Dorset House Association, Inc.

2500 NE 135 St, North Miami, Fl, 33181
Phone :305-945-1379 Email: dorsethouse@bellsouth.net

APPLICATION INSTRUCTIONS

Dear Prospective Resident:

With respect to your application for Residency at Dorset House Association, Inc through sales or lease agreement, please consider the following:

The application fee is $150 per applicant and must be paid via money order or cashier check. $200 for Married couples with a copy of the Marriage Certificate.

Each person living in the unit over the age of 18 must fill out one application. If there are underage person living in the unit, you must provide a copy id, passport or birth certificate.

For renters or roommates, a security deposit needed of $500 for each application, refundable when you move out. Only cashier check or money order is accepted.

The Main key which opens common areas doors and gates is provided by the owner to the Tenant/Buyer. Replacement cost is $75.

The clicker for parking in the lower area is provided by the owner to the Tenant/Buyer. Replacement cost is $50.

Move-in and move-out reservations should be made 5 business days in advance and can be scheduled Monday thru Friday from 8 to 4 pm. A refundable cashier check or money order elevator deposit is required at the time of reservation $500.

Please ensure that the following information is clear and legible when submitted:

- ✓ Owner's notification of intent to Sell or Lease.
- ✓ Fully executed sales or lease agreement. The contract must have an addendum were it states that the owner or new buyer will be paying off the special assessments, if any.
- ✓ Copy of Photo I.D. and social security number for each occupant.
- ✓ Application package completed with signature of Tenant/Buyer and Owner.
- ✓ Minimum 700 credit score for Primary Buyer/Renter

We appreciate your interest in making DHA your home and look forward to assisting you in any way we can.
Respectfully,

Board of Directors
Dorset House Association, Inc.

OWNER'S NOTIFICATION OF INTENT TO LEASE

UNIT #_____

To: Board of Directors
I/We agree to provide to the lessee a copy of Dorset House Condominium Rules and Regulations, prior to occupancy of the unit.

I/We are bound by the By-laws, Articles of Incorporation and the Rules & Regulations of the Association.

THE ASSOCIATION AND IT'S AGENT, IN THE EVENT IT CONSENTS TO LEASE, IS HEREBY AUTHORIZED TO ACT AS OUR AGENT WITH FULL POWER AND AUTHORITY TO TAKE SUCH ACTION AS MAY REQUIRED, IF NECESSARY, TO COMPEL COMPLIANCE BY OUR LESSEE(S) AND/OR THEIR GUESTS, WITH PROVISON OF THE DECLARATION OF Dorset House Association IT'S SUPPORTIVE EXHIBITS, THE RULES AND REGULATIONS OF THE ASSOCIATION, OR IN INSTANCE OF VIOLATION OF ANYOF THE ABOVE BY THE LESSEE AND/OR THEIR GUESTS, UNDER APPROPIATE CIRCUMSTANCE, TO TERMINATE THE LEASEHOLD, THE LESSOR AGREES TO REIMBURSE THE ASSOCIATION FOR ANY ATTORNET'S FEES AND COSTS INCURRED AS LESSOR'S AGENT IN SUCH ENFORCEMENT OR LEASE.

The insurance the association has shall not cover claims against an owner due to accidents occurring within his unit, nor casualty or theft loss to the contents of an Owner's unit. It shall be the obligation of the individual unit owner to purchase and pay for insurance as to all such and other risks not covered by the Insurance carried by the Association.

In order for you to facilitate consideration of my/our Application for the lease of the above designated unit, I/We am/are aware that any falsification or misrepresentation of the facts in the attached application will result in the automatic rejection of the Application of the Lease. I/We consent that you may have further inquiries concerning this Application, particularly of the references provided by the Association.

I/We have attached hereto a Copy of the Lease Agreement Contract and/or other documents which truly and accurately sets forth the terms of the offer that I/We wish to accept.

I/We agree Owner/Lessee shall not move in unless pre-registered with the Association upon approval.

_____ _____
Lessor Date Lessee Date

_____ _____
Lessor Date Lessee Date

LEASE ADDENDUM

The Lease between _____ and

_____ attached hereto, dated _____,
20_____, is hereby amended by including the following terms, which are now incorporated into the provisions of said lease.

If at any time during the term of the lease (including any extension or renewal thereof) the Landlord becomes more then 30 (thirty) days delinquent in the payment of any amounts owed to the Dorset House Association, Inc, the Association, at its option, may demand and shall receive payment from Tenant of all such amounts due or becoming due, to an amount sufficient to pay all sums due from Landlord to the Association, and any such payment from Tenant to the Association shall be deemed to be a full and sufficient payment of rent to Landlord in accordance with the Lease, and Tenant shall be discharged from any obligation to pay such amounts directly to Landlord as long as such payments are made to the Association until Landlord's delinquency to the Association has been fully cured (any excess payments shall be credited to Landlord's account with the association).

Furthermore, the Landlord and Tenant agree that if the Tenant receives a bill, letter, statement, or any other form of written demand from the Association containing the amount of any such delinquency, it shall be viewed as conclusive proof of the amount owed to the Association and may be relied upon by the Tenant in paying rent to the Association in lieu of rent to the Landlord. Failure by the Tenant to comply with the foregoing demand for payment shall constitute a material breach of the Lease and grounds for eviction of the Tenant. Landlord hereby appoints the Board of Directors of the Association as attorney-in-fact for Landlord. It is further agreed that both Tenant and Landlord are jointly and severely liable for all attorneys' fees and costs that may be incurred by the Association to evict Tenant for failure to make the payments to the Association in violation of this Addendum. The Landlord remains liable for all amounts due the Association if the Tenant fails to make the monthly payment to the Association pursuant to this Addendum. The Association's rights and remedies granted through and set forth in this addendum are in addition to the other rights and remedies set forth in the Association's governing documents and the Florida Statutes, Chapter 718.

This Lease Addendum shall not and cannot be modified or terminated by any subsequent agreement between Landlord and Tenant without explicit written consent of the Dorset House Association, Inc.

OWNER:_____Print Name: _____

Address: _____

Date:_____

_____

OWNER:_____Print Name: _____

Address: _____

Date:_____

TENANT:_____Print Name: _____

Date:_____

TENANT:_____Print Name: _____

Date:_____

RESIDENT INFORMATION SHEET

UNIT #_____

NOTE: Each person living in the unit over the age of 18 must sign this This Document shall be considered executed when names are entered and delivered via email at Dorsethouse@bellsouth.net.

I/We understand that applying for residency by leasing a unit in DHCA requires a screening/ orientation meeting with the Board of Directors and/or its representative(s).

Name (s) of full-time occupants (children, live-ins, etc)

OCCUPANTS	RELATION	AGE	PHONE NUMBER	EMAIL

EMERGENCY CONTACT

NAME	PHONE NUMBER	EMAIL

ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

By my signature below, I consent to the release to **Dorset House Condominium Association,** consumer reports and/or investigative consumer reports prepared by Screening One, Inc., 1860 N. Avenida Republica de Cuba, Tampa, FL 33605, (888) 327-6511, www.screeningone.com (the "Agency"). If I am hired by the Company or am working as an independent contractor or volunteer with the Company, I understand that the Company may rely on this Authorization to obtain additional reports on me from the Agency during the course of my work without asking for my consent again, to the extent permitted by applicable law.

I also authorize all of the following to disclose to the Agency and its agents and vendors all information about or concerning me, including but not limited to: My past or present employers; learning institutions, including colleges and universities; law enforcement and all other federal, state and local agencies; federal, state and local courts; the military; credit bureaus; drug and alcohol testing facilities; motor vehicle records agencies; all other private and public sector repositories of information; and any other person, organization, or agency with any information about or concerning me. The information that can be disclosed to the Agency and its agents includes but is not limited to: Information concerning my employment and earnings history, education, credit history, motor vehicle history, criminal history, military service, professional credentials and licenses, and internet and social media posts (public posts/information only).

I also agree that a facsimile, electronic or photographic copy of this Authorization shall be as valid as the original.

I also been acknowledge that I have received, reviewed and understand the following documents that have provided to me separately: (1) "Disclosure Regarding Consumer Report" or "Disclosure Regarding Investigative Consumer Report" (2) "A Summary of Your Rights under the Fair Credit Reporting Act"; and (3) the following notices, if applicable: "CALIFORNIA - NOTICE REGARDING BACKGROUND CHECKS AND CREDIT CHECKS" (if you reside in or you are applying for a position in California), "INFORMATION CONCERNING THE PROCESS IN CORRECTING A CRIMINAL RECORD" (if you reside in or you are applying for a position in Massachusetts), "A SUMMARY OF YOUR RIGHTS UNDER THE NEW JERSEY FAIR CREDIT REPORTING ACT" (if you reside in or you are applying for a position in New Jersey), "NEW YORK STATE CORRECTION LAW, ARTICLE 23-A" (if you reside in or you are applying for a position in New York state), "San Francisco Fair Chance Ordinance" (if you reside in or you are applying for a position in San Francisco, California), "VERMONT - NOTICE REGARDING CREDIT CHECKS" (if you reside in or you are applying for a position in Vermont and if the background check includes a consumer credit report), "A SUMMARY OF YOUR RIGHTS UNDER THE WASHINGTON FAIR CREDIT REPORTING ACT" (if you reside in or you are applying for a position in Washington state).
If you live, or are applying for a position, in California, Minnesota or Oklahoma: If you check the box below, the consumer reporting agency will send you a free copy of the report at the same time that the report is made available to the Company. ☐ I request a free copy of the report.

If you live or are applying for a position in New York: Upon request, you will be informed whether or not a consumer report was requested by the Company, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law

If you live or are applying for a position in Washington: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair

Credit Reporting Act.

A background check is conducted for applicants who are either attempting to purchase or rent a unit in Dorset

House Condominium.

In the event an applicant's background check identifies a criminal history whether it is a felony or misdemeanor, the Association reserves the right to deny said individual's application.

