

BISCAYA III CONDOMINIUM ASSOCIATION, INC.

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RULES AND REGULATIONS

55 PLUS COMMUNITY

**RULES AND REGULATIONS GOVERNING THE
BISCAYA III. CONDOMINIUM ASSOCIATION, INC.**

55 + COMMUNITY

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CHAPTER 1 – PREAMBLE

TO ALL UNIT OWNERS AND RESIDENTS:

In issuing these Rules and Regulations of the Biscaya III Condominium Association, we have included statements of policies set forth in the Condominium Documents and By-Laws, as amended, repetitions of the Rules and Regulations under which we have been living, and also revisions, additions and miscellaneous information.

Compliance with these Rules and Regulations and statements of policies will enhance your life in Biscaya, as well as the lives of your neighbors and guests. It is urgent, therefore, that you please read them carefully and keep them at hand for reference.

All Residents are expected to adhere to the Biscaya Documents, By-Laws, and the Rules and Regulations of Biscaya III. Condominium. The fullest cooperation of all Residents is needed if condominium living is to be a successful venture for all.

The Board of Directors will periodically perform the task of reviewing, revising and updating our Rules and Regulations.

These Rules and Regulations are subject to change as experience dictates and constructive suggestions for changes will always be welcome.

Condominium living is a unique form of living that requires that we extend consideration, courtesy and respect to our neighbors and guests. Let us all, therefore, work toward the common goal of making Biscaya a happier and more pleasant place in which to live.

BOARD OF DIRECTORS

THESE RULES AND REGULATIONS, WHICH DO NOT SUPERCEDE THE CONDOMINIUM DOCUMENTS, BY-LAWS, FLORIDA STATUTES OR THE FLORIDA CORPORATE ACT WERE PASSED BY THE BOARD OF DIRECTORS AT A MEETING HELD ON AND WILL BECOME EFFECTIVE ON

CHAPTER 2 – RESPONSIBILITY OF UNIT OWNERS

1. Unit owners shall be responsible and liable for violation of the Condominium Documents, By-Laws and Rules and Regulations of this Association, as well as violation by the resident guest, lessees or visitors and shall be fined for such violation. (See Chapter on Penalties).
2. Every unit owners shall give access to the unit to the Association for inspection, maintenance, repair and/or replacement of any common elements or for necessary repairs to prevent damage to other units or common elements. Where there is no access in an emergency and a break-in must be made, all expenses will be levied against the unit owner and the Association shall not be liable for any damage claimed in gaining access. Keys should be left with the Board and also left with a neighbor, after due written notification to the Board.
3. No resident shall permit any use of his unit or make any use of the common elements that will increase the cost of insurance of the condominium property.
4. Each unit shall be occupied as a single family private dwelling and as a residence only. No rooms within the unit may be rented.
5. No one, other than the Manager of the Association, shall direct any workman employed by the Association as to what work shall be done, or how or when. It is prohibited for any person to have any individual, employed by or working for, or on behalf of the Association do any personal chores or errands whatsoever during working hours. Any complaint against service personnel must be addressed to Management.
6. Any person moving household effects or furniture shall notify Management in advance so that proper elevator usage may be scheduled and the elevator may be properly padded. Any item too large for easy carriage shall be moved by professional movers who are insured for any damage that they may cause. The person moving such furniture or household effects shall do so between 8:30 a.m. & 4:00 p.m. Monday thru Friday, only. "NO HOLIDAYS" WEEKENDS OR AFTER HOURS". Unit Owners whose furniture moving is not completed by 4:30 p.m. will be responsible for cost of new elevator pads if stolen or damaged. No furniture deliveries permissible after 4:30 p.m. or during Holidays, Saturday or Sunday. Penalty will be assessed by the Board of Directors if violated.

