

# The Residences at Windward Passage (RWP) Condominium Association, Inc.

## Summary of Community Information

This summary is to provide an overview of our condominium community. We ask that all owners, residents and visitors become familiar with this and all governing documents of the Association. The summary is not complete and the official governing documents of the Association shall prevail in the event of disagreement.

### Contact Information:

Dan Graff, Building Maintenance Manager (727) 269-6557

Dan is generally at the building M-F 7:30 am until 4:00 pm. He is responsible for all on-site maintenance activity for the Common Element (building and property). He is not responsible for issues inside condo units unless they are covered as a part of the common elements as described in the RWP Condominium Declaration document).

Greg Anderson, LCAM, Ameri-Tech Property Management (727) 726-8000

Greg is the Association Property Manager and is responsible to assist with administration and policy issues. Contact him with questions such as billing, rules & regulations, and PIN numbers and FOBs for our building access control system.

### Communication:

- The Condominium Association maintains a website [www.202windwardpassage.com](http://www.202windwardpassage.com) where Association documents, forms and information, including current events, can be found. See Greg Anderson for log-in credentials.
- The Association also sends emails to residents and owners about various activities and issues. Please make sure that we have a current email address.
- Meetings and agendas are posted in the elevators at least two days in advance. All unit owners are welcome to attend.

### Building Security:

- Surveillance Cameras - The building has cameras to record activities in the elevator lobbies, garage, pool area and owners club room. Cameras are not routinely monitored but recordings are logged as system memory allows in the event of security issues.
- Building Access Control - Each resident is issued two door entry fobs and two vehicle (garage entry) fobs to access the building and parking garage. Each resident may also select a four-digit personal PIN number for their unit that can also be used to access the building and parking garage. Contact Greg Anderson to select or change your PIN number. Fobs should be given from seller to buyer or from landlord to tenant. Replacements for lost fobs or extra fobs may be purchased from Greg Anderson. If your fob stops working it can be exchanged at no charge thru Greg. If you feel that your PIN may have been compromised, select a new PIN with Greg.

- Temporary Entry Code - The Association issues by email notice a revolving monthly temporary code (like a PIN) for use with deliveries, contractors, real estate agents, etc. Please use the temporary PINs to protect building security.
- Entry PIN Number for Non-Resident Use - Each month a new 4-digit temporary door access code is issued by email to all residents. It is also listed in the member's only area of the RWP Condominium Association website. **Do not give out your personal PIN** number to contractors, deliveries or visitors who are not family or friends. Once you give your personal PIN number out that person can access the building at any future date. Use the temporary door access code since it will only work until the end of the month.
- Front Door Building Directory- At both front door entrances there is a directory that visitors may use to notify you that they are at the front door. When they contact you through this directory it calls your phone. You can allow visitors in by pressing 9 on your phone during the call. Contact Greg Anderson to make arrangements to connect your phone to this directory.

### **Moving In/Out of the Building:**

- Notify Dan Graff at least 24 hours before a move so that he can pad an elevator.
- Moves should only occur Monday through Friday. In the event of special circumstances the Board may approve a Saturday move. Sunday moves are not permitted.
- Owners/residents are responsible for any damage done to the elevators or common area during a move.
- Contact Dan at least 24 hours before deliveries of furniture and/or large appliances so that he can pad the elevators.

### **Parking Garage:**

- Each unit is assigned two numbered parking spaces for your exclusive use. You are not allowed to park in any spot not assigned to you without permission. Please inform visitors of this requirement. Towing of offending vehicles may occur.
- Do not park anywhere in the garage that is not a not marked/numbered parking places.
- There are only eight visitor parking spots in front of our building. These spots can fill up at times so please use your assigned parking places in the garage to leave the visitor spots for our guests.
- Luggage carts are located in each first floor elevator lobby for your use. Please return the cart promptly to the lobby where you found it so that other people may use it.
- Parking places are for a single vehicle only and may not be used to store other item such as beach chairs and grocery carts.

### **Owners Clubroom (OCR):**

- Available for use by all residents of the building
- Hours 9:00 am thru 10:00 pm (open until 11:00 pm on weekends)
- Clean up food, counters and tables and remove all food and drink from refrigerators after use.
- Schedule parties with >15 people through Greg Anderson. A reservation form is available on the RWP website. A deposit or cleaning fee may be required.
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- **Children under 16 must have adult supervision at all times.**

- Maximum capacity 40 people (fire code requirement)
- Turn lights off when you are finished using the room.
- NO ALCHOLIC BEVERAGES should be left in the room or refrigerator.
- Cover the pool table after use.
- TV remotes should be left in a visible location near each TV.

### **Pool, Deck, and Dock Areas:**

- **NO GLASS** of any kind is allowed in these areas.
- No pets allowed in the pool areas.
- **Children under 16 must have adult supervision at all times.**
- Replace all pool furniture to original position. Turn off and clean the grill after use.
- Umbrellas should be lowered and tied after use.
- **NO DIVING is allowed.**
- All children not potty trained must wear plastic swim pants while in the pool.

### **Pets:**

- A maximum of two pets is allowed.
- Dogs and cats must be restrained on a leash (no longer than six feet) while outside of the unit.
- No dogs weighing more than 25 pounds are allowed on the premises (includes visitors).
- Dog waste bag dispensers and receptacles are in front of and behind the building. Please pick up after your pets.

### **Boat Slips:**

- All catwalks between boat slip are exclusively assigned to individuals. The Boardwalk parallel to the seawall is common area.
- The western-most catwalk is also common area for all resident's use. The open area on the western side of that catwalk has a docking area for residents and visitors but is not intended for overnight use.

### **Storage Lockers:**

- Each unit in the building is assigned a storage locker. You are not allowed to store items outside of your locker or on top of the locker. You may not use any locker not assigned to you without permission.
- Do not store any items that could be hazardous, leak or cause any damage to the building or adjacent lockers.

### **Construction or Major Repairs:**

- Any remodeling or construction requires a construction application be submitted and approved by the Board in advance. There are specific insurance and deposit requirements. Materials related to construction must be disposed of off-site.
- There are restrictions on the days and times that construction may occur.
- Movement of equipment or materials in the building must be coordinated with Dan Graff to protect the elevators and common areas.
- The application form may be found on the Association website.

**Trash and Recycling:**

- All trash must be bagged before being deposited in the trash chutes located on either end of each floor of the building.
- Any trash too large to fit down the chutes may be brought to the dumpster room which is left open on weekdays until 4:00 pm.
- Furniture and large appliances must be disposed of by the resident. **DO NOT** leave these items in the garage.
- Recycling should be deposited in the blue recycling bins in the garage. **Do not put ordinary trash in the recycling bins.** Flatten boxes!
- Flattened boxes too big to fit in the recycling bins may be stacked neatly next to the recycling bins.
- **DO NOT** place trash or recycling on the garage floor.

**Mail Box Lock and Key**

- The Association does not maintain the mailbox lock or replacement keys. Owners must contact a professional locksmith regarding replacement keys or inoperative locks.

**Sale and Lease Approval**

- The Residences at Windward Passage governing documents require the Association Board of Directors provide written approval prior to the sale or lease of any unit. Approval application forms may be found on the Association website ([www.202WindwardPassage.com](http://www.202WindwardPassage.com)) or obtained from the property manager. An application fee of \$100 is required to be submitted with the completed application prior to review.

**Condominium Association Documents:**

- These highlights do not address all items as listed in the Condominium Rules and Regulations document. Unit owners should become familiar with all documents governing the Residences at Windward Passage Condominium Association Declaration, Bylaws, Articles of Incorporation, and Rules and Regulations).

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_