

Harbor Oaks Condominium Association

Welcome to New Residents

201 International Drive, Cape Canaveral, FL 32920



The Harbor Oaks Condominium Association (HOCA) Board of Directors would like to welcome you to your new home and hopes that you will enjoy living here as much as we do. Our welcome packet contains information that you may need to familiarize yourself within our community and find answers to many of your questions.

Mission Statement:

To maintain Harbor Oaks Condominium Association's operations to effectively maintain our community in order to preserve property values and foster community spirit through good faith and trust.

Your packet includes copies of the following:

- Harbor Oaks Condominium Association Rules and Regulations
- Things That Every HOCA Resident Should Know
- Paylease and Coupon Book information for submitting your monthly assessment fee
- Website Access is www.RecDif.com or www.ReconcilableDifferences.net for current information:
 - Florida Statutes, By Laws, Condominium Docs & HOCA Board Rules and Regulations
 - Monthly Financials
 - Renter & Owner Profile Forms, Frequently Asked Questions Sheet
 - Attention Form for maintenance and concerns
 - Annual & Board Meeting Minutes and Copy of Proxy
 - Welcome Packet Information, includes Harbor Oaks Newsletter and Grounds/Facilities Layout
- Miscellaneous Information (recycling, gas grills, important phone numbers, etc.)
- www.paylease.com is available to owners wishing to pay online or to setup a recurring payment for their monthly dues. For questions, please contact Reconcilable Differences, Inc. @ **321-453-1585**.

THINGS THAT EVERY HOCA RESIDENT SHOULD KNOW

Know the Rules – Understand and comply with the restrictive Covenants, By-Laws and other Rules and Regulations.

Know that you **MUST** pay your assessments on time.

Do not ignore communications from your condominium association, especially notices that may regard outstanding assessments, rule violations or fines. The Board has the responsibility to govern fairly and consistently in the interest of all members, which includes placing liens or foreclosing for non-payment of assessments and fines. Do not let a minor fine escalate to the point that the Board must turn the matter over to an attorney. A \$50 fine can easily lead to \$500 or even \$5,000.

You **MUST** maintain your property according to the governing documents and rules.

Know that the Board needs to review and approve improvements to the outside of your unit, such as hurricane shutters, screen doors, paint colors, door styles, landscaping, etc.

Know that your association has certain responsibilities to the membership including compliance with federal and state laws, fiduciary responsibility by Board members, elections, meeting notices, meetings, due process and much more as defined in the Covenants and By Laws.

Stay informed and participate in the business of your association by reading the meeting minutes, attending meetings (including the Annual Meeting), understanding the budget and volunteering to serve on a committee or the Board.

Maintain a current mailing address and contact telephone number with your association. This is critical if you are a member of an association but do not live in the community year around.

Know that if your home is rental property or occupied by others, the tenants/occupants should understand that they must also comply with certain restrictive covenants such as parking, pets, architectural changes and other requirements. This may also include association rules regarding use of grounds, pools, tennis court, sauna, parking and other common areas.

MISCELLANEOUS INFORMATION

HOCA BOARD of DIRECTORS

Refer to Website for current Board Members.

Currently, Reconcilable Differences, Inc. is under contract to the Harbor Oaks Condominium Association (HOCA). Their address is 2560 Palm Lake Drive, Merritt Island, Florida 32952. If you have any questions, you may contact Reconcilable Differences @ 321-453-1585. Owners can report maintenance issues to the Reconcilable Differences Condominium Association Manager (CAM).

EMERGENCIES

During office hours Monday through Friday from 9am to 4:30pm, please call Reconcilable Differences, Inc. @ **321-453-1585**. After hours emergencies, call **321-243-4346** or **321-890-8845**. We have an online attention form on our website www.RecDif.com or you can email to Office@RecDif.com. Please show HARBOR OAKS on the Subject line. **Please** be sure that Reconcilable Differences has your current information: email, home/cell phone, automobile information, emergency contact number and address.

LANDLORDS

All landlords are responsible for providing copies of the Rules & Regulations of HOCA to their tenants. If you have not yet done so, please contact Reconcilable Differences to obtain a copy or visit our website www.recdif.com. Landlords are responsible for providing the names of the tenants and their contact information to Reconcilable Differences. Renters are prohibited from making changes to the landscaping without Board or Reconcilable Differences approval. Owners should verify that all units have working smoke alarms.

