

**OCEANFRONT PLAZA
CONDOMINIUM
ASSOCIATION, INC.**



**LEASE
APPLICATION
PACKAGE**



INSTRUCTIONS FOR PURCHASING OR LEASING
AT OCEANFRONT PLAZA CONDOMINIUM

In order to become an owner at or lessee at Oceanfront Plaza Condominium, the following rules and regulations, which are part and parcel of the attached purchase or lease application, must be complied with.

1. Fill out either an Application for Purchase or an Application to Lease, whichever applies. These forms can be obtained at the Managers Office **only**.
2. A true copy of the purchase contract or, in the case of a lease, a true copy of the lease must be submitted with the application.
3. Return the completed application forms to the Managers Office along with a check made out to oceanfront Plaza for the amount of **\$150.00 per person if not married, Married couple \$150.00-Returning Tenants \$50.00** . This fee covers the cost of the screening, verifications and police records check along with office work entailed.
4. A period of thirty (30) days is often needed to complete the paper work. If the screening involves local references, the processing period is often less than thirty (30) days. However, we do reserve the right to the full thirty (30) days period should we need it.
5. Upon completion of the above-mentioned paper work, the Manager's office will contact the prospective Owner (s) or Lessee (s) to schedule a personal interview with the Oceanfront Plaza Screening Committee. The primary interest of this Committee is to welcome the new resident (s) to Oceanfront Plaza Condominium.

HOWEVER, UNDER NO CIRCUMSTANCES WILL THE SCREENING BE SCHEDULED PRIOR TO THE PAPER WORK BEING COMPLETED.

6. Once the new resident (s) have been approved by the Screening Committee, they should be sure to schedule a move-in day and time with the Manager's Office. Moving times are from Monday-Friday from 8:30 a.m. to 3:30 p.m. This information is very important and will help to make the move-in as trouble free as possible.
7. No approval will be given until all maintenance charges are fully paid and up-to-date
8. Within fifteen (15) days of the closing of a purchase, a true copy of the deed as recorded shall be delivered to the Manager's Office of Oceanfront Plaza Condominium.

If there are any questions, please call the Manager's Office at (305) 534-6831, Monday through Friday from the hours of 9 a.m. to 5 p.m.

Oceanfront Plaza Condominium

APPLICATION FOR LEASE

- This application and the attached application package must be completed in detail.
- Please attach a copy of the fully executed Lease Contract to this application
- Please attach a non-refundable processing and administrative fee of \$150 per adult applicant to this application
- The current owner must provide the applicant with a copy of all Rules and Regulations and condo documents as well as keys, fobs and pool tags.
- No pets allowed at any time
- All adult applicants must be interviewed prior to final approval.
- Occupancy prior to approval is prohibited and will result in legal action taken against the Owner with legal fees to be paid by the same.
- Processing of this application will begin after all the required forms have been completed and signed. This application must be submitted to the Association office at least fifteen (15) days prior to the desired date of occupancy.
- No commercial vehicles, open bed pickup trucks, buses, campers, trailers, trucks, motor homes, mobile homes, RVs, surfboards, sailboards, boats, airboats, kayak, sailboats, or any other type of equipment, etc., are permitted in the parking areas or common areas of the Condominium, as regulated by the Board from time to time.
- Moving security deposit of \$500.00 (In and Out) required in a check payable to Oceanfront Plaza CAI.

Date _____ Apartment No. _____ Intended Occupancy date: _____

Owner's name: _____

Phone () _____ E-mail _____

Owner's present address _____

Name & address of Real Estate Agent _____

Name of Associate handling Lease _____ Phone () _____

Name(s) of proposed Tenant(s) (as will appear on Lease Agreement):

a) _____
Applicant

b) _____
Co-applicant /Spouse

Name, age and relationship of all other family members who will occupy the apartment:

Name	Age	Relationship

1. In making the foregoing application, I represent to the Board of Directors that the purpose for the Lease of an apartment at the Oceanfront Plaza Condominium is as follows:
Permanent Resident ☐ Seasonal Resident ☐ Rental one year ☐ Other (state) _____
 2. I hereby agree for myself and on behalf of all persons who may use the apartment which I seek to lease that we will abide by all of the restrictions contained in the By-Laws, Rules and Regulations, Condominium Documents, and restrictions which are or in the future may be imposed by the Oceanfront Plaza Condominium Association, Inc.
 3. I understand that I will be present when guests, relatives or children who are not residents occupy the apartment.
 4. I may not bring a pet nor may any guest or visitor bring a pet into the Oceanfront Plaza Condominium nor acquire one either temporarily or permanently after occupancy.
 5. I have _____ I have not _____ received from the current owner a copy of the Rules and Regulations.
 6. I understand that the acceptance for leasing of an apartment at the Oceanfront Plaza Condominium is conditioned upon the truth and accuracy of this application and upon the approval of the Board of Directors. Occupancy prior to approval is prohibited.
 7. I understand that any other person(s) moving into my apartment in addition to the ones authorized by Oceanfront Plaza Condominium in this original application for occupancy, must fill out and application and go through the same screening process.
 8. I understand that the Board of Directors of Oceanfront Plaza Condominium Association, Inc. may cause to be instituted such an investigation of my background as the Board may deem necessary. Accordingly, I specifically authorize the Board of Directors, or their Agents, to make such investigation, and that the Board of Directors and Officers of Oceanfront Plaza Condominium Association, Inc., or their Agents, themselves shall be held harmless from any action or claim by me in connection with the use of the information contained herein or any investigation conducted by the Board or its Agents.
- In making the foregoing application, I am aware that the decision of the Oceanfront Plaza Condominium Association will be final and that no reason will be given or any action taken by the Board of Directors. I agree to be governed by the determination of the Board.
- I hereby acknowledge the fact that my automobile, or any other vehicle, or any other unauthorized equipment of any kind, will be towed away at my expense when illegally parked or improperly stored at Oceanfront Plaza Condominium.

Parking Space No.

Tenant: _____ Date _____

Tenant: _____ Date _____



Print legibly or type all information. Account and telephone numbers and complete addresses are required.

APPLICATION FOR OCCUPANCY/APPROVAL

PRINT OR TYPE (Use Black Ink) Purchase _____ or Lease _____ (Check One) Desired Move In Date: _____

Apt. No. _____ Address: _____

Name (Mr./Mrs./Ms.) _____ Date of Birth _____ Soc. Sec No. _____
(mm/dd/yy) (Passport, Alien, Green Card, Social Insurance No.)

Spouse (Mr./Mrs./Ms.) _____ Date of Birth _____ Soc. Sec No. _____
(mm/dd/yy) (Passport, Alien, Green Card, Social Insurance No.)

Applicant Contact # _____ Spouse # _____

Number of people who will occupy. Adults (over age 18) _____ Children (over 18) _____ Children (under 18) _____

Names & ages of children who will occupy: _____

Description of Pets (Breed, Size, Color, Weight, Etc.) _____

In case of emergency notify: _____
Name Address Telephone

PRINT OR TYPE (Use Black Ink)

RESIDENCE HISTORY

A. Present Address _____
(Street Address, Apt No., City, State, Zip)

Name of Apt. /Condo _____ Dates of Residency _____

Name of Landlord: _____ Phone _____

Monthly Rent Amount: \$ _____

PRINT OR TYPE (Use Black Ink)

EMPLOYMENT & BANK REFERENCES

A. Employed By (Business Name) _____ Phone _____
(or retired from)
How long _____ Dept. or Position _____ Mo. Income _____

Supervisor/Manager Name: _____

B. Spouse's Employment (Business Name) _____ Phone _____
(or retired from)
How long _____ Dept. or Position _____ Mo. Income _____

Supervisor/Manager Name: _____

C. Bank Reference _____ Phone _____

How long _____ Ck. Acct. No. _____ Sav. Acct. No. _____

Address _____ Zip _____

CHARACTER REFERENCES & VEHICLE INFORMATION

1. Name _____ Address _____ Phone (Residential & Office) _____

2. Name _____ Address _____ Phone (Residential & Office) _____

Driver's Lic. No. #1 _____ #2 _____ State _____

Make _____ Model _____ Year _____ Plate No. _____ Color _____ State _____

Make _____ Model _____ Year _____ Plate No. _____ Color _____ State _____

Have you or the co-applicant ever file for bankruptcy, evicted from any tenancy, ever broken lease? If YES

Explain: _____

Have you or the co-applicant been arrested or convicted of any crime. Including Misdemeanors, DUI, etc or any criminal charge pending? If Yes Explain: _____

If this application is NOT legible or is not completely and accurately filled out, Verify Screening Solutions (and the Association) will not be liable or responsible for any inaccurate information in the investigation and related report (to the Association) caused by such omissions or illegibility. By signing, the applicant recognizes that the Association or their agent, Verify Screening Solutions may investigate the information supplied by the applicant and a full disclosure of pertinent facts may be made to the Association. The investigation may be made of the applicant's character, general reputation, personal characteristics, credit standing, criminal background and mode of living as applicable. Any misrepresentation, falsification or omission of information may result in your disqualification. If any question is not answered or left blank, this application may be returned, not processed or not approved. Missing information will cause delays in processing your application.

