

Windjammer Community Guide: Easy-to-Understand Information & FAQs

Fire Alarms

- Install a 10-year, sealed lithium battery smoke detector in each bedroom.
- Smoke detectors must be UL-approved and non-replaceable.
- Fire Marshal inspects yearly. Email photo proof to the office.

(Please see the last page for more details on the fire alarm requirements)

Water Shut-Off Valves

- Turn off water during leaks to prevent damage.
- The unit's main shut-off is near your water heater.

The entire building main shut off is located outside. Learn where the main shut off is located in case you are unable to shut off your internal water.

- CPVC pipes are fragile — hold metal part when turning valves. These valves can become difficult to turn over time due to natural mineral buildup.
- Contact the office if a leak is coming from a neighbor's unit and you are unable to reach them.

Gate Access

- We highly recommend every resident purchase a **gate transmitter** for your vehicle. Gate transmitters automatically signal the gate to open as you drive on the property.
 - Gate transmitters cost \$100 each (pay by check or money order).
- Every resident will receive a 5-digit gate code linked to your phone for manual access. Provide this code to your visitors/delivery drivers for access.
 - •At the gate call box, enter your 5 digit gate code. You will receive a phone call to your cellphone. Answer the call and press 9 on your phones keypad. This will signal the gate to open.

****Add the Windjammer Gate Phone # to your phone's contact list: (727) 350-1560 (This will help prevent your cell phone carrier from blocking the gate system phone number as a spam call)**


**Our office has registered the gate # as a legitimate business number so if you are having issues with your phone blocking the gates call you will need to contact your phones carrier to unblock the number from their system. This has happened to residents previously due to the gates quick hang-up call and the carriers system flagging the call as spam.

- WCA ID cards are needed for access to amenities (pool, gym, clubhouse, racquetball court, etc.) and for the pedestrian gate.
- Cost: \$25 each (pay by check or money order).
 - If lost, Replacement ID cards are \$15

Water Heater Tray

- Check the tray under your water heater for standing water.
- If water is present, call the office— the line may be clogged or your water heater may be leaking

Air Conditioner Filters

- Change A/C filters every 4–6 weeks.
- Add vinegar, bleach, or pan tablets to the drain line to avoid clogs.
- Maintenance WetVacs the lines every few months from the outside as a proactive measure.
-  Window A/C units are not allowed.

Windows and Screens

- Fix ripped screens or broken windows right away.
- Do not use blankets, foil, flags, or signs in windows.
- Porch screens/windows are the resident's responsibility.

⚡ Electrical

- Learn where your main breaker and appliance breakers are. You'll need them during a power outage or if something malfunctions
 - At your meter outside - there is an on/off breaker that will allow you to turn off the power to your entire unit in an emergency
 - There is also a power disconnect shut off for your AC Condenser that is located outside on the brick wall near this unit where your power comes from that can be used for emergency shut off purposes

🚭 Smoking & Vaping

- 🚭 Smoking & Vaping is **NOT** allowed in breezeways, walkways, patios, pool, or shared areas.
- Smoking & Vaping inside your unit **is** allowed - only if the smoke doesn't affect neighbors.
- Owners must inform tenants and guests of these rules.

🔥 Dryer Vent Safety

- Dryer vents must be cleaned **once per year** (Owner's responsibility)
- ⚠️ Watch for:
 - Longer drying times
 - Clothes or dryer feel hot
 - burning smell
 - Vent flap not opening
- Clean the lint trap for your dryer every 2–3 loads at minimum.

🛎 Amenities

🛎 Pool & Jacuzzi Spa


- Hours: 7 AM – Midnight
- Limit: 2 guests per unit

- Kids under 16 must have an adult. **No** kids under 8 allowed in the Jacuzzi spa.



Clubhouse

- Hours: 8 AM – 4 PM (Weekdays)
- No private rentals. 2 guests per unit. Kids under 16 must have a guardian.

Gym

- Hours: 4:30 AM – Midnight
-  Children are not allowed.
- Report equipment issues to: propertyassistant@windjammerportal.com
- There is a TV for residents to use while in the gym. Please refer to the instruction sign for how to use the remote control.

Public Wi-Fi

- Connect to WJPUBLICWIFI network.
- Enter your username/password from your WCA ID card.
-  The network is shared, not guaranteed for work or emergencies.
-  Security cameras get priority bandwidth.
- For private internet, use Spectrum, Frontier, or WOW.

Grills & Equipment

- Report any damaged grills, playground items, or pool equipment.
 - Send a photo to: propertyassistant@windjammerportal.com

Cable/Internet Installations

- Cable/fiber lines already run inside each unit.
- Do not allow techs to run new outside wires or drill into walls.
- Unauthorized installs will be cut and removed. (This helps prevent liability, fire risk, and water leaks.)