SERVICE ISSUES

Please contact Reconcilable Differences Management (contact the unit owner if you are a renter) for "common element" concerns. Harbor Oaks Condominium Association is not responsible for calling plumbers, electricians, air conditioning contractors, cable television or Internet telephone technicians, etc. It is not the maintenance person's responsibility to let service people into your unit for work to be performed.

HOW TO SUBMIT AN ONLINE ATTENTION FORM or PHONE

For reporting problems or issues, please fill out the Reconcilable Differences ATTENTION FORM on the www.RecDif.com website or contact Reconcilable Differences, Inc. @ **321-453-1585** if you do not have access to the Internet.

MAILBOXES

- We have two sets of mailboxes located between Buildings 1-5 and Buildings 6-7.
- Mailbox keys are provided by the Cape Canaveral Post Office at 8700 Astronaut Boulevard (321-783-3163). Owners may give the Post Office authorization to allow Renters or Realtors to purchase keys with proof of ownership (deed) or residency lease is may be required.

TRASH RECYCLING

- All garbage must be bagged and tied before disposing into the dumpsters. Bagged trash is placed in the largest bin. Please do not put expandable garbage bags or pizza boxes down the trash chutes in Buildings 6 & 7, as they get stuck in the chute.
- Co-mingled recyclables (flattened cardboard boxes, newspapers, aluminum beverage containers, cans, glass or plastic bottles) go into the smaller bins located in the designated green areas.
- Please collapse all small boxes. Large boxes need to be crushed and placed directly in the dumpster. PLEASE do not force boxes down the garbage chutes.
- Please do not put large items (mattresses, furniture, appliances, etc.) in your building's dumpster area. There is a designated area on the southeast side of the complex by building #1 off International Drive for disposing of large items. The number to call for pickup is 321-837-0055.
- A few simple ways that YOU can help keep our property beautiful:
 - Pick up loose trash rather than ignoring it.
 - Move palms and loose branches to the side of the road rather than driving over them or walking around them.
 - Rewind the car wash hose if it was left unrolled & make sure spigot is turned off.

WALKWAYS – FIRE CODE

Per the Fire Code, NO obstructions of any kind are allowed on the walkways or stairwells of all Harbor Oaks Condominium buildings. EMTs need easy access for their gurneys to get to and enter the units in an emergency. We need EVERYONE's cooperation. Our Rules & Regulations prohibit the placement of furniture, bicycles, scooters, skateboards, decorative items or any other items on front walkways or any common areas. The fire regulations are enforced by the Fire Marshal and Reconcilable Differences, and subject to fines to our Association, which will be directed to the Unit Owner. All furniture should only be placed on back or side porches.

“All parts of the property shall be kept clean and sanitary with no rubbish, refuse or garbage being set outside or allowed to accumulate, nor any fire hazard allowed to exist. It is important for all of our Residents to have access to a clear walkway in case of an emergency.”

BALCONIES

- Harbor Oaks Condominium Association prohibits anything (clothing, sleeping bags, towels, etc. from hanging from front, side or rear balconies or walkways.
- Please do not throw anything (food, water, cigarette/cigar butts, etc.) from your balconies that can leave a mess for your neighbor to clean in the aftermath. Feeding the birds and other animals is fun but a single piece of food can attract flocks. Be respectful of your building's lower units when cleaning your patio surfaces.

DRAINS, GARBAGE DISPOSALS & SEWER SYSTEMS

Please do not flush anything other than toilet paper into the sewer system. Certain foods, such as non-food items, coffee grounds, starchy leftover foods that can swell and clog your drain, fruit pits, bones, grease, onion peels, seafood shells, banana peels, hard vegetable stems, melon rinds, nut shells, your fingers, etc. should not be put into your garbage disposal. If you have renters or other family members to use your unit, please notify them of this requirement.

LAWN SPRINKLERS

- Per our Landscaping Company's recommendations, our sprinklers are turned on three times per week: Tuesdays, Thursdays and Saturdays. (December 2014)

ROOF ACCESS & GUTTERS

Roof access is not allowed without permission from Reconcilable Differences Management due to liability. No in-house contractor or one hired by an Owner/Reconcilable Differences can place a ladder in a manner that will damage our gutters. If damages do occur, the Owner having the work done will be liable and responsible for any gutter repair or replacement.

GRILLS – 5th Edition of the Florida Fire Prevention Code

1-10.11.6.1 For other than one- and two-family dwellings, no hibachi, grill, or other similar devices used for cooking, heating, or any other purpose shall be used or kindled on any balcony, under any overhanging portion, or within 10 ft (3 m) of any structure. [Including electric grills.]

