



CLOVER KEY

Clover Key, Inc.
110 Imperial Street
Merritt Island, FL 32952
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January 1, 2023

Dear Owners,

Clover Key, Inc. has been retained by your Board of Directors to assist in the management and financial oversight of your Townhome Owners Association. Our services include the collection of assessments, monthly financial reports, our presence at Association meetings and the preparation of minutes of those meetings. We also oversee the condition of the “common elements” of your property and obtain bids for repair when necessary. We ensure that all owners and their guests adhere to the rules of the Association (called covenant enforcement) and that the sections of their homes that affect others are maintained to the standards proposed in your governing documents. All of this is done within the parameters set forth in Florida Statute 720.

As of January 1, 2023, the monthly maintenance fee is \$105.00 and is due on the first of each month. This fee pays for landscape services, maintenance expenses and reserve funding towards future large repairs. For faster and easy payments you may process through AppFolio.

In order to enhance communication between owners and our management company, we also offer a community webpage on our website for each of our properties. Go to www.CloverKeyServices.com and click on the photo of your association or <https://cloverkeyservices.com/ocean-gardens>, where you will find minutes of association meetings, rules and regulations, helpful forms and other items your Board approves of.

In regard to maintenance and repairs, this means that “common area” problems (sprinklers, landscaping, lighting, etc) are referred to us for solutions.

We try to be pro-active in informing all owners about issues and updates in the community. In order to do that well, we would REALLY APPRECIATE your email address! We assure you that we do not sell or forward your email address to anyone. All communications will be by “blind copy” so that no one will see your address. We ask that you fill out the attached owner form and return the document to management by email us at Office@cloverkeyservices.com or mailing to the address above. If you have a tenant, their name and email would be appreciated also, in case we have maintenance work that affects them. Without this information, you may not receive important information in a timely manner.

Again, these e-mail addresses are kept confidential and are not given out to anyone. They only help your association save money on postage and paper, whenever legally able to do so.

Both our goal and the goal of your Board of Directors is to make owning a home at Ocean Gardens Townhome Owner’s Association is an uncomplicated and pleasant experience. Please do not hesitate to call if you have any issues or concerns. Putting those concerns in writing will ensure that the request be discussed at a Board meeting. We post notice of the Board meetings at least 48 hours in advance of the meeting on the bulletin boards.

We are happy to be your management team and we look forward to meeting you soon!

Sincerely,

Jennifer Vo
Community Association Manager