



Palm Springs Condominium Association, Inc

C/O Keys Property Management

(321)784-8011 | 5505 N Atlantic Ave, Suite 207

Cocoa Beach, FL 32931

Dear Homeowner:

My name is Sue Stewart, and it is my pleasure to introduce myself. I am a licensed Community Association Manager with Keys Property Management who has been assigned to be your community manager.

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.

Be sure to make all payments payable to: Palm Springs Condominium Association. Currently Palm Springs adheres to a monthly maintenance fee schedule. You may set up automatic payments on your account that will come out approximately on the 4th 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 our front desk at cocoabeach@keysenterprise.com. You may also set up the payments online on the Vantaca owner's portal.

You may also make one-time payments through the portal, but the service provider does charge a convenience fee for recurring and one-time fees. This fee is charged for all credit or debit card transactions, however there is no fee when using a bank account recurring transactions. There is a fee for one-time payments using any method. 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 and the payment will automatically adjust in the system.

Your monthly assessment amount is \$665.00.

If you elect to manually mail in your monthly assessment, **please put your account number on the memo line of the check.** Please mail your payment to:

Palm Springs Condominium Association, Inc

C/O Keys Property Management

PO BOX 64625

Phoenix, AZ 85082

Please do not mail payments to the Keys Property Management office, as it will only delay payment processing.

For non-emergency inquiries you should contact our receptionist by email at cocoabeach@keysenterprise.com or by phone at (321)784-8011, or 24/7 maintenance emergencies; call our office and press the corresponding number to be connected to our answering service. The answering service in Jacksonville, Florida will triage the call. Depending on the type of service needed, they will contact the CAM in the appropriate manner.

You may register on your community website at <https://www.keysenterprise.net/palmsprings>. The Palm Springs website is currently available. The registration is a two-part process. After you submit the registration, our administrative team will review the request and grant access, and that process can take several days. This website gives you access to meeting minutes, financials, governing documents, and other information about your community.

You may also register for Vantaca, our resident portal, at www.keysenterprise.com. This portal allows you to check your account payment history, make payments, create maintenance service requests, and submit address information changes along with other forms of communication to our company and the Board of Directors. You can also access the community website through the Vantaca owner's portal.

In addition to the web link, there is also an app that can be used on *IOS* and *Android* devices. The app is called *Home by Vantaca*. The app is free to download. Your log in credentials will work with the app and the online version.

If you need assistance, please do not hesitate to contact our administrative assistants at the Cocoa Beach office. Congratulations on the purchase of your new home.

Sincerely,

Sue Stewart, CAM
sue@keysenterprise.com

Palm Springs Condominium Association, Inc

Unit Registration Form

Building/Unit: _____

Date: _____

Owner

Information: Unit Owner Name(s): _____

Mailing Address: _____

City, State, Zip: _____

Telephone #: _____ Cell #: _____

Email: _____

Seasonal Address: _____

City, State, Zip: _____

Vehicles: Year: _____ Make: _____ Model: _____ Tag#: _____ State: ___ Color: _____

Year: _____ Make: _____ 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** _____

PREFERRED METHOD OF COMMUNICATION FORM

Dear **Palm Springs Condominium Association Member,**

Please update the following information and return this form to the address or email address listed below.

This information is needed to update our records and is required by the State of Florida as authorization from residents to receive email notification of Association business.

Primary Owner's Name: _____

Non-Primary Owner's Name: _____

Unit & Street Address: _____

E-mail Address: _____

Additional E-mail Address: _____

Telephone: Home: _____ **Cell:** _____

Additional Telephone: Home: _____ **Cell:** _____

Additional Address: _____

PLEASE INITIAL TO GIVE YOUR APPROVAL –

_____ Authorization is given to the Association/Management to email community information.

_____ Request the Association/Management to mail community information.

(Please know that the only Notices mailed if you choose the second option, will be the i.e., Budget Meeting, Special Assessments, Annual Member Meeting. Board meeting (s) for normal Association business will be posted as required and a courtesy email will be sent to those that authorized it be sent. Ref. [718.112 Bylaws.](#))

Signature _____ Date _____

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

Keys Property Management Enterprise

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

Email cocoa beach@keysenterprise.com

KEYS PROPERTY MANAGEMENT
Preauthorized Electronic Assessment
Payment Services Authorization Card

Association Name _____

Unit Address _____

City, State, Zip _____

E-Mail Address _____

Phone Number _____

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.

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.

SIGNATURE (REQUIRED)

DATE

SIGNATURE (REQUIRED)

DATE

ATTACH VOIDED CHECK OR DIRECT DEPOSIT FORM FROM YOUR BANK WITH THIS AGREEMENT AND SEND BOTH TO:

Keys Property Management Enterprise, Inc.

