

# *New Owner Reference Guide*

Oceanwalk Building 20  
Condominium Association, Inc.  
New Smyrna Beach, Florida

## **FIRST THINGS TO DO:**

*Get familiar with your surroundings:*

- Register your car at the Master Association office at Rec 2, second floor
- Check out Building 20 website <https://intracoastalmanagement.com>
- Check out and register at the Master Assoc. website <https://oceanwalkmasterassoc.hoaspace.com>
- Review this document

# Welcome

## Welcome to Oceanwalk and Building 20!

You have selected a beautiful community for your new residence (whether it is your primary residence, vacation home, and/or investment property). We hope that you will soon feel at home with your new neighbors. Our building consists of 33 units and is one of 20 buildings within the Oceanwalk complex.

This quick reference guide is intended to ease your transition to your new home within the Oceanwalk Building 20 community. It offers a resource for information and policies of our building, and the Oceanwalk Master Association's facilities. For existing owners, it can be a quick reference guide when questions arise. **Please refer to the Condominium Documents for full details.**

## 1. Your Unit

You are responsible for the interior space of your unit and pay for:

- Electric service (Utilities Commission of New Smyrna Beach)
- Monthly Utility commission water connection fee (automatically charged on your utility bill)
- Telephone service
- Any upgrade in cable service
- Air conditioning system
- Property Insurance for the interior, contents and your rooftop air conditioning system(s)

Your monthly Association dues pay for:

- Cable & Internet package (Spectrum)
- Water & Sewer usage
- Garbage pickup includes only household trash. You will need to make arrangements for large item pickups like TV's, mattresses, furniture, construction/remodeling debris, etc.)
- Building Property Insurance (not interior unit coverage)
- Master Association dues
- Building maintenance/repairs & Reserves for future capital replacements\*
- Required State inspections for the elevator and fire safety systems
- Property Management Company (PM)

**\*See a copy of the Annual Association Budget for the specific line items for Maintenance, Repairs and Reserves.**

**See the Declaration of Condominium document, Sections 2-4, which defines the parameters for your unit and common areas.**

You are responsible for all interior unit fixtures (such as hot water supply tank, kitchen and laundry appliances, electrical outlets, lights, bathroom fixtures, etc.), and the rooftop heating and cooling equipment.

Your windows, windowsills, screens, and patio doors are your responsibility to maintain. **Your front door is your responsibility**, including the front door frame. The unit's storage door and frame are common property. **An owner is not permitted to change the exterior of any common property**, such as: painting the walls or railings of the balcony; installing unapproved storm shutters or screens, attaching anything to balcony railings, installing an unapproved front door "storm door", without the approval of the building Board of Directors.

Please do not allow contractors to **drill holes in the concrete ceiling or floor** without prior permission. We have fire alarm wiring, TV cable and telephone wiring along with electrical and water supply pipes that are routed throughout the walls, ceilings and floors.

Do not paint or disturb any **fire sprinkler heads**. Breaking the sprinkler head seal automatically engages the fire pump to pump hundreds of gallons of water per minute, which in turn sends an automatic signal to the local fire station to send a fire truck.

### **Helpful Owner Tips:**

**If your unit will be vacant for more than a few days**, the **Extended Absence document on the Bldg Association website** is very helpful to ensure all your bases are covered. Also, for your added protection, flexible steel mesh rubber water supply lines are recommended for the washer and dishwasher. They can burst while an owner is away, potentially causing extensive damage to your unit and your neighbors. Also, please **check toilets and faucets for leaks regularly** and fix promptly to prevent water loss.

**If your unit will be vacant for weeks/months**, please turn off the water in your unit and arrange to have someone check your unit periodically to ensure the A/C is functioning properly to prevent mold and to check for any unit issues.

**Make sure your A/C condensation line is kept free of mold** by adding 1/4 cup of white vinegar to the line every 3 months, especially in summer. This line is located next to the air handler in your laundry room. Also, **changing your A/C filter(s)** (a drop-down metal vented door for easy access) regularly helps to extend the life of your A/C.

