

## **OWNER'S CHECKLIST**

### **DECLARATION OF CONDOMINIUM (DOCS), BY-LAWS, ARTICLES OF INCORPORATION, RULES & REGULATIONS (for condo, parking & pool).**

- You should have received a copy of all of these documents at closing - you'll need them.

#### **Certification to vote on owner issues and for Board elections:**

- We **must** have on file a copy of the recorded warrantee deed naming all owners of your unit.
- All owners listed on this deed **must** sign the voting certificate and designate one of these owners to vote on issues and elections.

#### **Certificate of insurance:**

- **When your mortgage company wants a copy of the condominium master insurance policy, give them the following information.**

Company holding master policy: Brown & Brown Contact person: Stephanie Wilkinson  
Telephone number: (800) 548-1808 Fax number: (239) 278-1994

- **The insurance company will need from you or your mortgage company the following information.**

Owner name(s) found on the mortgage and loan number with complete address with unit number  
Lender's name, complete address, its successors & assigns, if any, and telephone & fax numbers

#### **Maintenance Fees:**

- They are due in the office on the first day of every month, payable to Tradewinds.
- If not received by the tenth, there will be a late charge of \$25, plus interest - no exceptions.
- **The enclosed coupons for the maintenance payments are merely a courtesy reminder.**

#### **Prior Notice Required for Occupancy:**

- Renters - written notice of arrival and departure dates from owner or rental agent.
- Relatives or Guests (in owners absence) - write, phone, or fax to the office as soon as you know the dates of use of your unit.

#### **Registration upon Arrival:**

- Registration forms are found on the office door. Complete and sign the form. After detaching the rules and regulations, leave it at the office window or place in the office door slot.
- All occupants should become familiar with the rules and regulations on the registration form.

#### **Upon Departure:**

- Complete departure form, which was detached from the registration form, & turn into office.

#### **FOR EXTENDED ABSENCES:**

- **ALL balcony furniture** must be brought into the apartment.
- Be sure instructions are left in the apartment for occupants to set the A/C to a vacant unit temperature as well as how to set a humidistat, if you have one.
- Turn off hot water heater breaker; turn off water supplying the water heater.
- Make sure all perishable food is given away or disposed of in the trash.
- Lock the balcony doors (hurricanes can blow off unsecured balcony doors).

#### **Parking Areas:**

- VISITORS - parallel with the building - 2 hours or less. Towing is permitted for violators.
- **OWNERS, RENTERS, AND OVERNIGHT GUESTS - must park in their assigned carport spaces or in the overflow parking area adjacent to the street.**
- HANDICAPPED VISITORS only - parking is provided in the visitor parking area.
- No Overnight parking is permitted in the visitor parking area.
- Residents may park in other owner spaces **ONLY** if a written permission form is on file in the office from the owner of that space.
- OVERFLOW PARKING AREA - adjacent to the street at the entrance to Tradewinds for EXTRA vehicles for owners, renters, or overnight visitors occupying a unit.
- Absolutely NO BOATS, CAMPERS, RVs, or TRAILERS permitted in the parking area at any time.
- **If you are renting your apartment and have your car here, be sure to place your vehicle in the overflow area so your renter can have your assigned carport space.**

**Car Washing:**

- Times to wash your car are 8 AM until dark, unless there are watering restrictions in effect.
- The area designated for car washing is located north of the visitors parking area.

**Telephone numbers/security entry phone/codes:**

- Inform the office of any changes to your home, work, fax, or Tradewinds unit phone number.
- **Front entry security phone** - owner's names are listed with the 3 digit security code, which when dialed will ring the phone in the apartment. You can view the caller on TV channel 81. **In order to let the caller into the building, press and quickly release #6 on your phone.**

**Mail Delivery:**

- Mail without the unit number on it will not be delivered by the postal service.
- Keep the office informed of any changes to your home mailing address including the +4 added to the zip codes.

**Luggage & Grocery Carts:**

- Available on the first floor across from the laundry room.
- **DO NOT TAKE THEM INTO THE PARKING LOT OR DRIVEWAY AREAS.**

**Laundry Rooms:** On each floor. Machines take quarters to operate.

**Trash Disposal & Recycling:**

- In the laundry rooms. However, for the first floor the location is in the trash room.
- **Labeled containers are available for recycling. All other trash must be securely tied inside a purchased HEAVY gauge plastic bag and deposited into the trash chute.**  
*Raw fish remains should be double bagged in plastic before placing in the trash bag.*

**Bicycle Rack & 11th Floor owner bicycle storage room:**

- Bikes must be identified with name, unit #, & kept in workable and presentable condition.
- No bicycles are to be stored or parked anywhere in the carport area

**Bulletin Boards & Directories:**

- Official notices are always posted on the bulletin board located between the elevators.
- Owners' bulletin board for advertising unit rentals and sales as well as miscellaneous items located in the Service Entrance.
- Social Committee Events – Located in the Service Entrance.
- There is to be no other advertising on the premises.

