



Brickell Key One  
Condominium Assoc., Inc.



# ORIENTATION

# ACKNOWLEDGEMENT OF ORIENTATION



Brickell Key One  
Condominium Assoc., Inc.

You are hereby acknowledging the following items were covered in detail with us at an orientation by the Brickell Key One Condo management office.

**SIGN:** \_\_\_\_\_ **PRINT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGN:** \_\_\_\_\_ **PRINT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

# MANAGEMENT TEAM

- **Office Telephone Number:** 305-358-8080 Ext: 1- Management Office
- **Front Desk:** Ext 6
- **Front Gate:** Ext 7
- **Shipping/Receiving):** Ext 8
- **Alejandro Graveley, LCAM:** [Manager@BrickellKey1.com](mailto:Manager@BrickellKey1.com) Ext 2
- **Micaela Soula, Admin Assistant:** [Admin@BrickellKey1.com](mailto:Admin@BrickellKey1.com) Ext 4
- **Mairim Galvez, Ops Supervisor:** [opsupervisor@brickellkey1.com](mailto:opsupervisor@brickellkey1.com) Ext 5
- **Vanina Gomez, Assistant Manager:** [AssistantManager@brickellkey1.com](mailto:AssistantManager@brickellkey1.com) Ext 3

**Management Office:** 1<sup>st</sup> Floor to the right past the Lobby

**Business Hours:** Monday to Friday 9am – 5pm (Closed on Weekends and Holidays)



Dear Resident:

Welcome to Brickell Key One!

We would like to welcome you to your new home. The condominium offers spectacular views of Miami located in the heart of Brickell. Enjoy all the amenities and services. Our staff prides themselves on exceptional customer service; the Management Team is here to help make your experience in the community enjoyable.

Cordially,  
Your Brickell Key One Management Team

# ARCHITECTURAL MODIFICATION

Architectural Modifications/renovations inside the apartment require approval from the Association. (This is for alterations or modifications/renovations to the units (i.e. new flooring, kitchen, bathroom renovations etc, plumbing work requiring permit must be approved in writing by the Association). Only unit owners may apply to conduct modifications in their unit.



Architectural Modification forms are available in the office and can be requested via our office to: [admin@brickellkey1.com](mailto:admin@brickellkey1.com)



## EMERGENCY KEY

- The association must have a copy of every unit key for emergency purposes such as: Fire, Flood, and Injury
- If you change the key to your unit please provide management with a copy to store in a safe and locked key box.





## OWNERS – TENANTS RESPONSIBILITY

- The interior of each unit is the responsibility of the owner - tenants: All Appliances, Plumbing, A/C, Electrical, Water Heater, Shutter Maintenance, etc.
- The association is responsible for everything behind the drywall.

## AIR CONDITIONING

- Temperature:** When away from home, recommended cooling settings are 75° to 77° degrees.
- Maintenance:** All units require annual maintenance and regular cleaning for optimal performance. Recommended to change AC Filters once a month for performance and to avoid health issues.
- Troubleshoot:** To reset your A/C unit, turn the switch to the off position and wait 10 seconds, then turn it back to the on position.



## WASHER AND DRYER

- DO NOT LEAVE THE WASHER MACHINE RUNNING UNSUPERVISED.**
- NO VENTS:** Dryers are NOT to be connected to the wall, there are NO vents in the building. You must have a vent kit/lint catcher.



## WATER HEATER

Unit owners are responsible for their water heater.

- Always inspect for rust and/or water leaks.
- Make sure that the relieve valves are properly installed and connected.
- Any repairs caused by a water heater leak will be the owner's responsibility.



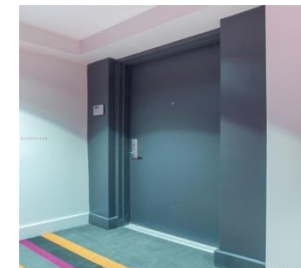
## WATER VALVES

- If you are leaving town, please make sure to turn off the water in your unit by closing your water valves. This will prevent any unexpected leaks while you are not in the unit.



## SMOKE

To air out excessive cooking smoke please open your balcony sliding doors rather than your unit door. Opening your unit door will cause a false alarm resulting a fine.



