

Oleander Pointe Condominium Association



Handbook of Rules Procedures and Information 2024

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OLEANDER POINTE CONDOMINIUM HANDBOOK of RULES, PROCEDURES and INFORMATION

1. Purpose. This Handbook is provided for each resident's review and use. It contains a comprehensive list of rules and procedures, established by the Board of Directors. This Handbook shall be updated as necessary to reflect current procedures. It is recommended that this Handbook be stored with your other condominium documents and be reviewed periodically.

2. Board of Directors. The five-member Board of Directors is elected at the Annual Meeting in February. The initial notice is mailed to owners 60 days prior to the meeting. Owners desiring to run for the Board must submit their names forty days prior to the meeting. An informal "meet the candidates" event may be scheduled about a month before the annual meeting to allow each candidate the opportunity to present why he/she desires to be elected to the Board. Following the Annual Meeting, the Board holds an Organizational Meeting to elect officers. The Management Company generally chairs the meeting. The Board members elect a President, Vice President, Secretary and Treasurer. If the Board members prefer, secret ballots may be used at this meeting for election of officers. Results of the elections are recorded in the official minutes.

3. Meetings of the Board of Directors. Regular meetings of the Board are scheduled periodically during the year in the Recreation Room in Building B. An agenda, prepared by the Management Company and President in conjunction with the Board, is posted at least forty-eight hours before each meeting of the Board. The agenda includes the President's remarks, approval of the minutes of the previous meeting, a maintenance report by the Management Company, a budget report by the Treasurer, committee status reports as necessary, old business, new business, announcements and adjournment. The President chairs each regular meeting of the Board conforming generally to Robert's Rules of Order. Owners and residents are encouraged to attend meetings and to participate in the discussion of business but have no vote on motions before the Board. Minutes are taken by the Management Company and submitted within seven business days to Board members for review. A copy of the minutes is posted on the Official bulletin board in the lower elevator lobby of each building after incorporation of Board member comments. A copy will also be available in the maintenance office. The Management Company maintains copies of the approved minutes of each meeting of the Board. The Oleander Pointe Yacht Club is a separate entity responsible for operation of the Yacht Club. The Condominium Association Board insures that necessary coordination takes place between the Association Board and the Yacht Club Board for areas of mutual concern.

4. Budget. A budget committee of at least three owners is established each year by the Treasurer to review the draft budget prepared by the Management Company. The annual budget is tracked by Operating Expenses and Reserve requirements. Five major categories are tracked under Operating Expenses: Administrative, Maintenance, Insurance, Security and Safety, and Utilities. Drew Isaac and Associates, Inc. performed an initial Reserve Study. The study may be updated annually to insure that sufficient monies are available to pay for capital expenditures and deferred maintenance. Based on Board of Directors input, the Management Company shall provide revised planning data for each update to the Reserve Study. These accounts include but are not limited to, roof replacement, building painting, pavement resurfacing and for any other items for which the deferred maintenance cost exceeds \$10,000. Amounts to be reserved are computed by means of a formula based on estimated remaining useful life and estimated replacement cost or deferred maintenance expense of each reserve item. The Association may adjust replacement reserve assessments annually to take into account any changes in estimates or extension of the useful life caused by deferred maintenance. Two options were given for funding reserves: "straight line" and "cash flow". In 2001 the owners voted to fund reserves on the thirty-year cash flow plan. This funding plan takes the total beginning year reserve balance in year one along with the projected annual reserve expenditures over a thirty year period and through pooling of all reserve funds and creating one general reserve fund, arrives at an annual contribution amount so as to provide a positive cash flow and adequate reserve account balance over the next thirty years. Unlike straight line accounting, the cash flow plan factors in interest and inflation as well as any annual contribution increases. Note that this decision results in "back-loading" amounts required to fully fund reserve requirements with the potential of large increases in the out-years. Unbudgeted major maintenance items may require a special assessment.

5. Bank Accounts. The Management Company as directed by the Board of Directors establishes checking, savings and money market accounts. Reserve funds are not co-mingled with operating funds. Account balances as of the previous month-end are submitted by the Management Company to Board members at mid-month. The report also includes income balances for the month, year-to-date (YTD) actual expenses, YTD budget and under/over amounts for each budget line item. Checks for Association expenses are prepared and signed by a member of the Management Company and forwarded for signature by a member of the Board of Directors - normally the Treasurer. A register of checks is provided to the Treasurer for his/her record.

6. Monthly Maintenance Fees. Each unit owner is charged a monthly fee to cover costs of the approved annual budget including reserve funds. Fees are due and payable at the office of the Management Company on the first day of each month. A \$25 late fee is assessed for payments not received by the tenth of the month in which the fee is due. The monthly fee includes the cost of electricity for all common areas; maintenance and cleaning of common areas; maintenance and repair of common equipment; swimming pool and spa heating; water, recycled water and sewer charges for each unit and common areas; maintenance and operation of the central hot water system for each unit and common areas; telephone service for the maintenance office, entry door announcing system and remote operation; high speed digital cable TV; high speed internet connectivity; trash collection; grass and shrubbery maintenance; flood insurance, master insurance policy, umbrella policy and fidelity bond insurance; pest control; administrative fees, including audits, legal reviews; management services; and security services.

7. Leasing of Units. Units may be leased for a minimum of one-year. Copies of leases must be provided to the Management Company prior to move-in of the tenants. Move-in and move-out from units requires an application to the Management Company to coordinate use of the elevators. Move in/move out forms are located in the lower elevator lobby of Building B. The elevator key and pads are available through the Management Company or the on-site maintenance person.

8. Security. The Oleander Pointe complex received an outstanding security rating from the Cocoa Police Department. It is up to each of us to be security-conscious at all times. Please question people who do not live here or do not appear to have a legitimate reason to be on the property. Security awareness must be our watchword. A uniformed Security Officer is on duty from 10:00 PM until 6:00 AM daily and can be reached at the cell phone number listed on the official bulletin board in the lower elevator lobby of each building. The duties of the Security Guard are contained in the Security Post Orders, attached as Appendix Three. Each resident has WinkHaus keys (not easily reproducible) that operate all common area doors, gates and padlocks. Owners/residents have garage door openers that open either the upper level garage entry doors or the gate on the lower level. The lower level gate closes on a timer. The upper level garage entry doors are not currently equipped with activators that can accommodate timers. Control of the entry doors/gate to the parking levels is key to our security since access to either parking area allows access to all of our buildings. Residents must routinely close garage doors. Individual garage doors should also remain closed for security. The upper level lobby entrance doors are operated by the common area key or by a push button keypad. The keypad code is changed twice a year. Postal System employees have a key that allows them to unlock the upper level entrance doors. Please do not compromise our security by giving the code to vendors, delivery people, or guests. Visitors may use the telephone feature of the keypad to request entry. To unlock the door, press the number 6 on your telephone. An annual meeting of the safety forces of the City will be scheduled with one or more Board members to insure continuity in communications.

9. Access to Units. The condominium documents state that the Board of Directors must have access to all units. Each owner is required to provide a key to his or her unit for emergency entry. Unit entry door keys are maintained in a secure locked box in the on-site maintenance office and are controlled by the Management Company. For entry into units when the resident is not at home, a "two person rule" is in effect; i.e., a member of the Management Company staff, the on-site maintenance person, or a member of the Board must accompany anyone requiring entry by use of the Association key or a resident stipulated by the unit owner. Management should be notified if another resident has your unit key and can provide access. If Management enters your unit while you are away, a note will be left telling you when, why and who entered.

10. Precautions During Extended Periods of Absence. It is OP Policy that the two water shutoff valves located in the laundry room must be closed to prevent possible flooding from leaks or ruptured hoses if you will be gone for more than 24 hours. Per the 2009 Florida Statute, you could now be held responsible for water damage to another condo. Note that one handle controls the hot water supply and the other the cold water supply. Due to the high humidity in this area of the country, residents are advised to leave air conditioning units ON to prevent mildew or mold buildup from the damp climate. Some owners have installed de-humidifiers to combat this problem.

11. Maintenance of Unit Air-Conditioning and Heating Equipment. The air conditioning units for each unit are located on the roof of each building. Residents are advised to keep filters clean in the air handlers, which are located inside each unit. Servicing or repairing the equipment on the roof is the responsibility of the unit owner/resident. Access to the roof area or other locked common areas must be arranged by contacting the Management Company or the on-site maintenance representative

12. Maintenance of Common Areas and Equipment. Remember that we live in a community that shares many amenities. The Management Company is responsible for maintenance of all common elements of the Condominium. An on-site maintenance person is on duty during normal working hours from Monday through Friday. Please utilize the "Situation Needs Attention" forms located in the lower elevator lobby of the B Building to notify the Management Company of any discrepancies. Note that access to garages that contain common elements such as fans, valves and electrical controls is required for maintenance and to insure proper operation. Water shut-off valves for the lobby level bathrooms are located near the ceiling in the garage behind each bathroom. Garages and the single storage room that contain common equipment controls/valves are clearly marked on the entry door. Keys for access to these garages and storage room are maintained in the Maintenance Office. Exhaust fans in garages are required to operate as scheduled in order to evacuate exhaust gases and minimize formation of mold/mildew. Owners/tenants should advise the Management Company if a garage fan belt breaks or that the fan is noisy. Upper level garage fans run on timers while those in lower level garages run constantly. Persons who utilize common area electricity for privately owned equipment such as air-conditioners, power tools, refrigerators, freezers, etc. will be billed for the cost by the Association.

