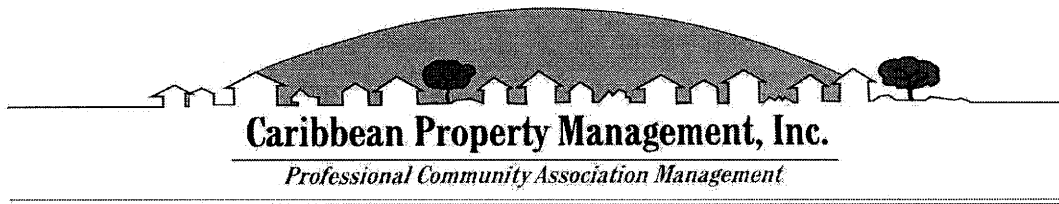


CALUSA CLUB VILLAGE D-SOUTH CONDO ASSOCIATION

Application for Lease Approval

1. Application must be submitted at least **15 business days** prior to the expected move in date. The hours of moving in and out of the building are from **Monday – Saturday between 8:00am – 6:00pm**. Moving in and out is NOT allowed on SUNDAYS.
2. The attached application **MUST** be filled out completely. If anyone other than husband and wife will be occupying the unit, an additional resident occupant information sheet must be filled.
3. If any sections are left blank or not answered the application will be returned and will not be processed. Should this happen, the time constraints will not begin until the fully completed application has been returned to Caribbean Property Management.
4. A copy of the lease agreement must be submitted along with the application.
5. There is a **non-refundable fee of \$150 for the processing** of each application 18 years of age and older Payment can be made with debit care, credit care and or money order made out to **Caribbean Property Management**. (Husband and Wife count as one application, must show proof if last name differs. i.e., Marriage Certificate)
6. There is a **non-refundable fee of \$20 for the notary stamp** provided on the approval certificate. Payment can be made with debit care, credit care and or money order made out to **Caribbean Property Management**.
7. Application must be submitted with a legible copy of all applications driver license. The application can take anywhere from (15) to (20) working days to process. **Please refrain from calling to ask for exceptions or rush options as none are available. NO EXCEPTIONS!**
8. A police record letter is required form anyone over 18 years of age. Character reference on the application may not be family members.
9. If applicant are foreigners simply provide a copy of their valid passport. – **NO POLICE RECORD NEEDED**
10. The acceptance of any processing fees does not stipulate an approval of the application.
11. Please note there is a second association that you need to apply at. Contract **T&G at 305-768-9950** and or by email at frontdesk@tgms.com

There will be a 10% processing fee per transaction applied to credit card and debit cards



12301 S.W. 132 Court Miami, Florida, 33186
Phone: (305)251-3848 – Fax: (305)251-3849

Application Process!

WE ACCEPT APPLICATIONS

MONDAY – FRIDAY

8:00AM – 4:30PM

CLOSED FROM 12:00 PM – 1:00 PM

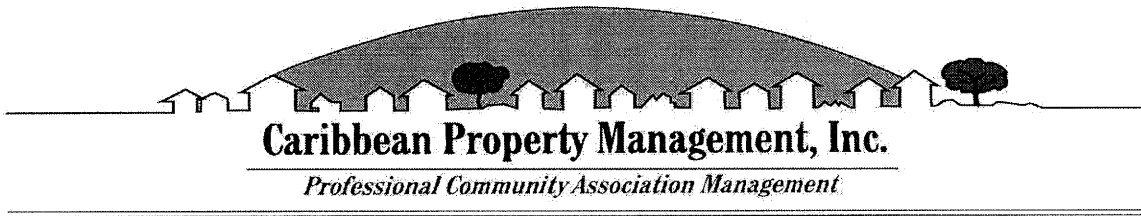
WE WILL NOT ACCEPT APPLICATION AFTER 4:30PM

APPLICATION MUST BE FILLED OUT COMPLETELY IN ORDER TO ACCEPT

YOU MUST BRING IN ALL REQUIRED DOCUMENTS:

- Copy of driver's license for anyone over 18
 - Police records for anyone over 18
- Copy of Marriage Certificate if applicable
 - Copy of sale or lease contract

WE WILL NOT ACCEPT ANY APPLICATIONS THAT ARE INCOMPLETE



ATTENTION APPLICATIONS!

UNDER NO CIRCUMSTANCES WILL AN APPLICATION
BE PROCESSED IN LESS THAN THE 15 BUSINESS
DAYS REQUIRED!

ASSOCIATION INTERVIEWS TENANTS

NO EXCEPTIONS MADE

PLEASE AVOID CALLING THE OFFICE
TO INQUIRE ABOUT THE STATUS OF YOUR
APPLICATION, SINCE THIS WILL ONLY DELAY FOR THE
WORK TO BE COMPLETED IN A TIMELY MATTER.

WE WILL CALL YOU IF THERE IS INFORMATION MISSING AND IS
NEEDED TO COMPLETE THE PROCESS OF YOUR
APPLICATION.