## SMOKE DETECTOR

Smoke detector will need batteries changed when indicator light turns red and smoke detector beeps. Recommended to change all at the same time. Residents are responsible to change The batteries (9 Volt).



## CIRCUIT BREAKER BOX

- Before connecting electricity all breakers, appliances and light switches must be on the off position.



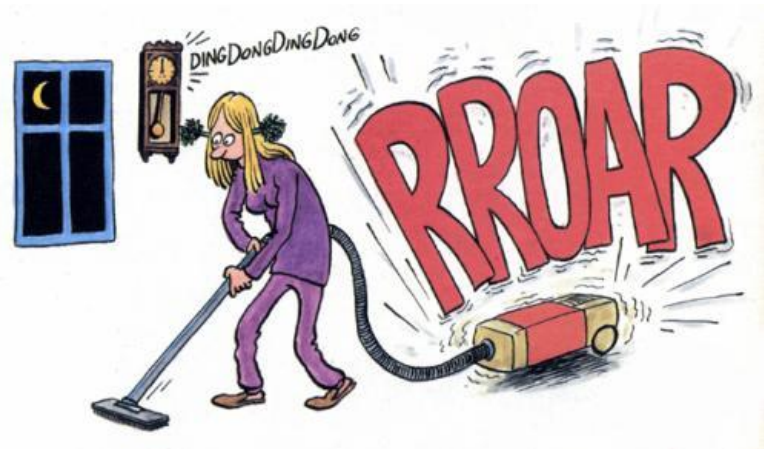
- Fire Sprinklers, Caps and Speakers are not to be adjusted , moved or punctured by yourself or any object. Please refrain from tampering with these.



# NOISE ORDINANCE

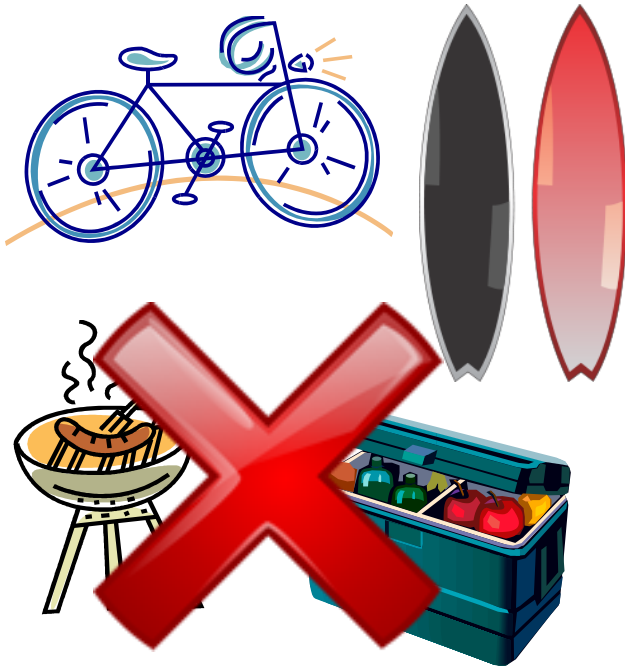
Noise level should be kept to minimum. All abnormal noise should cease and come to a halt after 11:00 PM. If noise is intolerable contact the non emergency police number.

Procedures: Contact the Front Desk and inform, Security will verify and an Incident report will be created. Management will follow up with owner.



# BALCONY

Please do not use your balcony for storage.



Only Patio Furniture please.



Damp mops are to be used to clean your balcony.



Do not THROW cigarette butts!! They damage your neighbor's furniture



By throwing water, you will affect your neighbors below.

Hurricane: **\$500.00 charge for clearing out balconies if resident is absent.**

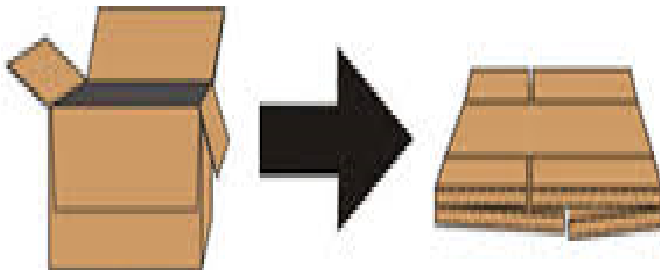
## DOORS

- No rugs or ornaments are allowed on the unit doors.
- All locks, frames, door threshold must be uniform.



