



The Villas at University Square Condominium Association, Inc.

APPLICATION FOR CONSENT TO LEASE OR FOR SALE

To process an application for the sale or lease of a unit, the application package must be completed in full and submitted with all required documents and fees. The complete package must be received by the Management Office at least ten (10) working days before Association action is requested. The Board of Directors will have ten (10) days after the applicant's interview to take action on the application.

INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT ACTION.

Required Documents

- Copy of the proposed sales contract or rental/lease agreement.
- Copy of a valid photo ID for each applicant.
- Copy of a valid, unexpired vehicle registration.
- Two (2) letters of recommendation for each applicant over 18 years of age.
- Original police report for each applicant over 18 years of age.
- Cashier's check or money order for all applicable fees listed below.

FEES (NON-REFUNDABLE)

\$175.00 - Married couple, with a copy of the marriage certificate.
\$150.00 - Per applicant over 18 years of age, payable to VTE Consulting LLC.
\$30.00 - Background check fee per applicant, payable to VTE Consulting LLC by money order or cashier's check
\$100.00- Impact Fee

STANDARD PROCESSING TIME: 20-25 BUSINESS DAYS

Rush processing (7-10 business days) is available for an additional \$100.00 fee.

ALL APPLICATIONS MUST BE SUBMITTED IN PERSON. APPLICATIONS WILL NOT BE ACCEPTED BY EMAIL.

An application will not be considered and will be automatically denied if a national background check and full credit report cannot be completed.

Occupancy is limited to a maximum of two (2) occupants per bedroom.

IMPORTANT: Any approval issued by the association is contingent upon the Association's Management certifying the payment of any outstanding assessment, fines, late charges, or other fees owed by the current unit owner to the association. Approval may be rightfully withheld until all such outstanding maintenance assessment debts have been paid to the Association.

IMPORTANT: No one may move into the unit before approval by the association has been given. Any UNAPPROVED sale /lease of a unit is a voidable transaction and can be set aside through appropriate legal action.

The Board of Directors feels that this procedure will serve the best interests of the community. We thank you in advance for your cooperation.

AFTER A SALE IS FINAL

Please provide Management with a copy of the recorded Warranty Deed and the Settlement Statement showing the closing date and the name(s) of the new owner(s). This information is required in order to update the Association's records.

Applicant Name (Print) _____ Applicant Signature _____ Date _____

The Villas at University Square Condominium Association, Inc.

Email: ninagarcia@vteconsultingllc.com | office@vteconsultingllc.com

APPLICATION MUST BE COMPLETED IN FULL BY PROSPECTIVE TENANT(S) OR BUYER(S)

VTE Consulting LLC, 1840 West 49 Street, Suite 216, Hialeah, FL 33012 | 305-603-7879



VTE CONSULTING LLC

INTEGRITY DEFINES ALL ODDS

Application for Consent to Lease or For Sale

This application and the attached Application for Occupancy must be completed in detail by the proposed Buyer/Tenant. Please attach a copy of the Sales Contract to this application or rental agreement. The Seller (current owner) shall provide the Buyer with a copy of all the Condominium documents. Processing of this application will begin after all required forms have been completed, signed, and in the Management's office.

Application For: ☐ Sale ☐ Lease	Unit #:
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Applicant #1

First Name:	Middle Name:	Last Name:
D.O.B:	Social Security:	
Driver License State:	Driver License:	
Phone Number:	Phone:	
Email:		

Employment of Applicant #1

Employer:	Position:
How Long at Present Job:	Phone Number:
Address:	

Applicant #1 - Background Information

Have you ever been arrested or convicted of a crime? YES or NO:	
Dates:	County / State / Convicted in:



VTE CONSULTING LLC

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Applicant #2

First Name:	Middle Name:	Last Name:
D.O.B:	Social Security:	
Driver License State:	Driver License:	
Phone Number:	Phone:	
Email:		

Employment of Applicant #2

Employer:	Position:
How Long at Present Job:	Phone Number:
Address:	

Applicant #2 - Background Information

Have you ever been arrested or convicted of a crime? YES or NO:	
Dates:	County / State / Convicted in:
Charges:	



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Applicant #3

First Name:	Middle Name:	Last Name:
D.O.B:	Social Security:	
Driver License State:	Driver License:	
Phone Number:	Phone:	
Email:		

Employment of Applicant #3

Employer:	Position:
How Long at Present Job:	Phone Number #:
Address:	

Applicant #3 - Background Information

Have you ever been arrested or convicted of a crime? YES or NO:	
Dates:	County / State / Convicted in:
Charges:	



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Children Under 18 years old

1. First and Last Name	Age
2. First and Last Name	Age:
3. First and Last Name	Age:

Emergency Contact

Name:	Relationship:
Phone:	
Name:	Relationship:
Phone:	

VEHICLE INFORMATION

Make:	Year:	Color:	Tag:

PET'S INFORMATION

Name:	Type:	Weight:	Tag:
Vaccine Information:			



APPLICATION CHECKLIST

Rush: ☐ Yes ☐ No (additional fee required).

- ☐ 1) Fully completed Application.
- ☐ 2) \$175.00 per married couple with the Marriage Certificate.
- ☐ 3) \$150.00 Money Order or Cashier's Check - Made payable to VTE Consulting LLC.
- ☐ 4) \$30.00 Background Check, Money Order, or Cashier's check - Made payable to VTE Consulting LLC.
- ☐ 5) Two Personal Reference Letters per applicant over the age of 18.
- ☐ 6) U.S. Government-issued photo ID per applicant.
- ☐ 7) Copy of Executed Lease or purchase contract - Must be fully executed.
- ☐ 8) Sales Only. Please provide proof of income.
- ☐ 9) Copy of License (All Adults over the age of 18).
- ☐ 10) Copy of vehicle registration (All vehicles owned).
- ☐ 11) Copy of vehicle insurance (All vehicles owned).
- ☐ 12) Signed and acknowledged receipt of Rules and Regulations.
- ☐ 15) \$100.00 Impact Fee

If the above requirements are not met, the application will not be accepted. (No Exceptions)

Application and documentation received (Date):

Received By:

This document must be filled out by the office manager.

