

The Reserve of Pinecrest Condominium Association, Inc.

RULES AND REGULATIONS

These rules and regulations are based upon the Florida Condominium Declaration and By Laws of the Reserve of Pinecrest
Updated February 2024

Mission Statement

The purpose of the Rules and Regulations of The Reserve of Pinecrest is to promote a harmonious environment for our community. Understanding and following the rules of our community will provide respect and a spirit of caring, community, family, and friends. The Rules and Regulations are designed to enhance our quality of life.

If you have any questions or comments about this information, please do not hesitate to contact Management or any member of the Board of Directors.

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RULES ENFORCEMENT

The procedure described below for enforcement of the Rules and Regulations of The Reserve of Pinecrest, including Fines for Violations, are based upon the Reserve Bylaws found in Section BL-5.1.1 to 5.2 of the Documents.

1. Upon notification of a violation of the Rules and Regulations, Management will contact the owner and/or lessee by phone and email regarding the violation. If Management and owner and/or lessee agree to correct the violation within fourteen (14) calendar days, no further steps will be taken. However, a record of the violation and resolution will be filed in the Management Office.
2. If agreement cannot be reached between Management and the owner and/or lessee to correct the violation, Management will notify the Board, which will notify the owner and/or lessee of the violation via certified mail. The letter shall outline the violation, including the right to a hearing and the possibility to levy a fine for the violation or request a new hearing to appeal the violation.
3. No fine shall be levied by the Board except after giving reasonable notice and opportunity for a hearing to by the owner and/or lessee. The owner and/or lessee may appear before a Board designated Hearing Committee, composed of other unit owners, to preside over the hearing and recommend final action to the Board, including fines and other remedial actions.
4. The Board shall be empowered to levy a fine of \$100 per day for each violation. The fine may be levied for each day of a continuing violation, but no such fine shall be in the aggregate exceed the maximum amount permitted by Florida law.

Please refer to section 5 of the Documents, "Fining Procedure for Enforcement of the Condominium Documents," for more detailed information.

APARTMENT LEASING AND SALES

- Unit lease or sale must be approved by the Board. You must contact management to obtain the sales/lease application package.
- No unit owner shall be permitted to lease his unit for a period of one year after the date of his acquisition of title.
- A unit may not be leased for a period of less than six (6) months nor more than once per calendar year.

COMMON AREAS

The clubhouse, pool area, courtyard, passageways, garage, garage amenities (e.g., bicycles storage) and all the rest of the Reserve outside the units and outside defined Limited Common Areas are referred to as Common Elements belonging equally to all owners. No personal articles shall be allowed to stand or remain on any portion of the Common Elements. No owner has the right to exclusive use of any portion of the common areas.

Gatherings in the common areas (pool-patio area, clubhouse, and gym) are limited to 25 guests. All gatherings over 25, not to exceed 50 (adults + children) must be approved by the Board in

advance. Gatherings over 25 will require the Resident to provide the property Manager with a plan to manage guest parking. Guests must not obstruct the entrance or exit of the property when parking.

Guests are not allowed to roam the property (especially the courtyards) unattended.

No bicycles, personal watercraft, carts, chairs, tables or other personal items may be left unattended or otherwise stored in the common areas.

All the common areas, particularly, sidewalks, elevators, stairways, corridors, and parking garage must not be obstructed. There shall be no storage anywhere in the garage.

Rules for the use of the pool, spa and other amenities are posted at those locations. Each owner(or lessee), as well as their family, guests and invitees must always observe the posted rules.

Owners are responsible and legally liable for their tenants in all matters concerning the Reserve.

Owners and tenants (lessees) are responsible and legally liable for their maids, service people, guests and others invited onto the Reserve.

Owners and tenants (lessees) who organize parties are responsible and legally liable for all attendees at the party.

Anyone damaging the Reserve of Pinecrest Association common area property will be financially responsible for repairs or replacement, as deemed necessary by the Board.

The Posting of Real Estate brokerage signs and other advertisement materials are not permitted on community property or bulletin boards.

Bicycle Parking and Storage

- Bicycle parking is located at the southwest corner of the garage.
- The use of this designated bicycle area is restricted to bicycles, but the Board may grant exceptions on a case-by-case basis.
- Availability is first-come-first served with no assigned or reserved space.
- **The Association will provide an Identification Decal that must be attached to each device at all times. Devices without an Identification Decal are subject to removal by the Board and after 30 days the bicycles will be donated to charity without notice.**

Note: It is the responsibility of the owner to contact the Property Manager to register their property with the Association and obtain the Identification Decal.

For details see Attachment “Bicycle Storage Rules & Regulations”, Page 12

Bulletin Boards

Bulletin Boards use is limited to Condominium Association official or approved postings only. No individual will be allowed to post, remove and/or replace any posted notices.

