

Unit Number: _____



WELCOME
TO
COURTYARDS AT KENDALL CONDOMINIUM ASSOCIATION
PURCHASE WELCOME PACKAGE

This booklet is designed to familiarize you with Courtyards at Kendall Condominium. Contained herein is information concerning the management and maintenance of your community, as well as rules and regulations governing all residents.

Many of the requirements and services in a planned community are dictated by local, state and/or federal regulations and are detailed in the Documents, which are lengthy and precise in their language. You should have received your documents during your purchase. This information booklet is intended to summarize some of the information contained in those Documents. However, it does not preempt or replace the Documents. Unfamiliarity of the rules will not justify non-compliance.

You have chosen a beautiful community to live in and we ask that you support your Association by following the rules and regulations established for everyone. Please make your monthly maintenance payments on the first of the month. We request your cooperation and consideration for your neighbors in all matters.

Following, please find a list of important information regarding gate update, keys, remotes/decals, payment method for your association dues and architectural modification requests.

Sincerely,

CHOAC PROPERTY MANAGEMENT

COURTYARDS AT KENDALL CONDOMINIUM ASSOCIATION, INC.

Dear Homeowner(s):

The property management company in charge of our community is **CHOAC Property Management**. They are responsible for managing the accounts of our homeowner's association and enforcing all regulations that uphold the standards of our community. They are also responsible for overseeing the upkeep of all common areas, including lawn care, sprinkler maintenance, pool service, janitorial personnel and any other service required to preserve the value of our property. Their telephone number is **(786) 434-3734**. They can be reached via email at cykcondomgmt@gmail.com. Please reach out to them for any common area or community issues.

CHOAC Property Management is also available for emergency situations that arise during non-working hours (786-434-3734). Please bear in mind that an emergency is classified as a problem that must be addressed **immediately** and cannot wait until the next business day.

Designed as a planned community, Courtyards At Kendall Condominium Association has certain **Rules & Regulations**, which are formulated to maintain the beauty and tranquility of the area. These Rules and Regulations are included in your Documents and a summary is attached for your review. This is a summary of policies established by the Board of Directors and the Association's By-laws. However, it does not preempt or replace the Documents. **Please ensure that the new owners sign the attached rules and regulations as confirmation of their acknowledgment.**

We trust that you will enjoy the lifestyle and benefits provided by community living.

Sincerely,

Board of Directors
Courtyards At Kendall Condominium Association

Tele Entry Codes and Updates: An **Tele Entry Update Sheet** is included with this packet. Please answer all questions and return immediately to the management company. It can be emailed to cykcondomgmt@gmail.com This form is used to provide a gate code security with your contact information.

Vehicle Decals, Ped/Pool Keys and Gate Remotes: The cost of the vehicle decals is \$10.00 each, visitor passes are \$15.00 each, pedestrian/pool keys are \$20.00 each and the gate remotes are \$25.00 each. For your convenience, you may send a check payable to Courtyards At Kendall Condominium at P.O. Box 352033, Miami FL 33135. The operations manager will provide and program the materials in office.

Architectural Modifications: Any modifications to the exterior of your unit must be presented to the Board of Directors prior to commencing the work. To obtain the association's approval, an architectural modification form must be filled out and sent to the management company.

Parking: Only one vehicle is allowed to be parked at each parking space. No motorcycle, scooter, etc., is allowed to be parked aside from a vehicle in the same parking space, prospect tenants & owners shall be informed by the owner about the number of parking space(s) assigned to the unit. Each car **MUST** have a decal purchased at the property management. Courtyards at Kendall has only 28 visitor parking spaces, which are for VISITORS ONLY. All visitors **MUST** display a Yellow Visitor Tag which is also available for purchase at the property management office.

