

Ocean Park Owners' Association, Inc.
New Owner Information
Rev. 4/30/25

Welcome to Ocean Park Owners' Association. Our condominium association was built in 1966 as apartments for workers at NASA. During the 70's it was turned into a condominium association. By design we are independent owners that enjoy a common property that is governed by long standing Declarations, Bylaws, and Rules that are registered with the state of Florida. The Board is a group of volunteer owners who are also your neighbors. They are elected by the owners to make decisions for the Association that are carried out by our management company. *Please become familiar with the Rules & Regulations that can be downloaded on our website.*

Maintenance History: The Association has been fortunate to have board members that have been proactive in maintaining the property and have been fiscally responsible in putting aside money for the maintenance of the different components of the property in reserve accounts. In the last five years we have replaced the E walkway, another balcony, painted the hallways, installed new aluminum railings on all of the balconies, and replaced three out of the four main sewer lines. This past year we also put on a new foam roof. At present we are doing a Structural Study to get a concrete restoration priority list for repairs. Living this close to the ocean and the salty air makes maintenance a top priority for the board.

Have Home Owner's Insurance! - This is not a requirement, but highly recommended. Sometimes you can get a better rate by sending our Wind Mitigation report (see website).

Spectrum – The Association has a cable/internet bulk plan which is included in your monthly assessment. See the portal for more details. With our new bulk agreement, you will be offered TV Select Plus, Entertainment View, and Sports View. In addition, each unit will receive 3 boxes of their choice. Residents can choose between an HD receiver, DVR, or Xumo stream box. Ultra WiFi (internet) is also included with this service (500 Mbps x 20 Mbps). Call 855-326-5115 to set up service.

Mailbox Key: The mailbox key should have been passed to you from the previous owner. If you don't have a working mailbox key, see the portal for directions to replace.

Pool/Laundry Key: This large key with a "tab" should also have been passed to you from the previous owner. Only one key is allowed per unit. See portal for more information.

Trash/Recycling: This area is on Fillmore Ave. behind the laundry room. See more information posted in laundry room and on Bulletin Board.

Pest Control - Orkin says if you are doing your own pest control it could interact negatively with their products. Pest Control services inside units is the fourth Monday of the odd months. (Jan., March, May, July, Sept., Nov.). All keys for main entry door(s) must be on file in our office.

Doors and Windows - The owner is responsible to clean and replace the doors and windows when needed. The second- floor windows will need to be cleaned from the inside of the unit for safety reasons. If replacing either, see the Unit Modification Form and the Required Doors/Windows/Shutter Information(website). Original windows and sliding doors should be replaced. If any windows or doors leak water, you could be held responsible for any damage.

Remodeling – See OPS ARC (Architectural Review Committee) for approval on portal. No washers, dryers, garbage disposals, or exhaust fans are allowed.

Roof Access – See Roof Access Form (website). The roof has locked ladders. No ladders should be placed against the building for roof access. If you see something, please say something!

AC Condensation Lines - OPOA suggests pouring 2-3 cups of vinegar down drain lines monthly, and then flush with hot water. You share this line with the unit above or below you. If you have a clogged condensation line, make sure the line is cleared all the way through both units to the outside of the building. It is considered "best practice" to coordinate this with the unit above or below your unit. To do that you must have the contact information of the unit above or below you. OPOA cannot release this information. You may request management to make a contact to that owner to share contact information. FYI-Air conditioner technicians say "pouring bleach" down the condensation line may cause the A/C coil to be damaged. It depends where your access is to the condensation line. It's best to ask your air conditioner technician. The following video may be helpful: <https://aplusairconditioning.com/clean-ac-condensate-drain-line-vinegar/> **Warning:** If one unit uses bleach and the other unit uses vinegar at the same time, it will cause a toxic gas.

Air Handler/AC - You are responsible for the care and maintenance of your air handler. When scheduling AC service, the Roof Access Form must be filled out for access to our locked ladders and the vendor's insurance documents on file with the Association. The Association is only responsible for the freon lines (not the freon itself). See website form for more information.

Plumbing Problems

- Cocoa Beach Plumbing (321-783-6000) is the only plumber the Board will work with to determine if this is an Association expense or an owner's expense. If you have a plumbing problem that you think is an Association problem, set up a maintenance request in your portal. The Association or maintenance will assess the issue and schedule a plumber if there is a possibility that the Association may be responsible. (In-wall plumbing issues usually are the Association's problem.) Anyone engaging a plumber, other than the Association-approved plumber (Cocoa Beach Plumbing) for in-wall repair, could be responsible for all COSTS.
- Clogged toilets and drains can be the owner's responsibility depending on what caused the problem. Only toilet paper should go down the toilet. Hair or feminine products or any kind of wipe should not be put down any drain.
- Sewage backup inside or outside your unit is rare, but if it happens this is considered an emergency. Please follow procedures on our bulletin board.
- If you need to turn off water for your unit, it will require your entire building water to be turned off. Cocoa Beach Plumbing is the only plumber that may turn off the building water supply. If owner uses another plumber, the Association maintenance person or a board member must turn off the water. *Non-emergency plumbing work requires notice of building water shut off at least 48 hours in advanced of the repair/renovation. Owner must put in a maintenance request on the portal and state which plumbing company will be doing the work, date, time. Notices will be posted on bulletin board and laundry room door in a timely manner. Notice will state the building (E, F, or G), as well as the date and time frame work will be done. A 9:00 am start time or later is required. Try to get a two-hour window.*

Toilet and Water Heater Shut Off Valves...if gone more than 48 hours. – It is recommended the water to your toilet should be turned off should the tank leak. Our plumbers also recommend tubing in bathroom and kitchen should be braided metal and not plastic. OPOA requires you to turn off the water to the water heater when you leave your unit for an extended time which requires a shut off valve. The pan below the water heater should stay dry. To turn off building water requires a 24-hr. notice.

What to do when leaving your unit for extended time? – It is recommended you keep your air conditioning running at a temperature of 78-82 F degrees. Dripping water will also help keep the condensation line clear. If the line is clogged, your AC should shut off so water does not cause damage to your unit or the unit below you. If you are gone for more than a week, someone should check your unit for possible leaking pipes/water issues. Failure to do so, could be considered negligence on your part and may be your expense to repair damages to sheetrock in your unit and any connected unit. We highly recommend home owner's insurance.