



## The Mark Condominium Association, Inc

C/O Keys Property Management

(321)784-8011 | 5505 N Atlantic Ave, Suite 207

Cocoa Beach, FL 32931

Dear Homeowner:

My name is Rick Alexander, and it is my pleasure to introduce myself. I am a licensed Community Association Manager with Keys Property Management who has been assigned to be your community manager.

Keys Enterprise is a small firm, which provides personalized services and strives to build solid relationships offering exceptional service to exceptional developments. We work to deliver great customer service and quality property management. We do this by maintaining open lines of communication, responding quickly to requests, having a local presence in the community, and listening earnestly to the needs of our customers.

Be sure to make all payments payable to: The Mark Condominium Association. Currently your association adheres to a monthly maintenance fee schedule. You may set up automatic payments on your account that will come out approximately on the 4<sup>th</sup> of the month when your assessment is due. There is a form included in your welcome package with further information about this service or you can contact our owner account representative at [ar@keysenterprise.com](mailto:ar@keysenterprise.com). You may also set up the payments online on the Vantaca owner's portal.

You may also make one-time payments through the portal, but the service provider does charge a convenience fee for recurring and one-time fees. This fee is charged for all credit or debit card transactions, however there is no fee when using a bank account recurring transactions. There is a fee for one-time payments using any method. In addition, if you are set up on our automatic payment and there is a change to the monthly fee, no action is needed on your part and the payment will automatically adjust in the system.

If you elect to manually mail in your monthly assessment, **please put your account number on the memo line of the check.** Please mail your payment to:

**The Mark Condominium Association, Inc.**

**C/O Keys Property Management**

**PO BOX 64625**

**Phoenix, AZ 85082**

*Please do not mail payments to the Keys Property Management office, as it will only delay payment processing.*

For non-emergency inquiries you should contact our receptionist by email at [cocoabeach@keysenterprise.com](mailto:cocoabeach@keysenterprise.com) or by phone at (321)784-8011, or 24/7 maintenance emergencies; call our office and press the corresponding number to be connected to our

answering service. The answering service in Jacksonville, Florida will triage the call. Depending on the type of service needed, they will contact the CAM in the appropriate manner.

You may register on your community website at <https://www.keysenterprise.net/themark>. The Mark website is currently available. The registration is a two-part process. After you submit the registration, our administrative team will review the request and grant access, and that process can take several days. This website gives you access to meeting minutes, financials, governing documents, and other information about your community.

You may also register for Vantaca, our resident portal, at [www.keysenterprise.com](http://www.keysenterprise.com). This portal allows you to check your account payment history, make payments, create maintenance service requests, and submit address information changes along with other forms of communication to our company and the Board of Directors. You can also access the community website through the Vantaca owner's portal.

In addition to the web link, there is also an app that can be used on *IOS* and *Android* devices. The app is called *Home by Vantaca*. The app is free to download. Your log in credentials will work with the app and the online version.

If you need assistance, please do not hesitate to contact our administrative assistants at the Cocoa Beach office. Congratulations on the purchase of your new home.

Sincerely,

Richard Alexander, CAM  
[rick@keysenterprise.com](mailto:rick@keysenterprise.com)

**The Mark Condominium Association, Inc.**

**Unit Registration Form**

**Building/Unit:** \_\_\_\_\_

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

**Owner**

**Information:** Unit Owner Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email: \_\_\_\_\_

Seasonal Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Vehicles:** Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Tag# : \_\_\_\_\_ State: \_\_\_ Color: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Tag# : \_\_\_\_\_ State: \_\_\_ Color: \_\_\_\_\_

**Emergency**

**Contact:** Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Other Required**

**Information:** Home Owners Insurance Company \_\_\_\_\_ Policy #: \_\_\_\_\_

Address of Insurance Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

Agent of Insurance Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

*If you provide a key with a neighbor, please indicate name, unit number and phone number below:*

Name: \_\_\_\_\_ Unit: \_\_\_\_\_ Phone #: \_\_\_\_\_

**In the event of an evacuation or emergency, do you or any member of your household or individuals leasing your property require special attention?  Yes  No**

**If yes, what special attention is required?** \_\_\_\_\_

**Unit Use: Permanent Residence:  Yes  No Part Time Residence:  Yes  No**

**Rental:  Yes  No**

**Rental/Lease: Name of Lessee(s): \_\_\_\_\_ Phone #: \_\_\_\_\_**

**Name of Rental Agency \_\_\_\_\_ Phone # \_\_\_\_\_ Name of Rental Agent \_\_\_\_\_**

**PREFERRED METHOD OF COMMUNICATION FORM**

Dear **The Mark Condominium Association Member,**

Please update the following information and return this form to the address or email address listed below.

