

NEW RESIDENT WELCOME PACKAGE

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Mail Box #: _____ Elevators: _____ Parking Space #: _____

IMPORTANT EMAILS

- ❖ General Manager, Matthew Christopher: gm@900biscaynebay.net
- ❖ Property Manager, Scott Snipes: manager@900biscaynebay.net
- ❖ Office Manager, Najibe El Dik: om@900biscaynebay.net
- ❖ Administrative Assistant, Malie Arocho: aa@900biscaynebay.net
- ❖ Administrative Assistant, Esteban Morera: madmin@900biscaynebay.net
- ❖ Concierge, Miguel Pena: concierge@900biscaynebay.net
- ❖ Spa Director, Anas Mamhoud: 900biscayne@nfcamenity.com
- ❖ Valet Manager, Jean Claude Cahen: JC@parkavenueofmiami.com

IMPORTANT PHONE NUMBERS

- ❖ Management Office: (786) 206-6781
- ❖ Resident Services/Security Upper Lobby 3rd floor: (786) 206-6900 (press 0)
- ❖ Resident Services/Security Lower Lobby 1st floor: (786) 206-6780
- ❖ Package Pick Up/Lower Lobby 1st floor: (786) 206-6780
- ❖ Valet Parking (3rd Floor Ramp): (786) 206-6795
- ❖ Spa/Gym/Pool: (786) 206-6792

HOURS OF OPERATION

- ❖ Management Office: (Mon-Fri) 8:30 am -5:00 pm
- ❖ Gym: 5:00 am -12:00 midnight
- ❖ Spa: 7:00 am - 9:00 pm (Mon-Fri); 8:00 am – 8:00 pm (Sat-Sun)
- ❖ Pool Deck: Closed for Renovations
- ❖ Loading Dock – (Mon-Fri) 8:30 am - 4:30 pm

IMPORTANT VENDORS

- ❖ Hotwire: (800) 355-5668 (Cable, Internet & Phone)
- ❖ FP&L: (305) 442-0388
- ❖ Canine Counselors: (305) 264-0027
- ❖ AAA Miami Locksmith: (305) 576-9320 (Lock outs)
- ❖ Douglas Orr Plumbing: (305) 887-1687
- ❖ CA Mechanical (A/C): (954) 975-5554

POST OFFICE CONTACT INFORMATION

- ❖ Job Title: Address Management Supervisor
- ❖ Company: USPS Flagler Station
- ❖ Business Address: 500 NW 2nd Avenue
Miami, FL 33101-9998
- ❖ Phone Number: (305) 371-7099
- ❖ Fax Number: (305) 374-3216

PARKING PROCEDURES

Valet Parking Hourly Rates (Guests, unregistered vehicles and past due accounts):

- 0-4 hours: \$10
- 4-8 hours: \$15
- 8-12 hours: \$20
- 12-24 hours: \$25
- ❖ Vehicles that have not registered will be asked to provide a mobile phone number where they will receive a text from our ticketless vehicle management system, SMS Valet, with a link to request their vehicle once they are ready.
- ❖ Registered vehicles must park in the unit's assigned parking space. Unregistered vehicles improperly parked in the garage, in the grocery drop-off spaces, on the ramp or any other location will be booted. Guest vehicles parked on-site without a current valet ticket will be booted. The boot will be removed upon payment of a \$100 fee.
- ❖ Residents are able to purchase validations for their guests through the SMS Valet App at \$5 per validation. Residents are also able to pay for their guest's parking through the App using the guest's mobile phone number that was provided to valet upon their arrival.
- ❖ Residents may preauthorize guests to prepay for a temporary parking pass by prior arrangement with the Management Office. Upon arrival, the guest must provide the valet cashier with the vehicle registration and insurance or rental agreement at which time they will be charged via credit card for the entire duration of their stay at a rate of \$25/day. (Temporary passes may not be available during holidays and special events. Management will notify you via email accordingly).

Residential Parking:

- ❖ Registering your vehicle is quick and easy. Bring your vehicle registration & insurance to the management office or concierge. The resident's name must be listed on the vehicle registration and insurance documents. All registered vehicles will be issued a \$25 RFID. The RFID will not function if it is removed.
- ❖ Only one vehicle can be assigned to the unit's assigned parking space. Residents cannot alternate between vehicles.
- ❖ There are no additional parking spaces available for rent or sale. Additional vehicles must be registered to valet park at the following monthly rates:
 - First additional vehicle \$175
 - Second additional vehicle \$300
 - Third additional vehicle \$425
 - Valet parking is available for the vehicle registered to its assigned space for \$175 monthly.
- ❖ Please remember that the valet monthly service fee is due on the 1st and late after the 5th of every month. After the 5th of each month the valet account will be considered past due and a \$25.00 late fee will be assessed to each vehicle on the account and daily valet tickets will be issued and charged prior to release of vehicle. Additional costs incurred from daily valet tickets will be added to the total amount due (monthly rate + \$25.00 late fee + daily parking fee until account is current).
- ❖ Valet Vehicles are managed through a ticketless system called SMS Valet. For all residents that use valet, they are required to submit the SMS Valet Resident Registration Form to the management office. Having your vehicle registered in the system will allow you to request your vehicle electronically.
- ❖ Payment options for monthly service:
 - Credit card payment with the 3rd floor Valet Cashier
 - Reoccurring automatic credit card charge (form must be completed and provided to Management)

- Personal or cashier check and money order payable to **Park Avenue of Miami, LLC**. May be provided to the cashier on the third floor or mail to:
 - c/o 900 Biscayne Bay Management Office
990 Biscayne Blvd.
Ste. 404
Miami, FL, 33132

Handicap Parking:

- ❖ Handicap parking spaces in the garage are for the loading and unloading of handicap persons.
- ❖ Residents requiring a designated handicap parking space must submit their disabled persons parking permit registered in Florida, along with the registration and insurance of the vehicle. All required documents must be in the name of the resident.
- ❖ Residents requiring a handicap parking space will trade their usage rights to their assigned parking space and allow valet use of the space until they no longer require the handicap parking space.

Rental & Loaner Vehicles - Self Parking:

“Rental and loaner agreements must be under resident’s name.”

- ❖ Option #1 – Upon arrival, residents will park in one of the 15-minute spaces on the third floor. They will bring their rental or loaner agreement to concierge or the front desk. Resident Services will register the resident’s temporary vehicle in Vertilinc, and make a copy of the agreement. They will then advise the ramp officer to allow the resident access to the garage. Moving forward, each time the resident drives their rental/loaner vehicle into the building they will check in with the ramp officer. This is so they can verify vehicle information before allowing access to the garage. The registration for this option will be available 7 days a week from 7AM to 11PM.
- ❖ Option #2 – After completing the process above, residents also have the option of purchasing a \$25 RFID. This would allow them to access the garage without checking in with the ramp officer. RFID’s can be purchased in the management office or when concierge is available.
- ❖ Option #3 – Residents can park with valet for \$5 a day, after providing rental/loan agreement to valet staff. Valet will park the vehicle in the resident’s assigned parking space.