VTE Consulting LLC, 1840 West 49 Street, Ste 216, Hialeah, FL 33012, 305-603-7879

VTE CONSULTING LLC
1840 WEST 49TH STREET HIALEAH FL, 33012

Pet Affidavit

NAME OF LESSEE _____

UNIT NO. _____

ANIMAL INFORMATION

WEIGHT	BREED	COLOR(S)	NAME OF PET
_____	_____	_____	_____

The undersign hereby understands and agrees to maintain his/her pet(s) contained within a Unit. No pet(s) may be maintained within a Unit if such pet constitutes a nuisance or annoyance to the owners of other units. Pet(s) outside in the common areas must be on a leash and accompanied by adult at all times.

By signing this affidavit, I understand and agree that failure to follow the above-mentioned instructions may result in my pet being removed from the property and termination of the unit lease agreement between unit owner and tenant.

Signature of Unit Owner/Pet's Owner

Date



Rent Interception

The Condominium Act was amended effective July 1, 2010, to allow an Association to demand that a tenant in possession must pay any future monetary obligation related to the unit, i.e., rent, directly to the Association.

Fla. Stat. & 718.166(11)

(11)(a) If the unit is occupied by a tenant and the unit owner is delinquent in paying any monetary obligation due to the association, the association may make written demand that the tenant pay to the association the subsequent rental payments and continue to make such payments until all monetary obligations of the unit owners related to the unit have been paid in full to the association. The tenant must pay the monetary obligations to the association until the association releases the tenant or the tenant discontinues tenancy in the unit. Pursuant to section 718.116 (11), Florida Statutes, the association demands that you pay your rent directly to the condominium association and continue doing so until the association notifies you otherwise.

This is commonly known as "rent interception", and if the tenant fails to comply, the tenant may be subject to eviction. The statute allows the association to demand that the tenant pay to the association the subsequent rental payments and continue to make such payment until all monetary obligations of the unit owner related to the unit have been paid in full to the association." The rent interception statute provides the association a tool to preclude an owner, who is often in foreclosure, from pocketing the rent obligation while shorting the owner's obligation to the association.

As an owner, you understand that 10% of the rental interception amount is collected as a processing fee for the efforts made. Also, you understand that a \$25.00 fee for each notice posted/mailed is also charged to you.

You understand the law that has been stated above and will adhere to such recourse if needed.

Applicant Name

Applicant Signature



VTE CONSULTING LLC

INTEGRITY DEFINES ALL ODDS

DISCLOSURE AND AUTHORIZATION AGREEMENT

DISCLOSURE

A consumer report and/or investigative consumer report, including information concerning your character, employment history, general reputation, personal characteristics, criminal record, education, qualifications, motor vehicle record, mode of living, credit, and/or indebtedness, may be obtained in connection with your application for and/or continued residence.

A consumer report and/or an investigative consumer report may be obtained at any time during the application process or at your residence. Upon timely written request of the management, and within 5 days of the request, the name, address, and phone number of the reporting agency and the nature and scope of the investigative consumer report will be disclosed to you. Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided with a copy of your rights under the Fair Credit Reporting Act.

AUTHORIZATION

This requested information will be used in reference to my (our) Purchase/Rental/Lease Application.

I/We hereby authorize you to release any and all information concerning my/our Employment, Banking, Credit, and Residence information to:

VTE Consulting LLC
1840 W 49th Street, Suite #216
Hialeah, FL 33012

I/We hereby authorize VTE Consulting LLC to investigate all statements contained in my/our application, if necessary. I/We understand that I/We hereby waive any privileges I/We may have regarding the requested information by releasing it to the above-named party. A copy of this form may be used in lieu of the original.

READ, ACKNOWLEDGED, AND AUTHORIZED

Applicant Name

Applicant Name

Applicant Signature

Applicant Signature

Date

Date

The Villas at University Square Condominium Association

Rules and Regulations

Under the condominium documents, the Board of Directors of The Villas at University Square Condominium Association is responsible for establishing and enforcing the rules and regulations. Unit owners are responsible for ensuring that their family members, guests, invitees, tenants, and other persons under their control and supervision comply with them. These rules are binding on all owners and may be amended, expanded, or repealed by the Board of Directors at any time. Failure to comply with any of the following rules and regulations may result in fines and/or legal action.

USE AND BASIC RESPONSIBILITIES

1. The condominium shall be used solely as a single-family residence.
2. The common areas and common elements shall be used in a manner that respects the rights of other unit owners. The tennis courts are subject to regulations, and their use is limited to the hours of 8:00 a.m. to 11:00 p.m. They may not be used outside those hours without the express written consent of the Association's Board of Directors.
3. No part of a unit may be rented separately, and no trade, business, profession, or other commercial activity may be conducted in or from a unit.
4. A unit may not be divided or subdivided for sale or lease.
5. No resident may use a unit in a manner that violates the laws, ordinances, or regulations of any governmental authority having jurisdiction.
6. No resident may permit anything to be done or kept in the unit that increases insurance premiums for the unit, the common elements, or any part of the condominium, or that obstructs or interferes with residents' rights.
7. Repairs to plumbing or electrical wiring within a unit shall be performed only by a properly licensed plumber or electrician. The unit owner shall be responsible for paying for such repairs. The management company must be given forty-eight (48) hours' notice before the water supply is shut off for any non-emergency repair.

