



**SALES APPLICATION FOR**  
**MAYA MARCA**

The following policies have been adopted by the Board of directors when making application for residency/occupancy at Maya Marca Condominium

1. Applicants may not reside nor move into the apartment prior to personal interview with Maya Marca condominium.
2. An Application fee of \$100.00 is required to be submitted per applicant, payable to Maya Marca Condominium. Husband/Wife or Parent/Dependent Child is considered one applicant. The Processing time is 7 to 10 working days. Application fee is non- refundable and non-transferable..
3. A copy of a signed Sales Contract along with a Photo ID for each applicant must be submitted with the application.
4. Signed copy of the enclosed Animal Registration Form.
5. A copy of a current Credit report must be submitted with the application.
6. Date of move in move out must be scheduled with the office.
7. Moving hours will be Monday - Friday from 9:00 a.m. to 4:30 P.M. Moving is not permitted on Saturday, Sunday or Holidays.
8. Elevators must be padded and carpeting placed on the elevator floor. Security or maintenance will provide pads from storage.
9. Moving of all items must be through the lower garage area, First Floor Elevators. No items are to be removed or brought in through the main lobby entrance area on the second floor.

**APPLICATIONS WILL NOT BE ACCEPTED BY FAX**

7100 West Commercial Blvd. Suite 107 Lauderhill, FL 33319  
Office: (954) 741-881 1 Fax: (954) 741-8051 [www.ambassadormanagement](http://www.ambassadormanagement)



# Ambassador Community Management

## INTENTION TO SELL

APT # \_\_\_\_\_ **HAS BEEN LISTED WITH THE FOLLOWING REALTOR:**

REALTOR \_\_\_\_\_

ADDRESS \_\_\_\_\_

AGENT'S NAME: \_\_\_\_\_

AGENT'S PHONE NUMBER(S) \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_

ADDRESS (If not year round resident) \_\_\_\_\_

PHONE \_\_\_\_\_ PARKING SPACE # \_\_\_\_\_

ASKING PRICE \$ \_\_\_\_\_ UNFURNISHED  FURNISHED

WHO WILL HAVE KEY TO SHOW APT? \_\_\_\_\_

HAS REALTOR BEEN ADVISED OF RULES AND REGULATIONS AND DOCUMENTS OF  
MAYA MARCA? \_\_\_\_\_

THE ABOVE-NAMED REALTOR IS AUTHORIZED TO ENTER THE APARTMENT WITH OR  
WITHOUT OTHER REALTORS AND/OR PROSPECTIVE PURCHASERS.

OWNER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

OWNER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**READ FIRST:** Complete all questions and fill in all blanks. All information supplied is subject to verification. If any question is not answered/left blank, or answered falsely, this application may be returned, not processed, and/or not approved. Missing information will cause delays. Once submitted, order can be cancelled but your fee will not be refunded. Rev. 06/2014

**\*\* THIS APPLICATION IS FOR A SINGLE PERSON OR A MARRIED COUPLE ONLY! \*\***

**APPLICATION FOR OCCUPANCY**

Association Name: Maya Marca

Circle one: Purchase - Lease - Occupant - Unit.# \_\_\_\_\_ Bldg.# \_\_\_\_\_ Address applied for: \_\_\_\_\_

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_

Circle One: Single - Married - Separated - Divorced - How Long? \_\_\_\_\_ Other legal or maiden name \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_ Date (s) \_\_\_\_\_ County/State Convicted in \_\_\_\_\_

Charge (s) \_\_\_\_\_

Applicant's Cell Number(s) \_\_\_\_\_ Applicant's Email Address \_\_\_\_\_

Spouse \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_

Other legal or maiden name \_\_\_\_\_ Have you ever been convicted of a crime? \_\_\_\_\_ Date (s) \_\_\_\_\_

County/State Convicted in \_\_\_\_\_ Charge (s) \_\_\_\_\_

Spouse's Cell Number(s) \_\_\_\_\_ Spouse's Email Address \_\_\_\_\_

No. of people who will occupy unit – Adults (over age 18) \_\_\_\_\_ Description of Pets \_\_\_\_\_

Names and ages of others who will occupy unit \_\_\_\_\_

In case of emergency notify \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

**PART I – RESIDENCE HISTORY**

A. Present address \_\_\_\_\_ Phone \_\_\_\_\_  
(Include unit/apt number, city, state and zip code)

Apt. or Condo Name \_\_\_\_\_ Phone \_\_\_\_\_ Dates of Residency: From \_\_\_\_\_ to \_\_\_\_\_

