



Spanish Oaks

*Section III and IV Condominium, Inc.
2550-2604 Demaret Drive
Titusville, FL 32780*



PRICE \$20.00

SPANISH OAKS CONDOMINIUM, BUILDINGS III AND IV, TITUSVILLE, FLORIDA, 32780.

SPANISH OAKS CONDOMINIUM WAS BUILT IN EARLY TO MID 1970'S, IS OF MASONRY CONSTRUCTION, INCLUDING CONCRETE FIRST AND SECOND FLOORS AND DECKS/BALCONIES, AND MANY HAVE ORIGINAL 3 SIDED CARPORTS.

THERE ARE A TOTAL OF 7 BUILDINGS WITHIN THE MAIN 'SPANISH OAKS ENTRY', OFF HARRISON STREET BUT THERE ARE THREE INDEPENDENT ASSOCIATIONS OPERATING WITHIN THE 7 BUILDINGS. YOU EITHER BOUGHT OR ARE CONSIDERING BUYING A CONDOMINIUM IN BUILDING 3 OR 4 OF THE SEVEN BUILDINGS. THE OTHER BUILDINGS OPERATE UNDER THEIR OWN RULES AND REGULATIONS.

THIS HANDBOOK REFERS ONLY TO RULES AND REGULATIONS THAT APPLY TO BUILDINGS III AND IV.

THE PURPOSE OF THIS HANDBOOK IS TO ACQUAINT PURCHASERS AND PROSPECTIVE PURCHASERS WITH OUR RULES AND REGULATIONS TO THE EXTENT THAT WE CAN ACHIEVE AN UNDERSTANDING OF WHAT CONDOMINIUM LIFESTYLE IS LIKE AND UNIT OWNER'S OBLIGATIONS ARE, AND THE ROLE THE BOARD OF ADMINISTRATION PLAYS IN THE COMMUNITY.

THE ASSOCIATION IS A NOT FOR PROFIT CORPORATION AND MOST DAY TO DAY ACTIVITIES FALL WITHIN THE REGULATORY CONTROL OF FLORIDA STATUE 718, A COPY OF WHICH IS AVAILABLE FROM THE DIVISION OF FLORIDA CONDOMINIUMS, 2601 BLAIR STONE ROAD, TALLAHASSEE, FL 32399-1030. THE BOARD OF DIRECTORS ENCOURAGES EVERY UNIT OWNER TO ACTIVELY PARTICIPATE IN OUR COMMUNITY. ALL OUR CONDOMINIUM RULES AND REGULATIONS ARE CONTAINED HEREIN. THE SCREENING AND QUESTION AND ANSWER SECTION OUTLINES KEY POINTS OF INTEREST.

NEW OWNER INTERVIEW

- EXCLUSIVE OWNERSHIP PER "BORDER" AS DEFINED
- JOINT OWNERSHIP AS TENANTS IN COMMON
- AGREEMENT AS TO MANAGEMENT
- OVERRIDING PRINCIPLE HEALTH, HAPPINESS, PEACE OF MIND OF MAJORITY
- UNLIKE HOME, USE MUST BE CONSISTENT WITH RECORDED DOCUMENTS
- SOME COMPROMISES
- ASSOCIATION MUST BE CONSISTENT AND TREAT EVERYONE THE SAME INCLUDING, BUT NOT LIMITED TO ADMINSTRATING SHARED FACILITIES
- ALL UNIT OWNERS ARE MEMBERS
- ALL MEETINGS AND ACTIVITIES ARE CONTROLLED BY FLORIDA STATUTE
- IMPORTANT DOCUMENTS ARE ARTICLES OF INCORPORATION, BY-LAWS, DECLARATION, AND RULES AND REGULATIONS
- BOARD MEETING ON A MORE OR LESS REGULAR BASIS AS NECESSARY BUT ALWAYS ON 72 HOUR NOTICE, UNIT OWNERS ALWAYS INVITED
- FLORIDA STATUE REQUIRES YEARLY MEMBERS MEETING
- BUDGET IS EXCLUSIVE PURVIEW OF BOARD BUT MUST BE IN COLLABORATION WITH OWNERS
- RESERVE FUNDS ARE UNDER EXCLUSIVE CONTROL OF UNIT OWNERS
- SPECIAL ASSESSMENTS ARE UNDER EXCLUSIVE CONTROL OF BOARD AND ARE USUALLY THE RESULT OF POOR RESERVE PLANNING
- KEY TO SUCCESSFUL CONDOMINIUM LIFE STYLE IS THOUGHT BY MANY TO BE UNITY OF ITS THREE PARTS, THEY CAN NOT BE SEPARATED ESPECIALLY FROM ITS ORIGINS WITH REGARD TO ITS MANDATORY FINANCIAL OBLIGATIONS AND CONSISTENT APPLICATION OF RECORDED CONDOMINIUM DOCUMENTS
- THANK YOU FOR YOUR TIME AND WELCOME

