



**CLOVER KEY, Inc.**  
Community Association Management.  
**110 Imperial Street**  
**Merritt Island, FL 32952**  
Office: 321-735-7624

Website: [www.CloverKeyInc.com](http://www.CloverKeyInc.com)  
E-Mail: [office@cloverkeyservices.com](mailto:office@cloverkeyservices.com)

**OCEAN PARK**  
OWNER'S  
ASSOCIATION, Inc.  
**333 Taylor Avenue**  
**Cape Canaveral, FL 32932**



May 16, 2022

Dear Owners,

Starting on June 1, 2022, Clover Key, Inc. has been retained by your Board of Directors to assist in the management and financial oversight of your condominium association.

Our role in your community includes:

- 1) Management presence at Association meetings
- 2) Preparation of minutes of those meetings
- 3) The collection of unit owner monthly assessments
- 4) Monthly financial reports
- 5) Assisting in the development of the future budgets and reserve analyses
- 6) Oversight of the “common elements” which includes exterior lighting, sprinklers, landscaping, pools, parking areas, balcony and patio structures and plumbing inside the walls
- 7) Obtaining bids for needed repairs
- 8) Enforcement of the rules of the Association (called covenant enforcement)

Note: Any part of your home that affects others must be maintained to the standards proposed in your governing documents. All of this is done within the parameters set forth in Florida Statute 718, the Condominium Statute.

To enhance communication between owners and management company, Clover Key utilizes AppFolio Property Management software at no charge to the residents to streamline all payments, community calendar, maintenance request, and downloadable shared documents.

**#1 OWNER ACTION REQUIRED:** Please return the Owner Profile Form and the How to Pay Form to management at your earliest convenience.

**#2 OWNER ACTION REQUIRED TO ACTIVATE PORTAL:** On **June 1, 2022**, management will send an email notification requesting you to activate your homeowner portal. Please follow the following steps to activate your portal.

1. Management E-Mail subject line will say: *Ocean Park Condominium Association, Inc – Join Your Online Portal Today*. (Please check your junk/spam folder if you do not receive the email prior to contacting management.)
2. Open the E-mail and scroll to the bottom to click on “Activate Now” which is a blue button.
3. It will prompt you to enter your e-mail and a secure password.
4. Once logged into your homeowner portal you will see your balance due and select one of the two options below. Note: Please skip this step and proceed to step 8, if you prefer to use mailed coupon payments.
  - a. “Pay Now” – is used for manual payments, for example if an owner does not want to setup automatic payment and prefers to log-in every month to schedule payments.
  - b. “Setup Autopay” – is used to schedule automatic payments. Management recommends owners to setup autopay in order not to miss a payment.

5. To schedule **FREE** payments, select “Pay via eCheck”, enter fix amount due, date payment for June 1, 2022, then enter in your 9-digit routing number and account number, and submit.
  - a. Owners may elect to “Pay via Credit Card” – the credit card fee is 3% additional and debit card transactions have a \$9.99 flat fee per transaction.
6. To check if you setup your payment, on the Home page, the box that says “Your current balance” will state that “You have a scheduled payment of (amount entered) that will occur on 6/1/2022.”
7. To edit your payment, click on the Payment tab, in the box that says “Scheduled Payments” click on “edit” in order to edit the amount, date, or banking information.
8. **Owners will need to verify their “Account Profile”.** On the left hand-side of the webpage, select “Account Profile”, please review the contact information, and make any necessary changes.
  - a. Add emergency contact information
  - b. Update Contact Preferences

If you need any assistance on or after June 1, 2021, please contact management at 321-735-7624 and we can walk you through the phone. For owners who do not use a computer, tablets, or smartphone, please contact management at 321-735-7624 for all request.

On June 1, 2022, to further 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.CloverKeyInc.com](http://www.CloverKeyInc.com) and click on the photo of your association, where you will find approved forms, insurance, and financial information for download.

In regard to maintenance and repairs, this means that “common area” problems are referred to us for solutions. Common areas are areas or items such as walkways, sprinklers, landscaping, lawns, lighting, etc. Please submit a maintenance request by logging into your portal and submitting a detailed maintenance request with photos and video when possible. OR you can contact management directly at the contact information above.

For architectural request to the Board, please log into your homeowner portal and submit a detailed request along with uploading the Architectural Form and the needed documents, ie. including photos, certificate of insurance from the contractor, contractor license.

We ask that you keep us informed of any change in resident status, mailing address, or phone number changes. If you have e-mail or cell phone numbers for easier access, we appreciate that information as well, for emergency use by management and Board members only.

Both our goal and the goal of your Board of Directors is to make owning a home at Ocean Park Owner’s Association 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. Annual Meeting and Budget Meeting notices will be mailed to all owners well in advance of the meetings.

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

Sincerely,

Clover Key Team Members

*Jennifer Vo*

Jennifer Vo  
Manager, CAM#50678  
Clover Key, Inc.