Circle one: Own Home - Parent/Family Member - Rented Home - Rented Apt - Other \_\_\_\_\_ Rent/Mtg Amount \_\_\_\_\_

Are you on the Lease? \_\_\_\_\_ If not, who is the leaseholder? \_\_\_\_\_ Are you on the Deed? \_\_\_\_\_ If yes, under what name? \_\_\_\_\_

Name of Landlord \_\_\_\_\_ Phone \_\_\_\_\_ Email address \_\_\_\_\_

Circle one: Is your Landlord the: Owner of the property - Realtor - Family Member - Roommate - Property Manager - Other \_\_\_\_\_

B. Previous address \_\_\_\_\_  
(Include unit/apt number, city, state and zip code)

Apt. or Condo Name \_\_\_\_\_ Phone \_\_\_\_\_ Dates of Residency: From \_\_\_\_\_ to \_\_\_\_\_

Circle one: Own Home - Parent/Family Member - Rented Home - Rented Apt - Other \_\_\_\_\_ Rent/Mtg Amount \_\_\_\_\_

Were you on the Lease? \_\_\_\_\_ If not, who is the leaseholder? \_\_\_\_\_ Were you on the Deed? \_\_\_\_\_ If yes, under what name? \_\_\_\_\_

Name of Landlord \_\_\_\_\_ Phone \_\_\_\_\_ Email address \_\_\_\_\_

Circle one: Is your Landlord the: Owner of the property - Realtor - Family Member - Roommate - Property Manager - Other \_\_\_\_\_

C. Previous address \_\_\_\_\_  
(Include unit/apt number, city, state and zip code)

Apt. or Condo Name \_\_\_\_\_ Phone \_\_\_\_\_ Dates of Residency: From \_\_\_\_\_ to \_\_\_\_\_

Circle one: Own Home - Parent/Family Member - Rented Home - Rented Apt - Other \_\_\_\_\_ Rent/Mtg Amount \_\_\_\_\_

Were you on the Lease? \_\_\_\_\_ If not, who is the leaseholder? \_\_\_\_\_ Were you on the Deed? \_\_\_\_\_ If yes, under what name? \_\_\_\_\_

Name of Landlord \_\_\_\_\_ Phone \_\_\_\_\_ Email address \_\_\_\_\_

Circle one: Is your Landlord the: Owner of the property - Realtor - Family Member - Roommate - Property Manager - Other \_\_\_\_\_

**PART II – EMPLOYMENT REFERENCES**

**\*Include a recent copy of an earnings statement to expedite processing\***

A. Employed by \_\_\_\_\_ Phone \_\_\_\_\_  
Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_ Position \_\_\_\_\_ Fax \_\_\_\_\_  
Monthly Gross Income \_\_\_\_\_ Address \_\_\_\_\_

B. Spouse Employed by \_\_\_\_\_ Phone \_\_\_\_\_  
Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_ Position \_\_\_\_\_ Fax \_\_\_\_\_  
Monthly Gross Income \_\_\_\_\_ Address \_\_\_\_\_

**PART III – BANK REFERENCES**

**\*Include a recent copy of a bank statement to expedite processing\***

A. Bank Name \_\_\_\_\_ Checking Acct. # \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_

B. Bank Name \_\_\_\_\_ Savings Acct. # \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_

**PART IV – CHARACTER REFERENCES (No Family Members)**

1. Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Address \_\_\_\_\_ Business Phone \_\_\_\_\_  
Email Address \_\_\_\_\_ Cellular Phone \_\_\_\_\_

2. Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Address \_\_\_\_\_ Business Phone \_\_\_\_\_  
Email Address \_\_\_\_\_ Cellular Phone \_\_\_\_\_

3. Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Address \_\_\_\_\_ Business Phone \_\_\_\_\_  
Email Address \_\_\_\_\_ Cellular Phone \_\_\_\_\_

4. Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Address \_\_\_\_\_ Business Phone \_\_\_\_\_  
Email Address \_\_\_\_\_ Cellular Phone \_\_\_\_\_

Are you using a realtor? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes: Realtor's name \_\_\_\_\_  
Email Address \_\_\_\_\_ Cellular Phone \_\_\_\_\_

Driver's License Number (Primary Applicant) \_\_\_\_\_ State Issued \_\_\_\_\_

Driver's License Number (Secondary Applicant) \_\_\_\_\_ State Issued \_\_\_\_\_

Make \_\_\_\_\_ Type \_\_\_\_\_ Year \_\_\_\_\_ License Plate No. \_\_\_\_\_

Make \_\_\_\_\_ Type \_\_\_\_\_ Year \_\_\_\_\_ License Plate No. \_\_\_\_\_

If this application is not legible or is not completely and accurately filled out, Associated Credit (and the Association) will not be liable or responsible for any inaccurate information in the investigation and related report (to the Association) caused by such omissions or illegibility.

