

OCEAN PALM VILLA ASSOCIATION, INC.
(OPV)
**Unit #0 Ocean Palm Villa N.
Flagler Beach, Florida 32136**

INFORMATION FOR OWNERS AND TENANTS

MAILING ADDRESS

Mail for a specific Unit will be delivered with either of these addresses:

282 Ocean Palm Drive plus Unit #

Or

Unit # Ocean Palm Villa North (used by Fedex and UPS)
Flagler Beach, FL 32136

MANAGEMENT

The Board of Directors for the Association is composed of Unit Owners. The Board has hired a Management Company to provide various services, including, among others, collection and disbursement of funds and contracting for maintenance work. See list of important phone numbers.

DOCUMENTS

Each unit owner must obtain a copy of (and abide by) (1) the Declaration Of Condominium Of Ocean Palm Villa I, Declaration Of Condominium Of Ocean Palm Villa II or Declaration Of Ocean Palm Villa III, (2) the Bylaws of Ocean Palm Villa Association, Inc. (3) the Amended Articles Of Incorporation of Ocean Palm Villa Association, Inc. (4) the current Rules And Regulations of Ocean Palm Villa Association, Inc. and (4) Information For Owners And Tenants.

The owner is responsible for furnishing the abovementioned information to any renter and/or others occupying the unit and is also responsible for compliance, by all occupants of the unit, with all of the abovementioned documents.

The owner is also responsible for furnishing the abovementioned documents to a new owner of the unit and may contact the management company for current copies of the documents.

CONTACT INFORMATION

Owners must complete a contact information form and submit it to the management company annually. A contact information form for tenants must be submitted to the management company when the unit is rented.

The Association keeps a key to your Unit for use in case of emergencies. If the locks are changed, a new key must be provided to the Board. Most communications will be by e-mail, although regular mail is also used.

MAINTENANCE REQUESTS

An employee of the management company performs certain maintenance work and cleanup. Large repairs or maintenance items are usually contracted out.

Maintenance request forms are available in the former laundry room. Complete the form and attach it to the outside of the box containing the forms. A management company employee will collect the forms.

Maintenance requests may also be emailed to the management company (see the list of Important Phone numbers & email addresses).

BOARD MEETING NOTICES

Notice of each Board Meeting is posted on the door of the former laundry room. All Owners are welcome to attend the Board Meetings.

The Annual Meeting is held in January and owners are encouraged to attend.

Per the By-laws of the Association, one Unit equals one vote. If the apartment is owned by more than one person or a corporation, there must be a certificate filed with the Secretary of the Association designating the person entitled to cast the vote for the apartment.

SALE OF A UNIT

The Board must approve most Unit sales. As per the Declaration of Condominium, an owner must give the Board sufficient advance notice of a prospective sale.

RENTAL OF A UNIT

“Ocean Palm Villa Association is a residential condominium. The Board of Administration neither promotes nor prohibits individual rentals of units by the individual owners. In order to stay a residential condominium, the rental of a unit is permitted for a period of no less than thirty (30) days. Units can only be rented three (3) times a year to the public. Relatives and close friends would not be considered public. The individual owner is responsible for all licenses, taxes, insurance, etc. All responsibility of records, etc., is the owner’s and the Board will act only in the case of misuse at the written request of another owner.” (Bylaws Section 1.4)

No more than (4) four people shall occupy a unit when it is rented. It must be used strictly as a dwelling and not for any other purpose.

Leases with terms longer than 30 days are permitted.

Owners are required to submit a ***Non-Owner Contact Information*** form to the management company ***each and every time a Unit is rented.***

The same form shall be submitted to the Board secretary when relatives or friends are occupying a unit when the owner is not there. Copies of the form are available from the management company or the Board secretary. This provides the Association with contact information in the case of an emergency.

TRASH COLLECTION BY CITY OF FLAGLER BEACH

The garbage is collected twice a week and should be placed at curbside the morning of collection day. No construction material will be picked up. Trash, garbage or recyclables must not be placed for pickup any time before the morning of the pickup day. ***Current collection schedule: Tuesday & Friday***

Recyclable items (newspapers, cans, glass and plastic) are collected once a week. All items go in the same bin. ***Current collection schedule: Thursday (usually before 8 am). When it is windy, make sure it doesn’t blow away.***

Yard waste is picked up every other Wednesday. Do not use black plastic bags for yard waste. The pick-up schedule is available on the City of Flagler Beach web site. (www.cityofflaglerbeach.com)

Trash put out in plastic bags might be scattered by birds and raccoons. A trash can is preferable.

Trash bags and cans should not be left out overnight. Animals may spread the trash around the area.

Keep trash cans in the garage except on garbage collection days.