This information is needed to update our records and is required by the State of Florida as authorization from residents to receive email notification of Association business.

**Primary Owner's Name:** \_\_\_\_\_

**Non-Primary Owner's Name:** \_\_\_\_\_

**Unit & Street Address:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Additional E-mail Address:** \_\_\_\_\_

**Telephone: Home:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Additional Telephone: Home:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Additional Address:** \_\_\_\_\_

**PLEASE INITIAL TO GIVE YOUR APPROVAL –**

\_\_\_\_\_ Authorization is given to the Association/Management to email community information.

\_\_\_\_\_ Request the Association/Management to mail community information.

(Please know that the only Notices mailed if you choose the second option, will be the i.e., Budget Meeting, Special Assessments, Annual Member Meeting. Board meeting (s) for normal Association business will be posted as required and a courtesy email will be sent to those that authorized it be sent. Ref. [718.112 Bylaws.](#))

Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\*\*\* email or mail this form to us\*\*\*\*\***

**Keys Property Management Enterprise**

**5505 N. Atlantic Ave, Suite 207, Cocoa Beach, FL 32931**

**Email [cocoa beach@keysenterprise.com](mailto:cocoa beach@keysenterprise.com)**

**KEYS PROPERTY MANAGEMENT**  
**Preauthorized Electronic Assessment**  
**Payment Services Authorization Card**

Association Name \_\_\_\_\_

Unit Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Phone Number \_\_\_\_\_

I (we) hereby authorize **Keys Property Management Enterprise, Inc.**, hereinafter referred to as MANAGER, as agent for the association named above to initiate debit entries to my (our) checking/savings account at the depository named below, hereinafter referred to as DEPOSITORY, to debit the same to such account.

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DEPOSITORY NAME

This authority is granted in accordance with the terms and conditions of the MANAGERS Preauthorized Electronic Assessment Payment Service Agreement & Disclosure Statement receipt of which I hereby acknowledge. This authority is to remain in full force and effect until MANAGER has received written notification from me (or either of us) of its termination in such manner as to afford MANAGER a reasonable opportunity to act on it.

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SIGNATURE (REQUIRED)

DATE

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SIGNATURE (REQUIRED)

DATE

**ATTACH VOIDED CHECK OR DIRECT DEPOSIT FORM FROM YOUR BANK WITH THIS AGREEMENT AND SEND BOTH TO:**

**Keys Property Management Enterprise, Inc.**

5505 N Atlantic Ave #207

Cocoa Beach, FL 32931

Or email to: [AR@keysenterprise.com](mailto:AR@keysenterprise.com)

## *PLEASE RETAIN FOR YOUR RECORDS*

### *Preauthorized Electronic Assessment Payment Service Agreement & Disclosure*

Preauthorized charges to your account will be processed, when due, for the amount of your regular assessment payment. Payments so collected will be deposited to the checking/savings account of your ASSOCIATION, maintained with Community Association Banc.

There may be changes to the assessment amounts and/or due dates in accordance with the ASSOCIATION'S governing documents and applicable statutes including notification requirements of the ACH (Automated Clearing House) rules.

We reserve the right to make changes in the agreement at any time. We may cancel Preauthorized Electronic Assessment Payments at any time without cause and you can terminate this agreement at any time by giving sufficient written notice or by closing the designated accounts.

### *Preauthorized Electronic Assessment Payment Services*

What:

Keys Property Management Enterprise, Inc. offers association owners an opportunity to pay their regular association assessments using automated electronic payments. Preauthorized electronic payments mean that homeowners can pay their assessments automatically without writing checks, thus eliminating the potential for late payments. In addition, the association is assured prompt, predictable payments to help better manage funds. This program is available to all owners regardless of where they bank.

How:

The preauthorized electronic assessment payment service uses the Federal Reserve System's Automated Clearing House (ACH) to facilitate electronic transfers from the owner's checking/savings accounts directly into the association's bank account. Funds are transferred between the 1<sup>st</sup> and 5<sup>th</sup> day of the month and appear on the owner's bank statement each month. Information regarding payments is reported to the association's management or bookkeeping company on the same day funds are deposited to the association's account.