The information set forth on the enclosed "Background Information" is my true and complete legal name and all information is true and correct to the best of my knowledge. I understand that dishonesty will disqualify me from consideration for employment with the Company and, if I am hired and/or are currently employed by the Company, that such dishonesty could result in the termination of my employment.

Signature	Date
Signature	Date

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Dorset House Condominium Association will obtain information about you (a background check report) in connection with your application for employment, or as an independent contractor or volunteer with the Company, and if hired/retained, the Company may do so at any time during the course of your employment/work/volunteering with the Company to the extent permitted by applicable law, for employment-related purposes.

The Company will obtain the information from the following consumer reporting agency: ScreeningOne, Inc. 1860 N. Avenida Republica de Cuba, Tampa, FL 33605, Phone: (888) 327-6511 Fax: (888) 216-1003 www.ScreeningOne.com (the "Agency").

The information obtained by the Company may contain information relating to your character, general reputation, personal characteristics, and/or mode of living. The types of information that may be obtained include, but are not limited to Credit history, criminal history, social security verification, motor vehicle records, employment history and verification, education history and verification, and other background information. Credit history will only be obtained where such information is substantially related to the duties and responsibilities of your position.

All the applicants whether purchasing and/or renting an apartment at the Dorset House Condominium must have a minimum credit score of 700.

You may request more information about the nature and scope of a consumer report by written request to the Company's human resources department or representative. A summary of your rights under the Fair Credit Reporting Act has been provided with this Disclosure, as well as all applicable state law notices.

I have read, and I understand, this disclosure and the attachments/enclosures.

_____ _____

Signature Date

_____ _____

Signature Date

DISCLOSURE REGARDING INVESTIGATIVE CONSUMER REPORT

Dorset House Condominium Association will obtain an investigative consumer report on you in connection with your application for employment, or as an independent contractor or volunteer with the Company, and if hired/retained, the Company may do so at any time during the course of your employment/work/volunteering with the Company to the extent permitted by applicable law, for employment-related purposes.

An "investigative consumer report" is a background report that includes information from personal interviews (except in California, where that term includes background reports with or without information obtained from personal interviews). The most common form of an investigative consumer report in connection with your employment is a reference check through personal interviews with sources including (1) your former employer(s), and (2) those identified by you as references.

The Company will obtain the investigative consumer report from the following consumer reporting agency: ScreeningOne, Inc. 1860 N. Avenida Republica de Cuba, Tampa, FL 33605 Phone: (888) 327-6511 Fax: (888) 216-1003 www.ScreeningOne.com (the "Agency").

The investigative consumer report obtained by the Company may contain information relating to your character, general reputation, personal characteristics, and/or mode of living.

You may request more information about the nature and scope of an investigative consumer report by written request to the Company's human resources department or representative. A summary of your rights under the Fair Credit Reporting Act has been provided with this Disclosure, as well as all applicable state law notices.

I have read, and I understand, this disclosure and the attachments/enclosures.

_____ _____

Signature Date

_____ _____

Signature Date

BACKGROUND INFORMATION

APPLICANT INFORMATION:

Full Name (First, Middle, Last) _____

Date of Birth _____ Phone #_____ Email_____

Social Security Number: _____

Driver's License Number:_____ State of License: _____ Expiration:_____

Current Address:_____

Current Landlord or Mortgage name:_____ Phone:_____

How long at this address: _____ Reason for leaving _____ Monthly Rent _____

Previous Address:_____

Previous Landlord or Mortgage name:_____ Phone:_____

How long at this address: _____ Reason for leaving _____ Monthly Rent _____

APPLICANT EMPLOYMENT HISTORY

Current Employer: _____ Position: _____ Mo.Income: _____

Address: _____ How long at job _____

Name of Supervisor: _____ Phone and email_____

Other income/Source: _____

Former Employer: _____ Position: _____ Mo.Income: _____

Address: _____ How long at job _____

Name of Supervisor: _____ Phone and email_____

Other income/Source: _____

APPLICANT BANK INFORMATION

Name of the Bank:_____ Account:_____ Type of account:_____

Name of the Bank:_____ Account:_____ Type of account:_____

CAR INFORMATION

Car Year: _____ Make: _____ Model: _____ State/License Plate: _____

PERSONAL REFERENCES

Name: _____ Years Known: _____ Relationship: _____ Phone: _____

Name: _____ Years Known: _____ Relationship: _____ Phone: _____

Name: _____ Years Known: _____ Relationship: _____ Phone: _____

BACKGROUND INFORMATION SPOUSE

SPOUSE INFORMATION:

Full Name (First, Middle, Last) _____

Date of Birth _____ Phone #_____ Email_____

Social Security Number: _____

Driver's License Number:_____ State of License: _____ Expiration:_____

Current Address:_____

Current Landlord or Mortgage name:_____ Phone:_____

How long at this address: _____ Reason for leaving _____ Monthly Rent _____

Previous Address:_____

Previous Landlord or Mortgage name:_____ Phone:_____

How long at this address: _____ Reason for leaving _____ Monthly Rent _____

SPOUSE EMPLOYMENT HISTORY

Current Employer: _____ Position: _____ Mo.Income: _____

Address: _____ How long at job _____

Name of Supervisor: _____ Phone and email_____

Other income/Source: _____

Former Employer: _____ Position: _____ Mo.Income: _____-____

Address: _____ How long at job _____

Name of Supervisor: _____ Phone and email_____

Other income/Source: _____

SPOUSE BANK INFORMATION

Name of the Bank:_____ Account:_____ Type of account:_____

Name of the Bank:_____ Account:_____ Type of account:_____

SPOUSE CAR INFORMATION

Car Year: _____ Make: _____ Model: _____ State/License Plate: _____

SPOUSE PERSONAL REFERENCES

Name: _____ Years Known: _____ Relationship: _____ Phone: _____

Name: _____ Years Known: _____ Relationship: _____ Phone: _____

Name: _____ Years Known: _____ Relationship: _____ Phone: _____

RULES AND REGULATIONS

Condominium living is governed by **Chapter 718 of the Florida Statutes**, the Declaration, and the By-Laws of each condominium Association. Condominium living requires that an owner or resident understand that in order to assure the tranquility, health, and satisfaction of the majority of residents of the condominium, a certain degree of freedom enjoyed by owners of single-family dwellings is relinquished. The Rules and Regulations of the Dorset House Condominium (RRDHC) are designed to ensure that all residents enjoy a pleasant living environment.
The Rules and Regulations of the Dorset House Condominium that follow are to be binding upon all unit residents and owners. For the purposes of this document, a resident is defined as an owner, tenant, roommate, residents' family members, guests, invitees, anyone who works for them, persons for whom they are responsible, and persons over whom they exercise control/supervision. Every resident of the Dorset House shall use their best efforts to see that these rules are faithfully observed. These rules replace and supersede all previous versions of **Rules and Regulations of Dorset House Association.** Any waivers, consents or approvals given under the RRDHC by the Dorset House Association Board of Directors shall be revocable at any time and shall not be considered as a waiver, consent, or approval of identical or similar situations unless such waiver, consent or approval is specifically set forth in writing by the Dorset House Association Board of Directors.

THE DORSET HOUSE RULES AND REGULATIONS ARE AS FOLLOWS:

1. GENERAL USE

A The Dorset House (DH) condominium units shall be used only for residential purposes. Units and/or Common Areas may not be used for any business or commercial purposes whatsoever other than at-home businesses that do not require face to face interaction with customers, vendors, business partners or suppliers inside the unit or in our Common Area. A Common Area is defined as, but not limited to, hallways, lounge, library, billiard room, saunas, first floor bathrooms, pool, laundry rooms, storage rooms, upper and lower parking decks, balconies (new), or any other area that is not privately owned (e.g., a unit) and can be used by all residents.

B Owners must maintain their unit in a clean and sanitary manner at all times.

C Using a unit for an Airbnb, HomeAway, or any other vacation rental or short-term rental/tenancy is strictly prohibited.

D Prior to moving in, every resident, or long-term guest (long term guest is defined as one who will spend more than 14 nights per year in the unit,) must submit an Application for Occupancy and authorize and pass a background check to be conducted by the provider chosen by the Association, regardless of that individual's ownership interest or lease responsibility for the unit.

E The number of people occupying a condominium unit shall not exceed 2 people per bedroom (see legal description at City of North Miami), or the number permitted by applicable zoning regulations promulgated from time to time by applicable local, county, state and federal codes, ordinances and regulations, whichever is greater.

F The facilities of the condominium are for the exclusive use of residents and their guests. Any damage to the building or any Common Area, including balcony screens, or equipment caused by

any unit owner, lessee or guest shall be repaired at the expense of the responsible unit owner.

G Building security must be of utmost importance to all residents. It is critical that everyone entering or leaving the building ensure that door and gates to the perimeter are securely closed after being used. Further, doors and gates must never be propped open.

H Waterbeds of any type are not permitted in the building.

I No unit resident shall permit any condition to exist that shall induce, breed, or harbor plant diseases or noxious insects.

J Fire alarm sensors and speakers located in the Units shall not be damaged by painting, hanging objects or other destructible action by the resident. Any such damage shall be considered negligence and shall be repaired/replaced by the Association at the resident's expense. Residents who cause a false fire alarm for any reason shall be fined $1000 to cover any fees the Association incurs as well as the fines assessed by local governmental agencies for any false alarm.

K Replacement openers for the parking area gates can be obtained from the Association office for a fee determined by the Dorset House Association Board of Directors.

2. STORAGE OF ITEMS

A Florida fire laws and ordinances require walkways, entrances, passages, laundry rooms, garbage rooms, or Common Areas inside storage units, lobbies, and like portions of the Common Area never be obstructed nor used for any purpose other than for ingress and egress to and from the DH Condominium Property. Any obstruction of Common Areas is a violation of the Florida Fire Code and violators will be subject to a fine of $100 per day until the violation is remedied.

B The personal property of residents shall be stored in their respective units or assigned storage locker. No items are to be left in the Common Area outside the unit's assigned storage locker, in laundry rooms, garbage rooms, hallways, stairwells, lobby, parking areas, or any other Common Area. Items left in any Common Area shall be removed by maintenance staff and disposed of without notice.