1-10.11.6.2 For other than one-and two-family dwellings, no hibachi, grill, or other similar devices used for cooking shall be stored on a balcony. [Including electric grills.]

The only exception are grills that intended by the manufacturer to be permanently installed. These grills must be installed in accordance with their listing (I.E. Underwriters Laboratories) and meet the requirements of the Florida Fire Prevention Code and Florida Building Code. Permits are required. This exception does not allow portable grills to be secured or fastened to the building.

DOG OWNER RESPONSIBILITIES

- ALL dog owners have the responsibility of immediate removal and proper disposal of feces left by their dogs every time you go for a walk on condominium property.
- Please carry (and use) your “doggie bags” or scoopers with you on ALL outings around the HOCA properties.
- There IS a leash law, and you are responsible to walk your pets on a leash.
- Please be reminded that no animals are allowed in the pool area.
- Noise or other disturbances, including continuous animal noises, will result in police action and must be kept to a minimum at all times.

SMOKING POLICY

Smoking or lit substances (including cigarettes, e-cigarettes, cigars, pipes and other smoke producing tobacco products) are prohibited in the HOCA elevators. Please extinguish and dispose of all smoking materials properly outside of the elevator before entering. Please do not leave your tobacco butts along the walkways, driveways, grassy areas or in the flower beds. (Reference: 2016 Florida Statutes, Title XLVI Chapter 823.12: *Smoking in Elevators unlawful; penalty. It is unlawful for any person to possess any ignited tobacco product or other ignited substance while present in an elevator. Any person who violates this section is guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.*)

POSTING SIGNS/GARAGE SALES ON HARBOR OAKS CONDOMINIUM ASSOCIATION PROPERTY

Please refer to the Rules & Regulations on our website.

No yard or tag sales are allowed anywhere on condominium property, not in yards or units unless authorized by our Rules & Regulations (see below).

In 2016, our Board authorized an Annual HOCA Garage Sale. It will be held the first weekend in December near the west Clubhouse and Building 6 & 7's garages from 8:30 to 5pm. Garage Sale notices will be posted after Thanksgiving.

BICYCLES

Bicycles must be placed in the bike rack located between the west end of Building 2 and the north end of Building 4.

TENNIS COURT REMINDERS

- Hours are restricted from 8am to 10pm.
- No animals, skateboards, glass containers, bicycles or roller blades permitted on tennis courts.
- Lessons with the intent to collect fees are prohibited.
- Time limit for court use is 90 minutes, unless no other persons are waiting to use the courts.

POOL REMINDERS

- The East Pool and the West Pool are open for ALL Residents (Owners, renters, HOCA visitors) from 7am to dusk. Both pools are heated for the fall and winter months.
- The Harbor Oaks Condominium Clubhouse doors are LOCKED. Keys can be requested from Reconcilable Differences by Owners in writing. The key works in the door knob; NOT the deadbolt.
- ALL users must shower each time before entering the pool.
- No glass bottles or glass containers are allowed in the pool area. However, food is allowed in the Clubhouse. Please dispose of all garbage in the provided trash bins before leaving.
- Unauthorized guests may be challenged by Owners who may ask them to leave the pool areas or Association grounds. All Residents must accompany their guests while in the pool area. After a reasonable request, Owners may ask individuals to leave the area for pool violations.
- When exiting the Clubhouse or pool area, please be sure to turn off all electrical (lights, fans, air conditioning, sauna, etc.) and clean any mess left behind, regardless of the time of day. We do not want trespassers using our facilities.
- You are reminded to make sure that all doors and gates are closed (they do not lock; to open, pull up on the vertical latch), especially late in the day.
- The last person leaving the pool areas, regardless of the time of day, is requested to lower/drop ALL open umbrellas to prevent possible wind damage.
- Trash containers will be emptied before every weekend.
- EVERYONE using the pool area is responsible for keeping the facilities safe AND clean.
- No lifeguards are on duty, so please do not leave children or non-swimmers unattended.
- The following items are not allowed for play in and around the pools: balls, footballs, soccer balls, tennis balls, Frisbees.
- The following items are not allowed for play around the pools: footballs, soccer balls, Frisbees, etc. Inflatable soft beach balls are allowed. All inflatable floats, balls and noodles must be removed from the pool area when leaving the pool. Personal storage in either of the Clubhouses is not allowed.

PARKING

- Parking spaces are unassigned, except for handicapped spaces. Two parking spots are allotted for each unit.
- Motorcycles, boats, trailers and recreational vehicles are not permitted in the parking areas, only in garage storage.
- Skateboard use is not permitted anywhere on the property.