Charges: The monthly recurring fee is run at no cost to you.

If you have questions or need further information, please call or email our Property Accountant at 321-784-8011 ext. 201 [AR@keysenterprise.com](mailto:AR@keysenterprise.com).

# *The Mark*

Condominium Association, Inc.  
4850 Ocean Beach Boulevard  
Cocoa Beach, Florida 32931

## Condominium Rules

### 1. INTRODUCTION

This list of The Mark Rules is a compilation derived in part from rules that are explicitly stated in The Mark Condominium Documents: Declaration of Condominium, Articles of Incorporation, and By-Laws (changes through December 1989 incorporated, and amended on March 12<sup>th</sup> 1996). The list also includes rules that have been adopted from time to time by the Board of Directors. If there is a difference between the wording in The Mark Condominium Documents and this listing of rules, The Mark Condominium Documents are controlling.

The basic reason for having rules is that it is necessary for everyone in a condominium to exercise a little extra care and consideration for their neighbors with whom they share common property, external space, and recreational facilities. These rules are guidelines which will help everyone recognize and respect their neighbors' rights to the peaceful enjoyment both of their individual living units and of the pool, recreation room, lawns, trees, landscaping, beach, and parking facility which we all share and in which we all delight.

The Mark Condominium Association Board of Directors asks that every resident read and obey these rules. If a question arises about the rules, The Property Management Company should be contacted for clarification. It is particularly important to have all tenants and guests adhere to both the letter and the spirit of these guidelines.

### 2. AUTHORITY

Authority to levy and enforce Rules is granted by The Mark Declaration of Condominium Section X (Use Restrictions) sub-paragraph E; Articles of Incorporation Article III paragraphs 3c and 3d; and By-Laws Paragraph 1b, 1c, and 4k (iv, v, and vii). These Rules reiterate and supplement existing provisions in The Mark Condominium Documents and also supersede any previously issued Rules and Regulations.

### 3. EFFECTIVITY

The following Rules have been affirmed on March 6, 2018, by The Mark Condominium Board of Directors.

#### 4. RESPONSIBILITIES OF OWNERS

**Access to units** – Members of The Mark Board of Directors, The Property Management Company, or its agents may enter the units (a) for maintenance, repair, inspections, testing of fire alarm annunciators, pest spraying, or improvements and upgrades, (b) to deal with emergencies, and (c) to determine compliance with the Rules. When owners change the locksets to their units they must supply a working spare key to The Property Management Company. Expenses incurred by the Association resulting from not having a working key will be billed to the unit owner.

**Appearance of limited common elements** – Modifications to limited common elements (elevated balconies and patios) such as installation of bedroom windows, kitchen windows, pass-throughs, sliding glass doors, rollable or accordion style hurricane shutters may be made only if they conform to the style prescribed by the Board of Directors and with prior written approval from the Board of Directors.

Building Permits issued by City of Cocoa Beach are required for these modifications.

Owner must notify in writing The Property Management Company before scheduling door, window or shutter or pass-through replacements, providing them with name of the contractor, approximate start date, style and color.

General guidelines for window replacements include:

- (1) Style: Match any existing “new” style window already installed at The Mark
- (2) Exceptions: Obtain the Board of Directors approval in writing for any other style
- (3) One, two, or three panels are allowed: single hung, double hung, sliding, or fixed
- (4) Casement style or awning style are not permitted (wind gusts; high maintenance mechanisms)
- (5) Color: White vinyl
- (6) Only solid surface pass-throughs are permitted. Installation must pass FL code
- (7) Direct any questions to the Property Management Company.

General guidelines for hurricane shutter installation include:

- (1) Style: Rollable or Accordion
- (2) Color: White
- (3) Mounted: On the building’s exterior stucco wall

**Balcony and patio flooring** – Use of carpet, tile, pavers or other floor covering on an elevated balcony can lead to premature concrete slab damage and is not allowed.

Installation or replacement of carpet, tile, pavers or other floor covering on a ground floor patio is allowed but shall be considered to be an alteration to a limited common area requiring prior written authorization from the Board of Directors.

**Balcony and patio closets and closet doors** – Standards have been adopted to establish uniformity of appearance and to address severe wind and weather conditions, air conditioner efficiency and corrosion resistance. Owners desiring or needing to replace closet doors, closet door hardware, or closet vents please contact a member of The Property Management Company for current specifications.