CONDOMINIUM SCREENING APPROVAL CERTIFICATION

The Board of Directors of Spanish Oaks III-IV Condominium Association has completed a satisfactory background check, and credit check, as necessary for the prospective owners of _____
_____ Demaret Drive, Titusville, Florida

The Board is satisfied that the prospective new owners _____
_____ are familiar with and in agreement with the Rules and Regulations and the Declaration of Condominium governing the community of Spanish Oaks III-IV as indicated by their signatures to the Application and or telephone interview. Having completed the above, the Board of Directors welcomes them into the community.

The prospective owners are herewith advised that the Association has the right and duty to proceed with needed repair work; at that time, if any previous or present owner unpermitted modifications are in the way, they will be removed and not restored, except such work that could result in a safety hazard, it will corrected by the Association, if necessary, and cost addressed back to the current owner. The Association recommends you have a professional unbiased home inspection .
Please initial _____.

Board Member
Screening Committee

Spanish Oaks Section III-IV Condominium Association, Inc

Screening Procedure for New Residents

A COPY OF OUR RULES AND REGULATIONS AND DECLARATION OF CONDOMINIUM IS CONTAINED HEREIN. THIS SCREENING AND QUESTION AND ANSWER OUTLINES KEY POINTS OF INTEREST.

1. PET: OWNERS - Dog under 15 pounds is allowed. Other rules apply. Proper certified service animals exempted.
RENTERS - no pets are permitted.
2. AUTO VEHICLES: must be approved by Board. (NO commercial vehicles)
Must obey speed limit of 15 mph throughout the community.
Are not allowed on any grassy areas. Guest Parking is available to the right of entering complex if driveway is insufficient.
3. NO SIGNS are allowed on the front of any unit, e.g. For Sale, Rent, etc., but can be posted on the Information Board.
4. LEASING is permitted with Board Approval no less than 6 months.
NO SALE OR LEASE OF ANY UNIT WITHOUT BOARD APPROVAL.
5. MAINTENANCE FEE is due no later than the 5th of every month to Treasurer.
Covers CABLE TV (minus Premium channels), PEST CONTROL, LANDSCAPING SERVICES, DUMPSTER (garbage in plastic bags, newspapers, plastic and glass in recycle bins), COMMON OPERATING EXPENSES, late fees and interest will be charged at \$25 and 3% per month.
6. INSURANCE POLICY to cover the unit contents is required for any occupant. A copy to the Board to keep on file.
7. DUPLICATE KEYS are mandatory to allow Association access to your unit.
Front door, gate and screen door if applicable. Keys are held in double lock box accessible by Board members. Under Florida statute, the Association has irrevocable right for access to unit.
8. BOARD MEETINGS are 2nd Thursday of each month. The agenda is posted on the Information Board prior to the meeting. You are welcome to attend.
9. ANNUAL MEETING is 2nd Wednesday of each January. Advance notice is given and posted.
10. RESERVE FUND has been established and special assessments are a Board of Administration's sole prerogative. This is in addition to monthly assessments.
11. COMMON ELEMENTS are to be kept tidy, plantings are allowed up to 36" from porch or patio and must first be presented with diagram to the Board.
12. OUTDOOR LIGHT controlled by each unit owner is required to be in the ON position AT ALL TIMES. Bulbs and sensors will be replaced at Board expense.