Children & Guests

Children may not play in hallways, entryways, parking areas, elevators, stairways, clubhouse, gym, fountain, or other areas. No scooters, skates, skateboards, bikes or ball playing are permitted in the common areas.

The adjacent Flagler Grove Park is available for children to play. There is a private gate at rear (south side) of The Reserve to conveniently access the park and its playground. The gate must remain closed at all times.

Children should not use the elevator alone.

Each owner is responsible for the actions of their family and guests.

Clubhouse

- Hours: 5 a.m. to 10 p.m.
- The gym and bathrooms remain available to residents even when the clubhouse is reserved.
- Users of the kitchen, gym or other areas of the clubhouse must leave them clean and orderly.
 - NO SMOKING in the clubhouse or gym.
 - The Clubhouse may not be used as a playground.

Clubhouse Reservation Policy

The clubhouse may be reserved by owners and residents for their exclusive use for up to 7 hours, including set up and cleaning.

Any event requesting "exclusive use" of the clubhouse is expected to follow the reservation policy.

For details see Attachment "Clubhouse Reservation Policy," Pages 13-14

To reserve the Clubhouse:

- Contact the property manager to confirm the schedule and arrange to make a deposit (a reservation is not guaranteed until scheduled with the property manager).
- A \$300 deposit (check or cash) is required to reserve the clubhouse.
- A reservation can be confirmed only after the deposit has been received.
- Management will notify residents when the clubhouse has been reserved.
- The deposit will be returned within 5 working days after the event, providing the premises were left clean and there were no damages.
- The cost of damages or clean-up will be automatically deducted from the deposit.
- If the clubhouse requires extra cleaning or repairs beyond the deposit, the cost will be billed to the resident making the reservation.
- If a rule is violated, the deposit will be held, subject to Board action.

The exclusive use of the Clubhouse includes the use of the covered patio adjacent to the Clubhouse.

Live music, DJ (disc jockey) or loud music is not permitted.

No personal items are to remain on any portion of the common areas after the conclusion of a gathering.

Gym Rules

- Hours: 5am and closed at 10pm
- All guests must be accompanied by a resident at all times.
- Only two guests per resident may use the gym at one time.
- Children under age 14 using the gym must be accompanied by an adult.
- If others are waiting, please limit time on equipment to 30 minutes.
- Bring a towel and use wipes to clean equipment for the next user.
- Pick up towels, waterbottles, newspapers, magazines and trash.

Mailroom

Packages shall be delivered to unit front doors. Packages that get delivered to the mailroom MUST be retrieved promptly. Packages left in the mailroom after 7 days may be removed.

Pool / Spa (Jacuzzi)

- The Rules are posted poolside and by the spa. They should be strictly adhered to.
- ONLY licensed and Certified instructors are allowed to give swimming lessons.
- Any third party hired to provide swimming instruction is required to provide the Association a copy of the Certificate of Liability, Workers Compensation Insurance, and Swim Instructor Certificate.

HURRICANE PREPARATION

Absent owners during the hurricane season must prepare their unit before departure by

- 1) removing all objects from all outdoor porches, balconies, and patios and
- 2) designate a responsible party (firm or person) to care for the unit in the event of any hurricane damage.

Hurricane Rules

Upon notice of a Hurricane Watch for this area, the Association will remove all furniture and other movable objects from all outdoor common areas.

Each unit owner must remove all objects (furniture, potted plants, decorations, etc.) and potentially damaging objects (ceiling fan blades, etc.) from their unit's terraces, balconies, and patio.

Objects are not to be placed in stairwells or any other common areas.

The automobile entry gates will be locked in the open position.

Before the storm strikes, the elevators will be moved to the top floor and shut off.

PLEASE NOTE that during an emergency, a unit may be entered by the Association under its emergency powers as necessary during an emergency.

For details see Attachment "Hurricane/Windstorms Preparedness," Pages 15-16

LIMITED COMMON ELEMENTS: Unit entries, balconies, porches, patios, windows, and exterior doors.

A unit Owner's entry courtyard, balconies, patio, storage unit (if any) and parking spaces are limited common elements. The common elements of the Reserve are the responsibility of the Association but are reserved for that unit owner's exclusive use. As stated in the Declaration of Condominium, the Board has the right and the obligation to control what is done with those areas in certain respects.

Rules and Regulations forbid painting, placing objects on ledges, hanging objects from balconies, enclosing balconies (except with prior Board approval), clotheslines, awnings, exterior hardware and large wall decorations, etc.

Patio fan/lights and gate locks are permitted but must be approved by the Board.

Any modification fastened to a limited common element needs prior Board approval.

The Owner, not the Association, is responsible for all Board approved modifications and their maintenance.

The Board maintains the authority to inspect balconies and porches to maintain a standard of appearance of cleanliness and décor.

