

Emerald Seas Condominium Association

3400-3450 Ocean Beach Blvd.

Cocoa Beach, FL 32931-4182

321-799-0040

Website: www.emeraldseascondo.com

Email: ESCA-owners@outlook.com

Dear New Owners,

The Emerald Seas Board of Directors (BOD) would like to welcome you to your new home. We strive to keep Emerald Seas the very best condominium complex in Cocoa Beach.

The BOD would like to invite you to attend and participate in our Board meetings, which are held in the Recreation Room here at Emerald Seas and online on a periodic basis. Notice of the meetings, as well as other important information, is posted in each lobby and distributed via the [Condo Control Resident Portal](#) (via a push-notification announcement). The minutes of each board meeting are posted on the portal.

We use Condo Control as our primary platform to house and distribute a wide variety of information to residents. Through Condo Control, you'll have access to community documents, board meeting minutes, notices, announcements, contact information, and other important resources. This portal is an essential tool for staying informed about everything happening at Emerald Seas. **Please note that new owners must complete the new owner information sheet included in this packet to be added as a user in Condo Control. None of the links in this document will work until you are added to the system.**

You should have received a copy of our [Condominium Documents](#) and the [Rules and Regulations](#) from the previous owner, and they can also be found on the portal. Please familiarize yourself with these items as you are responsible for not only yourself, but also guests and renters. Also, please remember that we keep strict control over the security keys that were assigned to your unit, which are used for all common area doors and gates.

It is very important that the association have current contact information for each owner. Please notify us of any changes in your address, telephone number, or email address by sending an email to ESCA-owners@outlook.com. Also, any time you have guests or family using your unit in your absence, you must complete the [visitor parking and registration request](#).

Emerald Seas Condominium Association (ESCA) employs a maintenance professional to maintain and repair the common areas, though he does not provide services for individual unit owners.

Please contact the ESCA Office for concerns or issues by [initiating a service request](#), or stopping by the ESCA office. You may also use the service request form for any suggestions, long standing problems, and overall information that needs to be addressed.

Again, we welcome you to Emerald Seas.

Sincerely,

Your ESCA BOD

Emerald Seas Condominium Association

1. New Owner Checklist

Due Upon Notification and Processing of Sale Documentation

- ☐ Read this **New Owner Welcome Package** in its entirety
 - NOTE: Form submissions are required and need Board approval for [Unit Modification](#) (page 11) and [Leasing Your Unit](#) (page 21); fees apply.
 - *Approvals take 2-3 weeks to finalize.
- ☐ Complete the **Owner Information Sheet** (page 4) and email or place in ESCA office door mail slot
- ☐ Complete the **Monthly Maintenance Fee Payment** Form (page 5)
- ☐ Complete the **Designated Voter Certificate** Form (page 6)
- ☐ Complete the **Owner Consent to Electronic Voting and Notices Form** (page 7)
- ☐ Complete the **Pet Acknowledgement Form** (page 8) if you will have a pet in your unit
- ☐ Provide ESCA Management with:
 - A physical copy of a **key to your unit door** (if/when you change the lock)
 - A **keyless entry code**, if applicable
 - An **alarm code**, if applicable

Due Upon Receipt of Your Registration Code for the Condo Control Resident Portal

- ☐ Enter the following in your **Unit File**
 - Emergency contacts
 - All vehicle information [then **obtain stickers from the Management Office** (page 11)]
 - Pet information
- ☐ Validate the key numbers you received from the previous owner

Due Upon Moving into Your Unit

- ☐ Notify Property Management and request introduction by the Welcoming Committee
- ☐ Complete the **Amenities Informed Consent and Release** (page 9)
- ☐ Locate the **Water Leak Detector** in your Air Conditioning chase return and replace the battery; Mark your calendar for annual battery replacement (page 17)
- ☐ Note the **HVAC Maintenance Guide** (page 18) and mark your calendar for maintenance reminders

Emerald Seas Condominium Association

2. Current Board Members and Property Management

Part-time Property Manager: Nancy Armstrong

ESCA Office: 321-799-0400

Office Hours: Tuesday and Thursday 10am-12noon

Email: ESCA-owners@outlook.com

For issues or concerns related to ESCA, contact the Office Administrator during office hours or via email after hours.

The ESCA 2025 Board Members include:

President: Kevin Dempsey

Vice President, Technology and Communications: Carlene Anteau

Vice President, Maintenance: Jim Hoffman

Secretary: Anne Ward

Director at Large: Dave Katarski

Treasurer: Debbie Lauretta

Refer to the Condo Control Resident Portal for unit owner information and contact details.

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3. Owner Information Sheet

New Owners must provide the following information to ESCA Management, either electronically, or by providing this completed form.

- Please complete only the Primary Owner information below.
- This information will be added to the ESCA QuickBooks system, which populates the ESCA Owner Portal.
- Then you will receive an invitation to the Resident Portal (Condo Control), where you may indicate your contact information sharing preferences, secondary owner information, emergency contact information, vehicle information, pet information, etc.

Unit # _____

Primary Owner Last Name _____ First Name _____

Address (if not full-time resident) _____

Phone # _____

Unit Phone # _____ Cell Phone # _____

E-Mail _____

Identify which phone number should be connected to the gate and lobby call boxes for gate/lobby access _____

*New owners must also provide the association office with a copy of a key to your unit door, a code for your keyless entry system (if applicable), and an alarm code (if applicable), in case it is needed for an emergency. There is NO exception.

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4. Monthly Maintenance Fee ACH Form

Effective January 1, 2025, the mandatory monthly maintenance fee is \$990, due on the 1st of each month. Owners must complete all sections and attach a voided check. Allow at least 15 days for processing.

