

## **SEASIDE RETREAT** **OWNER'S QUICK REFERENCE**

Welcome to the Seaside Retreat Community!

This quick reference provides Owners with basic at-a-glance information to supplement the Rules and Regulations which was provided with your condo documents and is also provided in this Welcome Packet. If you have any questions, please do not hesitate to reach out to a Board member, neighbor, or our property manager.

### **COMMUNITY MANAGEMENT**

The COA's management company is Amelia Island Management ("AIM"). The Association's community manager at AIM is Michael Austin ([michael.austin@omnihotels.com](mailto:michael.austin@omnihotels.com)). If you are new, please introduce yourself via email or phone call to our Property Manager so he/she has your information. The only information that is given from the closing attorney is your name and address as written on the deed. Please also provide any updates to your mailing or phone numbers:

Amelia Island Management  
5440 First Coast Highway  
Amelia Island, FL 32034  
Direct Dial Office: (904) 277-5107  
AIM Office: (904) 277-5122

After Hours AIM Manager on Duty (for evening and weekend emergencies):  
(904) 441-5617

Should you have need to contact Michael concerning an issue with the building, please copy the President (Charlene Spiceland [cspiceland55@gmail.com](mailto:cspiceland55@gmail.com)) and the Vice-President (Steve Lawrence [slawrenceseaside@gmail.com](mailto:slawrenceseaside@gmail.com)) of the Seaside Retreat BOD.

To set up automatic payments of your monthly condo fee, please contact AIM.

To make a manual one-time payment, go to [www.AIM-Amelia.com](http://www.AIM-Amelia.com). This is the site to also request a copy (at a fee) of condo documents. Note that any special assessments are paid manually and not through your established ACH account.

### **SEASIDE RETREAT WEBSITE –**

- [www.Seaside-Retreat.com](http://www.Seaside-Retreat.com) contains links, forms and information for easy access.
- Facebook group – Amelia & Seaside Retreat Community. Closed group - request to join.

## **GENERAL INFORMATION**

- **Elevator nameplates** are obtained and installed through AIM. Please be sure to call or send an email to AIM. Please be patient as the time line is typically 1-2 months.
- **Keys or Door Codes** to your front door and center fire escape are to be provided to both the Board President and to AIM. If a security system is in place in the unit, please also provide an access code and instructions. The safekeeping of your keys will only be used for emergency or maintenance if you are not available to allow access to your unit.
- Most of us purchased our unit for the easy access to the **beach**. With the proximity of the ocean comes the sand. Please utilize the foot washes at the base of the beach access walkovers or inside the pool area and not the pool itself to wash the sand from your feet to keep it outside. Please be sure to turn the water completely off.
- The beautiful **sand and dunes** on our beach are served by the South Amelia Island Shore Stabilization Association (SAISSA) which was created to “protect, preserve, restore and enhance the beach/dune system on the south end of Amelia Island”. Currently, the interest of Seaside & Amelia Retreat is represented by Amelia Retreat member, Terry Cole. More information can be obtained at [www.SAISSA.com](http://www.SAISSA.com). Assessments for SAISSA are reflected on your annual tax bill.

We can do our part to preserve our dunes by keeping out of the dunes at all times.

- There are rules for **construction and remodeling**. Prior to commencing any work on your unit, a notice including details of the scope of work to be signed by your contractor must be provided to AIM and the Board for approval. The Rules and Regulations for Seaside Retreat including the form to provide notice of your project a part of the Rules & Regulations (page 4) as posted on our website, [www.Seaside-Retreat.com](http://www.Seaside-Retreat.com) or through AIM. This form is to be submitted to AIM prior to the commencement of your project.
- **Elevator pads** are required for any construction project and deliveries. The pads are available in the storage units under the stairs (if you have problems or questions, contact one of the Board members). The installation and return of the pads are the responsibility of the owner. Please utilize them, and also advise your contractor and delivery personnel to access the interior through the garage and not through the lobby. Please do not hold the elevator for extended periods as it will lock off the elevator.
- **Pets** are welcome and a big part of many of our lives. We recognize that not everyone feels the same so please do not leave your pet unattended on your balcony and be sure to pick up after your pet(s) and dispose of properly.