The Board has a responsibility to regulate alterations that affect the physical appearance of units or common elements. Such regulation is particularly important for the more visible balconies and entry courtyards whose appearance significantly affects the architectural integrity of the whole Reserve.

Prior approvals are not expected for furnishings on unit patios, balconies, and courtyards. However, it is expected that such furnishings will be of outdoor / patio types and that their quantity and scale will not be visually out of character with the Reserve's overall appearance.

No plants, pots or other movable objects may be kept on ledges.

Except for U.S. flag display per FS 718.113, no objects may be hung from balconies or windowsills.

No cloth, clothing, rugs, or mops may be hung or shaken from any window, door, patio or balcony.

No clotheslines or similar devices may be used.

Nothing may be affixed to the exterior of any unit patio, balcony, window, or door without prior Board consent. (The Board may withhold consent at its own discretion on purely aesthetic grounds.)

Unit owners on upper floors should be careful when watering their plants and cleaning to avoid dripping water onto lower units.

Electric Vehicle Charger

Unit owners, at their cost, may petition the Board of Directors to request the purchase and installation of a Level 1 (110v) charger in the unit owner's parking space. If the request is granted, purchase and installation of the charger will be coordinated by property management. **Contact management for details.**

Holiday Decorations

- Decorations may be hung on exterior doors as long as they don't damage the door.
- Decorations may not be hung or attached to the railings.
- Decorations may be placed on patios, balconies, and entryways, but must not extend beyond them.
- Decorations may be displayed 2 weeks prior to a holiday and removed within a week after the holiday.
- Upper floor units are cautioned about displaying anything that could dislodge and cause damage below.

All fireworks are strictly prohibited within the community.

Use of Carts

Carts are for the exclusive use of the residents for moving groceries and small items. Elevator carts are not for the use of movers, contractors, vendors, delivery services, etc. or to move large bulky items, use.

MOVES, DELIVERIES AND VENDORS

All moving in and out of units, deliveries of furniture, appliances or bulky items must be scheduled in advance, and must be conducted between 9:00 am and 5:00 pm. Moving or deliveries are not allowed on weekends or holidays.

For complete details, see Attachment "Moves and Deliveries," Page 17.

UNIT MODIFICATIONS

The space within the unfinished exterior walls and unfinished floors and ceiling of a unit belongs to the Owner. The interior walls of a unit belong to the Owner, but the conduits, ducts, plumbing, and wiring within those walls and the support of those walls to the structure are the responsibility of the

Association. No unit interior shall be altered in any manner that would affect the structural elements of the building or its electrical, mechanical, plumbing or air conditioning systems or any common or limited common area **without prior written consent of the Board.**

Unit modification requires a form to be filled out prior to commencing any work. **Contact management to obtain the form,**

It is the sole responsibility of the unit owner to obtain any and all governmental approvals including but not limited to building permits when making any modifications (interior or exterior) to a unit. Any approvals needed must be obtained prior to seeking approval by The Reserve of Pinecrest Board of Directors.

Receipt of governmental approval does not constitute approval by the Board of Directors. If governmental approval is not needed, Board approval is still required.

For details see Attachment "Unit Modification/Alteration Rules," Pages 18-19-20.

The exterior of units may not be painted, decorated, or modified by an owner without prior written consent of the Board.

Plants and patio furniture may be placed in the limited common elements of patios and balconies. All items must

be movable in case of a hurricane. Any other items on patios or balconies require Board approval, including closets, saunas and jacuzzis.

No balcony or patio may be enclosed, either temporarily or permanently. Permission for patio screening requires Board approval.

Nothing may be hung or be attached to railings.

All new installed flooring must first be approved by Management.

For details see Attachment "Floor Coverings Rules," Page 21.

Air Conditioners

Unit owners seeking early replacement of Heating Ventilation & Air Conditioning (HVAC) equipment must first consult with Management to obtain Board approval.

No owner should make or hire any air conditioning repair person or modify any equipment without first consulting Management. Because of shared ownership of the HVAC equipment between Owners and the Association, all air conditioning problems should be first referred to the property Manager, who will assist in scheduling required repairs and Board approval.

Approval of Unit Modification

A UNIT MODIFICATION FORM (UMF) is available from the property manager.

The UMF must contain the modification description, drawings, pictures, specifications, location, materials, contractors name if available of any proposed modification. The Board may request more information and changes to any submitted plans.

PETS

Each unit resident is allowed to have one domestic pet that may not weigh more than 25 pounds.

No Pitbulls or exotic pets (e.g. snakes, lemurs, alligators, etc.) shall be allowed anywhere on the on the premises. Large animals, such as miniature ponies, are also prohibited.

Except for one domestic pet (not to exceed 25 pounds) per unit, no owner may keep a pet temporarily (a maximum of 14 days) in a unit without prior written consent of the Board. Consent in one instance is not blanket consent for other instances. The consent may be revoked for cause. For example, if the dog becomes a nuisance to the community or obnoxious to the residents by barking or jumping on residents.

