



# SEA COAST GARDENS II & III

4151 - 4153 So. Atlantic Ave., New Smyrna Beach, FL 32169

## ATTENTION: ALL VENDORS

ALL VENDORS must have \$1,000,000 Liability Insurance and Workers Compensation to work on property. Sea Coast Gardens II & III will need to have the following in our files *prior* to beginning any work:

- a. A copy of your Certificate of Insurance, listing Sea Coast Gardens II & III as the Certificate Holder. Your insurance agent will need to fax it to (386) 427-1708, or email it to [seacoastmanagement@gmail.com](mailto:seacoastmanagement@gmail.com).
- b. A copy of your current FL State business license.

## PLEASE NOTE:

1. ALL VENDORS MUST park in 'Guest' parking, unless otherwise approved by the management; in which case, an approved parking pass will be issued in the office.
2. ALL VENDORS *must* report to the office and sign-in on the Service Log upon arrival on property, and sign-out when leaving the property.
3. ALL VENDORS needing keys must sign-out/sign-in keys in the office.
4. ALL work should be completed between the hours of 8:30am and 6:00pm.  
(*Emergencies excepted.*)
5. ALL keys *must* be returned each day by 5:00pm. Should you be on site later than 5:00pm, there is a key drop box by the front door of the clubhouse.
6. **DO NOT USE THE SHOPPING CARTS OR LUGGAGE CARTS.** These are for owners/renters/guests only.
7. ALL VENDORS are responsible for disposing of their own materials. DO NOT put waste/trash in the Sea Coast Gardens' waste containers.
8. ALL VENDORS *must* keep the hallways, stairwells, and elevators clean and free of debris.

Thank you for your cooperation!

Board of Directors