By signing the applicant recognizes that the Association and Associated Credit will investigate the information supplied by the applicant, and a full disclosure of pertinent facts will be made to the Association. The investigation may be made of the applicant's character, general reputation, personal characteristics, credit standing, police arrest record and mode of living as applicable. This form is for the exclusive use of Associated Credit Reporting, Inc.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_ Spouse's Signature \_\_\_\_\_ Date \_\_\_\_\_

# ASSOCIATED CREDIT REPORTING, INC.

Established 1985

4690 NW 103rd Avenue, Sunrise, Florida 33351  
www.associatedcreditreporting.com

Phone: 754-216-0025  
Toll Free: 800-676-7640  
Fax: 954-635-2157  
Toll Free Fax: 800-235-7185

## \*\*\*AUTHORIZATION FORM\*\*\*

I/We hereby authorize **Associated Credit Reporting, Inc.** to obtain data to verify any and all information they request with regards to my/our Application for Occupancy, specifically the verification of my bank account(s), residential history, criminal record history, employment verification and character references.

I/We hereby waive any privileges I/we may have with respect to the said information in reference to its release to the aforesaid party. Information obtained for this report is to be released to the authorized party designated on the Application for Occupancy, for their exclusive use only. PLEASE INCLUDE COPY OF DRIVER'S LICENSE TO CONFIRM IDENTITY. If you do not have a driver's license, please include a copy of your Passport or current government issued identification card.

I/We acknowledge our rights as stated in the Fair Credit Report Act that I/we are entitled to a copy of the report upon proper written request and can dispute any inaccurate information for re-verification. I/We understand that Associated Credit Reporting, Inc. is not directly involved in the approval or denial of any applicant. The information received by Associated Credit Reporting, Inc. shall be held in strict confidence, protected as governed under the Fair Credit Reporting Act, and will never be released to any third party other than the designated recipient. I/We further understand that this is a non-refundable process.

By signing below, I/We further state the Application for Occupancy and Authorization Form were signed by me/us and was not originated with fraudulent intent by me/us or any other person and that the signature(s) below are my/our own proper legal signature. I/We certify (or declare) under penalty of perjury that I/We agree to the foregoing and; that all answers and information contained on the Application for Occupancy are true and correct and will hold Associated Credit Reporting, Inc. harmless from the result of the investigation.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Spouse's Signature)

\_\_\_\_\_  
(Applicant's Name Printed)

\_\_\_\_\_  
(Spouse's Name Printed)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Date Signed)

# Maya Marca - Animal Registration and Proof of Vaccination Form



NAME OF ANIMAL OWNER \_\_\_\_\_  
APARTMENT/UNIT NUMBER \_\_\_\_\_  
HOME PHONE WORK PHONE \_\_\_\_\_

## Animal Information

Animal's Name \_\_\_\_\_ Type/Breed \_\_\_\_\_

Photo

Age \_\_\_\_\_ Sex \_\_\_\_\_ License or ID Number \_\_\_\_\_

If Service Animal, what functions is Animal trained for: \_\_\_\_\_

**Vaccinations:** \_\_\_\_\_  
\_\_\_\_\_

## Animal Reference

VETERINARIAN \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

## Renter's or homeowner's Insurance

AGENCY \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

## Animal's Emergency Caretaker

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

*I have received a copy of, read and understand the Maya Marca Pet Policy, I'm also responsible for the full compliance of all members of my household and my guests with the policy and accept the enforcement rules and penalties as stated.*

PRINTED NAME \_\_\_\_\_ UNIT # \_\_\_\_\_

SIGNATURE OF ANIMAL OWNER \_\_\_\_\_ DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

PROOF OF ALL VACCINATIONS RECEIVED: YES: \_\_\_\_\_ NO: \_\_\_\_\_

APPROVED BY \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

DATE \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# MAYA MARCA CONDOMINIUM APARTMENTS, INC.