**Business operations** may not be conducted from any of the residence units in The Mark.

**Damage to common areas** – Owners are responsible for any and all damage done to common areas by themselves, their families, their guests, their contractors, their renters and their renters’ families and guests.

**Guest use of recreational facilities** – Condo recreational facilities shall be used only by the owner’s or tenant’s immediate family living on site, by overnight guests, and by day guests who are accompanied by the owner or tenant or a member of owner’s or tenant’s family.

**Keys** to each unit’s assigned storage room and mailbox have been provided to the owners of each unit. They are intended for the use of the residents only. Keys must not be duplicated and must not be loaned or distributed to nonresidents of The Mark.

**Notification** – To maintain a desired level of security, the Owner shall notify in writing The Property Management Company):

- (1) when the unit will be used by persons other the Owner
- (2) when the unit will be subject to activities such as demolition, installation or replacement of carpeting, tile or other floor coverings, painting, repairs, major appliance or furniture moving, or other situations involving unusual traffic.

Notification should include the name(s) of the contractor(s) completing the work and the approximate date(s).

**Occupancy** – Units are limited to residential use by the owner(s), the owner’s immediate family, the owner’s tenants, and their guests. Permanent occupancy of three-bedroom units is limited to six persons.

**Rental restrictions** – The Mark is a “residential condominium” (as defined in 718.103). It is neither our intent to be a “public lodging establishment” nor our intent to be a “transient establishment” renting to “transient occupancy” (as defined in 509.242). The Mark does not have an approved sprinkler system or an automatic fire detection system and does not meet other requirements for “public lodging establishments” (as defined in 509.215). Therefore, units may not be time-shared or sublet. They may be rented to other individuals of families (but not to corporations) for periods of a calendar month or longer, no more than three times per year.

**Rental rules** – The Owner or the Owner’s Agent shall notify in writing The Property Management Company in advance when the unit is rented. Renters must be given a copy of The Mark Rules by the Owner or Owner’s agent. Rental agreements or leases must be in writing, and must incorporate a statement that the renter has been given a copy of The Mark Condominium Rules and agrees to abide by them. The Owner is responsible to insure that the tenants and their guests observe the Rules.

**Repairs and Remodeling** – All repairs within a unit, including but not limited to painting, electrical work, plumbing, air conditioning, and window screen repair are the owner’s responsibility. Repair or replacement of exterior front doors, exterior windows, exterior balcony sliding glass doors, both exterior windows, and both balcony closet doors are the owner’s responsibility. All non-emergency repairs and remodeling activities performed by contractors are to be completed Monday thru Friday 8:00 a.m. to 5:00 p.m. or Saturday

8:00 a.m. to noon. Commencing January 1, 2019 Non-emergency repairs and remodeling activity, not related to the sale of a unit, should not be performed between January 1 thru March 31 or on federal holidays (New Year's Day, Martin Luther King Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day).

Repairs and remodeling activities performed by Owners or their families are to be completed on Monday thru Saturday 8:00 a.m. to 9:00 pm and Sunday from 10:00 a.m. to 9:00 pm. When scheduling noisy activities, Owners, please give appropriate consideration to your neighbors.

**Signs** – No signs or advertisements may be displayed on common elements of the condominium or on any unit.

**Tile floors** – Whenever carpeting or existing floor tile is being removed from inside a unit, and new floor tile is being installed, the owner must install sound deadening material to reduce noise transmission to other units.

**Use of each unit** is restricted to residential use by the owner(s), their immediate families, guests, invitees and tenants. Each unit shall be used in accordance with the laws, zoning ordinances, and other regulations of governmental authorities having jurisdiction in the area, and shall in no case be used for immoral, improper, or offensive purposes.

## 5. RESPONSIBILITIES OF RESIDENTS

**Access to common areas** such as walkways, hallways, corridors, stairs, and stairwells must be kept clear by order of the Cocoa Beach Fire Department.

**Balconies and patios** – Except with written approval from the Board of Directors, only standard outdoor furniture may be used to furnish balconies and patios. Charcoal grills are prohibited. Balconies and patios may not be used for drying swimsuits, robes, and towels. Use of clotheslines is not permitted.

