

## **APPLICATION FOR OCCUPANCY**

All new residents (owners and/or tenants) are required to apply with **GROVE'S EDGE CONDOMINIUM ASSOCIATION, INC.** prior to moving in. The application process could take roughly one to two weeks. A proposed buyer or tenant MUST be approved before moving in. You MUST obtain the required forms from the office of:

GRS MANAGEMENT, INC  
15280 NW 79<sup>TH</sup> COURT, SUITE 101  
MIAMI LAKES, FL 33016  
PHONE 305-823-0072  
FAX 305-823-4888

All applications MUST be submitted to **GROVE'S EDGE CONDOMINIUM ASSOCIATION, INC.** All forms must be 100% complete and correct and must be signed by the appropriate parties. Incomplete applications WILL NOT be accepted nor processed.

**Please note all application requests are only valid for 30 days. If there are any pending items, the application will automatically be cancelled upon 30 days after submission. All applications fees are non-refundable.**

The following must be included with the application:

\_\_\_\_\_ Application processing fee of \$150.00 for legally married couples. Any other applicant over 18 years of age must pay an additional \$150.00 per applicant. Made payable to: **GRS MANAGEMENT, INC. (Cashier's check or money order only) - Application fees are non-refundable.**

\_\_\_\_\_ Security deposit fee of \$200.00 (Lease Only) (refundable upon termination of lease) payable to: **GROVE'S EDGE CONDOMINIUM ASSOCIATION, INC. (Cashier's check or money order only)**

**Please note: Security deposits are refundable at the end of the leasing period and the refund request must be presented with a copy of the front and back of the submitted cashier's check/money order. Please keep in mind that all refund requests take 10-15 business days to be processed.**

\_\_\_\_\_ If the application is for sale, an estoppel MUST be requested before or at the time this application is submitted. ESTOPPEL FEE OF \$250.00 (standard) OR \$350.00 (rush) is required. Made payable to: **GRS MANAGEMENT, INC (Cashier's check or money order only)**

\_\_\_\_\_ Signed copy of the contract for sale or lease.

\_\_\_\_\_ Completed application with a copy of all applicants' driver licenses or photo IDs.

When a complete application package is received, we will commence the process for the background screening. Once the background screening is completed, we will be forward the application to the Board of Directors for approval.

All inquiries in reference to the application process must be done via e-mail to [customer@grsmanagement.com](mailto:customer@grsmanagement.com).

Sincerely,

Applications Department  
GRS Management, Inc.

# GROVE'S EDGE CONDOMINIUM ASSOCIATION, INC.

## Application for Occupancy

**PLEASE FILL IN ALL BLANKS. APPLICATIONS NOT FULLY COMPLETED, WILL NOT BE PROCESSED.**

Note: Please note all applicants over the age of 18 (not married to primary applicant) must complete a **separate** application.

Date: \_\_\_\_\_ Desired Date of Occupancy: \_\_\_\_\_

This Application is for a: Lease ( ) Purchase ( ) of Unit # \_\_\_\_\_

Property Address: \_\_\_\_\_

Realtor's Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Phone# \_\_\_\_\_ Cell Phone# \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

SSN# \_\_\_\_\_ DOB \_\_\_\_\_

DL # \_\_\_\_\_ State \_\_\_\_\_

MARITAL STATUS: Married ( ) Separated ( ) Divorce ( ) Single ( )

Spouse's Name: \_\_\_\_\_

Phone# \_\_\_\_\_ Cell Phone# \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

SSN# \_\_\_\_\_ DOB \_\_\_\_\_

DL # \_\_\_\_\_ State \_\_\_\_\_

No. Of People who will occupy the unit: \_\_\_\_\_

### LIST OF OCCUPANTS

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

**PETS**

Yes ( ) No ( ) How Many: \_\_\_\_\_ Weight: \_\_\_\_\_ Breed: \_\_\_\_\_

Weight: \_\_\_\_\_ Breed: \_\_\_\_\_

**VEHICLES**

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Tag # \_\_\_\_\_ State: \_\_\_\_\_ Year: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Tag # \_\_\_\_\_ State: \_\_\_\_\_ Year: \_\_\_\_\_

**RESIDENCE HISTORY**

Present Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ OWN ( ) RENT ( ) Years \_\_\_\_\_