Signature _____ Signature _____
Applicant Date Applicant's Spouse Date

AUTHORIZATION FOR FILE DISCLOSURE

PLEASE ATTACH DRIVER'S LICENSE OR PHOTO ID TO THIS FORM

APPLICANT/TENANT CONSENT

I hereby consent to allow Verify Screening Solutions, Inc., through its designated agent/employee, to obtain and verify my consumer reports, including but not limited to, my credit report, criminal information, and eviction information for the purpose of determining my eligibility to lease/purchase an apartment. I further understand if I lease/purchase an apartment, I consent to allow Verify Screening Solution, Inc. and its designated agent/employee, for the duration of my lease, to review the following list of information to assess risk, for analytics, for process improvement, and other uses: my consumer reports, including but not limited to my credit report, criminal information, eviction information, my rental payment history, and occupancy history, and other information. The facts set forth in my application for residency are true and complete. False, fraudulent or misleading information on an application may be grounds for denial of residency or subsequent eviction. Each Individual over 18 years old and applying for occupancy must complete & sign this form.

X

Signature

Date

Full Name - First, Middle, and Last Name (Please Print)

Home Address (Unit # if applicable)

CITY

STATE

ZIP

Social Security Number

Date of Birth

Driver's License Number and **State Issued**



Community Association Screenings/Ref# Residential Screening Authorization

Print Name: _____

Address: _____

City, State, Zip: _____

SSN: _____ DOB: _____

Current Employer

Company: _____ Tel: _____

Position: _____ Salary: _____

Dates Of Employment: From _____ to _____

Current & Previous Landlords

Current Landlord: _____ Tel# _____

Dates of Residency _____ to _____

Current Landlord: _____ Tel# _____

Dates of Residency _____ to _____

I give my full authorization to obtain my Criminal History Record

Signature: _____ Date: _____

Each individual over 18 years old who is applying for occupancy must complete, sign and date this form

Oceanfront Plaza Condominium Association, Inc.

Owner Contact Information

Please print clearly

Owner(s) of Record:

Property Address:

2625 COLLINS AVENUE, CONDO UNIT #



MIAMI BEACH, FL 33140

Mailing Address:

Telephone(s):

Email Address(s):

The property is: ☐ Owner Occupied

Mark, if applicable: Used as second Home: _____

☐

Leased

☐

Vacant

If leased, please provide your tenant's information:

Name: _____

Telephone(s): _____

Email Address(s): _____

Lease

Expiration

Date:

Would you like to receive future community correspondence, including notices, via email? Yes ☐ No ☐

Signature: _____

Name: _____

Date: _____

Please complete this document and
return to the management office.

Sign and return the form to the Condo
Office address or by email to
oceanfrontplazafl@outlook.com



CHARGES AND FEES

- Processing fees for application for lease and sales: \$150.00 per occupant/buyer. Married couples pay the same with copy of marriage certificate presentation.
- Key FOB: \$50.00 each.
- Transmitters' Lobby/Basement garages: \$50.00
- Condominium Documents package which includes Questions and Answer sheet, most recent year's audit report: \$150.00
- Pool Tag ID (Residents & Guests) \$50.00 each
- Storage Room Key: \$5.00 each
- Move in/out and delivery/removal of appliances, construction material and furniture: Reserve the service elevator by delivering to the condo office as Security Deposit a check of \$500.00 (buyers and renters must bring this payment on or before their scheduled interview day)

All **items above** must be ordered by check or money order payable to Oceanfront Plaza Condominium.

What to expect when you hear the fire alarm?



Whenever there is a fire incident, the alarm panel will activate the loudspeakers of the units on the floors that are supposed to evacuate. You will notice that there are lights flashing on the ceiling of the hallways on these floors and instructions through the loudspeakers in the units. The instructions will say *"...There has been a fire recorded in the building. Please exit the building using the exit stairs. Do not use the elevator."*

Note that always, no matter where the fire alarm is coming from, all stairways will have the loudspeakers on. So if your sense of hearing is very acute and you hear an announcement, but on your floor there are no lights flashing, do not panic for it is possibly that you are hearing the stairway loudspeaker. Go back to your unit to wait for the loudspeaker in your unit to instruct you. However, if you see smoke, you should exit the building using the exit stairs.

The system operates on a very coordinated fashion. If there is a fire located in any given area, that floor, the one above and the one below are the only ones that will receive the voice activated order to evacuate to the designated stairway. By the time the evacuation is complete, it is more than likely that the firemen are already on the property and they are handling the situation directly. This prevents a 'disorganized, panic stricken stampede.

Remember: If the alarm message is coming from your unit, listen attentively to the instructions. Most likely, you will see that the hallway ceiling lights are flashing. That means that you should follow those instructions coming from the loudspeakers in your unit.

