance is completed if it is found that the Contractor did not properly follow/meet this procedure.*

**Date of Adoption: 2/16/2010**  
**Date of Revision: - 2/16/2010**

## **Air Conditioner Replacement, Repair and Maintenance Procedure #11**

At Sea Cove, the Association purchases and maintains the roof top condenser equipment and the Condominium Owner purchases and maintains the air handler equipment found within their condominium unit (All components must be compatible with one another). As of January 1, 2010 in order to meet the changes in the Air Conditioning Refrigerant Standards adopted by the U.S. Government, all equipment must be in compliance with the new 410A refrigerant. Therefore, all owners replacing their air handling equipment must do so (as approved/adopted by the Sea Cove board of directors) with 410A equipment. Sea Cove will supply the compatible 410A roof top condenser unit as part of that installation.

In order to implement the above air conditioning standards, standardize the equipment, minimize and control the wear and tear to the building and the roof, the Board of Directors has approved the following equipment as well as only allowing the current approved supplier access to the roof:

### Current approved supplier –

Barker Electric, Air Conditioner and Heating Inc.  
J.W. Colontrelle, General Manager  
1936 Commerce Avenue  
Vero Beach, Florida 32960  
772-562-2103 fax 772-562-5340

### Owner's equipment, found inside unit (owner's responsibility) –

- Air Handler, Trane 3 ton, SEER 410A (4TEC3F36). This unit has a 10 year parts and a 1 year labor warranty.
- Thermostat, White Rodgers, single stage digital/non-programmable (1F86-344) with time delay.
- In-line Float Switch, EZ Trap inline condensate overflow switch.
- Sight Glass, Emerson Liquid/Moisture indicator (HMI ITT3).
- Johns Manville duct board is to be used for the plenum tie-in and to line the return box.

### Roof equipment, found on roof (Association's responsibility)-

- Condensing Unit, Trane 2.5 ton SEER 410A (4TTR303). This unit has a 10 year parts and 1 year labor warranty.
- Sea Coast Kit (BAYSEAC001), installed as an extra protection against corrosion and to keep the warranty on the condensing coil.
- Date and place the unit owner's number on the unit.

### Miscellaneous-

- The 410A flush kit to be used to purge the copper Freon line that connects the Air Handler to the Condensing unit is the Qwik System Flush. It flushes oil, moisture and other impurities out of the Freon lines.

If the condominium unit is occupied and an air conditioner problem is noticed – our current approved supplier, Barker Electric, Air Conditioner and Heating (772-562-2103) should be contacted by the occupant immediately to correct the problem. If it is a simple repair or maintenance matter, it will be done and paid for by the responsible party.

If the system is in need of replacement, the following must be done:

The owner is called by Barker and given the price of his/her portion of the system, which is the entire air handler (in unit equipment). Once approval is granted, a faxed proposal for the Association's portion of the system, the condensing unit (roof equipment) is sent to Elliott Merrill Community Management, (Community Manager). Once approval by manager, the job is scheduled with the customer (unit owner) and the Site Maintenance Person (Greg Ganter) is notified as to when the Barker employees will be on the roof..

The Condominium Association is not responsible for problems that develop in condominium units. If the condominium unit is not occupied and no one is aware of an air conditioner problem or any other problem involving water damage – mold could form quickly and become a very serious/costly problem to correct. This is something that all unit owners must be alert to and the reason you must keep your contact information up to date with Elliott Merrill Community Management. If the Site Maintenance Person or anyone else some how finds out that there is a problem, all best efforts will be used to contact the owner at once. If the owner can not be contacted within 48 hours to discuss the problem and initiate/agree on the corrective action – the Association will exercise its right to intervene to protect the common property of the association and other potentially effected unit property. The full costs of any “corrective action” undertaken in such emergency circumstances will be the responsibility of the unit owner.

**Current Revision : -**  
**Date of Adoption: 3/23/2010**  
**Date of Revision: - 3/23/2010**

## SEA COVE Condominium Unit Close-Up Check List

For those residents who will be “closing up” their units for the summer or an extended period of time, below are some helpful hints that should help to reduce the risk of leaks, problems and other disasters while you are away.

Change the filter in your A/C air handler as a new/clean filter will help your unit run more efficiently. Make sure your unit is working properly. Put 1/2 cup of bleach into you're A/C drain line to assure that it is free of algae build up. This will prevent overflow. To be safe, have your air conditioning system checked by a licensed A/C service person before the beginning of the warm weather. A properly running maintained system will save many mildew and moisture problems later.