Moving: Moving hours are Monday through Friday from 9:00 a.m. to 4:00 p.m. **ONLY**. Moving Saturday is not permitted. **Owner moving before or after hours or in weekends will be fined \$500.00.**

Owner Documentation and Restrictions: Please provide via email at cykcondomgmt@gmail.com prior to moving into the community along with the welcome packet signed the following:

- Maximum pet limit: 2 pets up to 25 pounds
- No pets allowed for tenants
- Photo Identification per resident
- Vehicle Registration
- Vehicle Insurance
- Copy of Purchase Agreement
- Copy of Warranty Deed
- Signed Welcome Packet and Occupant Sheet

QUESTIONS AND ANSWERS:

WHAT DOES THE ASSOCIATION'S BOARD OF DIRECTORS DO?

The Board of Directors is composed of owners like yourself who care about our community. They are volunteers elected by the unit owners and receive no compensation for their time and effort spent to administer the Association, which is funded by your maintenance fees. Officers and committee members are appointed by the Board to enforce rules and regulations and report to the Board at regularly scheduled meetings.

DOES THE ASSOCIATION'S INSURANCE COVER MY UNIT?

NO! Each unit owner is responsible for the insurance coverage on his or her home. The Association carries only comprehensive coverage for general public liability resulting from accidents and occurrences, on or about the common property. It is important that each unit owner have adequate insurance coverage against hurricanes, flood, fire, theft, etc.

HOW DO I PAY MY ASSOCIATION DUES/ MAINTENANCE FEE / ASSESSMENTS?

As a new owner in the community, it is your responsibility to ensure that we are in receipt of documentation indicating that you are the new owner. You can email a copy of your HUD statement signed by the buyer, seller and the title company, or a registered Certificate of Title, Warranty Deed or Quick Claim Deed to the management office.

Payment may also be sent directly to a lockbox held by the association's bank. Make your check payable to COURTYARDS AT KENDALL CONDOMINIUM and ensure that your name, address and account number are included on your check

Mail your payment as follows:
COURTYARDS AT KENDALL
P.O. BOX 352033
MIAMI, FL 33135

Kindly note that payments are not accepted at the community, or the management office. You may also make your payments online. You can email cykcondomgmt@gmail.com to setup auto payments, ACH or online payments.

Collections Procedure

Please note, if you fall 30 days behind in your dues, you will receive a friendly reminder. If you fall 60 days behind in your dues you will receive a 10-day notice to send in your payment. If the account falls behind 90 days it will be sent to collections with the association's attorney. A demand letter with intent to lien and foreclose will be sent. If your account goes into collections you will need to make your payments directly to the attorney's office until your account is current. Please note any and all legal fees associated with your account going to the attorney's will be your responsibility.

UTILITIES

AT & T (Telephone)	(305) 780-2355
Xfinity/Comcast Services	800-934-6489
Florida Power & Light/FPL (Electricity)	(305) 442-8770
To report power outages	1(800) 4-OUTAGE
Miami-Dade Water & Sewer Dept.	(305) 665-7488
Water Restriction Information	1(800) 662-8876

COURTYARDS AT KENDALL CONDOMINIUM ASSOCIATION, INC.

BASIC RULES

MOVING IN or OUT: Moving hours are Monday through Friday from 9:00 a.m. to 4:00 p.m. **ONLY.** Moving after those hours on a weekday, Saturday, or Sunday is not permitted. Tenants moving before or after hours or on weekends will be fined \$500.00. Owners moving before or after hours or on weekends will be fined \$500.00.

Owners /Tenants may request a special permit for Saturday moving in or out:
From 9:00 am to 12:00 pm - \$500.00 or From 12:00 noon to 4:00 pm - \$600.

ARCHITECTURAL MODIFICATIONS: (for Owners only) Any modifications to the exterior of your unit must be presented to the Board of Directors before commencing the work. To obtain the association's approval, an architectural modification form must be filled out and sent to the management company. The form and the list of approved colors, types of windows, doors, and fences are available at the Management Office. Work may only be performed by licensed and insured contractors. **Please note that installing individual Washers/Dryers in the apartments is not permitted.**

SINGLE FAMILY HOME: Roommates are not allowed. The association is a single-family home community. Only the people on the Lease Agreement are allowed to live in the apartment.