Rental & Loaner Vehicles - Valet Parking:

“Rental and loaner agreements must be under residents’ name.”

- ❖ Residents with a current monthly valet account must provide the rental/loaner documents to the valet cashier for registration. Valet will then park the loaner/rental vehicle at no additional cost, and at the same terms and in place of their owned vehicle. This only applies to rental and loaner vehicles registered to the resident. It does not apply to vehicles owned by friends or family of the resident.

COMMUNITY WEBSITE **www.900community.com**

- ❖ Access to view informational documents, forms, meeting minutes, and other important condo documents
- ❖ View your permanent guests and pre-authorize guests for easy access into the property.
- ❖ Unit owner can view and pay association/condo dues and setup recurring payments.
- ❖ Request your car from the valet.
- ❖ Building Maintenance: It's easy to send a work order for common area maintenance or housekeeping.
- ❖ View and change your contact, emergency contact and insurance information in the event of a hurricane or natural disaster.
- ❖ Community Phone Book: See contact information for the property as well as the city.
- ❖ Complete calendar of events for the Greater Miami area.
- ❖ Download and fill out any specific facility-reservation requirements and pay online any rental or cleaning fees for any facility you want to reserve.
- ❖ Request transportation via taxi, black car, or limousine.
- ❖ Request services from our in-house concierge such as dog walking, housekeeping, dry cleaning/laundry, window-washing, reservations, or car service.
- ❖ Reserve a table at the top local restaurants and received immediate confirmation.
- ❖ View schedules, information, and make reservations on all activities and facilities.

Upon completion of orientation, management will send your 900 Community website user name and password.

900 COMMUNITY MOBILE APP: <https://900m.vertilinc.com/>

- ❖ View your permanent guests and pre-authorize guests for easy access into the property.
- ❖ Submit Concierge and/or Front Desk Service Requests.
- ❖ Get property messages right on your phone.
- ❖ Have a complete calendar of events for the Greater Miami area.
- ❖ Submit building maintenance requests.
- ❖ Property Phone Book.
- ❖ Request luggage assistance from valet staff or request luggage left with valet to be sent to your residence.
- ❖ Request transportation via taxi, black car, or limousine.
- ❖ Request your car from the valet.
- ❖ View packages received.
- ❖ View schedules, information, and make reservations on all facilities at 900 Biscayne Bay.



MOVING, DELIVERY AND CONTRACTOR POLICY

- ❖ 900 Biscayne Bay has 509 Residential units. To accommodate all residents, moves and deliveries MUST be scheduled with the Management Office. Please call (786) 206-6781 to schedule your move as far in advanced as possible.
- ❖ Reservations for the loading dock and service elevator are handled on a first-come, first-serve basis. It is NOT possible to conduct more than one move at a time.
- ❖ Your mover must be pre-authorized. If your moving or delivery vendor does not arrive on time, Association Management reserves the right to reschedule your move or delivery. Tardiness cannot infringe upon another scheduled move.
- ❖ The loading dock is open Mondays through Fridays from 8:30 am to 4:30 pm. THE RECEIVING AREA CLOSSES PROMPTLY AT 4:30 pm.
- ❖ Moving vehicles are permitted to park in designated areas only and may not block the loading dock entrance or obstruct any parking bays. The receiving agent will hold the preauthorized movers or delivery

driver's license until the move or delivery has concluded. All movers, deliveries and contractors must enter and exit through the receiving area and dispose of any debris off-site.

- ❖ Only Elevators #3 (South Tower) and #7 (North Tower) are designated for moves, deliveries and contractors.
- ❖ Boxes can be disposed of properly by being broken down and brought to the dumpster areas on each garage level. Please do not place boxes or any packing materials on your floor or down the trash chute. Do not hesitate to call the Management Office if you need directions or assistance with the disposal of boxes and packing materials.
- ❖ You are responsible for any damage caused by your mover, delivery personnel or contractor.
- ❖ All contractors (handy man, electrician, plumber, painter...etc.) must be pre-approved by Management and must check in with the loading dock. CONTRACTORS CAN NOT BE PREAUTHORIZED BY THE RESIDENT VIA THE WEBSITE.
- ❖ ANY contractor hired to do any installation or repair work MUST provide the Management Office with insurance including workers compensation and general liability. 900 BISCAYNE CONDOMINIUM ASSOCIATION, INC. and KW PROPERTY MANAGEMENT must be listed as the certificate holders as well as additional insured. The Management Office has a sample Certificate of Insurance for required insurance and will email it to you upon request.
- ❖ An ARC application must be completed and submitted to the Board of Directors before you make any architectural modifications inside your unit. Work cannot begin until the completed ARC package is approved by the ARC Committee.

LOCKOUT POLICY

During Management office hours and upon presentation and confirmation of a valid form of collateral or identification, Management will loan the resident a copy of the unit key stored in our office lockbox. After Management office hours the resident can prepay the lock out fee of \$25 to the security supervisor for lock out assistance. Payment by money order, check or credit card (Master Card, Visa or Discover) is required before service is rendered. Cash is not accepted. The lock out policy is restricted to current residents. Residents also have the option of calling AAA Locksmith for lock out assistance.

GROCERY DROP OFF/TEMPORARY PARKING PROCEDURE

For the convenience of residents with groceries or luggage, there are three (3) identified spaces designated on the upper lobby level for grocery drop off. These spaces have a strict time limit of no more than 15 minutes. A doorbell has been installed to call the doorman or valet for assistance. It is located on the south side wall (directly across from the three drop off parking spaces).

Kindly keep in mind that there are 509 residential units using the grocery drop off area. We ask all residents to be considerate and use these spaces for the purpose intended. Valet will issue a valet ticket to all non-valeted vehicles parked on the third floor. The resident must provide the vehicle key to valet upon receipt of the ticket. If the 15-minute time limit is exceeded, valet will move the vehicle into the parking garage and the resident will pay the posted valet fee. (Please note that special event rates will apply). If the vehicle is parked for more than 15 minutes and valet does not have the key, actions will be taken to remove the vehicle to free up the space for its intended purpose. The vehicle may be booted or towed. A \$100 fee is required to remove the boot and the fee pre-paid to the security supervisor before the boot is removed. Towing is a last resort but will be used should it be necessary for restoring building operations. Refer to posted signs and make arrangements to retrieve the vehicle from the towing contractor.

Parking in these spaces for any other purpose is not permitted. All other parking spaces on the 3rd level are either assigned to a unit or are for valet use only. We thank you for your cooperation.

