



CASTAWAY COVE WAVE II
c/o Elliott Merrill Community Management
835 20th Place
Vero Beach, FL 32960
Phone: 772-569-9853 Fax: 772-569-4300
Website: www.CastawayCove.org

HOMEOWNER WELCOME PACKET

Dear Homeowner:

The HOA Board welcomes you to Castaway Cove Wave II. The purpose of this welcome packet is to provide new homeowners with important information about the Castaway Cove Wave II Homeowners Association, as well as, new homeowner responsibilities. We hope the following items are helpful and useful:

Community Documents: All Castaway Cove Wave II documents and forms are found on our website at the following address: www.castawaycove.org. The Board has also provided the following attached items regarding our Rules, Regulations and Deed Restrictions:

1. Homeowner Rules & Regulations Summary – Pages 2, 3
2. Architectural Review Committee (ARC) Form – Page 4
3. Rental Rules, Restrictions & Guidelines Packet – Pages 5, 6, 7, 8

HOA Management Company: The HOA's management company is Elliott Merrill Community Mgmt., and is located at: 835 20th Place, Vero Beach, FL 32960. Elliott Merrill's phone number is 772-569-9853. Jolene Southwick and Bob Whitehead are the HOA's primary contacts. Jolene's email is jolenes@elliottmerrill.com.

Member Directory: The member directory is located on our website. The password for the member directory and other protected documents is: 0208CCW2. The protected member directory includes phone numbers and email addresses. If you wish to "opt-out" of sharing your email or phone number in the password protected directory, then please email jolenes@elliottmerrill.com and instruct Jolene which items to remove.

Services: Each homeowner is required to sign up for electricity, water/sewer and refuse services. The following numbers will assist you in signing up: Vero Beach Utilities: 772-978-5100, FPL: 772-403-0021, Waste Management: 772-569-1776.

Entrance Gate: The entrance gate access code is: 0208. A gate clicker will also open the entrance gate. A clicker may or may not have been provided to you by the previous homeowner. New clickers may be purchased through Elliott Merrill. Please provide Elliott Merrill with the correct name and phone number to be programmed into the gate keypad controller. Email jolenes@elliottmerrill.com with this information.

Amenities: Castaway Cove Wave II homeowners have access to both the beach and the river. Street parking is not permitted at either location. Wave 1 gate code is 0911. Homeowner must abide by posted hours of operation and must abide by all applicable rules. River Access is at corner of Bounty Blvd. and Winding River.

HOA Dues: Elliott Merrill will send an invoice to homeowner's primary address each year.

Board Members: Andy Taylor, Dave McGee, Carol Bieber, David Kenyon, Wayne Lisa, Norman Facheck, Shaun Fedder. Contact information is available on the website.

Again, welcome to the Castaway Cove Wave II neighborhood. Please email jolenes@elliottmerrill.com if you have any questions. Please feel free to reach out to the Board Members as well.

Sincerely,

The Castaway Cove Wave II Board



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Summary of Homeowner Rules and Regulations

The following is a “quick glance” of some of our Deed Restrictions that surface periodically. This list is not the complete Homeowner Rules and Regulations. Please refer to your complete set of Homeowners documents to determine what our community permits and what must be approved by the Architectural Review Committee (ARC). Documents & Forms are available on the HOA website:
<http://www.castawaycove.org/community-documents/>

Regardless of whether a homeowner resides in the community or elsewhere, the homeowner is responsible for understanding, practicing and adhering to the deed restrictions. Every homeowner is responsible for ensuring that guests and/or tenants understand, practice and adhere to the deed restrictions. All violations of our Rules and Regulations default to the homeowner. Ultimately, we all have a vested interest in maintaining our property value and beauty of our community. Any questions, please call Elliott Merrill or a Board Member.

ARCHITECTURAL CONTROL AND REVIEW: Any and all improvements, additions or changes to a home or property, including without limitation, any building, fence, wall, pool, pond, enclosure, tower, decorative building, paint color (including same color), roof, driveway, landscaping, must be submitted on the proper form to the Architectural Review Committee (ARC) and approved by the ARC before any work commences. All plans and specifications are evaluated as to harmony, location, and conformance with the Architectural Planning Criteria of the Association. Failure to comply can result in its removal by the homeowner at their expense. A copy of the Application for Home Improvement maybe requested from the management company. Once the Application is completed, it should be submitted to the Architectural Review Committee, c/o Elliott Merrill Community Management. The ARC application is found on website too: <http://www.castawaycove.org/community-documents/>

WORK RESTRICTION: Construction work can only be conducted between the hours of 7:30 am to 6 pm, Monday through Saturday and excludes Sunday. Service trucks and work, on an emergency basis, e.g. air conditioning, heating, electric or plumbing is permitted.