## TRASH CHUTE & GARBAGE

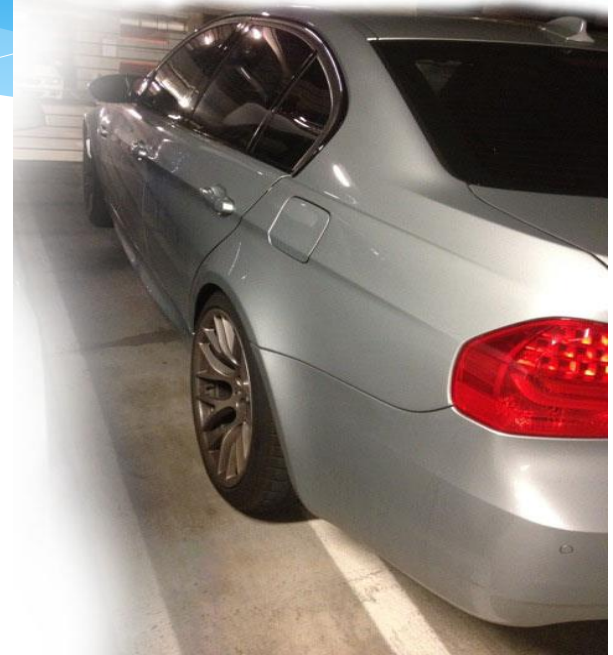
Domestic garbage shall be disposed of and secured in trash bags and placed within the trash chute located in the hallway on each floor. Corrugated boxes must be flattened and left inside the service elevator.



# ACCESS DEVICES

Parking: ALL Vehicles must be registered with management and parked in its designated space at all times

Protocol: If a vehicle is wrongfully parked in your space you are allowed to park with valet (courtesy), communicate to the front desk which will inform security to sticker the vehicle and attempt to locate the vehicle's owner. If the owner is not located the vehicle will be towed at the owners expense after 48 hours. Commercial vehicles are not allow.



Fobs are \$20.00.

Vehicle Stickers are \$15.00'

Vehicle Island Transponders are \$50.00

**Accepted Methods of Payment: Cashiers Ck., Money Order, or Personal Ck.  
payable to Brickell Key One Condominium, We do not accept cash payments.**

# PARCEL RECEIVING



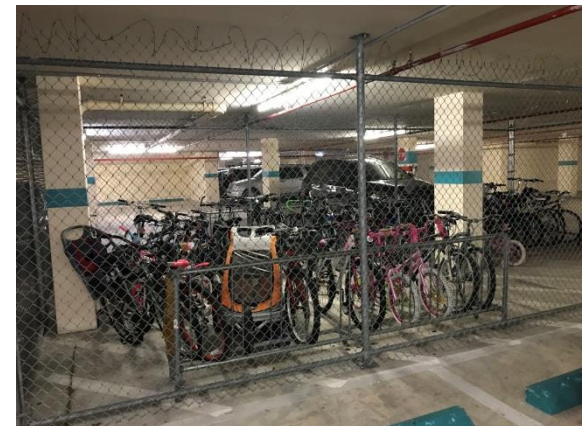
- Only registered residents can receive packages or parcels. Must have ID.
- All parcels are to be retrieved no later than 1 week of the date received at the Front Desk.



Packages must  
be less than 50  
lbs.

## Motorcycle, Scooters BICYCLES

- Motorcycle / Scooters are to be registered with management.
- Bicycle storage is located on the 1<sup>st</sup> and 2<sup>nd</sup> garage floors.
- All bicycles must be registered, chained, locked to the bicycle rack.
- You will be assigned a level on your fob.



## GUEST

- All guests must register at the front desk and will be granted access once resident approves. If no answer, no access.
- Guest are not allowed to park in the units designated space. All guests must valet park.