USE AND BASIC RESPONSIBILITIES (continued)

8. The interior of a unit may not be altered in a manner that affects the building's structural elements, its electrical, mechanical, plumbing, or air-conditioning systems, or the common or limited common elements, without the Association's prior written consent.
9. The resident shall allow the Association's Board of Directors, agents, and employees to enter the unit to maintain, inspect, repair, or replace improvements in the unit or the common elements; in an emergency threatening the units or common elements; or to verify compliance with the condominium documents or rules and regulations. Except in an emergency, entry shall be arranged in advance with the resident or unit owner.
10. The resident shall keep the unit and all interior surfaces within or surrounding it clean, sanitary, and in good repair, including walls, ceilings, and floors, whether they are part of the unit or the common elements. The resident shall also maintain and repair the fixtures and fittings located in them and pay for all utilities separately metered to the unit.
11. The resident shall comply with rules concerning children that the Association establishes from time to time.
12. No resident or owner shall direct, supervise, or attempt to exercise any control over employees or contractors of the management company or the Association.
13. In addition to the preceding rules, the restrictions in Article 13 of the Association's Declaration of Condominium shall govern the use of the units and condominium property.
14. Cooking and barbecuing are not permitted on balconies or common elements.
15. Disturbing noise made by an owner, family members, friends, guests, household employees, or pets that interferes with the rights, comfort, or well-being of other owners is not permitted. Music, musical instruments, radios, and televisions shall not be played at a volume that causes a disturbance or interferes with other owners' rights of use and quiet enjoyment. Their use is prohibited between 11:00 p.m. and 8:00 a.m. when it disturbs other owners or occupants.

SAFETY AND PREVENTION

1. Parking areas, sidewalks, entrances, passageways, streets, and all common and limited common elements shall not be obstructed or encumbered, or used at any time for purposes other than parking or entering and leaving the property. (Continued on the next page.)

SAFETY AND PREVENTION (continued)

1. (Continued.) Strollers, plants, bicycles, tricycles, scooters, skates, skateboards, shopping carts, wheelbarrows, toys, benches, chairs, tables, or similar objects may not be stored in these areas.
 - A. Parking inoperable automobiles, boats, recreational vehicles, trailers, commercial vehicles, or trucks is strictly prohibited.
2. Parents or legal guardians shall be directly responsible for children, including their complete supervision while on the condominium property and their full compliance with these rules and regulations and all other Association rules and regulations. Playing in parking areas is not permitted. Loud noise will not be tolerated.
3. All residents' personal property must be kept inside the unit or in designated storage areas that the Association may provide, in accordance with the rules applicable to those areas.
4. Trash containers, trash, supplies, milk bottles, or other items may not be placed on balconies. Sheets, cloths, clothing, curtains, rugs, mops, laundry, or other items may not be shaken out or hung from windows, doors, or balconies, or displayed anywhere on the common or limited common elements.
5. The common and limited common elements must be kept free of trash, debris, and other unsightly materials.
6. The resident shall not allow any object to fall from a window, door, or balcony, or throw dirt or other substances from the unit onto corridors, hallways, balconies, or any other part of the building or grounds.
7. Flammable, combustible, or explosive liquids, chemicals, or substances may not be kept in a unit or on the common or limited common elements, except those needed for ordinary household tasks.
8. Cooking is not permitted on terraces, balconies, or common or limited common areas, except in areas designated by the Board of Directors.

SECURITY

1. Security concerns, including trespassers, suspicious persons or vehicles, and vandalism, must be reported immediately to Metro Police at 305-595-6263 and to the property management office at 786-888-8666.

SECURITY (continued)

2. Vendors or persons soliciting contributions are not permitted on the condominium property at any time unless they have an individual appointment with a resident.

TRASH

1. Trash and garbage must be placed in securely closed bags and deposited only in the appropriate containers.
2. All refuse, waste, garbage, and trash must be deposited in the appropriate containers.
3. Trash and recycling containers must be kept inside the unit's rear patio at all times, except on trash collection days (Tuesday and Friday).

ARCHITECTURAL CONTROL

1. Without the prior written consent of the Association and the mortgage holder, none of the following may be altered, modified, changed, repaired, replaced, decorated, removed, expanded, enclosed, painted, or added to: common elements, limited common elements, any exterior portion of the building or unit, and other exterior areas belonging to the unit, including, but not limited to, balconies, patios, terraces, parking areas, balcony walls, ceilings, railings, and doors.
2. The following may not be installed, erected, attached, constructed, or displayed on the common elements, limited common elements, or any exterior portion of the building, unit, or its exterior areas: awnings, patio covers, blinds, fences, gutters, canopies, window guards, latticework, storm or hurricane shutters, radio, television, or citizens band radio transmitting or receiving devices, antennas, landscaping (including trees, shrubs, or other plants), ventilation devices, fans, air-conditioning or dehumidifying equipment, grilles, or decorative or security doors. Screens of a uniform design and hurricane shutters may be installed with the Board of Directors' prior approval.
3. Without the Association's prior written consent, the following may not be hung, displayed, painted, inscribed, or affixed to the exterior of a unit, including windows and/or sliding glass doors, so as to be visible from outside: signs (including "For Sale" and "For Rent" signs), notices, advertisements, decorations, laundry, clothing, towels, or other objects, except curtains, blinds, shades, or other suitable window coverings.
4. An owner may identify the unit with a nameplate of a type and size approved by the Association. No signs may be displayed except "For Sale" or "For Rent" signs approved in writing by the Association.

PARKING

1. Parking areas are solely for noncommercial automobiles with current passenger-vehicle registration and a valid license plate and decal. Authorization from the Board of Directors must be obtained before parking company vehicles intended for employee use, or other vehicles displaying business advertising or logos, on the condominium property. The Association reserves the right to have vehicles towed at the owner's expense if they are parked improperly, illegally, or in areas not designated for parking, including, but not limited to, access areas for sidewalks and dumpsters and all condominium lawn areas.
2. Permanently or temporarily storing any automobile, motorcycle, motorized bicycle, moped, recreational vehicle, or other gasoline- or propane-powered vehicle on terraces or patios is prohibited.
3. A vehicle that cannot move under its own power, has no license plate, or has an expired license plate or inspection decal may not remain on the condominium property. Vehicle repairs are not permitted on the condominium property at any time.
4. Parking boats, recreational vehicles, utility vehicles, trailers, commercial vehicles, motorcycles, or trucks is strictly prohibited.
5. An owner may not lease or assign an assigned parking space except in conjunction with the sale or lease of the unit.
6. No owner or resident may wash or have a vehicle washed in parking areas or driveways.