13. GARAGE DOORS and GATES should be CLOSED except to enter or exit the unit.
14. MAINTENANCE PROBLEMS need to be reported promptly to the Board in writing, except in emergency, then by phone or email.
15. DRIVEWAYS AND GARAGES are to be kept free of unsightly or hazardous materials.
16. SOLICITATION of any kind is not permitted.
17. AIR CONDITIONER UNITS are to be maintained and serviced as required by the owner after having completed the "Roof Access Form". No exceptions.
18. HURRICANE SHUTTER cost, installation and upkeep are the Unit Owners responsibility. They must be installed in accordance with Florida Law FS 718.113.
19. DESTRUCTION OF PROPERTY - Owners will be held responsible for damage to buildings, facilities or equipment caused by themselves, their guests, lessees, or contractor or workers.
20. A RESIDENT ROSTER will be provided to you after Board Approval of occupancy.
21. Owners are responsible for maintenance of all doors, windows, screens and any modification made (authorized or unauthorized) by a previous owner.

PLEASE DO NOT HESITATE TO CONTACT ANY BOARD MEMBER WITH YOUR QUESTIONS, CONCERNS, IDEAS, ETC.

WE ARE HERE TO HELP MAKE YOUR RESIDENCY A DISTINCT PLEASURE AND TO ASSURE THE COMMON GOOD OF ALL UNIT OWNERS.

WE ARE SURE THAT YOU WILL FIND SPANISH OAKS A FRIENDLY AND PREFERRED PLACE TO CALL HOME, THAT PROVIDES ABOVE AVERAGE SQUARE FOOTAGE, SOLID CONSTRUCTION, AND MANY UNITS WITH COVERED PARKING.

FREQUENTLY ASKED QUESTIONS

- Q. What are my voting rights in the condominium association?
- A. In any meeting of members the owners of condominium units shall be entitled to cast one (1) vote for each unit owned.
- Q. What restrictions exist in the condominium documents on my right to use my unit?
- A. The condominium units and grounds are restricted to residential use. The use of a condominium units for business or commercial purpose or for occupancy by more than one family, short term leasing to transients, or rental of rooms is prohibited.
- Q. What restrictions exist in the condominium documents on the leasing of my unit?
- A. Sale or lease of a condominium requires giving prior notice to and approval of the Board of Directors of the Association. Any sale, lease, gift or other transfer shall be subject to approval of the Association. Failure to gain such approval may nullify transfer. Short term leasing to transients, or rental of rooms is prohibited.
- Q. How much are the assessments to the condominium association for my unit type and when are they due?
- A. Monthly maintenance fee is payable by the 5th day of the month to the Association treasurer. Fees are based on a "proportional" share and are currently (2018) at:
- | | | | |
|------------------|-------|-----------------|-------|
| 2 BDR/garage | \$329 | 2 BDR Townhouse | \$322 |
| 2 BDR/ no garage | \$300 | 3 BDR Townhouse | \$436 |
- Collection of special assessments for common expenses may from time to time be established and payable within 30 days notice. If you are a perspective buyer, check with your realtor for current assessments for your unit.
- Q. Do I have to be a member of any other association?
- A. No.
- Q. Am I required to pay rent or land use fees for recreational or other common used facilities?
- A. No.
- Q. Is the condominium association or other mandatory membership association involved in any court cases in which it may face liability in excess of \$100,000?
- A. No