5505 N Atlantic Ave #207

Cocoa Beach, FL 32931

Or email to: AR@keysenterprise.com

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 1st and 5th 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.

Charges: The monthly recurring fee is run at no cost to you.

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

Karmon Simmons; Property Accountant at 321-784-8011 AR@keysenterprise.com

ARCHITECTURAL REVIEW APPLICATION
Palm Springs Condominium Association, Inc.

Completed form MUST be submitted 14 days prior to work start date to
ARC@keysenterprise.com

Unit Number _____ Building Number _____ Owner _____

Owner Performing? Yes ___ No ___

Contractor _____ Phone _____

Description of work to be performed _____

Describe product being installed _____

Contractor licensed to perform work	Yes ___	No ___
Proof of General Liability Insurance	Yes ___	No ___
Proof of Workman's Compensation Insurance	Yes ___	No ___
Materials certified and meet all Codes	Yes ___	No ___
Installation method conform to Specifications	Yes ___	No ___
Any part of Installation electrically operated	Yes ___	No ___
Are permits required prior to Installation	Yes ___	No ___
If yes, have the permits been obtained	Yes ___	No ___

All contractor work must be done between Monday through Saturday 9:00 AM and 5:00PM

Contractor License Number (if applicable) _____

Start Date _____ End Date _____ Will you need elevator pads installed Yes ___ No ___

Please attach the following documents

Unit Diagram (if any modifications to original layout is proposed)	
Contractor proof of liability Insurance	Proof of Automobile Insurance
Proof of Workers Compensation insurance for all workers to be on the premises	
Type of backing/soundproofing (floors only)	Copy of Contractor License
Installation Schematic	Required permit or permits
Specification of materials to be used	

Debris must be removed by the Contractor and cannot be placed in the property dumpsters.

Unit Owner Signature Date Contractor Signature Date

This work must be approved prior to work to commence. Submit completed form to:
Keys Property Management. 5505 N. Atlantic Ave. Suite 207 Cocoa Beach FL 32931
Incomplete or forms missing information will be rejected.

COA Board Approved ___ Not Approved ___ BOD/Agent Signature _____
Date _____

Do not give a contractor any deposit until the project is approved

Palm Springs Condominiums

Lease Registration *Form*

Bldg Number: _____ **Unit Number:** _____

Unit Owner Name(s): _____

Telephone #: _____ **Cell #:** _____ **E-mail:** _____

Submit this completed 'Lease Registration Form' to Palm Springs, c/o Keys Property Management, along with:

- A fully executed copy of the related lease contract.
 - A check for the Security Deposit, payable to Palm Springs. Security Deposit is equal to one months rent.
- **The MINIMUM rental period is six (6) months.**
- **Use of unit is limited to single-family residency.**
- **Units may not be sub-let.**

THIS SECTION TO BE COMPLETED BY THE LESSOR(S) / OWNER(S):

In compliance with the Declaration of Covenants and Restrictions of Palm Springs Condominium Association, I hereby serve notice that as Owner(s) or Agent of the above referenced unit, I intend to offer said unit for lease in accordance with the attached lease agreement.

Unit is to be leased for the period beginning the _____ day of _____, 20____ and ending on the _____ day of _____, 20____.

I understand and hereby agree that I am fully responsible for ensuring that my Lessee(s) and their guests abide by the Association's Declaration of Condominium & Bylaws and current Palm Springs Rules, Guidelines and Information. I further agree to provide said Lessee(s) with copies of same.

LESSOR 1 (Print): _____ **Signature:** _____ **Cell #:** _____

LESSOR 2 (Print): _____ **Signature:** _____ **Cell #:** _____

THIS SECTION TO BE COMPLETED BY LESSEE(S) / TENANT(S):

I intend to lease unit number _____ /bldg. # _____ for the period beginning: _____ and ending: _____

I understand and will be bound by the current Palm Springs Rules and Guidelines including those applicable to either the Unit or the Common Property.

NAME OF LESSEE: (1) (Print): _____ **Signature:** _____

Cell Phone #: _____ **Email address:** _____

NAME OF LESSEE: (2) (Print): _____ **Signature:** _____

Cell Phone #: _____ **Email address:** _____

IN ADDITION TO LESSEE(S), THE FOLLOWING PERSON(S) WILL OCCUPY THE UNIT:

NAME: _____ **RELATIONSHIP:** _____

NAME: _____ **RELATIONSHIP:** _____

NAME: _____ **RELATIONSHIP:** _____

AUTOMOBILE / VEHICLE INFORMATION:

Vehicles: Decal# _____ Make: _____ Model: _____ Year: _____ Tag #: _____ State: _____

Decal# _____ Make: _____ Model: _____ Year: _____ Tag #: _____ State: _____

PERSON TO BE NOTIFIED IN CASE OF EMERGENCY:

NAME : _____ PHONE: _____

ADDRESS : _____

NOTE: LEESEE(S) MUST ALSO COMPLETE AND SUBMIT THE ANIMAL REGISTRATION FORM.

