

Welcome to  
Grove Isle

# WELCOME BOOK 2026-2027

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## WELCOME MESSAGE

We welcome you as a new resident at Grove Isle.

Elliott Merrill, our Management Company, is one of the most well-respected companies in Florida. Robert Mullett, our Licensed Community Association Manager and Kelly Hagen, our Administrative Assistant, have been our on-site management team for many years. The dedication from our three full-time maintenance staff and our housekeeper keeps the property well maintained and running smoothly.

We encourage you to attend the Board of Directors meetings. Your presence will provide an opportunity to meet your neighbors, keep you informed, and enhance the experience of living here. Sometimes a Board Workshop will be held if we have major projects or important information to share. We look forward to seeing you at these meetings.

This community offers a variety of ways to participate in the Grove Isle lifestyle. There are many activities and amenities to enjoy. Our all-volunteer committees are approved by and work with the Board of Directors to share their expertise and experience to assist in the management of Grove Isle. Our many volunteers offer their time to help make Grove Isle one of Vero Beach's best kept secrets.

Included in this booklet is a brief description and list of our various committees. Please contact the chairperson to obtain more information about these committees. Committee member signs ups are offered once a year when we have our annual meeting in February.

Many residents find the contents of this welcome book to be useful and a great resource of information. The Welcome Committee updates this book on a yearly basis and the latest version is available on our website.

Good luck with your move and transition into our community.

We hope you are proud to call Grove Isle your new home and find it a great place to live.

The Grove Isle Welcome Committee

## **BOARD OF DIRECTORS**

Phil Albertson	President
Laura Plude	First Vice President
Open Position	Second Vice President
Donald Boisvert	Treasurer
Steve Balog	Secretary

## **PROPERTY MANAGEMENT OFFICE**

Address: 680 Lake Orchid Circle, Vero Beach, FL 32962

Office Phone No. (772) 569-8011

Office Fax No. (772) 569-4369

Email: [groveisle@bellsouth.net](mailto:groveisle@bellsouth.net)

Website: <https://www.elliottmerrill.com/community/grove-isle/>

Robert Mullet, Manager

Kelly Hagen, Administrative Assistant

Normal Office Hours: M-F, 8:00am-4:30pm, closed 12-1pm for lunch

## **MAINTENANCE**

Maintenance Phone No.: (772) 569-5711

Maintenance Email: [groveislemaint@att.net](mailto:groveislemaint@att.net)

Maintenance Emergencies – maintenance for common areas only (emergencies on evenings, weekends, and holidays): (772) 778-1292

Staff: Scott, Andy, Chris, and Chasity

## **GATE HOUSE**

Gate House Phone No.: (772) 778-1292 (24-hour service)

All unit owners can obtain a bar code sticker for up to two cars from the office. The bar code sticker will allow the unit owner to access the property using the right lane electronic entrance by the gate house.

The gate house must be notified of all visitors/guests/vendors in advance of their arrival to authorize admission by calling the gate house and telling the guard their name(s) and your information (name and your address). All non-residents must use the left lane entrance by the gate house. Please let them know that they will need to present their driver's license to the guard in order to gain access to the property. Emergency services and standard delivery services such as USPS, UPS, FEDEX, and Amazon are automatically admitted through the front gate.

When leaving the property, you need to STOP right before the Stop Sign and allow the gate to reset before moving forward with your vehicle. No piggybacking behind other vehicles is allowed. Either of these cases may result in the gate mechanism getting damaged.

## **SECURITY**

Gate house personnel only monitor the vehicles entering and leaving the property. They do not provide on-site property security services. It is highly recommended that you lock your entry doors and car doors to help keep you and your belongings safe at all times.

## COMMUNICATION

Great communication is something taken very seriously at Grove Isle. Ensuring that everyone is aware of what is happening and using various ways to communicate will help achieve this. There are various ways the Association uses to communicate information.

### Meetings

Attending Board Meetings and Workshops will not only keep you informed but gives you the opportunity for two-way communication. Board Meetings are usually held on the third Wednesday during the month.

### Newsletter

Each month, the Grove Isle Newsletter is produced and distributed. This contains information from the Board of Directors, the Manager, and the committees. It is produced in two formats: a black and white version is printed and delivered to containers near the mailboxes for people to collect, and a full-color version is produced and e-mailed. If you would like to receive an electronic copy, please contact Kelly and provide her your e-mail address so she can add you to that distribution list.

With the Newsletter, there is a calendar of events for that month, a list of the regularly scheduled activities and a schedule detailing what is planned for the rest of the year.

Contact Kelly at [groveisle@bellsouth.net](mailto:groveisle@bellsouth.net) if you are interested in getting the newsletter emailed to you.

