



WELCOME TO
HARBOR POINTE CONDO ASSOCIATION

2017 Quick Reference Guide

Supplement to **2015 Resident Handbook**

*For additional information, the 2015 Resident Handbook
is available in the Harbor Pointe office or on the Web Site below*

Website: harborpointefl.com

LELAND MANAGEMENT

Contact Information

Property Manager

Doreen Horvath, LCAM

dhorvath@lelandmanagement.com

(321) 383-7580 (phone)

(321) 383-7581 (fax)

Administration Assistant

Rusty Nowakowski

Harbor Pointe (Front gate # & Rover #)

321-269-2433

Assessment & Billing Department

For any information regarding your account, including billing inquiries, updating your address or general financial questions, please contact assessments department at assessments@lelandmanagement.com or call (407) 781-1188 (direct phone line).

Management Company Community Website:

<http://lelandmanagement.com/communities/harbor-pointe-condominium-association>

This is a direct portal website for Harbor Pointe owners to check account balances, submit work orders and see what's going on in the community.

Harbor Pointe Condo Assoc. Community Website: <http://Harborpointefl.com>

Leland Area Office:

Leland Management

1221 Admiralty Blvd.

Rockledge, FL 32955

Office: (321) 549-0953

Fax: (321) 256-5312

Website: www.LelandManagement.com

HARBOR POINTE CONDOMINIUM
BOARD OF DIRECTORS

April 2017- March 2018 Board year

President: Els van Engelenburg 321-243-9745
vanengelenburg@cfl.rr.com

Vice President Harry Holmgren 443-926-3123
hsq781055@aol.com

Secretary: Jo Lynn Nelson 321-412-5427
Jnelson5386@cfl.rr.com

Treasurer: Tom Creecy 262-880-5061 or 321-607-6045
Tom@factorycat.com

Director: Harold McNally 740-773-0007
innovat@roadrunner.com

Harbor Pointe / Leland Management ON-SITE Personnel:

Rusty – Administrative Assistant 321-269-2433

Wayne – Lead Maintenance

Sherry – House Keeping / Cleaning

Shawn – Ground / Building Maintenance

Mark – Property Rover 321-269-2433

Doreen – On-site LCAM/Property Manager 321-383-7580

Emergency Contact Information

If you have an emergency concern beyond the normal business hours (8 AM to 5 PM, Monday – Friday), please contact one of the numbers below to get assistance. They in turn will contact Management or Maintenance as needed to address the concern.

Building 1

Contact Tom Creecy 262-880-5061 or 321-607-6045

Building 3

Contact Walt Covington 321-383-9742 / 321-482- 9688

Building 5

Contact Harry Holmgren 433-926-3123

Building 7

Contact Harry Holmgren 433-926-3123

Please note: Wayne should not be contacted directly, your concern(s) should to be directed to one of these contacts to be forwarded to the management staff of the Association.

Miscellaneous and Good to Know Info!

Storm Doors / Front Door of Condo: Tradewinds at Lowes in white, Model # 346-60 is the only one still available.

Gate / Garage Clickers: See Rusty for a 3 button garage opener for \$30.00, or you can also get one at Lowes / Home Depot for \$30 to \$35. Rusty can then get it programmed for you, get a Chamberlain 315 mghtz.

If you need a new mailbox lock and key, check with management in the office in the clubhouse. The cost is \$10.00

RFI & Owner/Tenant Parking Decals must be obtained from the office to be able to park in front of your building. All others must park in guest lots. We do have a towing policy in effect. See management as soon as possible to obtain these.

Friendly Reminders for ALL Harbor Pointe Residents

A Brief Highlight of Important Information

As a Resident of Harbor Pointe Condominium, I understand, and agree to abide by the 2015 Resident Handbook of Promulgated Rules, some are listed below, and as found in the Condo Declaration and By-Laws for Harbor Pointe Condominium.

- 1) No nuisances allowed, including but not limited to barking dogs, wind chimes, etc.
- 2) No fire hazards; fireworks, gas or charcoal grills or smokers. Only use of **UL Listed electric grills or ranges** which are permitted for use on condominium balconies in accordance with the City of Titusville Fire Department.
- 3) No immoral, improper or offensive behavior.
- 4) No furniture or objects allowed in common elements or stairwells.
- 5) It is prohibited to hang garments and/or rugs from windows, patios or balconies.
- 6) It is prohibited to dust rugs, etc. from windows, patios or to clean rugs by beating on exterior of building.
- 7) NO boats, utility trailers, recreational vehicles or special purpose vehicles shall be parked on the condo property or in the garage. NO motor homes, camper, watercraft or commercial vehicle may be parked on property or in the garage.
- 8) Parking Per Condo Documents: no more than 2 vehicles per unit are allowed to park on with Resident passes. Residents must get a parking DECAL from the Condo Association office in the Clubhouse.