I (We) understand that any violation of the terms, provisions, conditions and covenants of the Association documents provides cause for available immediate action as therein provided or termination of the leasehold under appropriate circumstances.

LESSEE 1 (Print): _____ Signature: _____ Dated this _____ day of _____, 20 _____

LESSEE 2 (Print): _____ Signature: _____ Dated this _____ day of _____, 20 _____

THIS SECTION FOR ASSOCIATION USE ONLY:

LEASE ATTACHED: Yes No

ASSOCIATION SECURITY DEPOSIT AMOUNT _____ RECEIVED Y / N

DATE: _____, 20 _____

BY: _____ TITLE: _____

COMMENTS BY THE BOARD OF DIRECTORS: _____



PALM SPRINGS CONDOMINIUMS

126 Lancha Circle*Indian Harbour Beach, FL 32937

CLUBHOUSE USE AGREEMENT

The use of the clubhouse for an exclusive event (which means no other owners/guests will have use of the clubhouse during your reservation) is only available daily between the hours of 8AM and 10PM. A four hour window can be reserved for your event under the following guidelines.

This non-assignable agreement is made between **Palm Springs Condominiums Owners Association**, hereinafter Owners Association, by and through its agent and _____ hereinafter Resident(s), on this ____ day of _____ 20__ subject to the following terms and conditions.

A non-refundable rental fee of \$100.00 (4 hours) and a separate deposit fee of a \$100.00 by check or money order is required for the use of the Clubhouse Only. Any checks returned for non-sufficient funds will require Resident(s) to cover all fees. Deposit may be returned upon clubhouse being clean and in order after event. Refer to Clubhouse Usage Checklist.

1. Resident(s) shall use the clubhouse and the inventory items in a careful, legal and proper manner. Resident(s) shall return the clubhouse premises and the inventory items in as good a condition as they were prior to the use by the resident(s). Resident(s) agree that the clubhouse will not be used for any illegal or immoral purpose and will not be used to conduct any business activity.
2. Resident(s) hereby assume ALL risk of loss of or damage to the clubhouse and the inventory items from any cause. None of the inventory items are to be taken from the clubhouse or any areas of the condominium community.
3. Resident(s) hereby agree that resident(s) have fully inspected the clubhouse and the inventory items and hereby acknowledge that same are in good condition and repair, and that resident(s) are satisfied with and have accepted same in such good condition and repair, anything to the contrary being reduced to a written statement by the parties and signed by them.
4. Resident(s) shall indemnify Owners Association, and their agents, principals, employees, and any person claiming by or through them, against all claims, actions, proceedings, costs, damages, legal fees and liabilities of any nature whatsoever, connected with, or resulting from the use of the clubhouse and the inventory items. Resident(s) agree that they shall indemnify condominium community for any and all injuries suffered to resident(s) or resident(s) guests in the clubhouse or on the condominium community property.
5. The clubhouse and the inventory items are to be used in connection with: recreational and/or seasonal usage and not for any other purpose.
6. Resident(s) agree that responsible use of alcoholic beverages is acceptable during the event, however, anyone found to be intoxicated or causing any kind of issues while drinking shall be removed from the premises immediately and the resident(s) may lose the right for reserving the clubhouse for future events..
8. Resident(s) agree to be present at all times during the time of such use and during clean-up, such clean-up to be immediately at the conclusion of such use, and not later.
9. In the event any action is filed in relation to this agreement, resident(s) shall pay, in addition to all other sums resident(s) may be called upon to pay, a reasonable attorney's fee to Owners Association, regardless of which party institutes such action.
10. Resident(s) agree to be responsible for the proper and acceptable parking of vehicles of attendees to the above named function, and releases responsibility of Owners Association should it be necessary to have vehicles towed. Resident(s) agree to indemnify Landlord for any claims by resident(s) or guests for the towing of vehicles.
11. Resident(s) agree that in the event any damage occurs to the clubhouse, the property contained therein or any property belonging to the Owners Association, by resident(s) or resident(s) guests, resident(s) shall pay for such damage within seven (7) days from the date of receipt of any bills or demands for payment. Failure to pay for this damage shall result in Owners Association at its option assessing the cost through the association fee process in addition to all other remedies available by law and this agreement.
12. The terms hereof constitute the full agreement of the parties, and no oral statements shall have any force and effect or be binding.
13. The use of the clubhouse may be terminated at any time by Owner's Association for any reason, and the Owner's Association shall have the right to remove or cause to be removed any persons or property from the premises.

