

Island Terrace Condominium Association, Inc.

Lease Application Check List

This sheet is for Management use only. Please return with the completed application.

ITEM

RECEIVED

- | | |
|---|-------|
| 1. APPLICATION TO SELL/LEASE (pg. 2) | _____ |
| 2. RESIDENT INFORMATION SHEET (pg. 4) | _____ |
| 3. SCREENING COMPANY APPLICATION AND RELEASE (attached) | _____ |
| 4. COPY OF EXECUTED LEASE AGREEMENT (One (1) Year Minimum) | _____ |
| 5. COPY OF DRIVERS LICENSE | _____ |
| 6. MOVING AND DELIVERY PROCEDURES/REQUEST FORM (pg. 5) | _____ |
| 7. HOLD HARMLESS/RELEASE INDEMNITY (pg. 6) | _____ |
| 8. EXTERMINATOR RELEASE /WAIVER (pg. 7) | _____ |
| 9. RULES & REGULATIONS RECEIPT FORM (pg.8) | _____ |
| 10. \$500.00 MOVE IN/OUT DEPOSIT | _____ |
| 11. \$1,000.00 GROUNDS DEPOSIT (PAID BY UNIT OWNER) | _____ |
| 12. \$100.00 SCREENING FEE per applicant EXCEPT married couples | _____ |

All CHECKS MADE PAYABLE TO: ISLAND TERRACE CONDO ASSOC

UNIT #: _____

OWNER: _____ TENANT: _____

LEASE TERM: _____ RENT: \$_____

Island Terrace Condominium Association, Inc.

**APPLICATION TO SELL OR LEASE
(PLEASE COMPLETE FULLY AND ACCURATELY)**

Application to: (circle one) Sell or Lease

UNIT #: _____

To: The Board of Directors,

I/We agree to provide to the purchaser a copy of the Island Terrace Condominium Association, Inc., Declaration, By-Laws, Articles of Incorporation and Rules & Regulations prior to the occupancy of the Unit by the purchaser or lessee.

The Declaration of Condominium, By-Laws, Articles of Incorporation and the Rules & Regulations of the Condominium Association will bind Me/Us.

THE ASSOCIATION AND ITS AGENT, IN THE EVENT IT CONSENTS TO A LEASE, IS HEREBY AUTHORIZED TO ACT AS OUR AGENT WITH FULL POWER AND AUTHORITY TO TAKE SUCH ACTION AS MAY BE REQUIRED AS NECESSARY TO COMPEL COMPLIANCE BY OUR LESSEE(S) AND/OR THEIR GUESTS, WITH THE PROVISIONS OF THE DECLARATION OF CONDOMINIUM OF MIRAGE, ITS SUPPORTIVE EXHIBITS, THE CONDOMINIUM ACT AND RULES & REGULATIONS OF THE ASSOCIATION. OR, IN THE INSTANCE OF VIOLATION OF ANY OF THE ABOVE BY THE LESSEE(S) AND/OR THEIR GUESTS, UNDER APPROPRIATE CIRCUMSTANCE, TO TERMINATE THE LEASEHOLD. THE LESSOR AGREES TO REIMBURSE THE ASSOCIATION FOR ANY ATTORNEY'S FEES AND COSTS INCURRED AS LESSOR'S AGENT IN SUCH ENFORCEMENT OR LEASE TERMINATION.

Each lease shall be in writing and shall specifically provide that the Association shall have the right to collect all rental payments due to the Owner and apply same against unpaid Assessments if, and to the extent that, the Unit Owner is in default in the payment of Assessments. No lease shall be valid if the lessor is delinquent in the payment of Assessments to the Association (or becomes delinquent during the lease term) or has an outstanding fine (or incurs a fine which is not paid within five days following the adoption of same).

In order for you to facilitate consideration of my/our application to Sell/Lease, I/We have caused the proposed purchaser/lessee to complete the attached Application. I/We am/are aware that any falsification or misrepresentation of the facts in the attached Application will result in automatic rejection of the Application to Sell/Lease. I/We agree that you may have further inquiries concerning this application, particularly of the references given below.

I/We have attached hereto a copy of the Purchase Contract or Lease Agreement, which accurately sets forth the terms of the offer that I/We wish to accept.

