

Keystone Bay Condominium Association, Inc.

Community Rules Acknowledgement

The items below are part of KBCA Community Rules. Please read carefully and initial next to each item. You will be given a copy of your information.

Work Orders:

Forms are in the bin in front of the office at the 2640 building. Please fill out with your request and drop it through the slot into the office.

Initials

_____ To purchase any additional gate remotes and access cards.

_____ To enter your phone number in the call box for guests and deliveries.

_____ If you request any initial repairs to your unit, there is a \$20 work order fee payable to Derrick Rosario.

Parking:

All units have assigned parking in the garages. If you need an additional parking space, you must fill out the vehicle registration form to get a permit. Put the permit in your vehicle and park in one of the "RESERVED" spaces in front of the garages. Only one permit will be issued per unit.

Reserved parking is on a first come first served basis.

_____ All guest parking is across the street. Parking in front of the building is reserved for residents.

_____ Unauthorized vehicles parking on the property will be towed at the owner's expense.

_____ Cars with oil leaks are not permitted on the property. If your vehicle has an oil leak and you park it on the property it will be towed at your expense.

Trash:

Trash rooms are located on each floor close to the elevators and are for household trash only.

_____ Any boxes or large items must be taken to the dumpster rooms located on the ground floor. There is no dumping of furniture. You are responsible for removal from the premises.

Initials

_____ Recyclable trash is to be taken down to the dumpster and placed in the recycling bins. All cardboard boxes **MUST** be broken down before placing in the bins.

Laundry:

_____ Each floor has a laundry room. Hours of use are displayed on the door of each room.

_____ Laundry cards may be obtained in the 2640 building lobby, central stairwell.

_____ Machine only accepts \$5, \$10, \$20 bills, NO \$1 bills accepted.

Lockouts:

_____ If your unit key is on file with the office, lockouts between the hours of 8:30am and 5pm are complimentary.

_____ Any lockouts after hours or on weekends or Holidays will be charged a \$50 fee. Otherwise, you may call a locksmith.

Renters:

_____ All renters will submit an application form with a processing fee and provide a copy of their lease after signing.

_____ All renters must have an interview with the Board of Directors prior to move in and with the condominium security deposit in place.

Pets:

_____ Per Condominium Rules, each **owner** is allowed one (1) pet. Dogs must be 35lbs. and under.

_____ Renters are **NOT** permitted to have pets. Only certified service animals will be accepted with renters, with proper documentation and proof of vaccines.

_____ If a renter is found to have an unauthorized pet, they will be assessed a \$250 pet fee and forfeit their \$600 condominium move in deposit.

Pool Rules:

_____ Community pool hours are displayed in the pool area. Guests must be accompanied by an owner or resident. Pets are not allowed in the pool.

_____ Please make sure pool umbrellas are closed after use. Turn lights off in the bathrooms.

Initials

_____ There is a community charcoal grill that may be used, but please clean and return to designated area after use.

_____ Pool parties are allowed but you must inform management via email at topnotchmgt@outlook.com

_____ You are responsible for cleaning the area and disposing of the trash when finished. All guests must abide by the community rules and be accompanied by an owner or resident.

Toilets:

_____ Please do not flush baby wipes, Lysol wipes, etc. **Only** toilet paper is allowed.

Boat Docks:

_____ Boat docks are individually owned and can only be used if you are renting it with the apartment.

Noise:

_____ Condominium living means community. You have neighbors all around so please be considerate of excessive loud noise late at night and during the early morning hours. The City of North Miami has an ordinance in effect from 11pm to 7am.

_____ **Community Rules subject to change by the Condominium Board of Directors.**

Top Notch Management
305-300-5670
topnotchmgt@outlook.com