DOORMAN & PACKAGES

Doormen are available to assist all Residents and Visitors with their luggage and groceries. Doormen are posted on the 3rd floor at the upper lobby entrance door. If the Doorman is not immediately available, Valet will gladly assist.

For all packages including dry cleaning you will receive an automatically generated email from the Concierge. For those units with Private Elevator Foyers, packages can be requested for delivery by a doorman. Package delivery hours are from 7 pm to 9 pm Monday through Saturday. Residents can retrieve their packages at the Loading Dock or request their packages at the Lower Lobby Front Desk Monday through Friday from 8:30 am to 9 pm and Saturday and Sunday from 11:30 am to 8 pm. Please kindly reply to the Concierge email Concierge@900biscaynebay.net for special delivery options:

Please note the following:

- ❖ Packages must be addressed to Residents. The maximum dimension of the package cannot exceed 36"x36"x36" and the weight cannot exceed 40 pounds. Both first name and last name must match the name of the registered Resident.
- ❖ Packages can only be picked up by the resident or pre-approved designee. Email approval from the Resident to the Management Office or Concierge is required.
- ❖ Please note that packages not addressed to registered Residents will be returned to sender.
- ❖ Residents may not borrow doorman carts unless they leave picture I.D. with the Front Desk. (1 cart maximum)
- ❖ There is a two-cart trip maximum delivery per Resident when accompanied by the Doorman. (No furniture or items larger than the cart)
- ❖ Only one Doorman per Resident is permitted.
- ❖ Doormen are not permitted to participate in a Resident's move into or move out of a unit.

Please contact Concierge or Valet for Doorman Assistance: Concierge: 786-206-6779 Valet: 786-206-6795

BALCONIES

Cleaning: When cleaning your balcony, please use care to prevent water from falling over the balcony edge. Dirty water damages railings, flooring and furniture on floors below. Please remember that nothing may be thrown from the balconies and that water used to clean the balconies or water plants may not be allowed to drip to the floors below. Please advise your housekeeper to use a moist rag to clean balcony flooring. For your convenience there is a steam mop available for balcony cleaning use. Simply stop by the front desk located on the 3rd lobby level and provide the resident services agent your photo ID in exchange for use of the steam mop.

Smoking: If you are a smoker or you permit anyone in your unit to smoke, you have a responsibility to make sure that cigarettes are fully extinguished and are properly disposed of. TOSSING LIT (OR UNLIT) CIGARETTE BUTTS OFF THE BALCONY IS NOT RESPONSIBLE AND IS CERTAINLY NOT ACCEPTABLE. In fact, it is a violation of the condominium documents to throw or to allow ANYTHING to fall from the balcony. This is not a small matter. We know of two instances where balcony furniture caught on fire from cigarette butts. Damage to one of the units was extensive. This is a very serious matter. Please do not allow anyone in your unit (residents, guests, contractors or employees) to ever throw a cigarette butt or anything else off the balcony.

Flying Furniture: It is common to experience periodic storms accompanied by high winds. There have been several instances of flying furniture from 900 Biscayne units and surrounding condo balconies resulting in property damage to vehicles and buildings in the area. Flying furniture and glass table tops are also a real and serious threat to area pedestrians. The force of the wind on higher floors is significantly higher than at street level. Furniture that seemed sufficiently weighted to be safe has been known to fly off the balcony during windy conditions. If your patio furniture should become airborne, the force with which it would hit the ground below could be fatal to vehicle occupants and pedestrians.

To ensure the safety of all pedestrians, residents traveling should place all balcony items (furniture, plants, etc.) inside the unit prior to leaving. This is especially important during hurricane season (June 1st – November 30th).

Please note that it is a fire code violation to place balcony furniture or any other items in the common area corridors. If you arrange to have friends or family assist you with unit inspections or balcony furniture removal, please register them as your pre-authorized guests in the community website at 900community.com. Building staff are tasked with securing common elements and will not be able to assist you.

GARBAGE DISPOSAL/RECYCLING PROCEDURES

Our trash system is a complex piece of equipment but it is not difficult to use provided you follow the instructions below. As a safety feature, the trash chute door is designed to stay locked until garbage deposited on higher floors has cleared your trash chute door. If the trash chute door is forced open it will become inoperable and will generate a costly repair.

It is also important to know what not to put down the trash chute. Cardboard boxes and packing material will get stuck in the chute and cause garbage to back up. When there is a blockage, garbage bags can back up 10 or more floors and cause unpleasant smells in the corridor. Unclogging the chute is a difficult and dangerous task for our housekeeping and maintenance staff. Service calls to fix the chute door create unnecessary expense.

TRASH CHUTE INSTRUCTIONS

1. Trash Chutes are located on each floor for your convenience.
2. Push the garbage button on the left side of the panel.
3. **WAIT** until the beeping sound ends and the light stops flashing.
4. **When you hear the click**, use the handle (small lever) to open the door. If the door doesn't open, repeat steps 1 and 2.
5. Drop the bag of garbage down the chute.
6. Gently close the trash chute door.



IMPORTANT TRASH CHUTE REMINDERS:

- ❖ Never force the trash chute door open. Please report malfunctioning doors to the management office.
- ❖ **DO NOT THROW CARDBOARD BOXES OR OVERSIZED/HEAVY OBJECTS DOWN THE TRASH CHUTE.**
- ❖ Do not allow your contractors to throw construction debris or paint down the trash chute.

DISPOSING OF CARDBOARD BOXES & OVERSIZED ITEMS

We ask for your cooperation to properly dispose of cardboard boxes, oversized items, and garbage. Oversized items must be taken down to the loading dock on the first floor. On the loading dock there is a large roll off dumpster for furniture and construction debris. There is also a recycling compactor available for mixed recycling. **Boxes go into the recycling compactor.** There is no need to flattened boxes before they are discarded. Simply pull the lever and the boxes and other recyclables will be crushed and disposed of in the recycling container. Please notify the Front Desk if you need assistance with the Recycling Compactor.



RECYCLING BINS:

For your convenience there are also recycling bins located on garage levels 5 thru 14 to the left when exiting the building next to the valet elevator. You can recycle flattened cardboard boxes, cans, glass bottles, plastic containers and newspapers using the green recycling containers on each garage level. Please place these items in a garbage bag and housekeeping will deliver them to the recycling compactor on the loading dock.



FLATTEN BOXES



Please do not leave boxes, garbage bags, bicycles, toys, shoes, or anything else in the corridor or stairwell. It is unsightly for your neighbors and a serious fire code violation.



UNIT PREVENTIVE MAINTENANCE SCHEDULE

The preventative maintenance schedule below provides you with manufacturers' recommended time frames for your unit's care and upkeep. Please refer to your Owner's Manual provided by the developer at closing for additional information or your current appliance care manual.