7. No unit owner, occupant or guest shall alter, change or remove any furniture, furnishings or equipment from the common elements.
8. No unit owner, occupant or guest shall place, store or maintain objects of any kind in the Lobbies, Stairways, Walkways or other Common Elements except in specifically designated storage areas.
9. No unit owner, occupant or guest shall play or permit to be played any musical instrument, record player, radio, T.V., loudspeaker or other device creating noise in such a manner as to disturb or annoy any other resident at any time.
10. No resident or guest shall permit any noise to emanate from the unit so that it may be heard outside the unit after 11:00 p.m.
11. No cooking shall be done on the terrace or the walkways.
12. Cleaning of mops, brushes, mats, etc., or sweeping over walkways onto the common areas is prohibited.
13. Nothing may be hung over railings or walkways, including bathing suits and towels. Nothing shall be visible from the outside of the condominium that will detract from the outward appearance of the buildings, including but not limited to aluminum foil on windows and drying racks or clothes lines.
14. No unit owner, occupant or guest shall cause litter or in any way contribute to the unsightly, unhealthy, unsanitary or generally unkempt condition of any part of the common and limited common elements of the condominium property. A unit owner shall be held responsible and liable for the expense of this provision, such costs being levied as an assessment against the unit owner.
15. Every resident shall be responsible for giving access to the Exterminator as specified on the Bulletin Board.

16. In order to enhance the beauty of the building and provide safety, the sidewalks, entrances, lobbies, elevators, stairways, walkways and all common elements must not be obstructed or encumbered or used for any other purpose than ingress and egress to and from the premises, and no carts, tables, chairs, carriages or similar objects may be placed thereon.
17. All parts of the condominium shall be kept in clean and sanitary condition and no rubbish, refuse or garbage allowed to accumulate nor any fire hazard allowed to exist.
18. No immoral, offensive or unlawful use shall be made of the condominium property, or any part of it.
19. Shoes and body cover must be worn in lobbies, elevator, and Recreation Hall at all times.
20. There shall be no door-to-door solicitation by any person anywhere in the buildings for any purpose, except as authorized by the Board of Directors. Nothing shall be affixed or attached or posting of signs on exterior walls of buildings.
21. The prohibition against door to door solicitations does not apply to information that is dispensed to Unit Owners pertaining to condominium information that each unit owner has a right to receive.
22. It is prohibited to post "FOR RENT", "FOR SALE" or any other kind of sign inside your window or vehicle.
23. It is prohibited to store items (FOR EXAMPLE) food, cans, books, paper, paper bags, etc. to the top of a vehicle and leave it on the Biscaya's property.
24. No equipment or supplies belonging to the Association may be used or borrowed by a resident for personal use without the authorization of the Board of Directors, except the Emergency Equipment as a specified in the chapter headed "MISCELLANEOUS REMINDERS."

25. No persons shall appropriate any storage of common area space except that assigned to the unit. The storage bin shall bear the name of the unit owner or the number of the unit. No flammable material shall be placed in the storage bin and no smoking is permitted in the storage room.
26. No flammable, combustible or explosive materials shall be kept in any unit except such as required for normal household use and then in a prescribed container.
27. No one shall be permitted to run about, play, ride bicycles, roller skates or roller blades in the parking, pool or walkway area.
28. Do not leave carts in our common areas (Elevators, Lobbies, Walkways, Parking Areas or ETC.)
29. Garbage chutes are located on each floor. All garbage must be placed in plastic bags, tied and placed inside the chute. Garbage dumpsters are located on the 1st floor. NO DUMPING OF HOUSEHOLD ITEMS IS ALLOWED in the dumpster or the surrounding dumpster enclosure. It is the unit owner's responsibility to dispose of household items from their unit (appliance, furniture, etc.) Placing garbage outside the dumpster or anywhere on the common property will result in a fine.
30. If away for any length of time, be sure to close all water valves before leaving. This will prevent water damage and/or flooding in your or your neighbor's unit.
31. KEY – Please leave key to your unit or vehicle, with the Management in order to enter your unit in the event of an emergency.
32. NO ONE shall play ball in the parking, pool or walkway areas.

CHAPTER 3 – MAINTENANCE AND ASSESSMENTS

1. All maintenance payments are computed on a percentage basis as outlined in the Condominium Documents.
2. Maintenance payments are due on the first (1st) of each month in advance. Payments not received by the Tenth (10th) of the month will be subject to a late charge of twenty-five dollars (\$25.00). Such a charge shall be cumulative: that is, an additional charge shall be levied against the unit owner for each month the charge remains unpaid. Such charges are special assessments against the unit owner and his unit.
3. Payments should be made out to BISCAYA III. CONDOMINIUM ASSOCIATION and mailed or hand delivered to BISCAYA's office or may be sent by your bank by means of automatic withdrawal.
4. When additional assessments are levied, such assessments must be paid in the same manner as maintenance payments according to a schedule notifying all unit owners of the amount. Late payment of assessments shall invoke the same charge as late payments of maintenance and shall be cumulative.
5. Payments of maintenance or assessments may be left in the mail slot of the Biscaya Office.
6. When maintenance payments are affected by the change in the Annual Budget, it is the obligation of the unit owner who has such payments automatically withdrawn from his bank account to give sufficient notice of the change to his bank. Shortages in payments will render the unit owner's account delinquent and subject to actions permitted by the Condominium Documents and By-Laws relative to non-payment of assessments.
7. Any appeal against charges must be presented in writing to the Secretary within fourteen (14) days of notification.

