



WELCOME TO THE MOORS

THE MOORS MASTER MAINTENANCE ASSOCIATION

THE MOORS MASTER MAINTENANCE ASSOCIATION

HANDBOOK

THE MOORS MASTER ASSOCIATIONS

Garden Homes Maintenance Association
Lakeridge Apartments
Latitudes Apartments
Moors Master Maintenance Association
Moors Pointe Condominium Association
Patio Homes Maintenance Association
Townvillas Maintenance Association
Village Homes Maintenance Association

The Handbook is a synopsis of the Associations Declaration of Restrictions and Protective Covenants, not all rules and regulations may be noted. Please see copy of Governing Documents.

While every precaution has been taken in the preparation of this publication. The Moors Master Maintenance Association and Quick Graphic Solutions assume no responsibility for errors or omissions on this book. Any errors found on this publication will be corrected in the next edition.

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IMPORTANT PHONE NUMBERS

Emergency

Police/Fire 911

Apartments

Latitudes.....305-558-2556

Lakeridge305-557-7010

Comcast Cable 305-232-8132

Management

Management Office305-821-9923

Club Center305-821-9083

After Hours.....305-255-3000

Moors Security

South Gate Guard House.....305-821-9327

Police

Non-Emergency305-698-1500

Team Metro305-557-2171

Solid Waste305-594-1564

Solid Waste “Free Pick-up”305-594-1500

Voice Mail

24-hrs access of designated/authorization....305-827-2478

ABBREVIATIONS

This Handbook is applicable to all Moors residents. The abbreviations below are used for ease of reference throughout the Handbook. Statements or sections without a specific abbreviation means that the subject(s) is (are) applicable to all residents. An association or apartment abbreviation(s) placed next to a section or sentence indicates that portion is applicable only to the named complex(es).

- GH** Garden Homes single family/lot
LK Lakeridge Apartments.
LT Latitudes Apartments.
MM Moors Master common areas surrounding the sub-associations
MP Moors Pointe Condominium units
PH Patio Homes single family/lot
TV Townvillas single family attached/lot
VH Village Homes single family attached/lot

DEC

- GH** Declaration of Covenants & Restrictions
MM Master Covenants
MP Declaration of Moors Pointe
PH Declaration of Restrictions & Protective Covenants
TV Declaration of Restrictive & Protective Covenants
VH Declaration of Covenants & Restrictions

ART INC Articles of Incorporation

BYLW Bylaws

SCH Schedule A

NOTE:

“Resident” when used in this Handbook means anyone living within The Moors, e.g., unit owner(s) /tenant(s) and his/her family members.

The Handbook is a synopsis of the Associations Declaration of Restrictions and Protective Covenants, not all rules and regulations may be noted.

AIR CONDITIONERS

GH, DEC ART VIII, PH, DEC ART VII, TV, DEC ART VII, VH, DEC ART VI

Central air-conditioning systems shall be used in all units within the Moors.

PROHIBITED

- ⊙ Air-conditioning units mounted through any lot/unit window or wall.

ANIMALS/PETS

GH, DEC ART VIII, SCH A; PH, DEC ART VII; TV, DEC ART VII; VH, DEC ART VI

GH, PH, TV, VH

- Any domestic pets or animal within The Moors shall be in compliance with municipal and state laws at all times.
- When in the common area, each domestic walking pet shall be on a leash and in the care of an person capable of controlling the animal.
- All animal feces shall be removed immediately from the common area by the person in control of the animal.
- The Board has the right to require the removal of any pet from the Association which, in its opinion, constitutes a nuisance or annoyance to any Association neighbor.
- Only two (2) domestic household walking pets, fish in aquariums, and birds in cages may be kept within a lot/home as a pet(s). Must be on a leash when being walked in common area and fecal matter removed by the person in control of the animal.
- Leashed pets shall be exercised and fecal matter removed by the person in control of the animal only in the designated areas.

LK, LT

- A pet or animal may be kept with permission and upon completion of a pet agreement.

MP

- Only one (1) dog, not to exceed 25 pounds, or one (1) cat may be kept within a unit in addition to small domestic birds or fish.

PROHIBITED

- ⊗ Pets of any type at or in the Club Center area.
- ⊗ Keeping reptiles, wildlife, livestock or poultry and breeding/raising animals of any type for commercial purposes.
- ⊗ Any pet left on a lot/unit patio or balcony when its owner is not at home.

ANTENNAE

FCC '96 TELECOMMUNICATIONS ACT GUIDELINES; MM BOARD OF DIRECTORS SUPERSEDES; GH, DEC ART VII, SCH A; MP DEC SEC 17, BYLW SCH A, PH, DEC ART VII, SCH A, TV, DEC ART VII, SCH A, VH, DEC ART VI, SCH A

The following parameters shall govern an owner's written notification to the Association of an architectural modification before commencing the installation of a satellite antenna less than one meter (39") in diameter, an off-the-air television antenna, and a multipoint distribution service (MDS) antenna less than one meter (39"):

GH, PH, TV, VH

Any installation shall be

- ✓ placed only within the lot boundaries of the owner's property and positioned in a manner that allows unobstructed signal while in a location that is least viewed from surrounding lots and the common areas, e.g., on the side or rear of the home, within the attic space.
- ✓ be maintained in a clean and orderly manner exclusively by the owner, including the installation and any portion of the owner's property to which the device is attached.
- ✓ be in a color approved by the Architectural Control Board when attached to any exterior surface.
- ✓ not extend more than twelve feet (12') above the unit's roof line when the antenna is placed on a mast.
- ✓ removed at the owner's expense upon receipt of notice that the Moors Master Association provides satellite services.

MP

Any installation shall

- ✓ placed on the floor surface of the patio/balcony which is designated on the Condominium Plan as the unit's exclusive use area.
- ✓ be in a color that is approved by the Board of Directors.
- ✓ be maintained in a clean and orderly manner exclusively by the owner.
- ✓ not be placed on any common area, e.g., building exterior, balcony/patio railing or wall, a parking space.
- ✓ removed at the owner's expense upon receipt of notice that the Moors Master Association provides satellite services.