ITEM	MONTHLY	QUARTERLY	SEMI ANNUALLY	ANNUALLY	NOTES
Air Conditioning: change filter	X				Certain types of filters can be changed quarterly
Air Conditioning: system check; drain line & coils cleaned				X	Schedule semi-annual service with A/C vendor
Balcony Railings: wash & wax	X				
Caulking: counter tops/tubs & showers/wood (baseboard)			X		Check where tub meets tile wall for cracks in caulking
Dishwasher: clean	X				
Doors: lubricate locks				X	
Dryer: refer to ventless dryer manual				X	Clean lint trap after each use
Electrical: reset GFCI	X				Test GFCI annually
Garbage Disposal: thorough rinse with ice cubs or cold water	X				Check inside cabinet for water leakage
Microwave: dean grease filters	X				Clean interior as needed
Recirculating Hood(if applicable): dean filters	X				
Refrigerator: dean drain pan	X			X	
Toilet: replace flapper and adjust flush lever					If phantom flushing change flapper & continually flushing change lever
Sliding Glass Doors & Windows: lubricate tracks & latches, wipe down aluminum frame & weather stripping		X			
Smoke Detectors: change batteries			X		Smoke detector will beep when battery charge is low
Water Heater: check pan for standing water & perforated pipe behind tank for running water		X			

WHILE YOU ARE AWAY

All the plumbing in your unit has a p-trap that carries water. When the plumbing isn't used for a period of time the water in the p-trap dries out causing a foul odor (sewer gas) to escape the pipes and enter the unit and unit corridors. Please designate a representative in community website who will take responsibility to enter your unit and flush all the pipes including sinks (be sure to have water run on both sides of the kitchen sink so that the garbage disposal p-trap is kept wet) as well as showers, toilets and the clothes washer to prevent the p-traps from drying out. If the odor enters the hallway a notice will be sent to you from the Management office. If within 24 hours arrangements have not been made to rectify the odor problem, a security guard and a housekeeping staff will enter, flush and deodorize your unit and you will be invoiced \$100.00 for this service.



An additional suggestion is to close all water valves when you are away. Turn valves to the left to close and to the right when you return to open. Advise whomever checks your unit to turn on the valves to run water while they are in the unit to run water and to close them before they leave. Be sure to notify management via email with the name and contact information for the individual(s) will be managing your unit while you are away.

IMPORTANT FACTS ABOUT YOUR AIR CONDINTIONING UNIT

When the air conditioner is off or at a higher setting than 78 degrees, the humidity in the unit could create high humidity within the unit. High humidity is a common cause of mold. In order to prevent from this from occurring, your air conditioner system must always be ON (as per condo docs) with the thermostat set at 78 degrees or lower. Please note that periodic cooling tower maintenance may impact your thermostat and necessitate a reset. When you receive notification from Management about scheduled or emergency maintenance, please contact your designated representative reset your thermostat to 78 degrees or lower.

Please note that A/C filters should be changed on a monthly basis to insure a well-functioning air conditioning system. A dirty filter will restrict air flow, cause the unit's coils to freeze and cause a severe water leak as well as damage your air conditioning unit. Leaks from dirty filters could damage not only your unit but also units below. If you are not sure as to what size filter you should purchase, please contact the Management Office at 786-206-6781 and they will be more than happy to inform you of the filter size. It is the responsibility of each resident to maintain their a/c unit and appliances.

The A/C and water heater closet(s) cannot be used as a storage room; the closet must remain free and clear of any objects to allow circulation. Clutter surrounding the units can cause them to overheat and malfunction.

RESETTING YOUR A/C

On occasion it may be necessary to reset your Air Conditioner's thermostat. This usually occurs after a cooling tower shutdown or building wide power outage. The normal indication that a reset may be needed is that the AC unit will blow air but the air will be warm and not cold.

*****NOTE THAT THESE INSTRUCTIONS ARE ONLY FOR THE ORIGINAL BUILDING THERMOSTATS. These units are 5 ½" wide by 3 ½" high and have the letters "FHP" and the words "FHP MANUFACTURING" on them. If you have any other thermostat you should follow the instructions that came with it. *****

- First, turn off your AC at the main electrical panel. The circuit breaker for it will be the one labelled "HVAC".
- Next, remove the face panel from the thermostat and find the small button marked RESET.
- Press and hold the small RESET button for 10 seconds.
- Carefully snap the faceplate back on.
- Flip the main electrical panel AC breaker back ON and reset the temperature on your FHP thermostat.
- It may take a few minutes for your AC unit to cycle but within 5 minutes you should feel cool air.
- If this doesn't solve the warm air problem then one option is to contact the Home Handyman number for 900 Biscayne and ask for someone to come check your AC unit. There will be a charge for this.

HURRICANE SEASON

Hurricane Season is June 1st thru November 30th, as a Floridian we can expect to be threatened by a Hurricane anytime during the season. When we are threatened by a Tropical System preparing is a priority. One of the most important preparations is to move into your unit all balcony furniture and accessories. There have been several instances of flying furniture from 900 Biscayne and surrounding condo balconies from strong wind gusts resulting in property damage to vehicles and buildings in the area. Flying furniture and table tops are also a real and serious threat to area pedestrians. Keep in mind that during Hurricanes Andrew, Katrina and Ivan, winds picked up tractor trailer trucks and threw them around like toys!

Tropical storm force winds at ground level gain an additional wind speeds for every floor above the ground. A 60 mph wind gust could easily reach Category 5 hurricane force or higher at the upper floors. For this reason, ALL ITEMS (furniture, mops, speakers, etc.) on the balcony must be placed INSIDE the unit. *Please note that you may not place balcony furniture in the common area corridors. It is a fire code violation.* You should plan to follow weather reports daily throughout hurricane season or download an app to notify you of tropical activity.

****Please ensure to keep yourself informed of the latest updates on Hurricane Forecasts by watching and listening to local TV and radio.****

PREPARING FOR A HURRICANE

Ask yourself: Do I know what to do before a hurricane approaches? Who will help me clear off my balcony? Are my unit and personal belongings insured? Have I made a personal action plan? Have I purchased water, non-perishable food, flash lights, batteries, LED candles and supplies? Do I have diapers for my baby and wee-wee pads for my pets? Where will I go if an evacuation order is issued? Am I realistic about the conditions that can affect my quality of life after a storm?

A Hurricane Guide can be found on the community website. Please communicate any questions or concerns with any the Management Office or the Concierge. If you intend to have friends or family assist you, please register them as your pre-authorized guests in the community website at 900community.com.

IMPORTANCE OF INSURANCE

We would like to bring to your attention some important information regarding the coverage provided by the Condominium Association's Property Insurance Policy.

The statutes and laws in the state of Florida that govern Condominiums and Insurance are very specific as to what the unit owner's responsibilities are and what the Condominium's responsibilities are.