C No flammable, combustible, explosive, caustic, or highly corrosive fluids, chemicals or substances shall be kept in any individual Unit, balcony, storage area or in any Common Area.

3. BALCONIES AND UNIT EXTERIORS

A The exterior of the building, including the balconies, and all areas adjacent to the condominium shall not be painted or modified by any unit owner or lessee in any manner unless approved in advance by the Board of Directors. No drilling, nails, hooks, or any item that would pierce balcony floors, screens/framing, walls, or ceilings are allowed for attachment or hanging of any material, including without limitation planters and hammocks.

B Tile, carpet or any flooring material that is permanently attached to the balcony floor or which retains water shall not be installed on the balcony.

C Balconies must be kept orderly, clean, and sanitary always. Chairs, benches, and tables placed on

the balcony shall be of a number, nature, and type as are customarily used for leisure purposes. Balconies are not to be used as storage units. Anything not appropriate for normal use on a balcony is prohibited to be stored on a balcony. Examples include, but are not limited to: bicycles, children's playsets, exercise equipment, antennas, enclosures (including storage cabinets), garbage/refuse containers, interior furniture, pet enclosures, miscellaneous tools, household items, charcoal and/or electric grill and sporting equipment.

D Only removable folding racks not higher than 4 feet shall be used to dry clothing on a balcony. Drying racks must be folded and put away inside the unit when not actively in use.

E When cleaning a balcony, an individual shall not throw water on the floor, as it will fall on units and vehicles beneath the balcony. When cleaning the balcony, an individual may vacuum/sweep and damp mop only. Pressure washing and using a hose to clean a balcony is prohibited.

F Unit owners must coordinate the installation of storm shutters or impact windows with the Dorset House Association Office and DH Maintenance staff and complete the appropriate forms. Before storm shutters or impact windows can be installed, the unit owner shall obtain a permit from the City of North Miami and present that permit to the DH Association Office. Upon completion of the installation, the City of North Miami must inspect the work.

G Balcony screens shall be left in place. Residents shall make every effort to preserve the retention and integrity of the screens. Owner will be responsible for the repair of any damage made to the screens and frames except in case of natural disaster.

H Balconies are considered a Common Area; therefore, all residents are to conduct themselves while using their balconies in an appropriate manner at all times and under no circumstances will they compromise the peace and quiet of other residents.

I Cooking is not permitted on the balconies without exception.

J Pets shall not be housed or left unattended on any balcony.

K The shaking of rugs, table linens, mops, towels, etc. is not permitted on and/or from walkways, windows, balconies or common elements.

4. DOORS AND WINDOWS

A Rugs or mats shall not be placed outside of doors, in corridors, or in walkways.

B Signs, notices, or advertisements shall not be posted on windows, doors, or any other part of the building.

C Nothing permanent is to be affixed to a unit door. Any damage done to a door will be repaired by the Association and the cost of such repairs will be billed to the unit owners

D Unit doors to the hallway (a Common Area) shall always be closed unless entering or leaving apartments.

E Unit doors shall not be opened when cooking or to vent smoke into the hallway as this may trigger a fire alarm.

F Residents cooking foods that produce a strong odor, e.g. fish, are requested to open the door to their balcony to vent the cooking odors and not their front door to prevent odors from going into the hallways.

5. GARBAGE AND RECYCLING

A Only soft garbage secured in plastic bags shall be thrown down the trash chute.

B Small boxes must be broken down and flattened and discarded in the same receptacle with other papers.

C Cardboard boxes shall not be left in the trash rooms. Any box that cannot reasonably be processed as a "small" box (see "B" above) must be broken down and taken by the unit occupant to the maintenance area on the ground level and placed next to or on top of the recycling dumpster.

D Recyclables (such as glass jars, plastic jugs/bottles, aluminum cans) must be rinsed and placed in the appropriate recycle container. There is a separate recycle container for paper such as newspapers, magazines, and small boxes that have been broken down or collapsed.

E Take-out food containers must be bagged with the kitchen trash and never placed in the recycle bins.

F Medical waste, biohazard, face masks, gloves or any other hazardous material shall not be thrown in the garbage or dumpster.

G Large items such as doors, furniture, wood, clothing, broken glass items that cannot be recycled, as well as light construction materials (including paint cans), and small household items shall not be left in trash rooms for DH maintenance staff to dispose of**.** Residents shall take these items to the dumpster in the maintenance area on the ground floor.

H Unit owners or their contractors are responsible for the removal of any construction and remodeling debris created as a result of a unit's remodeling project. No construction debris shall be left or deposited in any Dorset House dumpster, chute, or receptacle.

6. DORSET HOUSE STAFF

A Residents shall not send employees of the DH Association out of the building for any purpose or direct, supervise, or in any manner attempt to assert any control over the employees of the Association during working hours.

B Officers and members of the Board of Directors acting in their official capacity are exempt from this rule.

C Forms are available in the DH Office to communicate and report any comments and/or maintenance requests to the maintenance staff.

D No unit resident may hire employees of the Association to perform individual repair, installation, or any other work during the employee's working hours.

E Any issues regarding Dorset House Staff shall be made in writing to the Board of Directors.

F Unit owners or their contractors are responsible for the removal of any construction and remodeling debris created as a result of a unit's remodeling project. No construction debris shall be left or deposited in any Dorset House dumpster, chute, or receptacle.

7. BICYCLES

A All Bicycles shall be registered with the Association office and shall display a Dorset House Registration decal. Registration for each bicycle on premises shall be renewed yearly during the month of April. Bicycle owners will be notified in writing after May 1st of each year if they have not renewed their bicycle registration. Any bicycle not appropriately registered by May 15th will be removed and disposed of.

B Bicycles shall be parked only in the bike rooms or bike storage racks.

C Bicycles shall NOT be secured to pipes, wires, or any other part of the building other than a designated storage rack.

D Only current unit owners, tenants, and residents living in Dorset House shall store bicycles on premises. Bicycles are not allowed in the lobby, elevators, hallways, or in the units or on the balconies.

8. NON-MOTORIZED WATERCRAFT

A All non-motorized watercraft such as canoes, kayaks, and paddleboards shall be registered with the DH Association Office and display a Dorset House Registration decal for the current calendar year. Registration for each non-motorized watercraft on the DH premises shall be renewed yearly during the month of December. Owners of such watercraft will be notified by mail after January 1st of each year if they have not renewed their registration. Any non-motorized watercraft not appropriately registered by January 15th will be removed and disposed.

B Non-motorized watercraft shall be parked only in appropriately designated storage locations.

C Non-motorized watercraft shall NOT be secured to pipes, wires, or any other part of the building other than a designated storage rack. DH is not responsible for any damage or theft occurred in racks. Owners must secure the kayaks on the racks.

D Only current unit owners and lessees living in Dorset House are allowed to store non-motorized watercraft on DH premises.

E Non-motorized watercraft are not permitted in the lobby, elevators, hallways, or stored in the units or balconies.

9. BOAT DOCKAGE RULES AND REGULATIONS

A Only unit owner(s) in residence, who is/are registered owner(s) of the boats, and who is/are the primary user(s) of boats, are eligible to rent space for docking. No one except unit owners may dock their boats at the DH.

B Assignment of Dockage spaces:

• Owners of boats docked on the seawall will be given first choice to dock on the wooden dock, according to their position on the waiting list, as adequate space on the wooden dock becomes available. In the event of refusal, such owner's position on the list will be changed to last place.

• Unit owners applying for dockage space shall submit applications, which must include a picture of their boat hand delivered to the office for processing.

• The Dockmaster shall verify the information submitted by the applicant within 7 days, prior to permitting dockage on Dorset House dock or seawall.

• As soon as the owner is approved for a boat slip they have to start paying the current boat rental fee.

C Failure to dock or present proof of purchase within this 30-day period shall constitute forfeiture by the unit owner and withdrawal of the acceptance by the Board of Directors, the Board can extend said 30-day period for an additional 15 days at their discretion.

D Unit owner's boats may not change assigned space on the wooden dock or on the seawall without prior approval of the Dockmaster/Officer of the Board.

E All boats docked on Dorset House premises must be registered with the Dorset House Office and Dockmaster. Boat owners are required to have documents prior to docking on the premises.

F Current year Dorset House Boat Registration Decal must be affixed to the boat in a location that can be seen from the dock/wall.

G Boat owners shall designate someone to be responsible for their boat in their absence during an emergency (thunderstorm, hurricane, etc.). The boat owner must provide the Dorset House Office with the name, phone number, address, and email of the emergency contact person.

H No boat exceeding 28 feet in length from the tip of the bow to the stern that includes the outboard motors, bowsprits, rudders, handles and other attachments are included in the 28ft limit, may be docked at Dorset House.

I Boat owners may not engage in any repair of boats in the parking lot, Boat owners cannot leave tools, mechanical equipment, supplies, gasoline or oil containers in the dock area. Boat owners who do not comply with these regulations will be asked to remove their boat from the premises.

J All boat owners utilizing dock space at the Dorset House must inform the Dockmaster and the Association Office staff in writing when they intend to remove their boat for an extended period of time (48 hours or more). The boat owner must also indicate the anticipated return date of the boat to their assigned space. If there are extenuating circumstances preventing the return of the boat, such as extended repairs/waiting for parts, the boat owner must inform the Dorset House office staff and the Dockmaster in writing of these circumstances and provide documented proof.

K In the event a boat owner removes his/her boat from the Dorset House dock and does not return the boat to their assigned slip within 14 (fourteen) days, The dockmaster, in consultation with the office may assign the slip to the next eligible owner from the boat slip waiting list. In the case were there is a need due to unforeseeable circumstances for an extension of time, there will be a one-time 7 (seven) day allowed, If after the extension is used and the boat has not been returned to its slip. The owner automatically forfeits the slip, And the dockmaster may assign the slip to whomever is next in line for a slip.