ARCHITECTURAL MODIFICATIONS

GH, DEC ART VIII, SCH A; MP DEC SEC 8, 9, 17; MM DEC ART VIII, PH, DEC ART VI, SCH A, TV, DEC ART VIII, SCH A, VH, DEC ART IV, VI, SCH A

- Any architectural change to a lot/unit must receive written pre-approval by both the Sub- and Master Associations before any work commences. This includes, but is not limited to, attaching, hanging, displaying, or placing anything on the exterior patio walls, doors, floors, balconies or windows.
- Failure by an owner to follow the established architectural review process is considered a violation of the governing documents.
- Each owner shall obtain architectural guidelines from the Administrative Office before submitting the required paperwork.
- A lot/unit survey must accompany each architectural modification request.
- A Miami-Dade County building permit, if required for the type of construction proposed, shall be obtained by the owner and a copy submitted to the Association prior to starting the approved architectural modification.
- See the "Owner Maintenance Responsibilities" section of this Handbook.

As of this Handbook’s adoption date, guidelines exist for the modifications included on the list below. (Table 1)

TABLE 1

ARCHITECTURAL MODIFICATIONS					
ASSOCIATION	GH	MP	PH	TV	VH
MODIFICATION	APPROVAL REQUIRED?				
Antennae	✓	✓	✓	✓	✓
Asphalt	✓	n/a	✓	✓	n/a
Concrete	✓	n/a	✓	✓	✓
Exterior Doors	✓	✓	✓	✓	✓
Exterior Enclosures	✓	n/a	✓	✓	✓
Exterior Storage	✓	n/a	✓	✓	✓
Fences	✓	n/a	✓	✓	✓
Floor (interior)	n/a	✓	n/a	n/a	n/a
Gates	✓	✓	✓	✓	✓
Glass	✓	✓	✓	✓	✓
Hurricane Shutters	✓	✓	✓	✓	✓
Landscape	✓	✓	✓	✓	✓
Lighting	✓	n/a	✓	✓	✓
Mailboxes	n/a	n/a	n/a	n/a	n/a
Painting	✓	n/a	✓	✓	n/a
Patios	✓	✓	✓	✓	✓
Pet / Bird Houses	✓	n/a	✓	✓	✓
Pool / Deck	✓	n/a	✓	✓	✓
Roof System	✓	n/a	✓	✓	n/a
Screens / Frames	✓	✓	✓	✓	✓
Structures	✓	n/a	✓	✓	✓
Walls	✓	n/a	✓	✓	✓
Wood Trellis	✓	n/a	✓	✓	✓
✓ = Written Notification/Approval Required					

ASSESSMENTS

GH, DEC ART VI; MP, DEC SEC 7, 13, BYLW ART VI, MM, DEC ART VI, AMEND DEC;
PH, DEC ART VI, TV, DEC ART IV, VI, VH, DEC ART IV, VI

PAYMENT

Each assessment payment is due on or before the first (1st) of each month, or with respect to a special assessment as stated in the notice. Payments shall be mailed with the coupon to the management's accounting department. The Moors Administrative office does not accept assessment coupon payments.

ASSESSMENTS

Regular Assessments levied by the Boards of the Sub- and Master Associations are used (i) to fulfill the objectives and purposes of the governing documents, (ii) to preserve the value of the properties, (iii) to maintain the common areas and Ch/) to provide an adequate reserve fund for the periodic maintenance, repair and replacement of the those areas for which the Association is responsible. The annual unit assessment (paid monthly) for the Sub- and Master Associations is established by the respective Boards. The Sub- and Master Association annual budgets are published to all owners.

SPECIAL

An Association Board may levy and collect special assessments against members (i) to raise funds for the rebuilding or major repair of something for which the association is responsible, (ii) to cover the costs of services for which the Association has an obligation to perform that could not have been foreseen in the annual budgeting process, and (iii) for any other purpose.

INDIVIDUAL SPECIAL ASSESSMENT

The Boards of the Master and Sub-Association may levy a special assessment against any owner to reimburse the Association (i) for costs incurred to bring a owner or his/her unit into compliance with the provisions of the governing documents and/or (ii) to cover special expenses due to the willful or negligent acts of said owner(s), his/her guest(s), agent(s), invitees, or tenant(s).

DELINQUENT ASSESSMENT COLLECTION PROCEDURES

The governing documents empower the Boards of Directors to collect delinquent assessments through the filing of an assessment lien as well as foreclosure of the lien. All late charges, interest, costs and legal fees incurred in the collection process are added to the assessment account and must be paid by the owner.

BALCONIES (SEE PATIOS/BALCONIES)

BICYCLES

MM, BOARD OF DIRECTORS

- All bicycles within Association premises should exhibit a valid Miami-Dade County registration decal.
- Any bicycle shall be kept within a lot/unit or the patio area in such a manner that is not visible from the common area or neighboring Lot(s)/unit(s) when not in use.
- When a bicycle is ridden to The Club Center, it shall immediately be placed in a bicycle rack until the rider is ready to depart the area.

CLUB CENTER FACILITIES

GH, DEC SCH A, LK, LT; MM, BOARD OF DIRECTORS, PH, DEC ART IV, SCH A, TV, DEC SCH A, VH, DEC SCH A

- The use of any Club Center facility is at the sole risk of the resident, his/her family member(s), guest(s), or invitee(s).
- Parents are responsible for the conduct of their child(ren) at all times.

A child under the age of twelve (12) shall be accompanied at all times by a responsible adult (18 years or older) who exhibits a valid Moors ID.

- Each lot/unit/apartment (residence) within The Moors is limited to four (4) guests at a time.
- An owner who has leased the lot/unit is not allowed to use the Club Center facilities during the duration of the lease.
- A valid Moors identification card (issued to a Moors resident over

12 years old) or guest pass (valid 1-30 days) shall be shown to the attendant by each individual before utilizing any Club Center facility.

EXCEPTION

A child pre-registered for a scheduled community activity or event by a residential owner/tenant who has a valid Moors ID.

- A Moors resident shall
 - ✓ register and leave his/her Moors ID with the attendant while using a Club Center facility.
 - ✓ obtain a guest pass in advance for each guest (limit of four [4] per lot/unit/apartment).
 - ✓ abide by all posted and published rules of The Club Center facilities.
- The guest of a resident agrees to
 - ✓ register and leave his/her guest pass with the attendant while using a Club Center facility.
 - ✓ abide by all posted and published rules of The Club Center facilities.
- The hours of The Club Center facilities are as posted, published in the newsletter and listed on The Moors closed-circuit TV Channel. Note: Operational hours are subject to change when special events are scheduled.
- The attendant has the authority to close any facility at any time.