HURRICANE PREPARATION

1. Any owner or resident who expects to be absent from the unit during hurricane season must prepare it before leaving as follows:
 - a) Remove all furniture, plants, and other objects from the terrace and/or patio.
 - b) Designate a responsible company or person to take care of the unit if it suffers hurricane damage.
 - c) Provide the property management office with the name and telephone number of that company or person.
2. Hurricane or storm shutters may not be installed without the Association's prior consent.

HURRICANE PREPARATION (continued)

3. Hurricane or storm shutters may be deployed only during hurricane or storm watches or warnings and must be removed within seventy-two (72) hours after the storm has passed.

PETS

1. No resident may keep a dog or cat on the condominium property without the Association's prior written consent and compliance with the rules and regulations it adopts from time to time.

2. If the Association permits a resident to keep a pet in the unit, the following restrictions shall apply in addition to any rules and regulations adopted by the Association:

a) The dog or cat may not weigh more than thirty-five (35) pounds when fully grown.

b) The pet may not leave the unit or building unless it is in its owner's care and on a leash no longer than six (6) feet.

c) The pet must be walked off the building grounds and relieve itself in the street gutter.

d) The unit owner shall be responsible for any damage caused by the pet to the building, grounds, floors, walls, moldings, finishes, tiles, carpets, stairs, etc., and shall pay all costs of repairing damage to any part of the condominium property.

e) The unit owner shall be financially responsible for any personal injury or property damage the pet causes to another owner, occupant, guest, building employee, or member of the public.

f) The resident shall board the pet off the property at the resident's expense if necessary because of noise, barking, damage to the building and/or grounds, or reasonable complaints from other residents.

g) No resident may keep a pet or other animal anywhere on the condominium property that constitutes a nuisance and unreasonably interferes with other residents' quiet enjoyment of the property.

h) Small domestic birds or fish may be kept in units.

PETS (continued)

- i) No pet or animal may be fed outside a unit or on Association property. No exceptions.
- j) Pet rules will be strictly enforced.
- k) Failure to comply with these rules may result in fines and/or legal action.

SALE AND LEASING

1. A unit may not be sold, transferred, or leased without prior personal screening and the Association's written consent. The Association requires thirty (30) days for the approval process.
2. The Association is not required to approve or consent to the sale, transfer, or lease of a unit if assessments for that unit are overdue or if its owner is in violation of the Association's rules and regulations or the Declaration of Condominium.
3. If an owner wishes to sell, transfer, or lease a unit, before accepting any offer the owner must provide the Association's Board of Directors with written notice stating the terms of the offer received that the owner wishes to accept, the names and addresses of the persons to whom the owner proposes to sell, transfer, or lease the unit, and any other information the Board of Directors requires.
4. No owner may enter into a lease for a unit for a term of less than one (1) year.
5. Once a unit has been sold or transferred with the Association's approval, the purchaser must provide the Association with a copy of the recorded warranty deed and closing statement within thirty (30) business days after the transfer.
6. If an owner leases a unit without following the procedures in the Declaration, Bylaws, or Association rules and regulations, or if a tenant violates any provision of those Association and condominium documents, the Association, at its sole discretion and on the owner's behalf, shall be authorized to bring legal proceedings to evict the tenant from the unit and condominium property and/or take any permitted action against the owner or tenant. In any such case, the Association shall be entitled to recover from the owner all costs and expenses incurred, including, without limitation, legal fees and expenses, whether or not litigation is initiated.

BURGLAR ALARMS

1. Installation of a burglar alarm system may be permitted with the Board of Directors' prior written consent, provided that the exterior portion of the system is consistent with the community's architectural design and decor and that alarm boxes and/or sirens are installed as inconspicuously as possible.
2. The property management office must be given the names and telephone numbers of local persons who will be available to turn off the alarm if it sounds.
3. If no local contact is available, the property management office will take the necessary steps to silence the alarm.

MAINTENANCE ASSESSMENTS

1. Maintenance assessments are due on the first day of each month. Payments not received by 5:00 p.m. on the fifth day of the month will be subject to a late charge. If the fifth falls on a weekend or holiday, payment must be received by 5:00 p.m. on the regular business day preceding the fifth.
2. Payment must be made by personal check, cashier's check, or money order payable to The Villas at University Square Condominium Association. The account number and unit number must appear on the front of the check or money order.
3. When payment coupons are provided, payment must be mailed with the appropriate coupon to the Association at the address specified in the payment instructions accompanying the coupons.
4. Receipts will not be issued for maintenance payments; the canceled check will serve as proof of payment.
5. Inquiries about account status must be made in writing, include the account number, and be mailed to the Association.

COMPLIANCE

All owners and occupants must comply with these rules and regulations, any other rules or regulations adopted from time to time, and the provisions of the Association's Declaration, Bylaws, and Articles of Incorporation, as amended. Noncompliance by an owner or occupant shall be grounds for action that may include, without limitation, an action to recover sums due for damages, to seek injunctive relief requiring or prohibiting an act, or any combination of these remedies. (Continued on the next page.)

COMPLIANCE (continued)

The Association shall have the right to suspend voting rights and rights to use recreational facilities in the event of noncompliance. In addition to all other remedies, the Association's Board of Directors may, at its sole discretion, impose one or more fines on an owner for the failure of the owner, family members, guests, invitees, or employees to comply with any obligation, restriction, rule, or regulation in this document, the Declaration, Articles of Incorporation, or Bylaws, provided that the following procedures are followed:

1. **Notice:** The Association shall notify the owner or occupant in writing of the violation or violations. The notice shall include the date and time of the next meeting of the Fining Committee, at which the owner or occupant may present reasons why penalties should not be imposed. At that meeting, the owner or occupant shall have the right to be represented by an attorney at their own expense, to cross-examine opposing witnesses, and to present witnesses, other testimony, or evidence.
2. **Hearing:** The noncompliance shall be presented to the Fining Committee, which may then hear reasons why penalties should not be imposed. Formal rules of evidence shall not apply. The Committee's written decision shall be delivered to the owner or occupant no later than twenty-one (21) days after the meeting.
3. **Penalties:** The Board of Directors may impose a fine in accordance with the provisions of the Declaration and the Condominium Act (Chapter 718, Florida Statutes).
4. **Payment of penalties:** Fines must be paid no later than thirty (30) days after notice of their imposition or determination.
5. **Collection of fines:** Unpaid fines shall be collected in the same manner as unpaid maintenance assessments.
6. **Use of fines:** All money received from fines shall be used as directed by the Board of Directors.
7. **Nonexclusive remedy:** These fines shall not be construed as an exclusive remedy and shall be in addition to all other rights and remedies legally available to the Association. However, any penalty paid by the violating owner shall be deducted from or offset against any damages the Association is entitled to recover from that owner under the law.