Feral cats or other wild animals are not considered pets and shall not be fed or sheltered on the premises.

All pet owners must feed their cats inside their unit.

A pet registry will be maintained by the Association. All pets MUST be registered with the Association. **Note:** It is the responsibility of the pet owner to register their pet with the Association.

As per Miami Dade County regulations, under no circumstances may a Pitbull be permitted on any portion of the Reserve property.

Pets may not be walked anywhere inside or outside of Reserve property, except in designated areas, located on the northeast corner of the property. Residents are responsible for cleaning up after their pets. This includes designated areas as well as any accidents on community property.

Any pet must be kept on a leash and accompanied by a responsible person when outside of a unit.

Waste collection stations (2) are provided outside of the front gates (East and West side of the property).

TRASH & RECYCLING

- All trash placed in the trash chute must conform with the Association's Rules & Regulations. These are posted above the trash chute on every floor.
- Only flattened boxes are recycled. They must be placed in the recycling room.
- All items must be placed inside the dumpster with the lids fully closed.

For details see Attachment "Recycling and Garbage Disposal Rules," Page 22.

VEHICLES, PARKING, BOOTING AND TOWING

All vehicles must be parked within the painted lines of a parking space and must not stick out into the driving lanes.

Owners and their family, guests, invitees, and lessees must obey posted parking regulations, including speed limit (5MP) within the garage.

Owners and residents are liable for damage to buildings, grounds, parking areas and other vehicles caused by their automobiles or by their guests.

Guests must not obstruct the entrance or exit of the property.

Unless approved by Management, no motor vehicle that cannot operate on its own power shall remain on condominium property for more than 24 hours.

Commercial vehicles, including vendors and delivery vehicles, are not permitted inside the community gates. Residents shall not grant access to the community of such vehicles.

Booting and Towing

Towing and booting signs are posted outside of the community and in front of the assigned guests/temporary parking spaces in the garage.

Violators will be towed or booted at owner's expense.

FOR YOUR SAFETY – PEDESTRIANS AND BICYCLISTS MUST USE THE PEDESTRIAN GATE TO ENTER AND EXIT THE COMMUNITY.

THE MAIN GATES ARE FOR MOTORIZED VEHICLE USE ONLY.

visitors' parking spaces are for visitors only. They are not to be used by residents as an extra parking space and overnight parking.

Overnight parking in visitors' spaces is by permit only. Permits are issued in the Management Office during working hours.

For details, see Attachment "Vehicles, Towing/Booting and Parking Rules, Pages 23-24.

MEETINGS

- Notice of Annual Meeting must be posted at least 14 days in advance.
- In board and members' meetings, an owner, when recognized by the Chair, has the right to speak. The Chair may impose a reasonable (3-5 minutes) time limit on each speaker.
- An owner may speak only on matters specifically designated on the agenda unless the Chair has amended the approved agenda at the beginning of the meeting.
- Subject to DBPR rules, an owner has the right to tape record or video record a meeting, as long as such recording does not interfere in any way with the proper conduct of the meeting.

PAYMENTS / PENALTIES

Payment Options: Mail payment with the payment coupon to the address provided on the coupon by using the pre-addressed enveloped provided.

- Set up automatic withdrawal (ACH).

Payments of ongoing assessments are due on the 1st of the month and are considered late on the 15th of the month. Payments received after the 15th of the month will incur in a Late Fee.

Owners are responsible to pay all court costs and legal fees incurred by the Association in the collection of late assessments.

MISCELLANEOUS:

RULES AND REGULATIONS

- **No owner, his family, guests, and lessees shall** interfere with the rights, comfort or convenience of other owners.
- Nuisances shall not be allowed on Condominium Property, including annoyances which interfere with the peaceful use of the Condominium Property by its residents
- No flammable, combustible or explosive substances shall be kept in any unit or limited common area,

including storage areas.

- The occupancy and use rules in Declaration of Condominium Article-XIV (Fourteen) are binding on all owners.
- Food may not be prepared in the common areas.
- No solicitation for any purpose without prior written consent by the Board shall be permitted. However, the Board cannot unreasonably restrict any owner's right to peaceably assemble or invite public officers or candidates for public office to speak in the common areas.

OWNERS ASSOCIATION RIGHTS AND OBLIGATIONS

- No owner may request or cause any employee of the Association to perform any private services for the owner, except with prior written approval from Management.
- Agents and employees of the Association and workmen authorized by the Association may enter any unit at any reasonable hour for purposes permitted by the Condominium Documents. Entry will be pre-arranged with the owner except if deemed an emergency by the Association or the property manager, in which case access is permitted regardless of the hour.
- The Association has a duty of ordinary care in carrying out its responsibilities and is not relieved from negligent or willful damage to an owner's property.
- Unit owners shall provide a key or access code to their unit to the Condominium Association for **emergency** access. Keys provided to the Association will be kept in a locked safe and will not be released to guests, vendors, etc., under any circumstance.
- Emergency entry is permitted per the Condominium Documents. The Association is not responsible for any cost's incidental caused by forced entry.
- Any complaints should be reported in writing to Management.