## COMMUNICATION (Continued)

### Notifications

One Call – The one call system allows us to very quickly alert you via the telephone of any urgent information. When required, Kelly will give one message to the system and this will be relayed to every phone number in the system within seconds. If you receive a message from the office or maintenance and cannot hear the whole message or want to hear it again, please follow the instructions as follows:

- Dial 1-877-698-3261 from the line you received the message on
- When prompted, press 1 to hear your group's latest message

E-mail – An email gets distributed to notify residents of certain upcoming meetings. If you would like to receive these notices, please send an email with the subject line of "Remind Me" to Perri Lovallo at perridean@gmail.com.

### Website

The Grove Isle website is at: <https://www.elliottmerrill.com/community/grove-isle/>

The website has both a public area and a private portal login area for unit owners:

- The public area contains pictures and community documents.
- The private portal login area contains your Billing information, Restricted documents, Forms, Newsletters, Welcome Book, and other helpful information specific to unit owners. Please contact Kelly in the office in order to get access to the private portal login area.

At this time, no other website or social media (Facebook groups, etc.) is sanctioned by the Grove Isle Board of Directors and should not be relied on as "official" communication.

## **COMMITTEES & MISSION STATEMENTS**

The Board of Directors and the Property Manager can best serve the Grove Isle community with input from those who live here. They rely upon the information provided by the many volunteers who comprise the committees described below.

Committee volunteer sign-up sheets are posted yearly in the main clubhouse library on the day of the Annual Meeting in February. The sheets are left up for approximately two weeks in order to allow for volunteers to sign up for committees for the upcoming year. Any current member who wants to stay on a committee does need to resign up at that time, as they are not automatically a member of the next year's committee.

### **Building Committee**

#### Mission Statement:

This committee will monitor exterior building components for signs of deterioration requiring immediate protective maintenance. Special attention will be given to reported roof leaks, rotted fascia boards, termites and carpenter ant infestations, hanging gutters, sidewalk flooding, parking area flooding, etc. The committee will review a unit owner's Application to Install/ Construct form. This will ensure compliance with architectural standards and proper insurance coverage of the contractor. Status reports as needed will be made at Board meetings informing residents of the committee's actions. Projected expenditures will be submitted to the Finance Committee for their consideration for submission to the Board of Directors for approval.

Future plans or identification of incomplete projects must be submitted in October to the Property Manager for inclusion in the annual budget recommendation to the Board of Directors.

### **Grounds Committee**

#### Mission Statement:

The responsibilities of this committee are to assess the Grove Isle property consisting of plant and lawn evaluation, replacement, plant selection and overall landscape appearance. The committee will work in unison with the Property Manager and the landscape contractor.

The committee will hold Grounds Committee meetings and inform the Board of Directors with reports at Board of Director's meetings.

## **Rules and Regulations Committee**

### Mission Statement:

The committee makes recommendations to and advises the Board of Directors regarding changes and/or additions to the rules and regulation that will benefit the community. All recommended rule changes will be reasonable, uniform, consistent and will not be overly restrictive of the unit owners. Periodically, this committee will revise and reissue the Rules and Regulations handbook approved by the Board of Directors. Rules must be consistent with our documents and with the Florida Condominium Law.

## **Compliance Committee**

### Mission Statement:

The responsibilities of this committee are to meet with unit owners once the Board of Directors has levied a fine against the unit owner at a Board of Directors meeting. The committee will allow the unit owner to speak on their behalf and will give recommendations to the Board of Directors whether to uphold the levied fine.

## **Finance Committee**

### Mission Statement:

The Finance Committee's primary responsibilities are to advise the Board in all matters pertaining to the expenditure, investment and allocation of the funds. This includes reviewing (1) actual vs. budgeted figures (2) the management of the Association's invested funds and (3) the adequacy of the various reserves. The committee will work with the Property Manager and board treasurer in preparing the annual budget and determining the monthly maintenance fee required of the residents.

## **Welcoming Committee**

### Mission Statement:

The responsibilities of this committee are to meet with new owners and approved lessees to make them feel welcome and to inform them about Grove Isle, its practices, facilities and activities. As an aide to this, they will develop and maintain an information brochure which will be fully discussed at the meeting and handed to the owner or renter as a source of information.

## **Insurance Committee**

### Mission Statement:

The responsibilities of this committee are to assess all insurance needs of the Grove Isle Condominium Association. The committee will meet with the association insurance agent of record, Property Manager and Board liaison. The committee will review all insurance policies and present through committee minutes, evaluation to be presented to the Finance Committee for their consideration and review for inclusion in the annual budget recommendation to the Board of Directors.

## **Grove Isle Fishing, Environmental & Wildlife Club Committee (F.E.W.)**

### Mission Statement:

The Grove Isle Fishing, Environmental & Wildlife Club known as the F.E.W. operates within Grove Isle through the Board appointed Committee known as the FEW Club Committee. Its purpose is to enhance the quality of life within Grove Isle by promoting environmental and wildlife conservation programs and activities at Grove Isle; maintaining the nature trail that leads to the observation deck that overlooks the intracoastal waterway and other projects that enhance the area near the start of the nature trail. This committee collaborates with the Social Club Committee to conduct various activities, speakers and parties.