13 Modifications to Units and Garages--Structural, Electrical and Plumbing. The buildings are column support flat plate structure. The columns are constructed of concrete reinforced with rebar. The floor/ceiling slabs are of concrete reinforced by a combination of rebar and steel cables. This is known as "post tensioned" construction. The cable supports are within $\frac{3}{4}$ inch of the bottom of the slab (mid-span of columns). The suspended construction of the concrete floors/ceilings dictates caution in drilling into ceilings or floors. **CAUTION: YOU MUST NOT DRILL INTO THE FLOORS OR CEILINGS (OR ALLOW ANYONE ELSE TO DO SO) WITHOUT FIRST CONSULTING MANAGEMENT.** The cables are under great tension and a drill bit could fracture a cable causing considerable damage. Such damage is very expensive to repair and the origin of the failure can be easily traced. If you wish to install any items requiring drilling more than $\frac{1}{2}$ inch into the concrete slabs, you must receive approval and instruction from the Association regarding location of the cables. Recognizing that we share many things in common with other owners/residents, structural, electrical, or plumbing modifications require strict control. Nailing into or cutting electrical wiring bundles in the unit walls are potential hazards to all residents. The same applies to plumbing modifications. In order to minimize the impact on other residents work will be performed on Monday through Friday between 8:00 AM and 5:00 PM and on Saturday from 9:00 AM to 4:00 PM. No staging of materials is permitted in common areas unless expressly approved by a Board member; all construction materials, tools and vehicles shall be removed from the common areas at the conclusion of each workday, unless permission from a Board member has been received. Use of the elevators for movement of equipment and materials is permitted with use of pads to prevent damage to the elevator. Failure to clean common work areas may result in charges to the unit owner for cleanup by the Association. Damage to common areas will be repaired at the unit owner's expense. A structural, electrical, or plumbing modification that exceeds \$500 requires prior written approval of the proposed plan by the Management Company. Approval forms are located in the lower elevator lobby of Building B and must be submitted 5 working days before scheduled start of work.

14. Balcony and Walkways Floor Coverings. Carpeting of any type has a detrimental effect on exposed slabs such as those on the balconies and walkways at Oleander Pointe. Carpeting tends to hold water for an extended time allowing water to seep into the concrete slab and cause the steel supports (rebar) to rust. This will necessitate expensive repair over the years. **DO NOT INSTALL ANY TYPE OF CARPET ON BALCONIES OR WALKWAYS.** This includes placing rubber-backed rugs on the walkways or un-tiled balconies since the rubber tends to adhere to and mar the walkway/balcony finish. Fiber welcome mats are permitted.

15. Fire Sprinkler System. The buildings are equipped with automatic fire sprinkler systems with heat sensitive heads. In the event of a fire in your unit, only the sprinkler heads closest to the fire will be activated. The system is completely automatic. The flow of water through a sprinkler head activates the fire alarm that is connected to the fire department. There is a shut off valve on each floor of every stairwell, which is for the use of the fire department only. Opening or tampering with these valves also activates the alarm system. **THERE ARE SEVERE PENALTIES ASSOCIATED WITH FALSELY CAUSING THE ACTIVATION OF ANY FIRE ALARM SYSTEM.** Note: The trash chutes are equipped with fire alarms. Do not throw lit cigarettes or any burning/smoking materials down the chutes. This may cause the alarm to go off and the fire department to be dispatched. Should the fire alarm sound, please evacuate the buildings using the stairwells.

16. Emergency Egress for Persons with Special Needs. Persons with Special Needs are encouraged to register with the Brevard Disaster Relief Organization in order to be eligible for assistance during emergency evacuations. Management, the Board and individual residents do not assume any responsibility or liability for persons with Special Needs. Special Needs individuals should evacuate to a Special Needs shelter when a hurricane is approaching. The possibility exists that the building elevators could be inoperable for several days, during and after a hurricane.

17. In-unit Smoke Detectors. Smoke detectors are installed in each unit in the living and sleeping areas and should be checked periodically by pressing the button on the cover. Each detector contains a nine-volt battery that should be replaced each time the clocks are changed for daylight saving time. Access the battery compartment by twisting the cover counter-clockwise to remove it; unplug the cover from the wiring to the wall or ceiling to open the battery compartment.

18. Fire Department Access to the Buildings. The codes to open main lobby entry doors are routinely provided to the local fire department and emergency response office (911). Additionally, there are lock boxes located on each building that contain necessary keys for fire department access. The boxes (sometimes referred to as "Knox boxes") are similar to lock boxes used by Realtors. Each piece of fire department equipment in the city of Cocoa contains a key to access the Knox boxes.

19. Use of the Social Room in Building B and the Card Room in Building A. These rooms are available to residents for social functions only and may be requested by filling out the form located in the lower elevator lobby of Building B. The request form must be submitted to the Management Company at least 7 days in advance. Rooms are not authorized for commercial use, non-profit group meetings, Club Meetings or Business Meetings. No function shall be open to the general public. A deposit of \$200 for the Social Room or \$50 for the Card Room is required. If more than 25 people are expected or if alcohol will be served, the damage deposits are \$300 for the Social Room and \$100 for the Card Room. The Maximum Occupancy for a standup party in the Social Room is 70 and the Maximum for a sit down dinner is 42. A sketch showing Dinner Layout for Tables and Buffet are posted in the party room and on file with BP Davis. Maximum occupancy in the Card Room is 34.

A Social Room Advisory Committee shall be appointed by the President to assist in overseeing events in the Social Room. After schedule approval by the Management Company, two Committee members shall meet with the resident host to insure an understanding of the rules and to agree on the condition of the room. Following the event, the members of the Social Room Advisory Committee shall meet with the resident host to inspect the room for cleanliness and damage. If the room is not cleaned by the designated time or if the Social Room Advisory Committee inspection reveals damage or that the clean up is inadequate, the Committee may recommend that a portion of the damage deposit be withheld. A recommendation to withhold all or part of the deposit for repair of damage or clean up cost shall be submitted to the Board for approval.

The following rules apply to the use of both rooms:

- » Wet bathing suits are not permitted.
- » The resident host must be present at the event.
- » The resident host shall make off-site parking arrangements for functions involving non-resident guests.
- » All activities must end not later than 10:00 PM.
- » Smoking is prohibited in both rooms and the adjacent covered areas.
- » No furniture is to be removed or added (including pool furniture) to either room.
- » No decorations may be hung from the ceiling, sliding glass doors or walls.
- » The rooms must be thoroughly cleaned not later than 10:00 AM on the following morning.
- » At the end of the function, all room lights and fans must be turned off.
- » Doors must remain closed during the function and the lobby entry doors may not be "propped open" to expedite the admittance of guests.
- » Trash/garbage shall not be left overnight and must be removed to the Trash Room.
- » Guests must not congregate in the lobby or pool areas, use the elevators or 'roam' the buildings, docks and grounds.

Any penalties to be assessed must be approved by a majority of Board members.

20. Bicycle Parking. Racks for storing bicycles are located between the buildings on the lower garage level and are available on a first-come basis. Residents are responsible for securing (locking) bicycles and for insuring that they do not interfere with movement of automobile traffic. Bicycles are not permitted to be stored on common area walkways. Bicycles must be registered and tagged with an OP identification disc. Contact either the representative appointed by the Board or the BP Davis Management office to register your bicycle.

21. Garbage and Trash Disposal. All garbage must be in sealed plastic bags no larger than 13 gallons. Boxes, brooms, mops, or other items that may block the chute should be placed directly in the ground floor trash rooms. These items shall be placed on the floor rather than in the dumpster to prevent overflow and jamming of the chute. The common area key opens the outside door to each trash room. No pet waste or cat litter is to be thrown in the trash chutes; it should be bagged and placed directly in the dumpster. On trash pick-up days (Monday, Wednesday and Friday), trash chutes should not be used until the dumpsters are back in place in the trash rooms. Cardboard boxes must not be thrown down the trash chutes but instead should be broken down and placed on the floor in the ground-level trash room. Styrofoam “peanuts” and shredded paper must be tightly bagged before putting in the dumpster. When the dumpster is emptied this material flies around the property if not properly secured.

