

*Welcome to your new home at Beachwalk! You should have received a full copy of our governing documents. Please take the time to carefully read them, including the Rules and Regulations that help to make Beachwalk such a special place. We hope that by reading these Frequently Asked Questions, you will have a clearer understanding of your rights and responsibilities as a resident of Beachwalk.*

## **BEACHWALK OWNERS' FREQUENTLY ASKED QUESTIONS March 2022**

### **How should we view Beachwalk?**

Beachwalk is a residential condominium community. Some owners choose to live here year around, others spend several months each year in residence, and a few owners lease their units to non-owners for a month or more. We view Beachwalk as a neighborhood of private homes and expect everyone who lives here to do likewise. Common courtesy makes living in our neighborhood a more pleasant experience for everyone.

### **What is Elliott Merrill and what does it do?**

The Beachwalk Condominium Association retains Elliott Merrill as our community management company. It fulfills many administrative functions such as completing and filing requisite regulatory forms, storing financial records and corporate documents, and employing Beachwalk's maintenance man, TJ Sandei, and housekeeper, Lorraine Tuttle. In addition, it provides 24-hour services for emergency maintenance and for all non-911 emergency situations at Beachwalk. You may contact Elliott Merrill Community Management for Beachwalk at 772-569-9853.

### **How do I access websites for Elliott Merrill and Beachwalk?**

Elliott Merrill maintains a public website listing all the communities they manage as well as a private websites for each of their communities. The public website ([www.elliottmerrill.com](http://www.elliottmerrill.com)) provides information for prospective buyers and realtors, such as the Association documents and required forms. Our private Beachwalk website ([https://frontsteps.cloud/CaliberWeb2\\_ElliottMerrill](https://frontsteps.cloud/CaliberWeb2_ElliottMerrill)) requires owners to set up an account and provide a username and password for logging in. Owners can access their personal accounting information as well as Association documents, architectural standards, meeting minutes, financial reports, and various forms.

### **What doesn't Elliott Merrill do?**

Each unit at Beachwalk is ultimately the owner's responsibility. Neither Elliott Merrill nor the Association maintains an onsite presence to inspect or care for the interiors of unattended units. Should issues occur, such as interior water leaks, mold, insects, vandalism, or weather-related damage, it remains the owner's responsibility to address those problems.

Elliott Merrill and the Association have keys to all units and will attempt to address emergency situations but, in most instances, cannot be responsible for more than a reasonable attempt to notify the owner. Owners are required to engage a person to inspect their units at least monthly when they are not in residence. Each owner must provide the Association with the name, telephone number, and email address of the unit's inspector. Owners are responsible for updating this information if it changes.

### **How do I gain entrance to Beachwalk?**

There are several entrances into the complex: four pedestrian keypad entrances, two vehicle entrances to the garage, and two locked stairwell entry doors.

- The keypad entrances open with a numeric entry code. These codes are given to all owners for their use by residents only and are changed periodically for security purposes. In addition, the keypad and intercom at the main pedestrian entrance permits visitors to gain access by direct phone contact with the unit they are visiting.
- The garage vehicle doors can be opened using the remote devices provided each unit. Each unit is provided with two such mobile devices, and they can be adapted for use with many automobile systems. There is also a post-mounted keypad that opens the east garage door but is not to be used for pedestrian traffic. Pedestrians should use the keypad entrance gate next to the garage door.
- The locked entry doors outside the stairs at each end of Beachwalk can be opened with one of the keys provided for each unit. Please be sure to keep doors closed at all times.

### **What security measures should be followed?**

Maintaining a safe and comfortable environment at Beachwalk is essential. Please keep all numeric entry codes confidential, and secure all locked gates and doors with each use. Entry codes are changed periodically and should not be shared with vendors or contractors. All pool gates are required by law to be kept closed and secured by a magnetic lock. Notify Elliott Merrill of any suspicious activity on the premises, or if keys, garage door openers, or parking passes are lost. If you change your unit's exterior door lock, notify the maintenance man and provide a copy of the new key.

