

BUCKLEY TOWERS CONDOMINIUM, INC.

1321 N. E. Miami Gardens Drive, Miami, FL 33179 • Tel.: 305-949-7266 • Fax: 305-949-5185

Rules and Regulations

BY SIGNING THE ATTACHED CONFIRMATION OF RECEIPT OF RULES AND REGULATIONS, YOU PROMISE TO ACKNOWLEDGE AND ADHERE TO THE FOLLOWING BUCKLEY TOWERS CONDOMINIUM ASSOCIATION RULES AND REGULATIONS DURING YOUR RESIDENCY AND YOU WILL ALSO CONTRIBUTE TO MAINTAINING BUCKLEY TOWERS CONDOMINIUM'S HARMONIOUS ATMOSPHERE.

1. Various

- a. The common areas shall not be obstructed, littered, defaced or misused in any manner.
- b. No articles shall be placed in the hallways or in front of the doors.
- c. Employees of the association are not to be engaged by unit owners for personal tasks during their working hours. This will cause the immediate dismissal of the employee.
- d. Roller skating, rollerblading, skateboarding, bicycle riding or playing with remote-controlled toys in any common areas of the buildings is prohibited.
- e. Gym and spa hours are 6:00am – 8:00 pm.
- f. Persons under the age of sixteen (16) are prohibited from the card rooms, billiard rooms, gym or sauna unless they are accompanied and supervised by a responsible adult at all times.

2. Occupancy

- a. One Bedroom units: No more than three (3) occupants per unit.
- b. Two Bedroom units: No more than four (4) occupants per unit.

3. Emergency Keys

- a. A current full set of keys must be provided to the Buckley Towers Association office at all times, this is only needed for emergency purposes.
- b. If a locksmith needs to be called, the unit owner will be fully responsible for the cost incurred.

4. Leasing

- a. **No apartment may be leased unless the owner has occupied/owned said apartment for a minimum of three (3) years.**
- b. All prospective rentals must go through a Buckley Towers Screening Process before move in date.
- c. A Buckley Towers lease **must** be utilized and a copy of the lease will be kept in the office.
- d. Renters are obligated to leave a "renter damage deposit" of \$400.00, which will be deposited with Buckley Towers. Said deposit will be placed in escrow and will be returned at the end of the lease if there is no damage to the common areas.
- e. **Apartment must be leased on a yearly basis (once a year).**
- f. NO SUBLEASING PERMITTED.

5. Sales

- a. All prospective buyers **MUST** go through a Buckley Towers Screening Process before moving in or buying a unit.
- b. The mailbox key is not provided by the Association; the buyer must purchase his/her own mailbox lock and key and set up the installation with a licensed locksmith.
- c. The building entry card can be purchased in the Association Office for a fee unless the seller provides it to the buyer. Proof of ownership like a copy of the warranty deed or closing statement needs to be provided to the Association. Should you lose your entry card, they can be purchased for \$25.00 in the Association's office.
- d. Condominium Documents are available for sale in the Association's office for a fee.

Applicant Signature: _____

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6. Maintenance

- a. Monthly Maintenance is due on the first of every month. You must mail or deliver your payment with the perforated portion of your statement to: Buckley Towers Condominium, Inc., 1321 NE Miami Gardens Drive, Miami, FL 33179.
- b. Maintenance payments will be accepted in the office.
- c. Monthly Maintenance payments received after the 10th of the month are considered late and a late fee of \$25.00 will be added to your account.
- d. Additional fees: for example, Special Assessments should be sent along with the regular maintenance to: Buckley Towers Condominium, Inc., 1321 NE Miami Gardens Drive, Miami, FL 33179.

7. Telephone/Entry Code

- a. To provide access from the intercom system to your guests, you must notify the office of the local phone number which will work in conjunction with the building's entrance directory.
- b. Your guests can find you on the directory from your last name and follow the steps indicated.
- c. To buzz your guest into the building, please press the number 6 from your phone keypad.

8. Warranty Deeds

- a. You must provide the Association a copy of your Warranty Deed and Settlement Statement AS SOON AS POSSIBLE.

9. Guest Registration

- a. Anyone staying more than 30 days is not considered a guest and must go through the screening process.

10. Washers/Dryers and Window Air Conditioner units are **PROHIBITED** in any apartment.

11. Parking

- a. Each apartment has one (1) assigned parking space.
- b. No more than two (2) vehicles are allowed per apartment.
- c. **Each vehicle must be registered with the Association office** in order to legally park in the property and will be affixed with a decal to their vehicle.
- d. The second vehicle must park in the guest parking area without any guarantee of availability.
- e. Guest parking is located in the rear of the East building.
- f. All Guests staying overnight must have on their dashboard a Buckley Towers Visitors Temporary Pass.
- g. **No recreational/commercial vehicles are allowed to park on the Property without office approval.**
- h. Rental trucks can NOT be parked on the premises overnight without office authorization.
- i. NO vehicles will be parked facing Frontwards or he/she will be subjected to being towed.

12. Nuisance

- a. All residents, including their families and guests are NOT permitted to cause nuisances that affect other residents and/or their guests' reasonable and peaceful enjoyment of the premises.
- b. A nuisance is the use of property or course of conduct that interferes with the legal rights of others by causing damage, annoyance or inconvenience.
- c. Noxious odors (cigars, cigarettes, etc.) are considered a nuisance. All residents should ensure that adequate weather stripping be installed around entry doors.
- d. No unit owner shall make any disturbing noises in the building or permit their family or guests to do so. In particular, no unit owner shall play or permit to be played in their unit or common elements any musical instruments, TV, radio, DVD/CD or the like in a way that disturbs other unit owners or occupants between the hours of 11 PM to 8 AM.