## PET POLICY, RULES AND FORMS

### A. Forward:

*The Board Directors of Maya Marca encourages all owners and residents to value and enjoy their homes. We believe that owners should be given every opportunity to pursue their own interests, consistent with the rights of their fellow property owners. We believe that the best way to advance our common interests in a safe, pleasant and well-maintained property is through fostering an attitude of mutual respect and cooperation.*

*In keeping with this philosophy and after carefully considering all the interests involved, we have adopted a limited Pet policy. In reaching this decision, we have taken into account the important contributions that animals can make to the lives of some people who need them for service or emotional support, that animals also may have adverse effects on some people who must avoid them for health or emotional reasons, and that animals should receive responsible care.*

### B. Screening/Registration

Only Resident Owners of Maya Marca units are allowed to keep Pets in their residence. Tenant residents, tenants' guests and resident guests are not permitted to have animals on site.

Animal owners must complete the **Maya Marca Animal Registration Form** before bringing a Pet to their unit. If the Pet is a dog or a cat, a current photograph should be attached. Current resident owners should update their records with an up-to-date form.

The form must be accompanied, by a **certificate of vaccination** acceptable to Maya Marca management.

This policy will be provided to the Animal owner at Registration of the animal for review and signature.

### C. PET RULES:

1. An owner or resident (hereafter referred to collectively as "Owner") may keep no more than two pets in the aggregate in the Owner's Unit (except for tropical fish, which may exceed two in number), subject to the restrictions contained herein. The only animals that will be permitted to be kept in a Unit are domesticated dogs and cats, tropical fish, rabbits, ferrets or birds.
2. Animals shall not be kept, bred, or used for any commercial purpose or for service to any non-resident of Maya Marca. All cats, dogs, rabbits, and ferrets must be spayed or neutered by six months of age unless the procedure is deemed medically unsafe by a veterinarian.
3. Only small animals are permitted, and no animal that will normally exceed, when fully mature, or that actually exceeds, twenty-five (25) pounds in weight shall be permitted to be

kept in any Unit or anywhere on the Condominium. The condominium manager has the right to weigh any Pet at any time. Reference Dog Chart at [www.puppychart.com](http://www.puppychart.com) for puppies and <http://www.petcarerx.com/article/dog-breed-weight-chart/267> for mature dogs

4. No dangerous breed of dog, as determined by the Board in its sole and absolute discretion, may be kept in any Unit, regardless of the weight of such animal. Initially, dangerous breeds shall be deemed to include, without limitation, Pit Bulls, Staffordshire Bull Terriers, American Staffordshire Terriers, Rottweilers, German Shepherds, Huskies, Alaskan Malamutes, Doberman Pinschers, Chow-Chows, Akitas, Boxers, Dalmatians, Presa Canarios, Shar Peis, Wolf Mix, and Mastiffs (or any mixed breed with any of the foregoing). The board may, from time to time, revise the list of breeds that shall be considered dangerous.
5. Owner must ensure that all animals are properly cleaned and groomed, and house trained.
6. All animals must be confined to the Owner's Unit and must not be allowed to roam free or be tethered anywhere outside the Unit. Animals must not be left unattended on patios or balconies. All animals must be leashed or carried at all times when outside the confines of the Unit. The leash must be no longer than six (6) feet in length. The Owner must keep the animal under the Owner's full control at all times while outside the confines of the Unit.
7. **Maya Marca has no animal exercise facilities** and Animals shall be exercised only off the building premises
8. All Owners must clean up after their animal(s) by immediately cleaning any animal urination on the floor or walls of the Common Elements, and solid waste wherever deposited, and disposing of any solid waste in an appropriate receptacle. All solid waste shall be securely bagged and deposited in the building dumpster. Cat litter may not be disposed of in toilets. No animal waste may be dropped down trash chutes unless securely double-bagged.
9. An animal must not interfere with the peace or tranquility of other owners or occupants, and must not become a nuisance, including without limitation through excessive barking, failing which the Owner must permanently remove the animal from the Owner's Unit and from the Condominium Property within thirty (30) days of any demand by the Association. Examples of nuisance behavior for the purposes of this paragraph are:
  - a. Animals whose unruly behavior causes personal injury or property damage.
  - b. Animals that make noise continuously and/or incessantly for a period of 10 minutes or intermittently for one hour or more to the disturbance of any person at any time of day or night
  - c. Animals in common areas, in transit, that are not under the complete physical control of a responsible human companion and on a hand-held leash of no more than six feet in length or in an animal carrier.
  - d. Animals who relieve themselves on walls or floors of common areas.
  - e. Animals that exhibit aggressive, dangerous, or potentially dangerous behavior.



f. Animals that are conspicuously unclean or parasite infested.