COURTS (BASKETBALL, RACQUETBALL, TENNIS, VOLLEYBALL)

- Each Moors resident and guest shall present a valid Moors ID or guest pass and register with the attendant before using any court.
- Athletic shoes and attire shall be worn at all times.
- Court reservations (first come/first served basis) may be made in advance through the Administrative Office or with an on-duty attendant.
- Use of any court is limited to a one (1) hour period when others are waiting to play.
- A scheduled and published court activity supersedes residential court use.

HEALTH CLUB

- Exercise clothing shall be worn while at the Health Club.
- An individual must provide his/her own lock when using a locker for temporary storage (maximum 24 hour use).
- Proper treatment and use of the equipment is the responsibility of each user.
- Must be sixteen (16) years or older to use the gym by yourself.
- Food, glass containers and smoking are banned in the Health Club.
- An advance reservation may be required to use some equipment. Individual use of any equipment is limited to thirty (30) minutes when others are waiting.

MEETING ROOM(S)

- Two (2) meeting/party rooms are available to Moors residents. An activity or meeting held by a Sub- or Master Association takes priority.
- A meeting room reservation is confirmed upon receipt of the scheduled fees and completion of the rental agreement by a Moors resident. Contact the Administration Office.
- These facilities cannot be reserved by a Moors resident for use on the following holidays: Mother's Day, Memorial Day, Father's Day, July 4, Labor Day, Halloween, Thanksgiving, Christmas Eve/Day, and New Years Eve/Day.
- See the "Community Access" and "Vehicles" sections of this Handbook.

POOL/PATIO

- Each Moors resident, his/her family member, or guest individually assumes any risk with respect to the use of any pool/patio area within The Moors.
- Each individual shall shower before entering the pool.
- Any person not in full control of his/her natural body functions shall use the facilities only while wearing appropriate protective clothing.
- Appropriate clothing/shoes shall be worn while in transit to and from the facilities.
- Beverages and food in non-breakable containers are acceptable.

- Smoking is permitted in these areas when the adult uses a non-breakable/flammable ashtray and properly empties the contents of the same.

PROHIBITED AT CLUB CENTER

- ⊗ No alcoholic beverages.
- ⊗ Unauthorized persons after closing hours.
- ⊗ Profane language or gambling.
- ⊗ The presence or use of illegal drugs.
- ⊗ Consumption of alcohol except at approved functions.
- ⊗ Any individual under the influence of alcohol or illegal drugs.
- ⊗ Entering any building without foot covering or in wet clothing.
- ⊗ Loitering.
- ⊗ Rubbish, sports equipment or personal property left in the common areas.
- ⊗ Animals or pets of any kind.
- ⊗ Use of any soaps, detergents, bubble bath in pool or fountains.
- ⊗ Use of nonstandard swimming attire at the pool, i.e., shorts, cutoffs, shirts, thongs, etc.
- ⊗ Rocks, coins, or any object thrown into the pool or fountains.
- ⊗ Loud noise or music.
- ⊗ Glass containers of any type.
- ⊗ Placement of facilities furniture near or in the pool.
- ⊗ Removal of any existing furnishings or equipment.
- ⊗ Go-cart/bicycle/scooter riding.
- ⊗ Skating of any kind.
- ⊗ Placement of any item on walkways, patio or any landscaped areas.
- ⊗ Running, pushing, wrestling or any physical disturbance.
- ⊗ Use of floats, inflatable rafts, life jackets, toys, balls, scuba gear and other water devices unless authorized by the recreational center staff.

COMMON AREA MAINTENANCE

GH, DEC ART IV, SCH A; MP, DEC SEC 7, 17; MM, DEC ART IV, V, AMENDMENT 8, SUPPLEMENTAL DEC; PH, DEC ART IV, VI SCH A; VH, DEC ART IV, VI

- The Master Association maintains the common areas, outside the Sub-Association boundaries, e.g., roadways, perimeter walls, lighting, landscaping, signage, the Club Center facilities, lakes.
- Each Sub-Association maintains the common areas within its boundaries.
- A resident shall not erect any structure, alter, paint, decorate, remodel, landscape or adorn any part of the common area without written pre-approval from the Sub- and Master Associations or apartment management.

LANDSCAPING

- The Sub-Association shall routinely cut/fertilize the front lawn and periodically trim the above ground portions of trees and shrubs planted by the Association (GH, PH, TV, VH) and all common areas (GH, MP, PH, TV, VH).

GH, PH, TV, VH

- Each owner shall maintain all vegetation within the enclosed front courtyard, enclosed side/rear yards, and also any vegetation which is planted by the owner.
- Any plant material which is added to or removed from a lot or common area must have written pre-approval obtained through the architectural modification processes.
- All pre-approved vegetation (landscaping) planted by an owner shall be maintained in a healthy and orderly manner at all times by the owner.

MP

- Written pre-approval by the Board shall be obtained before a resident adds or removes any landscaping material(s) to a limited or common area.

PROHIBITED

- ⊙ Placement of vegetation trimmings/cuttings on a lot/common area, except as placed within the acceptable type of container(s) and only

on designated trash collection days. See the “Trash” section of this Handbook.

COMMON AREA USE

GH, DEC ART IV, SCH A; MP, BYLW SCH A; MM, DEC ART IV, V;
PH, DEC SCH A; TV, DEC IV, SCH A; VH, DEC ART IV, SCH A

- Each owner is responsible for the conduct of his/her family members, guests, or tenant(s), which includes any disturbance of other residents and the supervision of children when in the Common Area.
- Use of the common area(s) by the resident, his/her family members, or guests is subject to the rules and regulations adopted by the Sub- and Master Associations.
- The Board may suspend, following due process, the right to use the Club Center facilities for up to thirty (30) days for failure to comply with the governing document provisions.

LAKES & DOCK AREA

- A resident, his/her family member, or guest individually assumes any risk with respect to the use of any lake within The Moors.
- Only small sailboats, canoes, rowboats, paddle boats, etc., are allowed on any lake.
- Pole fishing from a lake shore is permitted.

