

**Oceanside Village Homes I & II**  
c/o Elliott Merrill Community Management  
835 20<sup>th</sup> Place – Vero Beach, FL 32960  
772-569-9853 Fax 772-569-4300  
[www.elliottmerrill.com](http://www.elliottmerrill.com)

**We are providing to you the below information. We hope that this information will help to clarify for you what it is we do as the Association's management company, as well as what tasks fall under your realm of responsibility as an owner.**

**Homeowner Responsibilities:**

- All aspects of your home's structure and maintenance of its exterior and interior.
- The installation, removal and maintenance of your home's shutters/hurricane protection.
- Repair of sprinkler system and irrigation in the backyard (courtyard) of the home. This includes but is not limited to the irrigation timer/clock, any valves, breaks, or system redesign. However, small monthly repair parts are included in the monthly landscape maintenance provided by the Association.
- Termite Protection for your home. The payment and management of same.
- Propane Gas and any necessary adjustments or fills.
- Domestic Water and Electric Service. These services are obtained through the City of Vero Beach Utilities at 772-978-5220. Irrigation water through JIPOA.
- Any landscape replacement. Shrubs, plants, trees and sod.
- Insurance on your home and its contents.
- Authorizing contractors and vendors access and entry to your home. Key clearance to your home and authorization to enter the community should be given by you, the owner, through John's Island Security at 772-231-2220.
- Pool, spa and pool/spa heater maintenance and repairs. We recommend that you look into a service contractor for your electric or gas pool heater. Filter and minor pool parts are covered in monthly service by Association.

**Contract/Management Services:**

- Front yard, courtyard, and common area lawn maintenance, which is provided by Yellowstone Landscape.
- Front yard, courtyard and common area sprinkler maintenance and irrigation, which is provided by Yellowstone Landscape.
- Exterior pest control provided monthly by Terminix. Interior sprays are available upon request on an as needed basis. You may contact Elliott Merrill's office to initiate the scheduling of this additional service, when needed (\$75 charge).
- Annual Palm and Oak Tree trimming of all trees located outside of the courtyard walls.
- Pool cleaning provided twice a week by Blue Dolphin. Cowry is done on Mondays and Thursdays. Dove Shell is done on Tuesdays and Fridays. Repairs are owner responsibility.
- Clean and paint common entrance walls.
- Trash collection costs. Trash pick-up and recycling is provided by Republic at 772-562-6620. Trash is collected on Tuesdays and Fridays. Recycling is picked up on Tuesdays.
- Management's maintenance personnel will visually inspect homes on a weekly basis for those owners that request to employ this service during their absence. Management will make the owner aware of any issue that may arise during their absence via an email or a

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phone call. Emergency situations will be handled immediately and accordingly. Then, the owner will be advised.

- Pay the bills of the Association (not of individual owners). This includes costs for common area irrigation water, Association insurance (i.e. property, liability, fidelity, and worker's compensation), common area electricity (i.e. street lights), trash collection costs, etc. For a detailed explanation of costs, you may contact our office to request a copy of the Association's Budget & Narrative for the current year.
- File necessary paperwork with the State for the Association.
- File the Association's tax returns.
- Prepare and produce monthly manager's reports and financials, as well as year end financial statements, for the Board of Governors' review and information.
- Prepare the annual budget draft and narrative.
- Attend and assist during board meetings.
- Schedule and Notice Budget and Annual Members' Meetings.
- Negotiate and obtain proposals and contracts for the Association.
- Oversee contractors hired by and for the Association (not individual owner contractors).
- Oversee maintenance personnel of the Association (not individual owner personnel).
- Maintain the Association's records, i.e. financial records, owner mailing lists and deeds.
- Prepare and send mailings and correspond with owners.

**Management Team:**

- Lee J. Rech, CAM  
Association Manager  
[leer@elliottmerrill.com](mailto:leer@elliottmerrill.com)  
Wendy Cowan  
[wcowan@elliottmerrill.com](mailto:wcowan@elliottmerrill.com) or extension 120

Should you have any questions pertaining to the information contained herein, please call our office and ask for Wendy Cowan or myself.

Best Regards,



Lee J. Rech, CAM  
Elliott Merrill Community Management