Completed form may be returned by:

- Mailing to: Emerald Seas Condo Assoc., 3450 Ocean Beach Blvd., Cocoa Beach, FL 32931
- Dropping it into the ESCA Office Door mail slot
- Email to ESCA at esca-owners@outlook.com (encryption recommended)

Unit and Owner Identification

Unit # _____ Name(s) of Owner(s): _____

Auto Pay (ACH) Banking Information

(Please attach a voided check)

The monthly maintenance fee will be automatically withdrawn from your account by SouthState Bank. The withdrawal is generally made around on the 1st of each month.

Name on Bank Account: _____

Street Address: _____

City, State/Province, Country, Zip/Postal Code: _____

Financial Institution: _____

Routing Number: _____ Account No.: _____

Auto Pay/ACH Authorization: I (we) hereby authorize Emerald Seas Condominium Association, Inc. (ESCA) to initiate debit entries to my (our) banking account indicated above at the financial institution reflected, and to debit the same to such account. I (we) acknowledge that the origination of the ACH transactions to my (our) account must comply with the provisions of the U.S. law. The transfer of funds from my (our) account will not cease until ESCA receives written notification at least 10 days before the next effective transaction date.

Date: _____ Month in which to start payments: _____

Signature: _____

Printed Name (and title if applicable): _____

Name of Trust, Corporation or LLC (if applicable): _____

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5. Designated Voter Certificate

Unit # _____

You may only name ONE (1) owner as the designated voter.

This document certifies that the owner(s) of the above captioned unit designates

_____ as the sole owner authorized to cast votes for this unit. This certificate remains in effect until a later dated certificate is executed.

Owner 1 Signature _____ Date _____

Owner 1 Name (print) _____

Owner 2 Signature _____ Date _____

Owner 2 Name (print) _____

Note

1. This form must be signed by ALL owners of a unit, as described in Paragraph 2C of the ESCA Bylaws.
2. The person designated as the unit voter must be an owner of the unit for which the certificate is being completed, or be the owner's designated Power of Attorney.
3. A new certificate must be executed and filed before any vote if the owners wish to change the designated voter.

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6. Owner Consent to Electronic Voting and Notices

The undersigned, being the Owner(s), or an eligible voter for Unit____, located at _____ (Property Address) within the Emerald Seas Condominium Association (ESCA) Community, hereby consent to receiving notices and voting electronically at meetings and elections for ESCA. Said consent is hereby provided pursuant to the provisions of the adopted Board Resolution (Electronic Voting), the Association's Governing Documents, and Section 718.128, Florida Statutes.

The undersigned further releases and waives any claim that he/she/it may have against ESCA pertaining to such voting, including but not limited to the transmission of electronic viruses, malware, spyware, or cookies and the like, and any claim or challenge to such voting, including but not limited to situations where an Owner vote was not received or counted by the Association due to no fault of the Association, its Board of Directors or management.

I/we designate the following email address(es) for electronic voting and notice purposes:

_____ (Please write legibly)

NOTE: The email address must be private and not shared by anyone else.

The undersigned understands and agrees that mailed paper notice of the meeting at which electronic voting will be used may not be provided to Owners who have specifically consented to using the electronic voting and notice process.

The undersigned understands and agrees that in order to be valid, this consent form must be signed and on file with the Association no later than 14-days prior to the meeting or election in which the Owner wishes to vote by electronic means. The Association will undertake a confirmation process to verify all email addresses submitted at least 14-days prior to the scheduled meeting. In the event an Owner decides to "opt-out" or rescind this consent, said withdrawal must be provided in writing to the Association at least 72-hours prior to the scheduled meeting. The Board will use an online method to transmit an electronic ballot to the online voting system that ensures the secrecy and integrity of the system and each ballot.

All Owners please sign and date below to acknowledge the above consent.

Signature: _____ Signature _____

Print Name: _____ Print Name _____

Date: _____ Date _____

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7. Pet Acknowledgement Form

(Not applicable for Residents without pets.)

By signing below, I acknowledge and agree to the following:

1. **Liability:** I accept full responsibility and liability for any and all damages caused by my pet, including but not limited to injury to persons, damage to common elements, damage to individual units, or harm to other animals.
2. **Compliance:** I agree to comply with all pet-related rules as outlined in the Emerald Seas Declaration of Condominium and Rules and Regulations. I understand that failure to comply may result in fines, legal action, and/or removal of pet privileges.
3. **Health and Licensing:** I will maintain current vaccinations for my pet and ensure proper licensing as required by Brevard County (or my county of residence).
4. **Service Animals:** If my pet is a service animal, emotional support animal, or therapy animal, I will provide appropriate documentation to the property manager as required by law.
5. **Notification:** I will immediately notify the property manager if my pet is no longer residing at Emerald Seas or if there are any changes to the information provided on this form.

Unit #: _____

Owner Name: _____

Phone #: _____

E-Mail: _____

Signature: _____ Date: _____

OFFICE USE ONLY: Accepted by ESCA Administrator: _____ Date: _____

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8. Amenities Informed Consent and Release

I intend to use the recreational facilities located at 3450 Ocean Beach Blvd., Cocoa Beach, FL, including but not limited to:

- Fitness/Exercise Room and all equipment (treadmill, recumbent bike, exercise bike, stair stepper, universal weight machine, free weights)
- Tennis/Pickleball Court
- Swimming Pool
- Jacuzzi Spa

Health Acknowledgement

(*) I state that I, _____, am free of any known heart problems or other serious physical health problems.