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RE: Payment Options

To Owners,

For your convenience, your monthly assessment payments can be made by one of the following methods. Please MARK "YES" on your preferred method and return to management at your earliest convenience to 110 Imperial Street, Merritt Island FL 32952 or emailed to [office@cloverkeyservices.com](mailto:office@cloverkeyservices.com) :

1) **We recommend setting up recurring, automatic payments online through Appfolio**

AppFolio is a software that allows you to pay your monthly maintenance fees online, allows you to put in maintenance requests, and allows you to put in architectural reviews at any time. You can even check your account balance at any time as well. All of this can be done through the AppFolio app or online website. This option is free to use when paying via "ECHECK" using your bank routing and account number. Please keep in mind online payment processing may take up to 3-5 business days, therefore all payments must be received by the due date to avoid late fees. **In order to set-up your AppFolio account, we will need your email address.**

\_\_\_\_\_ **Yes, I will sign up for online payments. My confirmed email address is:**

\_\_\_\_\_

OR

- 2) **Mail in Your Check and Coupon** - You can mail in a check and coupon in an envelope to the PO Box indicated on the stickers in the back of the coupon book you request. You are responsible for mailing the payment in a timely fashion, so your payment is received and posted by the **due date** to avoid the late charge. If using this method to pay, the checks and coupons are processed by Sunrise Bank just like a regular deposit the bank receives. The payments are then electronically posted to a report that is available to your association's property management firm, Clover Key, Inc. All payments must be **received** by the **due date** to avoid a late fee. **The cost for coupon booklet is \$5.00.**

\_\_\_\_\_ **Yes, I would like a coupon book and I will add an additional \$5.00 to my June payment.  
Please mail me my coupon to the following address: \_\_\_\_\_**

\_\_\_\_\_

OR

- 3) Sunrise Bank will no longer accept Bill Payment checks mailed in without a coupon. If you insist on not using either of the above options, Bill Payment checks can be mailed to the management office for processing. **(There is a \$5.00 processing fee for this option.)** Checks need to be made payable to the **association** and mailed to your association name, c/o Clover Key, Inc., 110 Imperial Street, Merritt Island, FL 32952. **The handling fee needs to be included in the check amount or will be returned to owner.**

Sincerely,

The Clover Key Team  
For the Board of Directors

OCEAN PARK OWNERS' ASSOCIATION, INC.

OWNER PROFILE

We are required by the Condominium Act to maintain and keep a roster of unit owners and a record of e-mail consent. Furthermore, it is necessary to be able to contact you in the event of emergency. The information you provide is kept confidential. Your cooperation in completing this profile thoroughly and promptly will be greatly appreciated. If you do not want to provide certain information, please leave space blank. Please return the completed profile to management as soon as possible. Mail to 110 Imperial Street, Merritt Island, FL 32952, scan and email to Office@cloverkeyservices.com, or hand to a board member to forward to us.

Owner Name(s): \_\_\_\_\_

UNIT # \_\_\_\_\_ Designated Voter: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_ Home \_\_\_\_\_ Mobile \_\_\_\_\_ Mobile \_\_\_\_\_

\_\_\_\_\_ I consent to receive text messages

E-Mail Address: \_\_\_\_\_

\_\_\_\_\_ I consent to receive notices for all meetings and association business via e-mail. I understand that mailed/paper notice may not be provided unless I rescind this consent to receive notice by e-mail. I also understand that e-mail address provided for purpose of receiving electronic notice will be an official record of the Association.

We may supply owners with a directory of other owners, do you wish to be part of this directory?

\_\_\_\_\_ YES \_\_\_\_\_ NO

MAILING STREET ADDRESS: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please check all that apply:

Full Time Resident \_\_\_\_\_ Part Time Resident \_\_\_\_\_ Rental Only \_\_\_\_\_ Both Residential & Rental \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Relation: \_\_\_\_\_

Owner occupied vehicles on-site:

Make: \_\_\_\_\_ Model: \_\_\_\_\_ COLOR: \_\_\_\_\_ Tag #: \_\_\_\_\_ YR: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ COLOR: \_\_\_\_\_ Tag #: \_\_\_\_\_ YR: \_\_\_\_\_

**If leasing your unit: We have a minimum 3-month rental and only after a year of ownership. A copy of the lease must be provided within ten days of renting. Contact information for your tenants, as well as a background check on the lessee are required prior to occupying unit.**

Rental Information: Handled by Owner? YES \_\_\_ NO \_\_\_ NOT APPLICABLE \_\_\_ IF NO, please provide name & phone number of agent or person handling rental:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Lessee(s) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Other resident(s) in unit - Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

RENTER Vehicles on site:

Make: \_\_\_\_\_ Model: \_\_\_\_\_ COLOR: \_\_\_\_\_ Tag #: \_\_\_\_\_ YR: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ COLOR: \_\_\_\_\_ Tag #: \_\_\_\_\_ YR: \_\_\_\_\_

A copy of the Ocean Park's Rules & Regulations have been provided to the lessee. Yes \_\_\_ No \_\_\_

**PETS: Pets are not allowed**

**Copies of front entry door keys must be on file with the Association. If you change your front door keys, please send new keys to Ocean Park Owners' Assoc., Inc, 333 Taylor Ave., Cape Canaveral, FL 32920.**

**Owners have reviewed and agreed to follow the Rules and Regulations of Ocean Parks Owner's Association.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_