### Membership:

The club is self-funded through donations, fund raising parties and annual membership dues (currently \$10 per person) collected beginning in March.

### Meetings & Events:

The FEW Club, in coordination with the Social Committee, will be working together to hold several special meetings from October through April with guest speakers. The meetings are held in the main clubhouse.

Please see the monthly calendar provided with the Newsletter for any meetings and special ticketed events and be sure you are signed up for email reminders.

### Activities:

During the months of October through April, the FEW Club members/trail workers gather at the Riveredge Clubhouse for a bit of sustenance and friendship. Then they start the clean-up work on the trail. Just a few hours each week keeps it in good shape. The permanent resident members monitor its condition during the other months. Besides the upkeep of the trail, other activities performed by the FEW Club in the past have included building the barbeque areas, purchasing and installing picnic benches, re-designing and rebuilding the storage racks for the canoes and kayaks, rebuilding the ramp and boat dock, construction of the tool shed, painting lamp posts, and painting of the main clubhouse gathering rooms.

## **Social Club Committee**

### Mission Statement:

The responsibilities of this committee in coordination with the FEW Club, are to contact various organizations, agencies and businesses to arrange for speakers to make presentations several times during the year. To inventory and order kitchen and party supplies after each event. To report Social Club Committee activities to the community via the newsletter. To book entertainment, to advertise and sell tickets, to purchase food, beverages and decorations for events and monthly meetings. To coordinate with the FEW Club Committee to develop a schedule of events for the upcoming year. To coordinate with the Sunshine volunteers to ensure that get well and sympathy cards are sent. To maintain an orderly supply closet for all to use.

### Membership:

Membership is free and Social Club events are open to all Grove Isle residents.

### Meetings & Events:

The Social Committee in coordination with the FEW Club will be working together to hold several special meetings from October through April with guest speakers. The meetings are held in the main clubhouse.

The Social Committee holds a number of events each year, mostly October – May. Please see the monthly calendar provided with the Newsletter and bulletin boards for the upcoming events. These events are ticketed and distributed on a first come, first serve basis. Please see the schedule in the newsletter for the ticket dates and prices. If you want to be notified of the event dates and tickets sales, please sign-up for the “Remind Me” Emails.

## 2026-2027 COMMITTEE MEMBERS LISTING

<b>Building Committee</b>	<b>Finance Committee</b>
Roger Morrison – C Brent Richardson Mike Stewart Bill Kelly John Gandolfo Louie Plude  Steve Balog- Liaison	Dick Marron - C Sandy Boisvert Bob Banach Renee Cummings Ray Turner Roberta Basile  Don Boisvert - Liaison
<b>Grounds Committee</b>	<b>Compliance Committee</b>
Yvette Champagne – C Gussie Favata Marilyn Baringer  Steve Balog - Liaison	Charles Vadnais -C Dale Cummings Gloria Wisser  Phil Albertson - Liaison
<b>Welcoming Committee</b>	
Beverly Carrigan – C Perri Lovallo Betsey Ruehl Gloria Wisser Sandy Boisvert  Laura Plude – Liaison	

## 2026-2027 COMMITTEE MEMBERS LISTING (Continued)

<b>Social Club Committee</b>	<b>FEW Club Committee</b>
Elaine Fantozzi – C Rosemarie Matusak Shannon Coker Debbie Syler Roseann Derose Linda Stevenson Jean Bland Joyce Micare Beverly Carrigan  Laura Plude – Liaison	Roger Morrison – C Ray Powers – C Tori Blackhart Robin Baringer John Gandolfo Pat Niglis Shannon Coker Rose Beyer  Open - Liaison

## GROVE ISLE MONTHLY FEES

In general, your monthly condo fee includes the following services:

- Management company, legal & administrative/professional fees for common property
- Repair, maintenance, and housekeeping of common property
- Insurance for common property
- Front gate vehicle security
- Landscaping Services
- Comcast Bulk Service Package includes both Cable & Internet services:
  - Xfinity TV (Popular TV Package)
  - Three X1 HD TV Boxes (with 20 hours of X1 cloud DVR)
  - Xfinity Internet Speed (Connect More) of up to 300 Mbps wireless gateway

Please contact Comcast directly if you want to add on extra services, premium channels, or upgrades to the bulk service package

- Water Usage and Sewer Fees
- Trash Collection – dumpsters are provided for trash pickup in each of the condo building parking lot areas for both the condos and villas
- Recycling Collection – large recycling bins in the trash pickup areas are provided for the condos, and individual smaller recycling bin containers are provided for the villas
- Electricity for the common property
- Reserve costs for major repair/replacement of common property expenditures (roofs, roads, etc....)

Please contact Kelly in the Office for any specific questions on what services are covered by your monthly condo fees.