BICYCLE PARKING & STORAGE RULES

The Association provides a metal cage with a lock for bicycle storage in the garage.

1. Only bicycles and e- bicycles may be placed in the cage.
2. Strollers, scooters, mopeds, non-motorized scooters, and other such devices may not be placed in the cage. These unauthorized devices will have a lock attached and after 30 days, with Board Approval, will be removed and donated to charity without notice.
3. A Resident wishing to store a bicycle(s) in the cage must:
 - A. Contact Management
 - B. Register the bicycle(s) with the manager.
 - C. Obtain an Identification Decal that must be affixed to each bicycle in an area easily visible, such as the frame or handlebars.
 - D. Obtain the combination code for the gate padlock.
 - E. May not store more than two bicycles unless management decides there is ample space available.
4. The Resident understands that:
 - A. Management reserves the right, if needed, to relocate your bicycle within the enclosure to accommodate incoming bicycles.
 - B. Availability is on a first come first served basis with no assigned or reserved space.
 - C. Personal items or bicycle accessories (helmets, packs, gloves, clothing, etc.) may not be placed/kept in the cage.
 - D. Bicycles must be registered and must be kept in usable condition. Bicycles not meeting these conditions will have a lock attached and after 60 days, with Board Approval, will be removed and donated to charity without notice.
 - E. Bicycles are not permitted outside the storage area including in other areas of the parking garage or on porches, patios, or balconies.
 - F. Residents **must lock** the cage when they exit the cage. Failure to do so may result in a fine and loss of the privilege to use the amenity.
 - G. Owner must agree to accept all responsibilities for the risks associated with their property including theft, damage, or destruction from natural disasters.
 - H. Furthermore, the Resident agrees to hold the Association harmless for any loss, personal injury, or any consequences resulting from using the cage.

To reserve the clubhouse:

- 1.-** A Clubhouse Reservation Form must be completed, signed, and returned to the Property Manager's Office at least one week prior to the scheduled event.
- 2.-** A check for the refundable security deposit in the amount of **\$300.00** is to be delivered to the Property Manager Office. If there is no deposit the reservation will be cancelled.
- 3.-** The Homeowner reserving the Clubhouse must be present during the event.
- 4.-** No smoking or pets (regardless of size or breed) are permitted.
- 5.-** Exclusive use of the Clubhouse **does not** include the gym and pool. Gym users have access to the gym through the Clubhouse even when it is reserved.
- 6.-** Gatherings in the Clubhouse are limited to **25 guests**. Gatherings over 25 (adults+children), not to exceed 50, must be approved by the Board.
- 7.-**The Clubhouse may be reserved by an owner or resident for exclusive use for **up to 5 hours**.
- 8.-** The Homeowner is responsible for leaving the clubhouse (kitchen and bathrooms) as found, including:

- Cleaning tables, microwave, coffee maker, kitchen countertops and sink
- Emptying refrigerator and freezer
- Removing the trash bags, placing them in the dumpsters and replacing the trash bags in trash cans (pool deck and clubhouse).
- Returning furniture to original location.
- Flushing toilets.
- Removing all personal items from the Clubhouse and the common areas.

Noncompliance with the above could result in loss of security deposit. A minimum of \$50 cleaning fee will be charged and taken directly out of the security deposit. The Homeowner is responsible for replacement cost of all items damaged or lost occasioned by the guest's use of the property.

- 9.-** Decorations may not be glued, tacked, or nailed to the walls or ceilings. Window coverings of any kind may not be placed on the windows or doors.

- 10.- No glitter or confetti allowed in the clubhouse or pool deck.
- 11.- No helium balloons allowed in the pool area.
- 12.- Live music, loudspeakers, DJs, or loud music is NOT permitted
- 13.- Guests are not allowed to roam the property, including the courtyards unattended.
- 14.- The pedestrian gate and clubhouse doors may not be propped open at any time to allow for guest entry.
- 15.- Homeowners are responsible for ensuring all guests are aware of the rules and regulations governing the use of all amenities.
- 16.- Guests must park only in designated visitor parking spaces only and not obstruct the entrance or exit of the property.
- 17.- The Clubhouse is open at **5:00 a.m.** and closed at **10 p.m. DOORS LOCK AUTOMATICALLY!**

Property Management Office contact information: reserve@harborms.com

Phone: 305-330-5311

THE RESERVE OF PINECREST

HURRICANE PREPAREDNESS

PLAN AHEAD:

- **Clear Balconies and patios. Bring inside any outdoor furniture, planters and other items from patios and balconies.**
- **Do not place any objects in stairwells, or other common areas.**
- **Have some towels and/or sandbags ready to place on windowsills, sliding doors and on the bottom of all exterior doors.**
- **Bicycles stored in the garage should be removed to the inside of your home.**
- **Residents are urged to develop a disaster preparedness plan before emergency strikes. As part of your plan have an emergency supply kit ready.**
- **Do not go outside during the windstorm.**

Emergency Preparedness Checklist:

- Nonperishable food and water
- A full tank of gas
- Cash
- Flashlight, battery-powered radio, phone, chargers, and batteries
- Medicine and prescriptions
- Manual can opener
- Change of clothing, rain gear and sturdy shoes
- Personal hygiene items
- Special items such as food for infants, elderly, or disabled family members
- Garbage bags
- First-aid kit
- Eyeglasses, contact lenses, hearing aid with extra batteries
- Pet care items, including food and water
- Extra set of car keys
- Important documents in a waterproof container or bag
- Face coverings for every member of your household
- Hand sanitizer

BEFORE HURRICANE SEASON:

- Prune trees and remove any dead or dying limbs.
- Inspect and maintain sump pumps.
- Inspect and maintain the storm drains.
- Provide residents storm preparedness information, evacuation information and an emergency checklist.

UPON NOTICE OF A TROPICAL STORM WARNING:

- Clubhouse, Gym, Pool and Spa will be closed.
- Patio furniture, trash cans and other loose objects will be removed from all common areas.
- Elevators will be secured to the top floor, shut down, and sandbags placed in front of the elevator doors.
- Front gates will be secured in the open position before the storm.
- Get gas pump ready to pump out water in the garage, if needed.

AFTER THE STORM:

Management will post information about yard and common areas clean-up following a storm.

MOVES and DELIVERIES

1. All household moves in and out of units, furniture or bulky items **must be scheduled in advance**. Contact the management office to reserve a date and time for your move or delivery.
2. The moving company/delivery company you hire must provide the management office with a current certificate of liability (COI) naming The Reserve of Pinecrest Condominium Association (ROPCA) at 7504 SW 102 ST, Miami Fl. 33156, as a Certificate Holder. This document can be emailed directly to reserve@harborms.com
3. Contact Management to discuss requirements, particularly the positioning of any delivery or moving vehicle and use of the elevator. Trucks **MUST** not block exits or driveways or parked vehicles.
4. All moving must take place in the garage level through the service door only (northwest corner of the property) and never out front or from inside the gates.
5. All moving, and deliveries must take place on weekdays, approved by the property manager, and must be conducted between the hours of **9 am and 5 pm**. Moving or deliveries are not allowed on weekends or holidays.
6. Elevator protection pads are **required** when elevators are used for household moves or deliveries of large items. The elevator cannot be reserved or held up in one floor for your move.
7. Moving items (furniture, boxes, etc.) across the 1st floor courtyards is not permitted.
- 8. The use of the cart in the elevator is for the exclusive use of the residents for moving groceries and small items. Elevator carts are not for the use of movers, vendors, contractors, delivery services, etc. or to move large bulky items, and under no circumstance may be used outside the community gates.**
9. Homeowners/Residents are responsible to ensure that all common areas are not damaged during a move or a delivery. This includes paint scratches or scuff marks on the walls, elevator frame, etc.
10. It is the responsibility of the Unit Owner/Resident to ensure that the service doors are closed once the move or delivery is completed.
11. Owners are responsible for making sure that all renters are aware of and abide by these rules of moving and Deliveries. Any violation or subsequent fines are the responsibility of the unit owner.

THE RESERVE OF PINECREST

MODIFICATIONS/ALTERATION RULES AND REQUEST FORM

Rules:

- The space within the unfinished exterior wall and unfinished floors and ceiling of a unit belongs to its owner. In general, the owner is totally free to use and decorate that space as desired. No prior approvals are needed. Common sense and the rules say to avoid anything that could be noticeable and bothersome to neighbors.
- The interior walls of a unit belong to the Owner, but the conduits, ducts, plumbing, and wiring within those walls and the support of those walls to the structure are the responsibility of the Association. If an Owner wants to do something that penetrates the walls in a significant manner (more than hanging a picture), it is important that the modification be cleared with the property manager ahead of time. It is the sole responsibility of the unit owner to obtain required government approvals, including but not limited to, building permits when making any modifications (interior or exterior) to a unit. Village approvals must be obtained prior to seeking approval by the Board of Directors.
- Receipt of government approval does not constitute approval by the Board of Directors.
- Unit owners seeking early replacement of Heating Ventilation & Air Conditioning (HVAC) equipment, should refer to the Document titled "Heating Ventilation & Air conditioning (HVAC) Protocols".
- The exterior of units and of areas belonging to units may not be painted, decorated, or modified by any owner in any manner without prior written consent of the Board. (The Board may withhold consent at its own discretion on purely aesthetic grounds.)
- No balcony or patio may be enclosed, either temporarily or permanently, except for Board approved screening on balconies.
- No screens or screened doors, roll-ups, shutters, awnings, hardware or like may be installed without prior written approval of the Board. Such items must substantially conform to the architectural design of the Reserve and the design of any previously approved items. Each owner is responsible for obtaining necessary permits from the Village of Pinecrest.

