

## PARKSIDE PLACE - GUIDE TO EASY LIVING

Welcome, Parkside Resident -

This booklet has been designed to quickly reference various information pertinent to life at Parkside Place. The rules and guidelines contained in the booklet are condensed from the PARKSIDE Covenants and Bylaws. **It is very important that you read and understand the actual Association documents (Declaration of Covenants, By Laws, Amendments, Policies and Rules), since they define important rights and obligations that are legally binding upon you as a Homeowner and resident.** Hopefully there are no discrepancies between this booklet and the official documents, but if there are, the bylaws and covenants of course prevail.

It is planned to periodically update the booklet so as to keep the information current, including the residents' names and telephone numbers. Errors or omissions should be brought to the attention of a board member so corrections can be made in the next updated edition.

As this book is updated, we intend to keep the latest copy available on our young but growing website at <http://www.highlandsoft.net/pphoa> where our other rules, policies, and official documents may also be found.

Thank you,

THE PARKSIDE PLACE BOARD OF DIRECTORS

Jan 29, 2011

# PARKSIDE PLACE GUIDE TO EASY LIVING

Parkside Place consists of 128 residential units. The Association includes a clubhouse, swimming pool with spa, restrooms, breezeway with dry bar, sauna, and two tennis courts. These facilities are for the exclusive use of owners, tenants and their guests.

A 6-member Board of Directors governs the Parkside Place Homeowner's Association. The Board members are unit owners elected by the membership at the Annual Member's Meeting, held each year in November, December, or January. The Board governs according to the procedures outlined in the Documents and By-laws, which are registered with Brevard County.

As you move into your unit, you should have in your possession the following:

1. Key to the unit.
2. Key to your mailbox.
3. Key to the Common Areas; pool area, tennis courts, sauna, and rest rooms.
4. Property Deed and Title Policy.
5. Copy of Association Documents, including Rules and Regulations.
6. This guide.

\* If you are renting, the owner should furnish you all items except # 4. You should also read the Rules and Regulations, since renters are also bound to their terms.

Please remember that Parkside Place is a deed-restricted community. This means that although you own your unit, you now live in close proximity to many other people. In many cases, you now share common walls with your neighbors and other common areas. This requires that we all make an effort to respect the rights of our neighbors and to abide by the rules and regulations of the Association. **COMMON AREA KEYS ARE NOT TO BE GIVEN TO NON-RESIDENTS FOR PRIVATE USE.**

The following information has been organized in alphabetical order for your convenience.

## **ACTIVITIES**

During the year, we have various parties and get-togethers in the clubhouse and breezeway area, organized by the residents and open to all. Notice of these events will be posted on the bulletin board along with instructions for participation.

## **ADDRESSES**

### **Association:**

Parkside Place Homeowner's Association, Inc.  
1309 Parkside Place  
Indian Harbour Beach, FL 32937

### **Board of Directors:**

Consists of a President, Vice-President, Secretary, Treasurer, Director and Alternate elected by the Residents to serve staggered two-year terms. (see current Directors listed on the breezeway bulletin board, or on our website).

### **Residents:**

A copy of the Resident's directory is available from the Management Company.

### **Management Company**

Dependable Property Management  
1680 Highway A1A, Suite 1,  
Satellite Beach, FL 32937  
Business Hours 9:00 A.M. - 5:00 P.M.  
Contact: Rich and Angela Phillips office:321-773-4033  
Emergency contact (pager): 321-635-5936 cell:321-508-5431

If you have a question or problem regarding Parkside Place, please contact the Management Company at 773-4033. If your problem is not resolved, please contact a Board Member.

The Association also has a drop box located in the clubhouse breezeway. Monthly Maintenance fees and any other correspondence wishing to go to the Board of Directors may be placed in this box. Only the Management Company has access to this box.

## **AIR CONDITIONING**

The heating/air-conditioning unit belongs to the homeowners. Its operation and maintenance is your responsibility.

## **ARCHITECTURAL CHANGES**

No changes are permitted to the exterior of the unit without PRIOR APPROVAL from the Board of Directors, including the installation of Hurricane Shutters and Satellite Dishes.

