

We hope the information in this document will assist you in settling in to your new home. If you have any questions please don't hesitate to call or stop by the office.

On behalf of your Tidelands Board of Directors and the entire community, welcome!

--Best Regards,

**Marty LaBrosse**

Community Association Manager

**Tidelands on the Intracoastal, Palm Coast, Florida**

Community Association: Tidelands Condominium Association, Inc. ("COA"). An owner of a Tidelands condominium is a member of the COA. During membership votes, an owner is entitled to one vote for each Condominium ("unit") owned.

**Property Management:**

The property is managed by Artemis Lifestyles, Inc. Martin (Marty) LaBrosse is the Community Association Manager (CAM) and can be reached at [mlabrosse@artemislifestyles.com](mailto:mlabrosse@artemislifestyles.com) or 386-597-5705. In case of emergency, please call: 407-705-2190.

Non-emergency calls will be returned the following business day.

The Tidelands Office is located in the Clubhouse at: 2 Riverview Bend N, Palm Coast, FL 32137

Office Hours are 2 pm to 5 pm Monday through Friday or by appointment by calling or email above.

**Monthly Assessments:** Effective January 1, 2023, the monthly assessment is \$697.00 due the 1<sup>st</sup> day of each month. This includes a Tidelands Club ("Club") assessment. Each COA member is required to be a Club member. Additionally, there are certain joint-use areas designated as shared responsibilities between the Tidelands Estates Homeowner's Association and the COA. The maintenance of these joint-use areas is the responsibility of a third "Cost Share" entity. A Cost Share assessment is included in the monthly assessment. In summary, the monthly assessment is composed of three required sub-assessments: (1) COA, (2) Club, and (3) Cost Share.

**Payments:**

For your convenience, you will be receiving a "coupon book" to assist in the timely payment of your monthly Condo and Club Association fees, due on the first of each month. Timely payment will avoid late fee and interest penalties. Your book should arrive approximately three weeks after closing.

Please make checks out to: **Tidelands Condominium Association**

Your monthly association fees can be paid:

- On our Tidelands website under Members Only > My Resident Area > Pay Your Account
- Using your bank's eCheck / Bill Pay system sending to the PO Box mail address below
- By mail to P.O. Box 620936 Orlando, FL. 32862
- Or by bringing a check to the Tidelands Clubhouse office.

Please make sure your account and unit numbers are on your check or in your Bill Pay memo.

**Quiet Hours:**

Observed daily from 10 pm to 7 am.

**Residential Community:** Tidelands is a residential community and as such the Association and the Property Management company does not support rental properties. As of February 6, 2020, Short Term Rental of Tidelands' units (condominiums) are not permitted. Long term rentals (30-days or greater) are permitted.

**Garbage Pick-up:** All trash must be disposed of properly. There are several trash stations (behind stucco, white fence enclosures) located throughout the community.

Please:

- ***DON'T*** dispose of large items (larger than a large garbage bag) in the dumpster.
- ***DON'T*** place trash outside the dumpster. If a dumpster is full, find a different dumpster or return after the dumpster has been emptied.
- ***DO*** take large household items to the Flagler Co. Landfill, 1700 Old Kings Rd S, Flagler Beach 386-517-2075.
- ***DO*** contact the CAM to coordinate a pickup, call a commercial company to pick up the item, or call a service organization to come pick up the item as a donation (e.g. Habitat for Humanity, Goodwill, etc.).
- ***DO*** break down boxes so everyone can get more into the dumpster. We are charged by the dumpster load.

**Recycling:** Recycling is currently not performed in Tidelands due to issues with residents placing non-recyclable materials in the recycling containers. If you wish to recycle (and we encourage you to do so), Flagler County offers cardboard/paper recycling and household hazardous waste collection facility for county residents (drop off at no cost) — in limited quantities of less than 100 pounds per month. This facility is located at 1700 South Old Kings Road, about 1.5 miles south of State Road 100.

**Clubhouse:**

The clubhouse can be rented for special occasions. Please stop in office for details. You will need to provide a refundable security deposit, complete and sign a rental application form, and sign a rules agreement.

**Pool:**

Clubhouse and ICW pool hours are posted on their respective gates. Please leave by closing time. No food or beverages within 6 feet of the pool. No glass or animals in the fenced pool area. Shower before entering pool. No Diapers allowed (young children must wear swim diapers or "swimmies"). People under age sixteen (16) must be accompanied by an adult. Running, roller skating, ball playing, or games are prohibited in the pool area. No Diving. No Smoking.