### **How do I admit visitors to Beachwalk?**

Do not give the numeric entry code to visitors, vendors, or delivery personnel. Instead, instruct them to use the electronic directory at the main entrance gate. All owners are listed in the electronic directory. Visitors can locate an owner's name by repeatedly pressing 3 to scroll through the list from A to Z, or repeatedly pressing 6 to scroll from Z to A. Once the owner's name is located, pressing # initiates a phone call to the resident. After speaking to the caller, the resident presses 9 on the their telephone keypad to open the front gate.

Beachwalk's maintenance man programs the electronic directory with an owner's phone number at time of move-in or when the phone number changes. Owners can list one phone number for either a landline or a cell phone; if two owners have different last names, both can be listed. Owners are responsible for keeping the phone number current. If the phone number is not in service, residents cannot be contacted via the electronic directory.

### **What and where are the "common areas"?**

All common areas (pool, tennis court, club house, garage, stairways and elevators, grills, maintenance and utility areas, parking lots, sidewalks and landscaped grounds) are considered jointly owned by all owners. Common areas should be used with consideration for other residents, and in conjunction with the Rules and Regulations. Smoking is prohibited in all common areas at all times. Each identified parking space in the garage is deeded and intended for the sole use of that unit. The pool and spa are open only from dawn to dusk,

and an adult should accompany children under age 12. Out of courtesy to others, keep your cell phone conversations short. Move outside the pool area for extended conversations.

Owners and renters may reserve time on the tennis court – see signup list in the clubhouse to check on availability. The clubhouse may also be reserved in advance for private parties. When barbecuing at the grills, please adhere to the important grilling instructions posted on the sign above the grill. Use caution and avoid marinades, for safety reasons. Barbecue areas should be left clean when cooking is completed.

### **Who is responsible for cleanliness?**

While we have maintenance staff working hard to keep our complex clean, the entire Beachwalk community is also encouraged to pitch in. As a good neighbor, if you see litter, please pick it up and dispose of it. If you spot something out of place, put it back where it belongs. Pet owners must immediately clean up any accidents from their animals. This helps keep our expenses down and allows our staff to perform a fuller range of responsibilities. Please take time to clean up after use of any of the common areas; this is the individual owner/renter's responsibility, not the Association's.

### **Where do I dispose of trash?**

Each floor has a small room with a door marked "Trash Chute" in the northwest corner of the building. Trash should be secured in a plastic bag and deposited in the chute inside the room. If a bag won't fit in the chute, it should be placed in the dumpster located in the main ground floor trash room just outside the west pedestrian door. Larger refuse items should be placed in the dumpster located in the visitors' parking lot.

### **Where do I deposit recyclables?**

Indian River has adopted single stream recycling guidelines. The ground floor Trash/Recycling Room is located outside the west pedestrian door, and there are posters that list all acceptable and unacceptable materials. If your unit does not have a copy of the guidelines, you can obtain one from the maintenance man. It is recommended that each owner post the guidelines where recycling is kept in the unit, especially if you have renters.

All acceptable materials can be placed in any of the blue containers in the Trash/Recycling Room. All food containers should be lightly rinsed before recycling. Cardboard boxes must be broken down flat, not left on the floor or jammed into the containers. Batteries and light bulbs may be recycled in the black trays above the recycle bins. All Styrofoam containers and plastic bags, including those used to carry recycled material to the trash room, can be recycled in the bins outside Publix or placed in the Beachwalk dumpster.

### **Where are the storage areas?**

Each floor has a designated, air-conditioned, secure storage room, which is clearly marked and accessible by key. Inside are wire-mesh cages identified for each unit, and the cage may be secured by the owner's personal lock. Each unit has an additional space allocated around the edge of the room. It is delineated by red lines on the floor with the appropriate unit number. Any items stored outside an owner's cage must also be labeled with the owner's unit number. Each room also contains bicycle racks. All bicycles must be clearly marked with the owner's unit number and secured in the racks.

Due to Fire Marshall regulations, fire corridors in each room must be kept clear of all items, and no items may be stored on top of the cages without exception. No flammable liquids or

materials can be stored in the storage rooms, including paint, chemicals, and large amounts of cardboard.

