

ARLEN HOUSE WEST

RULES AND REGULATIONS

RESIDENT RESPONSIBILITIES

500 Bayview Drive
Sunny Isles Beach, FL 33160
Approved by Board on August 2018

**ARLEN HOUSE WEST
WELCOME TO OUR COMMUNITY**

RULES AND REGULATIONS

Revised August 2018

INTRODUCTION

This pamphlet contains a partial summary of Rules and Regulations that shall be followed by all occupants, guests and employees. These rules will protect the privacy and well being of all the residents, making our home a source of pride and allowing each of us to enjoy its varied facilities. The Board of Directors has the right to amend them from time to time as necessary.

The Board of Directors may impose censure, warnings or charges for violations of these rules, as the Florida Statutes gives the right to the Association to fine up to \$100 per day, up to \$1,000 per violation.

Each unit owner should have in their possession a complete set of the Condominium Documents. A copy may be purchased from the Management Office.

These Rules and Regulations will be a good source of reference. Other sources include the Property Management Office and the Board of Directors, as well as State of Florida Condominium statutes.

SALE AND RENTAL OF UNIT

The declaration of condominium has been amended with reference to the sale and rental of condominium units. It is necessary to clarify for the unit owners the requirements for a sale, rental or other disposition of an apartment, so as to facilitate the consummation of the transaction.

SALE

1. Any sale of a condominium unit requires the approval of the Board of Directors, after the purchaser is interviewed by the Screening Committee.
2. The unit owners shall submit in writing a statement of all the terms and conditions of the sale, together with a copy of the purchase agreement, and all other information required, on forms supplied by the Association.
3. A certificate of consent is issued upon completion of the screening.
4. The rules and regulations apply to a gift or an involuntary or judicial transfer of the unit.
5. Transfers to any member of the unit owner's immediate family, such as spouse, children or parents do not require a screening.
6. A charge will be imposed for conducting an appropriate background investigation for each occupant over the age of 18.
7. For any changes to the title of the unit property, a copy of the deed shall be given to the management office within 30 days.

RENTAL

1. No unit may be rented until it is owned for a minimum of two years.
2. After two years, the unit may be rented once during a twelve-month period for no less than 6 months. A one-year maximum is allowed with the approval of a majority of the Board of Directors. No short term rentals are allowed.
3. Any rental of a condominium unit requires the approval of the Board of Directors, after the renter is interviewed by the Screening Committee.
4. Appropriate notice shall be given to the Board of Directors of any rental in the same manner as in the sale of a unit, and a copy of the lease shall be submitted.
5. All occupants of units shall be subject to all the rules and regulations of the Association in the same manner and to the same extent as unit owners.
6. The unit owner shall deliver and make available to the occupant all the terms of the declaration of condominium, By-laws and all rules and regulations.
7. Each unit owner guarantees unto the Association the faithful performance by any occupant of his apartment of all the obligations required of the unit owner. All sub-leases and assignments of leases are prohibited.
8. Any rental arrangement, not complying with the rules and regulations, shall be invalid and the unit owner shall be fined the sum of \$100 for each day during the existence of the violation, not to exceed \$1,000.00 and such sum shall be received by the condominium association as it's agreed and liquidated damages. Failure to pay such fine may result in legal action against the unit which said legal costs shall be the responsibility of the unit owner. A charge not exceeding the sum of \$100 will be imposed for conducting the appropriate investigation

MOVING RULES

1. Deliveries and moving dates are to be scheduled with the Management Office. A form must be completed and a refundable \$200 deposit check must be left at the office. Once the move is completed, security will check for damages. If there are none, the deposit check will be returned. Available hours are Monday through Friday, from 9am to 5pm.
2. Any change in the schedule must be cleared with the Property Management Office in writing.
3. Flatten your empty moving cartons and take them to the garbage room adjacent to the service elevator in the basement. Do not put them in the service area or down the trash chute.