Oceanfront Plaza Condominium

RULES AND REGULATIONS

No pets allowed on the premises or in the building.

No barbecuing on the terrace.

Shoes and top covers must be worn in the lobby area.

All residents and guests **must wear proper attire** while in the public areas.

No one will be allowed to move in without the Association's approval. The forms that must be filled out for such approval of transfer of a unit be it a sale or a lease are available at the Manager's office.

Any guests who will be visiting a unit must be registered with the security guard or Manager's office before going to the unit.

Building personnel, other than security guard or administration, **may not** accept keys, packages or mail.

All trash and garbage must be placed in sealed or tied **plastic bags** before being put in the trash chute. Boxes and cartons must be **brought down** and placed in the garbage room that is located on the west side of the building at the Lobby level.

No moving in or out allowed on weekends or holidays. Please call the Manager's office to reserve an elevator when planning a move. Moving hours are from **8:30 A.M. to 3:30 P.M.**

All cars parked on the premises must **belong to the owner or resident for which unit parking was assigned** and be parked in their proper **assigned space**. All cars will be considered not authorized to be in a parking spot **may be** towed away at the owner's risk and expense. Any vehicle authorized to park on condominium property should have a parking sticker.

The Manager's office must have **a key to enter your unit** in case of emergency. If your lock has been **changed**, please make a duplicate key and leave it at the Manager's office. These duplicate keys are kept in a **locked area** and are only used in the event of an emergency, such as flood, fire, health emergency.

Identification tags are required to enter the pool area. For residents, tags will be issued marked "Resident" with the unit number and tags for guests marked "Guests".

Pool Regulations are posted at the entrance to the bathrooms at the south end of the pool, and they are as follows:

RULES AND REGULATIONS FOR THE USE OF THE SWIMMING POOL AND THE SWIMMING POOL COMMON AREA

1. Unit owners, their approved lessees and their guests using the swimming pool and common areas **do so at their own risk**. Management and/or the Association are not responsible for accidents or injuries.
2. All non-registered residents (relatives and guests) **must be accompanied** by a unit owner, approved lessee or registered resident to enter the swimming pool area.
3. **Identification tags are required to enter the pool area.** For residents, tags will be issued marked "resident" with the unit number and tags for guests marked "guests"
4. **Climbing or jumping** over the swimming pool common area fence is not permitted. The key Fob to open the gate must be used and the gates must be **kept locked** at all times.
5. **Children** under twelve (12) years of age using the swimming pool and facilities of the recreational area **must be accompanied** and supervised by a responsible adult.
6. All persons using the swimming pool and facilities must be **appropriately attired**.
7. **No pets** (animals, birds, etc.) are permitted in the general swimming pool area.
8. **No alcoholic beverages or food** is to be served or consumed in the swimming pool side or in any other common area. No **glass containers** are allowed.
9. **No** pneumatic floats or balls or other items of a similar nature, other than swimming aids, are permitted in the swimming pool.
10. **No** skates, bicycles or other athletic equipment is permitted in the swimming pool common area.
11. **No running or playing** is permitted in the swimming pool or common areas.

12. **No** reserving or abuse of furniture is permitted nor taking it out of the swimming pool common area.
13. Unnecessary **noise or obscene language** is not permitted at any time in the swimming pool or common areas. Sound equipment and radio volume must be kept low. Conversation must be maintained at a **normal tone** of voice.
14. All persons must **shower** thoroughly before entering the swimming pool.
15. If **suntan oil** is used, a beach towel must be used to cover the pool furniture when sitting or lying down.
16. After using the pool, **slippers and top covers** must be worn when returning to the apartment.
17. Swimming in the pool is permitted between the hours of **7:00 AM and 11:00 PM**
18. All Rules and Regulations of the swimming pool and swimming pool common areas must be **obeyed at all times**. Security guards are **authorized to enforce** all the Rules and Regulations.

The use of **roller skates** and **bicycles** in the lobby area and hallways is not permitted.

Bicycles must be stored or placed in the **designated areas** located in the basement (**not on the balcony**).

Occupancy by residents.

The following occupancy limitations shall apply:

<u>Apartment Type</u>	<u>Number of Units</u>	<u>Limit of Number of Residents</u>
Type A	119	4
Type B	17	4
Type C (Convertible)	28	5
Type D	6	4
Type E	3	4
Type F	7	3
Type G	4	3
Type H	3	4
Type I (Large Unit)	3	5
Type J	3	3

Occupancy by Guests

In addition to the foregoing number of persons who can occupy the unit as Residents, two persons per apartment may occupy the unit as Guests for a maximum of fifteen days, twice per calendar year.

Rental or Lease

No lease may be made for less than a three-month consecutive period without the prior written approval of the Association, nor shall any transient accommodation be provided.