### **Bulletin boards:**

- (1) Official Association Bulletin Board (under glass) – Postings to the Official Association Bulletin Board shall only be made by the Property Manager or a member of The Board of Directors.
- (2) Social Committee Bulletin Board (across the aisle from the Official Bulletin Board – Postings are controlled by the Social Committee.
- (3) Open Bulletin Board (adjacent to mailboxes) – Posting are open to condo owners for announcements etc., suppliers of services posting advertisements and business cards, religious organizations announcing special services and to others seeking to rent at The Mark.

**Carpet beating** – Rugs and carpets may not be beaten in the common areas or against any of the buildings.

**Cleanliness** – Units shall be kept clean, free of accumulations of trash, garbage, or fire hazards, and shall be used in such a way as to neither cause annoyance to neighbors nor interfere with the neighbors' peaceful and proper use of the condo property. Cigarette and cigar butts and all other litter shall be disposed of properly in plastic bags in dumpsters, not in passageways, stairwells, planting beds, or other common areas.

**Door decorations** – Seasonal decorations are permitted on exterior doors. Holiday decorations are permitted on exterior doors for up to 30 days surrounding the holiday.

**Dropping, hanging, throwing** – Hanging of garments, rugs, towels, banners, or signs or the throwing or dropping of objects (or allowing them to fall) from walkway railings, windows, patios, or balconies is prohibited. Dust, dirt, or other debris shall not be swept into, placed in, or swept or pushed over the edges of corridors, patios, balconies, ventilators, elevators, or elevator shafts.

**Dunes, dune crossover to the beach** – Florida laws protect the dunes, please stay off them. Cocoa Beach laws prohibit glass or dogs on the beach. A permit issued by the City of Cocoa Beach is required for beach fires.

**Elevators** – Indiscriminate use of elevators is expressly prohibited. Unit Owners will be held responsible for damages and expenses incurred in making repairs and restoring service. Use protective pads or blankets during transfer of furnishings in elevators.

**Fire alarm** – If you are in a residence and you hear a fire alarm, first **call 911**, then immediately leave the building by the nearest safe stairwell. Do not return to the building until the Cocoa Beach Fire Department determines it is safe to return to the building.

**Fire and medical emergency response –**

If you have a fire:           Immediately call 911.

Your address is:           The Mark Condominium  
                                  4850 Ocean Beach Boulevard  
                                  Unit \_\_\_\_\_  
                                  Cocoa Beach, FL 32931

Then activate one of the red pull stations located in your hallway.

If you have a medical emergency requiring rescue services immediately call 911. Give them the unit number or the exact location of the person suffering the medical emergency if they are not in that unit number.

**Fire extinguishers (class A-B-C)** are available for use on small fires. They are located in each of the fire hose cabinets. Class A-B-C fire extinguishers are considered multi-purpose for use on “ordinary combustibles” including wood, rubber, cloth paper and plastic, “flammable combustibles” including gasoline, oil, grease, tar, lacquer, and oil-based paints, and “electrical equipment” including wiring, fuse boxes, breakers, machinery and appliances.

To use a fire extinguisher: (1) pull the pin to unlock the fire extinguisher, (2) aim at the base of the fire, standing 6-10 feet away, (3) squeeze the lever to discharge the agent, and (4) sweep the spray left to right until the flames are totally extinguished.

**Fireworks** – It is unlawful to discharge or possess fireworks within the incorporated city limits of Cocoa Beach, on the beach or in any public park (sec 15-37).

**Noise** from loud parties, conversations, radios, stereos, televisions, or the playing of musical instruments should be contained within individual units. Residents have a right to the enjoyment of quiet, especially after 10:00 P.M.

**Personal items** shall not be placed, stored, or left unattended in any walkway, hallway, stairwell, stairs, or in common areas. Furniture, packages, personal items, or other objects may be removed by The Property Management Company at the owner's expense.

**Pets** – Effective February 14, 2013, owners are permitted to have pets but are restricted to one dog or one cat weighing less than 35 pounds. No other animals are permitted without prior written approval from the Board of Directors. Occupants of rented or leased units may not keep pets.

On that effective date, owners of pets not conforming to these requirements stated in the preceding paragraph will be permitted to maintain but not increase their current level of non-conformity for as long as they continue to own an apartment at The Mark (grandfathering),

On that effective date, owners who, during the previous twelve month period, have rented or leased their apartment to occupants with pets not conforming to these requirements will be permitted to continue to rent or lease their apartment to the same renters or the same lessees as long as those renters or lessees do not increase their level of non-conformity (grandfathering).

