

# Village Square of Titusville NEWSLETTER

## SPRING 2012

### 2012 BOARD OF DIRECTORS

Evelyn Bourke            President  
Vern Groe                Vice President  
Carolyn Rigerman       Treasurer  
Geraldine Pope        Secretary  
David Mark              Director

### COMMUNITY MANAGEMENT

Reconcilable Differences, Inc  
P.O. Box 646, Cape Canaveral, FL 32920  
Office: 321-799-0660        Fax: 321-305-6199  
E-Mail: [Office@RecDif.com](mailto:Office@RecDif.com)  
Website: [www.ReconcilableDifferences.net](http://www.ReconcilableDifferences.net)

Village Square of Titusville Condominium, Inc.  
Office: 321-269-4250        Fax: 321-269-0394

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### New Board:

As noted above, after two Annual Meetings and the gracious withdrawal of Paulette Guthrie after yet ANOTHER 3 way tie, the

Board now consists of the five people noted above.

A lot is going on:

Landscaping is being updated with mulch & rock  
Two building brick exteriors have been repaired and painted

Many cracks and trip hazards in our roads have been repaired or replaced. As time and funds are available, we will begin on some of the smaller areas that have cracks; and the Curbs also!

The clubhouse has some new siding, new paint, some new landscaping and a new electric meter.

We have a new maintenance man John Bussey, who works about 15 hours per week.

Spanish Oaks was contacted for permission to paint the east side of their wall with our color (gray). Approval was given and we plan to start the project of repairing, stucco-ing and painting the wall soon!

And it is time to trim the trees and palms before Hurricane Season, and we will begin on that this month.

And on another positive note about real estate, five homes have sold in the past few months and many of you have new neighbors! Please make them feel welcomed by introducing yourself and inviting them over to the clubhouse for a game or a chat?

Please look around at all that is happening. Thank your Board members. They have done all this

without the need for a special assessment and without going over their budget!

### Update on Reconcilable Differences:

The inside of the office is still uninhabitable and a new office has been set up on the first floor of Michelle's home. We will be working this way for the foreseeable future, so if you need to deliver anything, the on-site office at Village Square is the best place to stop! The clubhouse has a beautiful new look: new flooring, new paint, and a real office that your volunteer board members do use. If you have any questions, the RDI office number on this page is an answering service. They will text me with any emergencies and email all other issues and we will get back to you promptly. All bookkeeping questions are best requested by e-mail to bookkeeper Sarah, at [Sarah@RecDif.com](mailto:Sarah@RecDif.com). She can email you a statement of your account if you need one.



### WEBSITE:

Please take a moment and go to your website!

[www.ReconcilableDifferences.net](http://www.ReconcilableDifferences.net) is our main page. Go to the photo of your Village Square sign and click on that. Photos of your property, minutes of meetings, FAQ form for realtors, forms you will need to reserve the clubhouse, sign up for auto payment of your maintenance fees, tenant approval forms, and the form you must fill out to sell your home; all of this is on that site. We also have the new "wind mitigation" forms and photos on this site, so that you can have your insurance agent download the form for your building and get you a credit on your personal H06 policy. Call Michelle if you have any questions about the forms or the website, at 321-243-4346.



### FIRE ALARMS IN INDIVIDUAL UNITS

All units now have hard-wired smoke alarms. Each has a battery back-up, and whenever that battery gets weak and begins to "chirp", simply replace the battery so that you will be protected in the event of a



power outage.



**ADDRESS CHANGE:**

Your monthly assessment fees should be mailed directly to Sunrise Bank, using the mailing labels

**INSIDE** the back of your coupon book.

PLEASE do not mail your fees to the management company, but any other correspondence or rental forms, etc should be sent to RDI at P.O. Box 646, Cape Canaveral, 32920 or e-mailed. E-mailed correspondence can be forwarded to the Board so everyone knows about your issue and can try to help more efficiently.

