

Important Information for Sandcastle I Owners

Website & Communication

- **Owner Website:** Access forms, meeting minutes, and building rules at sandcastle1.com. Owners must register and be approved to log in.
- **Owner Directory:** The office maintains a directory using information permitted by Florida Statute or authorized by the owner. Staff cannot share this information with anyone except Board Members.

Arrival, Rentals, & Guests

- **Registration Cards:** You and your guests must fill out a registration card upon every arrival. This is vital for safety so management can account for everyone during a building emergency.
- **Rule Reviews:** Guests and renters must meet with office staff upon arrival to review building rules, as policies can change throughout the year.
- **Rental Notification:** If you plan to rent out your unit, you must notify the office in advance to go over all rental regulations.

Mail, Deliveries, & Hallways

- **Mail Delivery:** To receive mail at Sandcastle I, fill out a delivery card (available in the office) and place it in your mailbox so the carrier knows to deliver it.
- **Packages:** All incoming packages are placed in the ground-floor Package Room. Because of limited space, please track your packages and pick up expeditiously as space is limited. If you have extra-large or multiple packages delivered, please make arrangements to pick up.
- **Hallway Floors:** Hallways must be kept entirely clear. No items are permitted on the hallway floors except for a single door mat.

Unit Access & Vendors

- **Vendor Access:** To allow cleaners, contractors, or vendors into your unit, email the office (office@sandcastle1.com) at least **24 hours in advance**. Staff will not supervise vendors; the vendors are responsible for locking up when finished.
- **Emergency Entry:** Management may enter your unit at any time for emergencies.
- **Routine Entry (with consent):** Staff will enter your unit for:
 - Monthly unit check on unoccupied
 - Post-departure checks after a unit has been occupied to check proper close up of unit.
 - Quarterly pest control services. Staff accompanies pest control contractor.
 - Annual fire alarm inspections. Staff accompanies fire company.

Maintenance & Appliances

- **Utility Closets:** Must be kept neat for inspections. Flammable items are prohibited. You must maintain a clear path to all equipment and leave at least **18 inches of clear space** around the water heater.
- **Hot Water Heaters:** Must be replaced **every 10 years**. The office tracks these dates and will notify you when a replacement is due.
- **Air Conditioning (A/C):** Replacement is recommended **every 15 years**.

- Staff changes filters every **March** and performs maintenance every **August**.
- To opt-out, notify the office, clearly mark your A/C unit, and submit proof of independent professional maintenance annually.
- **Vehicles:** If you leave a vehicle on the property, you must leave a copy of the key with the office or notify the office of its location in your unit in the event your vehicle must be moved.

Renovations & Balconies

- **Renovation Approvals:** Any renovation requiring a city permit must have a signed Unit Renovation Policy with supporting information approved by management *before* work begins.
- **Drilling Restriction:** Drilling into ceilings or floors is strictly prohibited. Owners are financially responsible for any structural damages caused by drilling.
- **Fire Alarms:** Never remove or tamper with fire alarm devices. Doing so disrupts the building-wide panel, and owners will be billed for resulting service fees or fire department dispatches.
- **Exterior Changes:** Any permanent changes to the outside of your unit (including balconies and front doors) must be approved by the manager. Light fixtures and fans must conform to building specifications.
- **Balcony Safety:** Umbrellas are not allowed on balconies. Outdoor furniture must be heavy or secured so as not to blow around during high winds. Owners are responsible for any damage or injury caused by windblown balcony items.

Maintenance Responsibilities & Insurance

As a general rule, any component that exclusively serves your individual unit is the owner's responsibility. Each owner is financially responsible for repairs to their own unit if a leak or other event occurs, with specific exceptions outlined below:

- **Plumbing:** The owner is responsible for all plumbing and pipes located after the main valve.
- **Electricity:** The owner is responsible for all electrical wiring and components within the unit.
- **Fixed Windows & Sliding Glass Doors:** Sliding glass doors and fixed windows are the responsibility of the owner except in the case of an event, such as a hurricane, where the doors are damaged and need replacement.
- **Unit & Utility Doors:** Costs are shared between the Association and the owner. Owners must receive management approval *prior* to installation to qualify for association cost-sharing.
- **Drywall & Wall Coverings:** The Association will repair raw drywall damaged by building events like leaks or storms. However, the owner is responsible for all paint, wallpaper, and wall coverings.

Meetings & Maintenance Fees

- **Meeting Notices:** Posted on the owner website and the bulletin board near the Recycle Room.
- **Annual Meeting:** Held every year in **March**.
- **Budget Workshops:** Held every year in **November**.
- **Maintenance Payments:** Due quarterly on **January 1, April 1, July 1, and October 1**. Courtesy bills are mailed out, but owners are responsible for paying on time even if a bill is delayed in the mail.