22. Recycle Bins. Recycle bins for newspapers, glass, tin and aluminum cans, non-corrugated cardboard and plastic are located on the parking area beneath the tennis court. Collections are made weekly by the County. Newspapers and non-corrugated cardboard go together in one set of bins. All other material can be co-mingled.

23. Elevators. In case of elevator malfunction, follow these instructions: Do not panic. You are in a completely safe environment. Check to see that a door button light has registered. Check to see that the emergency stop switch is in the run position. Press the door open button. (This will open the door if you are at a landing). Push the button marked alarm at two-minute intervals. Press the emergency call button. When someone answers, relay your position. Do not attempt to open the door by hand or attempt to exit by the emergency exits in the ceiling. In the event of elevator failure during non-working hours, the Management Company should be contacted by calling 321-784-2091. The failure should also be reported to a Board member.

24. Tennis and Basketball Courts. Courts may be reserved by signing up on the board in the storage room behind the North staircase. Be considerate when others are waiting and limit use to 60 minutes. Tennis shoes must be worn at all times on the courts. No roller-skating, rollerblading, skateboarding or wheeled vehicles are allowed on the courts. An adult must accompany children under 12 years of age. Turn off the lights and lock all gates before leaving.

25. Exercise and Sauna Rooms. (See Appendix Six Exercise and Sauna Room Regulations)

The community features an exercise room with up to date exercise equipment with a beautiful view of the river as well as a sauna room.

For Exercise Room Committee Contact Information – See the Oleander Pointe Residents Web Page/Bulletin Board/Committees/Exercise Committee or contact a member of the OP Board.

26. Pool and Spa. (See Appendix Five for Pool and Spa Rules)

The most important factor in making the pool and spa area as enjoyable, comfortable, attractive, clean, and as safe as possible for our residents and their guests is that our residents take responsibility that both they and their guests understand and follow the pool and spa rules.

We have no lifeguard on duty; therefore it is the residents' responsibility that they and their guests know and adhere to the rules, and foremost of importance is that the behavior of residents and their guests does not create any safety or property damage concerns.

Your guests should always be accompanied by a resident at the pool and spa area.

The only exception is for resident guests, which are guests staying overnight with a resident, not day guests. All "Guests" should be instructed and made to understand by the "Resident" granting the guest use of the pool and spa:

- That they read and follow ALL pool and spa rules posted in the pool and spa area.
- That they are at a private, not a public pool and spa and that as guests they should act in a way that is not only safe, but is respectful of others in and around the pool and spa and that does not interfere with anyone else's enjoyment of the pool and spa area.

Violations of rules or behavior that cause or may cause personal injury or property damage by residents or their guests should be reported to a member of the Pool Committee or the OP Board and can result in disciplinary action by the OP Board.

Residents will be responsible for any damages caused by their guests.

For Pool Committee Contact Information – See the Oleander Pointe Residents Web Page/Bulletin Board/Committees/Pool Committee or contact a member of the OP Board.

27. Vehicle and Furniture Washing Guidelines. The car rinse area under the tennis court is for rinsing of automobiles only. Automobiles may be washed between the buildings using the hose bibs available provided that traffic flow to the garages is not obstructed. All materials and equipment must be removed and the area left clean. Motorcycles may be washed in the car wash areas but not all terrain vehicles (ATVs). Furniture, pottery and other miscellaneous household items may be washed at the end of Building A using the concrete pad and adjacent hose bib. Do not use the rinse or washing areas for boats, trailers and motor homes since they are not authorized for storage on the premises.

28. Dog Walk Areas. Dog walk areas located behind the A and C Buildings are provided to keep living spaces and yard areas clean. Owners are required to cleanup up after use by the pet and deposit waste in the receptacles in the dog walk areas. Care must be used when taking dogs to the walk areas so that the elevators, lobbies and entrances are not soiled. Owners are responsible for cleaning up after "accidents" by their pets.

29. Grounds Maintenance and Irrigation. A contractor is hired by the Association to mow and trim the lawn, trim the shrubbery and trees, eliminate weeds and fertilize as necessary. An automatic irrigation system, using recycled water, is operated and maintained by the on-site maintenance person.

30. Pest Control. Units will be sprayed quarterly, only if someone is home or if a key is left with a neighbor so as to allow the neighbor to act as an escort for the pest control person. The scheduled dates for the year are posted on the bulletin board in the lower lobby of each building.

31. OPCA Waterfront

a. **OP Condo Association boardwalk:** The waterfront perimeter of the OPCA complex has a break-wall with a boardwalk on top of it. This boardwalk is an OPCA common area. It is maintained by the OPCA owners and all residents have full use of it.

b. **Marina:** The marina on the north-east of the OPCA grounds, accessible from the boardwalk, is the OP Yacht Club (OPYC) which is a separate condominium with its own set of rules and regulations, and maintenance responsibility. Each boat slip in the OP Marina is privately owned and the owners constitute the membership of the OPYC. The OPYC, its members and property are entitled to the same privileges regarding entry and privacy as OPCA owners and their units. All boats, dock boxes, lines, electrical cords, water hoses and boatlifts are also private property, the same as OPCA unit furnishings. OPYC slip owners must also be OPCA condo owners.

The residents of OPCA that are not OPYC members, and their escorted guests, are allowed to walk on the docks. Residents and their guests walk on the docks at their own risk and are discouraged from walking on finger piers for safety reasons. Minor children must be accompanied by an adult at all times. No fishing is allowed by non slip owners.

c. **OPYC Board:** Questions regarding the OPYC should be addressed to the OPYC Board members or the Dockmaster. Their names and contact numbers are posted on the OPYC bulletin board located between the marina bath rooms on the backside of the pool house. A roster of the OPYC slip owners is also posted.

32. Installation Procedures for New Flooring:

Preparation for Ceramic or Wood Flooring

a. Prior to installation, the floor or substrate must be free of all dirt and debris. All coatings subject to peeling or delaminating must be removed.

b. Glue: A medium coat of Multi-Purpose (duck) glue shall be applied to the floor.

c. Sound Guard: When the flex glue tacks up, a layer of 1/4" sound guard (cork) shall be applied

For ceramic floors: When the glue securing the sound guard has cured, a medium coat of Multi-Purposed Flex-Mortar shall be applied to the cork substrate. The selected tile shall then be installed, grouted and cleaned.

For wood flooring: The selected flooring shall then be installed.

33. Internet Service, Residents Web Pages, OP Email & TV Service

High Speed Internet and TV Service are amenities included as part of the Condominium HOA fees.

For detailed information See Appendix 7.

Oleander Pointe Condo

Parking Rules and Regulations

Residential Parking

Vehicle registration is required for all condo residents. Vehicle registration forms are available in the lower lobby of the Buildings or on the Oleander Pointe website (www.oleanderpointe.com).

Vehicle Identification

Each unit resident's vehicle(s) must have a registered OP decal in the lower right corner of the windshield (passenger Side), readable from the outside of the vehicle. Decals are obtained by filling out the *Vehicle Registration Form* available from the OP Parking Committee Chairman or website. The decal number is used to link the vehicle to the vehicle owner and vehicle registration data on file and is required for parking on condo premises. If the vehicle does not correlate to the vehicle registration data on file, the decal is not valid. Invalid decals are equivalent to not having a decal. In addition, each condominium unit is issued one Hang Tag. The Hang Tag is unique to each individual condo unit and links the vehicle to the condominium. Hang Tags are condominium property and as such must remain with the condo for use by the next resident. If lost or missing, a new Hang Tag can be obtained from the Parking Committee Chairman. The missing or lost Hang Tag number is retired. Any vehicle using a retired Hang Tag will be subject to being removed from the premises. Hang Tags cannot be loaned or reassigned. Replacement Hang Tags are available for \$5.00 if lost or damaged.

Hang Tag and Decal Replacement Fees

Hang Tag replacement fee is \$5.00 There is no fee for decal replacement. Vehicle information must be updated in order to obtain a replacement decal.

Garage Door Remotes

Two parking gate garage door remotes are provided by the condominium association for residents' exclusive use. Each remote has two buttons. Button #1 will open and close all upper and lower level garage entry doors. Button #2 will open and close individual private garage doors. If you need Button #2 programmed, contact OPCA Maintenance. These remotes are condo property. If lost or missing the unit resident is responsible for their replacement. Replacement fee is \$50.00 per remote.

Garage Access

Lower level garage door opening is by user remote. Closing is automatic. Upper level garage door opening and closing is by user remote. Upon exit, upper level garage

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doors must be closed by user remote. Personal garage doors are opened and closed by user remote. Security requires that all garage doors must be closed when not in use.

Seasonal Parking

May 1 - November 1 - During this period residents may park 2 vehicles outside their designated garage. One of their vehicles must display a Hang Tag and decal.