L Unit owners utilizing dockage space shall pay a monthly rental charge to the Dorset House Association, Inc., on the 1st of each month. Rates for dockage shall be determined by the Board of Directors. In the event said rental is not paid, the Association may place a lien upon the boat for the unpaid dockage rental and shall be entitled to all rights afforded to a lienholder under the laws of the State of Florida, including but not limited to the right to foreclose its lien and to collect a reasonable attorney's fee and costs for the foreclosure.

M The rental of dockage space shall be terminable for cause by the Board of Directors upon giving a 30-day written notice to the boat owner. In the event that the notice of termination is given, and the boat owner fails and/or refuses to remove said boat in accordance with said notice, the Association may cause an eviction action to be filed in a court of competent jurisdiction. The boat owner shall be responsible for the payment to the Association of all reasonable attorney's fees and suit costs incurred in the eviction and removal action.

N No unit owner renting dockage space may transfer that space. In the event a unit owner sells either his or her unit or boat, the rental of the dockage space is terminated on the day of sale.

O The boat owner shall be liable for all damages caused by their boat to the dock, any other part of the condominium property, or to other boats on the dock and seawall.

P All fish cleaning shall be done at the fish cleaning station and nowhere else on the Dorset House properly. Those who violate this regulation will be responsible for the cost of cleaning and /or damages resulting from fish cleaning (gouges, stains, etc.) on the dock. All waste must be disposed of in the receptacle provided, not in the canal.

Q In the event that any Dorset House dockage regulation is violated, other than late payment, the boat owner will have 30 days to correct the violation, or the boat will be removed at the boat owner's expense, to include the cost of boat removal and legal fees. Other enforcement actions, including fines, may be imposed for violation of these Rules in accordance with Dorset House Rules and Regulations.

R The board voted to allow the boat owners to have dock boxes to store their equipment. The boxes would be located near their boats on the ground on the north side of the bushes. The boxes cannot be anchored. The dock box would be a maximum allowed size of 6'x 3' x 3' the color must be white and the material has to be fiber glass. Each boat owner would be responsible of the purchase and maintenance of the boxes. Under no circumstances can flammable materials be stored in the dock box.

S Boat and jet skis trailers and other motorized watercrafts are not allowed in any part of the Dorset House premises.

T Boat owners are prohibited from keeping gas cans/fishing equipment/boat lines/tarps/anchors and/or any combustible materials on the dock area/seawall.

U All areas on the wooden deck and seawall must be maintained free of any items that can impede normal foot traffic, All boats items must be stored either in the owners boat or in a dock box.

V Dorset House Association and Dock Master are not responsible for the safety and security of boats. It is the responsibility of the boat owner to maintain and secure their respective boat at all times.

W Dockmaster

- The Dockmaster must have a thorough knowledge of boating and nautical affairs, including the regulatory and association boat dockage rules and regulations.
- The Dockmaster is an intermediary between the boat owners, the office, and the board of directors of the Dorset House Association.
- The Dockmaster should be able to effectively represent the boat owners at the Board of Directors meetings.
- One of the main duties of the Dockmaster is to ensure that the dock is used according to these rules. He or she also performs both administrative and supervisory duties such as planning, coordinating and managing the daily operations of the dock.
- The Dockmaster must ensure all boats and trailers are properly registered, adequately insured, and properly docked. He or she will supervise the assignment of dock space and ensure boat owners observe these rules and regulations.

Selection of the Dockmaster:

- ✓ The Dockmaster is selected by the Board of Directors at their January meeting from candidates submitted by Boat owners and/or Board Members
- ✓ Dockmaster serves at the discretion of the Board of Directors.
- ✓ The Dockmaster will serve a term of one calendar year and may be re-appointed with no term limits.
- ✓ The Board of Directors encourages feedback from the boat owners as to the knowledge, competency, and performance of duties by the Dockmaster.

10. ASSIGNED PARKING

A Upon acquiring an interest in a unit, each unit owner is assigned one parking space (two for PH owners) by the Association to be used for parking one passenger vehicle (car, SUV, non commercial van, pick-up truck). All parking spaces shall be considered a Common Area.

B All vehicles belonging to a resident that may be parked on Dorset House grounds shall be registered with the DH Association office by presenting the current state vehicle registration, current insurance, and a completed Dorset House Vehicle Registration Form. The state vehicle registration presented must include the name of a resident that has been approved by the Dorset House for that unit through the Dorset House Application for Occupancy process.

C A Dorset House window decal must be affixed to the lower left corner of the driver side of the windshield. Dorset House Vehicle Registration decals must be renewed and replaced yearly during the month of December. Owners will be notified in writing after January 1st of each year if they have not renewed their Dorset House registrations, and the vehicle will be towed at the owner's expense if the Dorset House registration is not renewed by January 15th.

D All vehicles shall have a current license tag and be in running condition. Owners of vehicles with out-of-date license tags and/or cars not in running condition will be notified by the Association office and asked to correct the situation immediately. If the situation is not corrected in 7 days of notification, the vehicle will be towed at the owner's expense.

E Vehicles such as commercial trucks, commercial vehicles, campers, mobile homes or non-watercraft trailers shall not be kept on Condominium property.

F The bumper-to-bumper length of the vehicle shall not exceed 19 feet.

G Parking spaces may be reassigned at the discretion of the DH Board of Directors to accommodate a resident with a documented disability.

H Vehicles found in violation of the parking rules will be towed at the owner's expense.

I All vehicles shall be parked head-in ONLY.

J Parking spaces shall not be used to store any item(s) other than a vehicle. Space around the vehicle must be kept clear of all other items.

K DH Association Office shall be notified in writing if a unit owner allows another resident to use his/her parking space, or two owners agree to switch spaces with each other, in order keep updated Vehicle Registration Decals. The notification to the DH Association Office must include the following for each parking spot involved:

- Parking Spot number
- Official Unit number and owner/occupant name of who's is lending the space.
- Temporary Unit number and owner/occupant name of who is borrowing the space.
- Effective Start Date
- Effective End Date

L No vehicle repairs other than changing a flat tire or jump starting a car with a dead battery shall be done on Dorset House property.

M Parking spaces for contractor and Dorset House employees are located on the west side of the DH building. These parking spaces are for service vehicles and Dorset House employees only from 7 am to 7 pm Monday thru Friday. Any vehicle not identified as one of the preceding vehicles will be towed away at the owner's expense.

N No parking is allowed at the entrance to the building, in the circle, or near any entry or exit gate or door. These areas are reserved only for passenger pickup and drop-off or food delivery. Failure to comply may be cause for the vehicle to be towed at owner's expense.

O All residents are advised that the speed limit for the parking areas- lower area and upper area- is 5 miles per hour. Anyone exceeding the allowed speed limit, can be referred to the Grievance/Fining committee for possible fine.

P Parking spaces shall not be used to store any item(s) other than a vehicle. No alternative use will be allowed in the space assigned and the owner can only use his/her assigned space. Space around the vehicle must be kept clear of all other items.

11. GUEST PARKING / RESIDENT EXTRA CAR PARKING

A The upper parking deck is designated for guest parking and resident overflow parking. Parking on the upper deck shall be head-in only.

B Residents who utilize the upper parking deck shall register their vehicles annually per the rules outlined in Section 10, Assigned Parking of these rules and regulations and display a current Dorset House Registration Decal.

C Guest vehicles parked overnight shall always display a completed Dorset House Guest Parking Permit (available from the Association office) visible on the dashboard. The apartment number of the resident that is being visited and the dates for which the guest is registered for must be clearly visible on the permit.

D All vehicles in the upper parking deck shall have a current license tag and registration and be in running condition.

12. NOISE AND OTHER DISTURBANCES

A The hours between 10:00 pm and 8:00 am on weekdays and 11 pm to 9 am on weekends are considered “quiet hours” and as such residents should be considerate of their neighbors. Televisions, radios, and other electronic devices or musical instruments that may create noise should be kept at a low volume. As consideration to others in the building, residents should try to avoid other disturbing noises such as loud greetings to arriving guests, loudly bidding good night to departing guests, yelling, dog barking, loud knocking or slamming of apartment or car doors.

B Common Areas of the Dorset House, including but not limited to the lobby, dock, parking garage, upper parking deck, walkways, hallways, corridors, lobby, elevators, stairwells, fire exits, Lounge, Billiard Room / Library, Bathrooms/Saunas, Storage Rooms, Exercise Room, and Pool / Patio are all smoke free environments. Smoking is expressly prohibited in these areas.

C Residents who smoke in their unit should ensure that the smoke does not filter out into the hallway. Any kind of smoke in the hallway is usually offensive to others. Residents who smoke in their units should consider placing some kind of device at the base of their door to try to prevent smoke from filtering into the hallway.

D Any resident of the Dorset House who becomes aware of someone using a controlled substance in a Common Area can report the individuals in question to law enforcement. Additionally, while the DH Association cannot control what is used in the privacy of a resident’s unit, if smoke from a controlled substance permeates into the hallway or emanates from a unit balcony, the resident noticing these behavior can call law enforcement authorities to investigate.

13. HURRICANE PREPARATION

A Unit owners or lessees who plan to be absent from their unit during hurricane season shall prepare their unit prior to departure by designating a responsible firm or individual to care for the unit during their absence. The unit owner or lessee must furnish the name and contact information of such firm or individual to the DH Association Office prior to their departure.

B Balcony screens shall not be removed at the issuing of a hurricane warning. Partial removal of screens will change the aerodynamics and structural integrity of the building and may cause additional damage.

C When authorities issue a hurricane warning, the unit owner or designee shall ensure the unit balcony

is completely cleared of all items. The unit owner or his/her designee shall ensure hurricane shutters (if any) are closed and secured. All sliding doors and windows shall be closed and locked.

D According to Florida law, the Board of Directors has the irrevocable right of access to each unit during reasonable hours (9 am-5 pm) as necessary for the maintenance, repair, or replacement of any Common Area or of any portion of the unit maintained by the Association. The Board also has the irrevocable right of access to each unit in the event of an emergency.

