



SANDARAC A ASSOCIATION OWNER'S PACKET

The Sandarac

WELCOME TO THE SANDARAC

THIS PACKET IS ESPECIALLY PREPARED FOR:

NEW OWNERS:

UNIT: _____

DESIGNATED PARKING SPACE: _____

FOB #'S: _____

ELEVATOR SECURITY PIN #: (Must start with *) : _____

POOL AND SOCIAL ROOM PIN #:(Omit * and substitute 0 : _____

WEBSITE: thesandarac.com

OWNER DOCS PASSWORD: manatee2018

WELCOME

Welcome to the Sandarac! Listed below is helpful information for new owners.

- There is no on-site manager. The Sandarac is managed by Sandcastle Community Management. Their phone number is (239) 596-7200, Megan Sainvil, Ext 224, MeganS@sandcastlecm.com or Ken Abel Ext 241 KenA@sandcastlecm.com.
- The after-hours emergency hotline is answered 7 days/week. For after-hour Association-related maintenance emergencies, call 1 (877) 626-8585.
- Any questions about business operations go to Ken Abel. Any questions or concerns about facilities and maintenance go to the maintenance department at manager1@thesandarac.com.
- Our mailing address is 6666 Estero Blvd, Fort Myers Beach, FL 33931.
- The pool is open from 9 am to dusk. Please observe all posted rules. No sitting on the rope. No glass in the pool area.
- There is a gas grill located on the southeast corner of the property behind parking spot 83. The gas grill is available on a first-come first-serve basis. Instructions for use are posted.
- Utilities: water, sewer, trash, recycle and internet are included in your dues.

- Pest control is also included. Our vendor is Maximum Pest Control. Phone is (239) 772-7363. We are treated on the even months of the calendar. If you have an issue outside of the normal spraying, please contact them.
- Electric is not included. Please contact FPL at <https://www.fpl.com/> or by phone at 1 (888) 988-8249 to set up your service.
- Air conditioning regular maintenance is included. The Association is responsible for the condenser on the roof. You are responsible for your air handler.
- Every condo has a dedicated mailbox. Please check to see if you have a mailbox key. If you need to change your mailbox lock, please contact the local post office.
- Please arrange for Condo Watch services when you are not on the property. Everyone must provide the name of the contact person to Sandcastle Community Management. Electrical strikes can cause failure of A/C unit to operate properly, and high humidity in your unit can result in surface mold within several days. Any vacant/unoccupied units, even for one night, need to have the main water and electricity to the hot water heater turned off.
- Water heaters more than 7 years old must be inspected annually by a licensed professional.
- When replacing the water heater, a pan must be under the water heater, per code.
- When you are away from your unit, the Humidistat should be on the “on” position.
- When you are away from your unit, the temperature setting should never be set higher than 77°.
- In the event of a major storm such as a hurricane, we will check condos for water intrusion and charge a \$60 fee if your condo person is unable to check your unit within 24 hours after a storm.
- The social room may be reserved for private events for a \$50 cleaning deposit. Contact Jill O’Brien Unit 110 to reserve.

GOVERNING DOCUMENTS

Our current Bylaws and Articles of Incorporation were voted on by owners on June 14, 2017. It was recorded with the Clerk of Courts on July 7, 2017. Our declaration was voted on by owners on January 10, 2018 and recorded with the Clerk of Courts on March 5, 2018.

RULES AND REGULATIONS

Everyone must follow the rules and regulations. Our rules and regulations are updated regularly as issues arise. A proposed rule change will be discussed at the next scheduled Board meeting. After the rule is voted on by the Board of Directors, the rules will be updated, and copies placed in the office and in each lobby. A copy is available on our website, from the office, or in the lobby. The regular Board meeting schedule is posted on the bulletin boards and website.

ANNUAL BUDGET & QUARTERLY DUES

- Fiscal year is April 1st – March 31st.
- Quarterly dues are due on the 1st day of the months of April, July, October and January.
- A \$60 late fee is added on the 11th day of the month.
- To sign up for autopay, contact Sandcastle Community Management.
- Proposed Annual budget is mailed to owners 14 days before the annual meeting.

SECURITY

- FOB, a security code or master key is needed to access the building.
- FOBs and master keys can be obtained from the maintenance department.
- The office will set up your security codes to access the building.
- Please do not prop open lobby doors; this creates a security risk.

MAINTENANCE

For maintenance issues within your unit, please use your preferred vendor unless it is related to air conditioning.

