



Canaveral Sands  
C/O Keys Property Management, Inc.  
5505 N Atlantic Ave #207  
Cocoa Beach, FL 329  
(321)784-8011 office  
[cocoabeach@keysenterprise.com](mailto:cocoabeach@keysenterprise.com)

Dear Homeowner:

Welcome to your new community. My name is Rick Alexander and I am the Community Association Manager that will be managing Canaveral Sands with Keys Property Management.

Keys Enterprise is a small firm, which provides personalized services and strives to build solid relationships offering exceptional service to exceptional developments. We work to deliver great customer service and quality property management. We do this by maintaining open lines of communication, responding quickly to requests, having a local presence in the community, and listening earnestly to the needs of our customers.

When making payments to the association please list the payee as Canaveral Sands. You may set up automatic payments on your account that will come out on the 5th of the month when your assessment is due. There is a form included in your welcome package with further information about this service or you can contact Robin Allen through email at [robin@keysenterprise.com](mailto:robin@keysenterprise.com) Robin handles all payment related matters.

If you elect to manually mail in your monthly assessment, **please put your account number** (which is your four-digit unit number) This will be listed in the memo line of your payment. You will mail your payment to:

**Canaveral Sands  
c/o Keys Enterprise  
PO Box 64625  
Phoenix, AZ. 85082-4625**

**Please do not mail payments to the Keys Property Management office, as it will only delay payment processing because they must be mailed to the bank in Phoenix.**

For non-emergency inquiries you should contact our receptionist by e-mail at [cocoabeach@keysenterprise.com](mailto:cocoabeach@keysenterprise.com) or by phone at (321) 784-8011, option 4 for the Cocoa Beach office. When calling the office please advise the team member answering the phone the reason for your call and they will make every effort to assist you at the time of the call.



We are all here to help you and answer any questions you may have. To find out more about our firm, please visit our company website at [www.keysenterprise.com](http://www.keysenterprise.com)

Your community website is as follows [www.keysenterprise.net/canaveralsands](http://www.keysenterprise.net/canaveralsands)

You may also register for ComWeb, our resident portal, at [comwebportal.com/login](http://comwebportal.com/login). This portal allows you to check your account payment history, make payments, create work orders, and submit address information changes along with other forms of communication to our company and the Board of Directors. You may also make one-time payments through the portal, but the service provider does charge a convenience fee. However, setting up recurring payments are free of charge. In addition, if you are set up on our automatic payment and there is a change to the monthly fee, no action is needed on your part the payment will automatically adjust in the system. If you need assistance, please do not hesitate to contact our assistant at the Cocoa Beach, and they can help you get acclimated to any of our websites and answer questions you may have about your community.

I look forward to working with you to create a smooth transition to the new management company for your community.

Sincerely,

*Rick Alexander*

Rick Alexander, CAM  
[rick@keysenterprise.com](mailto:rick@keysenterprise.com)

**Canaveral Sands  
Unit Registration Form - 2022**

**Building/Unit #** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Owner**

**Information:**

Unit Owner Name (s): \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone # \_\_\_\_\_ Cell # \_\_\_\_\_ E-mail: \_\_\_\_\_

Seasonal Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Vehicles:**

Make: \_\_\_\_\_ Year \_\_\_\_\_ Model \_\_\_\_\_ Tag #: \_\_\_\_\_ State \_\_\_\_\_ Color \_\_\_\_\_

Make: \_\_\_\_\_ Year \_\_\_\_\_ Model \_\_\_\_\_ Tag #: \_\_\_\_\_ State \_\_\_\_\_ Color \_\_\_\_\_

**Emergency**

**Contact:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Other Required**

**Information:**

Home Owners Insurance Company: \_\_\_\_\_ Policy # \_\_\_\_\_

Address of Insurance Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

Agent of Insurance Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

*If you provide a key with a neighbor, please indicate name, unit number and phone number below:*

Name: \_\_\_\_\_ Unit #: \_\_\_\_\_ Phone#: \_\_\_\_\_

**In the event of an evacuation or emergency, do you or any member of your household or individuals leasing your property require special attention?       Yes       No**

**If yes what special attention is required?** \_\_\_\_\_

**Unit Use:**      Permanent Residence     Yes  No    Part Time Residence  Yes  No    Rental  Yes  No

**Rental/Lease:**    Name of Lessee(s): \_\_\_\_\_ Phone #: \_\_\_\_\_

Name of Rental Agency \_\_\_\_\_ Phone # \_\_\_\_\_ Name of Rental Agent \_\_\_\_\_

Completed forms should be mailed to Canaveral Sands Condominium Association, C/O Keys Enterprise, 5505 N. Atlantic Ave., Suite 207, Cocoa Beach, FL 32931 or emailed to [cocoabeach@keysenterprise.com](mailto:cocoabeach@keysenterprise.com)

PREFERRED METHOD OF COMMUNICATION FORM

To: Canaveral Sands

As of July 1, 2010, Florida Statute requires that we obtain permission from owners in a condominium to:

Allow the Association to send you notices of meetings via electronic transmission

Allowing the Association to send you notices of meetings via electronic transmission saves the Association on postage expense and eliminates the question of which address you want your mail sent.