# GROVE ISLE PROPERTY & FACILITIES

## Grove Isle Property

The Grove Isle property consists of 80 acres, which includes: 5 lakes, 27 condo buildings, 6 villa buildings, 39 garden homes, 2 clubhouses, a maintenance/office building and a guard house. In our association, there are 486 units consisting of 462 condos and 24 villas. The garden homes are in a separate home owner's association with a separate Board and condo fees, but they share in the cost and use of the community property. On the property, there is a wide range of recreational facilities for individuals and groups to enjoy.

## Main Clubhouse Complex (MCH)

The Main Clubhouse (MCH) is usually open from 6am to 11pm daily and is at the heart of Grove Isle activities. This is where the Board meetings and Board Workshops are held as well as any Social Club and/or FEW Club meetings.

With its recommended 165-person seated capacity, it is the ideal venue for the Social Club and FEW Club activities held during the year. Many other groups have their activities here also. Please check the regular activity sheet in the Newsletter to see how many of these activities suit you.

The Main Clubhouse can also be reserved for private parties. Full details of the booking process can be obtained from our Administrative Assistant. Some association purchased items, including cookware and tablecloths, can be borrowed by residents by contacting the Chair of the Social Committee.

Within the Main Clubhouse, you will find:

- A library of books, magazines, games, and puzzles
  - Books, magazines, games, puzzles and electronic media can be borrowed at any time and can be returned in the basket after you are done. Books can be donated to the library that are published in the last 10 years. Magazines that are donated must be published within the last 2 months.
- An exercise room with a full range of equipment (for ages 16 and over)
- A billiards room with two regulation size tables and all the required equipment
- A table tennis room with one full size table
- A fully equipped kitchen
- A conference room
- A TV
- Free WIFI (see password posted in Clubhouse)

## GROVE ISLE PROPERTY & FACILITIES (Continued)

### Main Clubhouse Complex (MCH) - continued

Outside the Main Clubhouse is a large swimming pool which is always comfortable for swimming and is used for water aerobics. Please obey all signs in these areas. **Swimming is permitted from Dawn to Dusk.** There is plenty of seating for relaxing with a book, sunbathing, or chatting with your neighbors. The bonus attraction here is the Spa/Hot tub. There is also:

- Two tennis courts marked for either tennis or pickleball
- A fully equipped shuffleboard court
- Two gas barbeque grills (please clean after each use)

### Riveredge Clubhouse (REC)

The REC is smaller than the Main Clubhouse and has a fireplace. The REC has an 80-person seated capacity. There is a fully equipped kitchen, as well as a radio/record player/CD player and a TV. This is perfect for small gatherings with tables for dining or tables for playing cards and games. There is also free WIFI (see password posted in REC). The Riveredge Clubhouse is usually open from 6am to 11pm daily.

Similar to MCH, the REC can be reserved by the owners/residents for private functions. The Administrative Assistant in the Office (adjacent to the REC) can provide all the details for reservations.

Outside of the Riveredge Clubhouse you will find:

- A solar heating swimming pool. Please obey all signs in these areas. **Use between Dawn and Dusk.**
- A gas barbeque grill (please clean it after each use) and a picnic table
- The entrance to the Nature Trail and Butterfly Garden as mentioned in the FEW Club Committee section. This is where you can walk to the river.
- Rack for owners' kayaks or canoes
- A boat launching ramp and dock, plus a fish cleaning station

## GROVE ISLE PROPERTY & FACILITIES (Continued)

### Kayaks/Canoes

Individually owned kayaks/canoes are allowed and storage racks are available near the Riveredge Clubhouse. These items are not community owned. All kayaks/canoes must be registered with the Office and need to be removed from the racks in the event of the storm. If you are not a full-time resident, you must either:

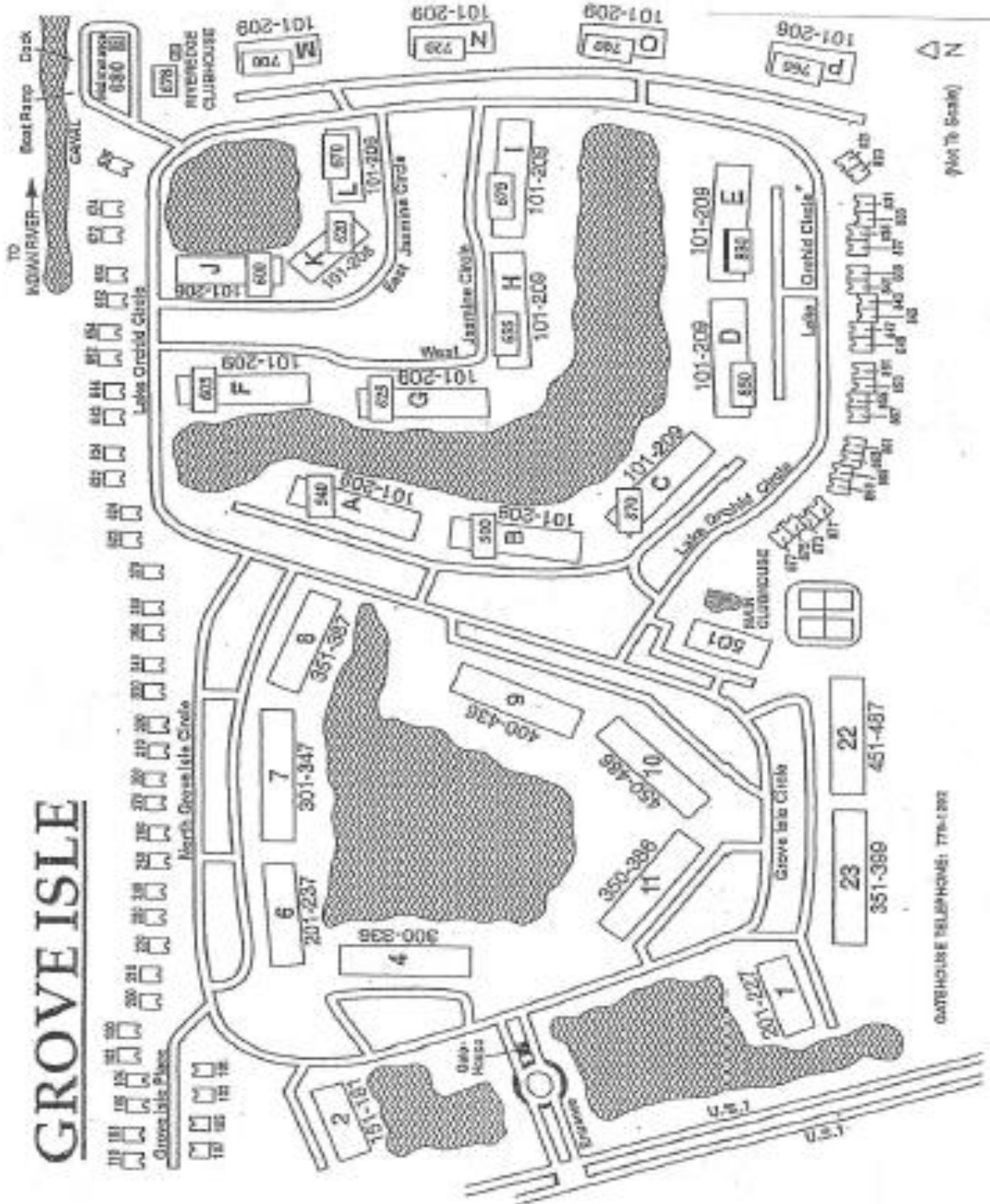
- Remove your kayak/canoe when you leave for the season and store it in your unit or off property, or
- Have someone available to immediately remove it from the racks for you when you are not here and store it in the event of a pending storm

### AED Units

There is an automated external defibrillator unit located at each of the clubhouse areas. Training is available to residents on an annual basis for a small fee.

All of these facilities are here for everyone's enjoyment. Please make full use of them. Be sure to review the list of regular activities at Grove Isle published in the Newsletter. There truly is something here for everyone. Welcome and enjoy!

# GROVE ISLE



GOLF HOUSE TELEPHONE: 776-1202

## BUILDING/UNIT LOCATIONS

**BUILDING 1  
GIC**

	215			221	
213	203	217	219	209	223
201		205	207		211

**BUILDING 2  
GIC**

	173			179	
171	153	175	177	159	181
151		155	157		161

**BUILDING 4  
GIC**

	322			328			334	
320	302	324	326	308	330	332	314	336
300		304	306		310	312		316

**BUILDING 6  
NGIC**

	223			229			235	
221	203	225	227	209	231	233	215	237
201		205	207		211	213		217

**BUILDING 7  
NGIC**

	327			333			339		345		
325	303	329	331	309	335	337	315	341	343	321	347
301		305	307		311	313		317	319		323

**BUILDING 8  
NGIC**

	373			379			385	
371	353	375	377	359	381	383	365	387
351		355	357		361	363		367

**BUILDING 9  
GIC**

	422			428			434	
420	402	424	426	408	430	432	414	436
400		404	406		410	412		416

**BUILDING 10  
GIC**

	472			478			484	
470	452	474	476	458	480	482	464	486
450		454	456		460	462		466

**BUILDING 11  
GIC**

	372			378			384	
370	352	374	376	358	380	382	364	386
350		354	356		360	362		366

**BUILDING 22  
GIC**

	473			479			485	
471	453	475	477	459	481	483	465	487
451		455	457		461	463		467

**BUILDING 23  
GIC**

	379			385			391		397		
377	353	381	383	359	387	389	365	393	395	371	399
351		355	357		361	363		367	369		373