PROHIBITED

- ⊗ Rubbish, sports equipment or personal property left in the common areas.
- ⊗ Domestic walking pets which are not on a leash and in the care of an adult capable of controlling the animal at all times.
- ⊗ Swimming in any lake within The Moors.
- ⊗ Pedestrians, go-carts, motorized scooters and skating on the roadway of Mediterranean Blvd.
- ⊗ Go-carts, motorized scooters and all-terrain-vehicles on any road within The Moors.
- ⊗ Placement of any item on walkways or on any landscaped areas.

- ⊗ Use of power equipment, hobby shops, vehicular maintenance (other than emergency work) without written pre-approval by the Board.
- ⊗ Hunting or use of firearms.

COMMUNITY ACCESS

MM DEC AMENDMENT; MM, BOARD OF DIRECTORS

- The Moors is not liable or responsible for, in any manner, the health, safety or welfare of any owner, occupant or user of any portion of the properties.
- This is a limited access community. To facilitate ingress to your lot/unit, each Moors owner and resident completes the steps below through the Administration Office. The entry gate officer(s) and roving patrol strictly enforce these community access requirements.

VEHICLE BAR CODE

- Every vehicle belonging to a Moors resident shall exhibit a barcode on a driver's side window.
- A bar code is issued when the all of the following are presented at the Administration Office:
 - ✓ A valid driver's license.
 - ✓ A valid registration for the vehicle.
 - ✓ Leased vehicle - A copy of the lease with the resident name(s) and address listed.
 - ✓ Unit owner - A copy of the settlement statement or warranty deed on which the owner(s) name(s) appears.
 - ✓ Unit tenant - A copy of the fully executed current lease on which the tenant(s) name(s) appears.
 - ✓ A check or money order (no cash).
 - ... \$15.00 each vehicle bar code for an owner/resident
 - ... \$20.00 each vehicle bar code for frequent guest, e.g., family member (maximum of four [2] per Moors residence).

- A resident shall show a valid picture ID (drivers license, military ID, passport) to the officer at the entry gate visitor's lane when
 - ✓ as the driver of a vehicle without a valid bar code, and
 - ✓ as a passenger in a vehicle without a valid Moors bar code.

VISITORS

- Each visitor shall present a valid picture ID to the entry gate officer when in a vehicle which does not exhibit a valid bar code. Improper identification results in denial of access to The Moors.
- Each resident may receive a guest(s) by completing the following:
 - ✓ Submit a written list, through Administration Office, of named individuals (maximum of 5 names) who are to be granted Moors access without the entry gate officer first calling the owner/tenant at his/her unit. These names will show on the computer access records for the unit. **WARNING:** Each resident is solely responsible to provide a written change(s) for his/her authorized visitor(s) through community access processing.
 - ✓ Identify an authorized visitor by name on the voice mail call-up system. This information is only valid for a 24-hour period. One must use the personal and private pass code provided to the resident by the Administration Office.
 - ✓ Affirm/deny visitor access when called at home by the entry gate officer.
 - ✓ Provide a list of attendees to the Administration Office at least two (2) regular business days in advance of a special event being held by the owner/tenant. See the "Vehicles" section of this Handbook.
 - ✓ An owner shall coordinate any cement delivery with the association manager or assistant manager. The entry gate officer shall deny access to these trucks unless authorized by management.

DUE PROCESS

GH, DEC ART X, SCH A, MP, BYLW SCH A; MM, DEC ART VII;
 PH, DEC ART VIII; TV, DEC ART X; VH, DEC ART IX

Before a Sub- or Master Association Board levies a fine/assessment against an owner's assessment account, due process is followed.

NOTICE

The lot/unit owner(s) is mailed a letter that (i) identifies the alleged violation of a governing document provision, (ii) provides a time limit for correction or remedy, (iii) notifies the owner of his/her right to be heard, either in person or in writing, when the alleged violation has not been remedied within the given time limitation, and (iv) the date, time and location of the hearing, if required. A courtesy copy of this letter is also mailed to any tenant(s).

HEARING

When the alleged violation is not corrected within the time limitation, the owner(s) may either appear in person at the scheduled hearing or have submitted his/her written statement(s) regarding the alleged violation by the response deadline. The hearing body considers the information presented and has an opportunity to ask questions. After the presentation, it makes a recommendation to the Board. The Board may, at its discretion, levy a fine/violation special assessment, pursue some form of alternative dispute resolution, or other legal remedies.

DEFAULT HEARING

When the alleged violation is not corrected within the time limitation and the owner(s) is not present or a written statement has not been received, the hearing body considers the alleged violation and makes a recommendation to the Board. The Board may, at its discretion, levy a fine/violation special assessment, pursue some form of alternative dispute resolution, or other legal remedies.

NOTICE OF DECISION

Within thirty (30) days of the hearing, the lot/unit owner(s) is mailed notification of the hearing body's decision. A copy may be mailed to the tenant when appropriate.

FENCES

GH, DEC ART VIII; MM, BOARD OF DIRECTOR; PH, DEC ART VII;
TV, DEC ART VII, VIII, VH, DEC ART VI

Before the addition, repair or replacement of any fence on a lot or unit limited common area is initiated, the owner shall obtain written pre-approval through the architectural modification process.

FINES/VIOLATION ASSESSMENT SCHEDULE & INDIVIDUAL SPECIAL ASSESSMENT

GH, DEC ART X, SCH A; MP, BYLW SCH A; MM, DEC ART VII;
PH, DEC ART VIII; TV, DEC ART X; VH, DEC ART IX

Following due process, the Master or Sub-Association Board, at the completion of a hearing, may levy a fine / violation assessment and/or an individual special assessment against the unit owner's assessment account for an infraction of the Association's governing documents. The Board may also decide to pursue some form of alternative dispute resolution or other legal remedies.

FINES/VIOLATION ASSESSMENTS

MP

\$50 Each Violation

GH, MM, PH, TV, VH

- \$100 First Violation of governing document provision;
- \$500 Second occurrence of the first violation; and
- \$1000 Each additional occurrence of the first violation.