**GUESTS AND PETS:**

Please remember that each unit is allowed up to two (2) pets that do not exceed twenty (20) pounds each or more than 14 inches in height. If you have 2 pets and a friend comes to stay, they cannot bring any pets with them, since you have the maximum number allowed. Also, PLEASE clean up after your pet right away. Think of others and how you would feel if you stepped in something that was left by a neighbor's pet! And, of course, there is a county leash law that requires all pets to be on a leash when outside.



grills are not allowed to be anywhere on the premises, but the small propane tanks and electric grills are allowed. Please comply or you will face fines levied by the Fire Department!

**Maintenance Tip: Water Supply Valves**

Water supply valves and hoses, such as those under sinks, toilets and washing machines should be inspected at least once a year for corrosion or leaking. In a recent incident, a second floor unit had a small drip from the bathroom toilet. A small drip can amount to as much as 1 gallon of water per minute! Imagine being the owner downstairs watching as your ceiling begins to collapse. This can and will happen if a leak on a failing valve or supply hose is not repaired. The collateral damage could cost you thousands of dollars. Also, as a reminder to residents, if you are leaving your unit for more than 24 hours, please turn your main water valve off. If you are not sure where it is located, please call the Association office or RDI, and our maintenance man will be glad to show you where your main valve is located.



**INSURANCE REQUESTS:**

If you receive a notice from your mortgage holder requesting an insurance certificate for hazard or other coverage on the association property, the quickest way to handle it is to go online to:

[http://www.statewidecondo.com/certificates\\_of\\_insurance.html](http://www.statewidecondo.com/certificates_of_insurance.html)

This page asks for your condo name, unit number, your name and loan number, among other things, and the form will be faxed to your lender. (You can fax the letter from the mortgage holder. Just verify all of the above information is listed, as they don't always list your condo name on their letter.) **AND remember:** You can take advantage of "wind mitigation credits" and Unit Fire Sprinkler Certificates on your personal "H06" policy. Have your agent retrieve these from our website. Turning in these forms could save \$200 to \$600 on your policy!



**TENANTS:**

Your governing documents allow you to rent your unit for a minimum of 30 days at a time, or no more than 3 times in a one year period. You may have two (2)

occupants per one (1) bedroom unit, and four (4) occupants maximum in a two (2) bedroom unit. Each tenant must fill out VS paperwork and a \$50 fee is required by your documents. This fee will be used to procure a nationwide background check on each new resident. If they are renewing, there is no fee, but we do ask that you let us know!

**FIRE CODE VIOLATIONS:**

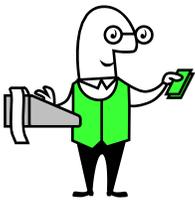
Residents are reminded once again that all stairways and landings must be kept clear at all times per the Fire Marshall. No plants or other items should obstruct passage/exit to steps at any time. Absolutely no items of any nature are allowed on stair steps or on the mid-landing at any time. Nothing can be stored under the stairs either. Full-sized propane



**Pool Time...**

It is that time again when residents start thinking about getting back in the pool for exercise and cooling off. All residents are able to purchase a key with proof of address and \$15.00. If you need a key, let management or a Board member know.



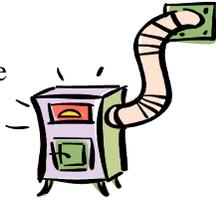


### **Annual CPA review:**

The CPA is almost finished with the review of the 2011 income and expenses for Village Square. All owners are able to request a copy free of charge. Please let us know by e-mail at [Office@RecDif.com](mailto:Office@RecDif.com), and we will either email you or mail you a copy of the report as soon as it is received from the CPA.

### **Empty units:**

It is imperative that the air conditioning be kept on even though a unit is not occupied, in order to prevent mold from establishing a foothold. Any owner refusing to do so will be held responsible for any damage to not only their unit but to those units attached. As a reminder, please put 1/2 cup of bleach mixed with water down your condenser drain line every other month and alternate with 1/2 cup of vinegar and water to help prevent blockages within the drain line.



