

Cordova Square Owners Association

Association Handbook



**“Your Business
Center”**

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WELCOME TO CORDOVA SQUARE

It is with pleasure the Board of Directors of Cordova Square Owners Association welcomes you to Cordova Square, a mixed-use planned unit development consisting of retail shops and professionals with approximately 100,000 square feet of space.

The concept of Cordova Square was the investment partnership of Builder Jim Cronley, Realtor John Connell and Designer William Parks, III. Cordova Square was the winner of the 1985 Golden Aurora Award. The Golden Aurora competition is open to builders in 11 states in the southeast and winners are selected by a nationwide panel of judges representing building, planning, architecture, marketing and the media.

The architecture of Cordova Square is "contemporary Victorian" and was designed to integrate some 60 client designs - boutiques, shops, eateries, office, residential lofts, etc. - into one overall plan oriented around an amenity package. That package consists of a 50,000 square foot plaza, a clock tower, fountain area, covered walkways and an 800 seat amphitheater.

This handbook contains general information that will assist you in the many questions you might have regarding day-to-day operations.

At Cordova Square, each unit owner is responsible for maintaining and repairing his building, which includes painting, roofing and exterior building surfaces. This also includes any other exterior building surfaces. No building, fence, sign, wall, mailbox or other structure or improvement shall be commenced or built without approval of the Board of Director's also known as the Architectural Control Committee.

The Board of Directors continually faces the responsibility of maintaining the delicate balance between individual rights of unit owners and preserving the common scheme for the benefit of all owners.

Owners and Tenants are welcome to attend any Board of Directors meetings. You may contact J Stewart Realty Company, cordovasquare@gmail.com or 850 434 7747, to determine the time and date of each meeting.

ADMINISTRATION MANAGEMENT

OFFICE INFORMATION

All powers and duties of the Association existing under the Declaration of Covenants, Conditions, and Restrictions, the Articles of Incorporation, and the By-Laws shall be exercised exclusively by the Board of Directors, through its agents, contractors or employees, subject only to approval by unit owners when such is specifically required.

The administration of these Policies and Regulations shall be the duty of the manager. All complaints and suggestions shall be made through written and signed letters addressed to the Board of Directors and mailed to the management company.

The Management shall be contacted at:

J Stewart Realty Company

220 S. Palafox Street

Pensacola, FL 32502

cordovasquare@gmail.com

or call at 434-7747, between the hours of 8:00 AM and 5:00 PM, Monday through Friday, to report or discuss any matter relating to administration of the complex.

Amphitheater

The 800-seat amphitheater exists for the purpose of hosting various events and attractions for the benefit of an owner or owners within Cordova Square.

Please contact J Stewart Realty Company to reserve the use of the amphitheater. The amphitheater may be used by an owner or lessee of an owner on a reservation basis and subject to such rules and regulations as the Board of Directors may determine.

"Special expenses" related to the usage of a particular event or activity to an owner or third party, such as, without limitation, additional insurance requirements, janitorial, set-up or clean up charges and the like, shall be paid to the Association by the party using the amphitheater.

DISTURBANCES

All buildings/business at Cordova Square are individually owned and operated, any disturbance (shoplifting, theft, accident, fire, etc.) should be reported to the governing authorities -i.e. City of Pensacola Police Department and not the Association or the Management Company. After reports have been filed with the proper authorities, then the board/management company may be notified for informational purposes but not for resolution.

Any activities of Owners or their Tenants or Tenants clients, may not interfere with the other Owners/Tenants use and enjoyment or safety of their properties.

INSURANCE

All Lot Owners and its Tenants are required to obtain public liability insurance in the amount of \$1 million with Cordova Square Owner's Association, ENDORSED as an Additional Insured on the policy. **It is the responsibility of each Owner to make sure their Tenant's have the required insurance and each Owner is responsible for supplying the Tenant's Certificate of Insurance to the Association's Management Co.**

If any Owners or Tenants serve alcoholic beverages, whether as part of the business or simply on occasion, the insurance must include coverage for "Host Liquor" liability as well.

In the event alcohol will be served at an event in the Amphitheater, the Owner shall provide proof of general liability insurance that includes "Host Liquor Liability" for the Owner having the event or their tenant having an event. NO ALCOHOLIC BEVERAGE CAN BE SERVED IN THE AMPHITHEATER WITHOUT SATISFACTORY PROOF OF ADEQUATE LIABILITY INSURANCE COVERAGE PRIOR TO THE EVENT.

Any Owner or Tenant that uses the common area to offer any portion of their business services after written approval from the Board of Director's, is required to have their insurance policy have COVERAGE FOR THE ASSOCIATION'S COMMON AREA on their general liability policy

Certificates of Insurance must be provided to the Association's Management Company at cordovasquare@gmail.com The Certificate Holder shall be :

Cordova Square Owner's Association
c/o J STEWART REALTY CO
220 S. PALAFOX STREET
PENSACOLA, FL 32502

In the event any Owner or its Tenants do not obtain the required insurance the

Association reserves the right to obtain an Insurance Policy and lien the Owners building for the costs.

LAWN MAINTENANCE

Lawn maintenance is provided through the Association and the landscape firm currently visits the property weekly during the growing season and twice monthly during the non-growing season. Shrubs are cut to maintain proper height and not during the blooming seasons. Shrubs/trees will be trimmed so as not to block building/business identification signs.

Individual plantings is not allowed without Board approval.

PARKING

Cordova Square has two parking areas. The parking areas in the immediate vicinity of the building entrances provide your customers easy access to your office/store/restaurant.

It is mandatory that employee's and tenant's park in the designated employee parking area located in the areas marked on the attached map.

PEST CONTROL

Pest control of common area buildings is provided by the Association. Pest control for individual buildings is the responsibility of each owner.

RESTROOMS

Restrooms are located in the Clock Tower and are designed to support activities in the amphitheater. These bathrooms will be unlocked whenever the amphitheater is in use.

SECURITY

Cordova Square does not provide on-site security. Building owners, business owners & employees should contact the Police Department, City of Pensacola should they experience problems.

SIGNAGE

For signs to be erected within Cordova Square, each application must be approved by the Board of Directors/ Architectural Review Committee prior to fabrication and erection. Each application shall be complete and meet with the Requirements outlined in the CSOA Signage Requirement Documents. nt.

SPRINKLERS (Lawn)

The sprinkler system is maintained through contract services. Should you see any problem with the sprinkler system, please contact the management office. At most times, the sprinkler system is operated during non-working hours; however, there could be times when the system will be running during working hours and “overspray” could occur.

TRASH DISPOSAL

Fenced areas containing dumpsters are located in the rear of the Employees Parking Area. Trash should be placed inside these dumpsters and boxes should be flattened prior to placing in the dumpster reserved for cardboard. It is requested that the gate to the fenced area be closed and latched shut after trash has been placed inside the dumpster. See Rules and Regulations for more information on the dumpster use.

Web Site

Cordova Square has a Web site: www.CordovaSquareBiz.com

If you have any questions regarding the website, you may contact Kara Hardin at 850-232-8186 or email artdesigngirl@icloud.com. Links to your business may be added to CSOA website. Please contact Kara for information on available products.

PLEASE REVIEW THE RULES AND REGULATIONS FOR CSOA ALSO.