Name of Landlord \_\_\_\_\_ Phone # \_\_\_\_\_

Previous Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ OWN ( ) RENT ( ) Years \_\_\_\_\_

Name of Landlord \_\_\_\_\_ Phone # \_\_\_\_\_

Previous Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ OWN ( ) RENT ( ) Years \_\_\_\_\_

Name of Landlord \_\_\_\_\_ Phone # \_\_\_\_\_

**EMPLOYMENT HISTORY**

ARE YOU: Self-Employed? Yes ( ) No ( ) Retired? Yes ( ) No ( )

Present Employment:

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

From: \_\_\_\_\_ To \_\_\_\_\_ Dept or Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Monthly Income \_\_\_\_\_

Previous Employer: Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

From: \_\_\_\_\_ To \_\_\_\_\_ Dept or Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Monthly Income \_\_\_\_\_

Spouse's Employer

Self-Employed? Yes ( ) No ( ) Retired? Yes ( ) No ( )

Present Employment: Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

From: \_\_\_\_\_ To \_\_\_\_\_ Dept or Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Monthly Income \_\_\_\_\_

Previous Employer: Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

From: \_\_\_\_\_ To \_\_\_\_\_ Dept or Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Monthly Income \_\_\_\_\_

**REFERENCES (No Relatives)**

Name \_\_\_\_\_ Years Known \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Years Known \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Years Known \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

**LEASE ADDENDUM**

In the event the Lesser is delinquent in his or her obligation to pay to the Association, any general or special maintenance assessments, or any installment, the Association shall have the right, but not the obligation, to require the Lessee to pay said rental installment, or a portion thereof sufficient to pay said delinquent maintenance assessments, directly to the Association, upon the Association giving written notice of exercise of such right to the Lessee and Lesser. The right of the Association is cumulative and in addition to any and all other rights or remedies the Association may have against the Lessee or Lesser.

Initials: \_\_\_\_\_

\_\_\_\_\_  
Lesser (Owner) Signature

\_\_\_\_\_  
Lessee (Tenant) Signature

**RULES & REGULATIONS**

I, \_\_\_\_\_, acknowledge that a copy of the rules and regulations of the Association have been included in this package. If I wish to receive a full copy of the bylaws, the full package is purchasable at the GRS Management, Inc office. I understand that all members of my household and/or any guests are required to comply with all rules of the Association.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Have any of the applicants ever been arrested for any other than a minor traffic violation?

Yes ( ) No ( )      Convicted Yes ( ) No ( )

Name of applicant: \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Applicant acknowledges that all information given is true and correct, and understands that as part of our procedure for processing your application, an outside screening agency, will make an investigation from the information given and present their findings to GRS Management Inc. and the association for review. This investigation may include, but is not limited to, character, general reputation, credit, residence and criminal search. Applicants agree not to hold the Association or its agent or GRS Management, Inc or the unit owner liable for the discovery or non-discovery of information or any actions taken as a result of this investigation. Authorization is hereby given to release banking, credit, residency, employment and other information pertinent to this application. I/We acknowledge that upon request, a copy of any adverse information may be provided to solely the applicant in which had an adverse report with valid ID. The Association reserves the right to deny this application based on its investigative findings.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**GRS Management, Inc.**

15280 NW 79<sup>th</sup> Court, Suite 101

Miami Lakes, FL 33016

PH: (305) 823-0072 Fax: (305) 823-4888

Email: [Customer@grsmanagement.com](mailto:Customer@grsmanagement.com)

## **AUTHORIZATION FOR FILE DISCLOSURE**

I hereby consent to allow GRS Management, Inc. and Verify Screening Solutions, Inc., through its designated agent/employee, to obtain and verify my consumer reports, including but not limited to, my credit report, criminal information, and eviction information for the purpose of determining my eligibility to lease/purchase an apartment. I further understand if I lease/purchase an apartment, I consent to allow GRS Management, Inc. and Verify Screening Solutions, Inc. and its designated agent/employee, for the duration of my lease, to review the following list of information to assess risk, for analytics, for process improvement, and other uses: my consumer reports, including but not limited to my credit report, criminal information, eviction information, my rental payment history, and occupancy history, and other information. The facts set forth in my application for residency are true and complete. False, fraudulent or misleading information on an application may be grounds for denial of residency or subsequent eviction. Results may only be provided, upon request, to the following applicant:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name- First, Middle and Last Name (Please Print):