Underground common area parking always requires a Hang Tag and decal. The second vehicle with a decal must be parked in the upper level or within the assigned garage.

November 1 - May 1 - During this period residents are allowed to park only 1 vehicle outside their designated garage and it must display a valid Hang Tag and decal.

Parking Rules, Regulations, Recommendations, and Restrictions

- No more than 2 vehicles per condo unit can be parked on or in the area of the condominium. Unit owners that have 2 vehicles must use their garage as a designated parking space for one of the vehicles during the November to May seasonal parking time.
- All vehicles must fit into exterior marked striped parking spots or the unit resident's garage.
- All vehicles must be parked in designated slots only. Vehicles may temporarily use non-parking slots for loading/unloading or car washing and are limited to a maximum time limit of 1 hour.
- No parking space may be used for any purpose other than parking cars, vans and non-commercial pickup trucks that are in operable condition, not leaking fluids and have a current license tag.
- Designated long term parking areas are located in the lower level on either side of the mesh doorway. These spaces are intended for residents that are traveling or not using their vehicle for 10 days or more. Please plan to park your vehicle in "Long Term Parking" when away for extended periods of time.
- Overnight parking of commercial vehicles, motorhomes, motorcycles, boat trailers, utility trailers, and/or recreational vehicles within the parking areas in the lower level or upper level parking slots is not allowed except with permission of the Board of Directors. No overnight camping is allowed.
- Motorcycle parking is available in designated spaces located in the lower level garage. Parking is on a first-come basis.
- Parking in the lower level is restricted to residents only. Each vehicle parked there must display a valid Hang Tag and decal. Visitors and guests as well as care providers are not allowed to park in the lower level.
- Residents will drive a safe speed while on condo property and observe the one way direction of travel.

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Resident Responsibility

Residents are responsible for ensuring that maintenance, service or delivery vehicles on Oleander Pointe property, at the request of the resident, are parked so as to not block entrances to garages, dumpster storage areas, or fire lanes. Also, the number of available parking spaces at Oleander Pointe requires that observation of parking rules by all residents is necessary to minimize inconvenience to other residents.

Guest Parking

Guest parking from 6:00 AM to 10:00 PM does not require a guest parking pass. After 10:00PM, the guest vehicle is required to have a *Guest Parking Pass* on the dashboard. The pass will contain: the visited unit number, unit resident's name, guest name, vehicle identification, telephone numbers, signatures of both the resident and guest, and the starting and departure dates of the visit. Guest parking passes are available in the lower lobby of the buildings and on the Oleander Pointe website (www.oleanderpointe.com).

The unit resident and guest are required to fill out and sign the form jointly. Both signatures validate form legitimacy. Place the filled-out form on the vehicle dashboard for access to OPCA parking.

Guest parking is limited to 7 days per month. Overstaying this limit will result in a parking violation. In addition, no signatures on the Guest parking pass will also result in a violation. The condo unit owner and/or guest will be contacted by telephone using contact information from the visitors pass. Limit extension may be available subject to parking committee review and is based on reason for extension and parking space availability.

Professional Care Providers

Due to the nature of their service, Professional Care Providers are granted 24/7 parking privileges for upper level parking only. They must have a *Professional Care Provider Parking Pass* displayed on their dashboard. Care provider parking passes are available in the lower lobby of the Buildings or on the Oleander Pointe website (www.oleanderpointe.com). The patient or client and care provider are required to fill out and sign the form jointly. Both signatures validate form legitimacy. Place the filled-out form on the vehicle dashboard for access to OPCA parking.

Parking Violations

• Guest Parking Violations

Overstaying the 7-day limit and/or signatures missing on the Guest parking pass will result in a parking violation. The condo unit owner and/or guest will be informed of the violation by telephone using contact information from the visitors pass. If the

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vehicle is still present on the following day after 10:00PM the vehicle will be considered for removal.

- Resident Parking Violations

No decal or invalid decal

No Hang Tag (subject to seasonal restrictions)

Day 1 Vehicle will have a violation notice placed on the windshield.

Day 2 Vehicle owner will have a 2nd violation notice posted on the windshield and will be contacted by telephone.

Day 3 Vehicle will receive a violation and notice that the owner has 24 hours to remove it. If no apparent effort is made to comply with OP rules/regulations, the vehicle will be considered for removal.

- Unauthorized Vehicle Parking

Applies between 10:00 PM and 6:00 AM and includes no decal or invalid decal, no Hang Tag, or no OPCA guest parking pass. The vehicle will receive a violation and notice that the owner has 24 hours to remove it. If no apparent effort is made to comply with OP rules/regulations, the vehicle will be considered for removal.

- Care Provider Parking

If signatures are missing on the *Care Provider Parking Pass*, the vehicle will be issued a violation notice. The care provider and/or condo resident being visited will be informed of the violation using contact information present on the care provider pass. If no apparent effort is made to comply with OP rules/regulations within 48 hours, the vehicle will be considered for removal.

Reserved Parking Space Assignment

A resident requesting a reserved space assigned in accordance with the requirements of the Fair Housing Act (42 U.S.C. & 3601 et seq.) is required to contact the President of the OPCA, who will refer the request to the Chairman of the Parking Committee for review and recommendation. If a space is approved and assigned, a "Reserved" sign will be placed in the space. If this is a temporary permit, this space will revert back to non-reserved status when the temporary permit expires. Permits automatically terminate on the death of the resident initially reserving the space or when the person no longer resides at Oleander Pointe. Death or loss of residence at Oleander Pointe results in a loss of reserved parking eligibility in accordance with the requirements of the Fair Housing Act (42 U.S.C. & 3601 et seq.) The same loss of eligibility also applies when a temporary permit expires. In order to maximize parking space availability, the reserve status of a space is temporarily suspended during resident absences of 7 days or more. The resident is required to place a sign over the reserved sign that states "AVAILABLE UNTIL time and date". If an individual has a reserved space assigned in accordance with (42 U.S.C. & 3601 et seq.) the individual is required to use that space when parking in the common area. Display of the Oleander Pointe vehicle Hang Tag and decal is mandatory.

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Hurricane and Natural Disaster Preparedness Plan

Since the devastation of Hurricane Irma and other storms throughout the years, many lessons were learned from the experience. An updated plan is necessary. The OPCA Board of Directors along with BP Davis Management requests that you please review the updated preparedness plan. Our communication process includes utilizing our website, email communication and posting notices in the elevators and lobbies. In the event we have another natural disaster, we'll be better prepared.

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LINKS FOR CURRENT AND SPECIFIC INFORMATION

Brevard County Websites:

Brevard County Emergency Management: www.brevardfl.gov/emergencymanagment

To receive Brevard County Emergency text message updates on your cell phone,
Text: FollowBrevardEOC to 888777 from your cell phone

City of Cocoa Alerts: www.cocoafl.org

American Red Cross: (321) 890-1002

Cocoa Police Dept. : (321) 639-7620

Florida Highway Patrol: (321) 690-3900

Brevard County Sheriff's Office: (321) 633-8400

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This Disaster Preparedness Plan for Oleander Pointe Condominiums provides guidelines for preparing for natural disasters. It is important for board members and owners to know what to expect. We emphasize that the only parts of this plan to be implemented are those that are safe and reasonable. We do not expect anyone to risk injury to protect property. Property is replaceable. This plan stresses preparing for a hurricane, which is a potential disaster to Cocoa, Florida. This region is also subject to floods related to hurricanes as well as tornadoes and fires.

This procedure is readily accessible on the webpage. Links to Internet sites should be monitored and consulted whenever possible. Become familiar with the County Emergency Management Links and the vital information they provide. The plan requires continuous updating and there will be revisions as circumstances change. Ideas for inclusion are welcome. Common sense must override specific plans

DEFINITIONS

Make note of a few weather terms in common usage with some additional information that may prove helpful in reading this plan. Keep tuned to communications since storms can change quickly.

Tropical Disturbances - The first stage of unstable weather that could escalate. No strong wind but there is rotary circulation.

Tropical Depression - Clearly defined low pressure area with highest wind speed of 38 miles per hour.

Tropical Storm - A low pressure area with a defined rotary circulation. Winds range from 39 to 73 miles per hour.

Tropical Storm Watch - An announcement that a tropical storm is or might be developing and poses a threat to an area, generally within 36 hours.

Tropical Storm Warning - An announcement that tropical storm conditions with 39 to 73 miles per hour sustained wind may hit a specific area within 24 hours.

Hurricane - A violent storm originating over tropical or subtropical waters with sustained wind over 74 miles per hour. The winds, as in tropical depressions and storms, blow around the center in a counterclockwise direction. The diameter of these storms may range from 100 to 1,000 miles.