Call the City of Flagler Beach for special pickup – appliances, etc. Hazardous waste is to be taken to the Flagler County land fill. Construction materials should be taken to the Volusia County disposal site.

HOMEOWNERS ASSOCIATION FEES

Payments are due the first of each month. Payment coupons are provided to each owner by the management company and can be mailed or paid on the management company's website.

A late fee is charged when a monthly payment is received after the 10th of a month. A late fee may also be charged if payments are late for special assessments.

The monthly fee covers the following items.

1. Payments to an Insurance Reserve fund – hazard, flood, wind, liability, etc. (See Insurance section of this document)
2. Payments to a reserve account for roof repair or replacement, road repairs, pool repairs, and painting of buildings.
3. Payments to the City of Flagler Beach for:
 - Water (one meter per building)
 - Sewer service from lift station to city system
 - Garbage and trash pick-up
4. Cable service – basic service only.
5. Electric service to common areas, including the pool
6. Exterminator – for inside the Units – comes once a year. (More if needed)
7. Fee to the Management Company
8. Maintenance of lawns and grounds – including cutting, trimming, spraying, fertilizing and annual trimming of palm trees.
9. Maintenance of lawn sprinkler system
10. Maintenance and repairs to:
 - Lighting in common areas
 - Balconies & decks -- repairs and painting
 - Driveways and sidewalks
 - Fish cleaning area and walkway near maintenance building

- Gutters and down spouts on the main part of buildings. (the gutters & downspouts on enclosed lanais are the unit owners responsibility)
- Former laundry room and maintenance building
- Painting of buildings, excluding enclosed areas
- Painting of garage doors and entrance doors
- Roads (the road is a private road that is owned, maintained and repaired by the Association)
- Roof and soffit, including roof tiles
- Sewer lines from each building to the lift station
- Swimming pool
- Water lines from city meter to a unit's cut off valve

AIR CONDITIONING UNITS

The outside units must be on a stand. (City of Flagler Beach Building Code). The inside unit can remain in the attic.

An electrician should check all should check all electrical connections.

When your unit is unoccupied, the following procedure should be used.
(Recommended by FPL)

Vacation Tip

When leaving home for vacation, you can help prevent mold and mildew from developing in your vacant home by controlling the humidity inside. You can accomplish this and still manage your energy costs by setting your thermostat as follows:

Programmable Thermostat

Program your air conditioner to run at 72 degrees for just 2 hours before sunrise and at 88 degrees the rest of the day.

Non Programmable Thermostat

Condos and Apartments – set AC at 77 degrees.

Single Family Homes – set AC at 80 degrees.

These settings help your central air conditioner control humidity more effectively.

DECKS – GOLF COURSE SIDE

The Association paints and maintains these decks.

BALCONIES – RIVER SIDE

Carpet is not to be used on these balconies. Wet carpet can cause the underlying wood to rot. The Association will install a covering similar to roof shingles.

The Association maintains and repairs the balconies, including the wrought iron railings.

BOAT DOCKS OR BOAT SLIPS

OPVN does not own or have access to any boat slips.

Boat docks can be built, at the owners expense, after obtaining the necessary permits from the City of Flagler Beach, the Corps of Engineers (if necessary), and any other regulatory body that is responsible for the waterway.

However, a boat dock may not restrict another Owner's view of the Intracoastal Waterway.

CABLE TV SERVICE

Basic cable cost is included in the monthly Association fee. If you want additional services or cable outlets, please contact the cable company.

DOORS AND OTHER ITEMS ON THE STREET SIDE OF BUILDINGS

Check with the City of Flagler Beach and/ or Flagler County to determine what building requirements must be met and what permits are required.

The storm door, the entrance doors and the garage door are replaced at the Owner's expense and must conform to association color (brown).

Storm doors are not required, but when installed must be the Association color (brown) and should be similar to others near it. If a white door is installed, painting the door is the responsibility of the Unit Owner.

Outside entrance doors should not have windows and must be the Association color (brown). Garage doors and entrance doors are painted by the Association, if necessary.

New overhead garage doors cannot have windows (per Flagler Beach building code).

Electric roller garage screens are permitted and are installed and maintained at the Owners expense. All roller screens must be white.

Light fixtures on the street side of the building, and the other side of the building on the unenclosed patios, are the responsibility of the Association. Bulb

replacement is the responsibility of the owner. Door bells are the responsibility of the owner. If a replacement is necessary, the same type must be used.

Nothing can be attached to the gutters, whether maintained by the Association or the owner.

Nothing should be attached to the building (for example: no decorations or signs)

Plants in pots near the entrance door and garage door, and small entrance door decorations are permitted.