**Key**

	First Floor
	Second Floor

NGIC - North Grove Isle Circle

GIC - Grove Isle Circle

LOC - Lake Orchid Circle

WLJC - West Lake Jasmine Circle

ELJC - East Lake Jasmine Circle

**Building Letters & Corresponding Address Number:**

<b>Bldg A - 540 GIC</b>	<b>Bldg F - 605 WLJC</b>	<b>Bldg K - 620 ELJC</b>	<b>Bldg Q/R - 821-823 LOC Villa</b>
<b>Bldg B - 500 GIC</b>	<b>Bldg G - 625 WLJC</b>	<b>Bldg L - 670 ELJC</b>	<b>Bldg S - 831-837 LOC Villa</b>
<b>Bldg C - 570 LOC</b>	<b>Bldg H - 655 WLJC</b>	<b>Bldg M - 700 LOC</b>	<b>Bldg T - 839-849 LOC Villa</b>
<b>Bldg D - 550 LOC</b>	<b>Bldg I - 675 WLJC</b>	<b>Bldg N - 720 LOC</b>	<b>Bldg T1 - 851-857 LOC Villa</b>
<b>Bldg E - 530 LOC</b>	<b>Bldg J - 600 ELJC</b>	<b>Bldg O - 740 LOC</b>	<b>Bldg U - 861-869 LOC Villa</b>
		<b>Bldg P - 760 LOC</b>	<b>Bldg U1 - 871-877 LOC Villa</b>

# GROVE ISLE WALKING CHART

Times Around Equals Distance in Miles

	1	2	3	4	5
Feet					
North Grove Isle Circle	0.6	1.2	1.8	2.4	3.3
Lake Orchid Circle	0.7	1.4	2.1	2.8	3.5
Outer Circles - Both	1.1	2.3	3.4	4.6	5.7
Figures Eight	1.3	2.6	3.9	5.2	6.5

MILES ROUNDED TO THE NEAREST TENTH  
STARTING POINT IS IN THE FRONT OF THE MAIN CLUBHOUSE GOING WEST

# QUICK DIGEST OF THE MOST FREQUENTLY REFERRED TO RULES

## General Rules & Regulations

- No smoking/vaping within 30 feet of any building or at any of the recreational areas (including the clubhouses and pool areas). Owners are responsible for rule compliance by their guests and renters
- Children 16 or younger must be accompanied by adults when using common element amenities (billiard room, ping pong, exercise equipment, tennis/shuffle board/Nature trail, dock & launch areas, or around lakes)
- No excessive noise
- Wear cover-ups except in pool area
- Do not hang articles of clothing or towels on railings
- No car repairs on property
- No swimming or wading in lakes – there may be alligators
- When fishing please return all fish to lake (Catch & Release)
- No feeding wildlife!

## Walking On the Property

- Walkers should walk on the left side of the road facing traffic
- When walking in the morning and evening, or in darkness, please use a flashlight and reflective clothing
- Walkers should walk single file on the road in the areas where there are no sidewalks

## Driving & Parking

- Speed limit is 20 MPH
- Pickup trucks are not permitted overnight except at the Riveredge Clubhouse
- Park face-in at guest parking spots
- Do not park on the grass or main roadways
- No motorcycles, motorized scooters/electric bikes, or skateboards

## Guests

- Guests will get a yellow parking pass from the front gate for up to 15 days. The parking pass must be visible on their front windshield while the vehicle is on the property.
- A guest can have a truck in a guest parking space but it needs to be moved to the Riveredge Clubhouse between the hours of midnight to 8am.
- Guests may have pets for only a two-week time period. Pets cannot weigh more than 25 pounds. Guests need to follow the pet rules. There cannot be more than 2 pets in a unit at any given time.

## QUICK DIGEST OF RULES (Continued)

### Pools & Spa (Hours are Dawn to Dusk) – PLEASE READ & OBEY ALL POOL SIGNS

- NO LIFEGUARD ON DUTY – Swim at your own risk
- Must shower before using pool or spa
- Children under 16 years must be with an adult
- No DIVING, jumping, or running
- No smoking or vaping of any kind
- Only pool noodles are permitted in the pool. All other pool toys, rafts, tubes and floats are prohibited
- No food or beverages in the pool area or on the wet deck
- Commercially bottled water in plastic bottles is allowed on pool deck for patron hydration
- No glass or animals are permitted in the fenced pool area or within 50 feet from the unfenced pool area
- Any person who is not toilet trained is prohibited from using the pools and spa
- No diapers or incontinence products are permitted by any pool user

### Trash & Recycling

- All trash and recycling guidelines **must** be followed
- Any large trash items such as furniture, contractor waste, junk removal, electronics, hazardous wastes, car batteries, sharp items and tires must be taken to the landfill or convenience center.
- Only certain items can be recycled and placed in the blue bins (see signs on recycle bins)
- There are penalties if the recycling rules are not followed, including warnings, citations, fines and possibly the removal of bins
- If you are unsure if something is recyclable, throw it in the trash bin (when in doubt throw it out)
- Recyclable items cannot contain any food left on them
- Pizza boxes are not recyclable since they almost always contain oil/food
- All cardboard packaging boxes (regardless of size) can be recycled but need to be broken down in order for processing and to save space
- Shredded paper and styrofoam cannot be recycled
- If you bring recyclable items in a plastic bag, **the plastic bag must be separately put into the trash bin and cannot be put into the recycling bins.**