## Valet

- No Commercial Vehicles are permitted.
- Must leave keys with valet and provide unit visiting and name.
- No charge for the first 48 hours. \$36.00 per day storage fee thereafter.



“Luggage cart  
for exclusive  
use of valet”



“Folding  
wagon cart  
available for  
your use at  
front desk,  
must leave ID”

# PETS:

- Pet owners are responsible to pick up after their pets at all times.
- Proof of service animal is required.
- All pets shall not be permitted outside of their owners unit unless attended by an adult and on a leash at ALL TIMES.
- Pets must be walked through the Service elevator, NOT the lobby elevators.
- No pets are allowed throughout the amenities.



# SERVICE ELEVATOR:

**Must be reserved at least 2 weeks prior.**

## Hours of operation:

Elevator Deposit: \$250 (Check)

Monday-Friday 9am-4:30pm

(refundable check only if no damages to the property, payable to Brickell Key One)

\*\*\*No Reservations on Holidays nor Weekends\*\*\*



# FITNESS CENTER

- All residents must have proper dress attire (no open toe shoes, shirts are required).
- All equipment must be wiped down after use. Please re-rack all weights in its proper place.
- Do NOT slam weights.



## FITNESS CENTER RULES

1. Consult your physician before exercising.
2. Comply with the Rules & Regulations.
3. Comply with use instructions for all equipment
4. Appropriate workout attire and footwear are required at all times. Athletic shoes, shirts and proper workout attire are expected in the fitness room. No open toe shoes.
5. No smoking or consumption of food or alcohol beverages is permitted in the Fitness Center.
6. Equipment is to be wiped down after each use.
7. Any damage to equipment must be reported to management or the front desk immediately.
9. Dropping or Slamming of weights on the floor is prohibited. All weights are to be restacked.
10. Kindly clean the machines after use.

**No loud music, please use headphones**

## **All Contractors must be registered with the Management Office, including:**

- Housekeepers, Electrician, Plumbers, AC Repair, Individually Contracted, etc.

**\*\*\* Working Hours: Monday- Friday from 9am- 5pm \*\*\***

### **Must Provide:**

- **Contractor's License, Liability Insurance:–**  
The COI Certificate holder should read as follows:
- Brickell Key One Condominium Association Inc. &  
Brickell Key Section One HOA

The above also MUST be listed as ADDITIONAL insured.



**Once completed please email it to: [admin@brickellkey1.com](mailto:admin@brickellkey1.com)**

# POOL

## POOL RULES – NO LIFEGUARD ON DUTY, SWIM AT YOUR OWN RISK

1. Pool hours are Dawn to Dusk.
2. No radios, tape decks, sound systems, or CD players are allowed without earphones.
3. Children wearing regular diapers and not toilet trained are not permitted in the swimming pool. Children must wear approved waterproof pants over diaper or approved swim diapers.
4. No floating devices in pool. No rafts, beach balls, surfboards or similar beach equipment are permitted in the swimming pool or pool recreation area.
5. No reserved seating at the pool area.
6. Children under the age of 12 may not swim or use the pool amenities unless accompanied or supervised by a responsible adult.
7. Cover-ups and footwear are required in all Common Areas. Wearing a towel is not considered a cover-up.
8. Suntan lotion must be removed by showering before entering the pool. Use the shower on the pool deck.
9. Cover lounge chairs with a towel if using suntan lotion.
10. Lounges or chairs are not to be removed from or dragged across the pool deck.
11. Running, horseplay, climbing, ball or Frisbee playing or other noisy activities are not permitted in or near pool area . Parents are fully responsible for the behavior of their children.
12. Glassware including bottles is not permitted in or near the swimming pool, spa, Meditation Garden, or Recreation Deck. Only non-breakable plastic containers.
13. Pets are not permitted in pool and spa areas, or Recreation Deck – even if carried.
14. Place towel on pool chair before use.

Please use towel before laying on chairs.



No floating devices or horse playing



No loud music

No glass allowed on pool deck. Plastic cups only



Our orientation has now come to an end. Please feel free ask any question that  
you may have for us.

In the mean time we hope you enjoy your residences here at Brickell Key 1.