CHAPTER 4 – RENTALS AND RESALES

1. No unit may be leased until the owner has been in possession for twelve (12) months.
2. No unit owner may sell or lease his apartment without the written approval of the Board of Directors. Complete papers for such application must be obtained form, and returned to the Condominium office.
3. Every lessee or new owner must be screened by the Board of Directors before such application is approved. No application will be approved unless the completed papers have been received by the Board at least thirty (30) days prior to the interview. The interview may not be waived under any circumstance. All unit owners and renters must have a minimum credit score of 650 for approval of purchase or rental.
4. There will be a non-Refundable fee of One Hundred Dollars (\$100.00) to cover the costs of screening and clerical work.
5. An escrow fee of five hundred dollars (\$500.00) shall be deposited with the association, payable to the Association, by the seller, purchaser, or lessor whenever an application for resale or rental is submitted to the Association. If it us resale, the depositor, after 30 days , upon written request, will have the \$500.00 returned minus any cost of repairs to the common elements which occurred while the new owner was moving into Biscaya . If the unit is being rented, then the \$500.00 will remain with the Association for as long as the renter occupies the rented unit. Thirty Days (30) after the rentor vacates the rented unit, upon written request from the depositor, the \$500.00 will be returned, minus the cost of repair to the common elements, if the common elements were damaged, and/or minus any fines or assessments that were levied against the rentor for violations of the Rules and Regulations, or the Documents and By – Laws of the Association that were not paid by the rentor prior to his vacating rented unit.
6. The condominium unit owners voted in favor of a 20% cap on rentals. Therefore, no one is allowed to rent until the rental percentage falls below the 20%.
7. No unit maybe rented for less than two (2) years and no more than three (3) years. When a unit owner rents his unit, that unit owner loses all rights to the use of the Facilities at Biscaya until such time that his rentor ceases to rent his unit. Access to the use of facilities transfers from the unit owner for a long as the rentor resides at Biscaya, and when rentor vacates the unit, access reverts to the unit owner.
8. No rooms within a unit maybe rented and no transient tenants shall be accommodated.

9. No unit maybe sold or leased to anyone with children under eighteen (18) years of age. No child under the age of 18 may permanently reside in the unit.
10. Lease of a unit will not release the unit owner from any of his obligations and duties as set forth in the Condominium Documents, the By-Laws and the Rules and Regulations of the Association.
11. All the provisions of the Condominium Documents, By-Laws and the Rules and Regulations pertaining to use and occupancy shall be applicable and enforceable against a lessee to the same extent as they would against a unit owner.
12. No unit maybe leased until the owner has been in possession of said unit for twelve (12) months.
13. Sellers should turn over to the new owner all keys to the common elements also the Documents and Rules and Regulations.
14. No unit maybe sold or leased to anyone with a pet.
15. Unit Owners must have Homeowners Insurance.

CHAPTER 5 –GUESTS

1. No unit owner shall have guests residing in his condominium unit for a period of more than thirty (30) days in any one year. Prior notice to the Board of Directors, in writing and approval are required.
2. No more than four (4) guests shall occupy the unit.
3. Children under the age of eighteen (18) years may be permitted to visit for reasonable periods of time as guests in any unit.
4. Should a unit owner give over to a member of his immediate family the use of his unit in the owner's absence, said owner must inform the Board of Directors, in writing, as quickly as possible and prior to occupancy by said family member. Should said occupancy exceed thirty (30) days in any calendar year, the occupant must make an appointment for an interview by the Board prior to occupancy.

Immediate family shall include only parents, brothers, sisters, children, grandparents and grandchildren, at least one of said occupants being at least 55 years of age.
5. All Rules and Regulations shall apply to the guest as they do to the unit owner.
6. Guests of an absentee unit owner must use unit owners parking space, unless special arrangements have been made.
7. One resident who resides in the unit must be fifty-five years of age (55+).