Our Community Association Manager is Ken Abel (239) 596-7200 ext. 241. He can be reached M-F 8 am to 4:30 pm; email KenA@sandcastleCM.com.

- All condos have a maintenance contract for air conditioning. Please contact Ken Abel for service issues.
- Sandarac maintenance personnel offer assistance with minor issues. Any issues or work needed within the condo unit that is not a common element item is the owner's responsibility and may be handled by an outside contractor or by contracting with our maintenance personnel after their Association work hours.

AIR CONDITIONING

Your humidistat should be left in the ON position and your thermostat set at 77° or lower. Sandarac has a service contract for bi-annual maintenance. For an issue with your air conditioning, please contact Ken Abel at (239) 596-7200.

AFTER HOURS BUILDING EMERGENCIES

- For public safety or public disorder including noise complaints, please dial 911 or the Lee County Sheriff Department. Please inform the Sandcastle Community Management the next day.
- For fire emergencies, please pull the nearest fire box on the floor of the fire. Evacuate the building and if possible, assist those that need extra help. Our monitoring center will contact the Property Manager.

BUILDING ISSUES

For a non-working passenger elevator, please do not attempt to open the doors. Use the emergency call button in the elevator. You may contact Sandcastle Community Management (239) 596-7200 Ext 241 for Megan or Ext 224 for Ken. If after hours, listen for emergency instructions. Management will contact the elevator service company for a service call.

TV AND INTERNET

Each owner is responsible for their own TV service. Internet service is provided by the Sandarac and is included in your dues. Contact CenturyLink in case of an outage at 866 706-4722 with any service issues. Identify yourself as:

The Sandarac Association
Bulk Contract
Address 6670-6672 Estero Boulevard
Your Condo Number
Fort Myers Beach, FL 33931

ASSOCIATION CONTRACTED VENDORS

The Association has contracts with vendors for pest control (bi-monthly treatments), air conditioning, and internet. We also maintain a preferred vendor list on the Sandarac website.

TURTLE SEASON

Turtle season runs from May 1st – October 31st. Enforcement is very strict. Please do not shine lights on the beach. Please close blinds at 9 pm.

POLICIES AND PROCEDURES

COMMUNICATION

The Property Manager communicates with owners through e-mail blasts, and the Sandarac Association provides quarterly newsletters via email and on thesandarac.com website. You may opt out of eblasts if you choose. Occasionally we may survey owners through Survey Monkey.

SECURITY

Everyone is issued a unique security code to enter the elevator lobbies, pool area, and social room. A directory code is listed at the keypad outside each lobby door. Guests can call you upon arrival. Owners may also opt out of being in the directory. Video cameras are positioned on the property for your safety.

OWNER REGISTRATION

1. There is an online registration option for owners on our website, and there are registration forms outside each lobby. Your registration is for your safety in case of an emergency at Sandarac.

RENTERS, VISITORS AND REGISTRATION

1. Everyone who is not an owner must register online or use a Registration form located outside of the elevator lobby
2. Two blue parking permits have been placed in each owner's unit for your vehicle and for your visitor's vehicle. A parking permit must be displayed for visitors parked on Sandarac property.

PARKING

1. Two vehicles are allowed to be parked on Sandarac property.
2. Two blue parking permits have been placed in each owner's unit for your visitors. The permit must be displayed on the dashboard to avoid towing. Replacement parking passes will be \$10/pass. Contact Carol Barbieri (908) 797-3579
3. If you have a vehicle to leave here permanently, please obtain a parking pass from our maintenance personnel. If you rent a car when here, please display one of your blue passes.
4. It is expected that all owners/renters use their assigned numbered parking space for their first vehicle unless you have a handicapped placard. Visitor parking spaces are utilized on a first-come, first-serve-basis. As a courtesy to visitors of Sandarac, it is strongly expected that owners park their second vehicle as far away from the building main entrances as possible. Extended use of more than 72 hours by the same owner/renter vehicle parked near the entrance of each building is discouraged and will be monitored.
5. All vehicles must display a Sandarac parking permit or temporary blue parking permit. The parking of campers, mini-homes, recreational vehicles, boats, trailers, etc. is not permitted. In general, no vehicle will be permitted that exceeds the dimensions of the assigned, numbered parking space as outlined in the rules and regulations. Under no circumstances may any vehicle be used as living quarters. Contact Sandcastle for other situations that may arise from time to time. We cannot issue a permanent sticker for a rental car.
6. Owners who have more than one vehicle here may park first in their designated carport and second in the farthest away visitors' spaces.
7. Do not park in a neighbor's designated carport without permission. If you have given permission for someone to use your carport spot, please notify the maintenance personnel.
8. During season, parking is extremely tight and patrolled by the staff daily. Please share these rules with renters to minimize miscommunication.
9. Unauthorized parked vehicles will be towed away at the owner's expense.
10. Management is not responsible for vehicles that are not locked or secured.
11. Oversized vehicles must be parked in designated locations. See rules and regulations for specifics on definition of oversized. Oversized vehicles may be parked near the south side car wash or in front of the bike racks and recycling.