ELECTRICAL

The Unit Owner is responsible for all electrical wiring in the unit that is not within the walls that are the responsibility of the association.

FIRE REGULATIONS

Use of any type of grill on porches, decks or balconies is strictly prohibited because of the fire potential. Per Florida Fire Prevention Code 10.11.6:

“For other than one- and two story family dwellings, no hibachi, grill, or other similar devices used for cooking, heating, or any other purpose shall be used or kindled on any balcony, under any overhanging portion, or within 10 ft (3 m) of any structure”.

This regulation is posted in the former laundry room.

All Units must have working smoke alarms and an operating fire extinguisher. The Flagler Beach Fire Department will change batteries in smoke alarms if assistance is needed. Owners must supply the batteries.

Dryer vents and pipes must be cleaned periodically to remove lint and reduce the possibility of fire. The vents on the garage roofs should be checked often. They will get blocked with lint very quickly.

FLOWER BEDS

Landscaping is an integral part of the OPVN complex. It enhances the area as a whole, creating an ambiance which pleases the residents and affects the resale values as well. A unit owner can volunteer to maintain flower beds with Board approval. As per the Declaration of Condominium, no new beds, trees or bushes may be added without Association approval.

Landscaping at the two entrances and near mail boxes is maintained by the Association. The Association also maintains trees and bushes throughout the property.

INSURANCE – PROPERTY

The Association is required to maintain property insurance for hazard, wind, and flood.

The Unit Owner is responsible for insuring the contents of the unit from the unfinished drywall in, including plumbing and wiring that is the responsibility of the unit owner. This insurance will cover the Owner's floor and wall coverings, cabinets, appliances, kitchen and bathroom fixtures, lighting and the Owner's personal property. The Unit Owner's policy may contain a clause that covers homeowner association assessments for catastrophic damage. Check with your insurance agent. Insurance for hazard, wind, and flood may also be available.

Tenants should purchase their own insurance to cover their personal property.

FORMER LAUNDRY ROOM

The former laundry room is located on the south side of the workshop in the maintenance building.

LAWN CARE

The Association has a lawn service that cuts, trims and edges as needed.

Palm trees are trimmed each year to remove berries and to remove palm fronds.

A lawn service company sprays and fertilizes the grass.

LAWN SPRINKLERS

The St. Johns Water Management District establishes the rules for the use of sprinklers. The current rule allows operation twice a week during daylight savings time and once a week the rest of the year.

The sprinklers operate on overnight hours and are currently set to operate on Tuesday and Friday nights.

PATHWAY TO OCEAN

Our access to the beach is the pathway south of the fence bordering Costa del Sol and is primarily on state park property. Please respect the privacy of the Costa del

Sol residents and abide by our agreement to use the pathway. Pedestrians and leashed pets only are permitted on the pathway. No bicycles are allowed on the path.

PLUMBING

The unit owner is responsible for all plumbing in the portion of the unit that is the responsibility of the unit owner, including the water cut off valve.

PONDS

The ponds along the property are partly owned by the Association but are not maintained by the Association. No trash or yard waste should be thrown into the ponds. Alligators and snakes, as well as other wildlife, sometimes occupy these ponds. Please be cautious when near these ponds (especially if you have pets). The green color of the water is caused by a weed called “duckweed”.

DECKS, BALCONIES AND PATIO ENCLOSURES

Decks and balconies are maintained by the Association.

Maintenance of the enclosure and enclosed area is the responsibility of the unit owner. Existing structural wall must remain white. Paint can be obtained from the Association, but the unit owner is responsible for painting and patching the wall. Decorative items can be attached to the structural wall.

Brown, all aluminum framed vertical glass/screen enclosures must have a base plate of 24” which does not extend beyond the original patio and planter. The roof must have a pitch and extension that conforms with nearby enclosures.

Planters are not divided, but wholly incorporated into one Unit or the other.

Screens must be kept in good condition. Repair holes or replace screens as needed.

Gutters and downspouts on patio enclosures are maintained by the Unit owner.

Patios, decks and balconies cannot be used for storage.

Light fixtures and bulb replacement inside the enclosed area are the responsibility of the unit owner. The light fixture on open patios is the responsibility of the Association (bulb replacement is the responsibility of the unit owner).

No enclosure of the second story decks or balconies is permitted.

The Association is responsible for the maintenance of planters. If the patio has been enclosed and needs to be removed to repair or replace the planter, it is the responsibility of the owner for removal and the cost of removal.

Note: there has been some unauthorized use of common elements in the past such as installation of patios, flower beds, bushes etc. that is in violation of the covenants and restrictions of the Declaration of Condominium of Ocean Palm Villa I, II and III. The Board of Administrators does not approve of this unauthorized use and as of April 21, 2016 will enforce all covenants and restrictions contained in the governing documents of the abovementioned condominiums, and not allow any future unauthorized use of common elements.