It is standard practice and highly recommended that unit owners purchase insurance for the contents and interiors of their units. This is not something that is included in your closing or your mortgage; it is something that needs to be purchased by the unit owner to protect everything inside your unit. **The condominium insurance policy only covers the common areas; and the sheet rock (drywall) walls inside the unit.**

The best way to understand what the responsibility of the Association is; is to know what is NOT covered by the Association's property policy.

According to Florida Law (F.S 718.111 (11)(f)3) the Association's policy must exclude:

- All personal property within the unit (clothes, computers, electronics etc.)
- Floor, wall and ceiling coverings
- Light fixtures
- A/C units, electrical fixtures, appliances, water heaters, water filters, built-in cabinets, counter tops and window treatments

- Curtains, drapes, blinds, hardware, and similar window treatments

Such property and any insurance is the responsibility of the unit owner. You are not required to purchase insurance, by law. However, by not having insurance you choose to self-insure (meaning paying out of your own pocket) including temporary housing should your unit become uninhabitable. There are personal insurance policies available to cover the above-mentioned property. These policies also provide liability coverage to provide payment for negligent acts against a Third Party's property or bodily injuries.

These personal insurance policies come in handy especially when water damages occur from bursting pipes or backed up toilets. Sometimes when these events occur it's very difficult to determine who is ultimately responsible for the damage, and in most cases each Unit Owner has to take care of their damages on their own.

Example: Toilet backs up causing damage to the unit where it occurred and two units below. The units have wood floor damage, carpet, furniture, cabinets. These items are not covered by the Condominium Association's property policy and if nobody is found to be negligent each unit owner is responsible for repairs to their own damaged property.

Other scenarios in which water damage can occur and nobody may be found negligent: A/C leak, pipe burst, fire sprinkler discharge, fire fighters' response and action.

Having a personal insurance policy can alleviate the headache of not knowing what to do. The insurance company coordinates payment with all the other parties or other insurance companies involved or simply pay the claim to the insured unit regardless of who is at fault.

We strongly recommend that you contact an insurance agent if you currently don't carry an owner or tenant policy to protect your property.

THE GOLDEN RULES TO LIVING IN OUR 900 BISCAYNE BAY COMMUNITY

We want your experience at 900 BISCAYNE BAY to be positive and pleasant. We are a large condominium community in a small space and will all have a better experience by respecting the rights and privacy of each other. We have developed these simple rules to help make 900 BB one of the most desirable condo communities in downtown Miami.

1. Use the designated areas to store bicycles, scooters, motorbikes and any other large object and avoid obstructing the Common Areas and Fire Exits. Sidewalks, entrances, passages, lobbies and hallways and the like portions of the Common Areas cannot be obstructed.
2. Residents must store inside their units their personal property. Patio-type furniture and plants are allowed on the balconies, no other articles may be displayed including clothing and towels.
3. Water, dirt, cigarette trash and any other debris cannot be thrown or allowed to fall from balconies or windows. When using the Common Areas, residents are responsible for cleaning up after themselves and their guests.
4. Trash, garbage, package or moving boxes and other items should be placed only in the designated disposal areas. Please refer to document that explains where the designated disposal areas are.
5. Disturbing and loud noises from residential units and terraces are not permitted. Residents are responsible to maintain acceptable noise levels when having guests or entertaining. An acceptable noise level is defined as sound not audible in other units.
6. Residents cannot request the association employees to do personal errands or do work in their unit with the exception of work contracted through the In-house Maintenance Program.
7. No repair of vehicles shall be made on the Condominium Property except for emergency type repairs (battery charge, flat tire, light bulbs or similar).
8. No signs, graphics, shutters, canopy or the like can be displayed by a resident from a residential unit, terrace or Common Areas.
9. Residents who will be absent must prepare the unit prior to departure and have a designated person in charge in case of an emergency during their absence. The name of the emergency contact needs to be provided to the Management Office.
10. Installation of satellite dishes are only permitted if they meet the regulations established by the ARC. Please refer to ARC policy that covers this item.
11. Parents or legal guardians are responsible to supervise children at all times while in Common Areas of the building. Children under 12 years of age must be accompanied by an adult when entering and utilizing the recreational facilities.
12. FOBs are to be used only by residents and their registered guests. Please refer to the policy on Issuing and Control of FOBs for more information.
13. Short-term rentals of units under 30 days are not permitted. Please refer to policy on How to Lease your unit for more information.
14. Residents with pets must follow the rules and regulations set forth in the Pet Policy.
15. No abusive language, threats, or physical touch is permitted in dealing with the staff at 900 Biscayne. If you have an issue with the employee's performance, please report it to the management office. It is not our staff's responsibility to debate the merits of a rule but it is their responsibility to enforce and report violations. A reported violation will be compounded by escalating an incident to include abusive behavior to staff.

PET RULES

Unit # _____

900 Biscayne Bay is a pet friendly community; we are well aware of the many positive values associated with owning and caring for a pet and we are happy to live in a community whose members can reap these rewards. That being said, pet ownership at 90 Biscayne is not an unrestricted right. Our local county government and the state of Florida have enacted much legislation relating to the care and keeping of animals. Additionally, our condominium declarations and by-laws contain many provisions relating to pets.

Keeping a pet at 900 Biscayne is subject to all applicable laws, rules and regulations. Residents are referred to Miami-Dade County’s Animal Services website <http://www.miamidade.gov/animals> and to sections 17.3 of the condominium declarations as well as the condominium by-laws and the rules below. Our condominium declarations give the Board of Directors latitude to further restrict pet ownership in the interest of preserving the rights of all members of the community. The Board has the authority to fine pet owners, to hold pet owners liable for damages caused by their pets and to have a pet permanently removed from the premises in certain circumstances.

The following section on Pet Rules enumerates the various restrictions that apply to keeping a pet at 900 Biscayne. These rules may from time to time be modified by the Board of Directors.