10. All animals must be vaccinated and kept in compliance with all applicable laws and regulations, and evidence of such vaccinations shall be provided at time of Pet registration or upon request of the Board.
11. All owners must register their animal(s) with the Association, by providing the Association with a picture of all animals kept in the Unit by such Owner (except for tropical fish), along with the animal's name, description of the animal, including the breed of any dog, and weight.
12. No animal may be brought into any of the Association's recreational areas, including without limitation the pool or gym. An Owner, while accompanied by the animal, may only use the service elevator, and the Owner must keep the animal restrained and separated from any other elevator passenger. Owners must use the garage entrance, and not the lobby, to transport their animal(s) to and from the Unit.
13. Owners may not feed any stray or wild animals or do anything to encourage stray or wild animals to visit the Condominium. If an animal is left unattended outside the confines of the Unit, and the Owner cannot be identified, the animal shall be reported to the local animal control authority for rescue.
14. All Owners are responsible for the conduct of their animal(s) and for any damage to persons or property caused by their animal(s). Any damage caused by the owner's cleaning chemicals or other such materials used in an attempt to remedy said damage is also the full responsibility of the animal owner. All Owners of animals shall indemnify, defend and hold harmless the Association for any claims, causes of action, liabilities, damages, losses, costs or expenses caused by the Owner's animal, including attorneys' fees at all trial and appellate levels.
15. Any violation of these provisions and/or any additional rules or regulations adopted by the Association from time to time shall entitle the Association to seek injunctive relief to enforce these restrictions and/or to seek the removal of any animal from the Condominium Property.

#### **D. Enforcement**

1. Any resident or a managing agent observing an infraction of any of these rules shall discuss the infraction respectfully with the animal handler to secure voluntary compliance including restoration of damages and full clean up and sanitation when applicable.
2. If the infraction is not resolved on site, it must be put in writing as a complaint, signed, and presented to the board of directors via the managing agent or resident manager. To be effective, the complaint must be documented with proof of the infraction such as by building surveillance cameras, photos, recordings, videos and/or a witness.

3. If the board is in agreement with such complaint, the responsible unit owner shall be cited with a written notice of the violation and charged the applicable violation fees as defined under "Fees & Penalties"
4. If a complaint is not resolved after a hearing, a committee of unit owners will determine to confirm or reject the fine or suspension levied by the board.
5. At the board's discretion, immediate arrangements for a hearing may be made if the nature of the complaint involves personal injury or the imminent threat thereof. The board of directors may require the permanent removal of any animal, if such animal is determined by the board to be a nuisance or a danger to the housing community and its residents.
6. If so determined, the animal owner will have 30 days to remove the animal from the premises.

#### **E. Fees & Penalties:**

1. Policy violation fee: Up to \$100 per violation with each day of a continuing violation treated as a separate violation, with an aggregate of up to \$1,000., or per Florida State Statute 718.303 as amended from time to time.
2. Removal of the Animal according to paragraph D above
3. Unpaid and delinquent fees are subject to additional interest and collection procedures and may affect the credit rating of a delinquent party.
4. Animal owners are liable for the costs and expenses incurred by the association in attending to any necessary maintenance, repair or replacement rendered necessary due to the owner's violation.

OFFICIAL RULES AND REGULATIONS  
OF  
MAYA MARCA CONDOMINIUM APARTMENTS, INC.

1. GUESTS

a. Guests are defined as non-residents who may be classified as family members or non-related friends. Certain rules apply to each classification. In-residence means living in the apartment at the time guests are due to arrive. Not-in-residence means living either temporarily (24 hours or more) or permanently at a location other than at Maya Marca. Upon arrival, guard on duty will provide a "Welcome Aboard Packet", which will include: copy of Rules and Regulations, appropriate notices of activities, postcards, and guest card, etc.

b. Owners who are not in residence at the time guests arrive, shall have notified the office (in writing) 48 hours prior to guests' arrival, as to the date guests will be in their apartment. Forms are available in the office. Phone calls will not be accepted, unless circumstances dictate deviation.

c. All Guests will register with Office or Security upon arrival.

d. Keys will be furnished by Owner to their Guest.

e. Owners may have two non-family guests visits per year when not in residence.

Note: Owners' family members may visit at any time and are not included in the two-guests-per-year limitation. However, 48 hours notification must be given as in #b. above.

f. Children under 12 will be accompanied by an adult in elevators, pool area, showers.

g. No children permitted in saunas.

h. Children under three (3) years of age must wear diapers and water tight rubber pants when in pool for health reasons.

i. No guest shall be permitted to occupy an apartment for a period in excess of thirty (30) days in any given twelve (12) month period without the prior written approval of the Board of Governors.