The Board will consult with our attorney to clarify any discrepancies.

PEST CONTROL

The exterminator comes once a year to spray for bug prevention inside the Units. Advance notice is provided to the unit owner. In the event the unit is empty when the exterminator is here to spray, a representative of the Association will admit the exterminator. If you find **LIVE BUGS IN THE** Unit, call the Pest Control company (see list of important numbers). If you find dead bugs, the bug prevention program is working. Problems with other types of pests must be reported to the management company and will be addressed as needed.

SEWER PLANT

We are hooked up to the Flagler Beach Waste Water Treatment Plant. We operate a lift station which pumps our waste to the Flagler Beach sewer line. To keep our lift station operating properly, we ask that you do not put anything in the toilets except human waste and toilet paper. Our system can clog up if diapers, sanitary wipes or napkins, tampons, paper towels, etc. are put in toilets.

Sand is also destructive to our system and can create a blockage in the pipes. Please hose off as much sand as possible before entering the shower.

STORM SHUTTERS

Roll down storm shutters are allowed (by statute) and can be installed at the owner's expense. The color of the shutters should be beige or ivory color, similar to the vinyl siding.

In an emergency situation, metal or plastic shutters or plywood can be attached to either level of the building for storm protection and must be removed once the emergency is over.

VACANT UNITS

Ceiling fans must be turned off when unit is unoccupied.

The water to the unit must be turned off when a unit is unoccupied for more than one day. There is a shut off valve for each unit.

Electric service must continue when a unit is unoccupied. Set the air conditioner/heating unit at a temperature that will prevent the accumulation of mold and mildew (see the **AIR CONDITIONING UNITS** section on page 5).

All outside chairs, potted plants, etc. must be brought inside the unit during severe weather and when the unit is unoccupied.

WILDLIFE

DO NOT feed alligators, gopher tortoises, birds or other wildlife.

DO NOT harm or harass alligators, gopher tortoises, birds or other wildlife.

Gopher tortoises are a protected species.

The bird rookery in the pond is monitored by the local Audubon Society.

Alligators are in the ponds most of the year. Remember, alligators are wild animals.

WINDOWS, SLIDING GLASS DOORS, SCREENS AND SKYLIGHTS

Check with the City of Flagler Beach and/or Flagler County to determine what building requirements must be met and what permits are required.

The Unit Owner is responsible for maintenance and replacement of windows and sliding glass doors. The outside frame of all windows, sliding glass doors and screens must be association color (brown). If white frames are installed, painting the frames is the responsibility of the Unit Owner.

The Association is responsible for maintenance and repair of any skylights.

The unit owner is responsible for maintaining any exhaust fans, dryer vents or any other items that have been installed through the garage roof. If any repair is needed on the fixtures on the roof, the owner must notify the Association because any roof repair must be done by the company that installed the roof so it does not adversely affect the roof warranty. The unit owner is responsible for any repairs needed in the unit due to a leak from these fixtures. No alterations of existing fixtures nor any additional fixtures are permitted. Clean the lint from dryer vents often (see the **FIRE REGULATIONS** section on page 7).

IMPORTANT PHONE NUMBERS & E-MAIL ADDRESSES

Management Company:

Lea Stokes 386-439-0134
 Preferred Management Services, Inc.
 411 S. Central Ave., Suite B
 Flagler Beach, FL 32136
 e-mail: admin@preferredmanagementservices.net

Pest Control Company
 Certified Pest Control 386-761-3138

Board Officers for 2016

# 41 Mary LeVine, President	914-393-3029	maryclevine@gmail.com
# 16 Stephen Smith, Vice President	603-496-6636	smittynh@gmail.com
# 30 Carl (Bud) Craddock, Secretary	386-693-4332	bud27@wowway.com
# 36 Rebecca (Becky) Nelson, Treasurer	386-439-7566	
leo50peridot@yahoo.com		
# 29 George Yeager, Bd. Member	321-624-3453	gyeager66@gmail.com

City of Flagler Beach (non emergency) 386-517-2000

Florida Power & Light

Power outage 800-468-8243
 Customer Service 800-226-3545

Bright House Cable

Customer Service 866-309-3279
 Palm Coast Office 386-445-5464

Florida Fish and Wildlife

General Information 386-758-0525
 Emergencies 888-404-3922

County Animal Control

386-445-1188

Injured Birds

Marine Science Center Ponce Inlet Sea Bird Rehabilitation Center 386-304-5530
 Gamble Rogers Ranger Station 386-517-2086