I agree to stop immediately if I experience any unfamiliar or uncomfortable symptoms while using these facilities, including but not limited to: chest pains, shortness of breath, dizziness, muscle discomfort, or fatigue.

Release of Liability

In consideration of using Emerald Seas Condominium Association, Inc. (ESCA) recreational facilities and equipment, I release ESCA, its Board of Directors, and all personnel from any responsibility or liability for any injury or health consequences that may occur from my voluntary use of these facilities or participation in any related activities or classes.

I have read the above release and understand that I am participating at my own risk.

*If you have health problems but still wish to use these facilities, you must submit a signed release from your doctor before signing this waiver.

I have been issued a key for the fitness room and assume full responsibility for its use. I will not knowingly release the key to another person.

Participant name (print) _____

☐ I am the Owner of Unit _____

☐ I am the Renter of Unit _____

☐ I am the in-house guest of (Owner's Name) _____ Unit _____

Signature: _____ Date: _____

OFFICE USE ONLY: Accepted by ESCA Administrator: _____ Date: _____

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9. Security

Your name and phone number will be added to the security call boxes/kiosks based upon the information you provided on your Owner Information Sheet.

To Enter the Gate

- **For Residents:** There are three ways to open the gate:
 - Point the supplied transmitter at the East-side of the gate and press the left button (one dot) to open it.
 - Use your security key and rotate it toward the gate to open it.
 - Use the keypad to enter the code: *0619
- **Guests or visitors:**
 - Use the call box directory at the entrance island
 - Follow the directions to call the unit you're visiting
 - The resident will answer and verify who you are
 - The resident presses number nine (9) on their phone to open the gate
- **Pedestrian Gate:** Use your security key to open the small walk-through gate on the West side of the entrance driveway.

To Exit the Gate

- **For Residents:** Point your transmitter at the East corner of the gate and press the left button (one dot).
- **For Guests or Visitors:** Drive forward until your front bumper covers the rectangular painted strip on the right side of the driveway (just inside the gate). Ground sensors will activate the gate. Wait until the gate is fully open before driving through.
- **Pedestrian Exit:** Use your security key to exit through the small walk-through gate on the West side of the driveway.

To Enter the Lobby

- For Residents: Use your gold master key to unlock the door, or use the keypad to enter the code: *619
- For Guests and Visitors: Use the call box directory to call the unit you're visiting. The resident will press number six (6) on their phone to unlock the door.

Additional Information

- For emergencies, contact an ESCA Board member or the ESCA Office Administrator
- Frequent visitors (nurses, doctors, etc.) can be given the access code
- Gate access codes have already been provided to regular Emerald Sea business visitors
- Always keep to the right when entering and exiting

10. Parking and Vehicle Policy

Parking Stickers and Passes

All vehicles parking on Emerald Seas property must be identifiable for security reasons.

Each **owner** and **renter** is required to adhere a parking sticker to the upper right windshield.

- Stickers may be obtained from the Management Office upon completion of identifying vehicle information within the Condo Control Resident Portal.
- When a new vehicle is obtained, owners must update their vehicle information in the Condo Control Resident Portal and obtain another parking sticker from the Management Office to affix on the inside of the upper right windshield.

Visitors must use a Visitor/Guest pass for all overnight stays.

- Guest passes may be downloaded and printed from the Condo Control Resident Portal when you register your visitor's/guest's stay details in the Visitor Parking Request.
- You will have the option to print a visitor parking pass that includes the vehicle details, and must be placed on the dash of the car.

Parking Garage

- Residents must use their assigned parking space in the garage unless otherwise agreed to between owners.
- All vehicles parked in the garage must belong to an owner or tenant. No non-owner/tenant vehicles are allowed in the garages.
- No electric vehicle charging is allowed in the garages (charging must be done at an approved outdoor charging station).

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11. Unit Modification Policy

Pursuant to paragraphs 11.2, 11.3, 11.4, and 12.16 of the Emerald Seas Condominium Association (ESCA) Declaration of Condominium, these additional requirements and procedures are set forth by the ESCA Board of Directors (BOD) to preserve architectural and structural integrity of the property for current and future residents, and for the protection and quiet enjoyment of all owners and residents. This is accomplished through:

- The requirement to use only licensed and insured contractors for all plumbing and electrical work.
- Barring changes to common conduits (e.g., ventilation, plumbing, electric, and communication).
- Prohibiting disruption of the fire safety system.
- Restricting certain actions that could compromise the buildings' concrete structure and its embedded post-tension (PT) cable system.
 - Certain [Architectural Guidelines](#) (obtain from Condo Control, Appendix A) are in place to preserve common exterior appearance and reinforce points critical to structure and code compliance.
- Ensuring that floor coverings, which can be a source of noise nuisance, contain adequate sound insulation to comply with Florida code.

Unit Modification Plans Requiring Board Approval

Any modification that meets the criteria below must be approved by the ESCA BOD via **submission of a [Unit Modification Request Form](#) (obtain from Condo Control, Appendix C) at least 21 business days prior to the planned commencement of the modification.** *Submission is required even if the owner plans to make modifications personally.

- Encompasses interior structural changes in which modifications impact or have the potential to impact the electrical, plumbing, HVAC, venting, exhaust, or communication infrastructure (e.g., telephone/cable/fiber) of the building.
- Modifies interior walls or ceilings, including removal or relocation of partition walls.
- Changes the floor covering (other than unattached rugs).
- Affects building structure or appearance (e.g., unit shutters, doors, windows, exterior lights, fans, or balcony).
- Any change that requires a permit under City of Cocoa Beach building code.

The following unit modifications generally do not require unit modification approval:

- Appliance replacements.
- Interior window coverings.
- Light fixtures.
- Interior painting.