12. Vendors may park in front of the bike rack or on the south side of the building near the car wash.

| FEES | | | |
|---|--------------------------------------|-----------------------------------|---------|
| Fees - All fees are per occurrence, unless otherwise noted | | | |
| 1 | Property Transfer Fee | For transfer of a condo | \$100 |
| 2 | Estoppel Letter | For transfer of a condo | \$250 |
| 3 | Late fee - Quarterly | | \$60 |
| 4 | Pet Violation | Failure to clean up, per incident | \$50 |
| 5 | Parking Violation | First offense, per day | Warning |
| 6 | Parking Violation | Second offense, per day | \$50 |
| 7 | Parking Violation | Third offense, per day | \$75 |
| 8 | Parking Violation | 3rd Offense, per incident | Towing |
| 9 | Construction Violation | First offense, per day | Warning |
| 10 | Construction Violation | Second offense, per day | \$100 |
| 11 | Construction Violation | Third offense, per day | \$100 |
| 12 | Other Rule Violation | First offense, per day | \$50 |
| 13 | Other Rule Violation | Second offense, per day | \$100 |
| 14 | No keys/code on file with the office | | \$50 |
| 15 | New mailbox lock | | \$20 |
| 16 | Lobby Keys | | \$10 |
| 17 | New FOB | | \$25 |
| 18 | Reprogramming FOB | | \$10 |
| 19 | Storm Assessment Fee | | \$60 |
| 20 | Insufficient Funds | | \$15 |

SANDARAC I

BOARD OF DIRECTORS

Dave Warrington - President

Email: dswarrington74@gmail.com>

Denise Klint - Secretary

Email: Dklint848@comcast.net

Kelly Hartman - Treasurer

Email: KHartman@insightsonline.net

Chuck Morrison

Email: mchuck7@yahoo.com

Carol Barbieri

Email: carolisaid@yahoo.com

COMMITTEES

FINANCE: Kelly Hartman, Chair
George Harris
Jill Smart

LIBRARIAN: Jill O'Brien

FINING: Mary Porter
Mike McGrath

LANDSCAPE: Sharon Cook
Carol Barbieri
Denise Klint

SOCIAL: Carol Barbieri, Chair
Twillia Steele
Jill O'Brien

SANDARAC COMMITTEES

FINANCE:

Purpose: The purpose of the Budget and Finance Committee is to ensure that dues and assessments by the Association are reasonable and necessary and that expenditures by the Association are prudent and appropriate.

Responsibilities:

- Study and make recommendations concerning the Association dues amount.
- The Committee presents the annual budget to the Board of Directors for approval.
- Develop and make recommendations for an annual Association Budget.
- Monitor spending by the Association during the course of the year, and from time to time make recommendations about other budgetary and financial matters as appropriate.

BUILDING

Purpose: The purpose of the Building Committee is to assist and advise the Board of Directors in preserving the quality and integrity of the Sandarac I buildings.

Responsibilities:

- Inspect the buildings and grounds at least quarterly and make recommendations to the Board for major and minor alterations, repairs and improvements.
- Implement with the Property Manager plans approved by the Board.
- Schedule a semi-walk through in Spring and Fall to include a Board member and the Property Manager.

- Work in collaboration with other committees as needed, i.e. landscaping.

LANDSCAPING

Purpose: The Landscaping Committee advises and assists the Board of Directors by promoting, preserving and enhancing the aesthetic appeal of the common areas owned and maintained by the Sandarac Association. The committee is made up of residents who volunteer their time to help ensure that the aesthetic appeal of our grounds remains high.

Responsibilities:

- Evaluate the current landscaping conditions and make appropriate recommendations to the Board for review, comment and approval.
- Identify any deficiencies in the current landscaping or grounds maintenance and document any required corrective actions.
- Make recommendations to the Board regarding planting projects, walkway and entrance additions, landscape maintenance and improvement projects.

