

**OCEAN PARK OWNERS' ASSOCIATION INC.**  
**RULES AND REGULATIONS Draft**  
**Rev. February 9, 2022**

**Overview**

Ocean Park South (OPS) is a condominium complex and community. The Association is NOT a rental management company and the Association's Board of Directors are NOT property managers, they are volunteers. As a Florida constituted condominium the individual unit owner largely bears responsibility for, albeit but not solely for issues, repairs, maintenance and if a rental unit, the behavior of the tenant and or guests. OPS Association individual board members are NOT to be contacted directly.

Any questions or concerns need to go to the to our property manager. Contact Information is listed on the bulletin board which also includes an emergency number. On the website you will find important association information including, a copy of our condominium documents, rules & regulations, leasing information, approved doors/windows/shutters, ARC (architectural review committee) and preferred vendors.

**Owner/Renter Information**

- 1. Monthly fees** - Due on the first (1<sup>st</sup>) of each month and will be delinquent if not paid within ten (10) days.
- 2. Association Meetings** - Only unit owners or their proxy/trustee are permitted to attend Member Meetings or meetings of the Board of Directors.
- 3. Bathroom** – DO NOT FLUSH anything other than toilet paper.
- 4. Dumpster Area**– For normal household trash use only, any other items: carpeting, tile, furniture, appliances, etc. please follow the information on the bulletin board above the mailboxes. Recycling in encouraged, but posted non recyclables may be placed in the recycling bins. Cardboard boxes should not go into the dumpster. They must be broken down and placed inside the recycling bin or between the bins.
- 5. Grilling** - Allowed only in designated grilling/picnic area. No charcoal or wood fires allowed; further details are outlined in the City of Cape Canaveral National Fire Safety Code 10.11.7. Portable gas grills only, which must be placed on the metal grilling stations provided. Further details outlined in Grill Area Rules.
- 6. Hurricanes** - In the event of a hurricane, residents are responsible for items not removed from unit common areas such as balconies, verandas, etc. Unit owners will be responsible for any damages incurred to other units, persons or common areas due to unsecured items. If vacating the unit or premises, a contact phone number must be posted in a conspicuous location within the unit.

**7. Kitchen** – DO NOT PUT GREASE or food scraps down the drain. The unit owner will be financially responsible for any repairs to clogged drains and pipes. Appliances not permitted in units include washers, dryers, and garbage disposals. Only built-in dishwashers are allowed as amended February 12, 1997.

**8. Laundry Room Access** – Keyed access, replacement key cost \$75.00, hours 8:00AM to 8:00PM. Any items left in laundry room for over 24 hours will be discarded. Damage inflicted to any equipment is the financial responsibility of the unit owner.

**9. Parking Space** – Assigned

E Building- starts with number 1 + unit number. Ex. Unit E1 is assigned 101

F Building-starts with number 2 + unit number. Ex. Unit F10 is assigned 210

G Building-starts with number 3 + unit number. Ex Unit G12 is assigned 312

**10. Pest Control** – Provided by Orkin on the 4th Monday of every month. Inside spraying is done in January, March, May, July, September and November. Outside spraying is done in February, April, June, August, October, and December. Owners are responsible for ensuring that OPS has access to unit.

**11. Pets Prohibited** - no visitation rights - hourly, daily, weekly, temporary or permanently for pets. This includes dogs, cats, reptiles, birds, rodents, large aquariums, or domesticated wildlife, i.e.: weasels, rabbits, etc. No feeding of birds or squirrels, no hanging of birdfeeders.

**12. Plumbing:** Contact the Association's preferred plumber as designated on the bulletin board (subject to change). Preferred plumber will determine if the responsible party is the owner or Association. If the problem is within the unit, they will bill the owner directly. If in common area they will bill the Association directly. Calls to any other plumber become the sole responsibility of the unit owner, regardless of plumbing problem.

**13. Pool** - Keyed access (same key as laundry room)

Rules are prominently displayed in the pool area and detailed in the OPS Pool Rules.

**14. Renters** – Your point of contact for any problems with your unit or in the complex is your unit owner or your property manager.