E It is required that a current and complete set of keys always be on file at the Association office. The keys will be locked in the office safe to be used with the owner's permission in the event of non-emergencies, or at any time in the case of emergencies. Every effort will be made to contact the owner to obtain permission before a unit is entered. At no time will a unit be entered by any individual without a designated representative of the Association present without the owner/tenant authorization. Any time a unit has been entered in the owner and/or tenant's absence (unless pre-notification has been given by the DH Association Office) a note will be left indicating that the unit had to be entered.

14. Behavior / Decorum / Dress

A Recognizing that children (aged 13 and younger) are also members of the Dorset House community, it is important that children are properly supervised by their parents or other responsible adult and taught to comply with the DH Rules and Regulations.

B All children aged 13 and younger shall be accompanied by a responsible adult when entering and/or utilizing any recreational facilities and Common Areas.

C Parents or guardians of teenagers (14 years through 17 years of age) shall ensure their teenagers are aware of all DH Rules and Regulations. Teenagers are expected to comply with them as if they were adults.

D Teenagers are not permitted to loiter in any of the Common Areas of the Dorset House property. Adult parents and guardians will be held responsible for any teenager not in compliance with the rules and regulations of the Dorset House Association.

E All individuals shall be appropriately attired when in Common Areas. Residents and guests utilizing the recreation and Common Areas are required to wear footwear and shirts or cover-ups when in the elevators, lobby, lounge, and all indoor recreation facilities. Appropriate swimwear shall be worn when using the pool or sunbathing areas.

F Sleeping and loitering are not permitted in the lobby or Billiard Room / Library, the Exercise Room, Sauna, or first floor bathrooms.

G Unsafe behavior, horse playing, excessive noise, ball-playing, and all other fast-moving activities are prohibited in all Common Areas as they may disturb others and jeopardize the safety of residents and guests.

H Lewd or disrespectful language and behavior shall be avoided in all Common Areas as well as balconies.

I Residents must be respectful towards management office staff and maintenance staff. No disrespectful language or actions against Dorset staff will be tolerated by the association.

15. PETS

A When a new pet is adopted by an owner/resident the new pet needs to meet current regulations.

B All current and future pets shall be registered with the office. The owner will provide for their file for each pet the following documentation:

- ✓ Name.
- ✓ Picture.
- ✓ Breed, documented by statement of veterinarian.
- ✓ Age, documented by statement of veterinarian.
- ✓ Adult weight of breed, documented by statement of veterinarian.
- ✓ Certificate of current vaccination, documented by statement of veterinarian.

C Residents are allowed a single domestic dog or two domestic cats or other small domestic animals. No wild animals or other wildlife are permitted in any unit at any time.

D The weight limit per pet shall be 20 pounds at expected adult weight.

E Pets must be carried in all Common Areas. These include, but are not limited to, all hallways, stairwells, elevators, parking lot (defined as all areas enclosed by DH security fence and the seawall/dock, including the upper parking deck), driveways, pool deck, lawns between security fence/front of building (not enclosed by security fence) and sidewalk.

Note: The sidewalk and swale, lawn between sidewalk and street are public property and, therefore, pets do not need to be carried in this area.

F Pet waste shall be picked up by the individual walking the pet and disposed of in trash containers provided by the City of North Miami located across the street from Dorset House in the 135th Street median area.

G If a pet relieves itself in a Common Area, the individual attending the pet at that time shall immediately cleanup/remove the mess and disinfect the area.

H Cat box litter is to be bagged and disposed of with household trash.

I If a guest brings a pet into the building, that pet must comply with DH Pet Rules, including the weight limit. The resident of the unit is responsible for ensuring his/her guest's pet complies with DH Pet rules and will be fined accordingly if any violation occurs.

J A $250 dollar pet deposit will be required at time of purchase or lease of unit to be used to clean/repair damage attributed to registered pet.

K Owners planning to lease their apartment will be expected to inform prospective tenants of the Dorset House pet policy. The tenant and landlord will sign a 'pet policy' form to be included in their file, that states their understanding and their acceptance of the Dorset house pet policy and consequences for non-compliance, which can include removal of the animal, cancellation of lease or forfeiture of pet deposit.

L A uniform sticker advising fire department that a pet lives in unit will be provided to all pet owners

and posted on front door of unit in upper right corner.

M Infractions of Dorset House pet policy should be discussed by resident observing infraction with non-compliant resident in a cordial and professional manner. If after discussing situation with your neighbor non-compliant behavior continues, this should be reported to the office in writing and forwarded to the Grievance/Fining Committee chairperson. This document should include:

- Name of person reporting infraction.
- Date of infraction
- Identity of resident or unit not in compliance with Dorset House pet policy
- Short description of attempt to resolve issue between residents.

N Non-compliant unit owner/resident will be contacted by the management of Dorset House to discuss reported infraction and review of pet policy. A $100 fine may be imposed at the discretion of the management and/or the Board.

O When leaving an apartment, dogs must be kept under a leash at all times and cats need to be hand carried throughout the common areas.

16. POOL AND PATIO

A Residents and guests using the swimming pool and patio area are required to comply with the following:

B There is no lifeguard on duty. Use of the pool is at one's own risk.

C Children aged 13 years and younger shall always be accompanied and supervised by an adult.

D All persons using the pool and patio shall be attired in swim wear appropriate for a family-friendly pool and patio area.

E All Individuals shall shower to rinse off sweat and body oils prior to entering the pool.

F No smoking is allowed in the pool or patio area.

G Alcoholic beverages shall not be consumed in the pool or patio area.

H Food and beverages are permitted only in the covered awning area.

I Glass or breakable items are not permitted in the pool and patio area.

J Chaise Lounges and other chairs shall be covered with towels when occupied by persons in swimwear.

K Pets are not permitted in the pool and patio area.

L Individuals using the pool or patio area can use radios and/or related audio equipment up to 7 pm, the music shall be maintained at reasonable volume level. After 7 PM individuals must use head- or earphones.

M Diving, running, horseplay, ball-playing and other fast-moving activities shall not be permitted in the

pool or patio area., Individuals are discouraged from making loud noises while in the pool and patio area so as not to disturb residents whose units overlook the pool area.

N No rubber floats, surfboards, boogie boards, chairs, rafts, scuba equipment or hard and sharp toys are permitted in the pool. Toddler flotation devices and noodles are acceptable.

17. LOUNGE

A Only residents of the DH shall be permitted to reserve the DH lounge for their own use. They are also required to attend the event.

NOTE: If a resident's Dorset House account is past-due for any reason that owner or tenant may not reserve the Lounge until the account is brought fully current.

B The use of the lounge for any private event must be reserved in advance. A reservation form can be obtained from the DH Association Office, the filled-out form must be returned to the office a week in advance, along with a security deposit.

C Reservations are accommodated on a first come/first served basis.

D A security deposit of $500.00, cashier's check or money order is required to reserve the lounge for any private party or meeting. The deposit is refundable after the event, provided: • There is no damage to the Common Areas or private property.

- The Lounge is cleaned and fully returned to its original condition.
- The event attendees did not violate any DH Rules and Regulations.
- No cooking allowed.

E The Dorset House owner or resident reserving the Lounge assumes full responsibility for any and all repairs or replacements necessary as a result of any damage to Dorset House property caused by any event attendee(s). If the cost of such repair/replacement is in excess of the amount of the security deposit, the owner or resident shall reimburse the Dorset House Association for any and all amounts in excess of said security deposit, within five business days after being notified of the damage.

F No subletting is permitted. The owner or resident must be present at the event.

G Absolutely no smoking is allowed inside the building.

H Persons in wet swimsuits are prohibited from entering the lounge room. All persons are required to wear shoes and shirts inside the building.

I Tables must be properly covered to avoid any scratches or damages (including for game use).

J Parties must end no later than 11:00 pm, and the Lounge must be cleaned and vacated by 11:30 p.m.

K Noise and/or music volume must be kept at a reasonable level at all times, to ensure other residents are not disturbed.

L The number of persons using the Lounge at any given time may not exceed 50 (per Fire Department Regulations).

M Parking arrangements for the guests must be made in advance. Guest parking passes for up to 10 vehicles per event can be obtained from the DH office. Vehicles in the guest parking area without guest parking passes will be towed at the owner's expense. Overflow parking is available in the spaces near the nature preserve at the end of 135th Street. However, it is advisable to make arrangements with the North Miami Police Department in advance to use those spaces.

N Violations will result in partial or complete loss of the security deposit.

18. OTHER COMMON AREAS / FACILITIES

A Furniture, equipment, or any other items owned by the DH Association shall not be moved or removed from the DH premises without specific approval by the Board of Directors.

B Skateboarding, bicycle riding, running, or general horseplay is not permitted in the Dorset House Common Areas.

C Shopping carts are available in the garage behind the lobby for transporting items to one's unit.

- Shopping cart access cards can be purchase in the DH Association Office.
- When individuals use a shopping cart, they must return the cart to the designated area on ground floor immediately after use. They are not to be put in the elevator by themselves or left sit by elevator doors or in hallways.
- Contractors are not permitted to use the shopping carts.

D Residents are not permitted to enter the Dorset House roof, trash compactor room, boiler room, fire pump room, electrical room, or any other technical room at any time. Board members are exempt from this rule when acting in an official capacity.

E Washers and dryers are leased from a private company. Residents using the laundry facilities shall adhere to the rules posted in the laundry room on each floor. Residents using the laundry facilities should notify the DH office immediately about water leaks, smoke, or fire related to the laundry room. Machines in the laundry rooms must be cleaned after each use and the entire lint removed from the receptacle.

F The Dorset House vehicle washing area is located at the east end of the ground floor parking area.

G Only vehicles registered with the Dorset House and having Dorset House parking decals may be washed in the provided area.

H Individuals using the vehicle washing area are expected to clean up the area when finished, including ensuring the hose connected to the piping is turned off, coiling/hanging the hose, and removing and properly disposing of any debris.

