

Answers to Frequently Asked Questions

Townhomes of Paradise Park Owners Association

255 Paradise Blvd Unit 1 - 48

www.thopp.com

1. We are a Deed Restricted Community and the Board's responsibility to ensure our governing documents are applied equally to all owners and that our property is maintained within the financial boundaries provided and Florida Statute 720.
2. Per our governing documents Board members are nominated and voted into their position by the majority of owners voting at the annual meeting held at the end of January each year. Once voted onto the Board, it is required by Florida Statute to take a Board Certification Class within 90 days of being elected to the Board of Directors or confirm in writing the governing documents and FL Statute have been read and agree to adhere to. Any homeowner may notify the Board in writing of their interest to be on the Board throughout the year.
3. Board positions are for a 3 year term. Board members must own a unit and do not have to live on the property full time.
4. Although our mailing address is Indialantic we are held to City of Melbourne codes and they also provide our emergency services.
5. The HOA website is www.thopp.com and the site contains contact information to include HOA USPS mailing address, link to the Clerk of Courts for a copy of our governing documents, photos of approved doors, windows, garage doors, Summary of Rules and Regulations, Pet Policy/Forms, Architectural Review Policies and Guidelines and Answers to Frequently Asked Questions.
6. The Association **does not** provide Flood Insurance on the buildings.
7. The homeowner is responsible to have a working fire extinguisher in their unit. This is a requirement from our Insurance carrier and they may do random inspections. Lack of a fire extinguisher could result in losing insurance coverage or an extremely large increase in premiums.
8. Exterior parking spaces are owned and assigned by the HOA and each owner has the right of ingress and egress in the parking area. Each parking space is numbered with the associated unit. Visitor parking is along Paradise Blvd or by talking to your neighbor to coordinate borrowing their spot when you have guests. Please do not park in spaces not assigned to your unit unless prior arrangements have been made.
9. The "hedge/flower" area in the assigned exterior parking space area belongs to the HOA and this can be verified on your land survey.
10. The light fixture at the front of the garage and on the privacy wall is provided by the HOA. The lightbulb and electric wiring for the fixture is the responsibility of the homeowner.
11. Mailboxes are provided by the HOA.

12. There is a termite bond on the property and once a year inspections are completed by Terminix.
13. The painting contractor performs an annual inspection which ensures our 12 Year Warranty remains in compliance (Buildings painted 2020).
14. The irrigation system is inspected once a month and repairs are completed as needed.
15. The HOA has a FPL account for the three irrigation pumps and for some of the lampposts and one sign spotlight. The transition to solar lamp posts has begun as equipment breaks and funds allow.
16. Homeowners **are not authorized** to be on our roofs for any reason whatsoever. Only licensed and insured vendors are allowed on the roofs with prior approval from the Board. The Board and the Association are not liable for any damages or injuries resulting from accessing or being on our roofs.
17. Vendors hired to work on the property are not authorized to take direction from unit owners. Owners are to report issues in writing to the HOA PO Box or to the HOA email address thoppfixit@gmail.com Contractors are **not** responsible for reporting issues from homeowners to the Board.
18. Our pet policy is no more than two 25 pound dogs and three cats per unit. Refer to our Pet Policy for registration forms. You may also request a form through the HOA email address thoppfixit@gmail.com
19. Units may be rented for a minimum of 6 month (or 2 lease agreements in a 365 day period), AirBnB, VRBO, Home Away and room rentals are not allowed.
20. When renting a unit the Tenant should be provided a copy of the THOPP Rules and Regulations and a Tenant Form. This Form is to be completed and submitted prior to the tenant moving into the unit. You may request the documents through the HOA email address thoppfixit@gmail.com
21. Residents are asked to refrain from using neighboring association's dumpsters for items that will not fit in the Waste Management provided trash containers. This action could result in legal action against the homeowner from the association that files the complaint. For items that do not fit in your trash can please call Waste Management 321-608-5080 to make arrangements for a special pickup.
22. The front and back courtyards are the responsibility of each homeowner and the Board requests that plantings be kept approximately 6" from the walls and do not grow higher than the bottom roof line. This helps to ensure no damage to the exterior of the buildings or the potential of roof rats' entrance in the building. Extermination of roof rats is the owner's responsibility.
23. Gutters are the property of the homeowner and the standard is brown with white downspouts. The homeowner is responsible to keep gutters clear of debris. Any building damage due to clogged gutters is the responsibility of the homeowner.

24. The homeowner is responsible for the water lines from the City of Melbourne Water Meter into the unit. If there is an issue with the Water Meter, it is the homeowner's responsibility to report it to the City of Melbourne Utilities Department 321-608-5130
25. It is required when changing windows, doors, garage doors, skylight and sky tubes that the specifications be submitted to the Board in writing for review and **approval PRIOR to work commencing**. The homeowner is responsible for obtaining permits from the City of Melbourne.
26. Maintenance of windows, doors, garage doors, skylights and sky tubes are the responsibility of the homeowner and must be in compliance with the Architectural Guidelines provided. Damage to the building due to lack of maintenance is the homeowner's responsibility to correct to Association standards.
27. City of Melbourne Fire Code - Recreation fires, i.e. outdoor fire places, fire pits, chimenea, etc shall not be located within 25' of a structure or combustible material unless contained in an AHJ (authority having jurisdiction) approved container and a City of Melbourne Permit is obtained.
28. Vendor equipment removal and repairs to the building from such items, including wiring, is the responsibility of the homeowner. For example abandon AT&T phone lines, cable wires, antennas and/or satellite dishes are NOT the responsibility of the Association to remove and repair damage to building.
29. Security Cameras - installation is not allowed in the soffit area of the building and should point cameras away from neighbors' homes. Florida law makes it illegal to intentionally listen to or record the oral communication of a person using any device without the prior written consent of all parties. Video doorbells are not subject to data protection laws if used correctly. When cameras are removed it is the homeowner's responsibility to patch and paint any damage to the building.