Hurricane Categories:

Category 1- wind speed: 74-95, storm surge: 4-5 ft., minimal damage

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Category 2- wind: 96-110, storm surge: 6-8 ft., moderate damage

Category 3- wind: 111-130, storm surge: 9-12 ft., extensive damage

Category 4- wind: 131-155, storm surge: 13-18ft., extreme damage

Category 5- wind: greater than 155, storm surge: over 18ft., catastrophic damage.

Storm Surge - Rapidly rising tide as a storm makes landfall. Saltwater flooding cripples communications, overwhelms storm sewers, and contaminates drinking water supplies.

Hurricane Watch - An announcement that a hurricane poses a threat to a specific area, generally within 36 hours.

Hurricane Warning - An alert that a hurricane is expected to hit a specific area within 24 hours. In instances where the course of a hurricane is erratic, this alert may be issued only a few hours before hurricane conditions begin.

Tornado - The most violent atmospheric phenomena, winds may whirl at up to 300 miles per hour. A spinning tornado may sound like the roaring of an airplane or a locomotive. Tornadoes move at an average speed of 30 miles per hour and may be very erratic in their course. Tornadoes are usually short lived and may be extraordinarily destructive over a small area.

Waterspout - A tornado over water.

Tornado Watch - An announcement by the National Weather Service that a severe weather condition exists that may spawn a tornado.

Tornado Warning - A tornado was sighted. The announcement generally gives the anticipated course.

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PROTECTION OF RESIDENTS -

While our homes and other physical facilities represent an enormous emotional and financial investment, the most precious commodity, and the only one irreplaceable, is you. Do not think you can protect property if you “ride it out”. When advised to evacuate, it is the wise choice to do so. Adequate preparation will ease this decision. Remember coastal and river front residents are particularly vulnerable to storm surge and flooding. This plan will outline some approaches to protecting physical property and yourselves. Prepare well in advance of an upcoming storm by collecting storm supplies and following recommendations from Emergency Management. First, and of highest priority, this section of the plan will address protection of people.

1. **OWNERS** - Provide your Association Manager or Board of Directors the following information:

- ❖ Your residency status during hurricane season (June 1-November 30)
- ❖ Your phone numbers and email address
- ❖ Your plans for evacuation should it be necessary
- ❖ The name of someone who always knows your whereabouts
- ❖ The name of someone locally that checks your unit

2. **OWNERS** - Before the Storm:

- ❖ All items on the walkways must be moved into the unit. Items in the elevator lobbies on each floor must be stored in the storage area on each floor
- ❖ Storm shutters must be closed
- ❖ Lower level parking will be for owner/residents only. The mesh gate will remain open during the storm. Parking in the upper level may be vulnerable due to flying debris.
- ❖ Prepare to manually open your garage door. Check your key that opens the garage door in case of power failure. Owners with electric vehicles, electric bikes or electric golf carts should be prepared to move those items from the lower level if flooding is predicted. Their batteries are susceptible to fire or combustion when in contact with salt or brackish water.
- ❖ Stay tuned to radio, TV, and Internet for weather updates and evacuation mandates
- ❖ Check your “survival kits”
- ❖ Charge cell phones, laptops and other chargeable items such as radios or portable TVs and buy extra batteries
- ❖ Refill prescriptions to have a four week supply on hand
- ❖ Fill up the gas tank in your car, check oil and tires

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- ❖ Have cash on hand
- ❖ Protect important papers and have duplicates available in another location: - Drivers license - Medical information - Proof of ownership of your home - Insurance policies - Pictorial and listed inventory of your property - Listing of important contracts

3. **OWNERS** - Personal Preparedness: Not every potential disaster situation requires evacuation. Whether you have to evacuate or not, it is prudent to prepare for personal needs with a properly stocked “survival kit”. Residents with special needs are to make prior arrangements for care, evacuation, or supplies in the case of an emergency.

- ❖ First decide to evacuate or ride out the storm
- ❖ Have cash, credit cards
- ❖ Battery operated lights or solar lights
- ❖ Bottled water for drinking and cooking
- ❖ Fill the bathtub for non potable use
- ❖ Pillows, blankets, sleeping bag, or air mattress
- ❖ Flashlight with batteries, battery radio and/or tv, battery fan
- ❖ Extra clothing and shoes
- ❖ Eyeglasses
- ❖ Insect repellant, First aid kit
- ❖ Groceries, such as: - Bread, crackers - Peanut butter, jelly - Cookies, snacks - Canned fruit - Canned meat and fish - Dried fruit - Canned beverages - Fruit drinks - Plastic ware - Paper plates and cups - Paper towels and napkins - Plastic trash bags - Can opener (manual). Special nonperishable dietary foods, if needed

4. **OWNERS** - Staying in Your Condo:

If you decide to stay in your condo during the hurricane, please be advised that the following conditions will most likely occur:

A sign up list for anyone staying will be posted in each lobby. It is extremely important that everyone staying in the building is listed on this form in order that we may help one another. If an Emergency Evacuation order is given, there may not be emergency services such as fire, police, or medical personnel available after the wind speeds exceed 45 miles per hour. During the hurricane, it is likely that we will lose electricity and water services. (Our emergency generator will provide power to the pumps in the lower level to discharge water collecting in that area.). If a high

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storm surge or high water is predicted, we will lock the elevators on an upper floor to prevent damage to the cabs.

We cannot guarantee your safety. If an evacuation is ordered, the earlier you do so, the better. However, if circumstances are such that you decide to remain in your condo we suggest:

- ❖ Use clean containers (no juice or milk) and bathtubs to store water.
- ❖ Figure about one gallon per day per person. Save large plastic bottles in advance for this purpose.
- ❖ If you have room in your freezer, put in several plastic jugs of frozen water.
- ❖ Prepare, a few days in advance, food that does not require refrigeration.
- ❖ High winds will drive water in and around window frames and doors. Be prepared to deal with water that may penetrate windows or doors.
- ❖ During the storm, stay inside and away from windows. Interior rooms are the safest. Venturing outside to test the wind is foolhardy. Not only can you not withstand hurricane force winds, but also airborne debris at more than 100 miles per hour is a lethal missile. Stay inside!
- ❖ Make sure storm shutters are in place, closed, and locked.
- ❖ Keep tuned to weather advisories on your battery powered radio or TV.
- ❖ Do not venture out until an all clear is given.

Remember, if the eye of a hurricane passes directly overhead, the wind may cease and the sun may shine briefly before the hurricane resumes with enormous and renewed intensity. Help each other as the good neighbors that we are.

5. **OWNER** - Evacuation: Mandatory Evacuation means just that. Please heed the orders.

6. **GUESTS** - Guests are not encouraged due to limited assistance, resources, and parking availability.

PROTECTION OF CONDO PROPERTY

7. **CONDO PREPARATION** - The preparation of the condo will be determined by the Board of Directors, Landscaping Committee, and Maintenance Staff. The sequence and timing of the preparation will depend on the strength of the storm or disaster and advancement of the storm toward the area. Some preparation could be weeks in advance and other preparation occurs immediately before the need arises.

- ❖ Trim the palm trees and other trees as needed.

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- ❖ Identify resident evacuees and those who are staying.
- ❖ Perform roof inspections for air conditioner securement. Obtain a series of photographs for post hurricane damage assessment.
- ❖ Install Building A and B shutters and lower the hurricane screen on Building C.
- ❖ Secure elevators, if necessary, on a higher floor in case of flooding.
- ❖ Remove tennis and pickleball screens and basketball backboard.
- ❖ Check the generator and fill with fuel.
- ❖ Secure recycling bins.
- ❖ Remove lamp post globes in the breezeways and tennis court.
- ❖ Secure pool deck chairs, tables, and umbrellas.
- ❖ Permanently open the mesh gate to the lower level. Time tbd.

8. **PARKING** - Parking is at your own risk. Certain portions of the open parking lot are vulnerable to flying debris.

9. **MAINTENANCE, CLEANING, AND SECURITY SUPPORT**- Maintenance and other support personnel may not be available for an extended period of time following the storm or disaster. The staff will prepare the condo as instructed thus increasing their heavy workload. As a resident, if able, please assist in any preparation beforehand or clean up effort following the storm.

Security Guards may not be available for periods of time. All residents must remain diligent and alert to any untoward situation and report it to the authorities, if necessary.

10. **GARBAGE** - Garbage pickup may be delayed or missed for some time following a storm. Please do not overfill the dumpsters and clog the chutes.

11. **LOWER LEVEL FLOODING** - Flooding may occur due to runoff down the ramp or leakage between the upper level joints. There are two electric pumps, at the ready, to drain the water. In case of loss of electricity, a generator will power the pumps and the water will be discharged outside into the drain basins behind the buildings.

12. **EXTENDED LOSS OF POWER** - Situations that may occur with extended loss of power.