Date: \_\_\_\_\_

Your Unit # \_\_\_\_\_

By signing below, I consent to sending all communications to me, official and informal, via email.

Primary Owner

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Email \_\_\_\_\_

Secondary owner

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Email \_\_\_\_\_

\*\*\*\*\* *email or mail this form to us:*\*\*\*\*\*

**5505 N. Atlantic Ave., Suite 207, Cocoa Beach, FL 32931**

**Email [cocoabeach@keysenterprise.com](mailto:cocoabeach@keysenterprise.com)**

**KEYS PROPERTY MANAGEMENT**  
**Preauthorized Electronic Assessment**  
**Payment Services Authorization Card**

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ASSOCIATION

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UNIT ID/ADDRESS

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NAME(S)      LAST              FIRST              MI

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NAME(S)      LAST              FIRST              MI

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ADDRESS

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CITY                      STATE              ZIP

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DAYTIME PHONE NUMBER

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EMAIL

I (we) hereby authorize **Keys Property Management Enterprise, Inc.** hereinafter referred to as MANAGER, as agent for the association named above to initiate debit entries to my (our) checking/savings account at the depository named below, hereinafter referred to as DEPOSITORY, to debit the same to such account.

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DEPOSITORY NAME

This authority is granted in accordance with the terms and conditions of the MANAGERS Preauthorized Electronic Assessment Payment Service Agreement & Disclosure Statement receipt of which I hereby acknowledge. This authority is to remain in full force and effect until MANAGER has received written notification from me (or either of us) of its termination in such manner as to afford MANAGER a reasonable opportunity to act on it.

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SIGNATURE (REQUIRED)                      DATE

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SIGNATURE (REQUIRED)                      DATE

**ATTACH VOIDED CHECK OR CHECK COPY WITH THIS AGREEMENT AND SEND BOTH TO:**

**Keys Property Management Enterprise, Inc.**  
**7827 N. Wickham Road; Suite D**  
**Melbourne, Fl. 32940**

**Or email to: [robin@keysenterprise.com](mailto:robin@keysenterprise.com)**

Authorization must be received by the 15<sup>th</sup> day of the current month for processing to start the following month.

**PLEASE RETAIN FOR YOUR RECORDS**

***Preauthorized Electronic Assessment Payment Service Agreement & Disclosure***

Preauthorized charges to your account will be processed, when due, for the amount of your regular assessment payment. Payments so collected will be deposited to the checking/savings account of your ASSOCIATION, maintained with Community Association Banc.

There may be changes to the assessment amounts and/or due dates in accordance with the ASSOCIATION'S governing documents and applicable statutes including notification requirements of the ACH (Automated Clearing House) rules.

We reserve the right to make changes in the agreement at any time. We may cancel Preauthorized Electronic Assessment Payments at any time without cause and you can terminate this agreement at any time by giving sufficient written notice or by closing the designated accounts.

***Preauthorized Electronic Assessment Payment Services***

**What:**

**Keys Property Management Enterprise, Inc.** offers association owners an opportunity to pay their regular association assessments using automated electronic payments. Preauthorized electronic payments mean that homeowners can pay their assessments automatically without writing checks, thus eliminating the potential for late payments. In addition, the association is assured prompt, predictable payments to help better manage funds. This program is available to all owners regardless of where they bank.

**How:**

The preauthorized electronic assessment payment service uses the Federal Reserve System's Automated Clearing House (ACH) to facilitate electronic transfers from the owner's checking/savings accounts directly into the association's bank account. Funds are transferred between the 1<sup>st</sup> and 5<sup>th</sup> day of the month and appear on the owner's bank statement each month. Information regarding payments is reported to the association's management or bookkeeping company on the same day funds are deposited to the association's account.

If you have questions or need further information, please call or email:

**Robin Allen**; Property Accountant at 321-784-8011 [robin@keysenterprise.com](mailto:robin@keysenterprise.com)