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11. Unit Modification Policy *continued*

Requirements

1. Any unit modification must meet Florida/Brevard County/City of Cocoa Beach building codes.
2. All permits and inspections required are the responsibility of the unit owner.
 - a. See the City website for code/permit requirement information.
 - b. Appendix A contains some general guidelines, but owners should **always** check with the city for any recent permit policy changes.
3. All electrical and plumbing work must be performed by a licensed and insured contractor.
4. All contractors and sub-contractors must be licensed and have suitable third-party liability insurance, evidence of which must be included in the Unit Modification Package:
 - a. Lists the Emerald Seas Condominium Association as a certificate holder and an additional insured.
 - b. Includes Worker's Compensation insurance (or a Worker's Comp exemption).
5. All unit owners and their contractors and subcontractors must sign an ESCA Contractor/Unit Owner Rules and Indemnification Agreement for Unit Modification (Appendix B) and must comply with requirements stated within.
6. The use of jackhammers, chipping hammers, or coring **requires prior approval** and must be specifically requested as part of the Unit Modification Package.
7. Any ceiling, wall, or floor modifications that require drilling, nailing, or other intrusive attachment **must have prior approval** from the BOD.
8. For any unit above a living space (another unit), flooring must provide sound insulation of at least 50 Impact Insulation Class (IIC) and Sound Transmission Class (STC) as required by Florida building code section 1207.3.
 - a. The IIC rating measures impact sounds such as footfalls, dropped objects, etc. The STC rating pertains to airborne noise, such as voices, radio, television, etc.
 - b. The transmission of sounds through floor/ceiling assemblies will be mitigated by underlayment and material used in floor coverings with higher IIC and STC ratings.
9. Unit modification cannot disturb or displace plumbing, electric, or communication lines serving another unit.
10. Shutters, windows, and doors must comply with the specifications outlined in the ESCA Declaration of Condominium.
11. Any work that will affect the appearance or use of the unit, or work that will diminish the strength of the structure of the building, the common elements, or any of the building's utility or life safety systems, is prohibited including:
 - a. Disconnection or relocation of the fire alarm sounder, as this would represent a violation of fire code.
 - b. Installation of outdoor balcony ceiling fans, light fixtures, electrical outlets, and floor coverings.

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11. Unit Modification Policy *continued*

Procedure

1. The unit owner submits an ESCA Unit Modification Request and a [Unit modification Package \(obtain from Condo Control\)](#) to the BOD for review and approval prior to initiating work.
 - a. For projects that will be competitively bid, consider a 2-stage submission:
 - i. Submit the bid package along with your Unit Modification Request to avoid costly change orders;
 - ii. Submit the full Unit Modification Package at a later stage after BOD guidance is received and contractor(s) is selected.
 - b. Any modification that alters interior walls or openings must be accompanied by a sketch or drawing of the planned changes.
2. The ESCA BOD will review requests for compliance with ESCA guidelines.
 - a. Most routine (non-emergent) requests will receive conditional approval or denial within 21 business days following application receipt.
 - b. Requests that require structural and/or policy change should allow a minimum of 60 days for consideration.
3. The BOD will communicate its decision and guidance.
 - a. The BOD may deny approval, with reason(s). The owner can correct the reason(s) for denial and re-submit for approval.
4. **A written Notice to Proceed from the BOD is required prior to project commencement.**
 - a. Note: Contracts should not be signed or payments made until after approval is given by the BOD.
5. Construction/remodeling work hours are as follows:
 - a. Weekday hours are from 8 a.m. to 7 p.m.
 - i. All noisy operations are only to be conducted between 9:00 a.m. and 6:00 p.m.
 - ii. These hours and days must be strictly adhered to by contractors as well as unit owners, except in the case of an emergency repair (water leak, air conditioner failure, etc.).
 - b. Work may not be performed on Saturday, Sunday, or the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Eve or Day.
6. The Contractor must remove all debris and clean all affected common property areas.
 - a. At no time will any construction materials be placed in the community dumpsters or trash chutes.
 - b. No construction material or debris is to be stored on ESCA common property unless specifically requested and approved in the Unit Modification package.
7. A maintenance inspection may be conducted during a project to verify that the work is in accordance with policy and the Unit Modification Package submission.
8. The owner will provide the BOD with notice when work is complete, along with a Certificate of Completion from the City, if appropriate, as evidence that all inspection requirements have been satisfied.

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11. Unit Modification Policy *continued*

Failure to Comply

Failure to follow this policy and procedure could result in contracted work being denied or modified at the unit owner's expense.

12. Spectrum Bulk Contract

Emerald Seas has a bulk TV and Internet agreement with Spectrum. Your association assessments include the following bulk services:

TV Service

- Spectrum TV Select Plus, Entertainment View, Sports View
- TV Service includes 2 set-top boxes, including DVR service
 - Option to swap standard set-top box(es) for Xumo box(es), which includes Cloud DVR

Internet Service

- Advanced Community WiFi Ultra Service (600 Mbps download and 20 Mbps upload)
- Includes WiFi 6 modem and router

Equipment

- Ensure you maximize savings and have the most up-to-date equipment required to receive the updated services by calling Spectrum's dedicated bulk call center at 833-697-7328 to speak with a customer service agent who can assist.
- When calling, tell the Spectrum rep. your address and mention the bulk agreement.
- Ask the customer service representative if you need new or upgraded equipment. In many instances, they can quickly ship the new equipment, and old equipment can be returned to a Spectrum Store or UPS Store.

Accessing services that are not included in the bulk agreement

- You may subscribe to services and/or have equipment not included in the bulk agreement as well; You will be billed and receive an individual statement for those requested services (for example, HBO, Showtime, Spectrum Voice®).