\_\_\_\_\_

Home Address (Unit # if applicable): \_\_\_\_\_

Applicant's Contact Phone Number (Required): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ DOB: \_\_\_\_\_

Driver's License Number and State Issued: \_\_\_\_\_



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**Security Deposit**

**\*Security deposits are to be paid by money order or cashier's check only\***

Date: \_\_\_\_\_ Unit/Account Number: \_\_\_\_\_

Resident/Occupant Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Move In/Out Date: \_\_\_\_\_ Money Order Number: \_\_\_\_\_

I, \_\_\_\_\_, hereby acknowledge that I am required to provide a refundable security deposit in the amount of \$\_\_\_\_\_ (amount) for moving in or out of the property. I further acknowledge that if any portion(s) of the common areas (elevator, hallways, streets/parking lot, etc.) of the Association is/are damaged as a result of my moving in or out, the cost of repairs will be paid using a portion or the entire amount of my security deposit depending on the cost of repairs. Additionally, I am aware that move in/out hours are on Mondays through Fridays from 8:00 a.m. to 5:00 p.m.

Signature: \_\_\_\_\_

Refund Check Payable to: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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**\*\*Please be aware that all refunds take 10-15 business days to be processed\*\***

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**\*\*For Official Use Only\*\***

Date Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Completed By: \_\_\_\_\_



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**Pet Registration Form**

Association: \_\_\_\_\_

Date: \_\_\_\_\_ Unit/Account Number: \_\_\_\_\_

Resident/Occupant Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Pet(s) (Breed and Color): \_\_\_\_\_  
*Restrictions may vary based on Association bylaws*

Pet age and weight (lbs): \_\_\_\_\_

County Tag License # (will be verified on County Website): \_\_\_\_\_

Last time pet was vaccinated (attach proof of vaccination): \_\_\_\_\_

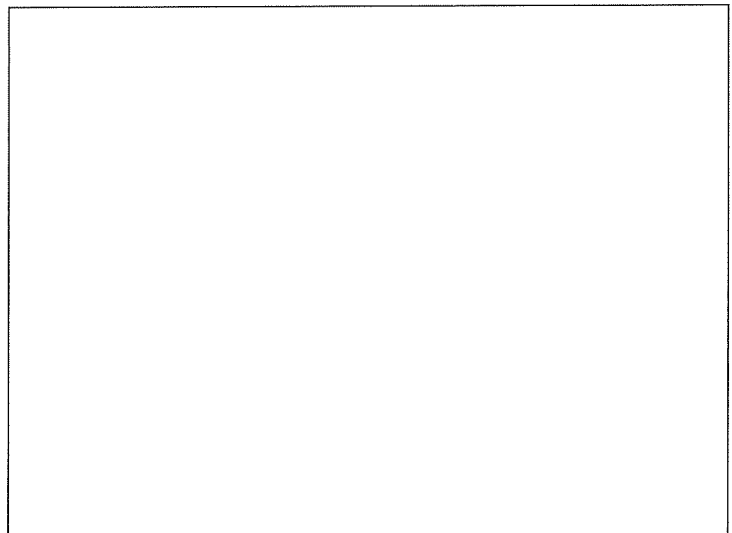
Veterinarian Name: \_\_\_\_\_

Veterinarian Phone: \_\_\_\_\_

**PLEASE ATTACH PHOTOGRAPH OF PET:**

\_\_\_\_\_  
Pet Owner Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date





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 CONDOMINIUM ASSOCIATION, INC.**  
**GRS Management, Inc.**  
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 Email: [Customer@grsmanagement.com](mailto:Customer@grsmanagement.com)

## Vehicle Registration

All residents must register their vehicle(s). Each unit has one (1) assigned parking space that is deeded with their unit. However, **The Association does not guarantee more than the one (1) assigned parking space.** There is no parking allowed in fire lanes, grassy areas, or in front of the entrance and exit gates. Any vehicle in violation will be towed at the owner's expense.