**Garbage disposals** use the same line per building unit stack. It is critical to **NEVER pour any form of grease/oil down the disposal**. **Please post something in your unit for guests/tenants** so they are aware of this important maintenance need. If not, the oil/grease debris hardens and accumulates in the line which eventually requires a costly clean out paid by our Association dues.

**No Contractor service vehicles** are to park inside the Garage or prop open the garage rollup door except to temporarily unload equipment or supplies. It is recommended that the owner meet the service provider outside the garage and accompany them to the unit. Do not provide contractors the Gate Entrance code - rather have them locate your name on the gate directory and you can open the gate remotely for them via your phone/cellphone. **Contractors are permitted to work in the building/units Monday-Friday between 8AM to 6PM. Contact the Property Manager for roof access for A/C repairs per the roof access policy.**

**Storage lockers are in 2 rooms in the garage.** They are common property. Please contact the Property Manager to inquire if any are available. There is an annual fee for the locker, and it is

assigned to the owner until the owner no longer wishes to retain it. If you sell your unit and have a locker it will be reassigned to the next person on the waiting list. The waiting list is first-come, first-served and maintained by the Property Manager.

**Additional front gate remotes are available for purchase from the Master Association.** Contact the Oceanwalk property manager for Master Association details.

#### **How to report an Association Policy issue:**

- When you are aware of someone not following our Association policies and procedures, **please do not approach them directly.**
- **Contact the Property Manager, in writing,** as soon as possible providing the issue information and if known, the unit number. It is the responsibility of our Property Manager to make contact in a timely manner and follow-up; if the offender(s) cannot be contacted, a notice of the reported issue and needed remediation may be posted on the unit door and/or communicated to owner depending on the circumstances.

If there is an **Emergency, always dial 911.** When you need to contact Police authorities for a **non-emergency issue,** call the **Volusia County Sheriff's office at 386.239.8276, 386.409.8276 or 386.423.8276.**

**Questions? Ask our Property Manager or a board member, we are happy to help!**

## **2. Your Association**

Your Association is formally known as **Ocean Walk at New Smyrna Beach - Building No. 20 Condominium Association, Inc.** The Association consists of 33 individually owned condominium units. Your Association is a not-for-profit Corporation. Membership in the Association is mandatory as a prerequisite to ownership. Owners are encouraged to attend General Board Meetings, which are generally virtual through Zoom. All owners will receive notice of meetings, with proxies and voting materials sent by the Property Manager in accordance with our legal documents.

Each individual unit pays the same monthly maintenance fee. The total monthly maintenance fees consist of two distinct budgets. One portion is the normal everyday operating costs, and the other portion reflects the longer-term capital needs of the Association, which provide **Reserves** for the replacement of building equipment, painting the roof, etc.

The business of your Association is the responsibility of a **Board of Directors** which operates under authority of the Association's Documents and under Florida State Condominium law. The Board is elected by the unit owners of the Association at the Annual Owners' meeting. We currently operate with 5 members. Board members are volunteers and are neither compensated for their service to the Association, nor are they granted any special privileges under State Law. The Board members choose their own officers (President, Vice President, Treasurer, Secretary and 1 at large director). **The Association's Condominium Documents and Statute 718 outline the Board's powers regarding property rights and conduct of the Association's business.**

### 3. Association Property Management

**The Association hires under contract a Property Manager**, who is required by Florida Statute to be a Florida licensed Community Association Manager (C.A.M.), and whose responsibilities are governed by Florida Statute and the Association's employment contract. The Manager reports to the Board of Directors (BOD) and is responsible for the day-to-day operations of the association. One of management's functions is to keep the Board informed of existing and changing Florida Statutes governing condominium associations, but this is not to be construed as giving legal advice to the Association. Management assists the BOD in enforcing condominium policies, preparing budgets, performing monthly accounting and bookkeeping duties, securing bids for work, and overseeing the various vendors providing services and/or materials to the Association.

