

PARKSIDE PLACE - GUIDE TO EASY LIVING

PUBLISHED BY THE BOARD SEPT., 2014

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Welcome, Parkside Place 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 all the Association documents (Declaration of Covenants, Bylaws, Amendments, Policies and Rules), since they define important rights and obligations that are legally binding upon you as a Homeowner and resident.** All of these are also available at: www.parksideplace.info.

Hopefully there are no discrepancies between this booklet and the official documents, but if there are, the bylaws and covenants of course prevail. We plan to periodically update the booklet to keep the information current. Errors or omissions should be brought to the attention of a board member so corrections can be made in the next updated edition.

Thank you,
The Parkside Place Board of Directors
Sept., 2014

ASSOCIATION AND MANAGEMENT COMPANY INFORMATION

Parkside Place Homeowners Association, Inc.

1309 Parkside Place, Indian Harbour Beach, FL 32937; www.parksideplace.info.

Board of Directors: A Board of Directors governs the Parkside Place Homeowners Association. The Board, all unit owners, consists of a President, Vice-President, Secretary, Treasurer, Director and Alternate who serve staggered two year terms and are elected by the membership at the Annual Members Meeting, held each year in November, December, or January. The Board governs according to the procedures outlined in the Documents, Articles, and Bylaws, which are registered with Brevard County.

For specifics, please refer to Board Members link at www.parksideplace.info.

Residents: A copy of the Residents Directory is available from the management company.

Management Company: www.lelandmgt.com/parksideplace

Leland Management Inc., 1290 Highway A1A Suite 103, Satellite Beach, FL 32937

Emergency: 866-263-3987

Contacts: Vivian Carvalho, account manager:

321-549-0721; vcarvalho@lelandmanagement.com

Lisa Weather, accounting manager:

407-781-1188; assessments@lelandmanagement.com

If you have a question or problem regarding Parkside Place, please first contact Vivian at Leland Management. If your problem is not resolved, please contact a Board Member.

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Parkside Place consists of 128 residential units. In addition, the Association property includes a clubhouse, swimming pool with spa, two restrooms, breezeway with wet bar, tennis court, shuffleboard court and bocce ball court. These facilities are for the exclusive use of owners, tenants and their guests.

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 court and rest rooms.
4. Property Deed and Title Policy (not applicable to renters).
5. Copy of Association Documents, including Rules and Regulations.
6. This guide. Both owners and renters should read the Policies, Rules and Regulations, since both are bound by their terms. Please remember that Parkside Place is a deed-restricted community. This means that although you own or occupy 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 policies 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 social committee and open to all. Notice of these events will be posted on the bulletin board along with instructions for participation.

Air Conditioning: The heating/air-conditioning unit belongs to the homeowner. Its operation and maintenance are the owner's responsibility.

Architectural Changes: No changes, including the installation of hurricane shutters and satellite dishes, are permitted to the exterior of the unit without **prior approval** from the Board of Directors.

Cable TV: The Association provides basic cable service from Brighthouse. You may choose them or any other carrier for premium cable, internet and/or phone services.

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; a use fee and a refundable deposit are required. The club house may not be rented to be used for promoting or selling products. Unit owners are responsible for cleaning up after functions and to cover all the 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. Please see the Policies / Rules on Club House Use.

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Common Areas and Limited Common Areas: Each unit is provided a Limited Common Area (defined in Amendment dated Nov.4, 1987). Plans for planting and modifying the landscaping in your limited common area must be approved by the Board. 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. Please 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. You should receive payment coupons for paying payments by mail, as well as instructions on how to set up automatic payments from your bank account. If you don't receive these, please contact Leland Management Inc. - see page 1.

Garage Doors: For security and safety reasons, as well as to enhance the appearance of the neighborhood, garage doors are to remain **closed** at all times when not in use.

Garbage: Garbage is picked up twice a week on Tuesday and Friday. Yard Waste is picked up on Monday and Recycling on Wednesdays. Please note that trimmings should be put out the night before pickup, and **must** be placed into an Auto-Cart container. To schedule pickup of yard waste or regular trash that won't fit in a container, please call Waste Management at 1-888-964-9744. Please put containers out the prior evening and retrieve them as early as possible after pick-up.