CHAPTER 6 – PETS

1. No pets of any kind shall be maintained in any condominium unit, or on the common element.
2. AT NO TIME MAY UNIT OWNERS PERMIT THEIR GUESTS TO BRING A PET ONTO THE PREMISES.
3. Any violation of the above shall be enforced by an appropriate fine against the unit owner.

CHAPTER 7 – VEHICLE USAGE PARKING

1. The Biscaya Parking area is a common element under the jurisdiction of the Board of Directors, Reserve, Guest, Delivery and Contractors Parking Spaces and the flow of traffic within the Biscaya Parking Area all fall under the jurisdiction and changes can be made by the Board of Directors at any time, at its discretion. (Condominium Documents).
2. Reserved Parking Spaces are NUMBERED and assigned to a specific unit. Guest Parking may be used by your visitors for parking their vehicles while visiting Biscaya. If a Unit Owner is a "two car family" the Unit Owner may park his 2nd car in the Guest Parking area (NO STORAGE OF VEHICLE.) If you have a 2nd car you must purchase an additional Decal for your reserved space, so you can park either car in your assigned space.
3. EACH unit has one (1) assigned parking space. Vehicles must be parked facing in towards the bumpers. No backing into parking spaces is allowed on the property. All vehicles must have valid license tags at all times and must be in running condition. All illegal parked vehicles, vehicles with expired tags and non-working vehicles will be towed at the owner's expense. NO STORAGE OF VEHICLES IN GUEST PARKING.
4. Parking areas shall not be used for any mechanical or repair work on vehicles, except by emergency service vehicles. Motor tune-ups, etc., are not considered emergencies.
5. DECALS: Unit owners & Lessees must have a numbered "DECAL" to be placed on the inside of the back driver's window. The fee for the DECAL is \$5:00 dollars.
6. Please observe traffic flow arrows in driveways. Please keep your speed down to five (5) miles per hour within the complex and advise your guests.
7. No parking is permitted in "EMERGENCY" spaces identified by yellow stripping.
8. No unattended parking or standing while waiting for passenger is permitted at any time.

9. Guest Parking is for the exclusive use of visitors and unit owners who have a second car. Biscaya is a residential community and Guest Parking is not a Commercial Parking Lot. Trucks and Vans use for businesses and not your sole means of transportation, are not permitted to be permanently parking in Guest Parking. (NO STORAGE OF VEHICLES IS PERMITTED).
10. Parking of campers, boats, trailers of any type, or commercial vehicles is prohibited on the Condominium property. Commercial vehicles may be towed between the hours of 6:00 p.m. – 6:00 a.m.
11. All unit owners are required to supply Management with the Tag # License Number and the year and make of your vehicles that are parked on the property.
12. "LIMITED ACCESS ENTRY SYSTEM": The Entry System controls how we enter and leave Biscaya. You will use either Access Cards or Remotes to gain entrance to the property. ALL residents and visitors will enter through the (2) two entrance lanes located at BIV building, and ALL residents and visitors will enter will exit through BIII building. Do not park your vehicles at the entrance lanes of BIV. Entrance. Vehicles parked in these lanes will be towed away without warnings to their owners, and at the owner's expense.
13. Each unit owner has received two (2) access cards for entering Biscaya. If you wish to purchase a remote you may do so, but you must turn in your Access card when you purchase the remote. A unit owner has either two (2) access cards, or one (1) access card and one (1) remote, or two (2) remotes. No unit owner can have more than two items to enter Biscaya. If your remote or access card is lost, it will cost Seventy-Five (\$75.00) dollars to purchase a new one. Please do not lose them.
14. VISITORS PARKING PERMIT: Under certain conditions, guests will be allowed to use your parking space per Management permission and you have obtained a visitor's parking permit. Permit must be filled out and placed in the rear driver's side window. It must have on it, the parking space number, unit number and the period of time the vehicle will be parked in that parking space.
15. DISABILITY PARKING CONSIDERATION: Unit owners with disability will be given preference for parking spaces to the buildings in which they live. They must show Management proof of disability and an official State Disability Sticker for his vehicle (Disability Permit). Once management has verified that the owner is entitled to Disability consideration, he will be assigned to a closer space as soon as possible.

16. **PENALTIES:** Any vehicle that is not in compliance with Biscaya's parking Rules and Regulations will be given one (1) warning or may be towed at the Owner's, Lessee expense according to the following schedule.