9) Nothing is allowed to fall from window, patio, balcony, porch or door.

10) Two household pets (dogs or cats) are allowed, each not to exceed 35 lbs.

11) Dogs must be on leash at all times when on common ground. Doggy poop-bags available on site. No pets in pool, tennis or basketball area. OWNERS ARE REQUIRED TO PICK UP AFTER THEIR PETS. Pet Spill clean-up stations are also located in baskets in each lobby for your convenience for quickly cleaning up messes.

12) Garbage is to be placed securely in bag before placing in trash bin. Do not throw paint cans down the trash chute. Two large Recycle bin(s) are located in the parking lot near roadway, west of the Clubhouse. They are for cardboard boxes, glass and plastic items.

12) If new door lock is installed on your condo unit, copy of new key must be filed with the manager for emergency use only. Harbor Pointe Condo Office / Management Company must have a contact name, address, and telephone number for each unit that can be contacted 24/7 in case of an emergency. Only authorized maintenance or emergency personnel will enter. Emergency Entry Provisions is a state law and the condominium documents require it. Owners not complying with this may be held liable for any damage originating from their unit.

13) These buildings are post tension concrete construction. To prevent structural damage, no items may be hung from the ceilings (including garages) except where electric receptacles are provided.

14) Fire Sprinklers (in your condo unit) may not be painted, or they will need to be replaced at the Owner's expense, per State Fire Code requirements. Inspections are made annually, usually in the fall.

15) When receiving furniture/appliances, any large items, be sure to give the office 24hrs notice to coordinate padding and wall coverings for the elevators as needed.

16) You will also need to make sure you coordinate your move-in (and later move-out) with the office in advance for padding the elevators, and getting a key, to avoid locking out the elevator. Call 269-2433

17) Preparation for Extended Absence. Please observe the following when planning to be away from your unit for more than a few days:

- a. AC ON-Position. Leave your AC in the "ON" position with the thermostat recommended set at 78 to 80 degrees. This will help to prevent mold from forming in your unit.
- b. Shutters Down. Put shutters completely down. This will help prevent rain getting into your unit as well discourage the birds from making a nest.
- c. Main Water Turn-off. Turn the main water valve to the off position. This valve is located in the laundry room.
- d. Monthly Checks: Set up monthly unit checks with the office (fee).

20. The Board of Directors sets policy and establishes promulgated rules to supplement the official condominium documents. These rules are then administered by the president and designated directors through a management company. Residents and their guests are expected to follow these rules. Unit owners who plan to rent their units must comply with the rental procedures listed under promulgated rules.

21. The Board of Directors and Management will communicate via....

- a) Residents going to our WEBSITE: Harborpointefl.com
- b) Residents tuning into Channel 732 on the TV in your Condo Unit
- c) Email Blast(s) sent out by the Board of Directors and Management
- d) Regular "snail" mail to your mailing address as provided to Leland Management / Harbor Pointe Office.

22. Do not feed the wildlife. Beware of the alligators in the ponds and along the shoreline.

23. Emergency Contact Information (for all Residents) should be provided to the Association Office. As well as keep your general contact info current with up-to-date phone numbers and email addresses.
24. Check out channel 732 for a current list of vendors for repairs and maintenance work in your unit, recommended by your neighbors or management.
25. For maintenance/repair concerns of the common areas (walkways, elevators, lobbies, etc.) please complete a **Work Order** on the Website (see front page) or swing by the condo office in the clubhouse and fill out a **Work Order form**. Management will then coordinate with staff to address your concern. Please DO NOT contact the cleaning/maintenance staff with requests (verbal or otherwise) for repairs.



*To Harbor Pointe
Condominium*



WELCOME TO OUR NEIGHBORHOOD – TELEPHONE NUMBERS

UTILITIES

Florida Power and Light	800-226-3545
Bright House Networks	321-254-3300

NEWSPAPERS

Florida Today	877-424-0156
Orlando Sentinel	800-359-5353

HOSPITALS

Parrish Medical	321-268-6111
Holmes Regional	321-434-7000
Wuesthoff Hospital	321-636-2211
Cape Canaveral Hospital	321-799-7111

AUTO TAGS/TAX COLLECTOR

Titusville	321-264-5224
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DRIVER'S LICENSE OFFICE

Titusville	321-264-5224
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VOTER'S REGISTRATION

(May also be obtained when getting driver's license)

Titusville	321-264-6740
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MISC.

Brevard County Courthouse	321-637-2000
King Center for Performing Arts	321-242-2219
Space Coast Stadium	321-633-9200
Kennedy Space Center Visitors' Complex	321-449-4444
Titusville Police Department	321-264-7800
Sheriff's Department	321-264-5201
Brevard County Planning & Development Department	321-633-2070
Fire Department	321-383-5708