

# WELCOME TO OCEAN SANDS CONDOMINIUM ASSOCIATION

Congratulations on your new home at Ocean Sands, one of the most desirable communities to live in. The best way to become familiar with your new community is to visit the Ocean Sands Community website, [www.OurOceanSands.com](http://www.OurOceanSands.com). The website provides you with the wealth of information, including access to information on the private Owners' webpage. If you have any registration difficulties, please contact the OS Webmaster, Hera Massey, by using the link in any of the webpage footers.

At your convenience, please stop in the Ocean Sands office to introduce yourself. It is nice to meet in person and in addition, I can help with registering your vehicle or providing additional gate fobs and keys. The office is located in Tower 1 on the 2nd floor North end.

Our facility is maintained by 2 full-time, and 1 part-time maintenance staff: Joe, Melvin, and Chuck. Please introduce yourself if you see them. You will be able to identify them by their blue polo shirts.

We are here to provide assistance and service to our owners and guests of Ocean Sands Condominiums.

Warm regards,

*Elaine D'Arcy*

Office Administrator

**Office Hours: Monday-Friday 10:00am-4:00pm**

**Office Phone: 727.391.0944**

**email: [oceansands@tampabay.rr.com](mailto:oceansands@tampabay.rr.com)**

**Management Company: Ameri-Tech Management inc.**

**Contact: Scott Vignery**

**Office: 727.726.8000**

**Cell: 727.224.4676**



Ocean Sands Condominium Association

## Board of Directors Welcome New Owner

### **Security**

- Lobby Codes
- For security, pool gates are auto-locked at night. Hours are posted on the gates.
- Beach & pool-gate security fobs and mailbox keys are provided by sellers at settlement
- Parking registration is required for all vehicles including overnight visitors. Passes are issued in the office during business hours.
- The front lobby intercom is contingent on having a landline telephone (for instructions, see *Our Responsibilities* )

### **Community Life**

- Confirm receipt of condo documents, Frequently asked Questions and Answers, and Rules & Regulations.
- Meet the Board of Directors (see *Our Networks*)
- How to find information on the *OurOceanSands.com* website
- Trash and recycling (see *Our Responsibilities*)
- Remind visiting family and tenants to be respectful of our property and courteous to our neighbors:
  - Spigots available to rinse sand as you come off the beach
  - Location of luggage carts and small carts and importance of reminding guests to promptly return them to the garage
  - Quiet hours

Ocean Sands Condominiums  
PO Box 8396  
Madeira Beach, Florida 33738  
Website: [OurOceanSands.com](http://OurOceanSands.com)  
[OceanSands@tampabay.rr.com](mailto:OceanSands@tampabay.rr.com)



*Ocean Sands Condominium Association*

### ***Deliveries, Maintenance and Remodeling***

- Notify the Ocean Sands Office in advance of delivery or removal of large items (appliances, furniture, drywall, etc) so that padding can be installed in the elevator cabs
- Condo maintenance tips and emergency information are online (see *Our Investments*)
- When remodeling, please reference the online Remodeling Guide for owner and contractor responsibilities. Pre-approval is needed for some projects. (see *Our Investments*)

### ***Health and Safety***

- Occupancy limits (see *Our Responsibilities*)
- The office requests a set of unit keys for emergency access
- Neither propane nor charcoal grills are permitted on unit balconies

### ***Using your Property as a Rental***

- A rental fee of \$60, paid in advance to Ocean Sands Office
- The rental term is a minimum 14 consecutive days
- Guests and tenants are not permitted to bring pets

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**Change of Ownership Application  
Non-Refundable Transfer Fee.**

**Please make \$100.00 Checks payable to: Ocean Sands Condominium Assoc.  
oceansands@tampabay.rr.com**

Tower.: \_\_\_\_\_ Unit: \_\_\_\_\_ Date: \_\_\_\_\_ Parking space# \_\_\_\_\_

**Change of Ownership or Lease Information  
Board Approval is required**

Buyer Name: \_\_\_\_\_ Buyer Name: \_\_\_\_\_

Current: Address: \_\_\_\_\_

Main Phone: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Cell Phone: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ email: \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Family information (enter number) Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Yes No

Text Alert Notification Cell # required: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Owners may have 1 pet not to exceed 20 lbs.: Type: \_\_\_\_\_ Weight at maturity: \_\_\_\_\_

**Lessees may not have pets.**

In case of emergency, notify  
(2<sup>nd</sup> Contact Person)

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

Address: \_\_\_\_\_

Phone: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Relationship: \_\_\_\_\_

Auto 1: Make \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ L/Plate \_\_\_\_\_

Auto 2: Make \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ L/Plate \_\_\_\_\_

Unit- will be occupied by me - family full time  part time

Will you rent your unit short term- Yes  No  **least days being 14 consecutive days.**

Approximate date of closing: \_\_\_\_\_. **\$100.00 TRANSFER FEE CHECK#** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Board of Director Introduction required prior to approval.**

New buyer(s) Please fill in available date and time

Date: \_\_\_\_\_ Time \_\_\_\_\_ AM/PM

**Acknowledgement:**

**Buyer:** Acknowledge receiving a current copy of the Declaration of condominium, Articles of Incorporation, Bylaws, Amendments, Rules of the Association, A copy of the most recent year end financial information, frequently asked questions and answers. Document as requested in writing which relate to:

**Ocean Sands Condominium Association, Inc.**

Buyer \_\_\_\_\_ Date \_\_\_\_\_

Buyer \_\_\_\_\_ Date \_\_\_\_\_

**Office Use Only**

Assigned Parking Space No. \_\_\_\_\_

Transfer Fee Received: Issued By \_\_\_\_\_ Date \_\_\_\_\_ Check # \_\_\_\_\_

Deposit to Quick Book account Date \_\_\_\_\_ Tower \_\_\_\_\_ unit \_\_\_\_\_

Owner(s) Name \_\_\_\_\_ - \_\_\_\_\_



**FREQUENTLY ASKED QUESTIONS AND ANSWER SHEET**  
Ocean Sands Condominium Association, Inc.

**Q: What are my voting rights in the condominium association?**

A: All of the joint unit owners shall be entitled collectively to only one (1) vote in Association affairs.

**Q: What restrictions exist in the condominium documents on my right to use my unit?**

A: Units are for Residential use only.

**Q: What restrictions exist in the condominium documents on the leasing of my unit?**

A: The minimum period for renting or leasing your unit is 14 days. No pets.

**Q: How much are my assessments to the condominium association for my unit type and when are they due?**

A: Monthly assessments, based on unit size, are determined each year when the budget is approved. They are due the first day of the month; late fees apply. The amounts are listed in the budget and posted on the OurOceanSands.com website.

**Q: Do I have to be a member in any other association? If so, what is the name of the association and what are my voting rights in this association? Also, how much are my assessments?**

A: Not applicable

**Q: Am I required to pay rent or land use fees for recreational or other commonly used facilities? If so, how much am I obligated to pay annually?**

A: The only common area use fee is a refundable \$25.00 deposit for use of the Tiki Decks.

**Q: Is the condominium association or other mandatory membership association involved in any court cases in which it may face liability in excess of \$100,000? If so, identify each such case.**

A: The condominium association is not involved in any such action.

**NOTE: THE STATEMENTS CONTAINED HEREIN ARE ONLY SUMMARY IN NATURE. A PROSPECTIVE PURCHASER SHOULD REFER TO ALL REFERENCES, EXHIBITS HERETO, THE SALES CONTRACT, AND THE CONDOMINIUM DOCUMENTS.**

x \_\_\_\_\_  
Signature

x \_\_\_\_\_  
Date



Ocean Sands Condominium Association, Inc.  
P.O. Box 8396 - Madeira Beach, Florida 33738  
Phone 727-391-0944 Fax 727-391-0399

### Joint Ownership Voting Designation Certificate

Tower 1  Tower 2  Unit # \_\_\_\_\_

To: The Association Board of Directors

In accordance with Article VI, Section 7, Subsection B of the By-Laws, addressing the right to vote, which states:

"Membership may be held in the name of more than one (1) person, corporation or other entity. In the event ownership is in more than one (1) person, corporation or other entity, all of the joint owners shall be entitled collectively to only one (1) vote in the management of the affairs of the Association and said vote may not be divided between multiple owners. All owners shall file a certificate with the Secretary naming the person ("voting member") authorized to cast said Unit vote. A new certificate shall be filed prior to or at any meeting of the members annual or special; if such certificate is not on file, the vote of such Unit shall not be considered, nor shall the presence of said Owners at a meeting be considered in determining whether the quorum requirement has been met.

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**Print** (Enter one name of owner designated as voting member),

is hereby designated and appointed to cast the vote of the undersigned on any matter coming before the Association. The undersigned constitute all the owners of the condominium unit above mentioned.

**This certificate shall be valid until revoked by a subsequent certificate.**

IN WITNESS WHEREOF, we have hereunto set our hands and seals this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**Print name** \_\_\_\_\_

**Signature** \_\_\_\_\_



Ocean Sands Condominiums  
PO Box 8396  
Madeira Beach, Florida 33708  
Website: OurOceanSands.com

## Consent to Receive Electronic Communications

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*Save time, save money, save resources*

Florida statutes allow electronic transmission of specific condominium association notices and documents only upon written consent of individual members. By completing and returning this consent to receive electronic documents, the Ocean Sands Board of Directors, or the Association's current property management company, will send notices and documents to the e-mail address(es) listed below in lieu of postal mail delivery.

### Owner's Consent

*I agree to receive all communications from the Board of Directors of Ocean Sands Condominium Association, either directly, or on behalf of the Association by the current Property Manager, in electronic format utilizing the email address(es) provide below. Communications that are required to be provided in hard copy by Florida Statute will continue to be hand-delivered or sent by postal mail.*

Tower, unit number(s): \_\_\_\_\_

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

\_\_\_\_\_  
Print name of owner

\_\_\_\_\_  
e-mail address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name of owner

\_\_\_\_\_  
e-mail address

\_\_\_\_\_  
Signature

### Return the Consent Form

This signed form (just page 1) may be returned by any of the following means:

- hand delivered
- faxed to 727-391-0399
- mailed to the Ocean Sands Office using the address in the letterhead
- scanned and attached to an e-mail to be sent to [OceanSands@TampaBay.RR.com](mailto:OceanSands@TampaBay.RR.com)

Please keep a copy for your records.