Individual Special Assessment- The Boards of the Master and Sub-Association may impose a special assessment against any owner to reimburse the Association (1) for costs incurred to bring an owner or his/her unit into compliance with the provisions of the governing documents and/or (2) to cover special expenses due to the willful or negligent acts of said owner(s), his / her guest(s), agent(s), invitees, or tenant(s).

GOVERNING DOCUMENTS

- The community and governance structure of The Moors is found in the Association-specific governing documents and applicable federal, state and local laws and ordinances.
- Governing documents specific to Moors Master and the resident's Sub-Association include the Condominium Plan (MP), the Association Plan (GH, MM, PH, TV, VH) Declaration of Restrictions,

Articles of Incorporation, Bylaws, and Board adopted and published rules, regulations, policies and procedures.

- At time of purchase and as a condition of sale, a new owner(s) shall obtain a copy of both the Master and Sub-Association specific documents from the prior owner and agrees to abide by the provisions contained therein.

HURRICANE PREPAREDNESS

GH, DEC SCH A; MM, BOARD OF DIRECTORS; MP, BYLW SCH A;
TV, DEC SCH; VH, DEC SCH A

- Any resident who is absent during the hurricane season shall, prior to departure,
 - ✓ designate a responsible firm/individual to care for the unit during the season which shall include the installation of the owner's hurricane shutters, when available,
 - ✓ assign responsibility for care of the unit in case of hurricane damage, and
 - ✓ notify the Master and Sub-Associations of the name and contact information for the responsible designee.
- Any owner, after completion of the architectural modification process and issuance of a Miami-Dade County building permit, may install either accordion and/or panel hurricane shutters.
- Hurricane shutters may be closed, at the owner's or owner's designee discretion, only during the time under which Miami-Dade County is declared to be under a hurricane watch or warning, and shall be opened within 72 hours after a watch or warning is discontinued by the National Hurricane Center.

ILLEGAL ACTIVITIES

GH, DEC SCH A; LK; LT; MP, DEC SEC 17; MM, BOARD OF DIRECTORS

- No noxious, offensive or illegal activity shall be carded on upon any portion of the community.
- There shall be no act or failure to act which may be or may become an annoyance, nuisance, or health or safety problem.

INSURANCE

MP, DEC SEC 14; MM, DEC AMENDMENT, PH, BYLW ART X; TV, DEC SCH A; VH, DEC ART X

- A portion of the regular monthly assessment pays the premiums for the blanket commercial package policy (ies) maintained by the Master and Sub-Associations. The policy (ies) provide coverage for common area property, liability, fidelity bond, and flood (MM, MP, VH) coverages.
- Each owner shall be solely responsible for any repair(s) or damage(s) caused to another unit or the common area when the cause of such repair or damage commences within the lot/unit or exclusive use common area.
- The owner(s) is encouraged to obtain Insurance coverage(s) for his / her individual unit, including personal property and personal liability.
- The owner(s) shall maintain insurance that covers any special assessment which may be levied by a Board of Directors.
- Each owner shall pay any deductible amount for any loss to his/her lot/unit.

TV, VH, GH, PH

- Each owner is responsible for obtaining “homeowner’s insurance” for hazard (property) and flood.

MP

- Each owner is responsible for any damage to the unit’s interior floor, wall and ceiling coverings and his/her personal effects. These are not covered by the master policy. Must obtain “homeowner’s insurance” for condominiums.

LAKE FRONT PROPERTIES

GH, DEC ART VIII; PH, DEC ART VII; TV, DEC ART VII; VH, DEC ART VI

- The Master association, Lakeridge or Latitudes maintains the lake front shoreline, the water quality and the landscaping between the edge of the water and top of the slope to the private lakes within The Moors.

- Any resident whose lot/unit is contiguous to any lake shall not
 - ⊗ erect, place or maintain a boathouse, dock or wharf or any structure of any kind in the common areas adjacent to the lake shoreline.
 - ⊗ landscape, use as a drive for vehicular access, or store any item in the common area adjacent to the lake shoreline.

LEASING

GH, DEC ART IX; LK. LT; MP, DEC SEC 18; MM, DEC AMENDMENT;
PH, ART VII; TV, DEC ART VII; VH, DEC ART VIII

- Each owner has the right to lease the entire lot/unit for residential purposes, but not a portion thereof. Must be current with his/her maintenance account.
- Each owner shall limit the number of inhabitants in the leased unit as defined in the governing documents and summarized under the “Occupancy” section of this Handbook.
- Each lease shall be written, contain a requirement that the tenant(s) shall abide by the Association(s) governing documents, and shall stipulate that failure to comply with these document provisions shall be a default under the lease.

GH, PH, TV, VH

- A unit shall be leased for a period of at least one (1) year.
- An owner desiring to lease his/her home shall post a one thousand dollar (\$1,000) deposit to cover any damages that may be caused by the tenant(s) to the common areas. These funds, deposited in a non-interest bearing escrow account, will be returned to the owner upon written request and verification that the tenant(s) has vacated.

MP

- A condo unit shall be leased for a period of at least one hundred eighty (180) days.
- The owner shall submit a complete Occupancy Application package for approval prior to leasing the unit. A nonrefundable one hundred dollar (\$100) application fee shall accompany this package. Anticipate 10-15 business days for processing.

MP, VH

- The owner(s) and tenant(s) must sign a Lease Addendum Agreement.

MANAGEMENT

GH, ART INC SEC II; BY, BYLW SEC 12; MM, ART INC SEC II;
PH, DEC ART IV, ART INC ART II; TV, ART INC ART II

- The Boards of Directors utilize the services of a professional community association management agent. This entity assists in the implementation of Board decisions and approved policies and procedures, and performs the routine administrative functions. This includes, but is not limited to, (i) the coordination of Board authorized work performed by others for the operation, repair and maintenance of the areas for which the association is responsible, (ii) information and administrative resource, (iii) the contact for residents on Association related matters, Ch/ 24 hour emergency response, and (v) attendance at Board and membership meetings.
- Please notify management via a phone call when a common area problem is noticed, e.g., malfunctions relating to the recreational equipment or facilities, unique conditions or incidents which occur in The Moors common areas.
- Non-emergency matters and complaints are processed in writing through Administration Office.

