

# **COUNTRYSIDE KEY HOMEOWNERS ASSOCIATION, INC.**

The Homeowners' Association is a board of Seven (7) appointed Owners who are charged with oversight that owner(s)/resident(s) are complying with the Community's Declaration of Covenants, Conditions and Restrictions. They also have operational and maintenance oversight of certain common elements of the Community, as well as a Fiduciary duty to the Owners to enforce the Governing Documents (CCR) which governs the Community, and to preserve the legal rights of the Association and maintain property values.

## **What Owners Should Know**

Countryside Key is a homeowner's Association NOT a Condominium Association. Why is this important to know? Unlike a Condominium Association, the Owner is responsible for the majority of maintenance in and around their unit, NOT the Association.

The Owner owns 3 feet out in front of their unit and 5 feet out the back of their unit. An Owner is responsible for replacement of everything that is "unit specific", i.e., replacement of doors, door frames, windows, windowsills, window and door screens, doorbells, lights, water pipes, shutoff valves and all interior furnishings.

The Association is responsible for maintenance of the amenities, sidewalks, walkways, streets, main water pipes and valves, removal and replacement of common area landscaping around the community.

## **Owners' Personalization**

Landscaping that's both beautiful and welcoming is a great way to increase property values at Countryside Key.

That is why over the years, the Board of Directors at Countryside Key has allowed Owners if they so choose (at their own expense) to replace small bushes, plants and/or flowers in the common area outside of their unit. Therefore, you see units decorated with flowerpots and planters, fountains, seasonal flags/banners or colorful outdoor decor.

If the Owner fails to maintain their personalized area, the Association's landscaper will assume maintenance and will replace it with the adopted standard scheme of sod and bushes circling the tree.

## **Individual Unit Water Shutoff Valves**

Every unit has a main water shutoff that is located within 1-3 feet of the front window. Not every location is easily visible due to the original landscaping design by the developer called for bushes along the front window area. Over the years some owners have replaced the bushes with rocks, mulch or even pavers that have now covered the area. Some are capped with a white cap while others have a green cover over the area.

Over time, the shutoff valve will need to be replaced due to cracking or it became fused/rusted tight. Replacement of this valve is the responsibility of the owner, not the Association. Unfortunately, it is not until an owner is in the process of remodeling their unit that the desperate need to locate this valve required to turn off gushing water from within the unit. When this

happens, it is too late; the damage to a unit caused by flowing water from a pipe or valve break can reach thousands.

Owners need to make sure they can locate the water shutoff valve and confirm it is functioning properly. The time to find out is not, is after the pipe has already burst.

Recommended plumbers can be found on the Vendors Page.

## **Replacing Your Water Shutoff Valve**

If you are in the process of, or planning on replacing bathroom vanities, toilets or faucets and your water shutoff valve needs to be replaced by a plumber, **you must call the management company to arrange for a time for the water to your building to be shut off**. No owner or plumber has the right to, at will, to turn off the main water supply to the community without proper notice given to the management company, then to the residents. 48-72 hours' notice is required to shut off the water to allow notification to building residents or entire community. Water shutoff **should never occur before 10:00 a.m.** as residents need to shower and get ready for work.

Only when there is a main water pipe break will the water be shut off without 48-72 hours' notice.

## **Gate Controllers and Access**

Resident access to Countryside Key is via controller only. No access codes are assigned to Residents.

In order to gain gate access, A Gate Access / Controller Information Sheet must be completed by the Owner. The Gate Access / Controller Information Sheet must be fully completed, and the information listed on the Gate Access / Controller Information Sheet must be legible or delay in gaining access to the community will be delayed. If additional controllers are needed, a new Gate Access / Controller Information Sheet must be filled out for tracking purposes. **ALL CONTROLLERS PREVIOUSLY ASSIGNED TO A UNIT MUST BE LISTED** on the Gate Access / Controller Information Sheet. If there are multiple controllers assigned to a unit, but not reflected on the Gate Access / Controller Information Sheet, the controllers not listed will be deactivated.

Only One (1) telephone number can be used in the call box. This can be a landline phone number or a cell phone number.

The cost of each controller is \$35.00. Checks are to be made payable to Countryside Key Homeowners Association, Inc.

## **Mailboxes and Mailbox Keys**

The Mailboxes are maintained by the Association as there are multiple mailboxes in each section. When needed, repairs to mailbox doors and the common area mailboxes for large packages are performed. Mailbox locks and keys are specific to an individual unit mailbox therefore the owner is responsible for replacing their own key or changing out a lock.

## **Disposing of Your Trash and Dumpster Operation**

Trash is to be disposed of inside the dumpster not on the ground. The dumpster is set to automatically compact after the door has been opened and closed 5 times.

IT IS EXTREMELY IMPORTANT THAT IF THE DUMPSTER IS COMPACTING THE GARBAGE DO NOT OPEN THE DUMPSTER DOOR. If the door is opened, the dumpster will stop immediately and will not start up again when the door is closed. This causes the trash to build up and overflow. Residents will leave their trash on the ground and bugs and rats will appear.

## **Requirements for Access/Parking in RV Parking Lot**

The Recreational Parking Lot is for residing Countryside Key residents only. Proof of vehicle ownership and proof of address is required. You must reside at Countryside Key to park a vehicle in the lot.

One (1) parking space per unit will be assigned.

Vehicles must be re-registered with the management company each year.

Proof of State Registration and insurance must be provided.

If a resident fails to re-register their vehicle with the management company or fails to keep current State registration and insurance their application will be immediately revoked, and the vehicle removed.

Any change of vehicle must be registered at time of change not at re-registration.