Savings and Service Advice!

- Tip #1: If you are comfortable using Spectrum's TV app, it can replace extra set-top boxes, and you can also watch TV away from home using Spectrum's TV app.
- Tip #2: During your call to Spectrum, ask the Spectrum representative what you need to do to maximize savings. This is an excellent opportunity to verify that you have all the services you want and/or need.
- Tip #3: If you are having service issues or not receiving the upgraded speeds, contact Spectrum's dedicated bulk call center at 833-697-7328. Many factors can impact your Internet speed, including wiring, equipment, WiFi signal, device location, etc.

Recycling Rules

Golden Rule: When in doubt, throw it out. Contamination is recycling's biggest problem!

✓ DO Recycle

Clean Paper — Office/household paper, junk mail, catalogs, envelopes (even with cellophane windows), newspapers

Flattened Cardboard — Must fit inside bin when broken down flat (discard if wet)

Plastic Containers — Bottles, jugs, tubs, jars (rinse & keep lids ON)

Metal Cans — Aluminum, steel, tin (don't crush, remove loose lids)

Glass (ANY) — Empty, clean, and dry (remove caps and lids)

✗ DON'T Recycle

Styrofoam — Any kind (egg cartons → regular garbage)

ALL Plastic Bags — Jams sorting machines! Take to grocery stores or discard

Food-Contaminated Items — Pizza boxes, dirty containers, anything greasy or wet

Clamshell Plastics — Fruit/Salad/Egg containers with attached lids

Shredded/Soiled Paper — Goes in trash

Prescription Bottles — Not accepted, use trash

Oversized Items — Must fit easily inside bins

Quick Tips

- Rinse all containers before recycling (no dishwasher needed)
- Keep lids ON plastic containers (sorter can't handle them separately)
- Don't crush cans (makes machine sorting difficult)
- Empty recyclables directly into bin—**never leave in plastic bags**
- No hazardous waste that could harm collection workers

14. Your HVAC Water Leak Detector

Protecting your unit from water damage



**If the alarm sounds: Do NOT call 911
or the Fire Department**



Where Is It?

Your leak detector is inside the **A/C cold air return duct** where you access your air filter. Look for a small device on the floor of this compartment.



Annual Maintenance

Replace the 9-volt battery **once per year**. New owners should test the device and replace the battery when moving in.



Need Help?

Contact the ESCA Office for operating instructions, maintenance questions, or to reach a board member for assistance.



Important Reminders

- Never remove the detector from the A/C chase — it must stay there at all times
- Do not place it in a container — it needs direct contact with the floor
- Consider adding detectors under toilets, sinks, or near other water sources
- Follow the "Maintenance for HVAC Systems" instructions

15. HVAC Maintenance Guide ❄️

Keep your system running smoothly and prevent water damage



Required by ESCA Rules

Your unit must have a working water leak detector in the cold air return, placed directly on the concrete floor (not in a pan). You're responsible for replacing the battery annually.

MONTHLY

Prevent Drain Clogs

Pour one (1) cup of bleach or vinegar into the condensation drain pipe access port. This simple step prevents clogs that will shut down your system and water leaks.

Part-time residents:

Ask a family member or friend to perform monthly maintenance.

QUARTERLY

Replace Your Air Filter

Change the filter in the cold air return behind the access hatch to keep your air clean and your system efficient.

ANNUALLY

Professional HVAC Inspection

Hire a licensed HVAC company to inspect your entire system, including:

- Interior air handler
- Drain pipe and safety shut-off switch
- Roof condenser unit
- Overall system performance

Ask the technician to estimate the remaining life of your roof condenser and air handler

Safety Shut-Off Switch

We strongly recommend adding a safety shut-off switch to your drain pipe if you don't already have one. This device automatically turns off your A/C if the drain clogs, preventing water damage. Many units already have these switches installed.

Testing Your Safety Switch

1. Turn off power to your air conditioner
2. Find the safety shut-off valve on the drain pipe
3. Remove the cap from the valve
4. Pour water into the drain pan until it reaches the trigger level
5. Check that the valve activates and stops water flow

Not comfortable doing this yourself? Contact a professional HVAC technician—they'll be happy to test it for you.

Your Responsibility

These maintenance tasks protect your unit and your neighbors from water damage. As the unit owner, you're responsible for maintaining this equipment. If your A/C causes damage to common property or another owner's unit, you'll be financially responsible for repairs.

16. Water Leak Detection and Kitchen Drain Maintenance Guide

Water Leak Detection: Protect Your Investment

Water damage is one of the most costly issues facing condo owners. Some residents have proactively installed leak detectors under all sinks and toilets for early detection of water leaks to prevent extensive damage to their own and neighboring condos.

We strongly recommend all owners consider using water leak detectors, especially while away from home, to provide early warning of potential backups and leaks. Similar to the leak detectors already used in air conditioning units, these affordable devices can prevent costly water damage to your unit and neighboring homes.

Types of Water Leak Detectors

- Audible Alarm Detectors
 - Battery-operated devices that sound an alarm when water is detected
 - Cost-effective (\$10-\$30) and simple to install
 - No WiFi connection required
 - Battery life typically 1-2 years with regular testing recommended
- WiFi-Enabled Smart Detectors
 - Send alerts to your smartphone when water is detected, even when you're away
 - Some models can integrate with smart home systems
 - Higher price point (\$40-\$80) but offer remote monitoring
 - May require periodic battery replacement or recharging

Recommended Placement: At a minimum, we recommend placing a detector on the floor in front of the kitchen sink, as drain backups would fill the sink and spill over onto the floor. Even a minor backup caught early can save thousands in repair costs and prevent damage to neighboring units.