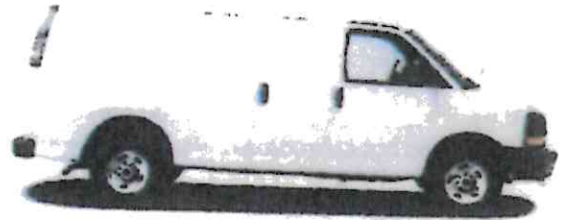
These rules and regulations shall not apply to institutional first mortgage holders or units owned by them. However, all of these rules and regulations shall apply to all other owners and occupants, even if a particular provision does not expressly state so.

**VEHICLES NOT PERMITTED TO PARK
ON ASSOCIATION PROPERTY**

Trucks with racks



Commercial vehicles or vehicles with signs / lettering



Moving vehicles



Limousines



Heavy-duty / long-bed / F250 / F350 trucks



Trailers of any type



ACKNOWLEDGMENT OF RECEIPT AND ACCEPTANCE

These rules shall replace and/or supplement all previous Association rules and regulations.

I have read and understood these rules and regulations, have received a copy, and agree to comply with them.

Unit No.:

Signature:

THE VILLAS AT UNIVERSITY SQUARE
ADDITIONAL NOTICE: TRASH AND PARKING

TRASH CONTAINERS

- Trash is collected on Tuesdays and Fridays.
- The trash or recycling container must be placed in front of the unit and returned to the patio after collection. It must not remain outside the unit.

PARKING

- Commercial vehicles may not be parked within the community after 7:00 p.m. (work vans, trucks with dual rear wheels, trucks with racks, motorcycles, etc.).
- All visitors must register their vehicles.
- Moving trucks must not block streets or remain parked overnight.
- Mechanical work is not permitted except to address a flat tire or a faulty battery.

THE VILLAS AT UNIVERSITY SQUARE

ADDITIONAL NOTICE: PETS AND WORK HOURS

PETS

- Pick up your animals' waste; we all use the common areas.
- Feeding any animal in the common areas or in front of the unit is not permitted.

WORK HOURS

Work in the unit (remodeling, painting, decorating, construction, etc.) must be performed Monday through Friday, from 8:00 a.m. to 6:00 p.m.

The Villas at University Square Condominium Association

Normas y reglamentos

De conformidad con los documentos del condominio, la Junta Directiva de The Villas at University Square Condominium Association es responsable de establecer y hacer cumplir las normas y reglamentos. Los propietarios de las unidades son responsables de que sus familiares, huéspedes, invitados, arrendatarios y demás personas bajo su control y supervisión los cumplan. Estas normas son obligatorias para todos los propietarios y la Junta Directiva podrá modificarlas, ampliarlas o derogarlas en cualquier momento. El incumplimiento de cualquiera de las siguientes normas y reglamentos podrá dar lugar a multas y/o acciones legales.

USO Y RESPONSABILIDADES BÁSICAS

1. El condominio se utilizará únicamente como residencia unifamiliar.
2. Las áreas y los elementos comunes deberán utilizarse de manera que se respeten los derechos de los demás propietarios. Las canchas de tenis están sujetas a reglamentos y su uso se limita al horario de 8:00 a. m. a 11:00 p. m. No podrán utilizarse fuera de ese horario sin el consentimiento expreso y por escrito de la Junta Directiva de la Asociación.
3. No podrá alquilarse por separado ninguna parte de una unidad, ni realizarse en ella o desde ella ningún oficio, negocio, profesión u otra actividad comercial.
4. Una unidad no podrá dividirse ni subdividirse para su venta o arrendamiento.
5. Ningún residente podrá utilizar una unidad de forma que infrinja las leyes, ordenanzas o reglamentos de cualquier organismo gubernamental competente.
6. Ningún residente podrá permitir que se realice o se conserve en su unidad algo que aumente las primas de seguro de la unidad, de los elementos comunes o de cualquier parte del condominio, o que obstaculice o interfiera con los derechos de los residentes.
7. Las reparaciones de plomería o del cableado eléctrico dentro de una unidad deberán ser realizadas únicamente por un plomero o electricista debidamente autorizado. El propietario de la unidad será responsable de pagar dichas reparaciones. Deberá avisarse a la empresa administradora con cuarenta y ocho (48) horas de anticipación antes de cortar el suministro de agua para cualquier reparación que no sea de emergencia.

USO Y RESPONSABILIDADES BÁSICAS (continuación)