Only persons explicitly listed in the lease can reside in the rented property for the duration of the lease. Any long-term change in the tenants residing in a unit must be reported to the landlord. Visitors not listed in the lease are allowed in the unit for no more than 2 weeks. this will be strictly enforced. if you have a special situation, the existing tenant is required to ask the board for permission.

TELE ENTRY CODES: All owners /tenants MUST have a gate code security to allow visitors, and deliveries to call them from the gate and access the community. All owners/tenants MUST have a Gate Remote to enter the community without having to use the Gate Code.

PARKING: Only one vehicle is allowed to be parked at each parking space. No motorcycle, scooter, etc., is allowed to be parked aside from a vehicle in the same parking space, prospect tenants shall be informed by the owner about the number of parking space(s) assigned to the unit. Each car MUST have a decal purchased at the property management. You can only get as many parking decals as parking spaces your unit has.

Courtyards at Kendall have only 28 visitor parking spaces, which are for VISITORS ONLY. All cars parked in visitors MUST display a Yellow Visitor Tag which is also available for purchase at the property management office. Owners or visitors parked at a visitor parking space cannot remain there for more than 24 hours. All cars parked there after 48 hours, will be towed away at the owner's expense.

Initials: _____

Initials: _____

PRICE LIST for Vehicle Decals, Pedestrian/Pool Keys, and Gate Remotes:

Owners and Tenants must purchase from management:

- the vehicle decal (mandatory): \$10.00 per vehicle
- entrance gate control: \$25.00 per device
- pedestrian & pool key: \$20.00
- visitor vehicle yellow tag: \$15.00
- gate tele entry update: \$20.00

Initials: _____
Initials: _____

COURTYARDS AT KENDALL CONDOMINIUM ASSOCIATION, INC.

RULES & REGULATIONS

I. PET RULES: \$50 for the first-time violation and \$100 for the second time

- a. Dogs must be walked in the designated areas ONLY.
- b. Everyone must pick up after their dogs. There will be a fine for violators.
- c. Dogs cannot be kept on the balcony for any period.
- d. Dogs of more than 25 lbs. are not permitted at all.
- e. No more than two (2) dogs per apartment are permitted.
- f. Tenants are not allowed to have pets
- g. Feeding cats outside of your apartment is not permitted. This is a health hazard.

II. POOL RULES: \$50 for the first-time violation and \$100 for the second time

- a. No pets are allowed inside the pool area.
- b. No minors under 14 are allowed without an adult.
- c. No babies in diapers allowed in the pool.
- d. No bicycles, scooters, skates, skateboards, etc., are allowed inside the pool area.
- e. No glass containers.
- f. No loud music.
- g. Pool hours are from 8:30 am to 8:00 pm

III. AUTOMOBILES & PARKING RULES: \$50 first-time violation and \$100 for the second time, unless otherwise noted and/or towing at the owner's expense.

- a. No cars should use the EXIT gate to enter - a \$500 fine
- b. No cars should use the ENTER gate to exit - a \$500 fine
- c. Commercial vehicles will not be allowed to park inside the community after 5:00 p.m. and before 8:00 a.m. If you drive a commercial vehicle, all signage must be covered.
- d. Vehicles with expired tags, without tags, or inoperable will not be allowed within the condominium. Violators will be towed at the owner's expense.
- e. Visitors parking is for visitors ONLY and they MUST display the Yellow Visitor Tag at all times. Violators will be towed at the owner's expense.
- f. No parking of a vehicle in guest parking for more than 24 hours is allowed. Any vehicle in a visitor spot in excess of 24 hours will be towed without any further notice and at the owner's expense.
- g. No Car washing is allowed inside the community.
- h. Vehicles parked in handicapped spaces must have a handicap sticker; this is a \$250.00 traffic infraction in every public place

Initials: _____

Initials: _____

IV. *PLAYGROUND RULES:* \$50 first-time violation & \$100 for the second time

- a. Children must be supervised by an adult at all times.
- b. No pets are allowed inside the playground.
- c. The playground closes at sundown.