### **Air Conditioning Equipment Check-Ups:**

There are companies that offer Annual A/C checks as a preventative measure. They will usually do the following things: Inspect the air filter, check the thermostat, check the air handler and how it operates; check the evaporator coil; check the blower motor; check the electrical connections; flush condensate drain line and pan; check the condenser motor and compressor.



The average price of this service is \$30 to \$45.00. You can contact any A/C service company of your choice, or you can contact our handyman, John Bussey, who is a licensed air conditioning technician. Let our Village Square office know, and he will call you to make an individual appointment. If you decide to hire him, he will work his regular hours and you will be responsible to pay him directly.



*For snowbirds, it's a matter of being proactive, rather than reactive*

Ask any veteran Florida snowbird — the species of condominium and homeowners that flee to

cooler climates during the summer months — and you'll learn that leaving means more than packing and locking up your home. It takes planning to secure your home and belongings and to make sure your abode is as welcoming upon your return as it was before you left. Some tips to help:

- ☑ Find someone who can visit your home while you are away to check on possible problems that pop up, such as plumbing leaks and storm damage. Someone who can enter your home once or twice a month to check on appliances, sinks, air-conditioning systems and other possible sources of problems
- ☑ **Remove all movable objects** from porches and patios. Keep in mind a hurricane could turn them into dangerous projectiles that could damage your home or a neighbor's.
- ☑ **Close drapes and blinds.** That helps keep strangers from peering in to see what you own and to discover signs you may be away.
- ☑ **Stop newspaper and mail deliveries.** Stacked papers outside or a full mailbox may attract unwanted attention.
- ☑ We suggest setting your air conditioning to about 80 degrees, enough to keep bills down and to prevent mold build-up on walls and carpets. In some condos with humidistats, change the setting to read "60," which will pull the humidity out of the air and also protect against mold and mildew
- ☑ Shut your water off from outside. Typically, there is a round valve that needs to be turned to the right until it is tightly closed. Once done, turn on your sink and bathtub valves to make sure no water comes out and to release air pressure within the pipes. We also strongly suggest that residents drain the hot water heater to prevent leaks or floods caused by a faulty drain pan system or ruptured water heater tank. A leak from the water heater can leave you with an inch-worth of water build-up on your floors when you get home, and a ruptured tank can dump 30 to 40 gallons of water into your home that can flood out to neighbors next to you and below you. Lastly, make sure your ice maker to your refrigerator is off and no water is left in the line.

### **POOL PARTIES:**

As the weather becomes warmer, people want to be together outside and that includes parties around the pool and utilizing the clubhouse. All residents in good standing are welcome to reserve the clubhouse and even parts of the pool area for private parties, but your party **MUST** be approved by the Board, and there is a deposit and a fee, and paperwork that must be completed and approved **before** your party. Please use the form on the back page of this newsletter (or on your website!) to reserve your party. You can deliver the form to the office or fax it into one of the numbers listed on the first page. We will call or e-mail you to confirm your party.



# Village Square of Titusville Condominium Association RECREATION ROOM REGULATIONS

The Village Square Clubhouse and Pool Facilities are for the *exclusive* use of Village Square Owners and/or Residents; therefore, there is NO intent to rent or lease the premises to outsiders for parties as a service or source of revenue. Any Owner or Resident who wishes to use the Facilities must read and agree to abide by the rules and regulations that follow:

1. Reservations must be made by checking and marking the calendar which is posted in the kitchen. In the event the Association has no plans for using the facilities, your reservation will be made and accepted after you have read this form, agree to abide by the forthcoming conditions, and either drop the form and fees in the clubhouse drop box, leave with a Board member, or mail to the RDI office @ PO Box 646, Cape Canaveral, FL 32920.