1. The right to keep a certain type of pet and the number of pets that may be kept are considered by applicable state and county laws and regulations. For example, to keep more than 4 dogs on a property of less than one acre requires a kennel license. 900 Biscayne allows residents to keep dogs, cats, fish and caged domestic birds as pets. No other type of animal may be kept as a pet.
2. The following dog breeds are not permitted: Pit Bull, Rottweiler, Doberman pinscher or any other breed considered to be dangerous or a nuisance by the Board of Directors (in its sole and absolute discretion).
3. All pets must be registered with the Management Office.
4. Pets cannot be nuisance to residents of other Units or of neighboring buildings.
5. When your pet is with you, outside of your unit, in the permissible common areas such as elevators and lobbies, the pet must be kept on a leash (not more than 6 feet long), or in an appropriate carrier, and under your complete control at all times.
6. Pets are NOT permitted in any of the amenity rooms, gym, spa, theater, pool areas or any part of the recreation deck unless they are properly licensed and permitted SERVICE ANIMALS. ESA’s (Emotional Support Animals) are not permitted in these areas.
7. Pets cannot be tied to any fixed object of the Condominium.
8. Pets must be taken COMPLETELY off the premises of the Condominium for the purpose of urination and defecation (this includes the sidewalks and ramps leading into our building as well as our planted area, hallways, elevator lobbies, elevators, stairwells, the parking garage, the loading dock and any other common areas in the Condominium).
9. Pet cannot be left unattended on balconies, terraces, patios or in lanai areas and defecation and urination in these areas are not permitted.
10. You must clean up after your pet immediately. If your pet has an accident in the building requiring the services of Housekeeping, you must call or otherwise notify the Front Desk at 786-206-6796

immediately and ask that a housekeeper be sent to the location right away. You should stay at the accident location until the housekeeper arrives so that you can alert other residents to avoid the area. A \$100 cleaning fee will be charged.

11. Any landscaping damage or other damage to the Common Elements or Limited Common Elements caused by a Unit Owner's pet must be promptly repaired by Unit Owner. The Association retains the right to affect said repairs and charge the Unit Owner.
12. The pet owner is responsible for making sure that anyone who cares for their pet, whether they be friend, family or professional, is aware of these rules. The owner will be held responsible.

900 Biscayne is a luxury building and it is very important to be vigilant about maintaining our reputation. Reputation is an important factor in property values. As anyone in the service industry knows, one bad review can do enough damage that a dozen good reviews cannot overcome. For those of us who own dogs or who have tenants with dogs, we need to take care about where our dogs do their business. The smell of urine around the Biscayne entrance to the building and on the Biscayne entrance to the building and on the sidewalks and ramps leading to our building diminishes our reputation. Owners, clients of our commercial spaces, residential visitors, tenants as well as potential buyers all use this entrance. The smell is especially bad during dry times when there is no rain to help wash things away. In addition to the offensive odor, the puddles of dog urine, or feces, on our entry steps, our handicap ramp or near our building are unsightly, unsanitary and unsafe.

We are a residential community and we all need to behave in ways that demonstrate respect for one another and sensitivity to shared values. We ask for your cooperation in preserving the beauty of our building and its reputation as a highly desirable place to live, work and visit. A photo of your dog is also required for registration.

Breed: _____ Color: _____

Weight: _____ Age: _____

City License No. _____ City of License: _____

Date of Rabies Shot: _____ Name of Pet: _____

Resident #1 Date _____

Witness for Resident #1 Date _____

Resident #2 Date _____

Witness for Resident #2 Date _____

PROHIBITED DOG BREEDS

Pit Bulls/Staffordshire Terriers



Rottweilers



Doberman Pinscher



AMENITY AREA POLICES & PROCEDURES

GYM / FITNESS CENTER:

900 Biscayne offers a well-equipped fitness center that includes free weights, select weight training equipment, cardio machines, flexibility and resistance equipment, as well as a stretching and warm up area. Gym rules are posted on the wall in the gym and consistent with common practices. Lockers and towel service are available during Spa hours of operation, which are from 7:00 am to 9:00 pm on weekdays, and 8:00 am to 8:00 pm on weekends. Please return towels after use, we are a condominium, not a hotel. The loss of towels to theft costs both you and your neighbors. Pets are not permitted in the gym/ fitness center. Personal training or group fitness classes may be available to residents, which may be at an additional cost. Call the Spa (786-206-6792) for current details or promotions. Residents that are themselves a personal trainer may not bring non-resident clients for training utilizing association or common 900 Biscayne property areas.

PERSONAL TRAINER REQUIREMENTS (APPLIES IF YOU WANT TO HIRE YOUR OWN OUTSIDE TRAINER)

A personal trainer is defined as a person who works one-on-one with a client, acquaintance, or friend for the purpose of physical fitness. Personal Trainers must complete an application and provide management with a current copy of their license, professional certification, CPR training certificate, proof of comprehensive general liability insurance of at least \$1,000,000, and worker compensation insurance prior to training any resident in the fitness center or in any portion of the common elements or association property. The worker's compensation requirement can be waived if they sign a release form, which is available in the Management Office. The comprehensive general liability insurance must also name as additional insured, both the association and spa Management Company, listed as follows:

900 Biscayne Condo Association, Inc.

KW Property Management, LLC

990 Biscayne Blvd., Unit 404

Miami, FL 33132

NFC Amenity Management,

990 Biscayne Blvd.

15th floor amenity level

Miami, FL 33132

*****No training will be permitted in the fitness center or other portion of the common elements or association property until the required documents are submitted and approved by the spa or management office. *****

KID'S PLAY ROOM:

The room is available from 8am – 8pm - 7 days a week.

- No food or drink is allowed within the Kid's Play Room, but is permitted in the adjacent foyer.
- No open flames are allowed in the Kid's Play Room.
- Children must be under adult supervision at all times.
- Pets are not permitted in the Kid's Play Room.
- The room must be restored to pre-use condition before leaving.
- Proper attire is always required in Kid's Play Room.
- Building management is available to arrange for a staff-member to manage the equipment free of charge.
- Children under 12 years of age must be accompanied and supervised by a responsible adult when entering or utilizing any recreation facilities.
- If necessary, please ask the staff for assistance with air conditioner temperature control.
- For special events, there is a limit of 4 hours. Reservations should be made at least 48 hours in advance to be able to secure the Kid's Play Room. Reservation cannot be guaranteed if made on the same day of the event.
- For reservations, please contact the Concierge and provide the following:

For "Open Events" Use (anyone may attend) – No fees

For "Private Use" (restricted attendance- maximum capacity 12 people):

- Refundable deposit check of \$500 payable to 900 Biscayne Bay Condo Assoc.
- \$100 Housekeeping Fee – (if food and beverage will be included in the foyer)
- Guest List-Please pre-authorize your guests at <http://900.community.com>
- Food or beverages will only be accommodated in the foyer adjacent to the Kids' Play Room

*****An Association Representative will perform a before and after walkthrough of the Kid's Play Room with the resident reserving the room. *****

MEDIA/ THEATER ROOM:

The room is available from 8am – 12am, 7 days a week. There is a 4- hour limit.

- No food or drink is allowed in the Media/ Theater Room. The Media Lounge (area adjacent to the theater) is available for food or drink service with a reservation.
- No open flames are allowed in the Media/ Theater Room or Media Lounge.
- Pets are not permitted in the media/ theater room.