Recycling

The following list of recyclable items should be placed in the bins in the trash rooms, as indicated in the chart below.

LOCATION	RECYCLABLE APPROVED
LAUNDRY ROOM	Newspaper and magazines
TRASH ROOM	ONLY EMPTY containers of food or beverage allowed made of the following: • Glass • Aluminum • Plastic (Please rinse so no food remains to contaminate the premises)

SUMMARY OF RESTRICTIONS UPON USE OF THE CONDOMINIUM PROPERTY

FACILITIES: The facilities of the Condominium are for the **exclusive** use of unit owners OR their approved lessees and guests accompanied by a unit owner. No guest of any unit owner or approved lessee shall be permitted to use the swimming pool unless accompanied by a unit owner or approved lessee. “UNIT OWNERS TRANSFER THEIR RIGHTS TO USE THE RECREATIONAL FACILITIES WHEN THEY LEASE THEIR UNIT TO AN APPROVED LESSEE”. Any damage to the buildings, recreational facilities or other common areas or equipment caused by any resident or his guests shall be repaired **at the expense** of the unit owner.

NOISE: Unless expressly **authorized in writing** by the Association, no floor covering shall be installed in the unit, other than carpeting or other floor covering installed by the developer. You may obtain a copy of the Regulations regarding tile floors in the Management office. Radios, televisions and other instruments which may create noise should be **turned down** to a minimum volume between the hours of 10:30 P.M. and 8:00 A.M. All other unnecessary noises, such as bidding good night to departing guests and slamming car doors, between these hours, should be **avoided**.

OBSTRUCTIONS: Sidewalks, entrances, driveways, passages, patios, courts, elevators, vestibules, stairways, corridors and halls must be kept open and shall **not be obstructed** in any manner. Rugs or mats must **not be placed** outside of doors in corridors. No sign, notice or advertisement shall be **inscribed or exposed** on or at any window or any part of the condominium, except such as shall have been **approved in writing** by the Association, nor shall anything be **projected out** of any window in the Condominium without similar approval. No radio or television **aerial or antenna** shall be attached to, or hung from the exterior of the Condominium or the roof thereon.

SATELLITE SYSTEM: You may obtain information in the Management Office.

CHILDREN: Children are **not to play** in the public halls, stairways or lobby, or interfere with the operation of the elevators. **Reasonable supervision** must be exercised when children are playing on the grounds.

DESTRUCTION OF PROPERTY: Neither unit owners, their lessees, nor guests shall **mark, mar, damage, destroy, deface or engrave** any part of the building. Unit owners or their lessees shall be financially **responsible** for any such damage.

EXTERIOR APPEARANCE: The exterior of the Condominium and all other areas appurtenant to the Condominium **shall not** be painted, decorated or modified by any unit owner in any manner without the prior consent of the Association, which consent may be withheld on purely aesthetic grounds within the **sole discretion** of the Association. No awnings, window guards, light reflective material, hurricane or storm shutters ventilators, fans or air conditioning devices shall **be used** in or about the Condominium except as shall have been approved by the Association, which approval may be withheld on purely aesthetic grounds within the **sole discretion** of the Association. Balcony floors **may be** painted any color desired or covered with tile; otherwise, uniform exterior colors may **not be altered**. Installation of drapes or curtains visible from the exterior of the unit shall **white or off-white**, black-out type liners used, which liners must be approved by the Association.

CLEANLINESS: All garbage and refuse from the Condominium shall be **deposited** with care in garbage containers **intended for such purpose** at such times and in such manner as the Association shall direct. All disposals shall be **used** in accordance with instructions given to the unit owner by the Association.

BALCONIES: Plants, pots, receptacles and other movable objects **must not be kept, placed or maintained** on ledges of balconies or on terraces. **No objects shall be hung** from balconies, patios or window sills. No cloth- clothing, rugs or mops shall be **hung open or shaken** from windows, doors and balconies or terraces. Unit owners **shall remove** all loose objects or movable objects from the balconies and terraces during the hurricane season. Unit owners shall not throw cigars, cigarettes or any other objects from balconies or terraces. **No cooking** shall be permitted on any balcony or terrace of an apartment. Unit owners shall **not allow anything** to be thrown or to fall from windows, doors, balconies or terraces. **No sweepings or other substances** shall be permitted to escape to the exterior of the building from the windows, doors, balconies or terraces. No screened balconies may be **enclosed**.

HALLWAYS: Garbage cans, laundry, dry cleaning, supplies or other articles shall **not be placed** in the halls or on staircase landings. No unit owner shall allow doors to the corridor to **remain open** for any purpose other than for immediate ingress and egress.