Pets, domestic animals, or wild animals shall not be kept, bred, or maintained for commercial purposes. Feeding of any animal in any of The Mark's common areas(hallways, parking lot, pool courtyard, recreation room, trash rooms, grounds, dunes or crossover etc.) or limited common areas (balconies, screened patios etc.) is prohibited.

No owner shall permit a pet to become a nuisance (health hazard, noise, odor, fleas, etc.) or disturb other residents of The Mark.

Pets shall not be allowed on a balcony or patio unsupervised.

When outside its unit, a pet shall be carried or kept on a leash, and shall be accompanied by its owner.

Pets shall not be walked anywhere on The Mark grounds other than the West Parkway.

**Pet waste** disposal is the owner's responsibility. If the pet deposits waste outside, the owner must pick up the waste and dispose of it properly. If the pet deposits waste in a litter tray, the soiled litter must be wrapped well and carefully deposited in a dumpster. If

a trash chute is used, the litter must be double-bagged to prevent breakage. Cocoa Beach has and enforces a clean-up pooper scooper law.

**Plants and planting** – Shrubs, plants, and flowers are intended for the enjoyment of all. They should not be picked or altered for one’s own purposes.

**Recycling** – The Mark recycles! Four single stream recycling bins are located in the South trash room. Please use those containers to minimize Brevard County landfill use.

The following Items are recyclable and may be placed in any of the recycling bins:

**Plastic Bottles and Containers:** Beverage bottles and food containers (water and soda, yogurt and butter tubs, dish soap, laundry detergent, shampoo, conditioner and similar items. Caps, pumps and labels may be left on. Lightly rinse all bottles and containers. NO plastic bags. NO straws.

**Metal:** Aluminum, steel and tin cans, empty aerosol containers, clean foil & aluminum food pans. Labels may be left on. Lightly rinse all containers.

**Glass:** Clear and color glass bottles and jars. NO oven cookware, drinking glasses, ceramics, dishes, window glass, mirrors or light bulbs

**Paper:** Newspapers, magazines, catalogs, paperback books, office paper, junk mail, envelopes, telephone books and paper bags.

**Cardboard:** Milk & juice cartons, paper towel & toilet tissue rolls, paper-board food boxes and clean, dry, flattened corrugated cardboard boxes. No greasy pizza boxes.

The following Items are not recycleable and may not be placed in the recycling containers: styrofoam packaging, styrofoam cups, styrofoam egg containers, batteries, auto products, motor oil containers, anti-freeze containers , pesticide containers, fertilizer containers, soiled paper, wires or wrappers

**Skateboarding**, rollerblading, roller skating, go-carting, and the use of recreational scooters are not allowed anywhere on The Mark property.

**Smoking** is not permitted in hallways or corridors, stairways, storage rooms, elevators, in the recreation room, in the pool, on the pool deck or in the pool area. Smoking is not permitted in any of The Mark’s service rooms including the two trash rooms, pool services room, elevator equipment room, electric meter and fire safety equipment room, transformer room or building maintenance room.

**Spraying for pests** is contracted to be done every other month. The procedure for obtaining special services by any resident or guest (at no additional cost) can be found posted on the official Association bulletin board (under glass).

**Trash** should be placed in the trash chute, in trash dumpsters or in recycle bins. Before trash is dropped down a trash chute it must be tied securely in a plastic bag.

Disposal of loose garbage contributes to unsanitary conditions as well as possible rodent and bug infestation. When sides of the trash chutes become coated, the garbage rots and smells. Expenses incurred by the Association for extra cleanup and spraying will be billed to the appropriate owner.

Cans, glass, newspapers or plastic should not be dropped down a trash chute or placed in a trash dumpster. See “Recycling” for definitions.

Any type of glass should be wrapped before placing in the dumpster to prevent breakage, spillage or injury. Large pieces (doors, windows, mirrors and tabletops) should be taped.

Hypodermic needles, by law can no longer be disposed of in the trash container. Obtain a "sharps container" from your pharmacy.

Hazardous waste may not be disposed of in the trash dumpster. See "Hazardous Waste".

**Trash – special requirement** – The City of Cocoa Beach's contract with USA Waste Management includes special pick-up of many items. To arrange for a special pick-up or to get more information on allowances and restrictions, contact USA Waste Management at 321-723-4455:

Pick-up of odd size or overweight items like furniture or appliances must be scheduled.