**To facilitate communication, it is important for owners to provide email addresses and phone numbers to the Property Manager. If changed, please notify the Property Manager. Please also inform them if you are full-time or part-time resident and if you will be renting your unit, provide the name of the rental company managing your property.**

**Contact information for OW 20 Property Management Company:**

Intracoastal Bookkeeping and Management Inc.  
Deborah Kreinest, CAM  
Ormond Beach  
debbiekreinest@gmail.com  
386-441-0320 (office)

**The website** is frequently updated and includes the association's legal documents, general information, Board meeting minutes and financial documents.

**The Property Management (PM) Company will need to enter your unit for annual services - A/C inspection, pest control, dryer vent cleaning and State required fire sprinkler heads inspection.** The Property Manager sends out notice of date and times for these services. An employee of the Association's Property Management company opens all unit doors and accompanies the contractors providing these services while they are in your unit. **It is very important to provide the Property Management company a key or lock code to your unit** not only for the annual inspections but more importantly, for any emergency such as leaks. Please be aware, if no key is provided and *forced emergency entry is necessary*, the unit owner is responsible for costs incurred. If you change your front door lock, please remember to provide a new key to the Property Management Company.

### 4. Association Guidelines

Below is a **summary** of the most common Association policy guidelines. Please make sure that your guests and tenants are familiar with our policy guidelines and please post a copy in your unit for both guests and renters to refer. **Additional Guidelines are included in the Rules and Regulations document posted on the OW 20 Building website.**

*No one is permitted to modify, waive, or ignore a policy. This applies to all owners, renters, and/or guests.*

**Trash:** Please **keep our building clean and do not litter**. Place garbage in a plastic bag, tie securely, and deposit in trash chute provided on each floor. All cardboard boxes must be broken down, cut up as necessary, and placed in the dumpster flat. As a reminder, any bulk trash and large items like, TV's, mattresses, furniture, construction/remodeling debris, etc., should not go in the dumpster, you **MUST** contact the company for disposal and fee. Recycling dumpsters are available at the Fire Department located several blocks north of us on the left-hand side.

**Pets:** Volusia County law requires that **pets be always leashed**. Owners must pick up after pets (there are waste bags provided throughout Oceanwalk).

**Quiet-time:** Be a good neighbor, observe quiet hours (including pets), especially on balconies and breezeways, between **10:00 PM and 8:00 AM**. If cart use is needed during this time (late check-in) please be respectful of cart use in hallways as many condos have bedrooms along the corridors.

**Smoking:** Please adhere to no smoking signs. Smoking is not allowed in common areas.

**Balcony/Breezeway Etiquette policies:**

- No towels or clothing hanging on any balcony railings
- No sweeping or throwing anything from balconies
- No running in breezeways; avoid slamming doors, including patio doors
- No personal items, including beach accessories or shoes, in breezeways
- No hosing off the balcony floor or sweeping water over the balcony ledge

**Rinse Area:** A rinse station is located to the left of the front garage door entrance at the south end of the building. When returning from the beach everyone is invited to please rinse off and rinse items returning from the beach. Please turn off water and replace hose on reel after use. **Use of soap for cleaning items or vehicles outdoors is prohibited.**

**Garage Parking for Cars and Trucks:** The garage parking policy is included on the website. Garage access is via remote control or the door on side of garage. Only one car per unit is permitted. Larger trucks should park outside.

**Guest Parking:** A parking pass is required for any parking outside of garage. A copy is available from Master Association or Bldg 20 website and re-printable. Renter parking in the garage requires a OW20 parking pass, printable from the OW20 website.

**Bicycles:** Please store in your unit, your locked storage room or end walls in the garage. All bicycles stored in the garage should have identification indicating the unit number. Untagged items may be removed by the Property Management company. Parking or storing bicycles in breezeways/stairwells is prohibited.