Kitchen Drain Maintenance: Prevention is Key

Our condominium complex has experienced ongoing issues with kitchen drain clogs. Our plumbing system features relatively narrow drain diameters that are particularly susceptible to blockages. These recurring clogs lead to maintenance expenses that affect our HOA budget and can cause inconvenient backups in your home.

Emerald Seas Condominium Association

16. Water Leak Detection and Kitchen Drain Maintenance Guide *continued*

Best Practices

- Dispose of food waste and vegetable scraps in the trash
- Use a drain strainer to catch food particles before they enter your drain
- Dispose of cooking grease in a container and throw it in the trash after it solidifies
- Scrape plates thoroughly into the trash before rinsing in the sink
- Run cold water before, during, and after disposal use

Why This Matters

The cost of unclogging main drain lines can be substantial. By following these guidelines, you help:

- Prevent personal plumbing emergencies
- Reduce shared maintenance expenses
- Extend the life of our plumbing infrastructure
- Avoid water damage to your and your neighbors' units

Proper Disposal Guidelines

- Never Put Down Your Garbage Disposal:
 - Cooking grease, oils, or fats (even liquid oils solidify in pipes)
 - Coffee grounds
 - Eggshells
 - Rice, pasta, or bread (these items expand with water)
 - Vegetable or fruit peels and rinds
 - Fibrous vegetables (celery, corn husks, artichokes, onion skins)
 - Bones or meat scraps
 - Starchy foods like potato peels
 - Seeds or pits
 - Non-food items (paper, plastic, cigarette butts)
- Safe for Your Garbage Disposal:
 - Small food scraps (in moderation with running cold water)
 - Dish soap
 - Ice cubes (occasionally to help clean blades)
 - Citrus peels (small pieces only, sparingly)

Thank you for your help in maintaining our community's plumbing system and protecting our shared investment.

17. Smoke Detector Battery Replacement Guide

Why This Matters

Your smoke detector saves lives—but only if it works. Even hardwired smoke detectors have backup batteries that keep them functioning during power outages. A chirping smoke detector isn't just annoying—it's a warning that your safety system is compromised.

The Critical Facts

- Most fire deaths occur between midnight and 6 AM when people are asleep
- Working smoke detectors reduce the risk of dying in a fire by 50%
- A dead battery means no protection during power outages
- Chirping detectors often go ignored, leaving homes unprotected

When to Replace Your Battery

Recommended Schedule

- Replace battery at least once a year as a standard practice
- Easy to remember: Change batteries when you change your clocks for daylight saving time (spring or fall)
- Don't wait for the chirp: Proactive replacement ensures continuous protection

Replace immediately if:

- You hear intermittent chirping sounds
- The detector hasn't been changed in over a year
- You've tested the detector and it doesn't respond properly

How to Replace Your Battery

- Remove the detector from its mounting bracket by twisting the cover counterclockwise
- Install the new battery
- Test the detector by pressing and holding the test button for 3-5 seconds. You should hear a loud alarm; If no alarm sounds, check battery orientation or try a different battery
- Reattach the detector to the mounting bracket by aligning the slots and twist clockwise until it locks

If you're unable to replace your battery or notice your smoke detector isn't functioning properly after battery replacement, please complete a Service Request form in the Condo Control Resident Portal.

18. Leasing Your Unit: What Owners Need to Know

If you're considering leasing your unit, here are the essential requirements:

Two-Year Waiting Period (Critical): You cannot lease your unit until you've owned it for at least two (2) years. This waiting period began on April 4, 2024, when the Nineteenth Amendment to the Declaration was recorded.

Minimum Lease Term: All leases must be for a minimum of three (3) months. Short-term rentals under 3 months are prohibited.

Required Approval Process:

1. All leasing packages must be approved by the Board of Directors before your tenant moves in
2. You must notify the Association of your intent to lease
3. Submit a copy of your lease agreement for review prior to tenant occupancy
4. All leases must comply with ESCA's governing documents and local laws

Where to Find Forms and Details: Complete leasing procedures and required forms are available in the [Lease and Rental Forms Package](#) in the Condo Control Knowledge Base.

Note: This is a high-level overview. Please review the complete Lease and Rental Forms Package for detailed requirements, procedures, and all necessary forms before entering into any lease agreement.

19. Top Rules for Renters

Owners are responsible for their renters' conduct and must provide them with a copy of the [Emerald Seas Rules and Regulations](#) in a visible location. All residents and guests must comply.

General Rules

1. All recreational facilities are used at the participant's own risk.
2. Common area doors must remain closed and locked when not in use.
3. Occupancy limits: Two-bedroom units may accommodate up to five (5) occupants; three-bedroom units may accommodate up to six (6) occupants.
4. Grills: Only electric grills with a maximum cooking surface of 200 square inches are permitted on balconies, per Florida Fire Code. All other grill types are prohibited.
5. Pets: One (1) pet per unit, maximum 30 pounds. Pets must be leashed at all times outside the unit and may only be walked behind the buildings (east side) or off-property. Pet waste must be picked up immediately, bagged, and disposed of in trash chutes or the dumpster room. Pets are prohibited in pool/spa areas, tennis courts, recreation rooms, and exercise rooms.
6. Electric Vehicle Charging: Electric vehicles may not be charged in any garage. Charging must be done at qualified charging stations. Electric bicycle batteries must be charged inside individual units.

