



August 2023

Dear Resident:

The rules and regulations in this booklet are in addition to the Condominium Documents that you received at the time you purchased your unit. It is imperative that every owner, renter and guest of an owner becomes familiar with and abides by these rules.

Absentee landlords must obtain a copy for their tenants and inform them of their responsibilities. Fines can be assessed for non-compliance with these rules as outlined in the *Grievance Procedure* section of this booklet.

This booklet has been set up alphabetically for easy reference. The rules contained in this booklet are only a portion of the governing policies of Mystic Pointe Tower 500. The Condominium Documents (i.e. Declaration of Condominium, Bylaws, Articles of Incorporation, Amendments to the documents and included exhibits) also govern the community. Additionally, The Mystic Pointe Master Association Documents govern the community. If you do not have copies of these documents, copies can be ordered at the Association Management Office for a fee.

Through mutual respect and individual responsibility, we can ensure that the quality of life and values of our property are maintained.

Your Board of Directors

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RULES AND REGULATIONS

MYSTIC POINTE TOWER 500

Access to Units

In order to allow access to a unit in the event it becomes necessary to enter a unit to respond to an emergency or to perform necessary routine maintenance, each resident is advised to provide two extra keys to his or her unit. One *must* be left with Management (for storage in the front desk locked key vault). A second may be left at the front desk, at the resident's discretion. Refer to the *Keys* section for further details.

The key maintained in the front desk key vault will *not* be signed out except in the event of an emergency or to perform necessary routine maintenance or if required temporarily for use by the owner or resident of the unit.

The Association will *not* be responsible if it is necessary to break down the door to a unit in the event of an emergency.

After Hours Work and Personal Errands

Unit owners are asked to refrain from discussing or contracting for "after hours work" during the staff's Association compensated working hours: Monday through Friday from 7:00 a.m. to noon and from 1:00 p.m. to 4:00 p.m.

It will be up to the staff person to contact the owner or renter directly to schedule the requested work. The Management Office will *not* be responsible for taking messages, doing any follow-up or acting as a liaison between the parties. Owners and renters will be required to sign a hold harmless agreement for the Association before any work is done by a staff person after hours.

Staff members may *not* be sent on personal errands by residents. The Board of Directors is solely responsible for directing and supervising Association employees.

Air Conditioning/Water Heater Closets

In order to allow access to a unit's air conditioning/water heater, as necessary, in case of a water leak or other emergency, the lock to each unit's closet must be keyed the Association's master maintenance key. It is the owner's responsibility to ensure that the door is keyed to the master key. If it becomes necessary to gain entry to a closet and the door cannot be opened using the master key, the lock will be broken and must be replaced at the resident's expense.

Residents may *not* store anything inside their closet.

Any water filtration system installed in the closet *must have a stainless steel* canister. Plastic, Lexan or any material other than stainless steel is *not* acceptable. Resident's must obtain prior approval from the Management Office, using the Architectural Control Form, before installing a filtration system, and all installation work must be done by a licensed plumbing contractor.

Alterations, Additions, Door Locks and Satellite Dishes

No owner may make any alterations or additions to the exterior of the common property.

With the approval of the Management Office, a *second deadbolt lock (or a replacement for the original, developer installed deadbolt lock)* may be installed on a unit's exterior door provided it matches the first deadbolt lock in appearance and function. The additional lock must be located on the exterior of the door, two to four inches above the first lock (the one installed just above the door handle). Before installing a replacement or second deadbolt lock, an owner must complete an Architectural Control Form and submit it to the Management Office along with supporting documentation for the lock. Failure to comply with this procedure may result in removal and/or replacement of an unauthorized lock, and any necessary repairs to the door, at the owner's expense.

A *satellite dish* may be installed only by affixing it to the concrete parapet *below* the balcony railing. It may *not* be attached to the railing or the common wall of the condominium, either on or outside the balcony. A satellite dish may not be larger than 32 inches in diameter. Within these requirements, the appropriate installation location may be determined by the licensed installer.

Before installing a satellite dish, a resident must obtain the appropriate permit from the city of Aventura and complete any documentation required by the city. The resident then must present the request for satellite dish installation to the Tower 500 Association and, after receiving approval from the Association, to the Master Association for final approval. In addition, residents must complete an Architectural Control Form and provide supporting documentation for the installation. Refer to the Master Association Rules and Regulations for details.

Before installing *new flooring* in a unit, an owner must complete an Architectural Control Form and submit it to the Management Office, along with supporting documentation and sample soundproofing. During the installation process, photos must be taken of the approved and installed soundproofing material *before* the flooring is installed. An owner *must* contact the Management Office after the sound-proofing has been installed and have an Association staff member take the necessary photos. Owners should advise their installer that the flooring may not be installed until the required soundproofing photos have been taken. Refer to the Architectural Control Form for the soundproofing requirements.

Architectural Control; Unit Modifications

Refer to the Architectural Control Packet for details. Packets are available at the Management Office.

Authorization Forms for Temporary Access to Units

In order to grant a non-resident *one-time* access to your unit and/or to allow the individual the authority to sign out your voluntary front desk key on *one specific occasion*, you first must complete an Access Authorization Form which may be obtained in the Management Office. Only this official form may be used for such authorization. Hand written messages given to the Front Desk Manager will *not* be accepted.

During hours when the office is closed, a resident may fax written permission to 305-936-1690. An Authorization Form will be faxed back to the resident for completion on the next business day.

For information on granting non-residents *permanent* authorization to access you unit or sign out your front desk key, refer to *Unit Owner Registration*.

Authorization for Guests to Enter the Community

A resident *must call the computer guest registration at the front gate house in advance* in order to clear their guests through the front gate. A guest will be delayed at the front gate unless the individual has been logged using the *computer authorization line*. Refer to the *Phone Numbers* section for the authorization line number.

Automobile Registration

All residents must complete a vehicle registration form for each of their vehicles. Forms are available at the Management Office. Each completed form must be turned in at the Master Association Office. The Master Association will issue the resident an RF transponder for each vehicle. The transponder is a small strip which is affixed to the vehicle windshield or right sideview mirror and is required to allow automatic entry through the gates at the front guardhouse and the Tower 500 garage. The first two transponders are free. The fee for each additional transponder is \$15.00. However, residents who frequently change rental vehicles may obtain up to eight new transponders per calendar year for a fee of \$75.00.

Applications for transponders are processed at the Master Association Office Monday through Friday between 9:00 a.m. and 12:00 p.m. Residents must present their driver's license and vehicle registration when presenting the application.

Before a transponder may be used to obtain entry to the Tower 500 garage, the resident must have it programmed into the garage gate system by the valet company supervisor.

Any resident having a newly purchased, leased or rented vehicle must use valet parking until he or she has been issued a transponder by the Master Association.

Balconies and First Floor Patios

Residents must observe the following balcony/patio usage rules:

- No furniture, trees, plants or other objects may be higher than the top of the balcony or patio railing.
- Nothing may be suspended from a balcony or patio ceiling or railing.
- Cigarette or cigar butts must **not** be thrown off the balcony or patio, and nothing else may be thrown or shaken off the balcony or patio.
- Mops and other cleaning tools may **not** be stored on the balcony or patio.
- Hosing of balconies and patios is prohibited. When washing the balcony or patio, residual water must be mopped up **not** pushed over the edge.
- Nothing may be affixed or attached, either temporarily or permanently, to the balcony railing without first making application using the Architectural Control Form.
- Each balcony and patio, and any furniture on the balcony or patio must be kept clean and tidy in order not to create an eyesore, reduce the aesthetics of the community and/or cause a health hazard to the community.
- Satellite dishes may be permanently affixed only to the balcony wall below the railing. For details, refer to the *Alterations, Additions, Outdoor Aerials and Satellite Dishes* section.
- If a hurricane “watch” or tropical storm “watch” is in effect, all furniture and other items on the balcony or patio – **including satellite dishes** – must be **brought inside** a resident’s unit. They may **not** be placed in the hallway outside the unit. Once the storm has passed, if applicable, residents will be responsible for ensuring that their satellite dish is again properly anchored to the building.
- At all other times, items placed on a balcony or patio must be secured in a manner that prevents them from becoming airborne during high winds which can occur during normal thunderstorms. Items on the balcony or patio must be removed when winds exceed 40 m.p.h. In addition, they must be removed whenever an owner or resident is not in residence.
- Residents would be liable for any damage or injury caused by furniture that has been left out during a hurricane or other high windstorm.