I/We agree that the purchaser/lessee shall not move in to the property unless Association approval or acknowledgement (whichever applicable) has been obtained and the Association has registered the owner/lessee.

Dated this _____ of _____, 20____.

Seller

Purchaser

Lessor

Lessee

Island Terrace Condominium Association, Inc.

RESIDENT INFORMATION SHEET

Name of Resident:

Unit #: _____

Home Phone: _____ Office Phone: _____

Cell Phone: _____ E-Mail: _____

Mailing Address: _____

Name of Resident:

Home Phone: _____ Office Phone: _____

Cell Phone: _____ E-Mail: _____

Mailing Address: _____

Emergency Contact Name: _____ Phone Number: _____

Will you be a _____ full-time or _____ part-time resident(s)?

Indicate approximate number of months Unit will be occupied: _____

1. Please PRINT CLEARLY the name(s) of PERMANENT OCCUPANTS: (Limit two (2) per bedroom.)

_____	_____
_____	_____
_____	_____

2. Please PRINT CLEARLY the name(s) of PERMANENT AUTHORIZED GUESTS and their relationship to you: *(A maximum of four permanent guests **per Unit**, in addition to the Permanent Occupants, are permitted.)*

_____	_____
_____	_____

VEHICLE and PARKING SPACE INFORMATION:

Assigned Parking Space # _____

PRIMARY Vehicle:

Make: _____ Model: _____ Color: _____ Tag #: _____ Year: _____

Island Terrace Condominium Association, Inc.

Moving and Delivery Policies and Procedures/Request Form

**HOURS: Monday through Friday
 9:00 a.m. to 4:00 p.m.**

1. All Move-Ins/Outs and Deliveries must be made through the Garage Area.
2. All Move-Ins/Outs and Deliveries must be scheduled through the Management Office at least one (1) week in advance in order to help ensure the availability of the service elevator.
3. A security deposit check in the amount of five hundred (\$500.00) dollars must be left at the Management office at the time of scheduling. The elevator and date will not be reserved until the security deposit has been received.
4. An elevator use fee check in the amount of one hundred and fifty (150) dollars (non-refundable) must be provided to the Management office.
5. Moving and Delivery trucks may not remain on the property.
6. Move-Ins/Outs and Deliveries must conclude by 4:00 p.m.
7. The carpet must be protected from the elevator to the Unit door. The protection must be removed, and the carpet must be cleaned upon completion.
8. Cardboard boxes, crates, and packing materials must be removed from the property immediately upon completion.
9. All deliveries must be made utilizing the service (protected) elevator and/or stairs. No items may be hoisted from balconies or the properties exterior.

I agree that any Move-In/Out and or Delivery to my condominium Unit by any party is being performed on my behalf by such party as my agent. I assume full liability for damage caused by such agent, whether to any person, to my Unit, to the building, its common elements, or the property of any other party. If any damage occurs, the Association, its Management or Agents, in their sole discretion, will determine if any deduction from my five hundred (\$500.00) dollar Security Deposit is required, or if it is necessary to withhold the entire deposit amount as payment for repairs. I understand and agree that if any damage caused by my agent exceed five hundred (\$500.00) dollars, I will be responsible for reimbursing the Association the balance of any damage expenses incurred.

Resident Name: _____ Unit #: _____

Move-In/Out or Delivery Reservation Date: _____
(Please Circle One)

Approval by Mgmt. Representative:

Date: _____

Island Terrace Condominium Association, Inc.

Release, Indemnity and Hold Harmless Agreement

This Release, Indemnity and Hold Harmless Agreement ("Release")

is executed this _____ day of _____, 20____,
by _____ and _____,
the owner(s) and/or resident(s) of Unit # _____ at
Island Terrace Condominium located at 5 Island Avenue, Miami Beach, Florida 33139.