MEETINGS

GH, BYLW ART IV, VI; MP, BYLW ART II, III, IV; MM, BYLW IV; PH, BYLW ART IV;
TV, ART INC V AMENDED; VH, BYLW ART

BOARD OF DIRECTORS

- The business affairs of each Sub-Association are handled by a volunteer five (5) member Board of Directors of owners. The five (5) directors, elect officers among themselves, and serve a one (1) year term.
- The business affairs of the Master Association are conducted by an appointed Board. There is one appointed representative from each Sub-Association, the apartment complexes and the shopping center. The directors serve a one (1) year term. The Board elects officers from among these appointed directors.

- The regular monthly meeting of each Board, generally held at The Moors Club Center, is open to any owner.
- Notice of Board meeting dates is published in the newsletter, posted at The Club Center, and announced on the Moors closed-circuit "TV Channel 28.
- Executive session Board meetings (closed to members) may be held when called by the President or the majority of the directors to discuss matters related to personnel, and litigation or potential litigation. The nature of executive session matters are announced and voted upon, as required, in a regular meeting.

GH, MM, PH, TV, VH

- Non-Director owners (members) may not participate in any discussion or deliberation of the Board unless approved by a majority of the Directors present.
- To be included on the agenda, an owner must submit his/her written concern to management at least one week in advance of the scheduled meeting date.

MP

- An owner, other than a director, may speak twice on each agenda item during a Board meeting, not to exceed three (3) minutes per presentation.
- An owner shall limit his/her comments to the subject matter on the floor and shall relinquish the floor to the Chairperson at the expiration of the presentation time limit.
- Only stationary audio or video taping of a Board meeting is allowed. video cameras shall be mounted on a tripod.
- The Board meeting shall not be delayed because an individual needs to change audio or video equipment, batteries or tapes.

MEMBERSHIP

- Participation Personal attendance at a membership meeting keeps the owner abreast of Association related activities. When present, an owner may choose to revoke his/her submitted proxy at time of registration.
- Notice & Proxy At least ten (10) days in advance of an annual or special membership meeting, each owner will be mailed a meeting

notice and proxy. A quorum (a majority of members entitled to vote) must be present in person or represented by proxy for the transaction of business. Each owner is urged to complete and return the proxy.

- Annual Meeting As required by the governing documents, a membership meeting is scheduled annually. The members (owners) receive reports from the Board, elect five (5) owners to serve as
- Directors (GH, MP, PH, TV, VH), and handle other matters that may require membership vote.
- Special Meeting A special meeting of association members (owners) may be called at any time and for any purpose when requested by members of the Board or upon receipt of a written request signed by the required percentage of members.

NOISE

GH, DEC SCH A, LK; LT; MP BYLW SCH A; MM, BOARD OF DIRECTORS;
PH, DEC SCH A, TV, DEC SCH A; VH, DEC SCH A

- Work done with a lot/unit which could cause noise shall be completed only during the hours of 8:00 a.m. - 5:00 p.m., Monday -Saturday, unless written pre-approval is received from the Board.
- Between the hours of 11:00 p.m. - 7:00 a.m., Sunday through Thursday, and 12 midnight - 7:00 a.m., Friday and Saturday, the following shall not occur:
 - ⊙ Human activities/behavior - the volume of any audio/video/musical equipment or pets within a lot/unit which can be heard or felt through walls or floors or heard in the common area, and
 - ⊙ Vehicles (including motorcycles) left running or horns blowing which create a noise nuisance within the community.

NOTICES

GE, MP, MM, PH, TV, VH, BOARDS OF DIRECTORS

Community service notices and Association announcements will be posted, as authorized by the Board, on the Club Center Bulletin Board, in the newsletter, and on the Moors closed-circuit 'I TV Channel 28.

NUISANCE

GH, DEC ART VIII, SCH A; LK, LT; MP, DEC SEC 17, MM, BOARD OF DIRECTORS, PH, DEC ART VII, SCH A; VH, DEC ART IV, SCH A

- The result of or condition caused by any violation of any governing document provision, other than the payment of assessment(s), shall be a nuisance.
- Every remedy at law or in equity against a public or private nuisance may be exercised by the Board or an enforcing person.
- Each owner is responsible for the conduct of his/her family members, guests, or unit occupant(s), which includes
 - ✓ any disturbance of other residents, and
 - ✓ the supervision of children when in the Common Area.

OCCUPANCY

GH, DEC ART IX; LK; LT; MP, DEC SEC 17; PH, DEC ART VII; TV, DEC ART VII. VH, DEC ART VI, VIII

- Each residential lot/unit shall be occupied by the owner(s) and his/her applicable permittees.
- Only one (1) family shall occupy a lot/unit at one time.
- The number of persons living within the lot/unit, except for temporary guests for a period no longer than a month, shall not exceed two (2) persons per bedroom and one (1) person per den contained within the unit.

OWNER LIABILITY FOR DAMAGE

GH, DEC ART VII, SCH A, MP, DEC SEC 19; PH, DEC ART VI, SCH A, TV, DEC ART IV, VII; VH, DEC ART V, SCH A

Each owner or apartment resident shall be legally liable to the Association for all damages to the Association property, common area or another lot/unit caused by such owner, his/her family members, guests, tenants, or licensee(s) and apartment resident(s).

OWNER MAINTENANCE RESPONSIBILITIES

GH, DEC ART VII, VIII, SCH A; MP, DEC SEC 7, 19. PH, DEC ART IV, V, VII, SCH A; TV, DEC ART IV, V, VI, VIII; VH, DEC ART IV, VI, SCH A

- Each owner shall maintain and repair those portions of the lot/unit as identified in the governing documents.
- All owner maintenance and repairs efforts shall be made in such a manner as to preserve the attractive appearance, to protect the value and to maintain the established system of drainage, and in such a manner as deemed necessary in the judgment of the Association.
- Nothing shall be done on a lot or in a unit which will impair the structural integrity of the building.
- Each owner shall be solely responsible for any repair(s) or damage(s) caused to another lot, unit, or common area when the cause of such repair or damage commences within the owner's lot/unit, a system servicing it exclusively, or its exclusive use common area.

See the chart on page 30 (*Table 2*) and the "Architectural Modifications" and "Common Area Maintenance / Landscaping" sections of this Handbook.