8. No podrá modificarse el interior de una unidad de manera que afecte los elementos estructurales del edificio, sus sistemas eléctricos, mecánicos, de plomería o de aire acondicionado, ni los elementos comunes o comunes de uso limitado, sin el consentimiento previo y por escrito de la Asociación.
9. El residente permitirá que la Junta Directiva, los agentes y los empleados de la Asociación entren en la unidad para realizar mantenimiento, inspecciones, reparaciones o sustituciones de mejoras en la unidad o en los elementos comunes; en caso de una emergencia que amenace las unidades o los elementos comunes; o para comprobar el cumplimiento de los documentos del condominio o de las normas y reglamentos. Salvo en una emergencia, la entrada se acordará previamente con el residente o propietario de la unidad.
10. El residente mantendrá la unidad y todas las superficies interiores dentro de ella o que la rodeen limpias, en condiciones sanitarias y en buen estado de reparación, incluidas las paredes, los techos y los pisos, sean parte de la unidad o de los elementos comunes. También mantendrá y reparará las instalaciones y accesorios que se encuentren en ellos y pagará todos los servicios cuyo consumo se mida por separado para la unidad.
11. El residente cumplirá las normas relativas a los niños que la Asociación establezca periódicamente.
12. Ningún residente o propietario dirigirá, supervisará ni intentará ejercer control alguno sobre los empleados o contratistas de la empresa administradora o de la Asociación.
13. Además de las normas anteriores, las restricciones del artículo 13 de la Declaración de Condominio de la Asociación regirán el uso de las unidades y de la propiedad del condominio.
14. No se permitirá cocinar ni hacer barbacoas en los balcones o en los elementos comunes.
15. No se permitirán ruidos molestos producidos por el propietario, familiares, amigos, huéspedes, empleados domésticos o mascotas que interfieran con los derechos, la comodidad o el bienestar de otros propietarios. La música, los instrumentos musicales, la radio y la televisión no deberán utilizarse a un volumen que cause molestias o interfiera con los derechos de uso y el disfrute tranquilo de otros propietarios. Su uso estará prohibido entre las 11:00 p. m. y las 8:00 a. m. cuando moleste a otros propietarios u ocupantes.

SEGURIDAD Y PREVENCIÓN

1. Las áreas de estacionamiento, aceras, entradas, pasajes, calles y todos los elementos comunes y comunes de uso limitado no podrán obstruirse ni ocuparse con obstáculos, ni utilizarse en ningún momento para fines distintos del estacionamiento o de la entrada y salida de la propiedad. (Continúa en la página siguiente).

SEGURIDAD Y PREVENCIÓN (continuación)

1. (Continuación). Tampoco podrán almacenarse en dichas áreas cochecitos, plantas, bicicletas, triciclos, patinetes, patines, patinetas, carritos de compras, carretillas, juguetes, bancos, sillas, mesas u otros objetos similares.
- A. Queda estrictamente prohibido estacionar automóviles que no funcionen, embarcaciones, vehículos recreativos, remolques, vehículos comerciales o camiones.
2. Los padres o tutores legales serán directamente responsables de los niños, incluida su supervisión completa mientras se encuentren en la propiedad del condominio y su cumplimiento íntegro de estas normas y reglamentos y de todas las demás normas y reglamentos de la Asociación. No se permitirá jugar en las áreas de estacionamiento. No se tolerarán ruidos fuertes.
3. Todos los bienes personales de los residentes deberán guardarse dentro de la unidad o en las áreas de almacenamiento específicas que pueda proporcionar la Asociación, de conformidad con las normas aplicables a esas áreas.
4. No podrán colocarse en los balcones recipientes de basura, basura, suministros, botellas de leche u otros artículos. Tampoco podrán sacudirse o colgarse de ventanas, puertas o balcones sábanas, paños, ropa, cortinas, alfombras, trapeadores, prendas lavadas u otros artículos, ni exhibirse en ninguna parte de los elementos comunes o comunes de uso limitado.
5. Los elementos comunes y comunes de uso limitado deberán mantenerse libres de basura, escombros y otros materiales de aspecto desagradable.
6. El residente no permitirá que caiga ningún objeto desde una ventana, puerta o balcón, ni arrojará desde la unidad suciedad u otras sustancias a corredores, pasillos o balcones, ni a ninguna otra parte del edificio o del terreno.
7. No se guardarán líquidos, productos químicos o sustancias inflamables, combustibles o explosivos en una unidad ni en los elementos comunes o comunes de uso limitado, salvo los necesarios para las tareas domésticas habituales.
8. No se permitirá cocinar en terrazas, balcones ni áreas comunes o comunes de uso limitado, salvo en las áreas que designe la Junta Directiva.

VIGILANCIA Y SEGURIDAD

1. Los problemas de seguridad, incluidas las personas que entren sin autorización, las personas o vehículos sospechosos y los actos de vandalismo, deberán comunicarse inmediatamente a Metro Police al 305-595-6263 y a la oficina de administración de la propiedad al 786-888-8666.

VIGILANCIA Y SEGURIDAD (continuación)

2. No se permitirá en ningún momento la presencia de vendedores o personas que soliciten aportaciones en la propiedad del condominio, salvo que tengan una cita individual con un residente.

BASURA

1. La basura y los desperdicios deberán colocarse en bolsas bien cerradas y depositarse únicamente en los recipientes apropiados.
2. Todos los residuos, desechos, desperdicios y basura deberán depositarse en los recipientes apropiados.
3. Los recipientes de basura y reciclaje deberán mantenerse dentro del patio trasero de la unidad en todo momento, excepto los días de recogida de basura (martes y viernes).

CONTROL ARQUITECTÓNICO

1. Sin el consentimiento previo y por escrito de la Asociación y del acreedor hipotecario, no podrán alterarse, modificarse, cambiarse, repararse, sustituirse, decorarse, retirarse, ampliarse, cerrarse, pintarse ni hacerse adiciones a los siguientes elementos: elementos comunes, elementos comunes de uso limitado, cualquier parte exterior del edificio o de la unidad, y otras áreas exteriores pertenecientes a la unidad, incluidos, entre otros, balcones, patios, terrazas, áreas de estacionamiento, paredes de balcones, techos, barandillas y puertas.
2. No podrán instalarse, erigirse, fijarse, construirse ni exhibirse en los elementos comunes, los elementos comunes de uso limitado, ni en ninguna parte exterior del edificio, de la unidad o de las áreas exteriores pertenecientes a ella, los siguientes elementos: toldos, cubiertas de patio, persianas, cercas, canaletas, marquesinas, protectores de ventanas, celosías, contraventanas para tormentas o huracanes, dispositivos de transmisión o recepción de radio, televisión o radio de banda ciudadana, antenas, elementos de jardinería (incluidos árboles, arbustos u otras plantas), dispositivos de ventilación, ventiladores, equipos de aire acondicionado o deshumidificación, rejas o puertas decorativas o de seguridad. Podrán instalarse mosquiteros de diseño uniforme y contraventanas para huracanes con la aprobación previa de la Junta Directiva.
3. Sin el consentimiento previo y por escrito de la Asociación, no podrán colgarse, exhibirse, pintarse, inscribirse ni fijarse en el exterior de una unidad, incluidas las ventanas y/o puertas corredizas de vidrio, de manera que sean visibles desde fuera, los siguientes elementos: letreros (incluidos los de «Se vende» y «Se alquila»), avisos, anuncios, decoraciones, prendas lavadas, ropa, toallas u otros objetos, salvo cortinas, persianas, estores u otros revestimientos adecuados para ventanas.
4. El propietario podrá identificar su unidad mediante una placa con su nombre, del tipo y tamaño aprobados por la Asociación. No podrán exhibirse letreros, salvo los de «Se vende» o «Se alquila» cuando la Asociación los apruebe por escrito.