2. AUTO - PARKING.

a. All vehicles parked on Maya Marca premises will be registered with the office. Residents cars will have MM parking sticker to insure not being towed.

b. Loading zone and car wash areas may be utilized for owner parking, guest parking and overnight parking after "posted hours".

c. Overnight parking is prohibited in guest parking area. Security Guards have been instructed to have any cars remaining in this area after 2:00 a.m. towed.

d. Guest parking shall not be used by residents.

e. Service type vehicles will be parked in loading zone.

f. The Board will administer the rental of available area spaces. These spaces will be available on a seniority basis from a list in the office.

g. These rental spaces will only be used by the renter, the immediate family, or their resident guest. Failure to follow this could revoke the rental agreement, as stated in the lease.

h. Vehicles parked in assigned parking spaces shall be non-commercial personal vehicles: campers, trailers, motorcycles/mopeds, etc. are not acceptable. Light non-commercial passenger window vans and clean non-commercial pickup trucks used for personal transportation only are acceptable. Vehicles must fit within the parameter of the parking space.

i. Anyone needing a third parking space can do so on a temporary basis only: Re: month to month. If an owner who owns a parking space needs a rental or second space, he will have precedence over the third car owner who is renting on a temporary basis.

### 3. ATTIRE

a. Outside of your apartment, proper attire will be worn, including footwear and coverups.

b. Residents and guests of the Maya Marca are required to use the ground floor (#1 -- first floor lobby in the elevator) and not the lobby level (2<sup>nd</sup> floor) when going to and from the beach. For your convenience the Southeast corner of the garage on the ground level has an outdoor shower for the removal of sand, plus a solution to remove beach tar from feet before entering the building.

### 4. SWIMMING POOL/SHUFFLEBOARD

a. Persons using pool do so at their own risk.

b. Pool and shuffleboard will be used only between 9:00 a.m. and 10:00 p.m.

c. Rowdy behavior at poolside area is not accepted.

d. Pertinent rules are posted on the pool deck.

e. Personal inflatable items are permitted as long as interference with other pool users does not occur.

f. If sun tan lotion is used, a towel is to be utilized on chairs.

#### 5. SAUNA ROOM

a. Persons using sauna rooms and facilities do so at their own risk.

b. Operating instructions for the saunas baths are posted at the sauna entrance. Master switch and all lights must be turned off when leaving the sauna rooms.

c. No person under eighteen years of age shall be allowed to enter the sauna rooms unless accompanied by an adult.

d. These facilities are for use by owners and/or their guests.

#### 6. NUISANCES.

Occupants are reminded that courtesy is required and that any noise of a disturbing nature is not acceptable. This includes, but is not limited to, playing hi-fi or stereo systems loudly and the use of recreational devices or games which may become a disturbance to the other residents. The use of any of the above between the hours of 11:00 p.m. and 8:00 a.m. is not allowed. Common sense in this regard is expected. The use of billiard or pool tables is specifically not allowed.

#### 7. MAJOR APPLIANCES

a. Noise making appliances are not to be used between the hours of 11:00 p.m. and 8:00 a.m., i.e. dishwashers, vacuums, washers/dryers, garbage disposals.

#### 8. EXTERIOR APARTMENT AREAS AND APPEARANCE

a. No apartment resident shall knowingly permit anything what-so-ever to fall or be thrown from the windows, doors, and/or balconies of the premises.

b. No apartment resident shall sweep or throw any dirt or other substance into or upon any of the public areas.

c. No changes by way of additions, painting, decoration or alterations to the premises, including the balconies but excluding the interior of individual units, shall be permitted. However, if all owners on the floor agree to decorate their elevator area, excluding carpet changes, they will present plans for acceptance to the Board. Pictures, mirrors and other decorations may be placed only on or against the wall opposite the elevators. Owners on each floor accept responsibility for maintaining their elevator area in good condition. They will pay for any of these changes.

d. Holiday decorations during the Christmas/Hanukkah season are permitted on doors, elevator wall area and on balconies. These cannot be erected or hung prior to one week before Thanksgiving and must be removed by January 15th.

e. Barbecuing or cooking of any kind is not permitted on balconies or on the pool patio area. Barbecuing is permitted in designated areas after proper sign-up, clean-up and acceptance of the rules for its use. These rules are a separate document which is available from the guard in the lobby. He is required to give you one each time you sign up for use of the Barbecue.

f. No antennas shall be hung on balcony or from windows, except approved Cable Company or the small 18 inch satellite dish which has been properly mounted in the approved manner in order to avoid water intrusion. Requests for installation of satellite antennas must first receive approval from the Board of Governors.

g. Your balcony is not a bedroom -- no overnight sleeping on balconies.

h. Laundry will not be displayed in window spaces or on balconies.

i. No owner shall keep any type of glass on his or her balcony or any type of object or furniture that may be picked up by strong winds and cause damage.

j. Each owner is liable and responsible for any damage caused to the condominium or any other Owner's person or property as a result of objects or furniture being blown from his or her balcony.

k. Prior to any balcony floor covering, owner must first have approval from Maya Marca Board of type of application and materials to be used.

