

# Community Reminders

## **New Owner Reminders**

Complete the required paperwork and submit to the Board of Directors at:

Sunset Harbor Owners Association Inc.  
3873 S. Banana River Blvd  
No. 5000  
Cocoa Beach, FL 32931

## **Reminder to All Owners**

You are asked to maintain this handbook on the premises of your unit; therefore, making it readily accessible and applicable to your visitors, tenants and their visitors.

Condominium documents hold each unit owner accountable for their own actions and those of their tenants and visitors when on the premises.

## **Reminder to Tenants and Visitors**

Tenants and visitors are welcome to enjoy the amenities at Sunset Harbor Condo. All tenants and visitors are subject to the rules and regulations and guidelines provided herein, as well as, the restrictions applicable to tenants within their lease. Carefully review them for compliance.

## **To All Who Reside at Sunset Harbor**

This is a residential community consisting of neighbors who deserve respect for their property and tranquility associated in a well-behaved society. Owners, tenants and visitors are required to supervise and assume responsibility, at all times, for any minors allowed upon the premises. Your cooperation and assistance in maintaining the highest level of residential community standards is deeply appreciated.

## **Clubhouse Use & Care Guidelines**

All residents are permitted to use the clubhouse for private functions. To reserve the clubhouse contact the President of the Board so the date and time can be put on the calendar.

Concluding the use of the clubhouse:

- Wipe down counter tops, table tops, range top and sink area to ensure they are free from spills, spots, crumbs or other drippings.
- Clean any spills or splatter from the oven.
- Vacuum carpet.
- Remove all trash/garbage.
- If dirty dishes, then use dishwasher or wash by hand, and put away clean dishes.
- Leave sink area clear of dishes.
- Confirm that the stove/oven is off.
- Lock bathrooms.
- Turn off lights.
- Lock clubhouse.