USE AND OCCUPANCY OF UNITS

1. The owner of a residential condominium unit shall occupy and use his apartment unit as a single family private dwelling for himself and the members of his family, and for no other purpose. The maximum allowed occupancy for a lanai is 2 people, 3 people for 1 bedroom, 4 people for a convertible and 6 people for a 2 bedroom.
2. No occupant is allowed to operate any business from the unit.
3. Any unit owner authorizing or permitting another person, except parents, children, grandchildren, grandparents, brothers and sisters of unit owner, to use or occupy an apartment in the absence of the unit owner will be deemed to be renting the apartment, even though no rental is charged or money consideration is paid. A visitor staying for more than 15 days is required to do a background check.
4. All occupants of units must fill out and submit to the Management Office a visitor form when they are having guests staying for more than one day. Violation of this rule is subject to a fine.
5. No pets shall be permitted in the condominium units other than those already grandfathered and documented emotional support or licensed service animals. See pet rules document for more info.
6. Unit owners are responsible for all repairs and maintenance in their apartments. No unit owner shall cause anything to be affixed or attached to the exterior walls of his apartment or terrace or railings.
7. Each unit owner must furnish the Property Management Office with a duplicate set of keys intended only for necessary or emergency purposes.
8. No repair of vehicles shall be made on the condominium premises, except in an emergency.
9. In order that all occupants may have the quiet enjoyment of their property, no one shall make or permit any loud noises, especially after 10 pm.
10. Cooking or use of any noxious materials is not permitted on the terrace. No objects, including cigarettes or cigars, shall be tossed or swept from the terrace. Excessive water, which might invade your downstairs neighbor's terrace, is not permitted.
11. Payment of monthly maintenance fee is due the first day of each month. A late fee will be charged for payment received ten days late or more.
12. It is the responsibility of the unit owner to obtain the consent of the Condominium Association for alterations or additions.

*Arlen House West
Rules and Regulations*

13. Before any construction or repairs commence, written approval is required of the Property Management Office and, if necessary, permits from the City of Sunny Isles Beach (e.g., Electrical, Plumbing, Flooring, etc.) must be obtained. Forms are to be obtained from the Property Management Office. All work must be done by licensed and insured contractors.
14. Any damage to equipment on the premises caused by a unit owner, his family, servants, renters, and/or guests, etc., shall be paid for by the unit owner. The cost shall be a charge upon the unit owner's parcel.

SECURITY

1. No one is permitted access to the grounds or buildings unless they are first identified at the Gatehouse where a security guard is posted, and the front desk personnel.
2. All unit owners driving cars shall use an Arlen House West transponder. Such transponders are obtained from the Property Manager's office at a cost. There is a limit of two transponders per unit. Replacement transponders may be obtained at a cost. Guest or temporary visitor's vehicles parked on the property must display a visitor's pass. Such pass is obtained from the Gatehouse.
3. All visitors and vendors must be recognized at the Gatehouse and obtain a parking pass before gaining access to the premises. Unit owners are required to call the Gatehouse at 305-948- 5045 and/or the Front Desk at 305-944-2849, to advise Security that they are expecting guests, giving the names of guests and approximate time of arrival. Security will call unit owners on the phone in the event an unannounced visitor or vendor arrives. If no one answers the phone and the owner has not left instructions at the Gatehouse, the visitor or vendor will be turned away and will not be permitted to enter.
4. All doors, except for the lobby, will be locked after 11pm. Residents should enter the building at the front door after 11pm.

PARKING

1. Unit owners are to park face in in their designated parking space. Any unit owner parking illegally, (that is, not in his/her designated space) will be warned and if they continue to violate the rule, they may be subject to a fine. Continued violation of this rule will result in the car being towed away at the owner's expense.
2. Parking areas are solely for automobiles. Oversized vehicles, boats, jet skies, trailers, RV's, commercial vans or any commercial vehicles will not be permitted in the numbered parking areas or guest parking spaces.
3. If unit owners operate more than one car, an additional parking space may be rented or obtained from another unit owner who does not have a vehicle. The resident renting or using another unit owner's space must obtain written permission from that owner and bring a copy to the Property Manager's Office.
4. Valet parking will be accommodated at the front door for a nominal fee. Intended overnight parking, for which there is a charge, must be reported to the front desk.
5. Vehicles not in running order or with expired plates must be removed at owner's expense immediately upon notification by management.