Examples - Owner Maintenance Responsibilities for Lot/unit

PARKING (SEE VEHICLES)

PATIOS/BALCONIES

GH, DEC SCH A; LK; LT; MP, BYLW SCH A; PH, DEC SCH A,; TV, DEC SCH A; VH, DEC SCH A

- All patios/balconies are for the enjoyment and sole use of the occupants of the appurtenant lot/unit.
- Any alteration, painting, permanent installation or remodeling effort requires written pre-approval following architectural modification procedures. See the "Architectural Modifications" section of this Handbook.

TABLE 2

OWNER MAINTENANCE RESPONSIBILITIES					
ASSOCIATION	GH	MP	PH	TV	VH
EXTERIOR					
Driveway	✓	n/a	✓	✓	n/a
Doors	✓		✓	✓	✓
Fence	✓	n/a	✓	✓	✓
Landscape	✓	✓	✓	✓	✓
Light fixtures	✓	n/a	✓	✓	✓
Paint	✓	n/a	✓	✓	✓
Patio/Balcony	✓	n/a	✓	✓	✓
Porch	✓	n/a	✓	✓	✓
Roof System	✓	n/a	✓	✓	✓
Screens	✓	✓	✓	✓	✓
Stucco	✓	n/a	✓	✓	n/a
Trim	✓	n/a	✓	✓	n/a
Walls	✓	n/a	✓	✓	n/a
Walks	✓	n/a	✓	✓	n/a
Windows	✓	✓	✓	✓	✓
INTERIOR					
Fixtures	✓	✓	✓	✓	✓
Partition walls	n/a	n/a	n/a	✓	✓
Surfaces	✓	✓	✓	✓	✓
UTILITY LINES					
Electric	✓	✓ unit	✓	✓	✓
Sewer	✓	✓ unit	✓	✓	✓
Telephone	✓	✓ unit	✓	✓	✓
Water	✓	✓ unit	✓	✓	✓
✓ = Architectural Modification Process Required (Must obtain written Association approval)					

PROHIBITED

- ⊗ Any item(s) on top of a patio/balcony fence or wall.
- ⊗ Any item(s) hanging from the exterior edge of a patio/balcony fence/wall.
- ⊗ Clothes lines or hanging laundry.
- ⊗ Storage of any item(s) that protrude above the surrounding wall/fence.
- ⊗ Anything which would impede access by fire fighting personnel and equipment.
- ⊗ Any vegetation or structure which interferes with a building component or established drainage pattern.

PROHIBITED

LK, L T, MP

- ⊗ Barbecue grills or cooking equipment on balconies, terraces, roofs or porches.

RESALES

GH, DEC ART IX, MP, DEC SEC 18, MM, BOARD OF DIRECTORS, PH, DEC ART VI, V, DEC ART IX; VH, DEC ART VIII

GH, MP, PH, TV, VH

- Each owner, prior to the sale of the lot/unit shall pay in full all sums owed to the Master and Sub-Associations as evidenced by an Estoppel Letter.
- Each owner shall, with the Estoppel request, pay to the Master Association a reasonable sum, as established from time to time by the Board, to cover the costs to examine the unit records, inspect the exterior of the property to assure compliance with governing document provisions, and to prepare the Estoppel Letter.
- After receipt of a written request and payment of the established fee, the Association, by state statute, has ten (10) business days to complete the inspection and prepare the Estoppel Letter.
- See the “Occupancy” and “Signs” sections of this Handbook.

MP

- Before submitting an Estoppel request, each unit owner shall complete the Occupancy Application process prior to selling his/her unit. A non-refundable one hundred dollar (\$100) application fee shall accompany the submitted materials. Anticipate 10 business days for processing.
- See the “Occupancy” and “Signs” sections of this Handbook.

RESIDENTIAL USE

GH, DEC ART VIII; MP, DEC SEC 17; PH, DEC ART VII; TV, DEC ART VII, VH, DEC ART VII

- Each lot/unit within The Moors shall be occupied and used solely for private, single-family dwelling purposes by the owner(s) and his/her permittee.
- All equipment, garbage cans, or storage shall be kept screened and concealed from the view of neighboring units, the street(s) or common areas.
- One (1) gas cylinder not to exceed twenty (20) pounds is permitted for use with a barbecue grill (GH, PH, TV, VH).

PROHIBITED

- ⊗ Any trade or business activity which requires frequent access to the lot/unit/community by clients, patrons, customers or suppliers.
- ⊗ Any noxious, offensive or illegal activity.
- ⊗ Any act or failure to act which may be or may become an annoyance, nuisance, or health or safety problem, or cause the loss of Association insurance coverage.
- ⊗ Any structure of temporary character, trailer, tent, mobile home or recreational vehicle used for residential purposes.
- ⊗ Any clothing, laundry, wash which is aired or dried outside of a unit. X Hunting or use of firearms.

SIGNS

GH, DEC ART VIII; MP, BYLW SCH A; MM, BOARD OF DIRECTORS; PH, DEC ART VII;
TV, DEC ART VII; VH, DEC ART VI

RESALE OR LEASE

GH, PH, TV, VH

- The owner(s) is permitted to place one (1) for “sale” or “rent” sign within three feet (3’) of the front of a unit.
- Each sign shall not exceed five (5) square feet in size and the design shall be in conformance with applicable Miami-Dade County requirements.
- An “Open House” sign may be placed adjacent to the “sale” sign only during the designated open house hours. No signs on Mediterranean Blvd.

GH, MP, PH, TV, VH

- A single “open house” sign may be placed outside the perimeter wall along 67th Avenue during the designated open house hours and promptly removed thereafter.
- The owner shall provide:
 - ⊙ a detailed map to his/her unit within The Moors to the listing/showing real estate agent.
 - ⊙ advance notice of an upcoming “open house” to the administration office for gate access.
 - ⊙ a representative who is in the unit to authorize open house visitors announced by the gate officer.
 - ⊙ Association recommends for owners to request a property inspection of their unit when considering selling or refinancing the house.

SECURITY MONITORING

GH, PH, TV, VH

- A single small sign furnished by the firm which monitors the private security system of a lot/unit may be placed within three feet (3’) and in front of the home.

GH, MP, PH, TV, VH

- A maximum of three (3) signs may be placed on the interior window surface(s) as furnished by the firm which monitors the private security system for a lot/unit.