- **Guests Guest Registration:** Guests are always welcome at Seaside Retreat. However, if guests will be occupying your unit while you are not present, we ask that you notify the Condominium Association in advance. This information is shared with Board Members so they are aware that authorized family members or friends will be staying on the property.
- Please email the Seaside Retreat Association President, Charlene Spiceland (cspiceland55@gmail.com), with the names of your guests, the dates of their stay, and a description of any vehicle(s) they will be driving. ***We also ask that you provide your guests with a copy of the Association's rules and regulations, which are available on our website [www.Seaside-Retreat.com](http://www.Seaside-Retreat.com).*** This helps ensure that all residents and guests enjoy a safe, pleasant, and respectful community environment.
- **Turtle Nesting Season is May 1 – October 31.** It is the law to keep all east facing blinds closed and balcony lights off during this time. ***Also, no lights are allowed on the beach!***
- As noted in the Rules and Regulations, mandatory **dryer vents** are to be cleaned annually. This important service will not only help with your dryer's efficiency but also reduce the risk of fire.
- HVAC technicians recommend owners conduct a quarterly maintenance of **HVAC units**. This can be done by simply pouring 1C white vinegar into the white drain tube followed by 2-3C HOT water. In the event the tube is clogged, you can take a shop vac hose and suck it out. These measures will prevent mold and build up in the condensation tube and unnecessary service calls. Don't forget to change your filters on a regular basis too.
- **Balcony and Stairwell Safety:** Please refrain from draping towels, bathing suits, clothing, or other personal items over balcony railings. In addition to detracting from the appearance of the property, these items can be blown onto neighboring balconies during windy conditions. For safety reasons, propane and charcoal grills are not permitted on balconies. Grills may also not be stored in stairwells. In fact, **no personal property of any kind should be stored in stairwells**, as these areas serve as emergency exit routes *and must remain clear at all times* to ensure safe evacuation in the event of a fire or other emergency.

### **BUILDING OPERATIONS:**

- Building I and II foyers are **cleaned** once every other week. Owners are responsible for cleaning up after themselves, their guests, pets or their contractors when accidental or unusual events occur.

Notify AIM of any unusual clean-up requirements between scheduled cleaning. Thanks to the many owners who take it upon themselves to clean-up the occasional unintended mess that is left by others.

- **Trash dumpsters** are located on the garage level of Buildings I and II behind the

double doors. The dumpsters are serviced twice each week, on Tuesdays and Fridays. Additional pickups are scheduled during periods of increased occupancy and demand,

such as holiday weeks, to help ensure adequate capacity and maintain cleanliness throughout the property.

Please do not leave trash outside the dumpsters in the garages. **Do not use the Amelia Retreat dumpsters located in the parking lot.**

Owners are responsible for the disposal of any materials or waste from household renovation projects such as tiles, paint, flooring, toilets, sinks, etc.

Please **bag all trash** and **break down any boxes**. Be mindful that some boxes and even bags can get caught in the shoot and may require them to be walked directly to the dumpster. There is **NO recycling** in Seaside Retreat.

- The interior **lights in your elevator lobby** remain on continuously. Don't bother looking for a switch to turn them off – it doesn't exist.
- **Garage doors** close automatically when you enter or exit the garage. The auto-closer will chirp to let you know it is about to close.
- If you plan to be away for an extended period, it is advised to cut the water supply to your unit. When you cut the water, don't forget to also turn off your hot water tank to prevent the elements from burning out.

## **COMMUNITY INFO**

- The COA Board of Directors maintains a contact list of association members. Please provide your email and phone numbers or any changes, to our current board contact, Charlene Spiceland at [cspiceland55@gmail.com](mailto:cspiceland55@gmail.com). This informal contact list is shared with all members to facilitate communication between neighbors. This information is also provided to AIM. However, AIM requires all changes to your account information (phone numbers, email and address) to be provided by the owner, in writing (email is fine) to be able to change it on your account.
- Mailboxes are maintained by the Association. No additional names or numbers are to be placed on the mailbox or support frames.
- In an effort to get to know our neighbors, a weekly **Happy Hour Social** is held poolside (weather permitting) Fridays at 5:00 p.m. during the spring and fall seasons. Residents are encouraged to bring their own beverages and snacks. Please remember that only plastic cups and containers are permitted in the pool area.
- **If you see something, say something.** Please bring it to the attention of our AIM property manager via e-mail or a telephone call. Where applicable, provide a photo to further describe/document the issue