



Fast Facts

Maintenance Issues

For maintenance emergencies call Roy Jones, Maintenance Supervisor, (890-2954) during weekdays 8 AM - 4 PM, or call a Board Member after hours and on weekends. Also remember, it is you, the owner, who is responsible to provide access to your unit if you are having work performed. The maintenance staff will not provide this service.

Does the Board Have Your Keys?

Everyone should be sure they have given a door key as well as a storm door key if you have one, to a board member. It will be placed in the office safe, which only board members have access to. If you change your locks or add a deadbolt, please submit a new key. If you have an active alarm system you should consider having the alarm code put on the key ring also.

When an emergency arises and you are not home, the Association may need access to your condo. In the last few months alone we have had several incidences when the ability to get into a condo prevented severe damage. This is vital to the safety of your unit and to surrounding owners.

Pets

Pets must be on a leash at all times when on condominium grounds. Please use the east or west exits of the building when curbing your pets, not the front door. Let's keep our entryway looking good.

A number of people have complained to Board members about nipping, yipping dogs and excrement and urine left in the lobby and garages. It also has been noted that some owners are not using the proper area for walking their pets and not cleaning up after them. The north side of the building is designated as a pet area. Some incidents have been recorded on our security tapes and residents have been contacted with this proof. Others, whose dogs bark at every noise, are quite a nuisance and if enough complaints are lodged about a single pet, the Association has the right to ask the owner to remove it and if that doesn't work, then legal

mediation is next. In the meantime, if a pet causes a nuisance, call the management office (453-1585). If more than one complaint is lodged against a pet, a letter will be written, but we need details: unit number, date and time of day, type of dog, and type of incident. The complainant will not be noted in any letter sent to the offender. If a pet bites a person, Animal Control should be contacted by the offended party. Animal Control will then investigate and may take the pet away if deemed dangerous.

Parking

Remember, residents are limited to two vehicles. One must be in your garage and the other may be parked in open parking. Be sure to display your hang tag when you park in the open spaces in the garage. **Any new resident who needs a permanent hang tag for their vehicle, please contact Diane Verner in #805 at 638-3592.** Also, if you have a visitor who will be staying overnight contact your floor captain or Diane for a temporary parking pass.

Speeding in the garage

There have been several instances reported of residents speeding in the garage areas. Please keep your speed below 5 MPH and utilize the mirrors we have installed on the ramp and in the garages to assist you in safely traveling through the garages.

Be thoughtful of Your Neighbors

Please remember that sound travels throughout the condo complex, so please be considerate of your neighbors when using appliances or engaging in activities that create louder than normal noises. We have a limited number of carts for residents use. Please **return the carts** as soon as you have finished unloading them. **Do not keep in your suite or leave outside your door.**

Let's be Safe....Security is Everyone's Responsibility

DO NOT let unknown people into the building --- they can use the front door keypad to contact the resident they are visiting. Please take extra safety precautions if you walk a dog alone at night. Television Channel 99 or 702 on our cable shows a rotating view of some of the cameras. You can view the front door at all times. This helps you verify a person calling on the keypad.

Move in - Move Out

When moving in furniture, having contractors perform work, or having a party with multiple guests, it is your responsibility to have someone available to escort persons. **Under no circumstances should the front door be left unattended.**

For major movement of furniture or any other materials requiring the use of the elevators please contact Roy Jones (890-2954), Maintenance Supervisor, 10 days in advance to have pads put in the elevator and to secure an elevator key for your use. This will protect the elevator from damage as well as speed the move for you. Remember, the owner is responsible for any damage incurred to Whitley Bay property during such operations. Move in/move outs are to be made during normal working hours during the week, no weekend moves are allowed.

Contractors working in personal units

When you are working or remodeling within your unit, please do not do work in the common areas of the building. **Please ensure that any contractors who may perform your work are licensed and bonded. Please provide copies of their documents to the Whitley Bay Maintenance Supervisor.**

Attention Handicapped Residents

Please advise your floor captain and board members (see lists) if you require special assistance in an emergency. The west stairwell is designed for wheelchair access to a safe/secure area.