In consideration for being permitted the accommodation and benefit of leaving or having property received, including but not limited to packages, deliveries, parcels, mail (certified/registered excluded), dry cleaning or any other items whatsoever (the "property") with the Association's receiving clerk, front desk manager or employees, or any other agent, employee, or contractor of the Association, or any other personnel (collectively referred to as the "Personnel") for pick-up, delivery or for any reason whatsoever on the undersigned's behalf, the undersigned Owners/Residents hereby release, indemnify and hold harmless the Association, its directors and officers, and the personnel, from and against all claims, damages, losses and expenses, including attorneys' fees at both the trial and appellate level, arising out of any claims for loss, theft or damage to the property and agree not to assert any claims against the foregoing parties for services performed hereunder. This release and the indemnification obligation set forth herein shall extend to all claims for damages, losses and expenses of any nature whatsoever attributable to loss, theft, damage and or destruction of the property whether caused in whole or in part by any negligent act or omission of the personnel. The Association shall have the right to limit or condition performance of the above-referenced services as the Board of Directors may reasonably determine from time to time in the exercise of its sole discretion, including but not limited to, the right to eliminate any of the above –referenced services.

The undersigned hereby acknowledge that the personnel are authorized to accept, receive and or deliver property at the undersigned's sole risk. The undersigned further acknowledges that the Association is not willing to provide the above referenced services to the undersigned Owners/ Residents without the benefit of this Release and agree that the services by the Association pursuant hereto are performed as a courtesy and an accommodation to the Owners/Residents and are not part of the responsibilities or duties of the Association. Accordingly, the undersigned agree that the association and the personnel shall have no responsibility or liability for any claims, damages, losses or expenses arising directly or indirectly from the performance of any of the above services on behalf of the undersigned.

The partial or complete invalidity of any one or more of the provisions of this Release shall not affect the validity or continuing force and effect of any other provision.

The undersigned acknowledge and agree that all provisions of this Release shall be binding on the undersigned as well as the undersigned's as well as the undersigned's heirs, agents, employees, contractor's, legal representatives, and assigns.

The undersigned has read this release, understands all the terms and executes it voluntarily and with full knowledge of its significance.

IN WITNESS WHEREOF, the undersigned have executed this Release the day and year set forth above.

Witness:

Owner(s)/Resident(s):

Signature

Signature

Island Terrace Condominium Association, Inc.

EXTERMINATOR RELEASE and WAIVER

I _____, resident of Unit # _____, at Island Terrace Condominium, hereby remise, release, acquit, satisfy, and forever discharge Island Terrace Condominium Association, Inc., of and from all actions, causes of actions, suits, sums of money, covenants, contract agreements, promises, damages, judgments, claims and demands whatsoever; in law, or in equity, which said owner(s)/resident(s) ever had, now has, or whichever any personal representative, successor, heir or assignee of said owner(s)/resident(s) hereafter can, shall or may have against, for upon or by reason of any manner, cause or thing arising out of or concerning receipt of exterminator services of Island Terrace Condominium Association, Inc., upon request of said owner(s)/resident(s).

Date: _____

Owner/Resident Signature

ISLAND Terrace



Condominium Association, Inc.
5 Island Ave. Miami Beach, FL 33139

Date: _____
Name of Unit Owner: _____
Unit Number: _____

Contact Information:

Telephone: _____
Cell Phone: _____

Pet Information Type:

Dog ☐

Cat ☐

Pet Name: _____
Breed: _____
Height: _____
Weight: _____
Expected Height and Weight of pet when fully mature: _____
Color(s) and distinctive markings: _____
Additional information to identify pet: _____

Please attach:

- Current vaccination record
- Photo of your pet

Indemnification

By virtue of keeping my pet(s) within the Condominium, I agree to indemnify and hold the Association and each member of the Board of Directors, free and harmless from any loss, claim, or liability of any kind or character whatever arising by reason of my keeping the above pet(s) within the Condominium. I certify that I have reviewed and agree to the guidelines, requirements, and restrictions for keeping pets as contained in the association bylaws and Rules and Regulations Regarding Pets.

Pet Owner's Signature

Date

Note: If a leasee submits this application, the Unit Owner or Owner's Agent also must sign.

Unit Owner's Signature

Date

Please email all information to Manager@5islandave.com

5 Island Avenue | Belle Isle, Miami Beach, Florida 33139 | 305-672-5012

Island Terrace Condominium Association, Inc.

ACKNOWLEDGEMENT OF

RECEIPT AND UNDERTANDING OF CONDOMINIUM BY-LAWS

AND RULES AND REGULATIONS FORM

Applicant

I _____ am a prospective buyer/lessee of Unit # _____ at Island Terrace Condominium. I acknowledge having received a copy of the condominium by-laws as well as the Rules and Regulations of the Island Terrace Condominium Association, Inc.

I am aware of the Association's Rental Policy (Restrictions) and agree to abide by them.