**Parking:**

A parking permit must be placed on every car in the front windshield or on a hangtag. Please review the current Parking Policy on the Tidelands Website (there is also a Parking Policy FAQ). Cars parking in the front-row of any of the 3- or 4-story buildings must display a RED parking pass at all times. Cars of overnight guests must be parked in the guest parking lot and display a Guest (yellow) or Temporary (white) parking pass.

If you need a parking pass replacement, the fee is \$20. If you return the old pass and simply need a replacement, there is no charge. The prior owner should have provided you with three (3) passes: 2 permanent and 1 guest pass.

Tidelands residents are restricted to two (2) vehicles per unit. A Guest pass is intended for the use of a resident's temporary guest and not as a way of circumventing the two-car restriction. No RVs, trailers, or commercial vehicles are allowed on the premises overnight. Motorcycles must be kept in a unit's associated garage while parked on the premises.

**Gate System:**

In order to set up the main security gate access and issue key fobs for the amenities, you must provide the office with proof of transfer of ownership (e.g., a copy of the “Warranty Deed”) for your unit. You can fax, email, mail, or come in person with a copy of your deed. Tidelands Office FAX is: 386-986-4135.

Note: All visitors and service/delivery providers can only be allowed community access if they are on your “visitor list.” You must set this up by contacting the Envera Security Company at (877) 936-8372 (available 24/7) or by going on their website: <https://www.myenvera.com> once you have received your user ID and PIN# and keep it handy when contacting Envera.

If you are expecting a large delivery truck or truck with trailer, you must notify the office of the expected delivery time we can open the South gate. Please DIRECT all large trucks/trailers to the South entrance gates.

NO TAILGATING THROUGH ANY GATES. If you have a guest following your home, send them through the North visitor’s lane.

**If you or your guest tailgate into the property and break a barrier arm you will be charged \$680 for arm replacement.**

**Key Fobs (Amenity access):**

As with gate passes and parking passes, the previous owner should have provided you with two fobs. If your fob is lost, stolen, damaged, or missing, you can get a replacement for \$20 per fob. The old fob associated with your unit will be deactivated. A maximum of two fobs are allowed per unit. Please bring in check made to: “Tidelands COA, Inc.”

**Mailbox:** The Tidelands Office doesn’t keep mailbox keys. If your keys are lost or stolen, you must contact the main U. S. Post Office located at:

2 Pine Cone Dr, Palm Coast, Florida.

Small packages are left inside the package bins at your mailbox station (the key is placed inside your mailbox on delivery). Larger package deliveries are usually left at your door.

**Patios/Lanais/Balconies:**

All changes to exteriors (lanais, decks, exterior doors) are governed by Association rules. This includes paint color, doors and door hardware, window coverings (exterior face color must be white), satellite dishes are disallowed, and any items placed on lanai/deck and front entrance. BBQ grills may not be used or stored on balconies, porches or patios. An electric grill with a cooking surface less than or equal to 200 square inches (e.g. 20x10 inches) is allowed. No bicycles shall be permitted on the lanais/balconies. Each Unit Owner shall keep their Unit, including lanai/balcony in a good state of preservation and cleanliness and shall not sweep or throw or permit to be swept or thrown from the doors or windows thereof any dirt or other substance. Cleaning of the lanai/balcony shall be done in a manner so as not to allow water to drip or run off the lanai/balcony. All furniture and other objects shall be removed from balconies or patios during hurricane warnings and other periods of high winds. It is also prohibited to hang towels, laundry, rugs, or other items from the windows including porches or balconies or from any of the facades of the condominium buildings.

Owners are allowed to purchase and install an approved sunshade for the lanai. There is a policy document on how this works. Be sure to contact the office BEFORE you look, purchase, or install a lanai sunshade.

**Pets:**

No pets or animals shall be kept or maintained in or about the Condominium Property except only dogs, cats, and small caged birds. Permitted dogs must be kept on a leash at all times while on the Common Elements. Owners of Pets are required to clean up after Pets. No pet shall be left unattended outside of a Unit or in any lanai/balcony, storage unit, garage or Garage bay. If a dog or any other animal becomes obnoxious to other Unit Owners by barking or otherwise, the Unit Owner thereof must cause the problem to be corrected; or, if it is not corrected, the Unit Owner, upon written notice by the Association, will be required to permanently remove the animal from the Condominium Property.