Time/Date of event, (4-hour time frame for all reservations) Date ____ / ____ / 20 ____

Start time _____ **End time** _____

Total attending _____ (Cannot exceed 40 people)

Resident	Date	Management	Date	Bldg/ Unit
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Palm Springs Condominiums

126 Lancha Circle * Indian Harbour Beach, Florida 32937

COMMUNITY POLICIES

1. **ACCESS:** We cannot let anyone into a condominium or give out keys without written consent from the resident. This includes any visitors, deliveries, and phone or cable hook-ups.
2. **PARKING SPACES:** There are assigned and visitor parking spaces in front of each building. Each unit will be assigned two parking spaces whether it be inside a garage or exterior parking. **Residents are required to park in their assigned spot only.** There is ample visitor parking available throughout the community. **Residents are not permitted to park in parking spots marked as visitor.** All vehicles must be registered with the office. If guests are here for an extended period, more than 48 hours, obtain a Visitor Parking Permit at the office. No over-sized or commercial vehicles are allowed to park on the premises.
3. **NOISE:** Keep in mind condominium living is different from private home living. Although one must expect a certain amount of noise, one must not infringe on a neighbor's right to quiet. Noise must be kept to a minimum. **No loud noise is allowed.** Community quiet hours are **10:00 pm – 7:00 am.** Excessive noise disturbances are to be reported to the Indian Harbour Beach Police Department (321)-773-3030.
4. **Residents are responsible for their guests at all times.** All open alcoholic beverage containers must be kept inside the resident's unit. Residents must ensure that their guests dispose of refuse in appropriate receptacles.
8. No clothing, towels, motorcycles, grills, bikes, exercise equipment, toys, brooms or other such items may be stored or hung on railings, patios, balconies or breezeways. No plant should be over 4 ft. tall. Only appropriate potted plants and outdoor furniture are permitted on patios & balconies. Only welcome mats and a maximum of 2 small potted plants or 1 medium potted plant are permitted on breezeways.
9. Speed limit in the community is **10 m.p.h.**
10. All business transactions must be completed through the office during regular business hours.
11. **PEST CONTROL:** If you need service for pests, contact management office. Pest control sprays only in those condominiums who request service.
12. All garbage and refuse is to be deposited in the facilities provided. Trash is not to be left outside your condominium door or you will be charged a \$10 removal fee per occurrence.
13. **Brevard County Fire Regulations prohibit the use and storage of gas and charcoal barbecue grills on patios and balconies. Electric grills only. Barbecuing must be a minimum of 20 feet from all structures.**
14. It is against Brevard County Fire regulations to tamper in any way with the fire alarm box inside or outside the condominiums. Residents are responsible for any damage and/or cost to repair or inspect the entire system if your fire alarm box is found disconnected it could result in a fine from Brevard County Fire Marshall.
15. All outside vendors doing work on property must check in with the office first and provide proof of insurance **before** doing any work.
16. **POOL POLICY:** Hours DAWN – DUSK daily. Residents are responsible for all actions of guests at the pool. Cost of any property damage will be charged to the resident. **Resident must accompany guests to any community amenity. No one under 18 years of age is permitted to use pool or any other amenity without an adult who is on the lease present.** No running, pushing or causing undue disturbance in pool area will be permitted. Boogie boards are **not** permitted in pool. No profanity or abusive language will be tolerated. No pets are allowed in pool area. No alcoholic beverages are allowed in pool area including beer. Non-alcoholic beverages are permitted in the pool area so long as they are in unbreakable containers. No bicycles, skateboards, roller blades, etc are allowed in pool area.
17. **FITNESS CENTER:** The fitness center at Palm Springs Condominiums will be available for use 24 hours/7 days a week with the Clubhouse key. The signed agreement in your lease which references the policy regarding the Clubhouse key apply in addition to this addendum. **There is a limit of two (2) guests per condominium. Resident must accompany guest during use of the fitness center. No one under age of 18 is permitted in fitness center.** Use fitness equipment at your own risk. Wipe down all equipment after use. Management will not be held liable to any injury or physical damage due to use of fitness equipment and will not be responsible for theft or loss of personal items. **Report equipment failures to leasing office.**
18. Limit of two (2) pets per unit (dogs/cats only). Weight limit is 40 lbs. Dogs must be on a leash at all times when outside of the unit. Resident shall not at any time leave the pet on a patio or balcony while away from condominium. Resident shall collect and remove all pet defecations from the grounds of the community. Residents who do not pick up after their pets will be fined \$25 per incident up to three (3) incidents. Management has the absolute right to request that a pet be removed permanently from the premises if such pet causes noise and disturbances or damage to the premises or personal property belonging to the premises.
19. If you lease your unit, all tenant information must be provided to Keys Property Management at 5505 N. Atlantic Ave Suite 207 Cocoa Beach, FL 32931 or email cocoabeach@keysenterprise.com prior to occupancy.