Air conditioners and refrigerators must be picked up by a special truck (Freon hazard).

Propane tanks must have the valve removed, and hot water tanks, salt tanks, washing machines etc. must have water, salt, and oil removed before arranging for pickup.

If you have a contractor doing work at your unit, they or you must remove the debris or pay USA Waste Management a fee for removal.

**Turtle Lighting Ordinance** directs the owner or resident to ensure that no lights inside the home or business, or any exterior lights are visible ocean side from dusk to dawn May 1<sup>st</sup> to October 31<sup>st</sup>. Essentially owners and residents must comply by avoiding the use of patio/balcony lights and must close blinds or drapes on kitchen windows and sliding doors whenever the use interior lights. The ordinance states "Violators may be fined up to \$500 and/or face imprisonment up to six months".

**Yard waste** consisting of living debris (trees, grass, shrubs, leaves, pine needles, etc.) should be placed in the designated container in the North trash room. Do not include any other type of wood, dirt, rocks, garbage or trash of any type. Brevard County recycles yard waste.

## 6. VEHICLES AND PARKING

Owners are issued two permanent parking stickers to place on their vehicles and parking permit cards for all residents and guests. Parking permit cards must be displayed at all times when parking on the property. Any vehicle not displaying a permanent parking sticker or parking card will be issued a warning and then towed. Additional parking cards can be obtained from The Property Management Company.

**Acceptable vehicles** – Only licensed, operable vehicles owned by a resident or guest may use the parking areas. Vehicles should be in good repair, be of respectable appearance, and be free from leakage of fluids. Raised vehicles, tubular frame vehicles and other one-of-a-kind vehicles are not "acceptable vehicles".

**Watercraft** – Watercraft (including boats) parking is not allowed in the parking spaces or common property of The Mark. A short duration exception may be granted by the Board of Directors upon written request. Any approved short duration exception will be issued by The Board of Directors in writing specifying the duration of the exception and authorized parking location.

**Commercial vehicles** may be parked in the open parking areas only for the time they are required in performance of service or utility to the condominium common property or individual unit. Commercial vehicles other than ordinary passenger cars for continuing use by residents may be parked in their assigned carport parking space or in any of the open parking areas.

**Pickup trucks, vans, motorcycles and recreational vehicles (including non-commercial trailers)** used primarily for personal transportation that do not occupy more than a single marked parking space may be parked in their assigned carport parking space or in any of the open parking areas.

**Vehicles that occupy more than a single marked parking space** shall be limited to five continuous days of parking in the open parking spaces.

**Camping** in a motor home or RV anywhere on The Mark property is prohibited.

**Handicapped parking** spaces have been reserved. Only vehicles displaying handicapped plates or current handicapped hang tags may use the designated handicapped parking spaces. Any “acceptable vehicles” so equipped may also park in any open parking space.

**Park** vehicles between the lines of marked parking spaces only. Do not park in driving lanes, fire lanes, over diagonal lines or on the grass.

There is no parking allowed adjacent to the North or South trash rooms. Fire lanes are needed for emergency equipment access. Trash haulers pickup from those locations twice weekly and have refused to pick up if vehicles block their access. They assess a return charge of \$60. Expenses incurred by the Association for return trips will be billed to the unit owner.

You may park to wash your vehicle, but please be ready to move your vehicle if the trash hauler arrives.

**Speed limit** – The maximum permitted speed at The Mark is five miles per hour.

**Towing** – Failure to comply with vehicles and parking rules may result in the vehicle being towed and stored at the owner’s expense.

**Vehicle repairs and maintenance** except for washing, waxing, vacuuming, changing light bulbs, and checking fluid levels are not permitted on The Mark property.

**Washing vehicles** is permitted only in the designated car washing areas located at the north and south ends of the building (hoses). Please shut off the water when complete and open the hose nozzle to prevent extreme pressure buildup and premature hose failure.

## 7. POOL AND RECREATION ROOM

**Animals** are not allowed in the pool, on the pool deck or in the pool area

**Babies** wearing diapers must wear plastic pants under their bathing suits.

**Children** under the age of 14 must have direct adult supervision to enter the pool or be on the pool deck

**Flotation equipment** such as life preservers, swimmies, and plastic or rubber floats are permitted in the pool.

**Food or drinks** are not allowed in the pool or on the pool deck, but may be consumed at the tables. Food and drinks are permitted in the recreation room during parties approved by The Property Management Company.