- The room must be restored to pre-use condition before leaving.
- Proper attire is always required in Media/ Theater Room. No swimsuits are allowed, and shirts and footwear must be worn at all times.
- Building management is available to arrange for a staff-member to manage the equipment free of charge.
- Children under 12 years of age must be accompanied and supervised by a responsible adult when entering or utilizing any recreation facilities.
- If necessary, please ask the staff for assistance with air conditioner temperature control.
- Reservations should be made at least 48 hours in advance to be able to secure the Theater/ Media Room.
- Reservation cannot be guaranteed if made on the same day of the event.
- When multiple residents gather, and food or drink is present, management will collect a \$500.00 deposit from the resident host. If a party exceeds 20 people in the Resident Lounge and Theater, it will be considered "Private Use."
- For reservations, please contact the Concierge and provide the following:

For "Open Events" Use (anyone may attend - up to 20 guests)

- Refundable check of \$500.00—payable to **900 Biscayne Bay Condo. Assoc.**
- Guest List - Please pre-authorize your guests at <http://900.community.com>
- Parking is on a first come first serve basis costing usual valet fees and only restricted by availability

For "Private Use" (restricted attendance - maximum capacity 35 guests):

- Refundable deposit check of \$500- payable to **900 Biscayne Bay Condo Assoc.**
- \$100 Housekeeping Fee – (if food and beverage will be included in the Media Lounge)
- Guest List-Please pre-authorize your guests at <http://900.community.com>
- Parking is on a first come first serve basis costing usual valet fees and only restricted by availability

An Association Representative will perform a before and after walkthrough of the Resident Lounge and Theater with the resident reserving the room.

RESIDENTS' ROOM:

The room is available from 8am – 12am - 7 days a week.

Our Residents Room includes a lounge area, working room, conference room, TV, billiard table, piano as well as a balcony outside.

- No open flames are allowed inside the Resident Room.

- Cigarette or cigar smoking is permitted ONLY on the balcony outside the Resident's Room.
- Pets are not permitted in the Resident's Room.
- The room must be restored to pre-use condition before leaving.
- Proper attire always required, no swimsuits allowed, and shirts and footwear must be worn at all times.
- Children under 12 years of age must be accompanied and supervised by a responsible adult when entering or utilizing any recreation facilities.
- If necessary, please ask the staff for assistance with air conditioner temperature control.
- Please be aware that lighting fixtures in the Resident Room are not dimmable.
- Live music and DJ sound must be kept at acceptable levels.

Billiard Table

For the billiard table, our Front Desk on the 3rd floor has pool cue sticks, billiard balls and billiard pool cue chalk available for use upon leaving your ID as security. There is a 2 hours limit in case there are other residents interested in using the billiard table. It is recommended to reserve the billiard table in advance.

Piano

For the piano, please contact the front desk and request a security person to unlock the piano for your usage. It is recommended to reserve the piano in advance.

Residents Room Reservation

For special events, there is a limit of 4 hours. Reservations should be made at least 48 hours in advance to be able to secure the Resident's Room. Reservation cannot be guaranteed if made on the same day of the event. When multiple residents gather, and food or drink is present, we will collect a \$500.00 deposit from the resident host. If a party exceeds 20 people in the Resident's Room it will be considered "Private Use."

For reservations, please contact the Concierge and provide the following:

For "Open Events" Use (anyone may attend - up to 20 guests)

- Refundable check of \$500.00—payable to **900 Biscayne Bay Condo. Assoc.**
- Guest List - Please pre-authorize your guests at <http://900.community.com>
- Parking is on a first come first serve basis costing usual valet fees and only restricted by availability

For "Private Use" (restricted attendance - maximum capacity 50 guests):

- Refundable deposit check of \$500 payable to **900 Biscayne Bay Condo Assoc.**

- \$100 Housekeeping Fee – (if food and beverage will be included)
- \$100 Security Officer fee
- Guest List-Please pre-authorize your guests at <http://900.community.com>
- Parking is on a first come first serve basis costing usual valet fees and only restricted by availability

An Association Representative from management will perform a before and after walkthrough of the Residents Room with the resident reserving the room.

SPA

The Spa at 900 Biscayne has three treatment rooms where we offer massage, facials and hair removal. Services are available in-unit, upon request, though some restrictions may apply. Massages and facials may be booked a minimum of 3 hours in advance and male or female therapists are available. You may call the spa (786-206-6792) for current service pricing, appointment availability, or to inquire about special offerings. Our Men's and Women's locker rooms offer a steam room, dry sauna, a hot plunge pool, as well as lockers for storage of personal items and showers stocked with bath products. Both the steam room and the dry sauna are on a timer. In order to set up the room you plan to use in advance, you are welcome to call the spa (786-206-6792) to have the attendant turn on the timer on just prior to your arrival. For the steam room, the temperature is controlled by the spa attendant and can be changed upon request. Pets are not permitted in the Spa.

Spa Hours of Operation:

Monday through Friday: 7:00 am – 9:00 pm

Saturday & Sunday: 8:00 am – 8:00 pm

POOL & GRILL AREA:

POOL RULES

- No lifeguard on duty. Swim at your own risk. No diving allowed. No running on pool deck.
- Pool is open from sunrise to sunset.
- No pets allowed in pool, pool areas, nor on observation deck.
- No food or drink allowed inside the pool. Food only permitted in BBQ, bar, or tables area.
- No glass containers of any kind permitted anywhere on the pool deck.
- Smoking of any kind is not permitted on the pool deck.
- Music is not permitted on the pool deck. Please use headphones.
- Children must be potty trained to use the pool or use swim diapers. Children under 12 must be accompanied and supervised by a responsible adult at all times.
- No pool toys, rafts, or oversized flotation devices allowed.
- A maximum of 4 registered guests per apartment are allowed.
- When using the lap pool, please be respectful of residents swimming laps. They have priority.
- Hammocks are for adult use only. Children under 12 are not permitted without the supervision of a responsible adult.
- If any resident or their guest violates any of these rules which results in the pool or deck requiring unscheduled maintenance or repairs, any associated costs will be charged to the resident.
- Please clean up after yourself and your guests. The area must be returned to pre-use condition.
- Shower before entering the pool.
- Bathing load is 49 persons.
- Maximum pool water temperature shall not exceed 104 degrees (f).
- Do not swallow the water, it is recirculated.
- Do not use the pool if you are ill with diarrhea.
- Pregnant women, small children, people with health problems, and people using alcohol, narcotics, or other drugs that causes drowsiness should not use pool without first consulting a doctor.
- Maximum use of Jacuzzi is 15 minutes.

POOL ATTENDANT

Pool attendants are available Saturdays and Sundays from 12 noon until 8 pm. Attendants are happy to supply residents with infused water on the pool deck.

GAS GRILLS

We have two gas grills and a sink in our outdoor kitchen facility. Residents can use these for small gatherings with friends and family, or they can be used in conjunction with an event. If you would like to use the grills please contact resident services for availability.