- No unit interior shall be altered in any manner that would affect the structural elements of the building or its electrical, mechanical, plumbing or air conditioning systems or any common or limited common area without prior written consent of the Board.
- Any hard and/or heavy surface floor covering must meet the following requirements: minimum sound Transmission Classification (STS) of “70,” minimum Impact Isolation Classification (IIC) of “70,” and installation in a manner that provides proper mechanical isolation of the floor covering(s) from any rigid part of the building structure whether concrete sub-floor (vertical transmission) or adjacent walls and fittings (horizontal transmission). Documentation must be requested from the property manager and submitted for Board approval prior to installation of ANY new floor.

Hours of Work

All construction work must be done between the hours of **8:00 am and 5:00 p.m. Monday through Friday**. Construction or Renovation work that creates noise (drilling, hammering, jackhammering, pounding, demolition work, etc.) shall be done **only after 9:00 am**. No construction/renovation work shall be done on weekends or holidays, nor after 5:00 p.m. Hours of Work must be posted on the unit front door throughout the duration of the work. Construction hours must be posted on the front door.

Elevators

To transport materials and supplies by elevator, elevator protection pads must be installed. Arrangements must be made in advance by contacting the Management Office.

Trash and Construction Material Storage and Disposal

- No construction material or refuse should be put out for collection. Your contractor is responsible for removal and disposal of all debris from site at Owner’s cost.
- The Owner is responsible for the cleanup of materials and debris in all common areas, including hallways, elevators, stairwells, garage, and parking lot.

- Construction materials and supplies are not permitted to be stored on common property, including patios, balconies, garage, and hallway. Also, these items shall not be to be stored within a parking stall.
- No washing or cleaning tools such as brushes, rollers, rags, paint trays, etc. is allowed anywhere in the premises. Dumping paint, chemicals, solvents, grout, putty, etc. down the household drains or into the storm drains is strictly prohibited.

Obtaining Board Approval

A Unit Alterations and Approval (UA&A) form is available from the property manager.

The most important aspect of the UA&A form is to give the Board sufficient information on exactly what the modification will be (description, drawings, pictures, specifications, location, materials, etc.) so that an assessment can be made. If sufficient information is provided, the approval process does not need to be lengthy.

Approval may be given along with advice or requirements on how the modification is to be executed. If there is a reason to withhold approval the Board and/or Management will work with the unit Owner for a resolution.

Completion of Work

Upon Completion of all work, Owner is responsible for closing all permits and submitting to The Reserve of Pinecrest Condo Association a copy of the Certificate of Compliance from the Village of Pinecrest building Department.

The Owner assumes all liability and should only use licensed contractors, who must show proof of liability insurance and licensing requirements.

THE RESERVE OF PINECREST

FLOOR COVERINGS RULES as per ROPCA Rules & Regulations effective 06/30/2020

Any hard and/or heavy surface floor covering must meet the following requirements:

- Minimum Sound Transmission Classification (STC) of **70**
- Minimum Impact Isolation Classification (IIC) of **70**
- Installation in a manner that provides proper mechanical isolation of the floor covering(s) from any rigid part of the building structure whether concrete sub-floor (vertical transmission) or adjacent walls and fittings (horizontal transmission).
- Prior written approval of a proposed flooring installation is mandatory under the Declaration of Condominium. Requirements will be enforced for the benefit of all Unit Owners utilizing all powers granted to the Association.
- Any installation made in violation of these requirements must be removed and/or corrected at the Unit Owner's expense.

RECYCLING AND GARBAGE DISPOSAL RULES

- **ALL household garbage or trash must be placed in a plastic bag and securely tied in a knot before it is placed in the trash chute. This includes bottles, cans, plastic, washed and folded pizza boxes, etc.**
- Loose items shall not be disposed of in a chute.
- Do not dispose cardboard boxes, cloth hangers, metal objects, pots and plants, cigars, cigarettes, or any flammable object down the trash chute.
- Use the garbage disposal in your kitchen for food scraps.
- Do not leave trash in front of the trash room doors.
- If too large for the chute, take it directly to the dumpster (black lids) outside the trash pickup area at the northwest corner of the property.
- Do not overload the dumpsters. Lids should be fully closed, or trash collectors will not take it.
- Furniture and other large household items must be removed by owners or your vendor and taken to the dump. **Do not leave items outside the garage trash rooms or in the service area outside the dumpsters!**
- Trash chutes may be used only between 6 a.m. and 10 p.m. Be sure to close the trash chute door after each use.
- Only flattened cardboard boxes are recycled and all packing material must be removed. Paper, plastic, pizza boxes and glass are not recycled.
- No construction material should be put out for collection. Your contractor is responsible to remove all debris from site.
- Do not throw food or organic waste (fruit or vegetable peels) in the garbage cans outside the elevators.