Barbecuing or Cooking Outdoors

Barbecuing or cooking on balconies or first floor patios is a violation of state and county fire laws and is prohibited. Barbecuing poolside in common areas is allowed only for official Tower 500 Association functions.

Bicycle Registration and Storage

Bicycles may *not* be stored in the common areas or limited common areas, such as balconies or patios.

Residents must register their bicycle at the Management Office and obtain a storage space assignment. The resident will be issued a decal which must be displayed on the bicycle, and the bicycle must be parked in the assigned space. Subsequently, residents must reregister their bicycle *every other year during December of the year in which the existing decal expires* and must obtain a new, color-coded decal for the latest two-year period.

Association provided bicycle spaces are in various locations throughout the garage. Assignments are made on a first come first serve basis as space permits.

Any bicycle not parked in its assigned space, or not registered with the Management Office and displaying the appropriate decal, will be removed and disposed of without any notice other than that contained in this booklet. In addition, bicycles left in a state of disrepair in one of the storage rooms or outside storage racks may be disposed of without notice.

Entry to the Bicycle Room is controlled by a computerized facial recognition system unit. The database for this unit is separate from the database for the recognition system units that control entry to the various building common areas. Those residents whose assigned spaces are in the Bicycle Room must ensure that they have their information entered into this separate database in order to gain entry to the room.

Common Area Usage

Residents may *not* use any type of recreational, wheeled vehicle in Tower 500's common areas or in the Tower 500 garage. Prohibited vehicles include, but are not limited to: bicycles, tricycles, roller skates, roller blades, skate boards, scooters and motorized self-balancing scooters (Segways, Hoverboards, etc.).

An owner will be responsible for reimbursing the Association for any expenses, including legal expenses, incurred in repairing or replacing any common elements or facilities damaged by the owner or resident or his or her agents, lessees or guests. Each unit owner is responsible for maintaining adequate insurance.

For additional information refer to the *Lobby* and *Recreation Room* sections.

Common Area Dress Code

Shoes (including sandals) and shirts or other cover-ups must be worn at all times in the common areas of the building except for the pool and pool deck areas.

Complaints

All complaints must be made in writing using the *Request for Action* form which is available at the front desk or the Management Office. Complaints made by phone will **not** be accepted.

Construction Work Requirements

All work to be performed within a unit must be approved by Management before work commences. To obtain approval, owners must submit an Architectural Control Form along with any required back-up documentation. For additional information refer to the specific information on the Architectural Control Form and to the *Flooring and Soundproofing* section.

Construction work in any unit must be done during the following hours: between 9:00 a.m. and 4:30 p.m. Monday through Friday and 9:00 a.m. and 12:00 p.m. on Saturday. The receiving area closes at 4:30 p.m. on weekdays. No work may be done on Sundays or legal holidays.

Contractors must obtain for their vehicles a Master Association permit from front gate personnel **and** a Tower 500 permit from front desk personnel. Vehicles must be unloaded within 10 minutes and must be parked on the fourth level of the parking garage after they are unloaded. Vehicles that do not fit through the garage entrance must park in the trellis area next to the marina or where otherwise directed by valet.

In order to keep common areas clean, all construction debris must be removed from the building and taken off the premises by the contractor in securely fastened trash bags. ***Under no circumstances are the Association's dumpsters to be used.*** Any resident who fails to abide by this rule will be billed the costs of removing the debris from the premises and any additional clean-up required.

County, State or Federal Criminal Laws

Appropriate legal action will be taken against any unit owner or tenant who uses a unit or the common areas for purposes which violate county, state or federal laws.

Courtesies Extended to Owners, Residents, Guests and Staff

All residents and guests are expected to extend common courtesies to other residents, staff members and service persons in Mystic Pointe Tower 500. Residents must conduct themselves in a courteous manner and must not engage in behavior which would be offensive to other residents or to staff members, such as swearing or making demeaning comments.

Any person found to have harassed, harangued or otherwise been abusive to another would be in violation of this rule.

Residents wishing to register a complaint regarding their treatment by another resident may do so in writing using the Request for Action Form. Forms are available at the Management Office or front desk. For additional information, refer to *Request for Action*.

Delinquent Payment of Maintenance Fees, Assessments or Fines

In the event a unit owner is delinquent in the payment of any assessment or maintenance fee, he or she will be refused the right to rent his or her unit until the delinquency is paid in full. In the event any payment is delinquent from an owner whose unit is leased, the Association reserves the right to collect the monthly rent from the lessee, deduct the amount of the delinquency and forward the balance, if any, to the owner.

In addition, if a unit's account payments of any kind, including fines imposed by the Association for rules violations, remain delinquent for more than 90 days, the facial recognition system authorization for the residents of the unit, and the unit's cable TV and Internet access, will be deactivated. The residents also will be denied use of the Tower 500 pool, Spa, Recreation Room and Hospitality Room for as long as the account remains delinquent. Finally, they will be required to enter the building through the Lobby hallway doors after providing appropriate identification to the Front Desk attendant.

Deliveries and Moving

Move-ins and move-outs will be allowed only through the receiving entrance between 9:00 a.m. and 4:30 p.m. Monday through Friday. Other deliveries also will be allowed only through the receiving area during the hours specified above and, in addition, between 9:00 a.m. and 12:00 p.m. on Saturday. For additional parking restrictions refer to *Parking by Guests, Visitors, Tradesmen and Temporary Residents*.

No moves or deliveries will be allowed on Sundays or legal holidays.

In order to avoid conflicts or fines, all deliveries and moves must be scheduled with the Management Office. *All* deliveries must be scheduled, even those consisting of only one piece.

Move-ins and move-outs require ***at least two weeks'*** notice. Residents planning a move must register with the Management Office and provide a security deposit of \$400.00. This deposit will be refunded after the move, less any amount required to cover damages. Requests for scheduling moves or deliveries will be on a first come, first serve basis. All unscheduled moves or deliveries will be turned away. No exceptions will be made.

Any owner, renter or guest of an owner or renter who fails to schedule a delivery requiring the use of the service elevator with the Management Office, or whose delivery person attempts to deliver an unscheduled delivery, would be in violation of this rule.

Door Locks

Refer to *Alterations, Additions, Door Locks and Satellite Dishes* for details on installing a second front door deadbolt lock.

Doorbells

Refer to *Religious Ornaments and Doorbells*.