Trash and Recycling

7. Trash chutes are located on each floor opposite the elevators. Use plastic bags no larger than 13 gallons.
8. Oversized items must be taken to the dumpster room.
9. Recycling bins are located near the tennis court. No garbage, pizza boxes, or plastic bags in recycling bins.
10. Break down all cardboard boxes before placing them in recycling bins or the dumpster room. Do not leave cardboard outside the bins.
11. Lobby wastebaskets are for dry waste only—no food, drinks, or containers.

Recreation

12. Towels, bathing suits, wet suits, clothing, rugs, and similar items may not be hung from balcony or walkway railings.
13. Pool and Jacuzzi: Hours are 7:00 AM to dusk. Posted rules must be followed.
14. Before entering lobbies and elevators, swimmers must be dry, covered, and free of sand. Surfboards, bicycles, beach carts/wagons, and other large recreational items are prohibited in lobbies, elevators, and walkways.
15. Skateboarding, rollerblading, scooters, and ball playing are strictly prohibited on all Emerald Seas property, including parking lots.
16. Smoking: Prohibited in all common areas. Permitted only inside individual units or on unit balconies.

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20. Balcony Cleaning and Pest Control Schedule

Balcony Cleaning Schedule for 2026

Owners are encouraged to hose-down their balcony walls, windows, shutters, and railings once per month to remove salt and dirt build-up, preserving the integrity of materials. Please complete your rinsing process before the end of your time window so that neighbors below may remove all cascading debris from upper floors.

North Building - 4th Monday

January 26
February 23
March 23
April 27
May 25
June 22
July 27
August 24
September 28
October 26
November 23
December 28

8th. Floor: 9-10am
7th. Floor: 10-11am
6th. Floor: 11-noon
5th. Floor: noon -1pm
4th. Floor: 1-2pm
3rd. Floor: 2-3pm
2nd. Floor: No
restrictions on cleaning
day

South Building - 3rd Monday

January 19
February 16
March 16
April 20
May 18
June 15
July 20
August 17
September 21
October 19
November 16
December 21

Pest Control Schedule for 2026

Bryan's Pest Control Service is on property once per month to spray all common exterior areas, trash rooms, walkways, etc. Individual units are not treated unless owners are having pest issues and request treatment. Bryan's Pest Service: Office 264-1919, Cell: 321-591-7813.

North Building

January 27	July 28
February 24	August 25
March 24	September 29
April 28	October 27
May 26	November 24
June 23	December 29

South Building

January 26	July 27
February 23	August 24
March 23	September 28
April 27	October 26
May 25	November 23
June 22	December 28

21. Departure Checklist

Use this checklist before leaving your unit for an extended period:

1. Water and Plumbing

- ☐ A. Close both water valves above the hot water heater
- ☐ B. Turn off hot water heater at electrical panel or unit
- ☐ C. Add one (1) cup vinegar or bleach to all sink/tub/shower drains and toilets (prevents mold growth)
- ☐ D. Leave washing machine door/lid open

2. Kitchen

- ☐ A. Empty refrigerator and freezer completely (including ice tray)
- ☐ B. Clean interior with 1 Tbsp baking soda per 1 qt water (prevents odors)
- ☐ C. Turn off ice maker
- ☐ D. Leave refrigerator/freezer doors open
- ☐ E. Run dishwasher through one final cycle
- ☐ F. Unlatch dishwasher door but leave closed (relieves gasket pressure)

3. Climate and Power

- ☐ A. Set thermostat to 76°F (no higher – helps keep air moisture levels low to prevent mold growth)
- ☐ B. Prepare for potential 3-4 day power outage due to severe weather conditions
- ☐ C. Unplug all electronics and disconnect cables (surge protection)

4. Exterior and Balcony

- ☐ A. Remove ALL items from outside your entrance door (rugs, chairs, plants, decorations, statues)
- ☐ B. Store balcony items inside your unit
- ☐ C. Close and secure ALL shutters

Why these steps matter: These precautions protect your unit from water damage, mold growth, power surges, and storm damage while you're away.

22. Guidelines for Owners with Visiting Guests

Unit owners are always responsible for the actions of their short-term and long-term guests, as stated in Emerald Seas Condominium Rules and Regulations, a copy of which must be displayed in a visible location within the unit.

1. OWNER RESPONSIBILITIES

- A. Before guests arrive, enter the following information in the [Condo Control Visitor section](#):
 - i Names of all guests
 - ii Length of stay
 - iii Pet information, if applicable (see pet restrictions on page 17 of Rules & Regulations)
 - iv Vehicle information including license plate number (if not a rental)
- B. Guests must display the ESCA parking pass that is generated from this guest entry on their dashboard for the entire stay.

2. GUEST OCCUPANCY AND PARKING

- A. Occupancy limits: Two-bedroom units may accommodate up to five (5) occupants; three-bedroom units may accommodate up to six (6) occupants (excludes children as recognized by Fair Housing Laws).
- B. Guest stays are limited to 14 days (refer to Condominium Documents).
- C. Short-term occupants and non-owners may not use garage parking stalls unless leasing a unit.
- D. Quiet hours begin at 11:00 PM. If entertaining on your balcony, please move your gathering indoors by 11:00 PM out of courtesy to other residents.
- E. Grills: Charcoal and gas grills are prohibited on balconies per Florida Fire Code. Only tabletop electric grills not exceeding 200 square inches are permitted.

3. PETS

- A. One pet per unit; maximum 30 pounds unless service dog criteria met.
- B. All pets must be registered with the Association before arrival. Complete the Pet Registration form in the Condo Control Resident Portal by clicking on “My Account”, clicking on the “Pets” menu, clicking on the “New” button, and completing the pet details.
- C. Pet waste bags must be disposed of properly in personal trash cans or the trash room dumpster. Do not dispose of pet waste in lobby or garage trash cans.