## QUICK DIGEST OF RULES (Continued)

### Pets

- Owners are permitted to have either ONE dog or ONE cat
- Pets cannot weigh more than 25 pounds when mature
- Pets must be on a leash at all times. The leash cannot be longer than 6 feet and the pet must be accompanied at all times while on the common areas of the property
- Pets can only be walked on the grass areas adjacent to the road, and not relieve themselves on the grass in front of the condos/villas (and not near the lamp posts).
- Pet deposits must be removed from common areas and disposed of properly in the garbage bins, not in the recycling bins
- Guests may have pets for only a two-week time period (see below)
- No pets are allowed on the Nature Trail or any Recreational Areas
- All pets must be registered at the Office - Please contact the office for information on registering a new pet

### Attics and Attics Access

- Attic spaces, above your unit or above the atriums, are common elements of the association.
- No storage is allowed in the attic spaces
- No work of any kind can take place in any attic space above your unit without prior notification to and approval by the onsite Property Manager.

### Entrance Bays, Walkways, and Carports

- Each building's entrance bay areas and walkways are common areas and need to follow the Indian River County Fire Safety Codes regarding the ingress and egress for building and individual units.
- Only tables and small chairs are allowed in the entrance bays.
- No general storage or trash is allowed in these areas, including the areas under the building exterior stairs.
- Nothing can be attached or chained to the carport structures.
- Bicycles must be stored in the self-provided concrete boots in the unit's designated carport area, or they can be stored in your unit

**Disclaimer:** The items listed above are not a complete list. Please refer to the condo documents for the full list of rules and regulations.

## **MAINTENANCE REMINDER CHECKLIST**

Below is a list of recommended maintenance for unit owners:

### **Water Heaters**

- Water heaters should be replaced if there are signs of rust, leakage, or are older than 8-10 years. This will help to eliminate damages to any unit next to or below you, as well as your own.
- Consider purchasing a water heater leak alarm.
- When replacing, consider putting a water pan under the unit.

### **Forced Hot Air Systems**

- Perform regular maintenance of your HVAC system at least annually.
- Change the filters in your A/C unit at least quarterly, or whatever period is recommended by your HVAC technician.

### **Dryer Ventilation System**

- Dryers are a leading cause of fires. If you notice your dryer is not drying as quickly as it once did, or your lint screen is not collecting any lint, call a professional to inspect the problem.
- Empty out or vacuum the lint from your dryer's lint screen after every use. Dryer vents should be professionally cleaned once a year.

### **Smoke Detectors/Fire Extinguishers**

- Check your smoke detectors on a regular basis to make sure they are in working order.
- Smoke detector batteries should be replaced twice a year, preferably in the fall/spring.
- Both smoke detectors and home fire extinguishers should be replaced every 10 years.

## **MAINTENANCE REMINDER CHECKLIST (Continued)**

### **Maintenance Work Performed by the Unit Owner or by a Contractor**

- Check with the office before any work is done by the owner or contractor and obtain any forms/permits required.
- An application needs to be submitted to the office for approval regarding flooring, windows, shutters, and/or doors.
- No work can be performed in the attic area or common areas unless approved by the association.
- In order to limit noise and disruption to your neighbors, maintenance work should be performed during “normal” working hours. “Normal” working hours are defined as Monday-Saturday from 8am to 5pm.
- Unit owners and contractors are responsible to discard any debris off-site and not use the common trash containers.
- It is the unit owner’s responsibility to clean their hurricane shutters on a regular basis.

### **Leaving Town**

- Perform the suggested maintenance listed in the “Leaving Town” form.
- If you are to be away for more than 24 hours, the rules require that you turn your unit’s water off at the outside valve if your unit has one. This shut off is usually found along the front wall of the building. Otherwise, turn the water off at the main shut off valve inside your unit. This shut off is usually found in your utility room, on the wall near your water heater or for villa owners in the garage (remember to turn off the electrical breaker to your hot water heater). Call the maintenance office at 569-5711 if you cannot locate either of these shut off valves. By shutting off the main water valve you minimize the chance of water damage to your unit, an adjacent unit, and/or the one below.

## **MAINTENANCE REMINDER CHECKLIST (Continued)**

### **Maintenance Work Performed by the Unit Owner or by a Contractor**

- Complete the “Leaving Town” form and submit it to the office prior to being away.
- If you have changed your locks, provide the office with a set of your new keys.
- Have someone check your unit on a regular basis while you are away specifically to make sure that the HVAC system is running, to check for any water leaks, and to inspect for any animal infestation.