Doors and Building Security and Safety

In order to maintain building security, all doors to the building and the main Lobby door that are controlled by the Front Desk screen entrants using a stand-alone, computerized facial recognition system. In order to ensure the effectiveness of the building security and safety system, all residents must abide by the following rules concerning building entrances and interior doors:

- Residents and their authorized permanent guests will have their photos and resident information entered into the building facial recognition system by the Front Desk Supervisor.
- Any guest who is not authorized for inclusion in the facial recognition system must present a photo ID, such as a driver's license, to the Front Desk Supervisor so that he or she can verify the individual's identity.
- The Front Desk Supervisor may request that a resident or guest wait before approaching the facial recognition scanner in the Lobby in order to prevent someone who is standing near the doors from entering the building without proper authorization.
- Residents or authorized permanent guests will be required to use the facial recognition system to gain entry from all entry points other than the Lobby.
- Any guest using the parking garage who is not yet entered in the facial recognition system must *personally identify himself or herself at the Front Desk* and then proceed to the garage or other building entrance.
- ***Exterior doors must not be propped open.*** Propping open doors breaches security for the entire building.
- ***Unit doors must be kept closed at all times*** for the following reasons:
 - In the event of a fire, the closed door helps contain the fire.
 - The door keeps cooking odors from penetrating the hallways and neighboring units.
 - Open doors create a suction in the hallway which causes the elevators to malfunction.
 - Certain doors are armed with alarms which will sound at the front desk.
- Stairwell doors must be kept closed at all times as required by the fire code.

Elevator Usage by Residents and Guests

There are four passenger elevators and one service elevator located off the main Lobby area and an additional passenger elevator that services the Spa located in the Hospitality Room.

Residents owning a pet may take their pet on a passenger elevator with certain restrictions. See the *Pet Regulations* section for further details.

For additional information, refer to *Elevator Usage by Maintenance, Trades Personnel and Residents with Luggage or Carts*.

Elevator Usage by Maintenance, Trades Personnel and Residents with Luggage or Carts

Maintenance personnel and trades people are required to use the service elevator at all times.

The valet service is required to use the service elevator when using a valet cart to transport groceries and other large items for residents or when transporting other carts for residents. If the service elevator is out of order, valets may use a passenger elevator with caution.

Each person may personally transport no more than one piece of wheeled luggage in the passenger elevators. Smaller pieces of luggage which are *not* placed on the elevator floor (such as small duffel bags, cosmetic bags or camera bags) may be carried in addition to the allowable piece of wheeled luggage. The valet service or service elevator must be used for larger loads of luggage.

In order to protect the marble floors and wood paneling in the passenger elevators, residents may *not* use a passenger elevator to transport a wheeled grocery cart (which normally is larger in diameter and has sharper edges than a piece of wheeled luggage) or a heavy-duty wheeled cart used to carry groceries or other supplies. Residents *must* transport these carts on the service elevator or have the valet service handle them.

Emergency Access to Units

Refer to *Access to Units*.

Emergency Contact Information

Residents must complete a Resident Information Form *each* year during January. The information in the form is necessary in order to provide current contact information for use in case of an emergency. Failure to complete the form puts the Association at a disadvantage in the event there is an emergency and the Association is unable to contact an owner or resident.

Forms are provided each year with the annual meeting notice package. Additional forms may be obtained at the Management Office.

Each unit will be listed under the name or names that appear on the warranty deed. Changes to a unit's listing may be made only after receiving a written request, along with supporting documentation to substantiate the change.

Any owner who is leasing a unit also is responsible for ensuring that the resident leasing the unit completes a Resident Information Form *each* year during January.

Entry from the Garage, Pool and Other Designated Areas

All first-floor entrances and garage entrances are wired to alarms which are programmed to ring at the front desk when an entry point has been compromised.

No entry door or stairwell door should be propped open. The front desk alarm will continue to sound until deactivated. Some entrances are monitored by video cameras, and any person propping a door open will be identified.

Any resident not having his or her information entered into the facial recognition system must enter the building through the Lobby and be cleared by the Front Desk Supervisor on duty. For additional information, refer to the following sections: *Unit Owner Registration* and *Doors and Building Security and Safety*.

Facsimiles

Refer to *Photocopies and Facsimiles*.

Flooring – Soundproofing

For details on the requirements for installing new flooring in a unit, refer to *Alterations, Additions, Outdoor Aerials and Satellite Dishes*.

Garage: Assignment of Parking Spaces

In accordance with the Master Association and Condominium Association documents, each unit owner or his or her lessee is entitled to the use of one parking space, without charge, for use in self parking one vehicle. Authorized vehicles include automobiles, non-commercial pickup trucks, small vans and motorcycles.

Residents must register their vehicles with the valet supervisor before entering the garage. Before a vehicle has been registered, it must be valet parked. Any resident who has more than one vehicle is required to pay the prescribed monthly parking fee and to have the additional vehicle(s) valet parked or self park the vehicle(s) on the fourth level of the garage only.

Each parking space is assigned by the Master Association to a particular unit and may be used only by the residents of that unit to self park one vehicle. Residents may ***not*** park a vehicle in any space other than the space assigned to their unit.

Garage and Tower 500: Parking Regulations

All residents must observe the following rules within the Tower 500 garage, and anyone violating a parking rule is subject to having his or her vehicle towed at the resident's expense without any notice other than that provided in this booklet:

- Only authorized vehicles are to be parked on Mystic Pointe Tower 500 premises. All unregistered or unidentified vehicles are considered to be unauthorized, illegally parked vehicles, and as such, are subject to being towed from the premises.
- No vehicle shall be permitted to park in any unauthorized area within the Tower 500 garage.
- All vehicles must be parked within the painted lines of an appropriate parking space and pulled up to the parking space bumper. Only head in parking is permitted.
- As a security measure, all vehicle doors should be locked.
- No vehicle which cannot operate on its own power may remain within the development for more than 12 hours, and no vehicle repairs, except for emergency repairs, may be done within the development.
- Parking spaces may be used only by authorized vehicles. The following types of vehicles may **not** be parked in the Tower 500 garage, except on the fourth level during permitted construction work hours, unless the prior approval of Management has been obtained: boat trailers, house trailers, campers, trucks, commercial vehicles or similar wheeled non-automobile vehicles.
- Any vehicle having commercial signage printed on it or visible commercial items inside will be considered a commercial vehicle and will **not** be permitted regular usage of the Tower 500 garage.
- All vehicles parked on Mystic Pointe property must be kept in good working and presentable condition. No vehicles which have dripping fluids, are on blocks or are dead storage vehicles will be allowed. Abandoned vehicles will be towed away.
- No vehicle belonging to a resident or visitor may be parked in a manner which impedes or prevents access to another resident's parking space.
- Residents may **not** sleep inside their vehicle.
- Residents may **not** sit inside their vehicle with the engine running.
- A vehicle's lights must be turned on while it is being driven in the garage.
- Vehicles may **not** be driven in excess of five miles per hour within the garage. Residents must observe all stop signs within the garage and check for cross traffic at each stop.
- Vehicles may **not** be driven in excess of five miles per hour within the garage. Residents must observe all stop signs within the garage and check for cross traffic at each stop.

- Vehicles may be parked in front of the building for up to five minutes. Keys must be left in the vehicle and the engine must be turned off while it is parked. Any vehicle not moved within five minutes will be parked in the garage by the valet service.
- Residents requesting delivery of a vehicle to the front of the building by the valet service must pick up the vehicle within five minutes. Vehicles not picked up within five minutes will be returned to the garage.

Garage and Tower 500: Parking Regulation Enforcement

The Association, through the Board of Directors or its officers, committees and agents, is empowered to establish parking regulations in the Tower 500 garage and the traffic areas immediately surrounding Tower 500, and may make provisions for the lawful involuntary removal of any violating vehicle. Every owner and renter shall comply with these rules and regulations and all rules and regulations which from time to time may be adopted, as well as with the provisions of the declaration, bylaws and articles of incorporation of the Association, as amended from time to time.

Failure of a resident to follow the parking rules will be grounds for appropriate action, which may include, without limitation, an action to recover sums due for damages, injunctive relief, lawful removal of violating vehicles or any combination of these.