Date/Fecha: \_\_\_\_\_ Unit/Unidad: \_\_\_\_\_

Name/Nombre: \_\_\_\_\_

Phone: \_\_\_\_\_  Owner /  Tenant

Email: \_\_\_\_\_

### **Vehicle Information:**

#### **Resident Hang Tag:**

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Tag #: \_\_\_\_\_

Hang Tag #: \_\_\_\_\_ Name: \_\_\_\_\_ DL #: \_\_\_\_\_

#### **Visitor Hang Tag:**

Hang Tag #: \_\_\_\_\_

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### **\*\*For Official Use Only\*\***

Completed By: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Approved Owner/Tenant:  Yes  No Check Number(s): \_\_\_\_\_



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**Call Box Update**

The information updated in the call box will be exactly the information that appears below. Please allow 24-48 hours for this information to be updated on the call box.

Association: \_\_\_\_\_

Date: \_\_\_\_\_ Unit/Account Number: \_\_\_\_\_

Resident/Occupant Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Owner /  Tenant Unit/Account Number: \_\_\_\_\_ Phone: \_\_\_\_\_

Special Instructions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

**\*\*For Official Use Only\*\***

Date Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Completed By: \_\_\_\_\_



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## **ACKNOWLEDGEMENT OF RULES AND REGULATIONS**

I, \_\_\_\_\_, the applicant of this property (property address listed below) acknowledge that I have been provided with a copy of the rules and regulations of the Association. I understand that all members of my household and/or any guests are required to comply with all rules of the Association.

I, \_\_\_\_\_, the owner of this property understand that if I lease this property, I will be responsible for any violations of any rules and regulations caused by my lessee/tenant and I may be subject to violations and/or fines to my property.

I, \_\_\_\_\_, understand that I must undergo an interview with the property manager prior to moving in to the Association. The interview must be made by appointment only and must be within the same week as when the approval is issued.

Association Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Rules & Regulations

### General

1. The condominium units at GROVE'S EDGE CONDOMINIUM ASSOCIATION, INC are to be used only for residential purposes as a single family residence.
2. Occupants shall not use or permit the use of their unit in a manner which would be disturbing or a nuisance to other occupants, or in a way to be injurious to the reputation of the complex
3. A standard APPLICATION FOR APPROVAL OF LEASE form, provided by the Association, must be completed by the Unit Owner or his/her representative, and submitted to the Board of Directors through the Management Company, before any proposed sale, rental, lease or transfer is made. All persons who intend to reside in the unit must be listed on this Approval Form.
4. A fee of \$100.00 for husband & wife will be charged for screening of sales and rentals, made payable to the association, Grove's Edge Condominium Association, Inc. Any other applicant over 18 years of age must pay \$100.00 per applicant. The fee must accompany the Application for Approval and Lease Agreement prior to such sale, lease or transfer. The Board, pending recommendations of the screening company, will approve or disapprove the lease, sale, or transfer
5. The hours to move in and out are as follows: Monday through Friday 8:00 am to 5:00 pm. For leased units a \$200.00 security deposit is to be paid before moving in, by money order only. It is to be returned at the end of the lease, after the unit has been vacated.
6. The Board reserves the right to revoke the extension of a lease, with 3 month notice.
7. Approval will be granted through the Management Company by The Board of Directors, before unit owner or tenant takes occupancy.
8. No leased units are allowed to sublease.
9. Addendum to the lease. Both the Lesser and the Lessee must sign an addendum to the lease, that if the lesser does not pay the maintenance the tenant has to pay the rent to the Association until the delinquency is cleared.
10. Common Elements include all the condominium property not included within the single unit. Common elements shall not be obstructed, littered, defaced, misused or abused in any manner.
11. No structural changes or alterations shall be made to the common elements, i.e. painting walls, changing the appearance of any portion of the exterior of the buildings.

12. Units. In no event shall occupancy (except for temporary occupancy by visiting guests) exceed two (2) persons per bedroom.

13. Pets. Each unit may house up to (2) dogs and/or cats. Owners are responsible for cleaning up after pets. The keeping of a pet within a Unit is a privilege and not a right, and the Board of Directors shall have the right to terminate this privilege, at the Board's sole discretion.

14. All garbage and trash must be placed in sealed plastic bags of the size that can be deposited in the garbage container. Dumping of furniture, mattresses, large appliances or other large items is prohibited. If a resident is found dumping items outside of the dumpster enclosure, or any prohibited item listed above, the unit owner will incur the cost of dumping and a \$100 penalty. A maintenance company will provide dumping services upon request.

15. Garbage may not be left in the hallways, balconies, or common areas for any reason. Dispose of household garbage immediately in the dumpster.