MAINTENANCE OF PROPERTY: All homeowners are to maintain their property including shrubs and trees. Sod must be replaced if destroyed other than during times of water restrictions or draught. Sheds, signs, clotheslines, drying of clothes for laundry is not permitted. Residence and visitors are not permitted to park vehicles on the lawn or property of another.

NUISANCES: Nothing shall be done or maintained on any lot which may become a nuisance or annoyance to another homeowner.

TRASH OR WASTE: Trash, trash containers, recycled items, recycle bins and yard debris is to be placed at the road only the evening before its regularly scheduled pick up day. Similarly, these receptacles are to be removed promptly from the road following the retrieval service. Trash containers are to be stored in a location not visible from the street or surrounding lots. Pick up day is MONDAY. Receptacles may be placed at curb Sunday evening and removed promptly after pick up on Monday.

SIGNS: Signs of any kind are not allowed. Signs are not to be displayed to the public view on any lot for any reason except “Open House”, which cannot exceed 5 square feet and can only be displayed for the duration of the actual time of the open house. No yard signs.



Summary of Homeowner Rules and Regulations (continued)

GAME OR PLAY STRUCTURE: Structures such as swings, game, or for play may only be placed or erected in front of the rear lot line of a home and not create a disturbance to surrounding home owners.

BASKETBALL BACKBOARDS: Basketball backboards must be portable and placed only on the side of the home. Basketball backboards or hoops may not be placed on the front of the home.

MOTOR VEHICLES BOATS TRAILERS AND LAWNMOWERS: Trailers and habitable motor vehicles shall not be kept or stored on any part of the property except within an enclosed garage. Boats on or off trailers, trailers or lawnmowers may not be kept or stored on any part of the property except in an enclosed garage.

TRUCKS: Trucks of any nature may not be left outdoors overnight and must be parked in an enclosed garage.

PARKING: Parking along the side of the road overnight is not permitted as it presents a hazard. Vehicles should either be parked in the garage or in the driveway at all times.

UNLICENSED VEHICLES: Any unlicensed, motorized vehicle, such as bikes, scooters, 3 or 4 wheelers, go-carts, or other similar vehicles are not permitted.

DRIVING SPEED: The driving speed in Castaway Cove Wave II is 15 MPH. All drivers are to abide by this limit, as well as other street signage such as STOP signs for the safety of all residence and guests.

ANIMALS AND PETS: All animals shall be not kept or maintained on any part of the property except dogs, cats, and pet birds, which must be kept in reasonable numbers, i.e., not to exceed more than 2 of each as household pets and not for commercial use or purpose. All pets must be kept on a leash at all times when outside of an enclosure and must not become a nuisance by barking and other acts, nor permitted to intrude on the property of another. Owners must carry a receptacle and pick up dog waste at the time of excrement.

RENTAL RESTRICTIONS: All rental leases must be for terms of 3 months or greater. Homeowner must submit signed lease, signed tenant registration form, and signed rules & regulations compliance form to Elliott Merrill for approval, prior to the start of any lease. Elliott Merrill will also collect a \$100 processing fee for each lease. No short-term leases are permitted and will be subject to fines of up to \$5,000.00 for each violation. The HOA Board recommends a background check be conducted on all prospective tenants to keep the community and the homeowner safe. Contact Jolene Southwick at Elliott Merrill for lease forms and background check company recommendations. Jolene's email is jolenes@elliottmerrill.com.

DUSK UNTIL DAWN LIGHTING: Homeowners must keep lamppost or ARC approved front yard lighting ON from dusk until dawn.

For a complete understanding of Castaway Cove rules and regulations please refer to HOA documents found on community website: www.castawaycove.org/community-documents/



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CASTAWAY COVE WAVE II HOMEOWNERS ASSOCIATION APPLICATION FOR HOME IMPROVEMENT

TO: CASTAWAY COVE WAVE II ARCHITECTURAL REVIEW COMMITTEE (ARC)

OWNER _____ LOT _____

ADDRESS _____

TYPE OF IMPROVEMENT

HOUSE: _____ FENCE: _____
SWIMMING POOL: _____ SCREEN ENCLOSURE: _____
EXTERIOR MATERIALS: _____ EXTERIOR COLORS: _____
LANDSCAPE: _____ OTHER: _____

DETAILS:

NOTE: Sample of color, brand of paint color, permits, material, or renderings, dimensional drawings (height, width, length, elevation, setbacks) must be submitted in accordance with ARC Planning Criteria. Please provide as much detail as possible so the ARC has sufficient information to evaluate your application.