Garage and Tower 500: Parking Violation Procedures

The following actions will be taken in the event any of the parking regulations outlined above is violated. These actions refer to all vehicles including automobiles, non-commercial pickup trucks and motorcycles:

- Any vehicle which parks in any prohibited manner and any unauthorized vehicle will be towed away immediately.
- Any vehicle which parks in a fire lane will be towed away immediately and the fire department and Aventura Police Department will be notified.
- Any unauthorized vehicle which parks in a space designated for handicapped parking will be towed away immediately and the Aventura Police Department will be notified.
- Any vehicle violating any other parking regulation will be posted with a warning sticker on the first two occurrences and will be towed away immediately on the third or any subsequent occurrence.
- All towing costs are to be borne by the vehicle owner, including any incidental and litigation expenses, in accordance with Florida State Statute F.S. 715.07.

Garage: Use of Absentee Owner's Space

An absentee owner's space may be used by another Tower 500 resident only if written permission of the owner has been submitted to the Tower 500 Management Office and the owner has obtained prior written approval of the Master Association and Tower 500 Management. Only residents of Tower 500 may be temporarily assigned the space of an absentee owner.

Gate Entry – Front Gate and Garage Gates

Refer to *Automobile Registration*.

Grievance Procedure

Every owner, renter and guest is expected to comply with the rules and regulations contained within this booklet, as well as any rules and regulations which may be adopted from time to time and the provisions of the Declaration of Condominium, Bylaws and Articles of Incorporation of the Association, as amended from time to time.

Failure of an owner or occupant to so comply will be grounds for action, which may include, without limitation, an action to recover sums due for damages, injunctive relief or any combination of these actions. In addition to all other remedies, a fine or fines may be imposed upon an owner, renter, guest or employee of a resident as a result of the individual's failure to comply, provided the following grievance procedures are adhered to:

- After having been notified of a violation, the Association notifies the alleged violator of the alleged violation in writing, and, if appropriate, gives the individual the opportunity to take immediate action to correct the situation.
- The violation report and all related relevant information are sent to the Board of Directors for their review and recommended action.
- The Board of Directors meets at a duly noticed meeting to review each violation and consider the appropriate action to take in each case.
- The Board may impose fines on violators of \$100 per occurrence, up to a maximum of \$1,000 per type of offense or incident (or such greater amount as may be permitted by any revisions to applicable law).
 - Each separate incident for which a fine may be imposed will be grounds for a separate fine. If one rule is continuously violated, each occurrence of the same type of violation will be considered a separate incident.
 - Fines will not be construed to be exclusive and will exist in addition to all other rights and remedies to which the Association otherwise may be legally entitled.
- The Board's recommended actions are reported at the next Board of Directors meeting.

- Details regarding any actions for which the Board has recommended a fine are forwarded to the Rules and Regulations/Grievance Committee (which has been appointed by the Board of Directors under section 5-L of the Bylaws, *Powers and Duties of Mystic Pointe Tower 500 Condominium Association*) for its review.
- A meeting of the Rules and Regulations/Grievance Committee is scheduled at which each violation for which a fine has been imposed by the Board will be reviewed.
- Written advance notice of the Committee meeting will be provided to all involved parties not less than 14 days prior to the scheduled meeting date. The notice of hearing to all parties will include the following:
 - The date, time and place of the hearing.
 - A statement of the provision(s) of the Association's Rules and Regulations, Bylaws, Declaration of Condominium or Articles of Incorporation which allegedly has been violated.
 - A brief statement of the alleged violation.
- The party receiving notice of a violation will have the opportunity to present evidence and provide written and oral argument to the Committee on his or her behalf and to challenge the violation report being reviewed by the Committee.
- The Committee will consider the statements and evidence presented and will render a decision.
 - The Committee may uphold the fine imposed by the Board, reduce the amount of the fine, reduce the fine to a warning or dismiss the violation complaint.
 - The Committee may *not* impose a fine if none has been imposed by the Board.
 - The Committee will forward its decisions to the Board of Directors prior to the next Board meeting.
- At the next Board of Directors meeting following the Committee's hearing, the Board will present the Committee's findings and actions.
- If a fine has been imposed, a resident's access to the Tower 500 common elements and services (Association amenities) may be suspended until the fine — and any charge for the restoration of TV and Internet services suspended due to non-payment of the fine (currently \$75) — is paid in full. The suspension would go into effect five days following the Grievance Committee's acceptance of the Board's decision if the fine remains unpaid.
- All monies received from fines will be allocated as directed by the Board of Directors.

Refer to the *Delinquent Payment of Maintenance Fees, Assessments or Fines* section for actions that would be taken if an imposed fine is not paid. Refer to the *Leases and Applicant Screening* section for details regarding renewing leases for tenants who have had rules infractions.

Guest and Tenant Accountability

Unit owners will be held accountable for the actions of their guests and tenants and the guests of their tenants and for any non-compliance by these individuals with the Association Rules and Regulations. All guests must be registered with the Management Office using the *Resident Information Form* and, if applicable, the *Non-Resident Key and Package Pick-up Authorization Form* as specified in *Unit Owner Registration* or the *Access Authorization Form* for one-time access as specified in *Authorization Forms for Temporary Access to Units*.

Guests: Use of Unit

As designated in Section 17.1 of the Tower 500 Condominium Declaration, “guests” include those persons who have a principal residence other than the unit. Guests shall **not** include immediate family members of a resident, including the resident’s spouse, children, parents, brothers, sisters, grandchildren or domestic partner. Residents must comply with the following guest requirements:

Non-Overnight Guests When an Owner or Renter is in Residence

- Non-overnight guests need not be registered with the Association.
- Unless otherwise approved by the Board of Directors, non-overnight guests are entitled to use the Tower 500 amenities **only if** they are accompanied by an adult resident of the unit the guest is visiting or by another member of the resident’s family.

Non-Overnight Guests in the Absence of an Owner or Renter

- Residents are **not** permitted to have non-overnight guests when they are absent from Tower 500.
- Residents may have their units inspected by caretakers, friends or others. However, such individuals are **not** permitted to use the Tower 500 amenities, including – but not limited to – the Spa, the pool, parking areas and beach access.

Overnight Guests of an Owner or Renter who is in Residence

- Residents and their family members may have overnight guests provided that the resident or family member is in residence in the unit **during the entire visit**.
- The Association may restrict or prohibit visits by convicted felons.

Overnight Guests in the Absence of an Owner

- While not in residence, an owner may have **no more than two** guest visits per year for a total of **no more than 28 calendar days**.
- The owner must provide the Association with **at least 10 days** prior written notice of the visit.

Overnight Guests in the Absence of a Renter

- Renters are *not* permitted to have overnight guests, including non-resident family members, when the renters are not in residence.

Corporate Ownership

- When a unit owner or tenant is a non-natural person, such as a corporation, partnership or other such entity, the entity shall designate a “primary occupant.” This individual will be the only one allowed to reside in the unit with his or her family.
- This designation may be changed by the entity *no more frequently than once per calendar year*, and only by providing written notification of the change to the Association.
- All other occupants of the unit will be treated as family members or guests of the primary occupant.

Additional Board Authority

- The Board of Directors may implement the rules, policies or procedures necessary to enforce the above guest restrictions.
- If a unit owner is believed to be circumventing the Association’s lease rules by receiving any consideration from occupant(s) that are held out to the Association to be guest(s), the Board may require an affidavit from the owner certifying that he or she is not receiving any type of payment from a guest for the right to occupy the unit.

Hallways: Rugs, Mats, Plants and Other Exterior Decorations

Rugs, mats, plants and other exterior decorations of any type may *not* be placed in the hallway outside the front door of a unit or in the marble alcove just off the hallway of a corner unit. For information on items that may be affixed to unit doors or door frames, refer to the following sections: *Religious Ornaments and Doorbells* and *Holiday Decorations on Exterior Unit Doors*.

