



NEW RESIDENT ORIENTATION

1. Building Access

- Residents are required to register their finger prints for entering the property, using the elevators, and using the amenities.
- Some residents may be required to have fobs.
- Fobs may not be shared or transferred to another person. Only the person who the fob is registered to may use the fob.

2. Visitors/Guests

- All visitors must check in at the Front Desk, including food deliveries.
- All guests visiting longer than 24 hours must be registered with the Management Office and are required to check in at the Front Desk every time they are entering the building.
- Any guests visiting longer than 30 days must go through the application process.
- There is no guest parking. All guests must use the valet service.
- Guests and visitors must be accompanied by Resident when using the gym and pool.

3. Deliveries/Moves

- The Service Elevator must be reserved for all deliveries and move-ins/move-outs in advance. We recommend at least a week in advance.
- Delivery schedule is Monday – Friday, 9:00am – 3:30pm.
- No deliveries or moves after business hours, weekends or holidays.
- Valet carts are not allowed to be used for moves nor move-related items.

4. Pets

- All pets must be registered with the Management Office. Deposit, vet documents and picture is required. 25-pound maximum.
- Pets must **always** be on a leash.
- Dogs are to be walked in the dog-designated area only.
- Pet owners must always clean up after their pets. Advise Front Desk of any pet accidents.
- If walking through the lobby with your pet, you must carry your pet.

5. Packages

- All packages/labels must include Resident's name **and** unit number.
- Packages are accepted only for registered residents.
- Packages are held at Front Desk for a maximum of 5 days.
- Packages larger than 50 lbs are not accepted at the front desk.



6. Trash

- Trash cannot be left outside your door.
- Trash cannot be left on the trash-chute room floor. All trash must be thrown down the chute.
- Cardboard boxes must be flattened and brought down to the trash room on the first floor.
- No bulky trash such as furniture, mattresses, etc. can be left in the dumpsters. You must make arrangements to have this type of trash hauled away by an outside source. The Service Elevator must be reserved for this as well.

7. Balconies

- Only patio furniture is permitted on balconies.
- No articles may be hung or shaken from the balconies.
- Cannot throw or sweep anything from the balconies. This includes dirt, garbage, water, cigarette butts, etc...
- Pets cannot be left unattended on balconies.
- Balconies must be kept in good state of cleanliness.

8. Gym

- Hours of operation are 6:00am – 11:00pm.
- Anyone under the age of 16 must be accompanied by an adult.
- Proper clothing and footwear must be worn at all times.
- Playing of radio or loud music is not allowed.
- No training of non-residents.
- Machines are to be wiped down after each use.
- Weights must be placed back on racks after use.
- Please report all problems and equipment issues to the Management Office.

9. Pool

- Pool hours are Dawn – Dusk
- Please dry yourself off when entering the building from the pool.
- Cover-ups and footwear must be worn in all common elements of the building. A towel is not a cover-up.
- No alcohol, no glassware and no food at the pool.
- Children under 12 **MUST** be accompanied by an adult.

10. Bicycles, Rollerskates, Rollerblades, Skateboards

- Always use the Service Elevator (unless it's unavailable).
- No riding through the lobby or in common areas.



11. Association Rights/Duties

- The Association has the right to access your unit with management key or by force, if necessary, in the event of an emergency, i.e. leaks, fire, flood, blood, etc, to prevent damage to the building, common elements of the building, the unit, or any other units.

Acknowledgement and Receipt of **Orientation**

I hereby acknowledge that I have completed the *Parc Central Aventura East Condominium Association* Orientation. I also acknowledge that I have received, read and understood the Rules & Regulations of Parc Central East.

Unit #: _____ Date: _____

Name: _____

Signature: _____

Name: _____

Signature: _____