**Common Doors:** Unit owners are provided a key to open common area doors, which are kept closed and locked for your safety. Please do not prop doors open including elevator doors.

**Roof Access:** Only authorized personnel performing services are allowed roof access. Please contact the property manager if access is required.

**Grocery and Luggage Carts:** Grocery and luggage carts are for resident use only and to be returned to the garage immediately after use. Also:

- Do not send the cart to the garage unattended on the elevator.
- Do not sit or stand in carts.

## 5. Usage Rights-Renting

**When you, as the unit owner, rent or lease your unit,** you transfer your usage rights, but retain your voting rights. As an owner, you have property usage rights as recorded in the **Condominium Documents**, and you (or your tenant) have responsibilities to your Association. It is recommended that a summary of the **Association policy guidelines** be available in your unit and to your property rental agency for communication and distribution. Information is included on the Building Website. *The actions of renters are your responsibility and any destruction of common property will be the owner's responsibility.*

## 6. Condominium Documents

The Condominium Documents include the Declaration of Condominium, Bylaws and Articles of Incorporation. They provide the rules and regulations for owning a condominium unit and for the operation of the governing Association. Florida State Statute 718 does supplement or sometimes supersede portions of our Condominium Documents. This State Statute has been generally updated and modified yearly by our State Legislators. When you purchased your unit, you were required under Florida State Statute to acknowledge receipt of a complete copy of the official Condominium Documents along with any officially recorded amendments. You are bound by law to abide by these documents, and your title to the property is conveyed subject to these documents. If you sell your unit, you are required to provide the new owner with these same documents along with any additional amendments. If you are unsure that you have a complete copy, contact our Property Manager for an electronic copy plus amendments.

**Florida State Statute 718 can be found on the Web at [www.myflorida.com](http://www.myflorida.com).**

## 7. Association's Finances

**All your Association's expenses are paid for by each individual owner through their monthly Association dues and any special assessments** that may be levied by the Association. The monthly association fees are based on the annual approved Operating Budget and Reserve Budget.

The **reserve budget** portion of the annual budget consists of known estimated needs for capital expenses over a period that exceeds one year. The State of Florida mandates certain items be in this part of the budget. A formula is then applied to ascertain the yearly "put aside" needs for each item.

Monthly maintenance fees are due the 1st day of each month and are considered late after the 10<sup>th</sup> of the month. **If an owner fails to pay Monthly Dues or Special Assessments, late fees and legal costs will be assessed, and the Association has the power to lien the property.**

## 8. Master Association

The governance and operation of the common property beyond our building's footprint is managed by the **Master Association of Oceanwalk**. Each building's Association pays the Master Association a budgeted fee annualized to maintain all common areas, grounds, clubhouses, pools and amenities. The Master Association is defined as a Homeowners Association and as such, each **building** has one voting Master Association member representative. There are 20 members (one representative for each building) that comprise the Master Association. A Master Executive Committee of 7 members is elected by the 20 Master Association members on an annual basis.

Additional amenities available include:

- Sports equipment (Bocce and Shuffleboard) are available through security
- Clubhouses can be reserved for any function per the rules established by the Master Association for a fee, contact the Master Association Property Manager.

### Prohibited Activities on Oceanwalk Property

- Skateboarding
- Rollerblading
- Littering (including dog waste)
- Trespassing

***It is very important for you to Register on the Master Association Website (set up a username and password) to receive updates and access Master Association info.***

**Take time to explore the wealth of content available.**

This will be your link to everything within our community. You can opt to receive email announcements, social events notifications & calendar, review Master Association documents, policies, meeting minutes, forms, and many discussion boards. You will need to complete vehicle registration for your parking pass and to be entered into the gate system as an owner. This is also how you will be informed of the **quarterly gate code changes and access the parking pass form for your guests**.

**Information on the Master Website** also includes resources in the area and information regarding use of the amenities.

***Once again, welcome to Ocean Walk Building 20 and enjoy all the community has to offer!***