STORAGE AREAS: Unit owners are responsible to see that **nothing is placed** in the storage areas which would create a fire hazard.

EMERGENCY ENTRY: In case of **any emergency** originating in or threatening any dwelling, regardless of whether the owner is present at the time of such emergency, the Board of Directors of the Association, or any other person authorized by it, or the Administration, shall have the right to enter such dwelling for the purpose of remedying or abating the cause of such emergency, and such right of entry shall be immediate and to facilitate entry in the event of such emergency, the owner of the unit shall deposit with the Association **a key to such unit**. No unit owner or occupant shall **alter** any lock or **install a new lock** without the written consent of the Association. Where such consent is given, the unit owner shall provide the Association with a **key** for use of the Association pursuant to its right of access to the condominium unit.

BICYCLES: Must be placed or stored in the **designated** areas in the **Basement (not in the terraces)**

ATTIRE: Unit owner, their lessees, their families and guests shall not appear in or use the lobby or common rooms **except in appropriate attire**. **No bare feet** are allowed in the lobby, elevators, stairways and parking areas.

PLUMBING: Water closets and other plumbing shall **not be used for any other purposes** than those for which they are constructed, and no sweepings, rubbish, rags or other foreign substances shall be **thrown** therein. The cost of any damage resulting from misuse of same shall be **borne by the unit owner** causing the damage.

TRASH CHUTES: All refuse, waste, bottles, cans, etc., except garbage, shall be securely **wrapped in plastic garbage bags** and sent down the trash chute in a container not exceeding the **width** of the chute. Trash chutes may be **used only** between 8:00 A.M. and 10:00 P.M. Newspapers, magazines and heavy items intended for disposal **shall be placed** in the laundry room and **not thrown** down the trash chute.

ROOF: Unit owners, their lessees, their families and guests are **not permitted on the roof** for any purpose whatsoever.

SOLICITATION: There shall be **no solicitation** by any person anywhere in the building for any cause, charity, or any other purpose, unless specifically **authorized** by the Board of Directors.

EMPLOYEES: Employees of the Association shall **not be sent out of the building** by any unit owner, except in the unit owner's capacity as an officer or director of the Association, at any time, for any purpose. No unit owner or resident shall **direct, supervise or in any manner attempt to assert any control** over the employees of the Association.

PARKING: No vehicle belonging to a unit owner or lessee or to a member of the family or guest, tenant or employee of a unit owner or lessee shall be parked in such a manner as to **impede or prevent access** to another unit owner's or lessee's parking space. The unit owners and lessees, their respective employees, servants, agents, visitors, licensees and families shall obey the parking regulations posted at the private streets, parking areas and drives, and any other traffic regulations

promulgated in the future for the safety, comfort and convenience of the unit owners. No motor vehicle which **cannot operate on its own power** shall remain within the Condominium Property for more than **twelve (12) hours, and no repair** of vehicles, except for emergency repairs, shall be made within the Condominium Property.

Each parking space which is assigned as an appurtenance to a particular **unit may be used only** by the unit owner or the lessee of such unit, **except** when the unit owner has given written permission (copy to the Administration) for use by another unit owner, lessee or guest. No unit owner or lessee or their respective employees, servants, agents, visitors, licensees and families may park his vehicle in any other assigned space **other than the space assigned** to the unit owner or lessee of the particular unit. All vehicles shall be parked **within the painted lines** and pulled up **close to the bumper**. As a security measure, all automobile doors should be locked. **Guests are not allowed to park for more than six hours** each day on the guests parking spaces. Moving the vehicle every six hours or changing parking spaces is prohibited.

No commercial vehicles, motorcycles or mopeds owned or driven by a unit owner shall be parked on the Condominium Property.

COMMON FACILITIES: Unit owners are requested to cooperate with the Administration in the use of common facilities where **more than one organized activity** is scheduled for the same time.

FIRE DOORS: Unit owners are **not to use** Fire Doors for ingress or egress.

HURRICANE PREPARATIONS: Each unit owner or lessee who plans to be **absent** from his unit **during hurricane season** must prepare his unit prior to departure by:

1. Removing all furniture and plants from his patio or balcony.
2. Designating a responsible firm or individual to care for his unit during his absence in the event that the unit should suffer hurricane damage and furnish the Administration with the name of such firm or individual. The designated firm or individual shall contact the Management Firm for permission to install or to remove hurricane shutters.
3. **A fee of \$150 will be imposed for failure to close hurricane shutters 72 hours in advance of projected storm impact. This pertains to only those residents who have vacated their units.**

GUESTS: Unit owners and lessees shall notify the Administration, **in advance** by written notice, of the **arrival and departure dates** of guests who have permission to occupy the unit in the absence of unit owners and lessees. Unit owners and lessees should have such guests check in at the management office upon arrival in order that service can be extended to them in the way of telephone calls coming into the management office, incoming mail or any emergency which might arise.