Signature:

Date:

Co-Applicant

I _____ am a prospective buyer/lessee of Unit # _____ at Island Terrace Condominium. I acknowledge having received a copy of the condominium by-laws as well as the Rules and Regulations of the Island Terrace Condominium Association, Inc.

I am aware of the Association's Rental Policy (Restrictions) and the No Pet Policy, and agree to abide by them.

Signature:

Date:

BROWN'S BACKGROUND CHECKS
CONSENT TO OBTAIN CONSUMER REPORT ON SUBSCRIBER
Island Terrace Condominium Association

I understand that you may obtain consumer reports that relate to my credit and/or criminal history. This information will, in whole or in part, be obtained from AISS, a Sterling Infosystems Company, 6111 Oak Tree Blvd, 4th floor, Independence, OH 44131, telephone 800.853.3228. I understand that you may be requesting information from various federal, state and other agencies or institutions, which maintain public and non-public records concerning my past activities relating to my credit and/or criminal history. This information will be reviewed by the Association and may be reviewed by a unit owner if it's a rental.

I authorize, without reservation, any party, institution, or agency contacted by AISS to furnish the above mentioned information:

_____/_____/_____
Applicant Name Date of Birth* Social Security Number
*Date of Birth is requested in order to obtain accurate retrieval of records.

_____/_____/_____
Co-Applicants Name Date of Birth Social Security Number

Alias/Previous Name(s)

Current Physical Address City & State Zip code

☐ **California, Minnesota & Oklahoma Applicants Only:** Please check here to have a copy of your consumer report sent directly to you.

Notice to CALIFORNIA Applicants

Under Section 1786.22 of the California Civil Code, you have the right to request from AISS, upon proper identification, the nature and substance of all information in its files on you, including the sources of information, and the recipients of any reports on you, which AISS has previously furnished within the two-year period preceding your request. You may view the file maintained on you by AISS during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services. Upon making a written request, you may receive a summary of your report via telephone.

SIGNATURE _____ DATE _____

Co-Applicant
SIGNATURE _____ DATE _____

Intro

As we live in a community setting, it is helpful to remember that the actions and behaviors of each of us as residents often impacts our neighbors and our Association's overall quality of life. These guidelines and rules have been implemented in order to maintain a considerate and cooperative environment for all our residents at Island Terrace. Please read and familiarize yourself with the content below. Any comments, questions, or concerns regarding these guidelines may be directed to the Management Office.

As a community, it's important that all of us work together to maintain Island Terrace. The Management team and Front Desk staff are the appropriate avenues to report issues, be they maintenance items, quality of life issues, or safety problems.

Common Areas

- Please do not leave personal property or belongings in the hallways or other common areas. This includes strollers, bicycles, shoes, water bottles, trash bags, etc. Personal items may be removed at the discretion of building staff, and residents are subject to fines for trash or other disposable items left in hallways.
- Be aware that sound travels easily between our common areas and individual units, most particularly in the hallways. Please be considerate to your neighbors!

Driveways and Parking

- Driveways at Island Terrace are designated for **one-way traffic** only, and **all signs and directional arrows must be followed**. Violators are subject to fines by the Association.
- Parking spots are limited common elements, and **each unit is assigned a specific numbered space**. Vehicles must be parked within their assigned space. Multiple vehicles, without regard to type, may not be parked in a single space.
- There are a limited number of motorcycle and scooter parking spaces distributed around the property. These spaces are allocated and assigned on a first-come basis by building management. Owners who wish to obtain a reserved space for a motorcycle or scooter should make a request to the management office. **Motorcycles or scooters may not be parked outside of designated spaces.**
- The Association has a limited number of guest parking spaces. **Guest parking must be requested at the time of use from front desk staff**. Guests who do not display an Island Terrace parking pass or who park in unallocated spaces may have their vehicles removed from the property at their own expense.
- Vehicles in violation of these rules may be removed from the property at owner expense.
- Island Terrace assumes no liability for damages to vehicles parked on Association property for any cause or reason.

Smoking / Vaping

- Smoking means use, as well as possession, of a lighted cigarette, lighted cigar, lighted pipe, or any other lighted tobacco product, including e-cigarettes.

