



**Cocoa Isles Association, Inc. 714 Catalina Road. Cocoa Beach, FL**  
c/o CLOVER KEY, INC. 110 Imperial Street Merritt Island, FL 32952

## FREQUENTLY ASKED QUESTIONS AND ANSWERS

**Q: Who is the Community Association Management?**

A: Clover Key, Inc. The address is 110 Imperial Street Merritt Island, FL 32952. Email is [office@cloverkeyservices.com](mailto:office@cloverkeyservices.com), contact number is 321-735-7624, Jennifer Vo – LCAM 50768

**Q: Where can I order Association Estoppel & Questionnaires?**

A: All orders must be placed on Homewisedocs ([www.homewisedocs.com](http://www.homewisedocs.com)).

**Q: Does the association operate under 718 or 720?**

A: The Florida Condominium Act, Chapter 718 of the Florida Statutes, governs condominiums in the state. The annual election is held every year on the first Tuesday in January at 8:00 PM. The location is chosen by the BOD.

**Q: How much are my assessments to the condominium association for my unit type and when are they due?**

A: HOA fees are \$300.00 per month and due by the 25th of every month or face an 8% Interest Late fee per annum until paid. HOA fees can be paid online with debit, credit, or ACH on owner's management AppFolio Platform, [https://cloverkey.appfolio.com/connect/users/sign\\_in](https://cloverkey.appfolio.com/connect/users/sign_in)  
There is a \$25 processing fee when homeowners mail monthly checks to management. Management will waive the fee when homeowners prepay 6 months in advance.

**Q: What is included in the Condo fee?**

A: Water/Sewer, basic, cable and Internet is provided by Cocoa Isles and Spectrum services the Cable and internet needs. New Owners and tenants may have to call spectrum to make deposit on devices and will be responsible to return. Common electric, roof replacement, condo insurance, and exterior maintenance are included into the Condo fee. Spectrum phone is (877) 647-7732.

**Q: What are my voting rights in the condominium association?**

A: The owner of each condominium unit shall be entitled to cast one (1) vote. Where more than one (1) person, all owners own a condominium unit thereof shall, in writing, designate an individual who shall be entitled to cast a vote in behalf of the owners of such condominium unit. (Refer to Declaration of Condominium).

**Q: Does the association have first right of refusal?**

A: No

**Q: Does the Association have the right to approve renters, and what are the Rental Restrictions?**

A: Yes, the BOD has the right to approve all renters. There is currently a 30-day minimum restriction on rental periods. Cocoa Isles must follow the guidelines of county and city rental restrictions. Make sure to contact the association for updates to the rental policy and procedures. All possessional documents including leases must always be documented with association official record. Amendment 12/17/2018

**Q: How is the Mail Handed?**

A: The mailboxes are managed by the US Postal Service. Keys are handed by owners to pass down to residents. If a key is not available, the mailboxes are federally regulated, and residents should take possession of documents (Deed or Lease) to the local post office to handle all rekeying. Management does not provide or replace mailbox keys.

**Q: How is trash handled?**

A: There are multiple trash receptacles used by association residents. They are located in the designated areas of the common areas. All bulk items including but not limited to appliances, construction material, furniture, and large boxes, must be hauled off association property at unit owner's expense.

**NOTE: THE STATEMENTS CONTAINED HEREIN ARE ONLY SUMMARY IN NATURE. A PROSPECTIVE PURCHASER SHOULD REFER TO ALL REFERENCES, EXHIBITS, HERETO, THE SALES CONTRACT, AND THE CONDOMINIUM DOCUMENTS.**