- Q. Are yard sales permitted?
- A. No but each unit owner, trustee, or survivor may have one conditional estate sale over no more than 6 hours duration during two consecutive days starting no earlier than 9 a.m. and ending by 2 p.m. No signs can be posted on common elements.
- Q. What do I do with trash?
- A. A dumpster is provided on the East side of Demaret across from our two buildings. Place HOUSEHOLD TRASH ONLY in the dumpster, do not leave it on the ground either in or around the dumpster site. TAKE IT BACK TO YOUR UNIT and wait until the dumpster or recycle bins are emptied which occur at least twice a week. Large non-household items such as broken furniture and like debris, may be placed just south of the dumpster fence then call 321 383 5755 for special city pick-up.
- Q. What is the procedure for material modification and alterations?
- A. You own a unit or apartment which is the portion of the condominium property subject to exclusive ownership. The title includes ownership of both the unit or apartment and part of the condominium property that is defined as common elements/areas, owners have no authority to change common elements/areas. Any repair/upgrade, replacement except small, minor changes such as painting, outlet changes, light bulbs, etc requires Board notification and depending on the depth of the repair/upgrade/replacement may require city permits/inspections, no exceptions. Any modification of common element/area, requires 75% unit owner approval, Board approval, and City code permits, when required. A "Request to Modify Condominium Property" form must be signed by the owner(s) and submitted to the Board.
- Q. What about service animals?
- A. The requesting person must provide a letter from a medical provider explaining how the accommodation is necessary; once the association agrees to grant accommodation it must be documented at the next duly held and announced Board meeting.
- Q. What is a common element (area)?
- A. The portion of the condominium property jointly owned by all 28 owners and it includes all of the property not located within the boundaries of individual units.
- Q. How often and where does the Board of Administration meet and can unit owners participate?
- A. The Board meets, normally, every month in our own club house, and all unit owners are encouraged to attend. The agenda is posted and it must, normally be completed before unit owners may speak; however exceptions can be made on a case-by-case basis.

APPLICATION FOR SALE OR TRANSFER OF UNIT

TO: Board of Administration

Spanish Oaks Section III-IV Condominium Association, Inc,

The undersigned submits this application for approval of the Board to acquire title to Unit _____ Spanish Oaks Section III-IV Condominium Association, and states that the following information is true and correct (any intentional misrepresentations shall be a basis for automatic disapproval):

1. NAME(S) OF PROPOSED OWNER (S):

2. PERMANENT ADDRESS (AFTER ACQUISITION):

3. NAMES AND AGES OF PROPOSED UNIT OCCUPANTS:

4. PURPOSE OF PURCHASE: _____

5. PETS: _____

6. TYPE AND NUMBER OF MOTOR VEHICLES:

7. CURRENT OWNER(S): _____

The undersigned applicant(s) agrees to provide any further information including credit, criminal, vehicle history, that may be reasonably requested by the Board. Residential screening is by Accudata, Inc. Spanish Oaks Condominium Association, Section III and IV, does not require credit reports for an all cash sale. Non-refundable cost is \$50. The undersigned certifies receipt of a copy of the Declaration of Condominium and understands that its covenants impose responsibilities and restrictions on each unit owner at Spanish Oaks Section III-IV Condominium Association, Inc.

Print Name of Applicant(s)

Signature of Applicant(s)

Current Address

Telephone Number

If you have questions contact the Board of Administration directly or thru the Realtor.

RESIDENTIAL SCREENING AUTHORIZATION FORM

(Please Print) Name: _____ Sex: _____

Address: _____

City, State, Zip: _____

Social Security Number: _____ Date of Birth: _____

I give my authorization to the Accudata, Inc client below, Accudata Inc, or any party or agency contacted by the aforementioned to obtain and verify the above information, concerning a credit report, criminal records, motor vehicle and other history. I understand that inquiries may be made to various federal and state agencies, employers, and references.

Applicant's Signature _____ Date _____

(AccuData Inc. client information only)

Company Name: _____

Contact Name: _____

Tel#: _____ **E-mail or Fax# (for results):** _____

Type of Screening Requested (please circle)

Package: 1 2 3 4 **Other Services:** A B C D E F G H I J

* Package 5+ form available upon request