SOCIAL

Purpose: The purpose of the Social Committee is to plan events for the homeowners, tenants and renters in an effort to encourage homeowners to get to know each other, their Board members, and to build a more active, involved and friendly community.

Responsibilities:

- Plan social events throughout the year.
- Assist hosts of Thirsty Thursday parties during the season as needed.
- Coordinate annual beach party with B Building.
- Make recommendations to the Board for approval of funds for social activities.

TRASH & BULK TRASH

1. During season, trash days are Monday, Wednesday, and Friday. During off season, trash days are Monday and Thursday. We increase trash pickup in November and decrease in April or by May 1st. We judge by how quickly the dumpster fills up.
2. For recycle, all cardboard boxes must be broken down and flattened to conserve space. No Styrofoam, no plastic bags.
3. For bulk pickup, please drop item at the end of the recycling area. No appliances or hot water heaters allowed. You must have your vendor remove when replaced.
4. Although the office monitors the situation, please as a courtesy, contact the maintenance department and ask for a pickup.
5. The maintenance department will call and schedule a bulk pickup on Tuesdays and Thursdays.

RECYCLING

Recycling is picked up on Friday.

TRASH CHUTE

We use a trash chute system.

Please do not throw loose glass down the chute. Please place in recycling. All trash in the chute must be bagged.

PAINT DISPOSAL

1. If the can is empty, throw it in the trash.
2. If there is a little paint, please dry it out in the sun, then throw it in the trash
3. For full or half full cans of paint, place in the trash room after notifying the maintenance department.



VENDOR POLICIES

KEY AUTHORIZATION

The office keeps a master list of people who can access your condo. Please contact the maintenance department to add or remove vendor access.

CONTRACTOR CERTIFICATE OF INSURANCE

Every vendor who does work on the property must have a CURRENT certificate of liability insurance policy and a copy of their Workman's Comp on file in the Vendor Information Binder. This applies to owner's vendors as well.

VENDOR CHECK IN

Vendors must check in with the maintenance department daily.

VENDOR PARKING

Please use oversized designated parking rules for all vendors regardless of size. Please have vendors park in front of the bike racks or on the south side of the building near the car wash and not in visitor's parking.

DUMPSTER, DUMPSTER TRAILER & POD PLACEMENT

There are designated spots on the property for dumpster and pod placement. Dumpster trailers may be placed in the courtyard for one day.

PETS

NO ANIMALS ARE ALLOWED WITHOUT PRIOR CONSENT OF THE BOARD.

There are specific requirements that have to be met and approval must be granted.

PET POLICY – APPROVAL PROCESS

No dogs allowed as pets. Limited to cats (2), birds (2) & fish (20-gallon tank max).

1. A request must be made to the Board of Directors.

2. A letter from the veterinarian with age, breed and vaccination status must be included.
3. A photograph must be provided.

EMOTIONAL SUPPORT ANIMAL & SERVICE ANIMALS – APPROVAL PROCESS

Please contact Sandcastle Community Management for approval. Items that will be needed are: vaccine records annually, documentation for service animal or emotional support animal along with pet photo.

CURRENT AMENTITIES

BEACH

Everyone is here to enjoy the beach. Please leave the beach sand at the beach.

FOOT BATH

There is a foot bath at the end of the path to the beach. Please spray off feet, chairs, bikes, etc. at the foot bath area

BIKE RACKS

There are two bike rack areas.

INTERNET

Provided by CenturyLink.

CABANA RENTALS

For cabana rentals, please contact Mid Island Sports at (239) 765-7327 or the onsite booth on the beach.

CAR WASH

There is a car wash location on the south side of the building. There is a 30-minute limit.

GRILL LOCATION

There is a grill located on the southeast corner near the Wyndham. It is on a first-come, first-serve basis. There are operating directions posted at the grill. Please clean the grill after use.

LUGGAGE CART AND SHOPPING CARTS

There are luggage carts and shopping carts near both elevator lobbies. Please return the carts to the location promptly.

POOL

The pool is open from 9 am to sunset. Night swimming is not allowed. The pool rules are posted; please follow the posted rules.

POOL AND SOCIAL ROOM AREA WIFI

WIFI is available in the pool area and social room. The password is posted on a sign in the pool area.

SOCIAL ROOM

Owners may reserve the social room for events. Please contact Jill O'Brien unit 110 to reserve.