In the event of a fire...Some important reminders include the following:

Please keep in mind that if you are going to be in the stairwells and we do lose power, it will be very dark and you will need to have a flashlight to navigate the stairs safely. Ideally, the Cocoa Fire Department recommends you have two fire extinguishers in your unit, one handy in the kitchen, which is where most fires occur, and another in your bedroom so it is nearby should you need its help to escape in the middle of the night. In the event there is a real emergency, we ask that you shut all doors, windows and sliders prior to leaving your unit and leave the door unlocked for the firemen in the event they need access. Otherwise, they will have to pry the door open, causing damage to the door.

Board Meeting Minutes and Policy & Procedures Manual

Copies can be found in the Recreation Room kitchen for your use and review. Everyone should have a current copy on hand and be familiar with their contents. You may also obtain copies from our property management company, Reconcilable Differences, website, (<http://www.office@recdif.com>).

Pest Control Services

The Condo contracts with B&R Pest Control to provide service for our building. Should you desire to have treatment in your unit please contact them at 321-449-0399.

Do You Have Enough Insurance?

Florida Statutes Section 718.111(11) requires insurance policies issued to unit owners after January 1, 2009, to contain a provision that the policy is excess coverage over the amount recoverable under any other policy and include loss assessment coverage of at least \$2,000 per occurrence. The association must be named as an additional insured and lost payee on all casualty insurance policies issued in the condominium.

However, when renewing your insurance, you should consider that the condo association's insurance has a 3% hurricane insurance deductible, which means that costs up to \$600,000 would have to be made by the condo association. Given the fact that there are 64 units in the building, it is possible that should the worst occur, each unit could be assessed for almost \$10,000. With that in mind, you might like to ask your insurance agent if it is possible to insure for a loss assessment of \$10,000. We understand that some companies offer this option for a modest \$16 extra. It might be well worth the money. Contact Larry Ramsay at 633-6500 for further information.

Car Washing

Please use the wash area located outside the lower garage west door to wash your vehicle or any other items. Your common building key will gain access to the trash room where the hose is located. Some people have been using the upper level ramp area. For safety reasons this area is not to be used.

Information from our management company, Reconcilable Differences, Inc.

Sunshine Bank will accept your payments in one of 3 ways: 1) Mail your check (payable to Whitley Bay Condominiums) to them at **P.O. Box 410755, Melbourne, FL 32941**, 2) leave it in the drop box outside the lobby door in the garage and bank personnel will pick up checks twice weekly, or 3) sign up for "automatic debit" through Sunshine Bank, and your monthly fee will automatically be debited from your personal bank account to the Association's operating account on the 1st of every month. Please remember that payments must be received at the bank by the 10th of each month or late fees will be applied. The bank will supply you with labels

to mail your payments to them, if you call to request these at **321-459-1461**. Those of you already signed up for Automatic Debit of your Fees will see no change in service. The new amount will automatically be debited from your account on the 1st day of the month. If you desire a copy of the revised budget for your records, please e-mail us and we will e-mail you a copy.

If your address, phone or e-mail information has changed, please let us know! Either e-mail to Office@RecDif.com, fax to **321-305-6199** or mail to **2560 Palm Lake Drive, Merritt Island, FL 32952**. We greatly appreciate your keeping us updated!

If you plan to rent your unit, please remember that the Association has rules for renting and one of those is the requirement that all tenants fill out the required forms, which are on the website noted above. We want to make sure all tenants know the rules of living in harmony at Whitley Bay **BEFORE** they move in.

We would also like to remind you that if you need to move furniture or large items, we need advance notice and the deposit check so that we can give you the key to keep the elevator doors open. If you do not have that key and try to hold the doors open, the elevator will be damaged. PLEASE let us know at least 10 days in advance when you will need the pads up and the key issued.

Your Association has a website with property photos, minutes of meetings, the “frequently-asked questions” sheet, rules and forms. The website address is www.ReconcilableDifferences.net. Click on the photo of your property and it will take you to your page.

