

Welcome OWNERS of Aruba-Bequia-Caribe at Cove Towers!



The information contained herein will answer many of your specific questions, including those concerning your role as an Association member. It also contains a summary of Rules and Regulations that have been implemented by your Association to make life more enjoyable for all residents. This list is not inclusive and an entire list can be found on our website at www.covertowers.info. It is also important that you read and become familiar with the condominium Bylaws and Declarations for Cove Towers. Should you have any questions regarding these, please contact the Property Manager.



PROPERTY MANAGER

The Property Manager's office hours are Monday - Friday from 8:00am-4:30pm; telephone (239) 566-1976 and email address: alperz@kwpropertymanagement.com.



VEHICLE REGISTRATION / PARKING

All unit owners are required to have their vehicle(s) registered with the Property Manager and must obtain and affix an Association parking sticker to each vehicle. Certain under-building and covered parking spaces are assigned. Designated visitor parking is for the convenience of our guests and not for unit owners or renters and is designated for short term parking only. *NO PROLONGED OR OVERNIGHT PARKING* is allowed in these spaces.



ALTERNATE ADDRESS / PHONE NUMBERS

Every unit owner must provide alternate to the Property Manager his/her alternate contact information (address, telephone numbers, email address, etc. If you would like to allow visitors entry to the property remotely, a local telephone number is required to input into the directories at both the front lobby doors and gatehouse.



KEYS / LOCK CHANGES

The Association retains a master key to Cove Towers residences. Prior to changing the lock on the unit door, the owner should contact the Property Manager to ensure that the new key is compatible with the master key. If, for any reason the unit door key is not compatible with the master key, the owner must provide the Property Manager with a spare "new" key for the use of the Association pursuant to its statutory right of access to all residences. The Fire Department also has a copy of the master key to access all units in case of emergencies.



WATER HEATER & A/C CLOSET

Owners are required to **SHUT OFF THE WATER ISOLATION VALVE** (located in the utility closet outside the unit) before leaving the unit unoccupied or unattended for more than 48 hours. **THE HOT WATER HEATER BREAKER SHOULD ALSO BE TURNED OFF** at the electrical box. Turning off the water is critical as even a small water leak can flood your unit and the ones under you in a short amount of time. The utility closet outside each unit contains A/C and water heating equipment and is not to be used for personal storage. Vendors must have clear access to maintain the A/C units and water heaters. Regular maintenance is performed (2x/year) and items against the pipes/air handler may cause damage to the drain pan or A/C unit itself.



DELIVERIES/MOVING

The Property Manager must be notified at least 24 - 72 hours in advance of any deliveries so that pads can be installed to protect the elevators. All deliveries/moving must take place Mon.-Sat. between 8:00am - 5:00pm. Moving vans and trucks shall remain on property only when actually in use.



PETS

Only one dog, no more than 15 inches (shoulder height) at maturity or no more than two cats; no more than two birds properly housed. Pets are to be leashed or hand carried when on Association property. Messes made by pets must be removed by owners immediately. Noisy or vicious pets are not permitted in the condominium complex. All pets must be registered with the Property Manager.



TRASH COLLECTION AND GARBAGE

A trash chute is located on each floor to the left of the elevators in your building. Trash placed in the chute must be securely bagged. Cat litter, glass, newspapers and bulky or extra heavy items must be carried down to the trash room. Please follow specific instructions posted above the chute. Recycling bins are located inside the trash room on the ground level of each building. Cardboard boxes and other oversized cartons should be placed in the trash bin or, if feasible, in a recycling bin. Boxes should be broken down and flattened prior to being placed in either the trash or recycling bin.



BICYCLES

Bicycles and other two-wheeled vehicles must be registered with the Property Manager, who will provide an Association sticker to be affixed to the bicycle by the owner in order to avoid their removal from property. They are to be stored in a designated bike storage area in the garage, under the generator building or in the unit owner's storage locker.



KAYAKS

Kayaks must be registered with the Property Manager who will provide an Association sticker to be affixed to the kayak by the owner. Kayaks are to be stored only on designated racks available to owners on a first come - first serve basis. There is a \$50 annual fee for this service.



SALES/LEASES

If you will be renting or selling your unit, there is an application form that **MUST** be filled out by you along with a fee. The form and fee is to be returned to the Property Management Company. Additional information as well as the forms can be found on our website.



HOME WATCH SERVICE PROVIDERS

Unit owners who are not fulltime residents (12 months) should designate a home watch person or service who is responsible for instituting measures to protect the unit in the owner's absence. Contact information for this person or service must be provided to the Property Manager. This service will not only help protect your unit from incidental damage (i.e. water leaks, pest, A/C failure, etc.) it will also protect your neighbor and Association.



SWIMMING POOL AND SPA

Pool and spa hours are from dawn to dusk. Children 12 and under must be accompanied by an adult for the entire time they are in the pool area. **Children 3 and under are prohibited in the Hot Tub/Spa at all times.** Children under 3 and incontinent individuals must wear diapers/underwear specifically made for swimming at all times in the pool. Safe practices, courteous behavior and respect for the rights of others must be observed by adults and children at all times. **No glass of any kind** is permitted on the pool deck, in the pool or spa or on the spa deck. Persons using the pool and/or spa must comply with all the rules and regulations posted in the area. Exclusive use of the pool area for private parties is not allowed. If a unit owner would like to have a private party, the Property Manager must be contacted in advance. In addition, there is a 15 person limit on the number of guests. A deposit of \$100 is required and will be refunded to the appropriate resident following inspection and approval of conditions of the pool area by the Property Manager at the conclusion of the gathering. The pool area will not be closed to other Cove Tower residents/guests during that time. It is the responsibility of the requesting party involved to leave the pool area in the condition it was found prior to any such event.



IMPORTANT TELEPHONE NUMBERS

Emergency Fire -Police.....911	
Wiggins Bay Guardhouse.....239.598.1040	Century Link.....888.723.8010
Tarpon Cove Yacht & Racket Club..... 239.592.9808	Comcast.....800.266.2278
KW Property Management.....239.495.3428	Community Electric.....239.262.3438
AA Fast Action Locksmith..... 239.596.4222	Conditioned Air A/C.....239.643.2445
ABC Pest Control.....239.597.1234	Fire Service.....239.335.1638
Acres Plumbing.....239.597.5031	