

Ocean Park Owners' Association (Ocean Park South)
New Owner Information
Rev. 9/12//22

Ocean Park Owners' Association is a condominium association. By design we are independent owners that enjoy a common property that is governed by long standing Declarations, Bylaws, and Rules, that are registered with the state of Florida. The Board is a group of volunteer owners who are also your neighbors. They are elected by the owners to make decisions for the Association that are carried out by our management company, Clover Key, Inc. *Please become familiar with the Rules & Regulations that can be downloaded at our website: www.cloverkeyinc.com*

New Owner(s)/Warranty Deed

Upon closing, new owner(s) should contact our management company, Clover Key, Inc. by email at office@cloverkeyservices.com or call 321-735-7624 with the following information: Name(s) of owner(s), address, phone number(s), email address(es). Upon receiving the information Ocean Park Owners' Association (Ocean Park South) will have a packet about the Association sent out via email. A copy of the warranty deed is due to the above email within 10 days of your closing. Upon receiving those, Clover Key will send out a packet of information which includes payment for association monthly assessments.

Homeowner's Insurance

We always recommend getting your own homeowner's insurance. Though conventional wisdom would think otherwise, if a unit above has a leaky water heater that damages the unit below, the above unit is only responsible for damage in his/her unit and not to the unit below, as one would expect. We have found/been told that the owner of the unit below has to pay for the damages to their lower unit, even though it wasn't caused by that owner. Be responsible - GET HOMEOWNER'S INSURANCE! A current Wind Mitigation Report can be found at <http://www.cloverkeyinc.com> A copy of this generally helps your homeowner's insurance rate.

Plumbing Problems

- Cocoa Beach Plumbing (321-783-6000) is the only plumber that can determine if this is an Association expense or an owner's expense. If you have a plumbing problem contact Cocoa Beach Plumbing, and then contact Clover Key if you think it may be an Association issue. (In-wall plumbing issues usually are the Association's problem.) Anyone engaging a plumber, other than the Association-approved plumber (Cocoa Beach Plumbing) for in-wall repair, is responsible for all COSTS.
- If renting the unit, only the owner can call the plumber.
- Sewage backup inside or outside your unit is rare, but if it happens this is considered an emergency. Please follow procedures on our bulletin board.
- Plumbing leaks or clogged drains from your fixtures are the responsibility of the unit owner.
- If you need to turn off water for your unit, it will require your entire building water to be turned off. This is the protocol for scheduled repair/renovation of plumbing: Cocoa Beach Plumbing is the only plumber that may turn off the building water supply. If owner uses another plumber, the Association maintenance person or a board member must turn off the water. *Non-emergency plumbing work requires notice of building water shut off at least 48 hours in advanced of the repair/renovation. Owner must contact Clover Key to notify of water shut off and state which plumbing company will be doing the work. Notices will be posted on bulletin board and laundry room door in a timely manner. Notice will state the building (E, F, or G), as well as the date and time frame work will be done. A 9:00 am start time or later is required.*

Recommended Vendor List

Cocoa Beach Plumbing

321-783-6000

Steve Hoskins Air Conditioning

321-704-3992

Beach Electric

321-783-7030

Beach Locksmith

321-783-4118

It is best to leave an email on website: <https://brevardlock.com/contact>

Billy's Drywall

321-377-0804

Orkin Pest Control

321-632-5775

If you have specific pest concerns, leave a note in the Pest Box placed in the laundry room. Ask to be put on the list for our next scheduled day (4th Monday of Jan., Mar., May, July, Sept, Nov.). If you need immediate attention with a rodent (rare) contact Clover Key.

Wayne Sherren

Screens/Handyman--License and insurance available upon request.

waynesherren@gmail.com

321-355-8830

A Upright Services

Installation of all exterior doors—(permit required)

auprightservices@gmail.com

Rick Perry

321-302-0040

Renting Your Unit

- Ocean Park South does not permit daily, weekly, or monthly rentals. If you are considering renting your unit, a three-month rental period is the minimum and this only after a year of ownership.
- A copy of the lease submitted within 10 days of renting.
- Background check of lessee is required.
- An Owner Profile form must be submitted with lessee(s) information.
- Send all documents to Clover Key at office@cloverkeyservices.com.

Replacing Windows and Doors, etc.

Prior to replacing any door, window, shutter download the ARC (Architectural Review Committee form) on our website: www.cloverkeyinc.com

When ARC form/information is completed, send to: office@cloverkeyservices.com

What To Do in an Emergency Plumbing Issue:

In the event of an emergency plumbing issue after business hours, follow the sign posted on the bulletin board. An example of an emergency is a flooded unit or sewage backup.