- ❖ Emergency lighting in the stairwells and lower level will remain on by battery power for about 4 hours. Residents must carry flashlights when using the stairs.
- ❖ Internet and cable will not be functioning.

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- ❖ Refrigerators will not be functioning. Empty ice bin as it will melt and run onto the floor. Open the door only as needed to maintain the inside temperature as long as possible.
- ❖ Air conditioning and water pumps will not be available. Hot water will not be available.
- ❖ Shutters will only operate by hand crank once the power is off.
- ❖ No portable generators are allowed on property. The hazard of carbon monoxide exposure is great and the noise and electrical hazards are problematic.

AFTERMATH

13. **AFTER STORM** - Damage reports will be compiled into a comprehensive list with photographs to assess the damage. If damage is severe, a professional insurance adjuster's team may be hired to process the claim. Individuals may also assess their own damage. Residents may help to pick up debris, broken tile, branches and assist in straightening trees and bushes.

14. **MARINA** - The marina is owned and managed by a separate dockominium association referred to as the Oleander Pointe Yacht Club. Any questions with regards to the marina should be referred to the Yacht Club officers or dockmaster.

This Hurricane Plan includes the essential factors to prepare and safely weather the storm or disaster. Each resident may require different or more defined plans to suit their personal needs. Each resident completes their preparation on their own timeline. Planning is needed to successfully prepare for any disaster that our condo or town experiences.

Appendix Three

Management Company Responsibilities

The Association currently employs BP Davis Property Management, Inc. to manage the Condominium on a one-year basis beginning each September 1st. The agreement provides that if either party notifies the other in writing that it elects to terminate the agreement, the agreement shall be terminated in thirty days from date of said notice; otherwise the agreement shall be automatically renewed for successive one-year periods. Either party may terminate the agreement for cause on ten days prior notice and the opportunity to cure. The Management Company shall perform the following services in the name of and on behalf of the Association and the Association gives the Management Company the authority and powers required to perform the following services:

- a. Collect all monthly or other assessments and other charges due to the Association for operation of the Association.
- b. Notify the Association of all delinquent accounts.
- c. Maintain records showing all receipts and expenditures relating to the Association and promptly submit to the Association a cash receipts and disbursement statement for the specific line items set forth in the Association budget for the preceding month and a statement indicating the balance in each account on or before the 15th day of the following month. (Two signatures are required on each check, one signatory to be a representative of the Management Company and the other signatory to be an Officer of the Association.)
- d. Prepare and submit to the Association sixty days prior to the end of the year a recommended budget for the next calendar year.
- e. Any audit required by the Association will be prepared at the association's expense by accountants of its selection. The Management Company furnishes necessary financial records to the accountant for preparation of an audit and for preparation of tax returns.
- f. Oversee maintenance personnel and other contractors as needed from time to time and cause the elements of the Association to be maintained according to acceptable standards.
- g. Make bi-weekly inspections of the common areas. Report minor problems to the Association and take corrective action on minor problems.
- h. As directed by the Association, negotiate and execute contracts for liability insurance and other services and maintenance of the common elements as necessary or advisable.
- i. Maintain records of all insurance policies covering the Association.
- j. Cooperate with the Association in investigating and reporting all accidents or claims for damage relating to ownership, operation and maintenance of the common elements.
- k. Pay from Association funds all taxes, inspection fees and other governmental charges.
- l. Obtain, when practicable, three competitive bids for items of repair or replacement, which exceed \$500.
- m. Receive and handle requests/complaints from owners/residents and follow-up until the situation is resolved. Log significant items and report to the Board.
- n. Deposit all monies collected on behalf of the Association in a custodial account in a State or National bank stipulated by the Association where deposits are insured by the FDIC and separate and apart from the Management Company's own funds.
- o. Be bonded by a bonding company in the amount of \$100,000.
- p. Attend all meetings of the Association and the Board of Directors, prepare meeting notices, take minutes and type/distribute minutes as directed.

- q. Organize the Annual Meeting in accordance with F.S. 718.
- r. Assist in enforcement of legal documents and provide assistance in amending documents.
- s. Shall not make any obligation exceeding \$500 without prior consent of the Board of directors. Notwithstanding this limitation, may without prior consent, expend any amount or incur a contractual obligation on behalf of the Association required to deal with emergency conditions which may involve a danger to life or property or may threaten the safety of the Association or of the owners and occupants or may threaten the suspension of necessary service to the Association.
- t. Has no authority or responsibility for maintenance or repairs to individual units.
- u. Shall deal with a single individual authorized to deal with the Management Company.
- v. Advise the Board of any laws, rules and legal precedents that may effect the Association.
- w. Review By-laws, rules, legal precedents and new laws that effect the Association.
- x. Act as the Association liaison with the community, attorneys and other professionals as required.
- y. Provide emergency telephone numbers for electric and plumbing services to the Association.
- z. Provide the home telephone number of a representative for emergency situations.

aa. Water Fountain Operation. The on-site maintenance person manually maintains proper water level in the fountains between buildings. Use circuit breaker #38 in the B Building electrical room if emergency shutdown is required.

ab. Emergency Generator. An emergency generator is located on the lower garage level on the left side of the garage ramp going down. The purpose of the generator is to provide power to the sump pumps in the event of loss of normal electrical power. Operating instructions are mounted on the generator. Gasoline is stored under the north stairs to the tennis court. In addition to two sump pumps to prevent lower level garage flooding, a third pump stored in the generator space may be placed in the sump trench with a hose laid out up the ramp to drain water toward the street gutter. The on-site maintenance person checks the pumps and generator monthly. These checks include cleaning the filter screens in the sump trench. The Board of Directors will appoint and train residents to operate this equipment in case it is needed when the on-site maintenance person is not present.

Security Post Orders and Security Mission Statement

Security Post Orders and Security Mission Statement. It is the mission of the Security Officer to protect the safety and welfare of Oleander Pointe residents, their personal and common property, including that of the Oleander Pointe Yacht Club.

Items of Understanding. Each Security Officer shall read and understand the Oleander Pointe Condominium and Yacht Club security mission. He/she shall be attentive and mentally focused on his/her primary mission, be appropriately attired and act professionally during his/her watch. The Security Officer shall represent the residents and owners of the Oleander Pointe Condominium and the Yacht Club.

- Each Security officer shall sign in with the actual time of arrival in the Security Log in the Maintenance Office.
- The Security Log is maintained nightly and left in the Maintenance Office for management review. Each unusual or out of the ordinary events or a confrontation with an owner/guest shall be recorded in the Security Log.
- The Security Officer shall back his/her vehicle into the designated Security parking space in front of the B Building and place an orange traffic cone in front of the vehicle. The cone shall be returned to the Maintenance Office at the end of the shift.
- The Security Officer shall commence his/her rounds immediately following signing in. Roving patrols shall be conducted on an hourly basis before midnight and on a 45-minute basis thereafter. Patrols shall be adjusted so as to not set a predictable pattern. He/she shall ensure that all doors and gates are secure throughout the Condominium and Yacht Club complex.
- Map locations of emergency shutoff valves and other emergency equipment, as well as Board member telephone and unit numbers, are noted on the Security Information Sheet.
- During patrols the officer shall attempt to identify the residents and their vehicles to better aid in security effectiveness.
- The Security Officer shall check that no vehicle, garage, storage/maintenance unit, or common area door is left open. Attempts shall be made to close and lock doors found open. If possible the owner/resident shall be contacted immediately. Each event shall be noted in the Security Log.
- A list of doors and gates that need to be locked is listed on the Security Information Sheet. Doors requiring special attention and doors that need to be locked at specific times also are listed on the Security Information Sheet.
- Should the Security Officer observe a delivery person using the pin code to open a lobby door, he/she shall ask how the person got the code and include this information in the Security Log.
- Roving patrols shall observe all areas of the complex for unusual or suspicious activity in addition to checking all doors for security, including personal garages and storage units. Patrols shall cover the entire complex including common areas and the condominium borders along Riverside Drive.
- At midnight traffic cones shall be placed to block entrance to the south driveway and force traffic to use the north driveway. Cones shall be removed at the end of the shift and returned to the Maintenance Office.
- Security officers shall be sensitive to foul or fuel smells, vehicle gas leaks coming from owners' garages and shall notify the owner immediately and make an entry in the Security Log. A member of the Board shall be contacted if the owner cannot be located.
- In the event of an emergency requiring medical, fire, or police, the officer shall dial 911 and then proceed to assist emergency personnel gain entry to the building. In the event of fire, the officer shall call 911 and assist in evacuation if necessary.
- Tennis court and swimming pool lights shall be turned off at 10:00 PM.

- Marina Security

If you see suspicious activity in the marina please contact an OPYC Board member or call the security guard or if an emergency call the police.

No boat may be parked outside a slip within the marina or tied to the exterior pilings of the docks without written authorization from a Yacht Club Board member. Anyone on the docks after 10:00 PM shall be challenged to determine the reason for his/her presence.