PROHIBITED

- ⊗ Placement of a sign other than defined above in any common or limited area within the community, i.e., patios, walkways, walls, landscaping, without written pre-approval from both the Master and Sub-Association.

PROHIBITED MP

- ⊗ Placement of any signs, fliers, or bulletins within Moors Pointe without written pre-approval by the Board of Directors.

SOLICITATION

MM, BOARD OF DIRECTORS

Door-to-door solicitation, distribution or posting of any advertisement or announcement materials within The Moors is prohibited, except with written pre-approval by the Master Association.

TRASH

GH, DEC ART VIII, SCH A; LK; LT; MP, BYLW SCH A; MM, BOARD OF DIRECTORS;
PH, DEC ART VII; TV, DEC ART VII, SCH A; VH, DEC ART VI, SCH A

- All rubbish, trash, garbage or recycling materials shall be regularly removed from each lot/unit and disposed of in the correct manner.

GH, PH, TV, VH

- The rigid containers (aluminum/plastic) for the disposal or collection of a unit's refuse shall be:
 - ✓ marked on the exterior with the unit number
 - ✓ kept in a clean and sanitary condition.
 - ✓ no less than 20 gallons nor more than 32 gallons in capacity.
 - ✓ completely sealed.

- ✓ placed out for collection no earlier than 24 hours prior to the scheduled collection time.
- ✓ returned to the unit within 12 hours of the collection time.

MP

- Each resident shall
 - ✓ securely close and fasten each bag which contains refuse or recyclable objects.
 - ✓ place bag(s) completely within the designated collection bins.

PROHIBITED

- ⊗ Placement or accumulation of any rubbish, trash or garbage from a unit on the common area other than for the regular collection schedule.

VEHICLES

GH, DEC ART VIII, SCH A; MM, DEC ART VII AMENDED; MM BOARD OF DIRECTORS; PH, DEC ART VII, SCH A; TV, DEC ART VII, SCH A; VH, DEC ART IV, VI, SCH A

- The streets within The Moors are common areas. Each resident, his/her family member, or guest individually assumes any risk with respect to the use of the streets for any purpose other than vehicular ingress or egress to the lot/unit.
- Parking within The Moors is limited and parking restrictions are strictly enforced.
- Each vehicle within The Moors shall:
 - ✓ be in operable condition.
 - ✓ be in compliance with all vehicular laws and ordinances. Current tag displayed.
 - ✓ be parked within the boundaries of a lot/unit driveway or designated parking space.
 - ✓ exhibit the requisite Moors community access barcode, guest sticker, or temporary guest parking permit.
 - ✓ be subject to towing or booting solely at the owner's expense and without further notice twenty-four (24) hours after the time a

violation notice is placed on the vehicle. NOTE: A second incident of the same posted violation within a six (6) month period results in towing or booting without notice.

- The maximum speed on the major thoroughfare, Mediterranean Boulevard, is thirty miles per hour (30 mph).
- On-street parking is **ONLY** permitted:
 - ✓ for service pick-up/delivery or commercial/contract services and is limited to the duration of service.
 - ✓ when the Club Center parking spaces are full and **ONLY** on the side of Mediterranean Boulevard adjacent to the Club Center and with left wheels of vehicle on the grass and between the white line down the middle of the sidewalk
 - ✓ for a visit/special event at a lot/unit **AFTER** the owner/tenant:
 - ... submits a written list of attendees to the Administration Office at least two (2) regular business days in advance of the scheduled visit/event,
 - ... obtains a special event/temporary parking permit from Pass & ID for each vehicle present during the visit/event,
 - ... ensures that each vehicle, during the visit/event, exhibits the issued temporary sticker on the driver's side dashboard,
 - ... ensures that all vehicles park only on one side of the street (cul-de-sacs - on a straight portion of the street), no parking on the grass and
 - ... removes or has the vehicle(s) removed promptly at the completion of the visit/event.

PROHIBITED

- ⊙ Any portion of a vehicle parked on the common areas (landscaping, grass).
- ⊙ Storage of cars, trucks, commercial vehicles, campers, mobile homes, motor homes, house trailers, trailers of any other description, recreational vehicles, boats and commercial vans.
- ⊙ Repairs or maintenance, except for emergency repairs.

- ⊗ A vehicle with a Moors access barcode parked in a designated guest parking space unless the vehicle also displays a guest pass/permit. Residents are not allowed to use guest parking spaces.
- ⊗ Tailgating behind another vehicle.
- ⊗ Residents and live-in guests are not allowed to use guest parking spaces.
- ⊗ Visitors can not use guest parking spaces for more than five consecutive days or a total of ten days within a 30-day period.

PROHIBITED MP

- ⊗ Parking a vehicle with a Moors access barcode in a designated guest space in excess of twenty-four (24) hours.

PROHIBITED TV

- ⊗ T-Bone parking on driveways. (Two vehicles straight and one across)

VISIBILITY AT INTERSECTIONS

GH, DEC ART VIII; MM, BOARD OF DIRECTORS; PH, DEC ART VII; TV, DEC ART VII

Any obstruction to the visibility at a street intersection or common area intersection is prohibited.

WEIGHT/SOUND RESTRICTIONS (MP)

MP, DEC 17

Hard and/or heavy surface floor coverings are permitted in the unit's foyer, kitchen and bathroom(s).

PROHIBITED

- ⊗ Installation of hard/heavy floor surface coverings in any other area of the unit without written pre-approval from the Board. Must use soundproofing material.
- ⊗ Installation of any floor coverings or paint on balcony floor or steps without written pre-approval from the Board.

WINDOW/DOOR COVERINGS

GH, DEC ART VIII; LK; LT; MP, BYLW SCH A; PH, DEC ART VII; TV, DEC ART VII;
VH, DEC ART VI

- Any window/door openings visible from the street, common areas or other lots/units shall be covered with drapes, blinds or other suitable coverings and exhibit a white backing.
- Interior glass surfaces may only be coated with a non-reflective smoke colored film for energy conservation purposes.
- White or black security bars may only be placed on the interior side of a unit's window(s)/door(s).
- See the "Hurricane Preparedness" section of this Handbook.

PROHIBITED

- ⊗ Paper, foil, towels, sheets or any other unsuitable covering(s).
- ⊗ Security bars/doors on the exterior of a lot/unit.