

THE TRUMAN ANNEX MASTER PROPERTY OWNERS' ASSOCIATION, INC.
305 Whitehead Street Key West, Florida 33040
305.296.0556 305.293.0251 facsimile www.tampo.com

Welcome to The Truman Annex. Below you will find some pertinent policy information and some helpful suggestions to assist you with your Association needs.

Local Agent - We suggest establishing a relationship with a local agent to monitor your property during extended absences. Several owners who did not previously have a local agent have discovered major damages to their units which occurred while their units were vacant. The need to monitor your unit throughout the year cannot be overemphasized. The Association's staff is responsible for maintaining the exterior of the common property and is not responsible for the maintenance of individual units. Such maintenance and repairs are the sole responsibility of individual owners.

Unit Keys - Many owners have provided the Association with a copy of the key to their unit in case of emergencies and natural disasters. However, these keys are not intended to be signed out to various contractors who need to gain access to an owner's unit to perform maintenance. Such contractors should contact your local agent to gain access to your unit.

Mail Keys - Typically during the closing of a property, the agent or seller distributes all keys relating to the property, such as house, gate, and mailbox keys. If you have not obtained your mailbox number, location, or key, please contact the agent who handled the sale of your property. If you are renting your unit to a long-term tenant, be sure to supply your tenant or rental agent with all pertinent keys and information.

Parking Spaces - Parking within the community is very limited and there is typically only space for one car per unit. If you reside within The Truman Annex, you must register your vehicle with the Association office. Long-term renters also need to register their vehicles. Upon registration, a parking pass will be issued for your vehicle. Owners who rent a vehicle while in town or short-term renters need to obtain a temporary parking pass at the Security Guard House at the Southard Street entrance gate. Please remember that you must park in your assigned parking space. Your vehicle could be towed (at your expense) even if the appropriate decal/pass is displayed on the vehicle if it is not parked in your assigned parking space. Also, remember that boats, trailers, RV's, wave-runners, etc. are not allowed within the Truman Annex. You should make arrangements to park these items elsewhere.

Architectural Approval - Owners who desire to make changes to the exterior of their home should remember that requests for any changes, including exterior painting and the addition of any items such as awnings or screen doors, need to be submitted to and approved by the Association. All requests must be in writing. Architectural Request Forms can be found on the website at www.cackw.com under Current Owners.

Disposal of Large Items and Debris

Individual homeowners or their contractors are not allowed to use the Association dumpster for their yard waste unless it is a very small amount. It is a good idea to advise your contractor ahead of time that he is responsible for removing the waste from the property. Homeowners doing their own landscaping must remove their waste themselves or call a hauling service. When replacing carpeting, appliances, cabinets etc., the same logic applies. We simply are not equipped for dealing with such large items any other way.

Package Deliveries - If you anticipate receiving packages at your home in The Truman Annex during your absence, we understand that requesting that the packages be sent to the Association office seems like a logical alternative. However, with over 400 residences, we are not equipped to handle this type of service and are unable to accept any packages or mail. Some alternatives you may consider are:

- Contact a neighbor who is currently in town and send the package to their address,
- Have the package sent to your address a day or two before your arrival to town to ensure that it will arrive after you, or
- Have packages sent to the agent that monitors your unit during your absence.

Pet Registration - The Board of Directors has also approved the implementation of a pet registration program. All pets within the Truman Annex must be registered with the Administrative office by completing the approved Pet Registration Application. If you (or your tenant) have a pet, please register it today. Pet Registration forms can be found on the website at www.tampo.com under Association Forms.

Leasing your unit – If you are leasing your unit either long term or short term, either you or your rental agent needs to provide our office with a Unit Use Form for each stay. The form is available on the website at www.tampo.com under Association Forms.

Address Update - To enable us to better serve your Association needs, please take a few minutes to complete an Address Update form and return it to our office so that we can update our records. You may mail or fax the form to us at 305-293-0251, or you can submit it through our website. The form is available on the website at www.tampo.com under Requests.

Also - Please be advised that the Truman Annex community is not truly a gated community. The general public is allowed to enter the property freely and to access places such as the Little White House.

Members of our staff are available to help homeowners with issues such as parking and violations of homeowner bylaws. The Security Manager can be reached at the office, 305-296-0556, between 8:00 a.m. and 4:00 p.m. during the week. The Security Staff can be reached at the Southard Street entrance gate, 305-294-3995, after hours and on the weekends. Any suspected criminal activity should be immediately directed to the Key West Police Department by dialing 911 or the department's non-emergency number 305-8091111, followed by a call to TAMPOA Security.

If you need to drop off payments, we have a locked mailbox by the front door. Our office is located at 305 Whitehead Street, next door to First Flight Restaurant.