**Preferred Vendors**

Spectrum Cable 1-866-792-8222 (Toll Free)

Florida Power and Light 321-723-7795

Wastepro 321-837-0055

Cocoa Beach Plumbing 321-783-6000

Beach Locksmith 321-783-4118

Doug's Towing 321-783-1412

Beach Electric 321-783-7030

Cocoa Water 321-433-8808

**Recommended Vendor**

Wayne Sherren (Screens/Handiman)

waynesherren@gmail.com  
321-355-8830

### **Rental Information**

1. After a year of ownership, the unit may be leased, or otherwise rented, for a period not less than three (3) months. Owners are to conduct and submit MANDATORY background checks on all new lessees (amended 10-29-18).
2. A copy of the current lease or rental agreement shall be given to the Association within ten (10) days of its execution. An owner renting his/her unit automatically transfers all rights and privileges of the use of the facilities from self to tenant.
3. Any unit owner renting or leasing their unit shall attach a copy of the Rules & Regulations to their rental agreement. The owner is responsible for any violations and misdeeds of tenants. At any time, the Association can start the rules violation process, with the end result of possible fines to the unit owner.
4. No efficiency or one (1) bedroom unit shall be occupied by more than two (2) persons, no two (2) bedroom unit shall be occupied by more than four (4) persons, and no three (3) bedroom unit shall be occupied by more than five (5) persons.

### **General Rules by Topic**

#### **1. Balcony/Patio**

(a.) It is prohibited to hang garments, rugs, towels, blankets, etc. from balcony/patio railings for more than 24 hours. No surfboards, gas, electric or charcoal grills, fishing rods, skateboards, skates, roller blades, riding toys, rigid pool rafts, indoor outdoor carpeting, bicycles or mopeds are allowed on balconies/patio, common areas or the outside of the buildings.

(b.) A limited number of plants are allowed on the balconies/patios but no personal plants in common areas. No item on the balcony shall be taller than the rail. No item shall sit on top of rails. No exterior appendages are allowed.

#### **2. Bicycles**

A bicycle parking area is provided by the Association. Bicycles are not permitted to be stored in the hallways, patios, balconies, attached to palm trees, patio or balcony railings, stairway, or stairwell or fence posts, etc. Bicycles should be marked with the unit number. Without prior notice, inoperable or unmarked bicycles will be removed. Any costs and damages will be assessed to unit owner.

#### **3. Common Areas**

(a.) All parts of the property shall be kept in a clean and sanitary condition and no rubbish or garbage shall be allowed to accumulate nor any fire hazard allowed to exist. Absolutely no trash is to be left in the hallways for any period of time.

(b.) Walkways shall be clear at all times, no items such as furniture, rugs or plants shall be placed in the common areas. Such areas are to be used for no other purpose than normal transit, no running or playing on walkways or in halls. No bikes, skateboards, roller skates/blades are permitted for use on condominium property. It is prohibited to hang anything from hallway railings.

(c.) NO DRAGGING of garbage bags, cans, household items, etc. through hallways since they damage the hallway walls/deck coat flooring surface and paint. Unit owner is responsible for cost of cleanup/repair due to leaking or dragged trash or trash bags, etc.

(d.) Negligent use and abuse and damage to condominium property will be fined and costs of repair assessed to unit owner.

(e.) Kayaks, canoes, or other water sports or outdoor activity equipment cannot be stored on patios, balconies, stairwells, parking areas or hung on any fencing.

(f.) No signs, advertisements, or notices of any kind shall be posted on the common property or any unit, including interior or exterior windows and doors. A bulletin board above the mailbox and in the laundry, room is provided for posting notices.

(g.) Any immoral, improper or offensive behavior such as public drunkenness, illegal drug use, implied or actual physical abuse, and excessive noise shall be prohibited on the condominium property. Please do not contact OPS Association board member to report these behaviors. Call Brevard County/Cape Canaveral Sheriff station, telephone number is posted on bulletin board. In addition, contact property management to report a rule violation.

#### **4. Exterior Doors and Windows**

(a.) MUST be kept clean and in and good condition. If beyond repair they must be replaced with association approved styles, at owner's expense, or screen doors removed. Newly replaced screen doors must be white only and not wood. Should the screen door have a lock the association must be provided a key for access. Replacement of doors, windows, and shutters are additionally guided by City of Cape Canaveral building codes. See Approved Doors, Windows, Shutters and ARC form on the website.

(b.) All units including vacancies are required to use a standard window treatment in good condition.