If you have any questions or concerns, please contact us at the above phone number. If you have an afterhours emergency, please call **321-243-4346**. If we can't answer, we will be paged with your message and return your call promptly.

Balcony Cleaning

The first Saturday of each month between the hours of 9 AM and 11 AM has been designated as the time period to clean your balcony. **Please only clean your personal balcony, our Maintenance Staff will clean the common walkways.** Residents who do not desire to clean/wash their balconies may close their shutters to prevent overflow from getting on their balcony. Those desiring to participate please ensure that you observe the designated time period. There has been an overwhelming positive response to being able to clean our balconies. Thanks to everyone for your cooperation.

Hurricane Season Reminder

Review the Hurricane plan located on pages 12 and 13 in the Policy and Procedures Manual. Please be cognizant of impending bad weather and remove all loose items from around your front door (including foot mats) and store in a secure place. Make sure your shutters are lowered and nothing is on the outside of them. This is very important for the safety of all

residents. Check your shutter battery packs and make sure they are fully charged. Any questions you may have should be directed to your **Floor Captain** who is listed below:

Third Floor	Anne Diaz	Suite 302	636-5442
Fourth Floor	Robert & Judith Shrader	Suite 402	636-2117
Fifth Floor	Tom & Carol Jensen	Suite 504	433-1441
Sixth Floor	Stan & Loretta Bowers	Suite 606	631-5153
Seventh Floor	Don & Candace Rogers	Suite 706	622-5577
Eighth Floor	Diane Verner (Chairman)	Suite 805	638-3592
Ninth Floor	Brock McNally	Suite 902	631-1092
Tenth Floor	Lindsay Leinss	Suite 1003	433-1373
Eleventh Floor	Vacant		
Twelfth Floor	Frank & Pilar Sullivan	Suite 1201	208-8087
Penthouse Floor	Chris & Pat Lacano	Suite PH 01	453-3832

INFORMATION FOR RESIDENTS IN THE EVENT OF AN EVACUATION DUE TO A FIRE EMERGENCY

Ensure that everyone knows of the fire alarm.

Evacuation procedure:

- Remain calm
- Turn off stove and running water before evacuating
- Close all interior doors
- Bring flashlights and wear proper clothing
- Exit your unit
- Close Door (in real emergency leave unlocked for Fire Department access)
- Go to nearest stairwell and exit on ground level to assigned meeting place

- If smoke/fire prohibit, go to alternate stairwell
- **DO NOT** use the elevator

Keep the stairwell doors closed to prevent smoke from contaminating the stairwell.

INFORMATION FOR RESIDENTS TO RETAIN

2017 Whitley Bay Board

President	Stan Bowers #606	631-5153
Vice President	Margherita Ramsay #1206	633-6500
Secretary/Treasurer	Bob Shrader #402	636-2117
Member-at-Large	Richard Isom #502	504-4414
Member-at-Large	Terry Yates #1105	446-3134

Committees

Appraisal Committee:	Larry Ramsay #1206	633-6500
Budget Committee:	Bob Shrader #402	636-2117
Contracts Committee:	Larry Ramsay #1206	633-6500
	Brock McNally #902	631-1092
Decorating Committee:	Diane Verner #805	638-3592
Exercise Committee:	Frank Sullivan	
Engineering Study:	Tom Jensen #504	433-1441
Fire Drill Committee:	Tom Jensen #504	433-1441
Floor Captain Chairperson:	Anne Diaz #302	636-5442
Insurance Committee:	Larry Ramsay #1206	633-6500
Landscape Committee:	Richard Isom #502	504-4414
Maintenance Committee:	Stan Bowers #606	631-5153
Newsletter Committee:	Loretta Bowers #606	631-5153
	Lindsay Leinss #1003	433-1373
Parking Committee:	Diane Verner #805	638-3592

Reserves Committee:	Larry Ramsay #1206	633-6500
Review Committee:	Vacant	
Security Committee:	Wayne Sanders #503	632-0462
Social Committee:	Carol Jensen #504	433-1441
Storage Committee:	Don Verner #805	638-3592