- A.) Vehicles parking a fire lane or right of way will be towed immediately.
- B.) Vehicles parked in grass and unauthorized areas will be towed immediately.
- C.) Vehicles with expired tags will be towed after 48 hr. warning.
- D.) Vehicles with flat tires, under repair or damaged or in non-working condition will be towed after 48 hour warning.

CHAPTER 8 – RECREATION FACILITIES

1. All persons using the swimming pool do so at their own risk. There are no lifeguards supervising the pool activity. Any child under the age of fifteen (15) year must be accompanied by an adult preferably, in the pool. To conform with the Board of Health rules, all rules posted in the pool area must be followed.
2. All persons must shower before entering the pool.
3. Persons using creams or oils must cover pool furniture with a beach towel so that the pool furniture and the clothing of others are protected.
4. Persons with open sores, wounds, bandages or communicable diseases should not use the pool.
5. Absolutely no toys of any kind in the pool this includes, floats, rafts, wet noodles, balls, car, squirt guns, etc.
6. It is the responsibility of the unit owner to supervise children visiting them when they are using our pool and picnic area. Children should not be left unattended at the pool deck or in the pool. Residents are also responsible for their guest's behavior when they are using our recreational facilities.
7. Children in diapers or training pants are not allowed in the pool. Diapers may not be changed at poolside or in the pool deck area.
8. Running, diving, jumping, splashing, playing, ball games, shouting, loud noises or other boisterous activity in the pool and recreation area are prohibited.
9. Swimsuits for women and bathing trunks for men are the only clothing apparel permitted to be worn by people entering our pool. Other street attire is NOT permitted. If you enter our pool wearing street clothes of any kind, you will immediately be asked to leave the pool area.
10. The pool is only for the use of residents and their guests and shall be used from 8:00 a.m. until 10:00 p.m.
11. Residents may make reservations for the Bar-be-que, picnic or clubhouse facilities through Management.

12. We have a designated "Bar-be-que and Picnic area" on the pool deck, where eating and drinking is permitted. Please do not use glass wear and other breakable items. Use only paper plates and cups at the picnic-poolside. Residents are responsible for cleaning up after they use the Bar-be-que and Picnic area. If you do not clean up after yourself, the privilege of using it will be denied you, or you will be penalized or fined. Food and drinks may be consumed only in the Bar-be-que/Picnic area.

13. No children under the age of fifteen (15) are to use any of the recreational facilities without supervision. At no time are children under fifteen (15) permitted to use the Billiard Room.

14. Recreational facilities may not be used for private parties except by special permission of the Board of Directors.

15. Nothing is to be placed on the billiard table, except billiard equipment. No person shall sit on the billiard table. When people are waiting to use the billiard table of shuffle board courts, play shall be limited to one hour.

16. Any persons using any of the recreational equipment, including but not limited to pool cues, billiard balls, chalk and shuffle-board sticks and disks, exercise equipment, or the furniture around the pool and in the card room are responsible for returning such equipment to its proper place and leaving it in good condition.

17. Experience has shown that much of the damage and destruction in the recreational facilities is caused by children using the facilities without the proper supervision. Accordingly, it is the responsibility of the resident to see that children using these facilities do not cause damage. The owner of the unit will be held responsible for any damage caused by children, relatives or guests. The extent of the liability will be determined by the Board of Directors and the unit owner shall be assessed accordingly.

18. Sinks in bathrooms in the Clubhouse may be used only for washing hands and face. They may not be used for bleaching or dyeing hair or for doing personal laundry.

19. We have a Library which is located in the same room as our pool table. When you borrow a book, please return it promptly after you have read it. There is no charge for borrowing books from our library, just return whatever you borrow.

20. The Board of Directors reserves the right to restrict or eliminate the use of any Clubhouse facilities at its discretion to prevent damage and/or vandalism.

CHAPTER 9 – GRIEVANCES

- 1.) Unit owners shall be responsible and liable for violations by an occupant, lessee or guest staying in the unit or visiting a person staying in the unit. Any complaint, grievance or claim of violation of the Condominium Documents, By-Laws or Rules and Regulations shall be made in writing, addressed to the Manager and deposited in the office mail slot.**
- 2.) The Manager shall consider the matter and submit a recommendation to the Board of Directors. Appeal by any party may be made in writing to the Board of Directors, whose decision shall be final.**
- 3.) If the resident or unit owner has a Grievance they may come before the Grievance Committee. If the Board of Directors or Management has a problem they also may go to the Grievance Committee to try and solve the problem.**