- Vehicles, with obtrusive advertising, and commercial vehicles are only allowed to park on the property for loading and unloading purposes unless magnets are used to cover logos and advertisements.

HURRICANE SHUTTERS, SCREEN ENCLOSURES, SCREEN/STORM DOOR IMPROVEMENTS

- To ensure conformance to present schemes, advance written approval by the Board of Directors is required prior to the installation of storm shutters, screen enclosures, screen/storm doors and other improvements or installed on Limited Common Elements, including, but not limited to, satellite dishes and antennas, which shall not protrude beyond Limited Common Element boundary lines. Violations are subject to removal at the owner's expense, including patching and repainting costs.

RESIDENT CONDUCT

- Owners are responsible for their tenants, their guests and their own actions and behavior throughout the condominium elements at all times.
- Loud music from a radio, television, stereo or vehicle sound system is not permitted.
- Noise due to unit repair or improvements is exempt during normal working hours and in emergency situations.
- No immoral, improper or offensive use or conduct shall be permitted on condominium property.
- All government laws, ordinances and regulations shall be observed.
- Infractions of the abovementioned behaviors may result in police action.

AMENITIES (see Rules & Regulations)

- Tennis Court
- East Pool and West Pool
- East Clubhouse and West Clubhouse
- Sauna in West Clubhouse
- Gazebo on the bank of the Banana River

