



Sea Oats 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 Rick Alexander, 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: Sea Oats Condominium Association. Currently your association 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 owner accounts representative at ar@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:

Sea Oats 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/seaoats>. The Sea Oats 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,

Richard Alexander, CAM
rick@keysenterprise.com

Sea Oats 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 Sea Oats 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 our Property Accountant at 321-784-8011 ext. 201 or AR@keysenterprise.com.

**SEA OATS CONDOMINIUM ASSOCIATION, INC.
NOTICE OF INTENT TO LEASE**

DATE _____

UNIT # _____

PROPERTY OWNER NAME _____ CONTACT NUMBER _____

This Notice of Intent to Lease and a fully executed copy of the related lease contract must be sent to the Sea Oats Condominium Association, Inc. C/O Keys Enterprise, 5505 N. Atlantic Ave., Suite 207, Cocoa Beach, FL 32931 or emailed to rick@keysenterprise.com

- **Leases of fewer than 30 (Thirty) Days are prohibited.**
- Use of unit is limited to single-family residency.
- Units may not be sub-let.
- **All Tenants/ Guest must be supplied the Sea Oats Rules & Regulations**

ATTENTION: THIS SECTION TO BE COMPLETED BY LESSOR (OWNER)

As an Owner(s) or Agent for the Owner of a an owned Unit in the Sea Oats Condominium Association, I (we) hereby serve notice that as owner(s) or Agent of the above referenced unit, I (we) 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 (we) understand and hereby agree that I (we) am fully responsible for ensuring that my (our) Lessee(s) and their guests abide by the Association's Declaration of Covenants and Restrictions and Rules and Regulations. I further agree to provide said Lessee(s) with copies of same.

I (we) understand that in complying with the Association minimum 90-day lease policy, my (our) unit can't be re-leased for at least 90 days from the beginning period of the lease to the lessee below.

OWNER MUST SIGN HERE, NOT AGENT (Print) _____ (Signature) _____

PHONE # _____ Email: _____

Mailing Address for Response: _____

**THIS SECTION TO BE COMPLETED BY LESSEE
(THE BOARD WILL NOT ACCEPT PARTIALLY COMPLETED FORMS)**

I (We) intend to lease unit number _____, for the period beginning on _____ and ending on _____.

In order for you to facilitate consideration of my (our) application for lease of the above designated unit, I (we) are aware that any falsification or misrepresentation of this application will result in automatic rejection of this application, I (we) consent that you may make further inquiry concerning this application.

I (We) understand and will be bound by the Rules and Regulations of the above Association including those applicable to both the Unit and Common Property.

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

E-mail _____ Phone # _____ Work Phone # _____ Cell Phone # _____

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

E-mail _____ Phone # _____ Work Phone # _____ Cell Phone # _____

THE FOLLOWING PERSON (S), IN ADDITION TO LESSEE(S) WILL OCCUPY THE UNIT (INCLUDE CHILDREN AND AGES:

NAME: _____ RELATIONSHIP: _____

NAME: _____ RELATIONSHIP: _____

NAME: _____ RELATIONSHIP: _____
NAME: _____ RELATIONSHIP: _____

AUTOMOBILE / VEHICLE INFORMATION:

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

PERSON TO BE NOTIFIED IN CASE OF EMERGENCY:

NAME & ADDRESS: _____ PHONE: _____

COMMENTS or SPECIAL REQUEST: _____

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

SIGNED: _____
Lessee

Dated this _____ day of _____, 20__

SIGNED: _____
Lessee

SIGNED: _____
Owner must Sign, not Agent

Dated this _____ day of _____, 20__

SIGNED: _____
Owner Must Sign, not Agent

THIS SECTION FOR ASSOCIATION USE ONLY

PROCESSING FEE RECEIVED: Yes No AMOUNT \$

LEASE ATTACHED: Yes No

APPROVED / DISAPPROVED (Circle One)

If Intent/lease signed by agent, MGMT AGREEMENT: Yes No

BY: _____ TITLE: _____

DATE: _____, 20__.