**Apartment Repairs/Refurbishing/Renovation:**

- If you have a major plumbing or electrical problem, notify the office first, if possible, then obtain licensed and insured individuals. For your protection, use a licensed professional and get their certificate of insurance.
- Owners are responsible for maintenance, cleaning and upkeep of their balconies and railings, windows, sliding glass doors and screens.
- We encourage preventive maintenance plans for hoses, drains, filters, and drainpans for your A/C, water heater, ice maker, toilet ball-cock assembly and flapper valve and under the sink water purifier/filter with a licensed company.  
A/C companies: Condee - 394-5121  
Plumbers: Prout - 394-1668, Hancock - 642-7170, Stein - 394-3995.  
It is recommended that hot water heaters be replaced, if older than 10 years. You now have been notified. Therefore, **if you do not choose to replace a 10-year or older water heater, you will be considered negligent and will be held accountable and responsible for all damages to common areas as well as any damages done to other units.**
- **If you are having work done in your apartment and cannot be here, the office with your written or verbal permission can arrange for the worker's entry during office hours.**
- When renovation or refurbishing is done in your unit, you or the company doing the work **MUST** take all items and debris away and not use our trash chute or dumpsters. *There are special rules for companies and individuals doing work in units to follow.*

**Lee County Electric: 800-599-2356**

**Sprint: 800-339-1811**

**Cable Problems: 642-4545**

## KEYS

### **Building Security Keys: Only owners may purchase building magnetic security keys.**

**These keys are numbered and are stamped with the letter "T".**

- A one-bedroom unit - 1 to 3 keys may be purchased at cost.
- A two-bedroom unit - 1 to 5 keys may be purchased at cost.
- Once all the initial keys have been purchased for the unit, up to two (2) additional keys may be obtained with a refundable deposit of \$100 each.
- Keys, that an owner had placed a \$100 deposit on, may be returned by that owner for a refund of the deposit at any time. After the sale of a unit, the selling owner **must** return these for the refund within 10 days of the closing.
- **Lost keys may be replaced by reporting the lost key number to the office and paying a \$100 nonrefundable fee.**
- When a unit is sold, the selling owner is to give the new owner all the security keys to the front door to the Tradewinds, except the keys obtained by deposit. A list of the issued numbered keys is maintained by the office. The buyers and sellers agents are informed of the keys to be turned over at the time of closing. The seller **must** replace, at a nonrefundable cost of \$100 each, any of the listed keys that are not received by the buyer within 10 days of the closing.
- **If you rent your unit, you must supply the rental agent or the renter with **two** building magnetic security keys.**

### **Apartment, Mailbox, and A/C Closet Keys:**

- If you rent your unit, you **must** supply the rental agent or renter with **two** apartment keys and one mailbox key in addition to the above mentioned security keys.
- If you wish to change any locks, the **Schlage 6 pin E** is the only compatible lock to our master system. A locksmith **must** key the following locks, when changed, to the Tradewinds master system - unit door lock, deadbolts operated by a key (if you have one) and exterior A/C closet lock.
- The Tradewinds office **must** have a current copy of these keys - unit, deadbolt and A/C (one key may operate all of these locks). These keys are kept in a locked key cabinet. With your authorization, the office staff, will give these keys to whomever you've permitted to be in your unit (service people, etc.). Also they will be used if a registered occupant of the unit has locked themselves out!
- Two original mailbox keys were given to each owner. These keys have a four-digit code on one side. This code can be used to make copies.

### **Storage Locker Keys:**

- On each floor adjacent to the elevators is a room with lockers for each apartment, except for the first floor units - check with office for location. You must furnish your own padlock. Nothing is to be stored outside the lockers per the fire department. Also, no flammable items are allowed in the lockers per the fire department.
- Carport lockers consist of two sets of double doors also needing padlocks.
- Padlock keys or combination locks are recommended for your carport and owner interior storage room lockers.
- A set of these keys or the combinations need to be in your file in the office. However, if for some reason (water leaking into your locker or repairs by maintenance staff) management needs access and there are no keys, we will cut the locks, replace them and charge your account and a special statement will be sent to you.

### **Automobile Keys:**

- If you leave your automobile(s) on the Tradewinds property or if you lend your space to a nonresident to park their car when you are not in residence, a set of keys **must** be left in your file in the office. An emergency may arise or periodical parking area maintenance making it necessary to move vehicles.

Updated 7/25/02

GM/smn