I The DH Billiard Room and Library are on the first floor by the elevator landing. This area is intended for use by all residents and their guests. As individuals use the Library to study, it is requested that noise in this area be kept to a minimum. When using the Billiard room, residents should:

- Ensure billiard balls, sticks/cues, chalk, and accessories are appropriately stored at the end of play.
- Ensure the billiard balls do not leave the table at any time.

- Ensure the billiard stick/cues are not used in a manner that causes damage to any items or walls nor injury to any person.

J Anyone using the DH Exercise Room should follow the rules posted on the wall.
- Use of the Exercise Room and any equipment is at an individual's own risk.
- The DH Association assumes no responsibility or liability for any injuries sustained as a result of using any exercise equipment or the Exercise Room.
- Individuals using the exercise equipment are advised to consult with a physician before engaging in any type of exercise.
- Hours of use are from 8:00am to 10:00pm.

K Anyone using the DH Saunas should be aware of the following:
- Use of the Saunas is done at an individual's own risk.
- DH Association assumes no responsibility or liability for any injuries sustained as a result of using the Sauna.
- Individuals are advised to consult with a physician before using the Sauna.
- Hours of use are from 8 am to 10 pm.
- Use of the Saunas is for DH residents only.
- No children under 16 years of age are permitted in the Saunas at any time.
- Teenagers between 16 years and 18 years of age must be accompanied and supervised by an adult at all time when using the Saunas.
- When individuals are finished using the Sauna, they are required to clean/wipe it, turn it off, and turn off the lights when leaving.
- No food or drink except for water is allowed in the Saunas.

L All individuals shall be appropriately attired when in Common Areas.

M Residents and guests utilizing the recreation and Common Areas are required to wear footwear and shirts or cover-ups when in the elevators, lobby, lounge, all indoor recreation facilities, etc.

N Appropriate swimwear shall be worn when using the pool or sunbathing areas. No nude sunbathing will be allowed.

O Non-traditional use of common areas is not allowed such as, sunbathing, picnicking, cooking, meeting, gathering, bathing, etc.

19. MOVING IN OR OUT

A Moving in or out is allowed Monday-Friday only (excluding national holidays) – between the hours of 8:00 am and 4:00 pm, without exception.

B All moves must be scheduled with the DH Association Office in advance so that the freight elevator can be reserved and prepared. Only the padded freight elevator (closest to the DH Association Office) may be used for moving.

C Residents must meet the moving personnel at the front door and ensure they are supervised at all times. Dorset House Staff are not authorized to supervise, assist, or allow moving personnel access to the building or individual units under any circumstances.

D A refundable deposit of $500 is required when the move is scheduled and must be paid via money order or cashier's check. The deposit will be returned if the move is accomplished without causing any damage to the premises and finished by 4:00 pm.

E Moving trucks and/or trailers should not block the Dorset House "circle" nor any entry or exit walk-through or drive-through gate.

F All moving shall be done from the ground level using the rear door to the lobby. Moving is not permitted from the upper parking deck nor from the front entrance.

G All moving boxes and materials must be flattened and disposed of properly in the dumpsters located in the fenced maintenance area on the ground floor or inside were the dumpsters are located. No boxes or moving materials are to be left in the floor-level trash rooms.

H No items of any kind, e.g. furniture, building and packing materials, and boxes are to be left outside the fenced maintenance area on the ground floor.

20 . DELIVERIES OF LARGE ITEMS

A Deliveries, including furniture, appliances, construction material, etc. are allowed Monday-Friday only (excluding national holidays) – between the hours of 8:00 am and 4:00 pm, without exception.

B All deliveries must be scheduled with the DH Association Office in advance so that the freight elevator can be reserved and prepared. Only the padded freight elevator (closest to the Dorset House Office) may be used for deliveries.

C Residents must meet the delivery personnel at the front door and ensure they are supervised at all times. Dorset House Staff are not authorized to supervise, assist, or allow moving personnel access to the building or individual units under any circumstances.

D Delivery Trucks and/or trailers must not block the Dorset House "circle" nor any entry or exit walk-through or drive-through gate.

E All deliveries must be done from the ground level using the rear door to the lobby. Deliveries are not permitted from the upper parking deck nor from the front entrance

F All boxes and packing materials shall be flattened and disposed of properly in the dumpsters located in the fenced maintenance area on the ground floor. No boxes or packing materials are to be left in the floor-level trash rooms.

G No items of any kind, e.g. old furniture, packing materials, and boxes are to be left outside the fenced maintenance area on the ground floor.

21 CONSTRUCTION / CONTRACTORS WORKING ON INDIVIDUAL UNITS

A Any and all alterations, remodeling, or modifications to the interior of any unit must have prior written approval from the DH Association Board through the Architectural Review form and process. Details for the Architectural Review process can be obtained from the DH Association Office.

B Owners can't make or cause any structural alteration to and in the building, including, but not limited to, enclosing of screened terraces, or removal of any additions or improvements or fixtures from the building, or do any act that will impair the structural soundness of the building without first obtaining the prior written consent of the Association.

C Owners can not have any repairs to plumbing or electrical wiring within their unit except by plumbers or electricians who are licensed and authorized to do such work. Plumbing and electrical repairs within a unit shall be paid for, and be the financial obligation of the unit owners, whereas the Association shall pay for and be responsible for repairs and electrical wiring within the common elements.

D Following the Board's approval, the owner shall obtain proper permits from the City of North Miami and provide them to the DH Association Office. In addition, the owner must post the permits on the unit door and keep in their file a copy of the Board's approval prior to any work commencing.

E Construction work shall be done only from Monday thru Friday from 8:00 am to 4:00 pm. No work shall be done on weekends or holidays. An exception to days/times for allowed work is Do-It-Yourself projects that are not noisy, e.g. painting, hanging pictures, and do not disturb other units or require debris to be moved on elevators. Residents should complete these projects between 8:00 am and 9:00 daily, including holidays and weekends.

F No rubbish, rags, dirt, solvents (including oil-based paints) or any other foreign substance may be disposed of, thrown in, or flushed down any plumbing fixture. The cost of any damage resulting from the misuse of the plumbing shall be borne by the resident who caused the damage.

G To minimize sound transmission between floors and units, installed flooring, including tile, hardwood, laminate and any other installed material must have a combined impact insulation class (IIC) rating of not less than 50 according to the Florida Building Code, section 1207.

- When installing flooring in a unit, the owner shall ensure the 6-inch slab, soundproofing material, and flooring material must meet or exceed an IIL rating of 50.

- Proof of purchase of the materials necessary to provide sound proofing in the form of a receipt for said materials shall be on file with the DH Association Office in advance of the installation.
- A representative of the Dorset House Association and the Head of Maintenance shall inspect and sign off on the soundproofing material after it has been installed and before the permanent flooring is laid over it.

- After the work is completed, the person or persons responsible for installing the flooring must submit an affidavit attesting that the the sound proofing, flooring material, and the slab meet or exceed the IIC rating of 50 as required by the Florida Building Code, to be filed in the DH Association Office.
- Bare concrete floors shall not be permitted as they do not meet the Florida Building Code.
- If the documentation requested is not provided and/or the flooring is not in compliance with the Florida Building Code, the unit owner will be required to bring the flooring into compliance at his/her expense.

H Unit Owners or a designated representative are responsible to personally meet the worker(s) at the building entrance and escort them through the covered parking area. They shall inform the construction workers that ALL materials, tools, equipment and related items shall be unloaded at the covered parking entrance gate and taken through the back door to the lobby. They shall inform construction worker to use only the padded elevator (closest to the DH Office). No contractors or materials or equipment can be brought through the front door or the pool level door on the first floor.

I If worker(s) leave the building and must return, the Unit owner or designated representative shall either escort the worker or give the worker their Medeco key, so they can regain access into the covered parking, the back lobby door, and the Unit where the work is being done. Dorset House staff are not permitted to give workers access to the building or escort workers to the Unit for work ordered by a Unit owner.

J Unit owners or designated representative shall ensure the contractors never prop open a gate or lobby door.

K The Unit owner and the contractor are responsible to dispose of debris from construction and/or renovation of an individual Unit. Debris shall not be deposited in a trash bin or on DH Association property.

L **Procedures for having a contractor work in your unit:**

- The owner must fill out the Architectural Modification form and return it to the Association Office.
- Once the Modification forms has been approved, the owner then needs to inform their contractor that a certificate of insurance naming Dorset House Association as an additional insured certificate holder, when the association receives the certificate, the contractor may then begin to work.
- The owner must inform the contractor that the allowed work hours are from 8:00am to 4:00pm, without exception. No weekend work that can create any type of disruption to our residents is allowed, e.g., loud noise, hammering, sanding, discarding of construction debris or stapling is allowed.
- The owner must inform and ensure that the contractor places a sheet of plastic or hardcover paper on the hallway carpet leading from their unit to the elevator floor. This cover must be maintained clean during the work on their unit.
- The contractor must inform the Association office at least 48 hours in advance whenever they are going to bring in construction materials/equipment, and/or removing construction debris to be discarded. Hallways and elevators must be maintained clean at all times by the contractor.
- The contractor under no circumstances may use the Association's trash chute to discard any type of construction debris. It is the responsibility of the owner and by extension the contractor to make arrangements to have all construction debris carted off the premises, it is prohibited to use the Association's dumpsters.
- Unit smoke detectors are to be maintained active and not removed, If the contractor through their

work are creating smoke or dust from sanding, removing sheet-rock or tiles and are concerned that the smoke detector may be activated, We suggest that they place a plastic cover over it to prevent from triggering it, With the understanding that the plastic cover is to be removed and replaced on a daily basis until completion of the work.

- In the event you have any questions or need clarification please contact the Association office, at, (305), 945-1379, Monday thru Friday between the hours of 8:00am and 1:00pm.

M Asbestos Testing:

- It is the responsibility of the unit owner to ensure that prior to any work being done in their unit that a professional Contractor determine the existence or absence of asbestos in any area that will be worked on.
- The association highly recommends that the owner acquaint himself/herself with the following
- Fla. Title XXXII, Chapter 469, Asbestos Abatement and to contact:
- Miami Dade County, Environmental Resources Management (DERM) 305 372 6789 for current information on Miami Dade county requirements for asbestos removal.

