



WELCOME to Castle Reef Condominium,

CONGRATULATIONS on purchasing your Unit at Castle Reef Condominium in New Smyrna Beach.

Please visit Castle Reef's Website at [www.castlereef.com](http://www.castlereef.com) to create an account and then email the manager at [manager@castlereef.com](mailto:manager@castlereef.com). You will then be granted access to all private pages.

WEBSITE has important information such as Castle Reef Governing Documents, meeting minutes, financial statements, monthly assessment payment coupons, and approved budget. You will also find a Vendor List listing vendors who are licensed and insured according to Castle Reef's Rules and Regulations, and other pertinent information.

CONSTRUCTION When making any improvements to your unit, please fill out an ASF application (found online) and submit it to the manager for board approval prior to work being started. Plumbing and Electrical work must be done by licensed and insured contractors. Most work also requires a City Permit.

CONTRACTORS and VENDORS are required to sign in at the front office. Construction Rules must be signed prior to work being started. Construction hours are Monday through Saturday 8am to 5pm.

NO CONSTRUCTION NOISE ALLOWED at any other time.

DUMPSTERS and RECYCLING are located on the ground floor. Trash chutes are in each laundry room. Please do not put glass down in the trash chutes. NO CONSTRUCTION DEBRIS or BULK is allowed in the dumpsters.

LAUNDRY rooms are located on the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> floors on the north, center, and south sides.

GARBAGE If you have bulk garbage, i.e., mattress, couch, T.V., etc., please put behind the maintenance shed on the south side of the property and notify the office to call for bulk pick up.

INSURANCE Condominium Governing Documents requires unit Owners to provide Castle Reef a copy of their Insurance Declaration Page and keep current and in good standing. This needs to include liability and contents.

IMPORTANT NOTICES are sent via Constant Contact Email and posted onsite in the kiosks located at the front office and at each elevator and mailbox area.

TENANTS/GUESTS contact information must be sent to [manager@castlereef.com](mailto:manager@castlereef.com). TENANTS 6 months or longer requires the lease to be submitted to the Castle Reef Office. When an OWNER leases their unit or has guests occupying their unit, Owners relinquish rights to use of Castle Reef Property during that time unless you are a guest of an owner, tenant, or guest.

VEHICLE PARKING decals are issued by the office and are to be placed on the windshield and one laminated parking pass for their guests to reuse. Due to the limited number of parking spaces each unit is assigned only one parking space. All decals and parking passes must be visible. There is NO ASSIGNED PARKING. There is a fee for replacement laminated parking passes.

NO TRAILER, BOAT, JET SKI, or RV PARKING ALLOWED on Castle Reef Property.

This rule is strictly enforced due to limited parking availability and is outlined in Castle Reef's Governing Documents.

BICYCLE RACKS are located on the south side of the property next to the tennis court. Availability is based on first come first serve. Please put your unit number somewhere on your bike for ID purposes. Please do not place your bicycle(s) under the stairwells or lock around trees, etc.

WRIST BANDS are issued by the office and are required for pool entry, beach access entry, and use of amenities. Owner(s) will receive OWNERS BANDS and owners will receive GUEST BANDS (1bdrm = 4 bands / 2bdrm = 6 bands). Guest bands are to be kept in the units. There is a fee for replacement wrist bands.

GRILLS are located behind the clubhouse. We ask to please clean the grills after each use as a courtesy for the next person. The lighter for igniting is in the clubhouse cabinet above the sink. Portable grills are NOT ALLOWED on property.

PETS Only Owners and long-term tenants of (6 months +) are allowed small pets. No pets in the courtyard or on pool deck. Pets are prohibited on the beach. Pets must always be leashed outside of the unit. Dog walks are located on the north and south side of the perimeter of the property. Pet owners MUST PICK UP after your pet.

TURTLE SEASON is May 1 to November 1. No lights are allowed to be visible from the beach. This rule is strictly enforced by Volusia County Turtle Patrol.

CASTLE REEF MAINTENANCE maintains Castle Reef's common elements. Maintenance personnel are Rich Hall, Kevin Akers, Dan Chotain, and Joe Storz.

CASTLE REEF OFFICE HOURS are currently Monday through Friday 9am to 4pm. Saturday 9am to 1pm. OFFICE #386-427-5252.

OFFICE ASSISTANT is Cindy Powers [cindyp@castlereef.com](mailto:cindyp@castlereef.com)

CASTLE REEF ASSOCIATION MANAGER is Mary Newberry, LCAM [manager@castlereef.com](mailto:manager@castlereef.com)

CASTLE REEF BOARD can be reached at [board@castlereef.com](mailto:board@castlereef.com)