



# HIDDEN HARBOR HIGHLIGHTS

FEBRUARY 2018

## BOARD of ADMINISTRATION

Bill Allen	President
Mary Dillon	Vice-President
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Butch VanGraafeiland	Director
August Kuhling	Director
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## MAINTENANCE:

Dana Wilson On site office- 321-784-2944

## MANAGEMENT

Kathy Watts, Manager  
Dragon Property Management LLC.  
PO Box 542876  
Merritt Island, FL 32954-2876  
Office: 321-338-2588 Fax: 321-574-4155  
E-Mail: [office@dragonpm.com](mailto:office@dragonpm.com)  
Website: [www.dragonpm.com](http://www.dragonpm.com)

## MONTHLY ASSESSMENT CHECKS:

Just a reminder that if you mail a physical check for your monthly assessment, please mail it directly to the bank instead of management since it delays the posting. There's an address label for the bank in the back of the coupon booklet.

The address is:

Hidden Harbor  
c/o Sunrise bank  
PO Box 347  
Cape Canaveral, FL 32920-0347

## RENTAL LEASES:

Even though as an owner, some may not require a written lease, per the Condominium Docs the Association does require it.

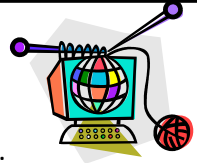
Per the Docs:

### 1. RESTRICTIONS AS TO LEASING, RENTAL AND SALE OF APARTMENTS

No apartment owner shall lease or otherwise rent any apartment for a rental period of less than three (3) months.

No apartment owner shall lease or otherwise rent any apartment except by a written lease and an executed

copy of each lease covering the rental of any apartment shall be provided to the association within ten (10) days following its execution.



## NOTICE – PROPER BEHAVIOR:

Being treated with courtesy goes both ways. The police will be called if anyone, whether an owner, renter or vendor, that verbally threatens or gets aggressive with maintenance, the Board or management. This kind of behavior will not be tolerated.

## AC DRAIN CLEANING:

The association will be cleaning out the AC drains for the lower units in March. The residents in the upper units need to pour a solution of 50% water to 50% bleach/vinegar in the drain at least once a year. This help to clear out the goop that collects during the year.

## INFORMATIONAL WEBSITE:

DPM provides a web page for Hidden Harbor on their website: [www.dragonpm.com](http://www.dragonpm.com). Click on the photo of your building. On the Hidden Harbor page, you will see minutes of past meetings, photos, past newsletters, and anything else the Board wishes to have posted. Please give us your input on the page and any suggestions for improvement.

## CERTIFICATE OF INSURANCE:

If you need a certificate of Insurance for your mortgage holder, please contact the agency at:  
Statewide Condominium Insurance  
Certificate Department  
Email: [COI@statewidecondo.com](mailto:COI@statewidecondo.com)  
Now you can Request a Certificate of Insurance Online!  
[www.statewidecondo.com](http://www.statewidecondo.com)

## ATTENTION FORMS:

There are "attention forms" on the web site. When you see an issue that needs attention, just fill out the form and it's emailed to management. This enables us to have a paper trail for issues.

## WIND MITIGATION FORMS:

Wind mitigation forms were completed in 2017 for owner's individual insurance policies. If an update form

is requested by your insurance agency, direct them to the website and they can be printed from there.

### **WATER SHUT OFF:**

Reminder: Neighbors must be given at least 24 hours' notice of water being shut off unless it's an emergency.

### **POOL USE:**

Please remember that children under 14 MUST be accompanied by a parent or guardian when at the pool; not just an older friend or relative, but a real adult who will supervise the child. Toddlers MUST wear leak-proof "Swimmers" when using the pool. The pool is open from dawn to dusk only. **PER STATE LAW, ANIMALS ARE NOT ALLOWED IN THE FENCED POOL AREA. ANYONE NOT COMPLYING WILL BE ASKED TO LEAVE THE POOL AREA AND IF ADDITIONAL CHEMICALS ARE NEEDED OR THE POOL VENDOR CALLED, THE OWNER OF THE UNIT WILL BE CHARGED ALL EXPENSES AND/OR FINED.**



### **LATE CHARGE REMINDER:**

Reminder: The Association will impose a late charge not to exceed Twenty-five and 00/00 Dollars (\$25.00) on payments not paid within ten (10) days after the due date. The due date of monthly assessments shall be the first day of the month. Any assessments received after the 10<sup>th</sup> will be charged a late fee. PLEASE mail your assessments directly to the bank, not management.

### **GARBAGE DISPOSAL REMINDERS:**

Because you share plumbing lines from kitchen sinks with your neighbor, it is imperative that you keep some items away from those sinks! Grease, of course, is our number one issue. Please drain grease into a separate container and let it cool before disposing in the trash. Do not let it run down the sink. This clogs pipes faster than anything. Other surprising items not to dispose of down the sink are lettuce, carrot and onion peelings, egg shells, potato peelings and coffee grounds. Hair is of course, the worst culprit in the shower. Always clean out your trap and try to let as little hair as possible go down the drains.

### **PET WALKING & PICK UP:**

Many residents have pets. Most of the time, they are a joy and companionship for the owner. Unfortunately,



some pets affect neighbors when they are allowed to bark at inopportune times. Middle of the night barking affects neighbors who need their sleep, and other pets are barking all day while their owners are away, which is a

problem for residents who are at home. We also have a problem with pets allowed to roam free to defecate. PLEASE REMEMBER that your actions or lack thereof affect MANY people in a condominium. County regulations requires you to keep all pets on leashes when outside and to clean up after them IMMEDIATELY. Pet walking areas are the PERIMETER of the property and where specifically posted.

### **DEBRIS IN DUMPSTERS:**

This is just a reminder that some residents renovating their units are still placing carpet, padding, cabinets, doors and appliances in or near the dumpsters. Waste Management is willing to pick up large items and appliances if you CALL for PICK-UP (723-4455), but because this is a condominium, they will NOT pick up cabinets or carpets that are placed in or near the dumpster without charging the Association \$100. If the Association is charged, the expenditure will be forwarded to the offending unit owner. **Please have your renovation debris removed by your contractor or take it to the dump yourself!**



### **SAVE MONEY-VACANT UNITS:**

It is imperative that the air conditioning be kept on even though a unit is not occupied in order to prevent mold from establishing a foothold. Any owner refusing to do so will be held responsible for any damage to not only their unit but to those units attached. Damage to your unit can be extremely costly as well.



### **EMERGENCY AND NON-EMERGENCY CALLS:**



If it is a 'true emergency' and cannot wait until the next business day, which is Monday thru Friday - 9am to 4pm, then Management should be called. Issues inside the unit are your responsibility, i.e., leaking faucet, AC unit. Management and maintenance personnel (management and maintenance do not have access to the safe holding the keys) are not to be contacted to unlock doors when keys are lost or you've locked yourself out. It's your responsibility to call a locksmith if this is the case.

### **PORCHES / BALCONIES:**

Porches and balconies are Limited Common Elements which means the Association owns it but you have exclusive use of the area. As such, you are responsible to maintain and they **must** be kept in a neat and clean condition.