22. APPLICATIONS FOR OCCUPANCY

A Prior to moving in, obtaining keys to the unit, or using Dorset House facilities, each individual over the age of 17 who will be a resident (someone who spends more than 14 days/nights per year in the unit) must:

- Complete an Application for Occupancy,
- Submit to a Background Screening by the company of Dorset House Association's choice
- Be approved by the Dorset House Association

- Any individual under the age of 18 shall also be listed on the residency application and is subject to approval. No background check will be completed on any individual under the age of 18.

This rule and process applies to anyone moving into a unit no matter when the move takes place (at or after an ownership change or lease start date). For more details on the Application for Occupancy, Background Screening, and Approval process, contact the Dorset House Office.

B If a unit is going to be occupied by a guest or relative for 14 days/nights or longer, he or she shall provide the DH Association Office with the name(s), arrival date, and departure date of said guest prior to the guest's arrival.

23 LEASES, LESSEES, TENANTS, NEW OWNERS

A A Unit owner is not authorized to lease/rent his/her unit in the first year of legal ownership.

B Daily Rentals, Vacation Rentals (including but not limited to Airbnb, VRBO, and HomeAway) are strictly forbidden.

C Subleasing/Subletting is strictly forbidden.

D Unit owners shall notify the Dorset House Association Office in writing at least 30 days in advance of their intent to lease a unit by submitting an Application for Preliminary Lease Review and including a copy of a standard lease form.

E The Dorset House Association will approve only a one-year lease. The lease must not contain language allowing automatic renewals. Each new lease and each year's renewal must be reviewed by the Dorset House Association Board

F The lease shall always contain language requiring the Lessee and all Tenants/Occupants to abide by the current Dorset House Rules and Regulations or be subject to immediate lease cancellation and eviction as permissible by law.

G At the time the Unit owner submits a Preliminary Lease Review, if that unit owner is delinquent in payment of maintenance fees, special assessments, or any other fees due the Dorset House Association, such delinquency is grounds for Board disapproval.

H After Unit owner and Lessee(s) sign the lease, the following must take place prior to the Lessee and Tenants/Occupants moving in:

A completed Lease and Occupant Review Application shall be on file with the Dorset House Association Office.

- ✓ A copy of the Dorset House Association Rules and Regulations shall be signed by each applicant over the age of 18 and submitted to the DH Office.
- ✓ The application/screening fee must be paid to the Dorset House Association.
- ✓ Pay a $500 renter's deposit using a cashier's check or money order made payable to Dorset House Association Inc., This deposit will be held by the DH Association to cover any damages that the lessee and/or his/her family does to the Common Areas and will be refunded at the end of lease should no damage occur. Common Area
- ✓

I If a unit is leased without the prior knowledge and approval of the Dorset House Association, the owner of the unit will be subject to the rules of enforcement these Rules & Regulations.

J When existing owner wants to purchase another unit in the building, it is required that they have to update all their information and not have any pending violations. Owner must attend a meeting with one Board member to go through all current policies and procedures.

Note: A legally married couple as defined by the State of Florida and their minor children who move in on the same date will pay only one application fee for the family and will be screened together.
ANY non-related individual moving in with the family and/or any additional person that moves into the leased unit at a later date shall submit the Application for Occupancy and submit to the standard screening procedure, as well as pay an additional screening fee.

24. LATE FEES

A Monthly maintenance and/or special assessments are considered late if they are received by the DH Association Office (or any other place designated by the Board) after the 10th calendar day following the due date, at which time a $25 late fee shall be added to each past due fee.

B If payments become two months in arrears, the DH Association can engage an outside collection agency, hire an attorney, place a lien, initiate a foreclosure or take any other legal action as allowable by Florida State Law.

C The unit owner shall be responsible for each past due assessment or a portion thereof, as well as the late fees, legal fees, and interest to the maximum allowed by law

25 VIOLATIONS AND FINES

A It is the responsibility of all Residents, Dorset House Staff, and the Board of Directors to monitor compliance with these DH Rules and Regulations and report violations to the DH Association Office.

B Any violation notices should be reported in writing to the Dorset House Association, including photographic evidence if possible, with the date and time of the violation, the unit number associated with the individual making the violation, a synopsis of the situation, and the specific rule/regulation section(s) being violated. Forms for reporting violations can be obtained from the DH Office.

C The DH Board of Directors will bring the violation to the attention of the resident through a Notice of Violation. The identity of the individual reporting the infraction will be kept confidential.

D Every resident shall comply with all current DH Rules and Regulations, as well as any and all rules and regulations which from time to time may be adopted, the provisions of the Declaration, and the By-Laws and Articles of Incorporation of the Association, as amended from time to time. Failure of a resident to so comply shall be grounds for action that may include, without limitation, an action to recover sums due to damages, injunctive relief or any combination thereof without waiving any claim of lien or foreclosure.

E In addition to all other remedies, at the sole discretion of the Dorset House Board of Directors, a fine or fines may be imposed upon a unit owner for failure of said owner, lessee or their family members, guests, or employees to comply with any covenant, restriction, rule or regulation set forth herein or in the declaration, in the Articles of Incorporation or By-Laws, provided the following procedures are adhered to:

1. Notice: The Board of Directors shall notify the unit owner, lessee and/or guest of the infraction(s) of the provisions of the Declaration, Association By-Laws or Association rules and regulations which have allegedly been violated. The resident cited for a violation may comply with the Association's request and cure the violation and pay the fine or may disagree and request a hearing by the Grievance Committee (made up of unit owners selected by the Board of Directors).

2. Hearing: The resident cited for a violation has a right to a hearing with the Grievance/Fining Committee. The hearing must be scheduled no later than 21 days after the date of the hearing request. At such hearing, the resident shall have an opportunity to respond, to present evidence and to provide written and/ or oral argument on all issues involved and shall have an opportunity to review, challenge and respond to any material considered by the Association. Formal rules of evidence shall not apply. The Grievance Committee shall submit their decision in writing to the resident not later than 21 days after the Committee has met. If the Committee finds that there has been no violation(s) no fine shall be imposed.

3. Penalties: The Grievance Committee may impose a charge against the applicable unit owner or lessee of up to $100 for each violation unless otherwise noted within a specific section of the Rules and Regulations.

4. Payment of Penalties: Fines shall be paid not later than 10 days after notice of imposition of the penalties. Failure to pay shall be treated in a manner similar to non-payment of assessments.

5. Non-exclusive Remedy: These fines shall not be construed to be exclusive remedies and shall exist in addition to other rights and remedies to which the Association may be otherwise legally entitled; however, any penalty paid by the offending unit owner or lessee shall be deducted from or offset against any damages which the Association may otherwise be entitled to recover by law from such unit owner.

Those residents who violate these rules shall be responsible for all costs incurred by the Association, including court costs and a reasonable attorney's fee in the process of rectifying the non-compliance. These costs shall also include the removal of all articles, vehicles and substances from the Condominium Property that were placed thereon in violation of these rules. No fine, cost, charge or attorney's fee shall be incurred by any resident without the accused resident having been afforded the rights and benefits hereinafter set forth.

26 ACCESS TO UNITS:

A Florida state Law allows the association the irrevocable right to access all units during reasonable hours; Access is allowed on as needed basis for maintenance, repairs to maintain and inspect and or replacement of required components of the common areas.

B It is **MANDATORY** that a set of working keys to each unit of the Dorset House be provided to the office.

C In the event an owner changes a lock, a set of keys of the new lock must be provided to the office. The keys will be locked in the office in a safe box and will be with limited access to the manager and maintenance supervisor.

D Pest Control is **MANDATORY**, and every owner/resident must allow access to their unit for the Exterminator to provide their service

27 SUMMARY

The aforementioned DH Rules and Regulations are designed to make living at the Dorset House for all residents pleasant and comfortable. The restrictions imposed are for the mutual benefit of all.

All Unit Owners, Lessees, Tenants, and Occupants must sign and acknowledge that they have read the DH Rules and Regulations and agree to follow them and any and all Rules and Regulations that from time to time may be modified or adopted prior to moving in. The original copy of this acknowledgment will be retained in the unit owner/ lessee's file.

These Rules and Regulations shall be cumulative with the covenants, conditions and restrictions set forth in the Declaration of Condominium, provided that the provisions of the same shall control over these Rules and Regulations in the event of a conflict or doubt as to whether a specific practice or activity is or is not permitted. All of these Rules and Regulations shall apply to all Owners and occupants even if not specifically so stated in portions hereof. The Board of Directors shall be permitted (but not required) to grant relief to one or more Unit Owners from specific Rules and Regulations upon written request therefore and good cause shown in the sole opinion of the Board of Directors.

Adopted 06/10/2021

RULES AND REGULATIONS ACKNOWLEDGEMENT

I hereby state that I have received a copy of the Rules and Regulations that pertain to living at the DORSET HOUSE CONDOMINIUM ASSOCIATION.

I have read and understood such DH Rules and Regulations and agree to obey and live in accordance with these Rules and Regulations, being subject to any enforcement rights vested in the Dorset House Condominium Association.

Unit number: _____

Resident#1 Name: _____

Date: _____Signature:_____

Resident #2 Name _____

Date: _____Signature:_____

Resident #3 Name: _____

Date: _____Signature:_____

Resident #4 Name: _____

Date: _____Signature:_____

PET POLICY AND PROCEDURES

Dorset House (DH) Pet Policy; approved 10/22/2008 by Board of Directors Pets are the responsibility of the pet owner **AND** the DH Board of Directors. Understanding this mutual responsibility the following rules for pet ownership are adopted.

A All current pets, as of the date of adoption of these revised rules, shall be 'grandfathered ', and i.e. allowed to stay in Dorset House. When a pet dies any new pet adopted by an owner/resident meets current regulations.

B Residents are allowed a single domestic dog or two cats (Article IX, section W By-Laws of DH Assoc.), and 'small animals' (DH Condo Rules & Regulations, #16, first paragraph). The weight limit shall be raised to 20 pounds from the current 12 pounds. Dogs of this weight can be carried in common area, as per our rules and regulations.