ELECTRICAL VEHICLE CHARGING STATIONS

Florida law (§718.113(8), F.S.) permits any unit owner (“Owner”) (not a tenant) to install a charging station (“Station”) for their electrical car (as defined in §320.01, F.S.) within the boundary of their assigned parking space, provided:

1. The installation of the Station may not cause any irreparable harm to AHW Property.
2. The electricity consumed by the Station must be separately metered and paid for by the Owner.
3. The Owner is responsible for all costs associated with the installation of the Station, including, but not limited to: the costs of installation, operation, maintenance, repair, and hazard and liability insurance.
4. The Owner (or any successor in title) shall also be responsible for any costs in connection to the removal of the Station, and the area shall be restored to its original condition.
5. The Owner must comply with all bona fide safety requirements, consistent with applicable building codes or recognized safety standards, for the protection of persons and property.
6. The Owner must comply with AHW’s architectural standards governing the dimensions, placement, or external appearance of the Station. Please inquire with AHW Management for further information.
7. The Owner must engage the services of a licensed and registered electrical contractor or engineer approved by AHW familiar with the installation and core requirements of such Station.
8. The Owner is required to provide a certificate of insurance naming AHW as an additional insured on the Owner’s insurance policy for any claim related to the installation, maintenance, or use of the Station.
9. The Owner is also responsible to reimburse AHW the actual cost of any increased insurance premium amount attributable to the Station.
10. Any costs associated herein are collectible by AHW pursuant to §718.116, F.S. allowing AHW to record a claim of lien on Owner’s unit and foreclose upon same.
11. For more information on installing electric car charging stations please inquire with AHW Management. An application process and prior written approval by AHW is required.

RECREATIONAL FACILITIES

POOL:

1. Pool Rules and Regulations are displayed at the pool and are to be strictly adhered to by all occupants. The Pool Director is in full charge and has the authority to enforce all Rules and Regulations.
2. The pool should be entered from the lower lobby and occupants and visitors are required to be covered and wear shoes. Front lobby elevators are not to be used by anyone in bathing attire, unless the service elevator is in use.
3. See Pool Director for towels, lounge chairs or umbrellas. Owners and guests are to sign in when using the pool. For your enjoyment and safety, bicycles, roller blades, skate boards, hover boards, and scooters not permitted in the pool area. No food or glass containers are permitted in the pool area.

SHUFFLEBOARD COURT:

Reservations for the use of the court may be made with the Pool Director, who will also issue the equipment for playing.

TENNIS COURTS:

Rules and Regulations regarding use of the premises are posted at the entrance of the courts. Reservation times and entrance can be arranged thru the 300 building Front Desk.

ADULT GAME ROOM:

No one under 18 years of age is permitted in the game room unless accompanied by an adult. Rules and Regulations are posted on the door of the room and access is through your fob. Equipment may be obtained from the Front Desk. The resident must sign in/out for the use of equipment.

CARD ROOM/LIBRARY:

This room is always available to occupants and their guests. Anyone using this room shall conduct himself/herself in accordance with the Rules and Regulations.

FITNESS ROOM:

No one under 18 years of age is allowed. Use at your own risk. Access the room with your fob. Proper shoes and attire is recommended.

BUSINESS CENTER

1. The Business Center computers are for Internet and personal business use, not for games.
2. Pornography will not be tolerated and will be cause to refuse a resident entrance into the Business Center.
3. If you use the computers for email or personal financial purposes, make sure you clear the history and do not use the same logins or passwords.
4. You are responsible for the equipment. If it is damaged or destroyed, you will be charged for repair or replacement.
5. Printer; must bring own paper.

SAUNA:

1. Must be at least 18 years of age to use the sauna.
2. Confer with your doctor to make sure you are medically fit to use the sauna.
3. Use at your own risk.
4. Clean up after your use.
5. No more than two (2) users of the same sex at one time.

BOARD OF DIRECTORS

1. The Board of Directors of the Condominium Association is elected by the unit owners at the Annual Meeting of the Association held in January. It is comprised of nine Board members, all of whom must be unit owners, and is the governing body of the Association.
2. The Board sets policy with regard to the management of the buildings and grounds.
3. All meetings of the Board are conducted under the Laws of Florida. Notices of meetings are posted on the bulletin boards located in the mailroom, main lobby and all service areas. All meetings of the Board are open for unit owners only to attend and participate within certain rules established by the members of the Board.