## 9. COOKING

a. Kitchens are equipped with exhaust fans which must be used at all times while cooking to eliminate cooking odors.

## 10. TRASH

a. Anything being dropped in chutes, must be securely wrapped.

b. Trash rooms are to be considered an extension of your home.

c. Objects too large will be stacked neatly in designated areas.

d. Dust cloths, mops and vacuum cleaner bags must not be shaken or emptied in trash room or chute.

11. USE RESTRICTIONS

a. Apartments shall be used for single family residence. Contained in Condo Documents (noted here for information):

b. No apartment shall be occupied by more than two (2) residents per bedroom

12. DESTRUCTION OF PROPERTY

a. Damages or defacing of any part of the building and damage resulting from any such acts will be assessed against the responsible owner.

13. PASSAGEWAYS

a. The sidewalks, entrances, passages, elevators, vestibules, stairways and corridors must not be obstructed or encumbered or used for any purpose other than ingress and egress to and from the premises. Apartment doors must not be left open.

14. WHEEL VEHICLES

a. No vehicle such as carriages, bicycles, etc., shall be in passageways except for medical purposes. Bicycles will be stored in basement storage rooms.

15. CARTS

a. Carts must be returned to the first and second floor storage areas immediately after use.

16. ROOF

a. No unauthorized person is permitted on the roof.

17. PETS

a. There will be NO PETS of any kind in Maya Marca.

18. MAYA MARCA EMPLOYEES

a. No Owner shall direct employees to perform personal duties during working hours.

19. KEYS

a. The Association shall be given a copy of keys to current locks for each apartment for emergency or regular maintenance use only. Each Apartment will be provided with a key

code number in case of being locked out. After office hours, only a Board Member has access to the key master and will assist an owner at reasonable times.

b. When leaving premises for an extended period, keys to autos left on premises will be placed over dishwasher in the apartment kitchen. Keys will be in an envelope which states make, color and license tag number.

c. See Guests - No. 1.

d. Keys for maid or other service personnel will be the responsibility of the owner, not the office.

e. Mailbox keys are discussed with Postman, not Office.

f. A fee of \$5.00 will be collected from any owner/lessee/guest should a member of the Board of Governors or management personnel be required to open an apartment door due to a lock-out during normal hours of 7:00 a.m. to 11:00 p.m. The fee of \$5.00 will be collected by the office and will be used for the sunshine fund of Maya Marca residents.

Note: Lock-outs occurring after 11:00 p.m. and before 7:00 a.m. will not be admitted to their apartments.

## 20. AUTHORITY, LIMITATIONS, RIGHTS OF OWNERS

a. All complaints must be in writing, signed by the owner and addressed to the Manager for action. In the event the Manager cannot handle the problem within the scope of his authority, he will refer to the Board for disposition.

## 21. ENTRY

a. Service persons will be permitted entrance to an owner's apartment in accordance with appropriate arrangements with the Manager.

b. Keys will not be furnished by Maya Marca employees.

## 22. PUBLIC AREAS

a. Written notices can be placed in public areas at the discretion of the Manager.

b. Residents are requested not to interfere with Security Guards' functions.

## 23. BUSINESSES

a. Maya Marca is our home and not to be used as a place of business.



24. TRAFFIC

a. All traffic in lower garage level will enter through the West entrance and exit through East side. Only exceptions will be emergency vehicles or tall service trucks.

25. EXTERMINATION

The Association has established an extermination program. Once a year, apartments will be available for treatment in accordance with the annual published schedule.

26. SIGNS

a. No signs shall be exhibited by any apartment owner on building or on premises.

27. WINDOW AND DOOR TREATMENT

a. There will be nothing attached to outside walls of the buildings except storm shutters as approved by the Board of Governors. The sliding shutters will be by Weather Control or equal, painted Maya-Marca beige. Any contract for said shutters must be approved by the Board before installation. Said shutters will be maintained by the apartment owner.