PREPARACIÓN PARA HURACANES (continuación)

3. Las contraventanas para huracanes o tormentas solo podrán desplegarse durante períodos de vigilancia o aviso de huracán o tormenta y deberán retirarse dentro de las setenta y dos (72) horas posteriores al paso de la tormenta.

MASCOTAS

1. Ningún residente podrá tener un perro o gato en la propiedad del condominio sin el consentimiento previo y por escrito de la Asociación y sin cumplir las normas y reglamentos que esta adopte periódicamente.

2. Si la Asociación permite a un residente tener una mascota en su unidad, además de las normas y reglamentos que adopte la Asociación, se aplicarán las siguientes restricciones:

a) El perro o gato no podrá pesar más de treinta y cinco (35) libras al alcanzar la edad adulta.

b) La mascota no podrá salir de la unidad o del edificio a menos que esté bajo el cuidado de su dueño y lleve una correa de no más de seis (6) pies de largo.

c) La mascota deberá pasearse fuera de los terrenos del edificio y hacer sus necesidades en la cuneta de la calle.

d) El propietario de la unidad será responsable de cualquier daño causado por la mascota al edificio, los terrenos, pisos, paredes, molduras, acabados, baldosas, alfombras, escaleras, etc., y deberá pagar todos los costos de reparación de los daños a cualquier parte de la propiedad del condominio.

e) El propietario de la unidad será económicamente responsable de cualquier lesión personal o daño material que la mascota cause a otro propietario, ocupante, huésped o empleado del edificio, o a cualquier persona del público.

f) El residente deberá alojar a la mascota fuera de la propiedad, por su cuenta, si ello resulta necesario debido a ruidos, ladridos, daños al edificio y/o a los terrenos, o quejas razonables de otros residentes.

g) Ningún residente podrá mantener en ninguna parte de la propiedad del condominio una mascota u otro animal que constituya una molestia e interfiera de manera irrazonable con el disfrute tranquilo de la propiedad por parte de otros residentes.

h) Se podrán tener aves domésticas pequeñas o peces en las unidades.

MASCOTAS (continuación)

- i) No se podrá alimentar a ninguna mascota o animal fuera de una unidad ni en la propiedad de la Asociación. Sin excepciones.
- j) Las normas sobre mascotas se harán cumplir estrictamente.
- k) El incumplimiento de estas normas podrá dar lugar a multas y/o acciones legales.

VENTA Y ARRENDAMIENTO

1. Una unidad no podrá venderse, transferirse ni arrendarse sin una evaluación personal previa y el consentimiento por escrito de la Asociación. La Asociación requiere treinta (30) días para el proceso de aprobación.
2. La Asociación no estará obligada a aprobar o consentir la venta, transferencia o arrendamiento de una unidad si existen cuotas vencidas correspondientes a esa unidad o si su propietario incumple las normas y reglamentos de la Asociación o la Declaración de Condominio.
3. Si un propietario desea vender, transferir o arrendar su unidad, antes de aceptar cualquier oferta deberá entregar a la Junta Directiva de la Asociación una notificación por escrito que incluya los términos de la oferta recibida que desea aceptar, el nombre y la dirección de las personas a quienes se propone vender, transferir o arrendar la unidad, y cualquier otra información que la Junta Directiva requiera.
4. Ningún propietario podrá celebrar un contrato de arrendamiento de una unidad por un plazo inferior a un (1) año.
5. Una vez vendida o transferida una unidad con la aprobación de la Asociación, el comprador deberá proporcionar a la Asociación, dentro de los treinta (30) días hábiles posteriores a la transferencia, una copia de la escritura de garantía registrada y del estado de cierre de la operación.
6. Si un propietario arrienda su unidad sin cumplir los procedimientos de la Declaración, los Estatutos o las normas y reglamentos de la Asociación, o si un inquilino infringe alguna disposición de dichos documentos de la Asociación y del condominio, la Asociación, a su entera discreción y en nombre del propietario, estará autorizada a iniciar acciones legales para desalojar al inquilino de la unidad y de la propiedad del condominio y/o a tomar cualquier medida permitida contra el propietario o su inquilino. En cualquiera de esos casos, la Asociación tendrá derecho a cobrar al propietario todos los costos y gastos en que incurra, incluidos, sin limitación, los honorarios y gastos legales, se inicie o no un litigio.

ALARMAS CONTRA ROBOS

1. Podrá permitirse la instalación de un sistema de alarma contra robos con el consentimiento previo y por escrito de la Junta Directiva, siempre que la parte exterior del sistema armonice con el diseño arquitectónico y la decoración de la comunidad y que las cajas de alarma y/o sirenas se instalen de la forma más discreta posible.
2. Deberá comunicarse a la oficina de administración de la propiedad el nombre y los teléfonos de las personas de la localidad que estarán disponibles para apagar la alarma si comienza a sonar.
3. Si no está disponible ninguna persona de contacto local, la oficina de administración de la propiedad tomará las medidas necesarias para silenciar la alarma.