TIPS TO SEASONAL OWNERS

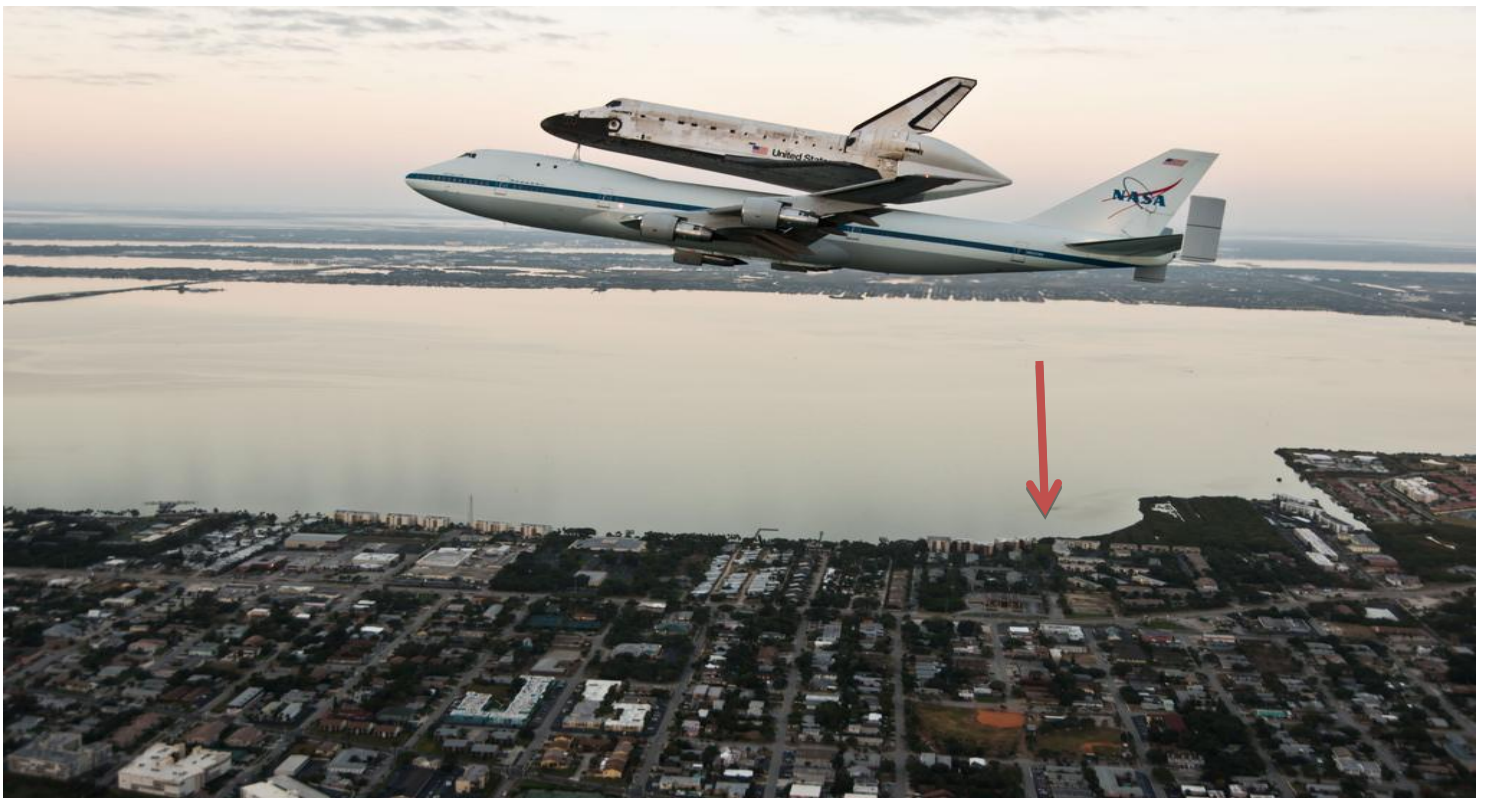
- If you have not provided a key to your unit to Reconcilable Differences, or if you have left a key with a neighbor, please notify Reconcilable Differences of the name and phone number of the recipient so that maintenance can contact them in case of emergency. Be sure that Reconcilable Differences has your current contact information.
- Please have someone check your unit monthly to be sure you do not have damage from plumbing, electricity or "critters large or small".
- A common issue is water evaporation in your toilets and drains that allow sewer rodents the run of your condominium. To solve this problem, add one-quarter cup of bleach or anti-freeze to your toilets and cover them with plastic wrap to slow the evaporation.
- Place two tablespoons of non-toxic anti-freeze in the bottom of your dishwasher to keep seals from drying out and cracking. Stick a note to dishwasher to remind yourself to run through a full cycle when you return to rinse the anti-freeze out.
- Remove all perishable food from your refrigerator. If you are leaving the refrigerator on, lift the arm up on the icemaker. Leave several one-half gallon bottles of water in your freezer and in the fresh food section so that the refrigerator has something to cool and freeze.
- Clean your range top and oven so that no spilled food particles are present to attract pests.
- Be sure to shut off the main water valve in your unit. If there is no main valve, please turn off valves for all plumbing fixtures.
- If you do not have an automatic float device that shuts off the air conditioner should there be a leak on your air conditioner, please consider adding it. Many companies provide them on new air conditioner installations after 2006. Reconcilable Differences or a Board member can assist you on obtaining/installing this preventative maintenance feature.
- Owners should install fresh batteries in their thermostats before leaving for an extended period of time. We have had an incident where the air conditioning shutdown and mold accumulated in the unit. Over several months, this can become a problem to neighboring condominiums.
- In Florida, to prevent mold and mildew with our high humidity, the air conditioning should be left on while your unit is closed up. Many associations recommend 76-78 degrees.
- Add one-quarter cup of bleach to the air conditioning pan to prevent algae forming and blocking discharge, which could lead to flooding your (or neighboring) condominium.
- Keep your blinds and curtains closed to keep the sun out and unwanted individuals who may be looking for empty homes.
- Unplug TV, radios, and other unneeded electrical devices while you are gone.
- Create a transition checklist for each residence. Turning on and off utilities, starting and stopping mail services and storing all outside items in the home are items that should be on your checklist.
- Please bring in all items from balconies, porches, walkways, including plants, furniture and wall hangings that could become missiles in high winds. In Buildings 1-5, please secure the laundry area doors on your rear porches.

CAPE CANAVERAL ORDINANCES: NOISE, TRASH, BUILDING, etc.

- www.cityofcapecanaveral.org Code Enforcement
- www.myflorida.com/cape/ Everything You Need To Know
- www.municode.com/library/FL Municipal Code Corporation

POINTS OF INTEREST

- Exploration Tower, fish markets, restaurants and the Locks at Port Canaveral
- First Friday Fest near the Cape Canaveral City Hall
- Manatee Park near the Radisson off A1A
- Cape Canaveral Founders Day in April
- Websites
 - www.cityofcapecanaveral.org
 - www.cocoabeachchamber.com
 - www.info.com/capecanaveraltourism
 - en.wikipedia.org
 - www.portcanaveral.com
 - www.myflorida.com/cape/visitors.html
 - www.keepbrevardbeautiful.org



2011: Space Shuttle Discovery
the Banana River) on her last

HARBOR OAKS COMPLEX

over Harbor Oaks (on
flight to Dulles.



**2015 Satellite Imagery of Harbor Oaks Condominium Association (HOCA)
201 International Drive, Cape Canaveral, FL 32920**