- Stop mail and news paper
- Clean out dryer exhaust hose. Replace hose if it is not metal.
- Close hot/cold water valves at washer. It is a good idea to close these valves after each wash or when you are leaving for even a short time. Check water hoses. If they are rubber, they should be replaced with hoses of braided material (preferably metal) hoses.
- Turn-off ice maker (lift arm)
- Clean out all food from refrigerator and freezer
- If you decide to turn off your refrigerator – prop open the doors
- Shut-off main water supply valve. Shutting off of the main will shut-off the water to the entire unit. Open a faucet to make sure that all water is off and to relieve water pressure.
- Shut-off hot water heater circuit breaker. Other circuit breakers can remain on – remember not to shut-off the A/C circuits. Check stove to make sure all burners are off
- Remove everything from balconies
- Cover toilet bowls and tank with saran wrap & add 1/4 cup bleach to kill bacteria & mold. Covered bowl/tank will stay full & cleaner
- Cover drains to make them air tight.
- Garbage disposal – pour 1/8 cup of lime\ lemon juice followed by 1/4 cup of vegetable oil. Run a couple of seconds. Add another 1/4 cup of vegetable oil. Citric acid kills bacteria & the oil drives out the water and helps to lubricate the unit.
- Open dishwasher door
- Open drawers and all closet doors
- Empty all trash and recyclables
- Set your HEAT-OFF-COOL switch to COOL
- Set your fan switch to AUTOMATIC
- Set thermostat to 78 degrees or lower (cooler is better).
- Set humidity control, to 65 percent or lower (60 percent is better)
- Unplug all small appliances and electronics that are not “needed” while you are away to protect them from surges
- Check all windows for proper close/lock and lock all slider doors
- Notify Elliott Merrill of your departure date. Call Wendy at 772-569-9853 x105 or email her [WendyC@elliottmerrill.com](mailto:WendyC@elliottmerrill.com) so that you can be contacted/notified in case of an emergency.
- Close all storm shutters

Please note: This is a suggested list of helpful hints to be followed each time your unit is vacated for the season or an extended period of time. There may be other things that you may want to do.

Revised: 2-20-2010

**SEA COVE CONDOMINIUM  
IMPORTANT TELEPHONE NUMBERS**

Elliott Merrill Community Management (772) 569-9853 x105  
835 20<sup>th</sup> Place (772) 569-4300 – fax  
Vero Beach, FL 32960  
Property Manager – Niel Jensen  
Administrative Asst. – Wendy Cowan  
[WendyC@elliottmerrill.com](mailto:WendyC@elliottmerrill.com)

Web Site: [www.elliottmerrill.com](http://www.elliottmerrill.com)

(First time web site users should contact Wendy for a password and pin.)

The Elliott web site may be used to:

- Change of address
- Submit work order
- Direct debit request
- Download documents
- Other Sea Cove business that the site supports

The on-site maintenance manager is Greg Ganter. (772) 231-3008

For maintenance requests, please complete a maintenance form (forms are available in the front lobbies and the Club House Room), or visit [www.elliottmerrill.com](http://www.elliottmerrill.com) and complete an online maintenance request.

Emergencies Only: Fire – Police – Medical 911

Property Emergencies – After Hours (772) 569-9853  
Ask for the Elliott Merrill Community manager on duty.

**Vero Beach Police (772) 978-4600**

AT&T (888) 757-6500

Auto Registration, Title and Plates (772) 567-8000

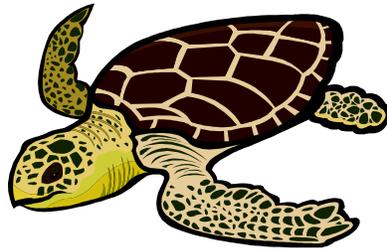
Comcast (800) 266-2278

FL Driver's License (772) 778-5087

Voting Information (772) 567-8187

SECURITY IS EVERYONE'S RESPONSIBILITY  
DON'T HESITATE TO CALL THE VERO BEACH POLICE -  
THEY WILL RESPOND QUICKLY!

NOTICE



The official nesting season started May 1 and runs through  
October 31.

\*Please remember to close your drapes after dark and turn  
off your balcony lights\*

*Residents can be fined directly from the  
Sea Turtle Conservance.*