HELPFUL HINTS - CLOSING UNIT FOR EXTENDED PERIODS

We recommend that you have someone you trust check your unit while you are away. If needed, a form is available in the office which will allow residents to give permission for AHW personnel to check their unit when they are away for an extended period of time. There is no cost for this service.

1. Air conditioning: AC filters will be replaced by maintenance at regular intervals. The Association will not be responsible for any damage from leaking air conditioning overflows. This could be a very costly matter to you, and may be avoided by having the unit serviced. The air conditioning should remain in operation with the fan on low speed year-round.
2. Plumbing: Questions regarding plumbing should be directed to the Property Management Office.
3. Refrigerator: It is recommended that the refrigerator remains in operation, with only a box of baking soda inside to keep it fresh. An electrical power failure will create an unhealthy condition if food is stored there. The refrigerator should be thoroughly cleaned before you leave and the water line checked.
4. Dishwasher: Completely dry the inside and bottom of dishwasher and leave the door open.
5. Exterminator: Be sure that your unit receives exterminator services every month during your absence. See Property Management Office for this. In addition, make sure unit is left in a clean and orderly fashion.
6. Hurricane Shutters: Close your hurricane shutters and remove everything from your terrace. Rules on obtaining shutters must comply with building and city codes. See Property Management Office for details.

EMERGENCY MEDICAL AND FIRE RESCUE

1. In any emergency, immediately call 911.
2. Fire alarms are installed on each floor and in each unit, and will be sounded when there is any danger.

RELATIONSHIP WITH EMPLOYEES

Occupants are not to direct, supervise or attempt to control any employee. Any and all complaints regarding employee behavior are to be reported to the Property Manager's office. No occupant is to try to discipline or instruct any employee. Maintenance personnel are permitted to perform repairs or maintenance jobs as approved and scheduled by the management office. Fees may apply. Please remember that the employees are working, so keep your time with all employees to a minimum and for official business only.

PLUMBING

The Condominium Association presently does limited plumbing repairs for a fee. Contact the Property Manager's office to schedule.

LAUNDRY ROOM

Laundry rooms are to be kept clean. When in use, turn on the fan. All lint is to be removed from the filter IMMEDIATELY after the drying cycle. Also, wash is to be removed IMMEDIATELY from the machines after the cycle is completed. When using the washers and dryers the fan is to be kept on. Lights are to be turned off when the room is not in use.

STORAGE AREA

Only the space assigned to your unit is permitted for storage. The Association has the right to access any storage area when the need arises.

GARBAGE ROOM

Garbage must be placed in plastic bags and sealed before disposal in the chute. Loose garbage is not to be thrown down the chute and care should be taken to see that no garbage is thrown on the floor. Follow the instructions posted over the chute door. All recyclable material should be put in their proper containers. DO NOT allow your contractors to dump material or carpet into the garbage chutes. YOU are responsible for their actions. All appliances such as old refrigerators, stoves, including mattresses, sofas and chairs must be removed from the property by your vendors. Bulk pick up schedule is posted in all the service areas. It is against the law to store flammable materials (e.g., paint). All boxes must be flattened and put in the garbage room or down the garbage chute.

****IMPORTANT NOTICE****

Disinfectant and personal care wipes are not to be disposed of in the toilet as they do not disintegrate and will cause damage to the lift station which is very expensive to repair.

Please make sure not to throw lit cigarettes or cigars from the balcony as they will damage the awnings, vehicles, terrace furniture, and may burn residents below.

IMPORTANT PHONE NUMBERS

All Emergencies	911
Miami Dade Local Info	311
Sunny Isles Beach Police	305-947-4440 (Non-emergency)
Security Gate	305-948-5045
500 Front Desk	305-933-2849
300 Front Desk	305-949-8541
Property Management Office	305-944-2348
Property Mgmt. Office Fax	305-949-7824
City of Sunny Isles Beach	305-947-0606
Building & Zoning Dept.	305-947-2150
Restaurant	305-600-4343
Atlantic Broadband	888-752-4222
Real Estate: Ruth Abeckjerr	305-542-4823
Beauty Salon: Marta	305-492-2285
Spa: Syren	305-699-9535
Health Studio: YC	954-882-7276
Mini Mart: Paul	305-949-9890