Handyman Requests

Tower 500 staff members are available to perform minor maintenance tasks within individual resident units during their working hours, at a half-hourly rate of \$20, if time permits. Handyman Request Forms are available in the Management Office. Maintenance tasks will be performed on a first come, first serve basis.

Holiday Decorations on Exterior Unit Doors

During the year-end holiday season, seasonal decorations may be placed on a unit's exterior door or door frame. In general, decorations may *not* be displayed more than two weeks before a holiday, and they *must* be removed no more than two weeks after a holiday. Unit owners will be notified of the dates during which decorations may be displayed by November 15th of each year.

For information on items that may be affixed to unit doors or door frames year-round, refer to *Religious Ornaments and Doorbells*.

Hospitality Room Usage

Residents in good standing may use the Hospitality Room for private social and educational functions. Reservations for use of the Hospitality Room must be made at least two weeks in advance and must be approved by the Building Manager. However, Association functions always have priority over private functions.

A refundable security deposit of \$250.00 and a non-refundable clean-up fee of \$100.00 must be paid when the reservation is made. The security deposit will be refunded after the Hospitality Room has been inspected following the function and found to be free of damages with all furniture returned to its original location. The cost to repair any damages to the room will be deducted from the security deposit.

No furnishings may be moved within the Hospitality Room (except for chairs and tables) or removed from the room. After the function, all chairs and tables must be returned to their original location.

The Association reserves the right to refuse any individual, group or organization the use of the Hospitality Room for any reason.

Hurricane Preparations

Refer to *Storm Preparations*.

Hurricane Shutters

Refer to the Architectural Control Form provided with this booklet for details on the process to be followed when contracting to have hurricane shutters installed on a unit.

Illegal Drugs and Substances

Use or possession of illegal drugs or substances is prohibited on the Tower 500 premises.

Inspections

In the event an owner is not in residence and the individual's unit is vacant for an extended period of time, the owner must follow the following procedures to ensure appropriate measures can be taken in the event of an emergency:

- Leave a required key with Management (for storage in the front desk locked key vault) and, at the resident's option, a voluntary key at the front desk, as specified in the *Keys* section.
- Ensure that the Resident Information Form on file with the Management Office is up to date and provide an address and phone number where he or she can be contacted.
- Turn off the main water valve located in the air conditioning closet, the water supply valves under each sink and behind each toilet and the circuit breaker to the water heater.
- Arrange for the unit to be inspected on a regular basis, and at least once a month, to ensure that there are no water leaks that could damage other units or common areas.
- Arrange for water filters to be inspected regularly for possible leaks.
- Report any defect discovered during an inspection, in writing, to the Management Office.

Jacuzzi

Refer to *Swimming Pool and Pool Area*.

Keys

Residents must provide a key to Management for use in the event it becomes necessary to enter a unit to respond to an emergency or to perform necessary routine maintenance. The emergency key maintained by Management will be stored in a locked, biometric key vault installed in the package room adjacent to the front desk. Residents will be registered in the key vault system and assigned an access code for use in checking out the maintenance key temporarily in case of a unit lockout. In addition, at the resident's option, a second, *voluntary* key may be left with the front desk for use by the resident and any other authorized users.

The front desk personnel will *not* hold any other keys for pick-up by a third party such as a guest or real estate agent. If a resident wishes to have someone obtain the key to his or her unit, that individual must be on the resident's list of authorized guests and the individual must sign out the voluntary key maintained at the front desk and return it to the front desk when leaving the building. The person signing for a key must leave a driver's license at the front desk until the key is returned.

The key maintained in the Lobby key vault may *not* be signed out by anyone except Tower 500 maintenance or the unit owner or tenant.

Leases and Lease Applicant Screening

An owner may lease his or her unit for a period of *not less than six months*. Any extension of a lease must be approved by the Board of Directors. Leases of more than one year will be approved on a year-to-year basis.

A unit owner leasing his or her unit is **not** relieved from his or her obligations with respect to the unit and these obligations will be joint with the unit's tenants. Moreover, an owner who has leased his or her unit **relinquishes any right to use any of the building facilities, including but not limited to the pool, Jacuzzi, Recreation Room, Hospitality Room, Spa and assigned parking space. These facilities are restricted to use by residents only.**

Any new lease, lease addendum or lease renewal must be submitted to the Board at least three weeks prior to the commencement of the lease period for review and screening. Unit owners are required to use the Tower 500 Rental Lease Addendum form which may be obtained at the Management Office.

When completing the lease addendum form, all names must be printed or typed beneath the signatures.

All lease applicants will be requested to complete a lease application and submit a \$100.00 application fee. They then must appear before the Screening and Welcome Committee for screening, and they must attend the screening meeting **before** their lease can be approved.

All tenants will be required to purchase a renter's insurance (HO4) policy that provides at least \$300,000 in general liability coverage.

When a lease is being reviewed for renewal, among the items that will be considered is the tenant's history of compliance with the Association's Rules and Regulations. During the period of a lease, any violations will be dealt with as outlined in the *Grievance Procedure* section. If it is determined that a tenant has had **three or more** documented rules infractions during the period of a lease, the lease may be renewed, if deemed appropriate, only if the tenant signs a lease addendum agreeing that any future rules violations could result in the tenant's eviction.

For additional information on rules regarding leases, refer to the following sections: *Delinquent Payment of Maintenance Fees or Assessments and Failure to Pay Fines, Grievance Procedure and Security Deposits.*

Lobby

The main Lobby is intended to provide an elegant setting where residents may sit and relax if desired. Residents must follow the following rules in order to maintain the quiet ambience of the Lobby and protect the furniture and other fixtures from damage.

- Proper attire, including shirts and footwear, is required while in the Lobby.
- No food or drinks are permitted in the Lobby.
- No radio playing is permitted in the Lobby.
- Pets are **not** permitted in the Lobby unless they are being carried.
- No large packages or parcels may be transported through the Lobby. The valet service or service entrance and service elevator must be used instead.

- Each person may personally transport no more than one piece of wheeled luggage through the Lobby. Smaller pieces of luggage which are **not** placed on the Lobby floor (such as small duffel bags, cosmetic bags or camera bags) may be carried in addition to the allowable piece of wheeled luggage. The valet service or service entrance and service elevator must be used for larger loads of luggage.
- No roller skating, roller blading, scooter riding, skate boarding or bicycle riding is allowed in the Lobby.
- No piano playing is permitted unless playing time has been reserved. Only accomplished piano players may reserve playing time, and playing time is limited to no more than 30 minutes. Reservations should be made for play during one of the designated “player piano” times. Piano lessons may **not** be conducted using the Lobby piano.
- Children less than 12 are **not** permitted in the Lobby unless accompanied by an adult.
- Vendors and contractors hired by residents are **not** allowed to loiter in the Lobby or sit on the Lobby furniture.
- Residents and guests are **not** allowed to sleep in the Lobby or place their feet on the furniture.
- No smoking is permitted within 10 feet of the exterior Lobby entrance doors.

Maintenance Fees

Maintenance fees are due on the first of each month. They will be considered late if not **received** by the 15th of the month. In order to effectively run the Association and meet our monthly obligations, funds must be received in a timely manner. A late fee of \$25.00 and a late letter processing fee of \$10.00 will be assessed to a unit owner for any payment not received by the 15th of the month.

Master Association

The Mystic Pointe Master Association documents take precedence in the event of any conflict with the individual condominium documents. Each owner is responsible for obtaining a copy of the Master Association Rules and Regulations, including any amendments, and for supplying them to any prospective purchasers or renters and their guests.

Moving

Refer to *Deliveries and Moving*.

Noise – Excessive

Residents must exercise care at all times to ensure that they are not responsible for excessive noise resulting from the use of musical instruments, radios, televisions or amplifiers or from other loud noise disturbances within their unit. Residents must take additional care to avoid creating excessive noise after 10:00 p.m. and before 8:00 a.m. and also should avoid moving furniture or engaging in loud conversations during these hours.