CUOTAS DE MANTENIMIENTO

1. Las cuotas de mantenimiento vencen el primer día de cada mes. Los pagos que no se reciban a más tardar a las 5:00 p. m. del quinto día del mes estarán sujetos a un recargo por mora. Si el día cinco cae en fin de semana o feriado, el pago deberá recibirse a más tardar a las 5:00 p. m. del día hábil ordinario anterior al día cinco.
2. El pago deberá hacerse mediante cheque personal, cheque de caja o giro, a nombre de The Villas at University Square Condominium Association. El número de cuenta y el número de unidad deberán figurar en el anverso del cheque o giro.
3. Cuando se proporcionen cupones de pago, el pago deberá enviarse por correo junto con el cupón correspondiente a la Asociación, a la dirección indicada en las instrucciones de pago que acompañen los cupones.
4. No se emitirán recibos por los pagos de mantenimiento; el cheque cobrado se considerará el comprobante de pago.
5. Las consultas sobre el estado de una cuenta deberán hacerse por escrito, indicando el número de cuenta, y enviarse por correo a la Asociación.

CUMPLIMIENTO

Todos los propietarios y ocupantes deberán cumplir estas normas y reglamentos, cualquier otra norma o reglamento que se adopte periódicamente y las disposiciones de la Declaración, los Estatutos y los Artículos de Constitución de la Asociación, con sus modificaciones. El incumplimiento por un propietario u ocupante será motivo para tomar medidas que podrán incluir, sin limitación, una acción para recuperar las sumas adeudadas por daños, solicitar medidas judiciales de hacer o no hacer, o cualquier combinación de ellas. (Continúa en la página siguiente).

CUMPLIMIENTO (continuación)

La Asociación tendrá derecho a suspender los derechos de voto y de uso de las instalaciones recreativas en caso de incumplimiento. Además de todos los demás recursos, la Junta Directiva de la Asociación podrá, a su entera discreción, imponer una o varias multas al propietario por el incumplimiento, por parte del propietario, sus familiares, huéspedes, invitados o empleados, de cualquier obligación, restricción, norma o reglamento de este documento, de la Declaración, de los Artículos de Constitución o de los Estatutos, siempre que se sigan estos procedimientos:

1. Notificación: La Asociación notificará por escrito al propietario u ocupante la infracción o infracciones. La notificación incluirá la fecha y hora de la próxima reunión del Comité de Multas, en la que el propietario u ocupante podrá exponer las razones por las que no deberían imponerse sanciones. En esa reunión tendrá derecho a ser representado por un abogado, a su propio costo, a interrogar a los testigos de la otra parte y a presentar testigos, otros testimonios o pruebas.
2. Audiencia: El incumplimiento se presentará al Comité de Multas, que posteriormente podrá escuchar las razones por las que no deberían imponerse sanciones. No se aplicarán las reglas formales de prueba. La decisión por escrito del Comité se entregará al propietario u ocupante a más tardar veintiún (21) días después de la reunión.
3. Sanciones: La Junta Directiva podrá imponer una multa de conformidad con las disposiciones de la Declaración y de la Ley de Condominios (capítulo 718 de los Estatutos de Florida).
4. Pago de sanciones: Las multas deberán pagarse a más tardar treinta (30) días después de la notificación de su imposición o determinación.
5. Cobro de multas: Las multas impagadas se cobrarán de la misma manera que las cuotas de mantenimiento impagadas.
6. Destino de las multas: Todo dinero recibido por concepto de multas se destinará según lo indique la Junta Directiva.
7. Recurso no exclusivo: Estas multas no se interpretarán como un recurso exclusivo y se sumarán a todos los demás derechos y recursos que legalmente correspondan a la Asociación. Sin embargo, cualquier sanción pagada por el propietario infractor se deducirá o compensará de los daños que la Asociación tenga derecho a recuperar de dicho propietario conforme a la ley.

Estas normas y reglamentos no se aplicarán a los acreedores hipotecarios institucionales de primer grado ni a las unidades de su propiedad. Sin embargo, todas estas normas y reglamentos se aplicarán a los demás propietarios y ocupantes, aunque no se indique expresamente en alguna de sus disposiciones.

RESTRICTED VEHICLES

These vehicles are not allowed to park in the condominium.

Pickup trucks



Commercial vehicles



Vehicles with signs or lettering



Moving trucks



Limousines



Heavy-duty trucks



**Long-bed pickups /
F-250 / F-350**



Motorcycles



**All types of
trailers**



CONSTANCIA DE RECEPCIÓN Y ACEPTACIÓN

Estas normas sustituirán y/o complementarán todas las normas y reglamentos anteriores de la Asociación.

He leído y comprendido estas normas y reglamentos, de los cuales he recibido una copia, y acepto cumplirlos.

Unidad n.º:

Firma:

THE VILLAS AT UNIVERSITY SQUARE

AVISO ADICIONAL: BASURA Y ESTACIONAMIENTO

CONTENEDORES DE BASURA

- La recogida de basura se realiza los martes y viernes.
- El contenedor de basura o reciclaje deberá colocarse frente a la unidad y, después de la recogida, guardarse en el patio. No deberá permanecer fuera de la unidad.

ESTACIONAMIENTO

- No se permite estacionar vehículos comerciales dentro de la comunidad después de las 7:00 p. m. (furgonetas de trabajo, camionetas con ruedas traseras dobles, camionetas con portaequipajes, motocicletas, etc.).
- Todos los visitantes deberán registrar sus vehículos.
- Los camiones de mudanza no deberán bloquear las calles ni permanecer estacionados durante la noche.
- No se permiten trabajos de mecánica, excepto para atender un neumático desinflado o una batería defectuosa.

THE VILLAS AT UNIVERSITY SQUARE

AVISO ADICIONAL: MASCOTAS Y HORARIO DE TRABAJOS

MASCOTAS

- Recoja los desechos de sus animales; todos usamos las áreas comunes.
- No está permitido alimentar a ningún animal en las áreas comunes ni frente a la unidad.

HORARIO DE TRABAJOS

Los trabajos en la unidad (remodelación, pintura, decoración, construcción, etc.) deberán realizarse de lunes a viernes, de 8:00 a. m. a 6:00 p. m.