28. ABSENCE OF RESIDENTS

a. Residents must notify the office prior to departure. Residents must make arrangements for whatever services are required during their absence, including, but not limited to: handling of mail, and any other service functions that have been arranged.

b. During hurricane season, from June 1<sup>st</sup> to October 31<sup>st</sup>, all owners/residents, gone for more than one week, must remove all furniture, and all property whatsoever from their balconies without exception, until their return.

29. MOVING

a. Moving furniture or large deliveries will be made between 8:00 a.m. and 4:30 p.m. with clearance from the Manager. Under these circumstances, a ground floor security person is required. This can either be an agent of the "moving person," or, an off duty guard employed by the "moving person." Upon completion of the move, a check will be made with the Manager to insure that all is clean, secure and that no damage was effected.

b. Saturday deliveries of smaller pieces of furniture, etc., that does not require elevator protection preparation will be permitted between the hours of 9:00 a.m. and 3:00 p.m. These small deliveries must be accomplished with a maximum of two elevator trips that will not scratch or damage the elevator in any way. If damage occurs, owner/resident will be responsible for repairs of damages. Saturday delivery will require a 48-hour office approval, name of delivery company, contents of delivery being made and estimated time of delivery to Maya Marca. Guards will be

instructed not to allow deliveries on Saturday before 9:00 a.m. or after 3:00 p.m. Deliveries will not be permitted on holidays or Sundays

d. Moving into the building or moving out of the building is not permitted on Saturdays, Sundays, or legal holidays.

### 30. RECREATION LOUNGE

a. Facilities may be reserved through the Office for non-business functions. A fifty (\$50.00) dollar deposit will be made for damage/cleanup and will be refunded if not needed.

b. Residents so reserving the facilities must provide at their own expense, any help necessary either in the preparation of these facilities or cleaning of the facilities after use

c. Loud music or activities will be curtailed after a reasonable hour.

d. Stereo equipment will be checked out and in with the Manager; and be the responsibility of the owner using said equipment

### 31. SERVICE PERSONNEL

a. All outside service persons will register with the desk.

b. Parking of personal service persons are the responsibility of the owner. Guest parking is not available.

### 32. SERVICE PERSONNEL

a. Solicitations are not allowed in the building. House charitable drives are exempt.

### 33. STORAGE RENTAL

a. Extra storage cages, when available, are in the basement. Yearly charges are based on the square footage. Assignments will be made in the office. Maya Marca is not responsible for contents. Flammable and/or combustible materials may not be stored at any time.

### 34. WATERBEDS

a. Waterbeds will not be allowed.

### 35. AUTOMOBILE COVERS

a. Automobile covers are permitted. Cars may be covered with a cover which is of a solid neutral color. Car covers must first be approved by the office.

#### 36. OWNERS CONFIDENTIAL FILE

a. Owners shall maintain a current, confidential file in the office containing the names of their family members whom they wish to use their apartment in their absence.

b. This Confidential File shall be used to determine who is family and thereafter, the owner shall be responsible to advise the Association of any necessary changes.

#### 37. RULES & REGULATIONS DEVIATION COMMITTEE

a. These Rules and Regulations are an extension of our Condominium Documents, compiled and published as working guidelines for everyday living in Maya Marca. Understandably there will be circumstances which (1) are not addressed, (2) do not fit nicely within the provisions, or (3) may be contrary to a particular ruling. In such an event, in order to receive appropriate consideration and guidance, the aggrieved owner must immediately consult with the Manager in accordance with Section 20. The owner may also consult with the Rules Deviation Committee who will attempt to resolve the problem.

b. The Board has established a Rules Deviation Committee to consider departures from these rules or plans to do so. This committee will act strictly as an advisory to the Board. Any owner or resident who wishes to, in his or her estimation, initiate an action that might deviate from the established rules and regulations as published, should first take the request to the Committee. The Committee will consider the request and attempt to advise the resident of the implications of his or her request with respect to the published rules. The Committee will act on the request in the best interests of all residents and its recommendation will then be reported to the Board.

38. a. These Rules and Regulations shall be applicable to all owners, lessees, guests, invitees and/or servants.

#### 39. LEASING OF APARTMENT

a. The Purchaser of an apartment may not lease it for the first three years following said purchase from the day of taking title.

#### 40. FLOORING INSTALLATION

a. All installation of marble, ceramic tile and hard wood flooring must have an underlayment of an approved sound deadening material which approval shall be by the General Manager.

b. Prior to balcony floor covering, owners must first have concrete slab inspected by maintenance and approval from Maya Marca Board regarding the type of application and materials to be used.

41. EMPLOYMENT

a. The Association will not employ, with or without compensation any owner, lessee or guest, to perform in any management or staff position.

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