- Smoking is prohibited in all interior common areas of the condominium which includes any hallway, corridor, lobby, aisle, restroom, stairwell, entryway, elevator, garages, and any immediate adjacent areas thereto.
- Smoking is prohibited in all outdoor common areas, including the pool deck, front entrance, porte cochere, and garage.
- Smokers must extinguish smoking material and deposit it in an appropriate receptacle prior to entering the building.
- Cigarettes and similar items shall not be thrown or discarded from balconies, stairwells, or windows.
- Residents shall take appropriate measures to ensure that smoke from their unit does not intrude into common areas or other units.

Pool

- The pool area is adjacent to many resident-occupied units. Please be mindful of noise in the pool and on the pool deck, as sound carries easily to neighboring apartments. Music is limited to personal headphones only.
- Like all Association common elements, the pool is primarily unattended by building staff. Please be respectful of your neighbors by helping to keep the area clean and orderly.
 - Most of our pool furniture, including sun loungers and umbrellas, can be easily moved so that you can enjoy the area as you like. If you choose to move furniture in the pool area, **please be courteous to your neighbors and return any items you have moved** to their correct locations!
 - If you make a mess, please clean your mess!
- **Always close umbrellas** when you have finished using them. Umbrellas are the largest expense of pool area furnishings and are easily damaged by winds. Your cooperation with closing umbrellas after use ensures they remain in good repair.
- Be mindful of your use of sun screen, and place towels on the furniture to prevent staining from lotions and oils.
- Smoking and/or vaping on the pool deck, or any common area of the building, is not permitted.
- **Glass of any type is not permitted in the pool area!** Glass breakage can require the complete draining and maintenance of the pool at significant expense to the Association and loss of use to residents. Food and beverages should **always** be consumed in plastic or paper containers.

Fitness Center

- Please keep in mind that the fitness center is located adjacent to resident-occupied units. Sound travels easily from the fitness center, so take care to monitor and reduce noise as much as possible.
 - **Do not drop free weights on the floor or machine weights in their racks.**
 - Music should be limited to headphone use, or if you are alone in the fitness center kept at a low level.

- Fitness activities that create significant noise, such as **boxing, rope-jumping, etc. are not permitted in the gym** and should be taken outside on the pool deck or at the park.
- Like all Association common elements, the fitness center is primarily unattended by building staff. Please be respectful of your neighbors by helping to keep the area clean and orderly.
 - **Return** weights, benches, and other equipment to the proper locations after use.
 - **Wipe down** machines and equipment after use with provided disinfectant wipes.
 - If you make a mess, please clean your mess!
- **Phone conversations are not permitted** in the fitness center.
- Report any equipment or maintenance needs to the front desk.

Laundry Rooms and Equipment

- Please be mindful of the **small capacity of our current washer and dryer equipment**. Our washers and dryers are not the high-capacity type of equipment commonly found in homestoday. **Take care to not overload washers and dryers**, as this causes the machines to malfunction with **significant fire risk**. **Large and/or bulky items**, such as blankets, comforters, pillows, etc. may not be laundered in these machines. Misuse by owners is subject to fines levied by the Association as well as damages to Association and private property.
- Laundry machines are shared resources on each floor. Be considerate to your neighbors and **promptly remove laundry** when completed. The approximate washing cycle is 35 minutes. Dryers run for 90 minutes on a single credit.
- **Removal of dryer lint after each use is required**. Failure to do so creates a fire hazard and owners are responsible for any damages caused by misuse.
- In-unit washers and or dryers are not allowed inside of the unit.

Elevators

- **Damage to elevators is a regular and significant expense** to the Association. Be mindful of large items in the elevators and take care not to damage elevator panels.
- **Furniture, appliances, contractor materials and supplies, etc. must be transported in the padded freight elevator** during designated days and hours.
- **Move-ins and -outs must be scheduled in advance** with an elevator reservation through the management office. Move-ins and -outs are limited to specific days and times, and are scheduled on a first-come basis. No exceptions are permitted.
- Owners in violation of these rules are responsible for damage to elevators and will be charged for repairs. **Building staff may refuse elevator access** to residents not in compliance with these rules.

Trash, Recycling, and Large Item Disposal

- Personal trash must be placed in the trash chute located in the trash rooms on each floor. All trash placed in the chute must be bagged. Unbagged trash can clog the chute, cause damage to the trash compactor, and creates additional cleanup and workload for our building staff.