# LEAVING TOWN

PLEASE FILL OUT THE INFORMATION BELOW

1. Your Name \_\_\_\_\_

2. GROVE ISLE Building and Unit # \_\_\_\_\_

3. Address you will be at while away from Grove Isle

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Dates you plan to be at above address:

From \_\_\_\_\_ To \_\_\_\_\_

5. Emergency phone number (s) \_\_\_\_\_

6. Have you left a condo and/or car key at office \_\_\_\_\_

7. Do you have someone checking your condo during your absence?

Name \_\_\_\_\_ Phone \_\_\_\_\_

8. I confirm that arrangements have been made to maintain air conditioning levels and to turn off the main unit water valve.

\_\_\_\_\_ Signature of Owner

\_\_\_\_\_ Date

For those residents going away for an extended period of time, it is important to close up your Florida home. By following the helpful hints listed below you will reduce the risk of leaks and other disasters while you are away.

1. Shut off your main water valve. This is usually found in your utility room, on the wall near your water heater. Call the maintenance office at (772)569-5711 if you cannot locate the shut off valve. By shutting off the main water valve you minimize the chance of water damage to your unit and/or the one below. In addition, any outside water valves should be shutoff.
2. Cover each toilet bowl with saran wrap or cling wrap. Add ¼ cup of bleach if you like. The covered bowl stays full for months – and cleaner to.
3. Turn off the electrical breaker to your hot water heater. Other electrical breakers can be left on. Remember DO NOT turn off the A/C breaker.
4. Have your air conditioning system checked by a licensed A/C company before the beginning of the warm weather. A properly running system could save many mold and moisture problems later.
5. Change your air filter as directed by your A/C company. A clean air filter helps the system run more efficiently.
6. Set your A/C thermostat and humidistat to the way you want it before you leave. Write your settings down for the person who is watching your unit for you.
7. Kitchen sink disposal, pour 1/8 cup lime or lemon juice down your disposal. Follow with ¼ cup vegetable oil and turn on the machine for a few seconds. Add another ¼ cup vegetable oil. The citric acid of the juice will kill most of the bacteria and the oil drives out the water and lubricates.
8. Please complete the leaving town form and return it to the Association office so that you can be reached in case of an emergency. It is imperative that the Association have a key to your unit in case of an emergency.
9. When finishing up the closing up process please remember to empty your refrigerator. Power failures could cause food to spoil if left in your refrigerator.
10. Before leaving, PLEASE REMOVE EVERYTHING FROM YOUR ATRIUM AND/OR BALCONY. Items left outside could become missiles in a strong storm or hurricane.
11. If you have a kayak or canoe in the Association kayak racks it MUST be removed and stored inside your unit or off the property BEFORE you leave Grove Isle.

## COMMUNITY RESOURCES

### **Senior Resource Association (SRA)**

694 14<sup>th</sup> Street, Vero Beach, FL 32960, (772) 569-0760, [seniorresourceassociation.org](http://seniorresourceassociation.org)

SRA provides nourishment, supervised, socialization, transportation and information referral services for seniors and their families.

#### Community Coach Transportation

This is a convenient, door-to-door transportation for eligible rides with no other means of transportation. Their coaches accommodate riders with wheelchairs, walkers, canes, service animals and other mobility devices. This is a shared-ride service operating Monday-Saturday. For eligibility and reservation requirements, call (772) 569-0903.

#### GoLine Transportation

This is the free public transit system for getting you where you need to go in the county. Their buses provide complimentary service along 14 fixed routes and are available to guests and residents. Riders can take it to work, school, medical appointments, shopping areas, beaches and more. Visit [www.GoLineIRT.com](http://www.GoLineIRT.com) for live tracking of buses and route maps.

### **Indian River County Main Landfill**

1325 74<sup>th</sup> Ave SW, Vero Beach, FL 32962, (772) 770-5112

Open 7 days per week from 7am-5pm, closed major holidays

Mainly for appliances, construction waste, electronics, furniture, hazardous waste, sharp items and tires.

### **Oslo/South Vero Beach Convenience Center (closest center to Grove Isle)**

950 1<sup>st</sup> Pl, Vero Beach, FL 32962, (772) 992-2095

Open 7am-6pm, closed on both Wednesdays and Thursdays, and major holidays

Mainly for general junk removal, house/garbage cleanout, electronics, household waste, hazardous waste and sharps.

## MEETINGS OF INTEREST AT GROVE ISLE at Main Club House (MCH)

*All are welcome and encouraged to attend!*

### **Board of Directors Meeting**

Third Wednesday of every month at 9am  
(September through April). Refreshments available  
beginning at 8:30am.

### **Social Club & FEW Club**

No regularly scheduled monthly meetings for the  
community.

**Always check the newsletter for an announcement  
when a special speaker for the Social Club and/or  
FEW Club are scheduled.**

Please note that there are no planned meetings over the summer.

Other Association informational workshops and communication  
meetings may be scheduled during the year to help keep you informed.  
The dates/times for these presentations will be communicated when  
known.