**Ponds:**

No swimming/fishing/pets not allowed. Alligators are present.

**ICW Piers:**

No swimming or jumping from the piers. Do not climb or crawl over the rocks on the banks of the ICW. No fishing from the covered pier.

The **uncovered pier** is a fishing pier (fishing **is** allowed there)! Please be respectful of your neighbors and the property and clean up after yourself. If your condo unit is very far away, be sure to bring your fob so that you can use the restroom facilities at the ICW Pool when necessary.

**Change Locks:**

If you change your locks on your door, please make sure to drop new key off at office so we will have means to access in case of emergency.

**Water:**

To set up your water account, please contact the City of Palm Coast Utility Department. This can be done via mail, or in person, or online at the city's website (<http://www.palmcoastgov.com/customer-service>). Their office location is: 2 Utility Dr, Palm Coast, Florida.

**Electricity:**

Florida Power & Light – (800) 226-3545 or their website (<http://www.fpl.com>).

**Cable:**

Your monthly Association assessment fee includes Spectrum TV and Internet services. To activate your account, add more channels or equipment (beyond the Association contract) or other services, contact Spectrum at: (855) 222-0102 ask for sales.

The prior owner of your unit was required to return the Spectrum equipment or be charged a fee. You will need to contact Spectrum to have your equipment shipped next day for self installations or schedule an installation (which may include an installation fee). It is recommended you call first as Spectrum will ship equipment next day free of charge. If needed you can visit the Spectrum local store at:

250 Palm Coast Pkwy NE Ste 408, Palm Coast, FL 32137 (near Publix at Island Walk)

The Tidelands/Spectrum contract includes: one cable modem, one wireless router, and two cable TV boxes. Additional equipment may be added at your additional cost (e.g. Phone, DVR, or Internet speeds beyond the provided 200 Mbps rate). In most cases, you can self install the equipment using existing cable jacks. Note that devices such as Roku's with the Spectrum channel can be used to view all Spectrum programming.

**Website:**

Here you will find an abundance of information including but not limited to important Condominium governing documents, a listing of your Board of Directors and committees/committee members, as well as our ongoing newsletter, board meeting minutes, and calendar of events.

Important: If you have a question or issue to address with the Board, please use the website to do so. This enables the Board to respond in a timely manner and keep track of inquiries. Our website address is:

<https://www.tidelandscondo.org/default.aspx>

**Automobile Registration, Drivers License, and Tax Collector Office:**

Look up the “Flagler County Tax Collector’s office”. The tax collector’s office provides registration and several types of licenses for Flagler County. You must apply for **Florida Drivers License 30 days** after establishing residency.

**Police:**

Flagler County Sheriff’s Office (386) 313-4911 Emergency – 911

**Contact Information:**

It is critical that the property manager has your current contact information in our database: home and cell phone numbers and email address(s). While postings can be seen on the message board by each building, pool area and tennis courts, email “blasts” are also sent to all owners to provide information in a timely manner. This information can range from notices of work being done on premises, early office closings (for holidays), and board meeting notices. Also, in case of emergency in your unit we need to make sure to have updated information.

**Useful websites:**

<http://www.flaglerchamber.org> - Flagler County Chamber of Commerce. Sign up for a “relocation package”, E-newsletter, area services and much more.

<http://www.palmcoastgov.com>

<http://www.palmcoastandtheflaglerbeaches.com>

<http://www.palmcoastobserver.com> - Local area information, current events, articles, etc. Paper copies are delivered every Thursday and can be found in the stand by the property manager’s office at the Clubhouse.

**Work performed in your condo:**

Be aware that some types of work inside your condo unit may require a permit before the work can be performed. Generally, this means new construction or modifications. In these cases, Tidelands COA requires you to have the work approved by the Architecture Review Committee prior to you spending a significant amount of investment.

The best approach is to reach out and ask before you begin.

If your condo needs maintenance and you are looking for a recommended vendor to perform the work (or you have a recommendation to make), please call Marty in the Tidelands office.

**Tidelands Social Activities:**

If you wish to receive emails about social activities, contact the social committee chair at [socialtidelands@gmail.com](mailto:socialtidelands@gmail.com).