## **CLUBHOUSE**

Your common area key will open this area. The clubhouse is used for Association meetings and parties, and is available for use by all unit owners, tenants, and guests. Private parties may also be scheduled through the Clubhouse Committee; reservation forms are available in the clubhouse breezeway. A user's fee and refundable deposit are also required for private parties. No religious, business, or private money making events are permitted. Unit owners are responsible for cleaning up after functions and to cover all costs of any damage or breakage. The clubhouse kitchen is for use only during approved Association meetings and parties, and by those who have rented the clubhouse.

## **COMMON AREAS and LIMITED COMMON AREAS**

Each unit is provided a Limited Common Area (defined in Amendment dated Nov.4, 1987) in which you are free to landscape and decorate your unit to your own personal tastes (specific use limitations are described in the official documents). Refer to the Parkside Landscape Policy for further details.

All other areas within the community are Common Areas - this not only includes the pool area, tennis courts, and clubhouse, but also lawns and other landscaped areas. The Common Areas are for all residents to enjoy, and are maintained exclusively by the Association. As an owner, you are expressly forbidden to add, remove, or modify any part of the Common Area, including landscaping, without approval from the Board of Directors.

## **EXTERMINATOR**

The Association provides a bi-monthly bonded pest control service. Contact the Management Company for the current schedule for your building, and to see if the Extermination Company has a key to your unit.

## **FEES**

Maintenance fees are due on the first of each month. They may be paid monthly or annually, in advance. If the fee is not received by the tenth of the month, a late fee and interest will be imposed. Monthly fees should be mailed to the Association's address OR placed in the Parkside Place Association's drop box located in the clubhouse breezeway.

## **GARBAGE**

All garbage should be bagged securely. The garbage is picked up twice a week on Tuesday and Friday. Yard Waste and Recycling is picked up on Monday. Please note that trimmings should be put out the night before pickup, and MUST be placed into an AUTO-CART container.

## **GENERATORS (permanently-installed backup electrical generators)**

Permanently installed (whole-house) electrical backup generators are a material alteration of the unit, and are not permitted.

## **GRILLS**

Gas or electric grills are permitted on open (unenclosed) patios. Please use all necessary safety precautions.

## **GARAGES**

For security and safety reasons, the garage doors are to remain CLOSED at all times when not in use.

## **HURRICANE PREPARATION**

A unit owner or lessee who plans to be absent from his unit during the hurricane season must prepare his unit prior to departure by:

1. Removing all furniture and plants from the balcony/patios.
2. Designating a responsible firm or individual to care for his unit during his absence in the event that the unit should suffer hurricane damage. Please furnish the management firm or other designee with the name of such firm or individual.

## **INSURANCE**

The Association carries various all-risk insurance policies on the buildings and common areas. The owner is responsible for the interior of the unit and all personal property. It is recommended that owners carry a Homeowners Policy, and a Flood Insurance policy if so desired.

## **KEYS**

The unit owner is responsible for all keys pertaining to Parkside Place. Keys to the common areas **ARE NOT** to be distributed to non-residents. It is also recommended that you leave the name of a contact person with the Management Company in case there is an emergency in your absence.

## **LOCAL TELEPHONE NUMBERS**

Ambulance, Fire, Police Emergency	911
Brighthouse Networks	254-3300
City of Melbourne (Water/Sewer)	727-2900
Drivers License Office	752-3160
Drivers License Appointment	752-3160
Florida Power and Light	631-2000
Library-751 Jamaica Boulevard, Satellite Beach	779-4004
Newspapers- Florida Today	242-3500
Orlando Sentinel	255-2755
USA Today	259-5000
Poison Control	1-800-282-3171
Post Office- Jackson Avenue	773-8306
Indian Harbour Beach City Hall	773-3181
Schools- Brevard County Superintendent	254-0340
Bell South Telephone	780-2355
Auto Tag Agency	779-4009
Indian Harbour Place Shopping Cntr.	
Voter Registration	255-4455
South Brevard Service Complex	
1515 Sarno Rd., Melbourne	
Police & Fire Dept - NON EMERGENCY	773-3030
Indian Harbour Beach Website:	<b><u><a href="http://www.indianharbourbeach.org">www.indianharbourbeach.org</a></u></b>

## **MAILBOXES:**

Mailboxes are located in the breezeway. Mail is delivered each business day. If you lose your key, you must call in a locksmith to replace it. Arrangements should be made to have your mail held or picked up by a neighbor if you are going to be away.