Improper waste disposal will be considered a violation of the rules and regulations of the Association and could result in disciplinary fines.

VEHICLES AND PARKING ASSOCIATION RULES

1. No vehicle of an owner or family, guest, or lessee of the owner shall impede access to any parking space.
2. Owners and their family, guests, invitees, and lessees must obey posted parking regulations including posted speeds.
3. Guests must not obstruct the entrance or exit of the property.
4. FOR YOUR SAFETY, PEDESTRIAN AND BICYCLISTS MUST USE THE PEDESTRIAN GATE TO ENTER AND EXIT THE COMMUNITY, THE AUTOMATIC MAIN GATES ARE FOR MOTORIZED VEHICLE USE ONLY.
5. No personal property storage is permitted in the garage.
6. Except in an emergency, there should be no vehicle horn blowing.
7. Owners are liable for damage to buildings, grounds, parking areas and damage to other vehicles caused by their automobiles or these of their guests.
8. No motor vehicle that cannot operate on its own power shall remain in condominium property for more than 24 hours.
9. No washing or repair of vehicles, **except for emergency repairs**, shall be made in the garage or on condominium property.
10. A special area for washing a resident's vehicle is located outside by the service area (northwest side of the property)
11. All vehicles must be parked within the painted lines of a parking space and must not stick out into the driving lanes.
12. As a security measure, all automobile doors should be always locked.
13. No mobile homes or commercial vehicles may be parked on condominium property.
14. You are responsible to ensure your vehicle does not have any oil/gasoline spills. Should your vehicle have any spills you must have the leaks immediately repaired. As a temporary measure, you may use sand or cat litter to absorb the liquid. Once dried you will need to remove all residue of sand/cat litter applied to the spillage.
15. Residents and guests shall observe **speed limits of 5 MPH throughout the garage**.
16. Commercial vehicles including those of vendors and deliveries are not permitted inside the community gates. Residents shall not grant access to vendors /delivery vehicles to the community.

VISITOR PARKING

- No overnight parking by residents or guests in visitors' spaces without prior management approval.
- A pass must be requested in advance by email to Management. Residents must provide the dates, vehicle's license plate number, make and color
- Overnight parking passes are subject to availability

- A pass is valid only for the approved dates. Overnight parking will be initially issued for up to 5 consecutive days. Requests for additional consecutive days, up to a maximum of 30, will be available under special circumstances.
- Number of parking passes may be limited by management discretion.
- Pass must be displayed on the vehicle's dashboard while parked in the community.
- Overnight parking passes will not be issued for more than 5 consecutives,
- Parking passes No oversized, commercial vehicles Motorhomes, RVs, Campers etc. allowed for overnight parking.

BOOTING/TOWING

The Association reserves the right to immobilize (boot) for parking violations at owner's expense. If necessary, the Association reserves the right to tow at owner's expense.

- Vehicle Immobilization and Towing will be enforced.
 - Towing will be done in accordance with the State, City and County towing laws.
1. Towing signs are posted outside of the community and in front of the assigned guests/temporary parking spaces in the garage. The signs state the Association has a parking policy in effect, that violators will be towed or booted at the vehicle owner's expense. The signs also state the address, name, and telephone number of the towing company.
 2. All associated costs involved will be the responsibility of the violating vehicle owner.

All vehicles illegally parked in the following areas are subject to immediate towing or booting at owner's expense:

- Vehicles parked in a manner which is threatening the safety of Associations residents.
- Vehicles blocking or improperly impeding access to any portion of the general common elements.
- Vehicles parked in a disabled space without a proper disabled parking permit.
- Vehicles that exceed the amount of posted time allowed in the guest parking spaces.
- Prohibited vehicles such as commercial vehicles or inoperable vehicles.
- Vehicles parked overnight in visitor parking without an approved pass.

PARKING IN A SPACE DESIGNATED FOR ANOTHER VEHICLE

Residents who have their assigned space occupied by an unauthorized vehicle is authorized to have a vehicle towed if parked in their reserved space. The resident shall try to notify the owner of the vehicle that is improperly parked. The resident shall notify the Management Office via email or phone of any vehicle towed from their reserved space with parking space number, vehicle information and date/time within 24 hours.