AREA ACTIVITIES - THINGS TO DO

BEACHES

[Collier County](#)

[Lee County](#)

BOATING & KAYAKING

BOATING

Bay Water Boat Rentals
Bonita Boat Rentals
Marina Mike's
Salty Sam's
Sea Racer Tours

KAYAKS

Kayak Excursions
Lover's Key Adventures
Mid Island Sports

BOATING & FISHING EXCURSIONS & TOURS

BBQ Party Boats – Cape Coral
Captain Tony's Fishing Adventures – Fort Myers Beach
Fort Myers Beach Dolphin Tours – Fort Myers Beach
JC's Cruises (lunch and dinner cruise) – Fort Myers
Salty Sam's Pirate Cruise – Fort Myers Beach
Sweet Water Adventures – Estero

GOLF

Spanish Wells
Shell Point
Eagle Ridge

AMUSEMENT & WATER PARKS

Sun-N -Fun Lagoon – Naples
Sun Splash Water Park – Cape Coral
Greenwell's – Cape Coral
Zoomer's - Fort Myers Beach
Bay Oaks Recreation Pool

BOWLING, ACTIVITIES &

ENTERTAINMENT Beach Bowl -
Fort Myers Beach
Chuck E. Cheese – Fort Myers
Defy – Fort Myers
Game Time – Fort Myers

Head Pinz – Fort Myers or Cape Coral
Roller Skatium – Fort Myers
Sky Zone – Fort Myers
Zoomer's Entertainment – Fort Myers

SPORTING GAMES

[Miracles Games](#) – Hammond Stadium, Fort Myers

[Minnesota Twins](#) – Spring Training – [Hammond Stadium](#), Fort Myers

[Boston Red Sox](#) – Spring Training - [Jet Blue Stadium](#), Fort Myers

CONCERT HALLS & PERFORMANCE CENTERS

Barbara B. Mann Performance Center, Fort Myers

Broadway Palm Dinner Theatre, Fort Myers

Florida Repertory Theatre, Fort Myers

Hertz Arena, Estero

Mystery Dinner Train, Fort Myers

FITNESS CENTERS

Around the Clock Fitness – Fort Myers and Cape Coral

Bay Oaks Recreation Center – Fort Myers Beach

Crunch Fitness – Fort Myers & Estero

Hammerhead Beach Gym – Fort Myers Beach

LA Fitness – Fort Myers and Naples

Planet Fitness – Fort Myers and Naples

MOVIES

[Beach Movie Theater](#)- Fort Myers Beach

[Regal Cinemas](#) – Multiple Locations

[AMC Movie Theater](#) – North Fort Myers (Tip: \$3.99 matinee and \$5.99 evening)

MUSEUMS & NATURE CENTERS

[Mound House](#) – Fort Myers Beach

[Bailey-Matthew's National Shell Museum](#) - Sanibel

[Calusa Nature Center and Planetarium](#) - Fort Myers

[Imaginarium](#) – Fort Myers

[Edison Ford Winter Estates](#) – Fort Myers

[Golisano Children's Museum](#) - Fort Myers

[Shell Factory](#) – North Fort Myers

[Naples Zoo](#) - Naples

[Mike Greenwell's](#) – Cape Coral

PARKS AND RECREATION

[Bay Oaks Recreation Center](#) – Fort Myers Beach

[Collier County Parks](#) – Collier County

[Lakes Regional Park](#) – Fort Myers

[Lee County Parks](#) – Lee County

SHOPPING

Aldi's – Fort Myers Beach and Bonita Beach

Target (nearest) – Fort Myers Beach

Walmart (nearest) – Fort Myers Beach

Coconut Point Mall - Estero

Edison Mall – Fort Myers

Gulf Coast Town Center – Fort Myers

Miromar Outlets – Estero

Sanibel Outlets – Sanibel

CENTURYLINK

Please follow some troubleshooting tips before calling CenturyLink.
The router – Reboot by unplugging and plug back in after 10 seconds


How to access new CenturyLink Router

Fill in the data from your router

| | |
|--------------------|-------------|
| SSID: | CenturyLink |
| Security Type: | WPA2-AES |
| Key/Passphrase: | |
| WPS PIN: | 21010050 |
| Modem GUI Address: | 192.168.0.1 |
| Admin Username: | admin |
| Admin Password: | ccsW3r4j |

You should complete with Part 18 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

FCC **RoHS**



Model Number: C20007

CenturyLink

SN: CP14372-0001713

MAC ADDRESS: 88E12F20981B

802.11n WiFi Router

1. Find your router in the bedroom.
2. Locate a label that looks like this one on the top or the bottom of the router.
3. Using your wireless device open up and find available wireless networks on your device (usually in setting/WIFI).
4. Find your router SSID on list and press connect to this SSID.
5. When prompted for the KEY/Passcode, enter the one on your router. All lower case letters.