Appendix Five
(Amended December 12, 2011)

OLEANDER POINTE POOL AND SPA RULES

- **Caution: There is no lifeguard on duty.**
- Anyone using the pool or spa does so at their own risk and responsibility.
- Pool and spa hours are from Dawn until Dusk.
- Only proper swimwear is allowed in the pool or spa.
- The pool and spa are for residents and their guests only.
- All guests must be accompanied by a resident; the only exception is for resident guests, which are guests staying overnight with a resident, not day guests.
- No animals, glass or smoking are allowed in the fenced in Pool & Spa Area.
- Diving, jumping, and running are strictly prohibited.
- No horseplay is allowed; this includes; tossing and swinging of children, climbing on someone's shoulders, standing on any floating object, tossing of hard objects near others in or around the pool area, or any such behavior that may cause injury to those involved in the activity or those in the area.
- Do not enter the pool or spa if you are ill with any skin diseases, open wounds, diarrhea, nasal or ear discharge or any communicable disease.
- Do not add any foreign substance to the pool or spa; this includes soap bubbles or chemicals of any nature.
- Do not swallow the pool or spa water.
- Shower before using the pool or spa.
- People using any tanning lotion must shower before using the pool or spa.
- People using any tanning lotion must completely cover any lounge or chair they use with a towel or blanket.
- Children under 12 years old and non-swimmers must be accompanied by an adult at all times.
- Infants and toddlers must wear leak-proof pants when in the pool.
- Infants, toddlers and children under 6 years old are not permitted in the spa.
- No rafts or surfboards are allowed in the pool or spa.
- Inflatable arm bands or tubes for children under 6 or non-swimmers are allowed in the pool.
- Noodles, float boards and tubes are allowed in the pool as long as they are used in a way that does not disturb other swimmers.
- Do not splash others in the pool or spa and please refrain from foul language.
- Only pool parties sponsored by OPCA are permitted, no private pool parties are allowed.
- No more than 6 guests per unit are allowed unless prior approval is obtained from the pool committee or an OP Board member.
- No loud music or excessive noise is allowed in the pool area.
- No food or drinks are allowed in the pool or spa, or on the pool or spa wet deck.
The wet deck is the 4 ft. wide area around the perimeter of the pool or spa and any obstructions.
- All trash must be cleaned up upon leaving and all personal items removed.
- Pool furniture may not be removed from the fenced in pool and spa area.
- Any furniture moved must be moved back to its place and umbrellas closed.
- Towel dry before entering any building area or using the pool house restrooms.
- Maximum occupancy * Pool 23 persons * Spa 11 persons.
- Emergency Phone located at nearest unit.
- Dial 911 for police or ambulance.

NO DIVING

SPA RULES

- Spa hours are from Dawn until Dusk.
- Maximum water temperature **104 ° F**.
- Maximum use **15** minutes.
- No animals, glass or smoking are allowed in the fenced in Pool & Spa Area.
- No food or drinks are allowed in the spa or on the spa wet deck.
- Do not enter the spa if you are ill with any skin diseases, open wounds, diarrhea, nasal or ear discharge or any communicable disease.
- Pregnant women, small children, people with health problems and people using alcohol, narcotics or other drugs that cause dizziness or drowsiness should not use the spa without first consulting a doctor.
- Infants, toddlers and children under 6 years old are not permitted in the spa.
- Children from 6-12 years using the spa must be accompanied by an adult at all times.
- Maximum spa occupancy 11 persons.

NO DIVING

A Note To Guests

Welcome to Oleander Pointe. We hope you enjoy the pool and spa area.

Guests must be accompanied by a resident.

The only exception is for resident guests, those staying overnight with a resident, not day guests.

We want to make the pool and spa area as enjoyable, comfortable, attractive, clean, and as safe as possible for our residents and their guests.

We have no lifeguard on duty; therefore it's important that all guests know and adhere to all the rules.

Please take the time to familiarize yourself with the posted rules.

Foremost of importance is that the behavior of both residents and guests does not create any safety or property damage concerns.

Please keep in mind that the Oleander Pointe Pool and Spa are private, not public, and are owned not only by the family member or friend you are a guest of, but also by all the other condominium owners.

As guests, please act in a way that is not only safe, but is respectful of others in and around the pool and spa and that does not interfere with anyone else's enjoyment of the pool and spa area.

Oleander Pointe Condominium Exercise Room and Sauna Usage Regulations

Residents and guests, including your use of a Personal Trainer, are welcome to use this facility but all must comply with the following rules and regulations:

*By your use of this facility, you agree to hold harmless and indemnify the Oleander Pointe Condominium Association Inc, its Directors, Management, Members and Employees for any and all liability in connection with your use of the facilities.

*Use of this facility assumes that you have consulted with your Physician and determined to be in fit condition for this type of exercise activity. You will be exercising at your own risk and are cautioned not to overexert yourself. **Do not enter room if you are sick, have fever or flu like symptoms.**

*Guests who stay overnight do not need to be escorted by a resident. Guests who do not stay overnight must be escorted by a resident. Residents are responsible to ensure that their guests are aware of and understand these Regulations.

***Pets are not allowed in the Exercise Room.**

*No smoking, food, or beverages (other than water) are allowed in either room.

*Wipe off equipment **before and after** use with sanitary wipes provided in wall dispenser.

*All equipment must remain in place. Treadmill inclination must be returned to level position.

*An adult must accompany children under 16 years of age.

*Be considerate of others by not banging weights.

*** Do not use soap, suntan oils or lotions on your body while in Sauna.**

*Do not use any equipment unless you are completely familiar with its operation.

*Enter equipment problems on Maintenance Log for follow-up action by Maintenance staff.

*Donated exercise equipment must be approved in advance by the OPCA Board of Directors for reasons of insurance liability and safety. Personal items such as small weights shall not be left in the room overnight unless approved by the Board. The gym is not a storage facility.

*When you are the last person to leave please turn off all lights, fans, TV's, and sauna heat.

***Residents are responsible to ensure their Personal Trainers have proper liability insurance and certifications.**

Appendix Seven

Internet Service, Residents Web Pages, OP Email &TV Service

OLEANDER POINTE INTERNET SERVICE

Oleander Pointe through ACC/AT&T, provides internet service and maintains connectivity up to the point where the Cat 5e cable comes up into the Unit, through the conduit in the front bedroom closet behind the telephone wall plate.

The purchase, networking, programming, or maintenance of all equipment inside each unit is the responsibility of the resident, this includes any wiring inside the unit.

Oleander Pointe has a Bulk High Speed Internet contract and each unit pays their share through the Monthly HOA Fees.

The internet service is high speed over fiber at 600 MBPS.

New Residents must call or email a member of the Tech Committee to obtain the Static IP Address and Gateway IP Address for their Unit in order to establish internet service.

OLEANDER POINTE INTERNET CONNECTION INSTRUCTIONS

Even with these instructions and those that came with your router, programing the router or computer may be too complicated for many users.

However if you print out these instructions and give them to an advanced user or an IT professional along with your unit's Static IP information they should have no problem in programing and setting up your router.

Oleander Pointe connects to the internet via AT&T and has a commercial block of Static IP Addresses. Each Unit has its own Static IP Addressed assigned to it.

Therefore in order to connect to the internet, the unit's router or computer, (only if the unit does not use a router), must be programmed to connect and use the unit's "STATIC IP ADDRESS" and not to get the IP Address "DYNAMICALLY". The Unit's assigned Static IP information needs to be programed into the unit owner's router inside the resident's condo unit in order to connect to the on-site AT&T/Oleander Pointe Gateway Router and connect to the Internet.

The programming of the Router is performed via the Routers Setup Page which is accessed through your computers web browser (see the instructions or CD that came with your router), where "USE STATIC IP ADDRESS" must be selected.

On almost all router models the Static IP must be setup manually or through advanced settings, the router will not be able to perform a "Quick" or "Automatic" setup.

If the resident does not have a router and the resident connects one computer directly into the unit's Internet Wall Jack via a CAT 5 Cable, the Unit's assigned Static IP information must be programmed into the resident's computer in the "Local Area Connection" in order to connect to the on-site AT&T/Oleander Pointe Gateway Router and connect to the Internet. A tutorial with instructions is contained below titled "How To Connect Your Computer To The Internet Without A Router".