Acknowledgment Signature: _____

Date: _____

Thanking you in advance for your full cooperation.

The Management.

Occupant Information Sheet

Property Address: _____

Current Homeowner(s):

Name: _____

Phone: Home # _____ Cell #: _____

Email: _____

Prospective Tenant(s):

Name: _____ D.O.B. _____

Name: _____ D.O.B. _____

Phone: home # _____ Cell #: _____

Email: _____

Children(s):

Name: _____ Age: _____ Male/Female

Name: _____ Age: _____ Male/Female

Name: _____ Age: _____ Male/Female

Other Family:

Name: _____ Age: _____ Male/Female

Name: _____ Age: _____ Male/Female

Vehicles:

Make: _____ Model: _____ Color: _____

Tag: _____ State: _____ Year: _____

Make: _____ Model: _____ Color: _____

Tag: _____ State: _____ Year: _____

Print Name: _____ Signature: _____

In case of a flood, fire, or policy emergency, who should we call? (Should be someone with a key)

Name: _____ Relation: _____ Contact #: _____

Application Form

Application Information		
Name:		
Date of birth:	SSN:	
Phone#:		
Current Address:		
City:	State:	Zip Code:
Previous Address:		
City:	State:	Zip Code:
Employment Information		
Current Employer:		
Employer Address:	How many years?	
City:	State:	Zip Code:
Phone:		
Position:	Monthly income:	
Co-applicant Information		
Name:		
Date of Birth:	SSN:	
Phone#:		
Current Address:		
City:	State:	Zip Code:
Previous Address:		
City:	State:	Zip Code:
Co-application Employment Information		
Current employer:		
Employer address:	How many years?	
City:	State:	Zip Code:
Phone:		
Position:	Monthly income:	
References		
Name:	Address:	Phone:
I authorize the verification of the information provided on this form as to my credit and employment.		
I have received a copy of this application.		
Signature of Applicant:		Date:
Signature of co-applicant:		Date:



CONTACT INFORMATION:

Name of the current property owner(s):

Property Address: _____

Circle One: Seller's/Buyer's

Realtor's Name: _____

Realtor's Contact #: _____

Calusa Club Village D-South Condominium Association Inc.

Pet Agreement

1. Permission to keep a pet is granted at Calusa Club D-South Condominium Association's sole discretion and is subject to Owner's strict adherence to all aspects of this pet policy. Any Resident who wishes to keep a pet must obtain Calusa Club D-South Condominium Association's approval and sign a pet agreement. All pets must be registered with the condominium office, and a photo and current vaccination.
2. Pets are to be kept inside the unit. No pets are to be kept in balconies. Pets going in and out of the building must be on leash or in a pet carrier, as appropriate, and under Resident's control and Dade county ordinance.
3. Dogs may only be walked outside the building. Resident is responsible for picking up and disposing of all dog waste deposited on building surroundings.
4. All pets must receive proper veterinary care, including all appropriate inoculations. All pets must also be maintained in accordance with applicable state and local laws. Dogs must always wear identification tags.
5. Residents are responsible for ensuring that their pets do not disturb or annoy other tenants or neighbors. Residents whose pets are determined by the Association to be disturbing others must remedy the situation immediately. Any resident who fails to remedy the situation could receive a violation and be fined.

I have read, understand, and agree to comply with the above pet policy.

Signature: _____ **Unit #:** _____

Calusa Club Village D-South Condominium Association Inc.

Pet Agreement

This pet agreement between ("Owner/Resident") and Calusa Club D – South condominium Association Inc.
--

1. Owner has read and signed the Pet Policy attached to this agreement.
2. Owner agrees to abide by the Pet Policy and Calusa Club Village D-South Condominium agrees to permit Owner to keep the pets(s) described in this agreement in accordance with the Pet Policy.

Type of Pet:
Name:
Breed:
Color:

3. Owner shall provide the following information and promptly notify Caribbean Property Management in writing and the POA: T & G Management at (305) 768-9950 of any changes.

Veterinarian:

Name: _____

Address: _____

Phone #: _____

Remember to enclose:

1. A current photo of the pet
2. A copy of your pet vaccination history

By signing this agreement, Owners has agreed to all the above.