C Prospective buyers/renters will bring pet to interview along with required documentation.

D All current and future pets shall be registered with the office. The owner will provide for their file for each pet the following documentation:

a) Name
b) Picture, (to be taken by office staff at time of interview for residency, or adoption of pet).
c) Breed
d) Age
e) Adult weight of breed
f) Certificate of current vaccination

**Items c – f to be documented by statement of veterinarian

E Pets are to be carried in all common areas. These include: all hallways; stairwells; elevators; parking lot (defined as all areas enclosed by DH security fence and the seawall/dock, including the upper parking deck); driveways; pool deck; lawns between security fence/front of building (not enclosed by security fence) and sidewalk, (the sidewalk and swale, lawn between sidewalk and street is public property and not a common element and dogs do not need to be carried in this area).

F Dog waste will be picked up and disposed of in trash containers provided by the city of North Miami located across the street from the DH in the 135th street median area.

G Cat box litter is to be bagged and disposed of with household trash.

H Pets are not to be left on balconies unsupervised and without access to unit.

I If a guest brings a pet into the building, that pet must comply with DH Pet Rules, including the weight limit. The resident of the unit is responsible for ensuring his/her guest's pet complies with DH Pet rules and will be fined accordingly if any violation occurs.

J A $250 dollar pet deposit will be required at time of purchase or lease of unit to be used to clean/repair damage attributed to registered pet.

K Owners planning to lease their apartment will be expected to inform prospective tenants of the Dorset House pet policy. The tenant and landlord will sign a 'pet policy' form to be included in their file, that states their understanding of the Dorset house pet policy and consequences for non-compliance, which can include removal of the animal, cancellation of lease, sale of unit and forfeiture of pet deposit. (paragraph 3, Dorset House Rules and Regulations number 16).

L That all leases provided by owner/landlord to tenants contain statement of Dorset House pet policy.

M A uniform sticker advising fire department that a pet lives in unit will be provided to all pet owners and posted on front door of unit in upper right corner.

Infractions of Dorset House pet policy should be discussed by resident observing infraction with non-compliant resident in a cordial but assertive manner. If after discussing situation with your neighbor non-compliant behavior continues, this should be reported to the office in writing and forwarded to the Grievance Committee chairperson. This document should include: a- name of person reporting infraction; b-date of infraction; c - identity of resident or unit not in compliance with Dorset House pet policy; d –short description of attempt to resolve issue between residents. Non-compliant unit owner/resident will be contacted by Grievance Committee chairperson to discuss reported infraction and review of pet policy. A $50.00 fine will be imposed for second infraction of pet policy. (See current DH Rules and Regulations article 29, Enforcement).

ACKNOWLEDGEMENT OF UNDERSTANDING OF PET POLICY

I/we the undersigned acknowledge that I/we have read and agree to comply with and understand the consequences of non-compliance with the attached Dorset House Pet Policy

Unit #_____

Resident#1 Name: _____

Date: _____Signature:_____

Resident #2 Name _____

Date: _____Signature:_____

Resident #3 Name: _____

Date: _____Signature:_____

Resident #4 Name: _____

Date: _____Signature:_____

If in the future you decide that you want to have a pet in your unit, you must first register the pet and meet the all the Association Rules before bringing the pet to Dorset House Condominium.

SECURITY DEPOSIT – COMMON AREAS

UNIT #_____

I/We am/are aware that a Security Deposit is required to be submitted to Dorset House Condominium Association, in the amount of $500. This security deposit will be held in a non-interest bearing account for the period of the lease term submitted for the above unit.
I/We understand that the Association must be provided with a written request for refund of the security deposit. The deposit shall be refunded after the tenant(s) has/have vacated the premises. The Association shall have 15 working days to return my security deposit. Furthermore, I understand that said reimbursement shall be made payable to the person(s) or entity that appear on the check submitted to the Association. If payment is to be made payable to another party, the Association must receive a written release from the person(s) or entity that appear on the check.
In the event that the Association intends to impose a claim for damages against my security deposit, the Association shall notify me in writing within 30 days. If I am in disagreement with the claim imposed by the Association, I must object in writing to the deduction from my security deposit within 15 days from the time the Association issues their claim. Otherwise, the Association is considered to be authorized to deduct their claim amount from my deposit.
I understand that in the event that the Association does not receive a written request for a refund of my deposit, the Association is considered to be authorized to claim said deposit.
Object to: Dorset House Condominium Association
2500 NE 135 St
North Miami, Fl, 33181

Owner's#1 Name: _____

Date: _____Signature:_____

Owner's #2 Name _____

Date: _____Signature:_____

Tenant #1 Name: _____

Date: _____Signature:_____

Tenant #2 Name: _____

Date: _____Signature:_____

Tenant #3 Name: _____

Date: _____Signature:_____

Tenant #4 Name: _____

Date: _____Signature:_____

VEHICLE REGISTRATION

UNIT #_____

RESIDENT NAME: _____

1	VEHICLE	MAKE	MODEL	YEAR
	COLOR	TAG #	STATE	
	DECAL #(office)	SPACE ASSIGNMENT(office)	GARAGE CLICKER (office)	

2	VEHICLE	MAKE	MODEL	YEAR
	COLOR	TAG #	STATE	
	DECAL #(office)	SPACE ASSIGNMENT(office)	GARAGE CLICKER (office)	

Vehicles must be parked in assigned space(s) only. All unauthorized vehicles are subject to tow restrictions, If you change or purchase a new vehicle, please notify the Office to keep an update of your records in the file. Residents must return their decal to the office at the end of their Residency/tenancy .

_____

Resident Signature Date

INTERCOM

UNIT #_____

RESIDENT NAME: _____

PHONE NUMBER: _____

INTERCOM CODE: _____ (Filled by the Association)

ONLY ONE TELEPHONE NUMBER WILL BE PROGRAMED. NO LONG DISTANCE PHONE NUMBERS.

_____

Resident Signature Date

BIKE REGISTRATION FORM

UNIT #_____

Name: _____

Telephone Number: _____

Number of Bikes: _____

	Brand Name	Color	Tag number
1			
2			
3			
4			

Tag Numbers will be provided to you after you fill out this form and return it to the office.

_____ _____

Resident Date

MOVE IN/MOVE OUT POLICY

- ✓ Moving is allowed on **WEEKDAYS only** –between the hours of **8:00 am and 4:00 pm**, without exceptions.
- ✓ All move in/out's **must** be scheduled with the office in advance to allow the reservation and preparation of the freight elevator.
- ✓ All moving is to be done from the ground level using the rear door.
- ✓ No moving is allowed from the upper parking deck or the front entrance.
- ✓ Packing should be completed prior to the day of the move, so moving can be completed by 4:00 pm.
- ✓ All moving boxes and disposables must be broken down and disposed of properly in the dumpsters located in the fenced maintenance area on the ground floor.
- ✓ No cardboard boxes are to be left in the trash room located on each floor. No items of any kind are to be left outside the fenced maintenance area on the ground floor, e.g. furniture, building materials, etc...
- ✓ A refundable deposit of $500 is required **before** the move. The deposit will be returned **IF** the move is accomplished without any damage to the premises and finished by 4:00 pm, is in accordance with the Dorset House guidelines. Only cashier's check or money orders are allowed.
- ✓ Kindly note that not abiding by the above-stated policy will result in loss of deposit.

MOVE IN/MOVE OUT RESERVATION CHECKLIST

UNIT #_____

Name: _____

Reservation Date:_____ Time Reservation: _____

Check or money order amount: _____

_____

Resident Signature Date

Received by: _____ Date: _____

MOVE IN/MOVE OUT INSPECTION CHECKLIST

☐ Elevator ☐ Good ☐ Not Good

Comments:

☐ Floors ☐ Good ☐ Not Good

Comments:

☐ Ceiling ☐ Good ☐ Not Good

Comments:

☐ Carpet ☐ Good ☐ Not Good

Comments:

☐ Doors ☐ Good ☐ Not Good

Comments:

☐ Frames ☐ Good ☐ Not Good

Comments

_____

Signature of Inspector

Date:

FINAL INSPECTION

☐ Elevator ☐ Good ☐ Not Good

Comments:

☐ Floors ☐ Good ☐ Not Good

Comments:

☐ Ceiling ☐ Good ☐ Not Good

Comments:

☐ Carpet ☐ Good ☐ Not Good

Comments:

☐ Doors ☐ Good ☐ Not Good

Comments:

☐ Frames ☐ Good ☐ Not Good

Comments

_____

Signature of Inspector

Date:

APPLICABLE FEES

1. Application Fee: $ 150.00 (non-refundable). If married the fee is $ 200.00.
   International buyer or renter will need to pay an additional $ 125.00 (non-refundable) screening fee.

2. Moving Fee: $ 500.00 (refundable). This applies to Anyone moving in and/or out of the building and it is used to ensure that no damage is caused to our common areas, especially the elevators.

3. A $ 500.00 deposit is required for all individuals moving into our building. This fee is held by the Association until the person moves out of the building. Once they move it will be returned.

4. A $ 250.00 pet deposit is required from any tenant who has an acceptable pet moving in with them. (Refundable upon moving from building).

5. A $ 25.00 fee is charged for anyone paying their fees late.

6. A replacement remote is $ 50.00.

7. A replacement Medeco Key is $ 75.00

8. Affidavits: $150

9. HOA Questionnaire $300

Requests for Estoppel letters & Condo Questionnaires please log on to www.HomeWiseDocs.com if you are not already registered, please select the Sign-Up link to register.

Accounting Contact Info:

ENUMERATE
3363 W. Commercial Blvd, Suite 105
Ft. Lauderdale, FL 33309
Office (954) 284-3080 Fax (954) 284-3081

Management Contact info:

Professional Management & Association Services, Inc.
12905 SW 132 Street #5
Miami, Fl. 33186
TEL: 305-254-8995 FAX: 305-254-8965

Revised 3/10/2026