- Recycling bins are located in the trash rooms on each floor. Please **take a moment from time to time to read and understand the recycling instructions** posted in each trash room. Our recycling vendor and the City of Miami Beach revise recycling guidelines from time to time, so it's important that residents understand what materials and items may be recycled.
- **Cardboard boxes must be broken down** and placed in the recycle bins in the garage area.
- **Do not place non-recyclable materials in the bins**, either in the trash rooms or in the large bins in the garage. Our vendor charges the Association fines for ALL non-recyclable items placed in the bins, and this expense to the Association can easily be thousands of dollars per year.
- **The Association does not provide for regular removal of disposed large items.** Residents who wish to dispose of large items should contact the management office for guidance. From time to time the Association may provide for removal of large items, and notice will be posted for resident information when this occurs. Owners who place large items in the garage for disposal without prior guidance or approval from the management office may be charged for removal of such items.

Guests and Deliveries

- **All guests and deliveries must be announced by the front desk and approved by residents.** Guests or deliveries for residents who cannot be reached or have not provided approval for access in advance will be denied entry. **Building staff is not authorized to access units on behalf of owners for guests or deliveries.**

Contractors

- **All contractors are required to adhere to building rules and regulations.** In addition to the rules and guidelines listed here, contractors are subject to additional rules, regulations, and restrictions which can be obtained from the management office. These include days and hours of access to the building, parking restrictions, care and cleaning of building areas, and compliance with all Association and government rules and regulations.
- Contractors found to be in violation of any guidelines, rules, or regulations may receive a warning from building staff and/or management. Warnings to contractors are at the discretion of building management and are not guaranteed nor required. Contractor access to the building is subject to management approval, which may be revoked at any time for non-compliance.
- **Owners are fully responsible and accountable for the actions of contractors**, and will be notified for any warnings, violations, and/or restrictions on access determined by building management.

Unit Rentals

- **The Association's governing documents provide specific rules and regulations for unit rentals by owners.** Applications to rent are subject to a maximum unit rental cap in the building, owner and renter compliance with all rules and regulations, and approval by building management.

- **Island Terrace bylaws prohibit short-term rentals.** Leases of residential condominium units shall have a term of not less than one (1) year, must be approved by the management office, and must follow all Island Terrace rules and guidelines for both owners and renters. Owners found to be violating this policy will be fined to the extent permitted by law and visitors / tenants will be prevented from accessing the property. Further, short term rentals are subject to the governing statutes of the State of Florida, Miami-Dade County, and the City of Miami Beach. Owners in violation of any governing statutes are subject to the specific consequences which may be administered by the governing body.

Pets

- In addition to those owners requiring assistance animals, unit owners shall be permitted no more two (2) pets, each weighing no more than twenty-five (25) pounds after reaching maturity. The only permissible type of pet is of the usual domestic variety (cat, and dog).
- Unit owners and renters are required to register their pets with the Building Manager.
- Persons who walk their pets using the walkways are responsible for their pet's actions and must be considerate of other residents. All pets must be leashed at all times in Common Areas, if the pet cannot be on a leash due to the owner's disability, such pet must be under the owner's control at all times.
- Pets, including assistance animals, may not be kept unaccompanied on balconies where they may disturb other residents by barking, etc.
- The owners of pets and/or assistance animals shall assume full responsibility for any damage to persons or property caused by their pet and/or assistance animal.
- In the event a pet or assistance animal should defecate and/or urinate in the elevator, hallway or any other public area, it is the owner's responsibility to clean-up the soiled area. Owners who consistently fail to take responsibility to clean-up after their animal may be subject to a fine. Residents assume responsibility for informing and assuring that any domestic help adheres to this rule.
- Pets other than assistance animals are not permitted in public rooms or other public areas at any time. Residents may not walk their pets through the lobby areas, residents will continue to use the parking lot elevator entrance and exit with their pets.
- Persons walking pets are required to properly dispose of the pet's waste. To the extent that the person requiring an assistance animal is unable to properly dispose of the assistance animal's waste due to such person's disability, said person is responsible for organize the removal of such waste.

* Rules and guidelines may be updated as approved by the Board of Directors from time to time as needed. This version of rules and guidelines has been adopted by the Board of Directors in accordance with the Association's governing bylaws on March 8, 2021.