WATERBEDS: **No waterbeds** are to be brought into the units for any purpose whatsoever.

PETS: **No pets or animals** shall be kept or harbored on the Condominium Property or within the confines of a condominium unit **without the prior written consent** of the Association. Such consent may be given upon such conditions as the Board of Directors may direct and shall be deemed **provisional** and subject to **revocation** at any time. No pet or animal shall be maintained or harbored within a condominium unit that would **create a nuisance** to any other unit owner.

A determination by the Board of Directors that a pet or animal maintained or harbored within a condominium unit creates a nuisance shall be **conclusive and binding** upon all unit owners.

CHILDREN: There are **no restrictions** upon children residing in condominium units contained within the Condominium For details concerning these matters please see Article XXIX of the Declaration of Condominium and Exhibit "E" attached to the Declaration of Condominium.

CLUBHOUSE - RULES AND REGULATIONS

USAGE:

A. Room is **open** from **7:00 A.M. to 12 A.M.** It is open to all residents and their accompanying guests. Identification tags are **required**.

B. The room **may be used** as a card playing room. a gathering place for residents to rest, relax and enjoy the pleasant atmosphere. **Snack food** consumption is left to your good discretion. Voices and noise level **must be kept** at reasonable level.

C. Private functions or reservations are not allowed. Your cooperation is requested that all activities be conducted in a **non-disturbing** manner in consideration to all other residents using the room.

D. The administration is **not responsible** for personal articles or belongings left in the room or for items stored in the refrigerator.

NOT PERMITTED

1. Smoking
2. Glass and ceramic containers
3. Bare feet and bare torso (upper part of body)
4. Wet clothing
5. Loud Music playing
6. Roller skates, bicycles, beach chairs and umbrellas, balls, floats, and toys.
7. Unaccompanied children, under 12 years' old
8. Unnecessary noise, obscene language and improper behavior
9. Removing furniture or plants
10. Pets
11. Running or physical playing
12. Gambling (to play for money)

All rules and regulations for the Clubhouse must be obeyed at all times. Security guards and the Manager are authorized to enforce all the rules and regulations.

GAZEBOS AREA - RULES AND REGULATIONS

Unit owners, their approved lessees and their guests using the **Gazebos** Area, do so at their **own risk**. Management and/or the Association are **not responsible** for accidents or injury. The **Gazebos** Area is the common area between the swimming pool and the boardwalk.

All non-registered residents (relatives and guests) **must be accompanied** by a unit resident when using the Gazebos Area. The Management office must be **notified** of any event.

Climbing or jumping over the swimming pool common area fence is **not permitted**.

Children under fourteen (14) years of age **must be** accompanied and supervised by a responsible adult when using the facilities of the **Gazebos** Area.

No pets (animals, birds, etc.) are permitted in the **Gazebos** Area.

Alcoholic beverages and food **are permitted** and may be consumed in the **Gazebos** Area. **No glass drinking containers** are permitted.

No reserving or abuse of the **Gazebos** is permitted.

Unnecessary noise or vulgar language is **not permitted** at any time. Sound equipment and music **volume must be kept low**. Conversation must be maintained at a **normal tone** of voice. Amplified sound equipment **may be used between 11:00 A.M. and 9:00 P.M.** only at a low volume, as not to disturb other residents and guests.

Positively **no use** of electrical or motorized toys; cars, motorcycles or other vehicles with wheels are permitted within the **Gazebos** Area. No athletic or exercise equipment permitted.

No pool furniture is permitted **to be transferred** to the **Gazebos** Area.

No littering; garbage should be properly placed in the garbage containers.

No barbecue, cooking of any kind or fires **of any type**.

Gazebos Area hours are from 7:00 AM to 11:00 PM.

All rules and regulations of the **Gazebos** Area **must be obeyed** at all times. Security guards and the Manager are authorized to enforce all the rules and regulations.

GYMNASIUM ROOM - RULES AND REGULATIONS

USAGE:

The gymnasium or exercise room is open daily from 5:00 AM to 11:00 PM.

It is for the exclusive use of residents only (no guests).

Children under sixteen (16) years of age are not permitted to use these facilities nor enter the area. Children between the ages of sixteen (16) and eighteen (18) years of age must have a signed parent or guardian's release, waiver and promise not to sue the Association. Form is to be filed with the Association Manager.

Everyone is advised to be familiar with the use and operation of the equipment to prevent personal injury and/or damages to the facilities. Proper attire is required: sneaker or soft-soled shoes, exercise shorts and shirt, or "T" shirts.

The use of the equipment is at your own risk. Individuals will be held responsible for any damages.