The following rules apply to use of the grills:

- The hours of operation are from sunrise to sunset.
- Grill is for resident use only. guests must be accompanied by a resident while using the grill facilities and residents are solely responsible for the actions of their guests.
- Use of the grill is at the user's own risk.
- A cleaning fee of \$20 will be charged for groups of up to 8 for use of 1 grill.
- Resident services will provide a BBQ utensil set after the cleaning fee is paid. An id must be left with resident services until the set is returned.
- Residents may use the grill without an advance reservation for a group of up to 8 people, if available. However, residents are encouraged to reserve through the website with 48 hours advanced notice. There is a 2-hour time limit for residents without reservations.
- An advanced reservation is required for groups of up to 20 people. There is a 4-hour time limit for reservations. advanced reservations provide use of both grills. For groups of 9 to 20, the cleaning fee is \$100.
- Persons under the age of 18 must be accompanied by a responsible adult.
- Residents should inform the resident services desk at 786-206-6900 when they are finished using the grill so that the gas can be turned off and the grills can be cleaned. Residents need to dispose of any trash and collect any personal belongings.
- Any malfunctions or broken equipment must be reported to management immediately.

GRILL EVENT RESERVATION POLICY

For special events reservations need to be made with the Concierge Desk or directly through the website at least 48 hours in advance to be able to secure the Grill Area. Reservation cannot be guaranteed if made on the same day of the event.

For reservations of the grill area, please contact the Concierge and provide the following:

Reservations for Groups of 8 or less:

- ID left with concierge for Resident Services to provide the BBQ utensil set
- \$20 cleaning fee – check payable to 900 Biscayne Bay Condo. Assoc.
- Use of 1 grill only. The 2nd grill is available for use by another small group of 7 or less.
- 2-hour limit without reservation.
- 4-hour limit with reservation.

For Event Use (Groups of 9 to 20 guests):

- Refundable check of \$500.00—payable to 900 Biscayne Bay Condo. Assoc.
- Guest List - Please pre-authorize your guests at <http://900.community.com>
- Parking is on a first come first serve basis costing usual valet fees, and only restricted by availability
- ID left with concierge for Resident Services to provide the BBQ utensil sets
- \$100 cleaning fee – check payable to 900 Biscayne Bay Condo. Assoc. and applies for use of the entire outdoor kitchen area which includes both grills and the sink.
- Reserving an “event” does not constitute exclusive use of the pool deck. The pool deck will remain open for other residents to enjoy.
- 4-hour limit.
- An Association Representative will perform a before and after walkthrough of the Grill Area with the resident.

For “Exclusive Event Use” of the entire Upper Pool Deck:

- Only available Monday – Thursday from 6 pm to 9 pm; excluding holidays.
- Refundable deposit check of \$500 payable to 900 Biscayne Bay Condo Assoc.
- Guest List - Please pre-authorize your guests at <http://900.community.com>
- Parking is on a first come first serve basis costing usual valet fees and only restricted by availability.
- ID left with concierge for Resident Services to provide the BBQ utensil sets
- \$200 cleaning fee – check payable to 900 Biscayne Bay Condo. Assoc. and applies for exclusive use of the entire upper pool deck, including both grills, outdoor kitchen, and pool bar.
- \$100 Security Officer fee
- An Association Representative will perform a before and after walkthrough of the Pool and Pool and Bar area with the resident reserving the area.

BICYCLE STORAGE ROOM RULES AND REGULATIONS

1. All residents using the Bicycle Storage Room MUST register their bikes with the Management Office, and sign a Waiver and the Rules & Regulations form. The resident's FOB will then be activated granting access to the room.
2. The maximum number of bikes allowed to be stored is 2 adult and 2 children's bikes per unit or the number of permanent residents registered to the unit (whichever is lower).
3. Availability is on a "First Come, First Served" basis. The Management Office maintains a waitlist.
4. The Bicycle Storage Room is for the use of residents of 900 Biscayne Bay Condominium ONLY. Friends, relatives, and visitors are not permitted to use this amenity.
5. Each bike must display the registration sticker provided by the Management Office.
6. All residents using the Bicycle Storage Room agree to do so at their own risk. Bicycle locks should be used to secure bikes stored in the room at all times. The Association will not be responsible for damaged or stolen bikes.
7. Only store bicycles inside of the racks provided. **DO NOT BLOCK ANY AISLES** or the entrance to the Bicycle Storage Room or position bikes in a manner that will impede others from entering or exiting the area or use of adjacent racks.

Please assist us in keeping the Bicycle Storage Room organized, clean, and secure for the use and enjoyment of all 900 residents.

GRIEVANCE COMMITTEE/VIOLATIONS PROCESS

We are pleased to announce that the Board of Directors has approved the formation of a Grievance Committee as a tool to improve the quality of life for all residents at 900 Biscayne. At their meeting on July 20th 2018, the Board, appointed 3 residents (non-Board Members) as the initial members of the committee. The formation of this committee, along with the new process for issuing violations, we hope will cut down tremendously on the most prevalent violations such as noise, odor, pets, and items left in hallways.

Unit Owners and Tenants can now be fined for each violation and/or have their use of the buildings' amenities suspended. The fines will be levied at \$100 per occurrence up to a maximum of \$1,000 and suspensions will be 30 days per occurrence. Please see the steps below on how the new violations process will work. Also, attached to this email you will find a copy of the Rules and Regulations for you to review.

1. The 1st violation is investigated and confirmed by management. Management prepares and sends a 1st notice to the Unit Owner and Tenant.
2. The 2nd violation is investigated and confirmed by Management. Management prepares and sends a 2nd Notice of Violation to the Unit Owner and Tenant.
3. On the occurrence and confirmation of the 3rd Violation, Management submits a Notice to Fine and Suspend User Rights to the Board of Directors for approval.
4. Once the Fine and Suspension is approved by the Board, Management sends the Notice, along with an invitation to a Grievance Committee Meeting to the Unit Owner and Tenant.
5. At the Grievance Committee Meeting, the Unit Owner and Tenant is allowed to present their arguments or evidence against the violation. The Grievance Committee then confirms or denies the Board's decision to issue the violation. If the Owner and Tenant chooses not to attend, the Grievance Committee's decision still stands.

Please feel free to reach out to management should you have any questions or concerns regarding the new violations process.



**900 Biscayne Bay Condominium Association, Inc. ("Association")
Acknowledgement of Rules and Regulations**

The undersigned hereby acknowledges receipt of the Association's Rules and Regulations and agrees to comply with the Rules and Regulations, and to cause all of the undersigned's family members, guests, tenants, occupants, licensees, invitees, or other persons to comply with the Rules and Regulations.

Signature: _____

Print Name: _____

Unit Number: _____

Date: _____

Management Signature: _____

Management Print Name: _____

Date: _____