Occupancy Limitations

In no event (except for temporarily visiting guests) may the occupancy of a unit exceed two persons per bedroom plus one person per den. Visits of one month or less will be considered temporary. In no event may the occupancy of a unit, including temporary guests, exceed four persons per bedroom.

Each unit owner must complete a Resident Information Form and supply it to the Management Office, along with a picture identification for each occupant that will reside in the unit. Acceptable forms of identification include a driver's license, a passport, a state of Florida identification card or another official form of identification containing a picture. The identity of minor children may be verified by providing a photograph of each child.

In addition, for units owned by a corporation, partnership, joint venture or other entity, the Management Office also must be provided copies of the legal documentation indicating the names of the officers, directors, partners, or other principals of the entity; a notarized, recorded or certified copy of the articles of incorporation, partnership agreement, or joint venture agreement; and copies of an acceptable form of picture identification for each principal. The Resident Information Form for such units may be signed *only* by a principal of the organization.

The required documentation must be provided to the Management Office before any individual may be permitted to occupy a unit.

If any of the above information changes, the appropriate new documentation must be provided to the Management Office as soon as the change had been made.

Packages

Due to the space limitations in the package room, the Association may limit the number, size and type of packages that may be received by the front desk staff on any given day. The Front Desk Manager will attempt to notify any resident receiving a volume of packages that cannot be accommodated so that the resident may arrange to have the packages picked up upon delivery.

Residents are **not** permitted to conduct a business venture out of their residence that requires the ongoing receipt of a large volume of packages. Residents operating such a venture must arrange for an alternate delivery location for their business packages.

Parking by Guests, Visitors, Tradesmen and Temporary Residents

Upon entering Mystic Pointe, all visitors, guests, tradesmen and temporary residents must obtain a temporary visitor's pass from security personnel at the main gate and must observe the following rules while on Tower 500 premises:

- The temporary pass obtained at the gate must be placed on the dashboard so that it is visible through the windshield.
- Individuals visiting Tower 500 residents may use only the Tower 500 garage.
- Visitors must have their vehicles valet parked and pay the appropriate temporary parking fee.
- No numbered space may be used by a non-resident at any time.
- Tradesmen may unload at the receiving area for a maximum of 10 minutes. Otherwise, they must self park their vehicles on the fourth level of the garage.
- Moving vehicles making scheduled moves that have been approved in advance by Management must park in the receiving area.
- Oversized vehicles must park where directed by the valet staff or under the Lehman Causeway outside the main gate.
- All non-residents, including members of Tower 500 management and contractors, must park in the area designated by the Association.
- Tennis and boating guests of unit owners or renters will be permitted to park in the Tower 500 garage, but other visitors using tennis or boating facilities must park in the designated area near the front gatehouse.
- **All** vehicles are prohibited from parking under the trellis in the marina area next to the receiving area.

Pet Regulations

Each unit may have no more than one pet, with the exception of fish or small caged birds.

Residents who have a pet in their unit must submit proof of homeowner's or renter's insurance. In addition, owners and renters must sign a waiver protecting the Association from any liability arising from any claims due to the pet.

Visiting pets (pets not belonging to a resident) are **not** permitted in the building. Residents are **not** permitted to board pets for family members, friends or any other individuals.

Pets are **not** permitted in the pool or other recreation areas.

All dogs must be licensed in compliance with Miami-Dade County Ordinance Section 5-7. In addition, all dogs and cats must be vaccinated for rabies in compliance with Miami-Dade County Ordinance Section 5-6. Any vaccination exemptions must comply with that ordinance. All dog and cat owners must register their pet with the Management Office and supply a photo of the pet's current vaccination certificate from the Miami-Dade County Division of Animal Services (or a veterinarian's medical exemption certificate). Dog owners also must supply a copy of the dog's current license.

Pets are permitted in the Lobby *only* if they are *carried*. Pets are *not* permitted in any other common area of the building except for the following areas designated for *entry or exit from the dog walk area or the garage*:

- Hallway next to the service corridor leading to the receiving area.
- Hallway leading to the garage exit.

Residents may *not* access the dog walk area by taking their pet through the Hospitality Room. When outside of the resident's unit, pets must be leashed. Leashes cannot be more than six feet in length. Extension leashes must be kept in the locked position while a pet is in the building.

Pets may be transported in the passenger elevators, but they must be controlled by their owner while in an elevator. If necessary to maintain control of a pet, the pet should be carried while in an elevator. While not required, it is preferred that larger pets be transported in the service elevator if it is available. In addition, residents must observe the following rules when walking their dogs:

- Dogs must be walked on the south side of the building in the dog walk area.
- All dog stool must be picked up, securely bagged and disposed of in the containers provided in the dog walk area.
- Dogs are *not* permitted on the Marina docks under Master Association rules and Aventura City ordinance. Violations of Aventura City ordinance 97-01 will be turned over to the City for appropriate action.

If a pet urinates, defecates or vomits in any Tower 500 common area, including but not limited to elevators, Lobby, hallways or pool deck, the pet's owner is responsible for ensuring that the waste material is properly removed and disposed of.

Phone Numbers

The following important building and area phone numbers are provided for easy reference by Tower 500 residents:

Mystic Pointe Numbers

Management Office.....	305-935-6953
Lobby Front Desk/Front Desk Manager	305-935-9613
Valet	305-933-1049

Spa.....	305-935-7556
Front Gate.....	305-932-8272
Front Gate Guest Reception Computer System.....	305-932-8345
Master Association.....	305-932-9600

Area Hospitals

Aventura Medical Center 21110 Biscayne Blvd.....	305-682-7000
Jackson North Medical Center 160 NW 170th Street, North Miami Beach.....	305-651-1100

Other Important Numbers

Emergency.....	911
Breezeline (formerly Atlantic Broadband) Cable	1-888-752-4222
Aventura Police (Non-emergency).....	305-466-8990
Post Office (Aventura branch)	305-931-7682
Aventura Mall Office.....	305-935-1110

Photocopies and Facsimiles

Photocopies may be made and facsimiles sent or received in the Management Office as office staff time permits. *No more than six copies* may be made at any one time. Association office business has priority over residents' personal business, and a resident may be asked to return at a more convenient time.

The following fee schedule applies to photocopies and facsimile transmissions:

- Incoming facsimiles – \$0.50 per page.
- Outgoing facsimiles within the Miami-Dade or Broward county area – \$1.00 per page.
- Outgoing facsimiles being sent outside the Miami-Dade or Broward County area but within the U.S. or Canada – \$2.00 per page.
- Outgoing facsimiles to international destinations other than Canada – \$6.00 per page.
- Photocopies – \$.25 per page, up to six pages.
- Use of computer time – \$5.00 for up to five minutes.
- Printing from the office computer – \$0.50 per page.
- Scanning – \$0.25 per page.
- Email transmissions – \$2.00 per email.

Residents receiving a facsimile must ensure that the sender includes their name and unit number in the transmission address. Facsimiles will be delivered as follows:

- The resident will be notified by Management Office or front desk staff to pick up a facsimile received during office hours.

- A facsimile received after business hours will be retained in the Management Office for pick-up on the next business day.
- A facsimile for which the recipient cannot be determined will be retained in the office until the end of the business day received and disposed of if not claimed.

Recreation Room

The Recreation Room may be used only by Tower 500 residents and guests.