V. *DISPOSING OF GARBAGE:* \$50 first-time violation and \$100 for the second time, unless another amount is noted.

- a. No garbage is to be left in front of the doors in the hallways at any time.
- b. No garbage, other than laundry-related, should be disposed of in any laundry room.
- c. Disposing of furniture, mattresses, appliances, chairs, construction materials, etc. is **not permitted** at the community's dumpster. Violators will be fined \$500.

VI. *PATIOS AND BALCONIES:* \$50 for the first time violation and \$100 for the second time, unless otherwise noted

- a. Barbeques are **not allowed** in the condominium; this is an insurance requirement. Violators will be fined \$500.
- b. Hanging clothes and/or shoes on the balconies is not permitted.
- c. Only patio furniture is allowed on the balconies and patios.
- d. No exercise equipment, no bicycles, no cleaning utensils.
- e. No owner/tenant is allowed to have their balcony closed off with bamboo or any other shading or panels that take away from the uniformity of the building.
- f. No signage such as For Rent/For Sale is allowed in windows, patios, or balconies.
- g. Holiday Decorations must be taken down the week of January 6th.

VII. *HURRICANE PROTECTION:* \$50 for the first time violation and \$100 for the second time, unless otherwise noted

- a. Hurricane accordion shutters are permitted, but they must remain open at all times unless there is a hurricane warning. They cannot be used as security while away.
- b. Panels and/or plywood will only be permitted when there is a hurricane warning and must be removed after the warning is lifted and all exterior walls repaired if they were damaged.
- c. Placing tape on the window does not work to prevent breakage or damage but if you do use tape, it must be removed immediately after the warning is lifted.

Initials: _____

Initials: _____

RULES AND REGULATIONS ACKNOWLEDGEMENT

PLEASE SIGN BELOW AS ACKNOWLEDGEMENT OF RULES AND REGULATIONS:

SIGNATURE

PRINT NAME

RECEIVED THIS _____ DAY OF _____ 2026.

UNIT: _____, BUILDING _____.

COURTYARDS AT KENDALL

PROPERTY OCCUPIED BY: OWNER RENTER

LEASE EXPIRATION: _____

DATE COMPLETED: _____ BY: _____

TENANT

PRIMARY RESIDENT	
ADDRESS	
PHONE #1	
PHONE #2	
PHONE #3	
PHONE #4	

PEOPLE WHO RESIDE IN THE HOME

AUTHORIZED GUESTS

IF RESIDENCE IS NOT OCCUPIED BY THE OWNER, PLEASE PROVIDE THE FOLLOWING INFORMATION

OWNER'S NAME: _____ PHONE #: _____

THE CONTENT OF THIS FORM IS CONFIDENTIAL AND WILL BE USED BY THE SECURITY COMPANY TO UPLOAD AND ACTIVATE THE GATE ENTRY SYSTEM.

COURTYARDS AT KENDALL CONDOMINIUM ASSOCIATION, INC.
OCCUPANT INFORMATION UPDATE SHEET

The information requested is needed in order to update the current information on file with the Association and to authenticate entry into the community. This information is confidential and will only be made available to the Association, CHOAC Property Management, and Blue Knight / Doral Security Patrol.

UNIT ADDRESS: _____

HOMEOWNER(S): NAMES: _____

MAILING ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

PHONE: HOME # () _____ **WORK # ()** _____

CELL # () _____ **EMAIL:** _____

TENANT(S): (If other than homeowner)

NAMES: _____

NAMES: _____

PHONE: HOME # () _____ **WORK # ()** _____

ALTERNATE #: () _____ **EMAIL:** _____

CHILDREN THAT RESIDE IN UNIT:

NAME: _____ **SEX** _____ **AGE :** _____

NAME: _____ **SEX** _____ **AGE :** _____

NAME: _____ **SEX** _____ **AGE :** _____

NAME: _____ **SEX** _____ **AGE :** _____

OTHER FAMILY MEMBERS LIVING IN THE UNIT:

NAME: _____ **SEX** _____ **AGE:** _____ **RELA:** _____

NAME: _____ **SEX** _____ **AGE:** _____ **RELA:** _____

NAME: _____ **SEX** _____ **AGE:** _____ **RELA:** _____

VEHICLES:

MAKE: _____ **MODEL:** _____ **YEAR:** _____

TAG #: _____ **STATE:** _____ **COLOR:** _____ **RMT #** _____ **PARKING DECAL #** _____

MAKE: _____ **MODEL:** _____ **YEAR:** _____

TAG #: _____ **STATE:** _____ **COLOR:** _____ **RMT #** _____ **PARKING DECAL #** _____

MAKE: _____ **MODEL:** _____ **YEAR:** _____

TAG #: _____ **STATE:** _____ **COLOR:** _____ **RMT #** _____ **PARKING DECAL #** _____

(Please use reverse side for additional vehicles.)

PRE-AUTHORIZED GUEST: These guests will be allowed to enter the property without having to contact the resident for authorization. (Valid photo ID (Driver Lic.) must be presented to permit entry)

NAME: _____ **Sex:** _____ **Rel:** _____

NAME: _____ **Sex:** _____ **Rel:** _____

NAME: _____ **Sex:** _____ **Rel:** _____

NAME: _____ **Sex:** _____ **Rel:** _____

NAME: _____ **Sex:** _____ **Rel:** _____

(Please use reverse side for additional pre-authorized guests.)

IN CASE OF FLOOD, FIRE OR POLICE EMERGENCY, WHOM SHOULD WE CALL? (PREFERABLY SOMEONE WITH A KEY)

NAME: _____ **RELATIONSHIP:** _____

PHONE # HOME () _____ **Work # ()** _____ **Cell #** _____

☐ Check here if you would like for the Association to call your cell number to request authorization to let a guest in when no one answers the home number.

SIGNATURE: _____

Please use this space to include additional information:

ADDITIONAL VEHICLES:

MAKE: _____ MODEL: _____ YEAR: _____
TAG #: _____ STATE: _____ COLOR: _____ RMT # _____ PARKING DECAL # _____

MAKE: _____ MODEL: _____ YEAR: _____
TAG #: _____ STATE: _____ COLOR: _____ RMT # _____ PARKING DECAL # _____

MAKE: _____ MODEL: _____ YEAR: _____
TAG #: _____ STATE: _____ COLOR: _____ RMT # _____ PARKING DECAL # _____

ADDITIONAL PRE-AUTHORIZED GUESTS:

NAME: _____	Sex: _____	Rel: _____
NAME: _____	Sex: _____	Rel: _____
NAME: _____	Sex: _____	Rel: _____
NAME: _____	Sex: _____	Rel: _____
NAME: _____	Sex: _____	Rel: _____

Courtyards At Kendall Condominium Association		
Tele Entry System Update Form 2024		
For Access Purposes Only		
Owner's Name:		
Home Address:		
Phone Number:		
New Owner?	Yes:	No:
Existing Owner?	Yes:	No:
New Tenants Name:		
New Tenants Phone Number:		
Current Name on Tele Entry System:		
Current Phone Number in Tele Entry System:		
Property Update Charge of \$ 20.00 must be paid to CHOAC Property Management OR CASH at time of request in a Cash, money order or cashier's check for Tele Entry ONLY.		
Reason for change:		

A separate check for the purchase of materials must be enclosed payable to Courtyards At Kendall Condominium Association, INC. Gate remotes are \$25.00, Pedestrian/Pool Keys are \$20.00, and Decals are \$10.00 each, Visitor passes are \$15.00

Please note that only local numbers starting with a 305 or 786 area code can be programmed.

FOR OFFICE USE ONLY

GATE CODE # _____

GATE REMOTE NO. _____

GATE REMOTE NO. _____