SEA OATS CONDOMINIUM
4570 Ocean Beach Blvd.
Cocoa Beach, Florida 32931
RULES AND REGULATIONS

March 2017

LEASING, RENTING AND ALLOWING GUESTS TO OCCUPY YOUR UNIT

1. Minimum rental period is 30 days.
2. No time-sharing...only one renter or lessee during a 30-day period.
3. Rental/leasing information shall be provided to the Board within 24 hrs of occupancy.
4. Owners are responsible for the conduct of their tenants and/or guests.

UNIT RULES

1. Each unit is restricted to residential use only by the owners, tenants and guests.
2. Per Florida law, the Association has the right to 2 current keys to each condominium unit.
3. Occupancy must not exceed the following restrictions:
 - 2 bedroom unit — 4 persons — 2 of whom may be children.
 - 3 bedroom unit — 5 persons — 3 of whom may be children.

PETS

1. Only one animal (dog or cat) under 20 pounds is permitted in a unit.
2. Animals must be on a leash when outside of the unit.
3. The animal exercise area is located between the sidewalk and Ocean Beach Blvd.
4. Pick up after your animal and dispose of waste properly.
5. No animals are permitted in the pool area.

General Rules

1. All common and limited common areas are to be kept clean and sanitary.
2. Any use or practice that is the source of annoyance to other residents/tenants/guests is prohibited.
3. Any use or practice that interferes with the peaceful possession and use of the property is prohibited.
4. Owners are responsible for the behavior and actions of their tenants and guests.
5. Bicycles, surfboards, body boards, furniture, packages or other objects shall not be placed on the walkways or sidewalks.
6. All shopping carts should be returned to the floor closets.
7. Nothing shall be hung from the windows, railings, balconies or walkways of the buildings.
8. No motorcycles, trailers, boats, recreational vehicles or trucks over 3/4 ton will be parked on the property.
9. No owner shall make any structural modification or alteration to a unit without prior written approval of the board. Plans must be submitted along with your written request.
10. No owner shall cause any changes to be made to the exterior of the buildings.
11. Parking spaces will be used by owners, tenants and their guests only.
12. SPEED LIMIT in the parking areas is 5 MPH.
13. All garbage and trash must be properly disposed of in secure plastic bags in the dumpsters. Cardboard boxes must be broken down or cut flat.
14. Recycling is co-mingled. Any recyclable item...any green recycle container.

SKATING, SKATEBOARDING, BIKE RIDING are NOT ALLOWED on the walkways, sidewalks, and driveways of the condominium property. Sport games are allowed if authorized by the Board of Directors.

POOL AREA RULES

1. Warning...Swim at own risk! No lifeguard present.
2. No diving into the pool.
3. Appropriate bathing attire required.
4. Shower off and remove all sand before entering the pool from the beach.
5. Children under age 12 must be accompanied by someone 18 years or older at all times.
6. No glass containers are allowed in the fenced pool area.
7. No food or beverages may be consumed within 4 feet of the pool water.
7. Tight fitting "swimmer" diapers are required for children who are not potty trained.
8. Only waterproof lotions/sunscreens are allowed. No oils.
9. Only single person rafts, reasonable sized balls and flotation aids are allowed.
10. Surfboards, inner tubes or large balls are *not* allowed in the pool.
11. Lounges may not be held or reserved.
12. Noise must be kept to a minimum.
13. No shouting, shoving into the pool or rough housing is allowed.
14. Pets/animals are not allowed in the pool or deck area.
15. Bathing maximum is 19 persons.
16. Residents, tenants and guests only.
17. Please dry off prior to entering the Club Room or elevators.
18. CALL 911 in an EMERGENCY.

POOL ADMINISTRATION

1. If the pool is locked, swimming and sun bathing are not allowed.
2. If the pool is unlocked, swimming hours are limited to: 8:00 AM - 10:00 PM
3. Pool Heater: ON — November 1 to May 15. Can be extended at board discretion.
4. Temperature: Heater set to 85 degrees

CLUB ROOM

1. Association business will take precedence over other uses, even if scheduled in advance.
2. The Club Room is available for all owners and tenants on a first come, first served basis.
2. Reserve your time by writing your event on the posted calendar in the club room.
3. The Club Room must be left in a clean and orderly condition.

The above is a summary. Please see your copy of our recorded governing documents (Declaration of Condominium, Articles of Incorporation, By-Laws and all amendments thereto) for additional guidance.

**Officers and Board of Directors
Sea Oats Condominium**