***SAMPLE**

STATIC IP CONFIGURATION FOR UNIT *(SAMPLE)

STATIC IP ADDRESS: *(SAMPLE)

SUBNET MASK: 255.255.255.0

GATEWAY IP ADDRESS: *(SAMPLE)

PRIMARY DNS: 12.127.16.68

SECONDARY DNS: 12.127.17.72

***WHEN PROGRAMMING THE UNIT'S ROUTER DO NOT FORGET TO SETUP WIRELESS SECURITY AND CREATE A PASSWORD TO CONNECT WIRELESSLY TO THE ROUTER AND TO PROTECT AGAINST UNAUTHORIZED ACCESS TO YOUR NETWORK. BE SURE TO WRITE DOWN AND SAVE YOUR PASSWORD.**

***WRITE DOWN THE ADDRESS OF THE ROUTER'S SETUP PAGE AND WRITE DOWN AND SAVE THE ROUTER SETUP PAGE LOGIN USERNAME AND PASSWORD.**

***WITH A ROUTER IN THE UNIT RESIDENTS CAN CONNECT MULTIPLE DEVICES OR COMPUTERS TO THE INTERNET VIA WI-FI, INCLUDING SMART PHONES, IPADS, TABLETS, SMART TV'S, BLUE RAY PLAYERS, ETC.**

***WITHOUT A ROUTER THE UNIT HAS NO WI-FI NETWORK IN THEIR UNIT AND WILL ONLY BE ABLE TO CONNECT ONE DEVICE TO THE INTERNET VIA A CAT5 CABLE PLUGGED INTO THEIR INTERNET WALL JACK AND THE DEVICE MUST BE PROGRAMMED WITH THE UNIT'S ASSIGNED STATIC IP ADDRESS TO HAVE INTERNET ACCESS.**

***ONCE PROGRAMMED NEVER RESET THE ROUTER BY PRESSING THE RESET BUTTON ON THE ROUTER OR BY PUSHING A PAPERCLIP INTO THE SMALL HOLE ON THE ROUTER. IF RESET, THE ROUTER WILL BE SET BACK TO ITS FACTORY DEFAULTS AND YOU WILL LOSE ALL YOUR ROUTER'S SETTINGS, INCLUDING ITS SSID (Network Name), PASSWORD PROTECTION, AND YOUR STATIC IP SETTINGS AND YOU WILL HAVE TO REPROGRAM YOUR ROUTER.**

Unit Owners may call or email a member of the Tech Committee, TECH@OPCA.US for their Unit's Static IP and Gateway IP Address.

New Residents must call or email a member of the Tech Committee to obtain the Static IP Address and Gateway IP Address for their Unit in order to establish internet service.

How To Connect Your Computer To The Internet Without A Router

If you do not own or use a router in your unit you can connect one computer to the internet by connecting the computer directly to the Internet Wall Jack in your unit by way of a CAT5 cable and then programming your unit's Static IP information into your computer.

In Windows you need to program your Static IP information into the Local Area Connection.

Before proceeding you will need your Unit's individual Static IP information, Subnet Mask, Default Gateway, and DNS Addresses.

If you do not have the information you can call or email a member of the Tech Committee at tech@opca.us.

STEP 1

In older versions of Windows up to Windows XP

In **Control Panel, Network Connections**, find the network connection that represents your connection to the internet. Most often it's labeled simply **Local Area Connection**.

Right Click on that and select **Properties**.

Now Click on the **Internet Protocol (TCP/IP)** item in the list (you may have to scroll down within the list to find it).

Now Left Click on the Properties button.

Proceed to STEP 2.

In newer versions of Windows such as Vista and Windows 7

You can access the Local Area Connection in Control Panel, Network and Sharing Center or by Right Clicking the Network Icon in your Task Bar.

Left Click the Network and Sharing Center.

Left Click Change Adapter Settings. (Located in left side menu)

Right Click on Local Area Connection and then Left Click on **Properties**.

Left Click on the **Internet Protocol Version 4 (TCP/IPv4)**.

Once highlighted Left Click on the Properties button.

Proceed to STEP 2.

STEP 2

The default configuration will have both **Obtain an IP address automatically**, and **Obtain DNS server address automatically** selected.

To connect to the internet at Oleander Pointe without a router you must change these settings to "Use the following IP address" and "Use the following DNS server addresses".

Click on **Use the following IP address:** and enter the IP address, subnet mask, and default gateway information that is assigned to your unit.

You will also need to program in the addresses for the DNS servers you will need to use.

Click on **Use the following DNS server addresses** and enter the two DNS addresses.

That's it. Once you "OK" your way out of those configuration dialog boxes, your computer should now respond to its assigned IP address and you should be able to connect to the internet.

*** IMPORTANT NOTICE - To connect the computer or device you programed with your Static IP settings to a Router or to a Network outside of Oleander Pointe you must change the settings back to "Obtain an IP address automatically", and "Obtain DNS server address automatically".**

OLEANDER POINTE WEB PAGES

Oleander Pointe owns and maintains several Web Pages to inform and serve our residents.

Residents Web Page:

<https://residents.oleanderpointe.com>

This site is a Residents Only Site and you must have a Username and Password to gain access. New Residents must send an Email to tech@opca.us to set up an account, please include your building and unit number, phone number, Email address and the names of the residents occupying the unit.

This site contains a wealth of information including Residents Directory, Board and Management Company Contact Information, Meeting Minutes, Newsletters, The OPCA Handbook, Hurricane Plan, Budget & Financials, Important Notices, Front Door Code Changes, Tech Support Information and even the ability to download OPCA Forms and Documents including the OP Declaration of Condominium and Bylaws.

It also contains the OP Bulletin Board with posts and information by and for residents from the Board, Maintenance, the various OP Committees and the OP Yacht Club.

Oleander Pointe Home Page

<http://www.oleanderpointe.com/>

This page is public and does not require a Log in.

It contains Links to information on Oleander Pointe, the OP Yacht Club, local area information and has the GOOGLE search page integrated into it.

TECH COMMITTEE CONTACT INFORMATION:

Jeff Hecht	Scott Sievers	Jonathan Morgan
tech@opca.us	sssievers@oleanderpointe.com	kekoa62@gmail.com
321-617-5510	317-430-6435	303-503-0357

The Tech Committee Reports To Oleander Pointe Board Member Robert Bowman

OLEANDER POINTE TV SERVICE

OLEANDER POINTE HAS ENTERED INTO A NEW 5 YEAR BULK CONTRACT WITH SPECTRUM STARTING JANUARY 2023

OUR MONTHLY CHARGE WAS LOWERED BY 40% TO \$32 A MONTH PER UNIT
IN ADDITION RESIDENTS WILL ALSO RECEIVE \$34 A MONTH IN EXTRA EQUIPMENT AND SERVICES INCLUDING DVR SERVICE ON ONE BOX AT NO CHARGE!

OLEANDER POINTE BULK TV SERVICE AND EQUIPMENT

Each Unit is entitled to 3 HD (High Definition) Boxes, this includes 1 DVR Box with DVR Service included and 2 additional full sized HD Boxes.

DVR Service requires a DVR box, so when calling Spectrum be sure to ASK to add DVR Service if you do not currently have it.

Not all boxes are DVR capable so when ordering extra boxes, if you are adding DVR Service be sure that one of the boxes they are sending you is a DVR box.

The service includes Spectrum TV® Select plus, plus Entertainment View (which includes the former Sports package) with 250+ channels, plus On Demand content.

The complete Spectrum channel lineup can be found via the link on Spectrums Support Page.

Extra services, such as extra Converter Boxes, DVR Service on additional Boxes, Pay Channels, Pay Per View and other services can be added.

The cost of these extra services will be billed directly to the Unit owner by Spectrum.

When setting up your account or ordering extra services to receive the proper discount be sure that you mention that you are already a Spectrum HD Cable TV Customer through Oleander Pointe's Bulk HD Cable TV contract.

On the Residents Web Page you will find .pdf files that will answer most questions about:

How to receive the new boxes

How to return the old Cisco mini boxes

How to attach the new boxes

The Channel lineup

Residents must call Spectrum to add DVR Service and to order the additional full size boxes.

When the new boxes are shipped to you it will include a return shipping label to return the Cisco mini boxes, it will also include the cables to attach the new boxes.

If you already have an extra full-sized box that \$13 charge should automatically drop off your bill.

If you already have DVR Service on one box that \$13 charge should also automatically drop off your bill.

So those now paying for extra boxes and/or DVR Service will also reduce their individual Spectrum bills.

CUSTOMER SERVICE

ALL CUSTOMER SERVICE IS HANDLED DIRECTLY BY THE UNIT OWNER BY CONTACTING SPECTRUM.

This includes all cable TV related questions, problems, ordering extra services or equipment, and billing.

To receive service New Residents must contact and set up a new account directly with Spectrum.

When setting up your account or ordering extra services to receive the proper discount be sure that you mention that you are already a Spectrum HD Cable TV Customer through Oleander Pointe's Bulk HD Cable TV contract.

SPECTRUM PHONE NUMBER AND SUPPORT PAGE

Spectrum Contact Information: 855-326-5115 , or the number on your Cable TV Bill

<https://www.spectrum.net/support/category/tv/>