4. COMMON AREAS

- A. Smoking: Prohibited in all common areas. Permitted only inside individual units or on unit balconies.
- B. Recreation room: Private use requires advance reservation and deposit (owners only).

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22. Guidelines for Owners with Visiting Guests *continued*

- C. Bicycles: Must be transported through the garage only—not in lobbies, elevators, or walkways. Bicycles may not be ridden in the garage.
- D. Doors and gates: Do not leave open or prop open lobby doors, exterior/interior doors, security gates, or the dune crossover gate.
- E. Grocery carts: Provided for your convenience. Return carts empty to their proper location within 30 minutes of use. Do not leave carts in elevators or on walkways.
- F. Pool area entry: Swimmers must be dry, covered, and free of sand before entering lobbies or elevators. Surfboards, bicycles, and other large recreational items are prohibited in lobbies, elevators, and walkways. Do not allow children to play in elevators.
- G. Fitness room: Available only to persons 18 years and older. A Consent and Release form must be completed and on file with the Association office.

5. TRASH AND RECYCLING

- A. Do not leave trash or personal items in common spaces or grocery carts.
- B. All trash must be tied in a garbage bag (not a plastic shopping bag) and placed in the trash chute or dumpster in the trash room.
- C. Large items (furniture, appliances, boxes) may not be placed in the trash room or dumpster. Contact Waste Management for disposal pickup.
- D. Glass or plastic containers that could leak or break should be walked down to the trash room and placed in the dumpster, not sent down the chute.
- E. Prohibited in recycling bins:
 - i Food-contaminated items or liquids (including pizza boxes)
 - ii Plastic bags, Styrofoam, clamshell plastic containers, shredded/soiled paper, glass
 - iii Hazardous materials (including paint cans) may never be placed in the trash chute, dumpster, or trash room. This is illegal and unsafe.

6. POOL AND SPA

- A. Leave pool bathrooms and the exercise room clean after use.
- B. Follow pool rules posted in the pool area for the safety of all guests and in compliance with City, County, and State ordinances.
- C. Rinse sand from feet and body at the outdoor shower before entering the pool area, pool bathrooms, recreation room, lobbies, and elevators. Sand in bathroom sinks and showers can cause plumbing problems.
- D. Close pool umbrellas when leaving.

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22. Guidelines for Owners with Visiting Guests *continued*

7. VACATING YOUR UNIT

- A. Water and HVAC:
 - i Close (shut off) the two water valves above the hot water heater and turn off the hot water heater at the electrical panel.
 - ii Add one (1) cup of bleach or vinegar into the condensation drain pipe access port.
 - iii Set air conditioning thermostat to 76°F to prevent mold and mildew (see page 19 above re: HVAC Maintenance).
- B. Hurricane shutters on walkways and balconies must be closed.
- C. All items outside the entrance door, including rugs, must be placed inside the unit.
- D. For long-term vacancies, refer to the Condo Control Article: [Leaving for an Extended Period of Time](#).

8. ADDITIONAL RESOURCES

Guests and residents should review the following appendices included in the [Rules and Regulations](#):

- A. Appendix A: Leaving for an Extended Period of Time
- B. Appendix B: Security Gate/Lobby Call Box Operation
- C. Appendix F: Recycling Rules
- D. Appendix G: Pool/Spa Rules (also posted in pool/spa area)
- E. Appendix H: Recommended Maintenance for HVAC Systems

Please consider printing these instructions and posting them in your unit!

23. Top Rules for Guests

Owners are responsible for their guests' conduct during their visit, whether the owner is present or not. All guests must comply with [ESCA Rules and Regulations](#).

1. All recreational facilities are used at the participant's own risk.
2. Common area doors must remain closed and locked when not in use.
3. Parking and Electric Vehicles
 - a. Green parking passes must be displayed on the dashboard of all guest vehicles parked overnight.
 - b. Electric vehicles may not be charged in any garage. Charging must be done outdoors at designated charging stations.
 - c. Electric bicycle batteries must be charged in units, not in garages.
4. Grills: Only electric grills with a maximum cooking surface of 200 square inches are permitted on balconies, per Florida Fire Code. All other grill types are prohibited.
5. Pets: Guest pets must weigh 30 pounds or less and remain leashed at all times outside the unit. Pets may only be walked behind the buildings (east side) or off-property. Pet waste must be picked up immediately, bagged, and disposed of in trash chutes or the dumpster room. Pets are prohibited in pool/spa areas, tennis courts, recreation rooms, and exercise rooms.
6. Trash and Recycling
 - a. Trash chutes are located on each floor opposite the elevators. Use plastic bags no larger than 13 gallons.
 - b. Oversized items must be taken to the dumpster room.
 - c. Recycling bins are located near the tennis court. No garbage, pizza boxes, or plastic bags in recycling bins.
 - d. Break down all cardboard boxes before placing them in recycling bins—not beside them.
 - e. Lobby wastebaskets are for dry waste only—no food, drinks, or containers.
7. Towels, bathing suits, wet suits, clothing, rugs, and similar items may not be hung from balcony or walkway railings.
8. Pool and Jacuzzi: Hours are 7:00 AM to dusk. Posted rules must be followed.
9. Before entering lobbies and elevators, swimmers must be dry, covered, and free of sand. Surfboards, bicycles, beach carts/wagons, and other large recreational items are prohibited in lobbies, elevators, and walkways.
10. Skateboarding, rollerblading, scooters, and ball playing are strictly prohibited on all Emerald Seas property, including parking lots and tennis courts.
11. Smoking: Prohibited in all common areas. Permitted only inside individual units or on unit balconies.