**Gates** are for maintenance and emergency use, and must remain locked at all other times.

**Glassware** is not allowed in the pool, on the pool deck, at the tables, or in the Recreation Room.

**Horseplay or running** is not allowed in the pool, on the pool deck.

**Lifeguards** are not on duty. Everyone swims at his/her own risk.

**Pool occupancy** is limited to 17 people (posted rule).

**Pool parties** shall be approved by The Property Management Company upon a written request with a minimum of three days in advance of the event. Notice shall then be posted on the Social Committee bulletin board. A resident user must be present and shall be responsible for timely cleanup. Note: The use of the pool and restroom shall remain open to other residents desiring to use the pool or restroom facility.

**Recreation room parties** may be scheduled for private parties. Use of the recreation room for private parties shall be approved by The Property Management upon written request with a minimum of three days in advance of the event. Notice shall then be posted on the Social Committee bulletin board. A resident user must be present and shall be responsible for timely cleanup.

Swimmers must not sit or hang on the **ropes** separating the shallow and deep end of the pool.

**Sand and dirt** must be removed when returning from the beach. Use the shower located at the foot of the dune crossover, or the hose located by the car washing area to remove sand and dirt before entering the building or the pool area. Shower before entering the pool.

**Towel** or dry off well before entering building to avoid tracking water in hallways, corridors, elevators or the recreation room. Recreation room furniture is off limits for people wearing wet bathing suits.

## 8. HAZARDOUS WASTE

**Definition:** A hazardous waste is any substance that can cause injury or is harmful if handled improperly. These chemicals not only pose a threat to people but our environment as well. When chemicals are disposed of improperly, they can injure sanitation workers and pollute our water resources. **Reactives** create explosions or deadly fumes (Ammonia/bleach mix, chlorine, concentrated fertilizers and cyanides). **Toxics** are poisonous or lethal when swallowed, touched or inhaled (antifreeze, pesticides, rat poison and weed killers). **Corrosives** eat away substances such as cloth, metal or skin (acids and caustics, battery acid, pool chemicals, toilet and drain cleaners). **Flammables** ignite easily (gasoline, lighter fluids, motor oil, paint thinner, certain paints and propane cylinders).

Hazardous material must not be stored in the storage rooms. Please note: latex (water base) paint is not flammable and may be stored in the storage rooms.

**Collection Centers:** Brevard County operates three Household Hazardous Waste Collection Centers for the safe disposal of household Hazardous Waste. Household hazardous waste brought to these collection centers are either recycled or sent to a permitted hazardous waste management facility for treatment or incineration.

Central Disposal Facility 2250 Adamson Road, Cocoa, FL  
Open Monday – Saturday from 8 AM to 4 PM

Sarno Transfer Station 3379 Sarno Road, Melbourne, FL  
Open Thursday, Friday and Saturday from 8 AM to 4 PM

Mockingbird Mulching Facility 3600 South Street, Titusville, FL  
Open Monday – Saturday from 8 AM to 4 PM

**Items accepted:** You may bring up to twenty gallons per drop off of the following items:

Automotive: Antifreeze, battery acid, brake fluid, diesel, gasoline, lead acid batteries, power steering fluid, rust removers, transmission fluid, used motor oil

Lawn/Garden: Fertilizers, fungicides, herbicides, insecticides, pesticides.

Paint Products: Acetone, aerosol paint, enamel (oil base), latex (water base), mineral spirits, strippers, thinners, turpentine, wood preservatives, wood stains. Note: While latex (water base) paint is not flammable or a hazardous material, Brevard County has partnered with Richard's Paint to recycle and recolor latex paint, giving it away free to Brevard residents during a once each year event.

Miscellaneous: Aerosol sprays, drain cleaners, flares, flea dips/sprays, fluorescent lamps, lighter fluid, mercury, thermometers, ni-cad batteries, propane tanks.

**Items NOT accepted** include: 55 gallon drums, bilge water, bio-hazardous material, cooking oil, explosives, fire extinguishers, fireworks, radioactive material.

**Packaging instructions:** Please package all waste materials before bringing them for disposal. Pack them in sturdy box for transportation. Leave them in the original labeled container. Make sure the containers do not leak. Individual containers must not be larger than five gallons. Do not mix unknown or different materials. For additional information please call the Household Hazardous Waste program at 321-635-7954.