16. The parking lot has not been designed as a play area. The practice of active sports is not allowed. Also, bicycle and other toy/vehicle riding are prohibited for reasons of safety. The condominium is hereby not responsible for injuries resulting from using parking areas as a play area. A resident or unit owner is hereby responsible for stopping children or youths they are in the care of from using the parking area as a playground.

17. Absentee owners / empty units: All unit owners and other residents are required, when absent for a prolonged period of time, to leave a telephone number with the Management Company so that they can be reached in case of an emergency (i.e., fire, water leak, etc.). A/C thermostats must be set no higher than 80° F to prevent issues due to humidity.

18. Walkways: As per the Fire Department & Insurance Companies prohibits any items (flower pots, mats,) being placed on the walkways that could restrict and/or prevent normal passage. Riding of bicycles, skateboards, mopeds, roller skating or any other moving articles are prohibited on the walkways

19. Access to roof (air conditioning repair) and / or meter room: No one shall, at any time or for any reason whatsoever access or attempt to access the roof or power room without the consent and on site representation of the Management Company. Contact the Management Company between 9:00 a.m. and 5:00 p.m. if access is needed.

20. All residents must use liquid detergent in the washing machines and dishwashers. Powder detergents affect the plumbing

21. Anyone above the first floor must use ½" sound proofing under any flooring, except carpet. If there is any flooring change the unit owner must obtain the proper forms from the management company.

## **Parking**

22. Any vehicle parked in front of the dumpster enclosure will be towed away at the vehicle owner's expense.
23. Assigned parking stalls and guest parking stalls cannot be interchanged (i.e., a guest parking stall cannot be converted into a private parking stall.)
24. Every unit is entitled to only one (1) assigned parking stall. Every resident with a vehicle must have a parking permit decal affixed to the inside of their windshield, or it is liable to be towed away at the vehicle owner's expense.
25. Cars displaying a decal MAY NOT park in a guest parking spot.
26. Every unit is entitled to (1) guest parking hanger.
27. Guest parking spaces are available on a first come, first serve basis. Vehicles parked in the guest parking stalls must display the guest parking hanger. Hangers may be purchased for \$25 from the management company.
28. Improperly parked vehicles, or vehicles parked where marked Tow Away Zone, will be automatically towed away or booted at the vehicle owner's expense.
29. No vehicle repairs are permitted in the parking area, only emergency situations that may require towing or cables for start-up. No vehicle which cannot operate on its own power shall remain on the property for more than twelve (12) hours.
30. No boats, trailers, motor homes or commercial vehicles are allowed in the parking lot]
31. No car washing is allowed in the parking lot.

## **Balconies**

32. No items may be mechanically, permanently, or temporarily affixed, displayed, or hung to the balcony walls, windows, railings, or ceilings. This includes, but is not limited to:
  - A. Satellite dishes
  - B. Hanging potted plants
33. No sign, advertisement, notice, littering or descriptive design shall be displayed or placed except in a place, style and manner approved by the Board.

34. The condominium association is responsible for the following aspects regarding the balcony:

- A. Structural repairs
- B. Paint
- C. Stucco / finish work patching

35. The condominium owner is responsible for the following aspects regarding the balcony:

- A. Flooring
  - i. If new flooring is installed, a minimum of 1/8" slope to the edge of the balcony is required.
- B. General Maintenance (keeping walls, sliding glass doors, and ceilings clean & presentable)

36. If a resident damages their balcony in any way, the owner must notify the condominium board and repairs will be made by the condominium board and charged to the owner.

37. Balconies must be kept in good appearance, and a warning may be sent to a resident if a balcony's appearance aesthetically diminishes the appearance of the building. Items forbidden on balconies include, but are not limited to:

- A. Cleaning Supplies
- B. Clothes Drying
- C. Bicycles

38. Barbecues: As per the Fire Department & Insurance Companies the use of barbecue grills is prohibited on balconies as it is a fire hazard.

39. Items that are placed on the balcony may not exceed the height of the railing.

These rules and regulations may be changed or amended at any time by the board. If a change occurs, all owners & residents will be informed immediately.

In case an emergency situation arises at a time other than office hours, then the Management Office (GRS Management, Inc.) is to be contacted at (305) 823-0072

By signing below I acknowledge and abide by the rules and regulations stated above