General Usage Rules

- The room may be used only between the hours of 9:00 a.m. and 11:00 p.m., seven days a week. However, Association sponsored events may be conducted outside of the normal hours of operation.
- The room is not available for rental or exclusive use by any resident.
- Eating is ***not*** permitted in the room except in the bar area. Food or drink containers must ***not*** be moved from the bar area or placed on any of the other fixtures in the room.
- Smoking is ***not*** permitted in the room.
- Loud talk that could disturb others in the room must be kept to a minimum.
- The last person to leave the room must ensure that all lights are turned off.

Pool Table Rules

- Only residents who are 16 years of age or older may sign out the pool table equipment at the front desk. When signing out the equipment, a resident will be required to present proper ID.
- Any resident signing for the pool table equipment will be liable for replacement or repair of the equipment if it is lost, stolen or damaged, and for repair or replacement of the pool table if it is damaged.
- At least four players must use the table at once if others are waiting to use the table.
- No one is allowed to sit on the pool table.
- Individuals using the table must relinquish usage of the table after ***one hour*** (from the time that use of the table began) if others are waiting. Pool table equipment may ***not*** be transferred to others waiting to use the table. Rather, it must be returned to the front desk when the individual who checked it out has finished using the table.

Ping-Pong Table Rules

- The ping-pong table may ***not*** be used by individuals less than 12 years of age unless supervised by an adult.
- No one is allowed to sit on the ping-pong table.

- Ping-pong table equipment must be signed for at the front desk. When signing out the equipment, a resident will be required to present proper ID.
- Individuals using the table must relinquish usage of the table after *one hour* (from the time that use of the table began) if others are waiting. Ping-pong table equipment may *not* be transferred to others waiting to use the table. Rather, it must be returned to the front desk when the individual who checked it out has finished using the table.

Audio Video Equipment Usage Rules

- The remote control for the audio video equipment must be signed out by a resident at the front desk.
- Before using the equipment, the individual signing out the remote control will be required to review the usage rules and provide the front desk with his or her signature, name, unit number and phone number.
- The Front Desk Manager will check the condition of the Recreation Room after a party has finished using the equipment. If, in the manager's opinion, the room has been left in disarray, future use will be denied to the responsible owner or renter.

Religious Ornaments and Doorbells

One religious ornament, not exceeding 3 inches in width and 10 inches in length, may be affixed to a unit's exterior door frame. One doorbell, not exceeding 2 inches in width and 4 inches in length, may be affixed to the exterior door or door frame. Ornaments and doorbells must be affixed with adhesive. In order to comply with fire code requirements, holes may *not* be made in the door frame or the wall next to the door.

Except as permitted during the year-end holiday season, ornaments or decorations of any other type may *not* be affixed to the exterior door or door frame. For details on displaying holiday decorations, refer to *Holiday Decorations on Exterior Unit Doors*.

Requests for Action

All complaints and suggestions must be put in writing using the Request for Action Form. Forms are available at the front desk and Management Office.

In order to ensure that the proper paperwork is generated to enable tracking of the request, during Management Office hours all forms must be submitted only to a Management Office staff member, *not* to another member of the building staff. After Management Office hours and on weekends, forms may be left in a sealed envelope at the front desk for later delivery to Management Office staff.

All Requests for Action that allege violation of the Association's Rules and Regulations, Bylaws, Declaration of Condominium or Articles of Incorporation will be forwarded to the Rules and Regulations/Grievance Committee for review and action.

Roof Rights

Penthouse unit owners with roof rights must obtain approval from the Board of Directors before placing any landscaping or furnishings on the common area of the roof to which they have limited rights. Before making any other modifications or additions to the roof area, the owner must obtain certification, in writing, from a professional engineer that the proposed alteration will not adversely affect the structural integrity of the condominium. The certification, and a detailed description of the work to be performed, must be submitted to the Board of Directors for approval using the Architectural Control Form.

The owner is solely responsible for the maintenance, repair, insurance on and replacement of any roof deck modifications. The owner must hold the Association and other owners harmless from, and indemnify them for, any damage to the condominium or Association property caused by the modifications and any liability or expenses arising from the damage.

The unit owner also is responsible for submitting proof that the roof surface is being maintained in a manner that will not adversely affect the integrity of the common area roof, and for providing proof of insurance for the area.

Sale of a Unit

If an owner is planning to sell his or her unit, he or she must complete a *Notice of Sale* form, which is available at the Management Office, providing the Association with written notice of the sale, the name, address and phone number of the prospective purchaser, and the estimated closing date. An approval of sale form and prospective owner screening are *not* required.

The Management Office will *not* respond to any estoppel letters or requests for information from insurance agents, lending institutions or title companies until the Notice of Sale form has been submitted.

Once the closing on a unit sale has been completed, the new owner must supply the Management Office with a copy of the signed closing statement and warranty deed *on the day of the closing*. The new owner also must provide a receipt for the Rules and Regulations Booklet and a completed Resident Information Form.

Satellite Dishes

For details on installing a satellite dish, refer to *Alterations, Additions, Outdoor Aerials and Satellite Dishes*.

Security Deposits

All lessees must provide the Association with a security deposit in the amount of one month's rent on the unit being leased. Guests staying in a unit beyond 30 days will be required to complete a lease document whether or not they will be paying rent. In the event any lease does not require the payment of rent, a minimum security deposit of \$500.00 must be provided to the Association.

The security deposit is refundable to the person who issued the check, within 15 days after the Association receives written notice that the unit has been vacated by the lessee, provided there has been no damage to the common areas by the lessee or his or her agent.

Owners are responsible for obtaining any security deposit on an individual unit directly from the lessee. An owner may *not* claim any portion of the common area security deposit to cover damages to his or her unit.

Signs – Open House, For Sale or For Rent

Open houses for the general public are *not* permitted for any purpose.

For Sale or For Rent signs are *not* permitted in the common areas or in the window of an individual unit. Owners may post for sale or for rent information only on the bulletin board in the Hospitality Room, using a 3" x 5" size index card or paper.

Soliciting and Loitering

Solicitations within the building common areas by outside commercial concerns are *not* permitted. If a written solicitation is found on the premises, the violating individual or company will *not* be permitted back into the building.

Loitering in the common areas by representatives of outside commercial concerns is *not* permitted.

Smoking Restrictions

Smoking is *not* permitted in the building's common areas, such as lobbies, hallways, stairwells, elevators, rest rooms, the Hospitality Room or the Recreation Room.

Spa Facilities

The spa facilities are intended for use by residents and guests only. Residents and guests use the spa equipment at their own risk. A complete list of the spa rules also is available from spa staff members and is posted throughout the spa.

Any comments or suggestions regarding the spa operation may be submitted on a Request for Action (RFA) form available in the Management Office or in the spa. Residents also may submit suggestions using the suggestion box on the second floor of the spa.

Rules for Use of Spa Equipment and Facilities

- Residents and guests must sign in when entering the spa and sign out upon leaving.
- Each guest must complete a guest sign in before using the spa facilities. The sponsoring resident must accompany the guest to the spa and assumes responsibility for any damages caused by the guest.
- Private personal trainers and massage therapists must be certified and must submit the necessary paperwork to the Management Office and be approved before they may be admitted to the spa.
- Children who are less than 15 years of age are **not** permitted on the exercise equipment. Children between the ages of 15 and 18 must be accompanied by an adult.
- Use of the spa facilities is permitted from 6:00 a.m. until 11:00 p.m.

Rules for Use of the Aerobics Room

- All aerobics room classes are offered for Tower 500 residents only and may **not** be attended by guests, unless they are staying in Tower 500 and are attending a class with a resident.
- Residents and guests must sign in for a class being held in the room before participating.
- Each guest must complete a guest sign in before participating in a class. The sponsoring resident must accompany the guest in the class.
- Those who arrive late to a class, or who plan to leave early, should remain at the rear of the class. Those leaving early should exit quietly through the rear door.
- Those who prefer not to follow a class instructor's routine should remain at the rear of the class.
- Residents may **not** use the room independently during specified aerobics class hours. Only residents may use the room independently outside of specified class hours. Those using the room independently must sign a private use form, available in the spa reception area, prior to using the room and must leave the room in the same condition they found it in upon leaving.