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13. Storage Room

- a. **No debris or furniture is to be DUMPED in the storage room or on the premises.**
- b. No flammable or combustible items or explosives, chemical or other substances may be kept in any unit or in the common areas such as the storage closets excluding normal household cleaning products.
- c. Newspapers should be placed in the green crates located in the storage rooms.
- d. Resident's individual storage bins must be locked at all times.
- e. You must provide your own padlock. Buckley Towers is not responsible for any items placed in the storage rooms.
- f. No smoking is permitted in the Storage Rooms.

14. Trash/Recycling

- a. **Only small bags of trash are to be put into the trash chute.**
- b. **All food items must be disposed off in tied bags down the chute.**
- c. **Do not leave bags with food on the trash room floors or in the recycle bins.**
- d. **Rinse out glass and/or plastic containers and place them in the tall, plastic recycle bins located in the trash room.**
- e. If your trash bag is too big, carry it down to the Main trash room.
- f. Bulk trash (ex: furniture, appliances) is to be taken to the city dumpster located at 199th St. NW 7th Avenue.

15. Moving in /Moving out

- a. For first time move/ins or move/outs a \$200.00 fee is applicable each time.
- b. Move-in/out payments are due by Money Order or Cashier's check made payable to Buckley Towers Association. This fee is non-refundable.
- c. You must schedule your Move-in/out or deliveries with the Association office at least 24 hours prior to intended date of delivery.
- d. **Permitted Hours are Monday thru Friday from 9am to 4pm.**

16. Construction/Contractors

- a. **Construction work in your unit must be done by a licensed and insured contractor.**
- b. **Your contractor must register with the office**
- c. **Permitted Hours are Monday thru Friday from 9am to 4pm, unless an emergency arises.**
- d. Your contractor is your responsibility and must abide by our Rules & Regulations.
- e. Plumbing repairs that require the buildings' water supply to be shut off may only be done on Tuesday's and Thursdays' by appointment only.
- f. Please contact the office at least one week in advance to schedule work.
- g. Contractor must leave a deposit of \$500 to be returned after inspection at completion of job.
- h. It is the contractor's responsibility to remove and dispose of all debris.
- i. **REMEMBER** disposal of debris from work performed is the full responsibility of the unit Owner and Contractor and if not removed accordingly can lead to a fine.

17. Balconies

- a. **NO** Barbecuing in the balconies as it is a fire hazard and against Miami Dade County Fire ordinance.
- b. **Balconies may not be washed and/or water swept out to the ground below.** Run-off contaminates lower floors.
- c. Balconies may not be covered with carpeting. This will cause damage to the concrete.
- d. **Clotheslines or laundry racks are not allowed on the balconies.**
- e. Do not hang rugs, laundry or any other article from balconies or windows.
- f. Balconies are to be painted white as expressly stated in our Condo Docs. No other color is acceptable.

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- g. Balconies are not to be used as storage, light furniture only allowed.
- h. No satellite dishes are allowed protruding outside the balconies.
- i. No food allowed on the balconies.

18. Pets

- a. **NO NEW DOGS ALLOWED effective April 16, 2009.**
- b. No pets may be kept on the balconies when the owner is not in the unit.
- c. **Owners must pick up all solid waste of their pet and dispose of properly.**
- d. Pet owners are responsible for cleaning up after any of their pet incidents.
- e. Pets are not to create a nuisance or condition that disturbs or annoys other residents.
- f. Pets have to be carried in the elevator at all times.
- g. Pet size is limited to 15 lbs. pounds at maturity.
- h. A veterinarian statement, including weight at maturity and current immunizations must be in your personal file in the office.
- i. Pets must be leashed and in control at all times.
- j. Pets are the liability of the unit owner. Non-compliance of rules can result in fines or eviction of the pet.

19. Pool & Pool Deck

- a. It is requested that you shower to remove oil and/or sunscreen before entering the pool.
- b. Children under the age of 16 are to be accompanied and continuously supervised by a responsible adult at all times.
- c. All children with diapers must also wear plastic pants in the pool.
- d. All children and adults are expected to behave in an orderly fashion.
- e. No running, rowdiness or horseplay will be allowed on the pool deck.
- f. No inflatable toys are allowed in the pool.
- g. No roller skating, rollerblading, skateboarding, bicycle riding and playing with remote-controlled toys are allowed on the pool deck.
- h. No pets are allowed on the pool deck.
- i. No food or drinks may be consumed on the pool deck.
- j. Plastic water bottles are permitted.
- k. Pools are open from 8:00 AM to 8:00 PM. During the winter months the West pool is heated.
- l. Do not remove common property from their existing locations (chairs, tables, pool lounges.)
- m. No baby carriages are allowed on the pool deck for safety concerns.
- n. No gatherings on the pool deck after 10:00pm.

20. Basketball Court (TEMPORARILY CLOSED)

- a. Court is open from 9:00 AM to sundown.
- b. Children under the age of 16 are to be accompanied and continuously supervised by a responsible adult at all times.

21. Architectural Modifications

- a. Architectural modifications of any unit must be registered with the Association's office.
- b. An Architectural Modification Form must be fully completed and signed with the type of modification.
- c. One-quarter inch (1/4") of sound proofing material is required for tile installation and a sample must be submitted to the Association's office for approval.
- d. If a permit is required, a Miami-Dade County Building & Zoning Permit application must be completed and the proper permits obtained.
- e. A contractor's license and insurance certification must be presented in the office at the time of request (per Paragraph 15 above).
- f. All debris, including old carpet, must be removed from the property (per Paragraph 15 above).

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