CHAPTER 10 – PENALTIES AND FINES

1. It is the hope and expectation that unit owners, lessees and guests will adhere to the regulations with good of the Condominium in mind. However, if there are violations which constitute an infringement on the rights of others, or in the event there is breakage or damage to items of the common elements, it may become necessary to impose penalties and/or monetary assessments against the violators, as the situation warrants. In such instances the Board of Directors will make a decision regarding the penalty and/or monetary assessment to be imposed, and the decision of the Board of Directors shall be final.
2. Assessments for late payment of maintenance or assessments passed by the unit owners is included in CHAPTER 3, "MAINTENANCE AND ASSESSMENTS".
3. Where the Grievance Committee has reported a violation or violations of the Condominium Documents, the By-Laws, the Rules and Regulations and/or the Florida Statutes to the Board of Directors, that body shall proceed as follows:
 - A. HEARING: Management shall notify the violator, in writing, by hand delivery or mail, of a date on which such person may appear for a hearing by the Board. Any interested unit owner shall be permitted to address the Board with respect to the matter. The Board shall then decide whether a violation has occurred. Please note that all grievances brought before the Board must be in writing and signed.
 - B. LEVYING OF PENALTIES: The Board of Directors, in its sole discretion, may impose fines against the violator. The penalty for the first (1st) violation shall be a sum not to exceed Fifty (\$50.00) dollars. For any further violation of the same nature the Board will take every means at its disposal to enforce compliance.
4. Biscaya Governs itself in accordance with the Florida State Statutes, Biscaya Condominium Documents, By-Laws and the Rules and Regulations.
5. All monies received from fines or penalties shall be allocated as seen fit by the Board.

CHAPTER 11 – MISCELLANEOUS REMINDERS

LAUNDRY ROOMS: Laundry rooms and their equipment should be left clean and available for the next user. Filters in the washing machines and dryers must be cleaned after each usage. Machines should be emptied as soon as the washing or dryer cycle is completed. Someone else may be waiting to use them. In the event of mechanical failure, please notify the Management Office.

TRASH AND TRASH CHUTES: Trash chutes must be kept clean at all times. All refuse, must be enclosed in tied plastic bags and bags too large to fit into the chute must be brought down to the Main Floor Trash Room. Glass, plastic and jars are to be placed in the Recycle containers in the trash rooms. Doors to trash rooms must be kept closed by order of the Fire Department. It is expected that wet garbage will be disposed of in the sink disposal unit in your kitchen. Newspapers must be in the galvanized cans in the trash rooms.

SECURITY: Security Guard patrols the area during the assigned hours **NO ONE MAY RIDE IN THE PATROL CAR WITH THE GUARD.**

ACCIDENTALLY LOCKED OUT: You must leave a key with Management Office. If locked out this service is between 9:00 a.m. and 4:00 p.m. Also, please leave a key with a neighbor.

MAIL BOX AREA: Unit owners should request that all mail being addressed to them include the unit number. Advertising and junk mail must not be left on the bench in the mail box area.

EXTERMINATOR SERVICE: The exterminator will come to your unit on a regular basis as listed on the Bulletin Board. If emergency service is required, call the Management Office. If you cannot be home please have a neighbor admit the exterminator into your unit.

COURTESY BUS: Courtesy bus service is available in every hour. Please do not ask the driver to make a special stop. Bus information is posted on the Bulletin Board.

EMERGENCY EQUIPMENT: A luggage car is available in the 3rd floor Storage Room in Biscaya III. And in the 5th floor in Biscaya IV. Please use and return

immediately after use. The cart must not be kept overnight. Others may have need of it. Wheel chairs are located in these same Storage Rooms. All such equipment is used at your own risk for temporary use.

AIR CONDITIONER FILTERS: Air conditioner filters can be purchased in the Management office.

HURRICANE PROCEDURES: It is the responsibility of the resident to take all necessary precautions in the event of a hurricane. All plants, furniture and other objects should be removed from the Terrace. If you are absent during Hurricane Season (June thru November) please secure your unit before leaving or engage the services of someone to do so for you.

PROCEDURE IN THE EVENT OF AN INSURANCE CLAIM: Contact your Homeowners Insurance Carrier and Management Office when there is any incident causing damage to your unit. If your Insurance Company needs information about the condominium company with whatever information they need. Each unit owner is responsible to have adequate Homeowners Insurance to cover his individual unit.