Spa Courtesy and Etiquette Rules

- Only the spa manager or a class instructor or spa attendant may change the temperature setting on the thermostat, turn dehumidifiers on or off, or turn lights on or off.
- Proper attire and shoes must be worn at all times.
- Cell phones and beepers must be placed in the "vibrate" mode while in the spa. Cell phone conversations must be conducted outside of the spa facility.
- Residents and guests must respect the personal space of other people using the spa facilities.

- Residents and guests must refrain from using perfumed products such as cologne and after shave lotion.
- A towel must be placed on the exercise mat before it is used and all exercise equipment must be wiped down after it is used.
- Weights must **not** be dropped on the floor.
- Television sets must be tuned to a news channel while there is more than one person using the spa facilities.
- Inappropriate behavior, including yelling and the use of abusive language towards another resident, a guest or an instructor will **not** be tolerated.

Handling of Spa Rule Violations

- Anyone violating any of the spa rules may be directed to leave the spa by the spa manager or a spa instructor.
- The spa manager may prepare a follow-up Request for Action (RFA) form, providing the specifics regarding the infraction, and submit it for review and possible further action to the Rules and Regulations and Grievance Committee.

Storm Preparations

If a “hurricane watch” or “tropical storm watch” has been issued by local weather authorities, all residents are responsible for **removing all items** from their balconies, including satellite dishes and TV antennas. At its discretion, the Board of Directors may direct management staff to remove any items remaining on balconies, as time permits, and the residents will be charged a \$150.00 removal fee for the services provided. See *Balconies and First Floor Patios* for additional details regarding individual storm preparations.

Residents who have hurricane shutters installed on their unit must ensure that the shutters are closed and secured prior to the storm. Association staff will not be able to close the shutters prior to a storm. Residents who will not be in residence for an extended period during hurricane season must ensure that their shutters are closed and secured during their absence.

In addition, residents who will not be in residence, or who leave during an evacuation, should leave information regarding their whereabouts posted on their refrigerator.

Hurricane preparation instructions are available for residents at the Management Office.

Swimming Pool and Pool Area

The swimming pool facilities are provided for the use of Tower 500 residents and guests. All residents and guests are expected to abide by the following rules in order to provide for their own safety and that of others as well as to protect the pool facilities:

- Use of the pool is permitted from 7:00 a.m. until 10:00 p.m.
- The Association does not provide a life guard in the pool or pool area. All residents are responsible for their safety and that of their families or guests.
- Children less than age 12 must be accompanied by an adult while in the pool or pool area.
- Any child less than age three must be toilet trained or wear waterproof diapers that are securely fastened at the waist and legs while in the pool.
- No one less than age 12 is allowed in the Jacuzzi.
- No one is allowed in the waterfall for safety reasons.
- No floats, inflatable items or toys are permitted in the pool, other than items being used for spa classes which are being conducted in the pool and approved life support flotation devices.
- Running is **not** permitted in the pool area.
- Diving or jumping into the pool is **not** permitted.
- Ball playing, roller blading, skating, bicycling or throwing of any objects is **not** permitted in the pool area.
- Pets are **not** permitted in the pool area.
- Nude swimming or bathing is **not** permitted.
- Every swimmer must shower before using the pool or Jacuzzi in order to remove oils which may clog the filter system.
- Chairs, lounges, tables and umbrellas are provided by the Association for the pool area and are to be used on the pool deck only. They may **not** be moved to any other area, and they may **not** be reserved. Use is on a first come basis.
- All swimmers and sunbathers must use a seven-foot beach type towel in order to fully cover and protect the pool furniture from the effects of suntan oil and other substances which could cause damage.
- Cover-ups and footwear must be worn in the Lobby and hallways and on the elevators by residents going to or returning from the pool area. Residents must be dry before returning from the pool in order to prevent water from dripping on floors.
- Glass of any nature is **not** permitted on the pool deck.
- Food is **not** permitted in the pool area except in the designated eating area. Beverages, in non-glass containers, are permitted. Residents are responsible for discarding empty containers in the proper receptacles.
- Radios may be used in the pool area with headphones only.
- Smoking is permitted only in the designated smoking area next to the Jacuzzi, **not** in the pool or Jacuzzi or on other areas of the pool deck. Cigarette butts must be disposed of in the ash urns, **not** put out on the paver stones or discarded in the trash receptacles.
- Pool attendants are provided to care for the pool and to enforce the pool area rules. They are **not** permitted to provide personal services for residents.

Any problems in the pool area should be reported to the Management Office during office hours and to the front desk during non-office hours.

Swimming Pool Designated Eating Area

A designated eating area is available for use by residents in the north-west corner of the swimming pool area. The following rules must be complied with when using this area:

- The area may be used seven days a week between 10:00 a.m. and 10:00 p.m. only.
- The area may be used only by residents and their guests.
- Tables may *not* be reserved for any reason.
- All food and beverages must be brought to the area in covered containers.
- No glass containers of any kind are permitted.
- Tables may be used for eating only.
- No barbecue grills are permitted.
- No pets are permitted.
- No excessive noise is permitted in the area.
- All food and beverages must remain in the area.
- Eating area furniture must remain in the area.
- If other residents are waiting, time limit for use of the area is 45 minutes.
- Residents *must* clean up the area after using it and dispose of all trash in appropriate receptacles.

Towing of Unauthorized Vehicles

Refer to the following sections: *Garage and Tower 500: Parking Regulations* and *Garage and Tower 500: Parking Violation Procedures*.

Transponders for Gate Entry of Vehicles

Refer to *Automobile Registration*.

Trash and Waste Removal

The trash chute may be used *only* between the hours of 8:00 a.m. and 9:00 p.m. All trash must be tightly secured in plastic bags and discarded down the trash chute. All cartons must be flattened before being put down the trash chute. Recyclable clear glass, plastic, tin or aluminum should *not* be bagged but should be properly cleaned to remove food or drink residue and placed in the plastic recyclables bin inside the trash chute room. Recyclable newspapers should be securely tied with biodegradable string, which is available in the Management Office, and placed in the plastic recyclables bin inside the trash chute room.

Non-recyclable trash items should *not* be left on the floor of the trash chute room. Boxes or other *non-organic* trash which is too large to fit down the trash chute should be placed inside the service elevator so that it may be disposed of by the maintenance or housekeeping staff. Regular bagged garbage may *not* be left in the service elevator. It must be disposed of down the trash chute.

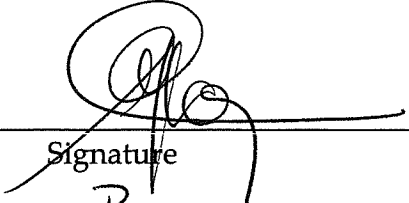
Unit Owner Registration

All unit owners must complete an annual *Resident Information Form* in order to provide current resident information, including primary and secondary phone numbers, the name and relationship of all unit residents and the name and relationship of all authorized non-resident guests. In addition, unit owners must complete a *Non-Resident Key and Package Pick-up Authorizations Form*, if applicable, in order to provide information regarding any non-resident guests who are permanently authorized to obtain a unit key or pick up a package for a unit resident. The forms will be kept on file in the Management Office. If a unit is leased, the lessee must complete the forms as well.

For additional information on the entry and security system refer to the following sections: *Doors and Building Security and Safety* and *Entry from the Garage, Pool and Other Designated Areas*.

Water Heater Closets

Refer to *Air Conditioning/Water Heater Closets*.



Signature
PRESIDENT

Title
7/2/23

Date