2. Fees: **Two separate checks should be made payable to "VILLAGE SQUARE".**

Damage Deposit: **\$100.00** (refundable when premises are inspected and cleanup is accepted). The room should be thoroughly cleaned by 10:00 AM the morning following use - AND - Rental Fee (non-refundable): **\$50.00**

3. You as the Owner/Resident assume full responsibility for the premises while they are in your care, custody and control and therefore you **MUST** be **PRESENT** during the entire time the facilities are being used by your group. In the event there is damage done by you or your guests that is values above the applicable damage deposit, you agree to be personally liable for the full repair/replacement of damage to such item(s). **Please Initial \_\_\_\_\_.**

4. You should schedule and reserve time before and after your event for any preparations you need to make, and for cleanup after your event. If you use the kitchen facilities, all such areas and affected appliances must be left in clean condition in order to receive a refund of your damage deposit. All trash should be collected in garbage bags and taken to the dumpster. Take all food items that you brought with you. Do NOT leave any food items in the kitchen. **Please initial \_\_\_\_\_.**

5. Please do not disturb neighboring residents through excessive noise generated by radio, CD's or any other sound equipment. Curfew hours are as follows: 10:00pm daily. **Please initial \_\_\_\_\_.**

6. There is a **NO SMOKING** policy inside the building. Any smoking that is allowed should be outside and you must provide ashtrays and assume cleanup of any cigarette butts. **Please initial \_\_\_\_\_.**

7. In the event you choose to allow alcohol to be served in any form to your guests, you agree to hold Village Square Condominium Association totally harmless for any damage or liability that might be deemed assessable under any type of "liquor liability." **Please Initial \_\_\_\_\_.**

8. Please ensure that all lights are turned off after use and that the doors to the Pool, Bathrooms and entrance are locked and secured.

9. No furniture may be removed from the Clubhouse. No wet bathing suits are allowed in the Clubhouse. No glass containers are allowed on the pool deck. Bar-B-Que-ing is only allowed at least 12 feet from the building and at least 4 feet from the pool.

**Reserving the Clubhouse does not preclude other resident from using the Pool and Restrooms. PLEASE REQUEST THAT YOUR NON-RESIDENT GUESTS NOT PARK IN SPACES DESIGNATED FOR UNIT OWNERS.**

**I HAVE REVIEWED AND I UNDERSTAND THE ABOVE REGULATIONS, AND I AGREE TO ABIDE BY THE REGULATIONS. I HAVE INITIALED WHERE REQUESTED, SIGNIFYING AGREEMENT.**

**OWNER/RESIDENT SIGNATURE:**

\_\_\_\_\_  
Unit # \_\_\_\_\_ - \_\_\_\_\_

**DAY / DATE PREMISES RESERVED:** \_\_\_\_\_

**HOURS REQUESTED:** \_\_\_\_\_

**WILL YOU NEED THE STOVE AND/OR OVEN:**

**YES\_\_\_ NO\_\_\_ SERVING FOOD? YES\_\_\_ NO\_\_\_**

**BEER OR ALCHOLIC BEVERAGES? YES\_\_\_ NO\_\_\_**

**WILL THE A/C NEED TO BE TURNED ON? YES\_\_\_**

**NO\_\_\_ ESTIMATED NUMBER OF GUESTS: \_\_\_\_\_**

**PURPOSE FOR USE: \_\_\_\_\_**

**DEPOSIT RECEIVED: \$ \_\_\_\_\_ (Check # \_\_\_\_\_)**

**FEE RECEIVED \$ \_\_\_\_\_ (Check # \_\_\_\_\_)**

**DATE AND TIME PREMISES INSPECTED FOR CLEANUP: \_\_\_\_\_ & INSPECTED BY:**

**\_\_\_\_\_ RESULT OF INSPECTION:**

**PREMISES CLEAN \_\_\_\_\_ or ITEM(S) DAMAGED OR LEFT UNCLEAN:**

**OK TO RETURN DEPOSIT: \_\_\_\_\_ - OR -**

**DEPOSIT NOT REFUNDABLE: \_\_\_\_\_ DAMAGE DEPOSIT APPLIED TO CLEANING AREAS NOTED ABOVE OR REPLACING DAMAGED ITEMS:**

**\$ \_\_\_\_\_ . AMOUNT DUE IN ADDITION TO DAMAGE DEPOSIT: \$ \_\_\_\_\_ .**

**DEPOSIT RETURNED: \_\_\_\_\_ by:**

\_\_\_\_\_