## **MAINTENANCE OF UNIT**

Other than periodic exterior painting, the unit owner is responsible for ALL maintenance and repair of his unit, both inside and outside, and including driveways and sidewalks

## **MAINTENANCE REQUESTS**

Maintenance Request forms are available in the clubhouse area, near the bulletin board. Please fill out a request form and deposit in the Parkside Place Association drop box. Only written requests are accepted, tracked, and monitored.

## **MEETINGS:**

The Board of Directors normally meet once each month; typically held on the fourth Tuesday of each month.

1. The Community Discussion portion of the meeting starts at 6:30 pm; discussion of current topics is open to all who attend.
2. The Board of Directors meeting starts after the discussion period. This is the Board's formal 'voting' meeting.

Notice of this meeting is posted on the bulletin board. All owners are encouraged to attend this meeting and to participate in these discussions. The annual association meeting is held in November at which new Board members are elected. Owners are notified in writing sixty (60) days prior to this meeting and are provided with an agenda and the names of the candidates for the Board.

## **MOTORCYCLES**

Motorcycles are NOT permitted unless prior written approval is received from the Association. Those permitted must be parked inside the garage at all times.

## **PAINTING:**

The Association is responsible for the periodic painting of the exterior of the building. Please contact the management company for the painting schedule.

### **PARKING:**

Park only in your own driveway or garage, not on the street or lawn. Guests should park in the designated guest parking spaces throughout the complex. Boats, trailers, RV's, commercial vehicles, and vehicles with lettering are NOT permitted. There is a limit of two vehicles allowed per unit. Further specifics are contained in our Documents and the Parkside Parking Policy.

### **PETS:**

Each unit owner may have only one cat or one dog, not to exceed 50 pounds at maturity. There are specific rules regarding pets in the documents, which all pet owners should read. You are required to keep your pet on a leash on the premises or carry by hand. In addition, you are required to clean up after your pet; you are also responsible for any damage or nuisance caused by your pet. If you have a guest with a pet, please advise them that the same rules apply to their pet while they are here. You will be held responsible for any damage or nuisance that they cause. Pets are not allowed in the clubhouse or pool area.

### **PLUMBING:**

Residents are responsible for plumbing problems within their unit.

### **RENTALS**

The minimum lease term is 12 months. A current copy of the lease must be on file with the management company. Tenants are subject to all the same Association Policies, Rules and Regulations as Homeowners. You must provide a copy of these to your tenant , and are responsible for any violations on their part.

### **ROOF:**

The roofs are maintained by the Homeowner and are strictly **off limits** to everyone except authorized personnel. Only Board-approved roofers may repair or replace your roof; a list of approved roofers and the specific forms required are available from the Management Company. Walking on our tile roofs can damage them! Do **NOT** walk on your neighbor's roof!



## **SIGNS**

Signs are disallowed unless they meet specific requirements as to size, type, location, and wording. Refer to the Parkside Sign Policy for details.

## **SMOKING:**

Based on Florida State law, there is NO SMOKING in any of the common areas of the condominium.

## **STORM SHUTTERS:**

Only certain designs of permanently installed storm shutters are permitted; specifics are stated in the Storm Shutter policy. Temporary window protection is allowed only for a limited time before and after each storm; again, the Storm Shutter policy contains relevant details.

## **SWIMMING POOL, SAUNA, AND SPA:**

The pool area is open all year round. There are indoor restrooms and an outside shower. Please see the Rules and Regulations regarding pool use. If there is any problem with the pool contact the Management Company or a Board member; do not attempt to make any adjustments or repairs yourself. Take care to leave the pool area as you found it. Please keep gates closed at all times.

Pool furniture is available for all to enjoy, but please use a towel over chairs and lounges to keep suntan oil from damaging the vinyl straps.

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

Parkside Place Board of Directors:

I have read, understand, and agree to comply with the use description documents of the Association, as amended from time to time by the Board of Directors.

Signature	Unit #	Date
Signature		Date

Contact Information:

Name (please print) \_\_\_\_\_

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

Mailing Address  
(if other than unit #)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please return this page to the Association at:**

**Parkside Place Homeowner's Association, Inc.  
1309 Parkside Place  
Indian Harbour Beach, FL 32937**

**Or, you may place it in the drop box in the breezeway.**

**Thank you.**

Board of Directors  
Parkside Place H.O.A., Inc.