TO WHOM IT MAY CONCERN:

Please be advised that I/we are requesting review and approval of the indicated home improvements on the above-captioned property.

I/We understand that this request must conform to the Architectural Planning Criteria as set forth in the Declaration of Covenants and Restrictions for Castaway Cove Wave II Homeowners Association and are enclosing the following documents and/or materials in compliance with same:

DATE: _____ OWNER SIGNATURE(S): _____
(Please note all owners of record must sign this form.)

ARC APPROVAL/COMMENTS

DATE _____
Signature: ARC Member _____

COMMENTS:

Submit completed form to Jolene at: jolenes@elliottmerrill.com or fax to 772-569-4300



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Instructions for Homeowner Property Rentals:

All Homeowners must submit the following items to Elliot Merrill no less than one week prior to the commencement of any property lease:

- Tenant Lease, 3 Month Term or Greater – Signed
- Tenant will Abide by All HOA Rules & Regulations Form – Signed
- Tenant Registration Form – Completed & Signed
- Check for \$100 made out to Castaway Cove Wave II

Email all completed forms (copies attached) to Jolene Southwick at Elliott Merrill (jolenes@elliottmerrill.com) or fax to 772-569-4300. Send all checks to: Elliott Merrill Community Management, Attn: J. Southwick, 835 20th Place, Vero Beach, FL 32960. Contact Jolene for additional copies of forms if needed.

Elliott Merrill will review submitted forms / lease and will respond in a timely manner via email. This process is required for any additional leases or the renewal of a lease.

All leases must be for 3 months or greater. No short-term leases are permitted and will be subject to fines of up to \$5,000.00 for each violation.

The HOA Board recommends a background check to be conducted on all prospective tenants to keep the community and the homeowner safe. Please contact Elliott Merrill for background check company recommendations.

Copies of these instructions, along with the attached forms, will also be posted on our website at: www.castawaycove.org/community-documents/



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Tenant Will Abide by All Community Rules and Regulations Form

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TENANT(S) AND HOMEOWNER AGREE TO ABIDE BY THE FOLLOWING RULES & REGULATIONS:

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TENANT(S) ACKNOWLEDGE UNDERSTANDING AND ACCEPTANCE OF RULES & REGULATIONS OUTLINED ABOVE:

TENANT AGREED & ACCEPTED: _____ DATE: _____

TENANT AGREED & ACCEPTED: _____ DATE: _____

HOMEOWNER AGREED & ACCEPTED: _____ DATE: _____

HOMEOWNER AGREED & ACCEPTED: _____ DATE: _____

This Rules & Regulations Form must be submitted to Elliott Merrill (jolenes@elliottmerrill.com) along with the following:

- Tenant Registration Form
- Signed Lease for 3 Months or greater
- Check for \$100 made out to Castaway Cove Wave II



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Tenant Registration Form

EMCM: 835 20th Place Vero Beach, FL 32960 Phone: 772-569-9853 Fax: 772-569-4300 Email: jolenes@elliottmerrill.com

Tenant names: _____

Property address: _____

Tenant mailing address (if different): _____

Tenant home phone #: _____

Tenant cell phone #: _____

Names and ages of children or others residing at the property: _____

Tenant vehicles (make, model, year, color): _____

(3 Month Minimum.) Start date and end date of lease/rent: _____

Lot owners Name: _____

Lot owners address: _____

Lot owners cell phone: _____

Lot owner's email address: _____

Local property managers name, address and phone #: _____

As the lot owner in Castaway Cove Wave II Homeowners Association, I understand that I am fully responsible for the tenants, their family, their pets, and guest actions and will pay the fines levied against the lot for violations of the community's governing documents. I also understand I am responsible for giving the tenants a copy of the Community Covenants and Restrictions & Community Rules and Regulations and making sure they understand them. I authorize Castaway Cove Wave II Homeowners Association and Elliott Merrill to interact with the tenant and/or management company for this property as well. These governing documents can be found on the community website at: <http://castawaycove.org/community-documents/>

Signature of lot owner: _____ Date: _____

This Tenant Registration Form must be submitted to Elliott Merrill (jolenes@elliottmerrill.com) along with the following:

- Signed Rules & Regulations Form
- Signed Lease for 3 Months or greater
- Check for \$100 made out to Castaway Cove Wave II