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

The Board recognizes that un-interruptible electrical power may be required to support certain medical life-support equipment needed by a resident. In this specific case, the resident must still request approval from the Board **prior** to installation, as well as the usual government agency permits. If so presented, the Board may choose to allow a temporary installation of such equipment.

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

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Hurricane Preparation: A unit owner or lessee who plans to be absent from their unit during the hurricane season must prepare their 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 the unit during their absence in the event that the unit should suffer hurricane damage. Please furnish the management firm or other designee with the name of such a 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, the roof 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 / Websites:

Ambulance, Fire, Police Emergency: 911

AT&T telephone & internet: 800-228-2020; www.att.com

Brevard County Tax Assessor: 225-3078; brevardpropertyappraiser.com

Brighthouse Networks: 254-3300; www.bighthouse.com

City of Melbourne (Water/Sewer): utility 953-6390; 953-6302 for special trash pickup;
www.melbourneflorida.org

Drivers License Office and Appointments: www.dmvflorida.org/brevard.shtml

Florida City Gas: 800-993-7546; www.floridacitygas.com

Florida Power and Light: 800-226-3545; www.fpl.com

Indian Harbour Beach City Hall: 773-3181; www.indianharbourbeach.org

Library: 751 Jamaica Boulevard, Satellite Beach 779-4004;

www.brevardcounty.us/PublicLibraries/Branches/SatelliteBeach/Home

Newspapers: Florida Today 242-3500; www.floridatoday.com; USA Today 800-872-0001;

www.usatoday.com; Orlando Sentinel 407-420-5000; www.orlandosentinel.com

Poison Control: 800-282-3171; www.fpicn.org/

Police & Fire Dept: NON EMERGENCY 773-3030;

www.indianharbourbeach.org/police-department

Post Office: Jackson Avenue, Satellite Beach; 773-8306

Schools: Brevard County Superintendent: 254-0340; [www.everythingbrevard.com/
Government/BrevardCountyInformation/p-SchoolNumbers.html](http://www.everythingbrevard.com/Government/BrevardCountyInformation/p-SchoolNumbers.html)

South Brevard Service Complex: 1515 Sarno Rd., Melbourne

Voter Registration: Indian Harbour Place Shopping Cntr. 255-4455; www.myflorida.com

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Mailboxes: Mailboxes are located in the breezeway. Mail is delivered each business day. If you lose your key, please contact the post office. 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 it in the Parkside Place Association drop box. Requests may also be submitted on the website:
www.lelandmgt.com/parksideplace/login.asp

Meetings: The Board of Directors normally meets 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, but no later than 7 pm. 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 annual 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. The painting schedule may be found on the website under "Policies."

Parking: Park only in your own driveway or garage, not on the street, any lawn or any guest space. Guests should park in the designated guest parking spaces throughout the complex, or in your own driveway or garage, not on the street or lawn. Boats, trailers, RV's, commercial vehicles, and vehicles with lettering are **not** permitted. Further specifics are contained in our Documents and the Vehicles / Parking Policy.

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Pets: Each resident may have only one cat or one dog, not to exceed 50 pounds at maturity. There are specific pet 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. Owners must provide a copy of these to their tenants; owners are responsible for any violations on their part.

Roofs: The roofs are maintained by the Homeowner and are strictly **off limits** to everyone except authorized personnel. Walking on our tile roofs can damage them! **Do not** walk on your neighbor's roof! 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 and also at www.parksideplace.info/. Owners:

- a. do not need "permission" from the Association for roof repair or replacement;
- b. are required to notify the Association of all roof work before it is performed;
- c. may use only roofing contractors that have been "qualified" by the Association.

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 enclosed common areas.

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 and Spa: The pool area is open year round. There are indoor restrooms and an outside shower. Please see the Recreation Facilities Rules 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. Please lower table umbrellas when not in use to prevent the wind from tipping tables over and tearing umbrellas.