STAFF

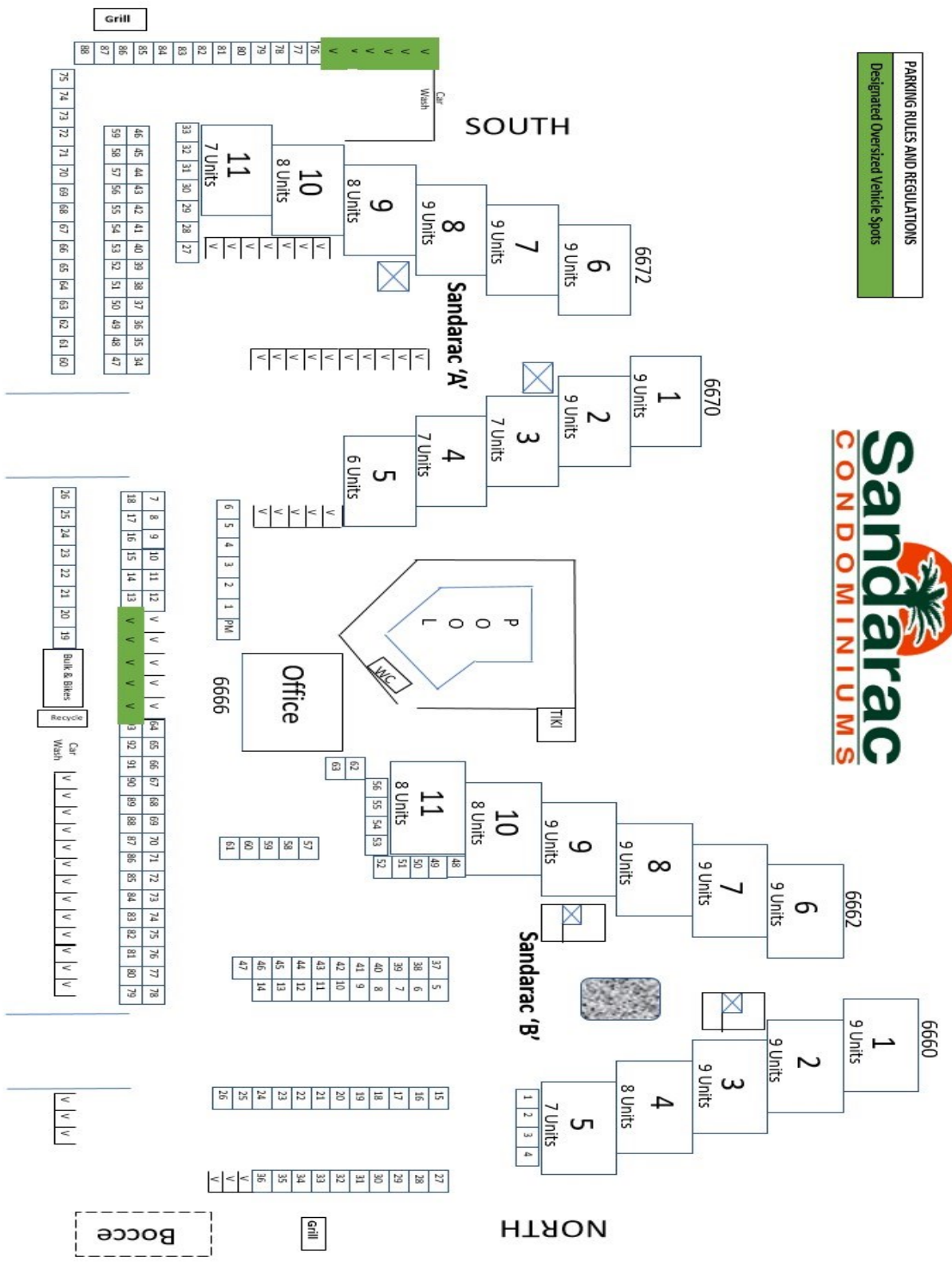


Joel Pupo is Lead Maintenance. He has been at the Sandarac since September 2009.



Lucio Guardado is Second Maintenance. He has been with the Sandarac since May 2011.

PARKING RULES AND REGULATIONS
 Designated Oversized Vehicle Spots



Sandarac Parking Enforcement Procedures