**What items may be left in the garage area?**

Keeping the garage relatively free of items other than cars promotes more efficient cleaning by our maintenance staff, as well as improving the overall appearance of the garage. One or two bicycles and a grocery basket are acceptable. Other items (beach chairs, inflatable toys, etc.) should be kept in the unit or in the storage cage assigned to the unit. Remember, items left in the garage could be an invitation to unwanted visitors. Beachwalk has no responsibility for personal property left in the garage. Owners must remove personal items from the garage before leaving Beachwalk for the season or for an extended period of time.

**Who can use the outside parking areas?**

Parking spaces in the lot off Sea Gull Drive are for the use of invited guests to Beachwalk, vendors and/or repair services, and delivery vans. Owners with more than two vehicles may park them in this lot, but these vehicles should be clearly identified as to owner and unit. Invited guests may park vehicles in the lot, and owners must give overnight guests using the parking lot a green parking pass to display in the windshield. Any unidentified vehicles left overnight in the parking area may be towed.

**Are there restrictions on the unit's porch or balcony?**

Balconies and patios are considered "limited common areas" and are for the use and enjoyment of the unit residents and guests. However, because of the close proximity to other units, please be considerate of the rights of others when using your balcony or patio. Be mindful of noise levels or other activities in these areas that may be bothersome. No clothing, towels, or other items may be hung on the balcony or patio railings.

**How does Beachwalk deal with noise or offensive behavior?**

Like all good neighbors living in close proximity, Beachwalk residents should be mindful that their activities might diminish the enjoyment of other residents. To make a complaint for such problems as such as excessive noise level in the pool area or any nuisance coming from an individual unit, owners may politely request that the behavior be curtailed. If that does not resolve the issue, get the names and unit number of the parties involved and notify Elliott Merrill. Nuisance issues, including behavior of guests or renters, are ultimately the responsibility of the unit owner, who will then be held accountable.

**May owners have pets?**

Each unit is limited to one household pet. Owners must complete a Pet Registration Form and submit it to the Board of Directors. All pets (including cats) must be leashed at all times when outside the unit. Owners are responsible for picking up all solid waste on Beachwalk property, as well as clean up urine/accidents on walkways, stairwells, elevators and other common areas. Pets may not be kept on balcony areas when the owner is not in the unit. Renters, guests and visitors are not allowed to have pets.

**What changes can be made to Beachwalk condominiums?**

In general, Board approval is required for virtually all alterations and changes except for simple interior redecorating, such as changes in interior painting or wallpaper and repair or replacement of plumbing or electrical fixtures. Refer to Section 4 of the Rules and Regulations for precise requirements and mandatory standards that must be met. The Board

must also approve all changes to a unit's exterior, including screen and storm doors to the outside corridor.

All construction so approved must be carried out by licensed and bonded contractors and done during reasonable working hours. Owners may ask the chair of the Buildings & Physical Facilities Committee to suggest local contractors or service vendors such as carpenters, electricians, and plumbers. All equipment that is to be brought up by elevator must have pads placed in the elevators to protect the walls; contact the maintenance man in advance to make arrangements. Contractors must clean up at the end of each workday.

**What is the function of the Beachwalk Board of Directors?**

Condominium associations in Florida are tightly regulated and the duties and responsibilities of condominium boards are well defined by statute. Under Beachwalk's governing documents, your board currently consists of 5 owners who are elected for 2-year terms. No monetary or other benefits are afforded the board members. A list of current board members and a schedule of regular board meetings are posted inside the glassed-in bulletin board near the mailboxes. All owners are encouraged to attend board meetings and to communicate concerns and suggestions to board members. Your board takes seriously its fiduciary responsibility to protect and improve Beachwalk's assets, and has retained a professional management company to assist with ongoing administrative, maintenance, and emergency issues.

All owners should take seriously their roles as good citizens of our community and volunteer for committee roles and/or service as board members. The board needs a constant influx of new blood to remain vital; all interested parties are encouraged to offer their names in nomination as outlined in our corporate documents and website.

**A Final Reminder:**

*This information does not include ALL of the Rules and Regulations governing life at Beachwalk. Please be sure to read them in their entirety. They can be found on Elliott Merrill's website at [www.elliottmerrill.com/community/beachwalk/](http://www.elliottmerrill.com/community/beachwalk/). Scroll down the page to Community Documents and click the box for Rules & Regulations.*

In the event of an inconsistency between this FAQ document and Beachwalk's Rules and Regulations, the latter document takes precedence legally.