Pet Policy

- 🏠 **Owners:** 1 pet allowed, max 25 lbs.
- 📄 **Tenants:** Only allowed service animals or emotional support pets with a doctor's note and landlord approval.
- ⚡ No aggressive breeds.
- 🐕 Pets must be leashed at all times.
- 🗑️ Pick up after your pet or face a fine.
- ⚡ Pets are not allowed in the gym or pool.

New Roommates / Tenants


- Any new adult (18+) must:
 - Complete an application
 - Submit ID
 - Pay \$100 fee (check/money order)
 - Proof of income (2-3 pay stubs, etc.)
- ✔️ Approval takes 3–5 business days.

Reoccurring Guests

- Any adult (18+) reoccurring guest must:
 - Complete an application
 - Submit ID
 - Pay \$50 fee (check/money order)
- ✔️ Approval takes 3–5 business days.
 - For the WCA Applications – Scan the Below QR code or visit windjammerportal.com:





Wild Animals

-  Do not feed the ducks or other wildlife.
- Muscovy ducks are an invasive species and may carry disease.

Parking

- Each unit has 1 assigned space.
- Guests may park in visitor spots.
- Vehicles must fit entirely in the space.
- After stickered warnings, improperly parked cars may be towed.

Trash



- Bag and tie your trash, place it in dumpsters only.
-  No trash outside doors or in breezeways.
-  Large items? Leave near the bulk bin by Building 12.
 - Call office for immediate pickup. Mon–Fri (10 AM – 2 PM)

Mailboxes

- USPS manages mailboxes. Office does not have keys.
- If no key was given to you:
 - Visit: 1201 Gandy Blvd N, St. Petersburg, FL
 - Call: (800) 275-8777
 - Bring proof of residency + pay \$35 to change lock.
- Place a name form in your mailbox after moving in.
- Collect mail at least every 2 weeks, or it will be returned.
- Larger items will be placed inside the package box and a key will be provided for you inside your mailbox
 - Any packages left by other delivery companies (UPS, Amazon, FedEx, Etc.) could be discarded. We do not control this area as it is considered the property of the USPS.

Toilets & Drains

✓ Only flush:

-  Water
- Toilet paper
-  Human waste

⊘ Do NOT flush:

- Baby wipes (even “flushable”)
- Feminine products
- Dental floss
- Q-Tips
- Diapers or towels
- Cooking grease
- Medications
- Paint, varnish, gasoline, oil

All of these belong in the trash - not the toilet.


Grounds Maintenance

- Routine maintenance happens Monday–Friday.
- Report broken lights, clogged gutters, or other safety related issues by email:

✉ propertyassistant@windjammerportal.com

☎ 727-579-7920 ex. 0

Owners & Tenants

-  Owners:
 - You are responsible for making sure tenants follow these rules (Especially the rules regarding water, fire or personal injury)
 - If you are planning any remodeling or repairs (windows, internal plumbing modifications, electrical updates or any changes that require permitting through the city) - your licensed contractor will be required to file the permits and you as an owner will need to supply that information to the office. Your contractor will

need to have sufficient liability insurance and remain compliant with the Windjammer governing documents.

- **If your unit is vacant** – you must regularly perform inspections.
- **If your mortgage company requires a copy of the Flood insurance or Wind Mitigation Study** – Contact the office for the forms - propertyassistant@windjammerportal.com or 727-579-7920 – ex 0
- With your WCA user ID and password you can gain access to your units general ledger, FAQ's, new owner/tenant/reoccurring guest applications, flood mitigation reports and insurance declarations – These are available to you by PDF download – Scan the QR Code below or visit **windjammerportal.com**



- [illegible]

CITY OF ST. PETERSBURG APPROVED SMOKE DETECTOR SPECIFICATIONS & INFORMATION REQUIRED FOR COMPLIANCE PURPOSES

Please Note that the City of St. Petersburg, Florida Fire Marshall wants to see the manufacturer's first issuance activation date so that it can be confirmed that the fire detector device is active good and within the 10-year manufacturer-warranted use timeframe and as well it is sealed-in lithium battery-operated (in other words the battery cannot be replaced and can't be tampered with). It is also important that the device is UL-approved and meets USA standards as units that can be sourced from China, etc. of which typically have replaceable batteries and are not approved by USA certification authorities for safety compliances. Additionally, note that you must have one of these devices in each bedroom and provide our office with pictures similar as follows to provide proof that your detector or detectors (multi-bedroom units) are compliant so that we can in turn put your detector documentation into our WCA logs necessary that the fire marshal can easily audit such each year for their compliance purposes thereof and also for insurance compliance reasons as well that affects our rates.