#### **5. Keys (Laundry, Pool, Mailbox)**

(a.) Laundry Room and gated enclosed pool area require the use of a key which has been provided to the unit owner. Replacement of this key will incur a fee and must be requested in writing by the unit owner along with payment to the Association. Key will be issued only to unit owners, who are then responsible for ensuring tenants get the key.

(b.) If accidentally locked out of a unit, please call local locksmith. Our preferred vendor is Beach Locksmith 321-783-4118. OPS board and/or management company is not to be contacted for this purpose.

(c.) Mailbox keys are sole responsibility of owner/tenant, neither the Association nor USPS can repair or replace keys and or locks; this can be done by a locksmith. If you are able to open the door of your mailbox, you can purchase a new lock at a hardware store and install yourself.

**6. Laundry Room** – Located on SW corner of property under unit F24.

Laundry hours are 8AM to 8PM. Washers are on a timer, and automatically turn on and off at designated hours and Key is required for access. It is the responsibility of each resident to help keep the laundry room clean and orderly. Clean the washers and dryers after each use, avoid washing items with excessive sand, grime, etc., turn off the lights and close door when leaving. Do NOT WASH large area rugs, heavy blankets, comforters, etc. due to the restricted capacity of the washers. Damage to any equipment is the unit owner's responsibility.

**7. Maintenance**

(a.) The Board of Directors or the agents/employees/contractors of the Association may enter any unit without prior owner/property manager/tenant permission at reasonable times for the purpose of maintenance, inspection, repair or replacement or improvement within the unit for issues that would affect other units or common property, and for which the unit owner would be financially responsible.

(b.) Owners are responsible for any damage incurred inside the unit due to lack of access including but not limited to damage from lack of electrical such as mold or mildew, and plumbing/sewer related.

(c.) No water beds allowed on second floor.

**8. Pest Control**

The interior of each unit will be on a bimonthly basis and a key(s) **must** be provided to the Association office for access. See New Owner/Renter Information, Page 2, #9 for schedule which is subject to change. Owners are responsible for any infestations due to lack of access to unit, refusal of pest services, improperly fitted, opened or missing doors, windows or screens, acts of nature, and for any infestation to other units due to their negligence.

**9. Plumbing**

(a.) NO ONE is allowed to shut off any main water supply except for licensed, bonded and insured plumbers/contractors. Non-emergency plumbing work requires notice of water shut off to other building owners with 48 hours' notice which must be posted on mailbox area, bulletin board, laundry room door, and entry staircases to that building. Property management needs to be notified in advance of 48 hours to have signs posted.

(b.) Plumbing problems inside the unit are the responsibility of the owner. All others are to be brought to the attention of the Board or maintenance. Anyone engaging a plumber other than Association approved plumber (posted on bulletin board) is responsible for all COSTS.

(c.) For any unit unoccupied for more than 30 days the hot water heater MUST be turned off.

**10. Roof**

NO ONE is allowed on the roof of the condominium except for licensed, bonded and insured contractors for purposes related directly to AC unit and roof maintenance only. The Association will hold the unit owner fully liable for damages to roof caused by services to their AC unit, etc.

**11. Smoking**

No smoking of cigarettes, vaping, and other smoking materials in any common areas and limited common areas, including the pool, grass, laundry room, hallways, stairwells, stoops, parking lot, balconies and patios. (Amended 3/19/2019) Outdoor smoking is only permitted in the west courtyard adjacent to the picnic tables. All smoking related trash must be disposed of in the receptacle provided in the smoking area.

**12. Trash/Recycling**

To dispose of non-dumpster/bulk items see bulletin board. Cardboard boxes must be broken down and placed inside or between the recycling bins or between the bins. Recycling is optional. Non-recyclables must be put in the dumpster (which includes all plastic bags).

**Unit Remodel/Repair/Renovation**

(a.) The remodeling, repairs and renovations to a unit must be contained, performed within the unit. Neither the hallways, walkways, balcony or patios are to be utilized as working/staging areas. No band, radial, circular saws, multi gallon paint, spackling mixing equipment, tools, etc. are permitted in common or limited common areas of complex. Contractors allowed working hours are restricted to 9AM to 6PM Monday through Friday. Any clean-up of debris, saw/tile dust, paint overspill, etc. to common or limited common areas are responsibility of owners. If Association maintenance must be performed the unit owner will be billed for costs. (Adopted 3/31/19)

(b.) All remodel/repair/renovation must be properly permitted by the City of Cape Canaveral and conspicuously displayed as required by the city.