The use of the equipment is limited to thirty (30) minutes if other individuals are waiting.

Headphones must be used for all personal devices/PCs. All drinking items need to be kept in plastic containers with re-sealable tops. It is required that a towel be placed on the equipment when you are required to sit or lay down.

NOT PERMITTED

1. Smoking
2. Alcoholic beverages
3. Food and drink in glass containers
4. Bare feet
5. Street shoes or beach sandals of any type.
6. Beach or pool clothing
7. Unnecessary noise or vulgar language

All rules and regulations for the Gymnasium or Exercise Room must be obeyed at all times. Security guards and the Association Manager are authorized to enforce all the rules and regulations.

CONTRACTOR INFORMATION

PRELIMINAR DOCUMENTATION REQUISITES

To work at any unit and/or common areas, all contractors must be authorized by the Administration. OFPC verifies that permits, certificate of insurance, and license are up to date and under the contractor's name listed in the permit. Do not expect to be able to perform a job without having first submitted documents. This administration suggests sending via fax or email documents for our review and approval.

Contractors must present copy of the license and permit before starting the remodeling. Also, Certificate of **Liability** Insurance and Worker's Compensation made out to Oceanfront Plaza, and **all** permit from the City of Miami Beach. **For all jobs that will be done, including, but not limited to (plumbing, flooring, demolition, electrical, sprinklers, etc.)** A deposit check payable to Oceanfront Plaza CAI in the amount of \$500.00 (FIVE HUNDRED DOLLARS) is required in case of damages in the common areas. This check will be kept in the unit file **until permits are closed**. Condo Association office expects to receive a copy of project's closed permit with the City of Miami Beach at the end of each job.

SCHEDULE OF WORK

All installations must be done between 8:30 AM to 4:00 PM Monday thru Friday. No tile installations, or any kind of work, are permitted on weekends. Allowed **weekend emergencies** are air conditioning, refrigerator, water heater and electrical hazard situation. **All work must be performed, without exception, by licensed and insured contractor with active certificate of insurance in Association records. Front desk keeps OFPC's binder of authorized contractors available for review by any unit owners.**

The following is a list of holidays when the Administration office is closed, and contractors are **NOT** allowed to work: New Year's Day, ~~Martin Luther King Jr. Day~~, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, and Christmas Day.

The holidays when contractors ARE allowed to work are ~~Martin Luther King Jr. Day~~, President's Day and Good Friday

PROTECTION OF THE COMMON AREAS

The use of a small, clean, rug or towel (moistened) is needed at the entrance to the work site in order to wipe shoes before entering building hallways. It is mandatory to place a **runner carpet, plastic, cardboard, etc. from the unit door to the main lobby elevators every day any contractor is on the premises doing any type of work. Only after security verifies that it was installed, it is then when access to the unit is granted and work can start on any given day.**

The apartment door should be kept closed at all times while work is being done. Under no circumstances no contractor will keep the unit door to the hallway open. (We lose all air conditioning when this occurs and dust coats everything.)

Contractors may not use the trash chute, trash room or any other common property area of Oceanfront Plaza to dispose of any material **(including any drains)**. Contractors should make their own arrangements to dispose of any and all construction waste and debris (i.e. rugs, broken tiles, etc.) **Do not use, under any circumstances, the unit's drain for disposal or any of the association facilities. All toilet holes must be sealed while construction is done. To use the service elevator to move (in and out) materials, debris and heavy tools, approved contractor has to coordinate schedule for that with the Administration.**

ACCESS TO OCEANFRONT PLAZA

A key FOB should be provided by the unit owner to the contractor expected to be going in and out of the property so that they will have access to the building entrance and service elevator without disruption to building staff and residents. Upon his/her arrival to this condominium, contractors should register with the Front-desk guard log. Owner must ensure that keys to access the unit are made available to contractors except for the ones that the condo office keeps just for emergencies.

PARKING ON THE PROPERTY

Contractor is placed on notice that parking of trucks or vans must be done on city streets. However, if the security guard finds a suitable space on the Lobby parking, that will be allowed. Oceanfront Plaza does not have parking facilities for service vehicles left without permission in the loading areas.

Contractors and their employees are not authorized to park their vehicles on the Guest Parking. In addition, they can comfortably wait for their coworkers, employers, inspectors, etc. while having a seat on the bench across from the lobby main entrance teleprompter panel. Lobby furniture is exclusively for the use of residents.

DELIVERIES

Contractors must schedule from **8:30 AM to 3:30 PM** all **deliveries of materials and to bring down all the trash and debris**. Such trash and debris must be placed inside proper sturdy trash bags/boxes. **This procedure must be scheduled, in advance, with the Administration.**