(c.) Prior to replacing any door, shutter or window, see the Approved Windows/Doors/Shutter Form, as well as fill out the ARC form and submit to the association management.

## **Parking**

1. Automobiles for the purpose of this section are defined as motor vehicles designed for transportation of no more than nine (9) passengers and not including sleeping facilities.
2. No parking space shall be used by any other person than an occupant of the condominium who is an actual resident or by a guest or visitor who is in fact visiting and upon the premises.
3. Each unit has a designated parking space for exclusive use of that unit or their guest. See New Owner/Renter Information #9.
4. All vehicles must be parked between the lines.
5. Reserved spots are available on a first come first serve basis.
6. No parking space may be used other than for parking automobiles which are in operating condition and have a current vehicle registration.
7. Owners may sign up annually to have the right to call designated towing company to have vehicles removed from their unit's designated exclusive parking spot at the offending vehicle owner's expense.
8. No other vehicles or objects, including but not limited to commercial trucks, commercial vans, motorcycles, mopeds, trailers, RV's, boats, canoes and kayaks will be parked or placed in the parking lot or common areas of the condominium property.
9. "Guest Motorcycle Parking" is by the dumpster area; use of a kickstand plate is mandatory; non-compliance will have the motorcycle towed at owner's expense.
10. Parking of temporary service vendor vehicles is permitted in the "reserved" parking spots.
11. Car Washing – The washing of autos is permitted on property, restricted to the OPS office driveway. An exterior water faucet is provided. Extreme care should be taken to keep all entrances and walkways clear of free-standing water. Car washing is done at your own risk.
12. Oil, antifreeze, corrosive spills, and drips from car must be cleaned up by the owner of the vehicle. The owner of the vehicle must have the problem fixed immediately. Any damage to the parking lot or common area is the responsibility of the owner.
13. No placing vehicles on blocks or working on vehicles such as doing oil changes, etc.

14. Due to limited guest parking, one vehicle may be permanently parked in the assigned parking space of the unit, and if available, a guest spot may be used on a temporary basis. Maximum number of vehicles allowed per unit is 2.

15. Any vehicle not in compliance with these Rules/Regulations can be removed from the property in accordance with the Florida Statute Chapter 715.07(2).

## **Pool**

### **Introduction:**

1. Swim at your own risk – No lifeguard on duty.
2. Pool capacity is 19 persons.
3. Pool hours: 9:00 AM to dusk – no night swimming.
4. Residents and their guests only – children under 13 must have adult supervision
5. Proper swim attire required – children in diapers must wear swimming diapers.
6. Shower before entering pool.
7. Do not use pool if you have open sores, blisters, wounds or bandages.
8. No food or drink within four feet of the pool.
9. Plastic containers only - no glass allowed in pool area.
10. Remove all belongings and trash when leaving pool area.
11. No pets, skateboards, bicycles, roller blades, riding toys, rigid rafts, body or surfboards in the pool area.
12. No horseplay, running, fence climbing or excessive noise allowed.
13. NO DIVING.
14. Negligent use and abuse of pool equipment, poolside furniture, etc. resulting in repair or replacement will be the unit owner's responsibility.
15. POOL GATES MUST BE CLOSED Securely AT ALL TIMES.
16. NO SMOKING allowed.
17. In case of emergency call 911.



18. Owners and OPS Association are not responsible for injuries or accidents.

19. OPS reserves the right to refuse admittance or eject from pool/pool area any persons failing to comply with the above health and safety rules. (FL Statutes/Chapter 64E)

### **GRILL AREA**

1. This area is for the exclusive use of Ocean Park South residents only.
2. Personal portable gas grills only – no charcoal grills allowed.
3. Grills only on provided utility tables – absolutely not on picnic tables.
4. Never leave grills or children unattended.
5. Grill and picnic area must be vacated by 8:00 PM.
6. Keep all combustible/flammable materials away from grill tables.
7. You are responsible for clean-up and trash removal.

### **Rules Enforcement**

1. Violation of any of these rules can result in financial penalties and loss of privileges.

2. As stated in our Declaration of Condominium (Section 12, paragraph 10)

*Reasonable regulations concerning the use of the condominium property may be made and amended from time to time by the Board of the Association by its Articles of Incorporation and By-Laws.*

3. No trespassing – violators will be prosecuted.