Signature: _____ Unit #: _____ Date: _____

CALUSA CLUB VILLAGE

Property Owners Association, Inc,

RULES AND REGULATIONS

Walkways and Common Areas

1. **The greens and walkways** in front of the condominium units and the entranceways to the condominium units shall not be obstructed permanently or used for any purpose other than ingress to and egress from the condominium units.
2. **The exterior of the condominium** units and the balconies terraces, storage areas and other areas appurtenant to a condominium unit shall not be painted, decorated or modified by any owner in any manner without prior consent of the Condominium and Property Owners Association, which consent may be withheld on purely aesthetic grounds within the sole discretion of the Associations; in the event of disagreement in any manner connected with the exterior look of any building, not limited to those encompassed by this section, the Property Owners Association shall prevail.
3. **No article shall be hung** from the doors or windows or placed upon the outside windowsills or walls of the condominium units.
4. **No bicycles, scooters, baby carriages** or similar vehicles or toys or other personal articles shall be allowed to stand in any of the common areas or driveways, except in areas specifically designated by the Board of Directors of each Condominium Association
5. **Balconies and patios** are for the enjoyment of the unit owners and are not to be converted into storage areas. Balconies shall be kept clear of workout equipment, big furniture items, and hanging clothes. As per Miami-Dade County regulations 10.11.7 of the Uniform Fire Code. "For other than one and two-family dwellings, no hibachi, gas-fired grill, charcoal grill, or other similar devices used for cooking, heating, or any other purpose, shall be used or kindled on any balcony or under any overhanging portion or within 10 feet (3 m.) of any structure. Listed electric ranges, grills, or similar electrical apparatus shall be permitted."
6. **Noise and disturbances.** No owner shall keep, make or permit any noises that will disturb or annoy the occupants of any of the condominium units in the community; no owner shall do or permit anything to be done which will interfere with the rights, comfort or convenience of other owners. No loud music or loud noises are permitted after 11:00PM. This includes social activities on balconies or patios.
7. **Each owner shall keep his condominium unit clean** and in good state of repair. No owner or occupant shall sweep or throw, or permit to be swept or thrown, therefrom or from the doors or windows thereof, any dirt or other substance.
8. **No awnings, window guards, light reflective materials,** hurricane or storm shutters, ventilators, fans or air conditioning devices shall be used in or about the buildings except as shall have been approved by the Associations, which approval may be withheld on purely aesthetic grounds within the sole discretion of the Associations.
9. **Absent owners.** Each condominium unit owner who plans to be absent from his unit during the hurricane season must prepare his unit prior to his departure by (a) removing all furniture, plants and other objects from his balcony or terrace and (b) designating a responsible firm or individual satisfactory to the Association to care for his condominium unit, should the unit suffer hurricane damage. Such firm or individual shall contact the Associations for permission to install or remove hurricane shutters. In case that an owner is absent from his unit during hurricane threat, the Association of that building will have the right to remove any item left in the balconies or patios and it should carry no liability to the Association. Costs incurred in the removal of items shall be charged to the unit's owner.
10. **No sign, notice or advertisement** shall be inscribed or exposed on or at any window, or other part of the condominium units or property except as shall have been approved in writing by the Associations, nor shall anything be projected out of any window in the condominium units without similar approval.
11. **All garbage and refuse** from condominium units shall be placed in bags and deposited with care inside the garbage containers which shall be kept in the locations assigned by the Association. No tiles, vegetation, appliances or furniture are allowed in or around the dumpsters. No person may throw objects from a balcony into the garbage containers.

- 11.1 **Disposal of large boxes, furniture,** appliances, bathroom and kitchen fixtures is the sole responsibility of the condominium owner. These are not to be deposited in or by the dumpsters. Owners shall dispose of these items at the nearest County land fill or County dumpster. Any unit owner or tenant identified as improperly disposing of items on the property will be charged the cost of disposal.
12. **Bathrooms and water-closets** and other apparatus in the condominium buildings shall not be used for any purposes other than those for which they were constructed, nor shall any sweepings, rubbish, rags, paper, ashes or any other article be thrown in same. Any damage resulting from misuse of any water-closets or other apparatus shall be paid for by the owner of the condominium that caused the problem.
13. **No owner shall request** or cause any employee of the Associations to perform any private business of the owner during working hours.
14. **Pets.** Each condominium unit owner who shall own or maintain a pet within the condominium property shall indemnify the Association and hold it harmless against any loss or liability or claim of any kind or character whatsoever arising out of or connected with the keeping of any animal or pet upon the condominium property, against animal attacks or bites or any other incidents in connection therewith of like character. No owner shall be permitted to keep a pet upon the condominium property which shall become obnoxious or which will create a nuisance to any other condominium unit owner. Only dogs and cats 25 pounds and under, and other domestic pets are allowed in the condominium property or the unit and no other pets are allowed provided that same shall not disturb or annoy other occupants of the building (s) and not more than one (1) dog or one (1) cat are allowed at any time. Any inconvenience, damage or unpleasantness caused by the pets shall be the responsibility of the respective owner thereof. Miami-Dade County Pit Bull Ordinance 517 prohibits the ownership of any Pit Bull dog at any time within Miami-Dade County. In compliance with this regulation, no such dogs will be allowed in Calusa Club Village. All residents of Dade County are responsible for cleaning up after their pets. Dade County also has a leash law for dogs. No pets are allowed in the pools area. No animal may be maintained on the balconies, patios or stairways of the condominium units and no animal may be left outside unattended. No outdoor feeding of animals is permitted, and no food may be deposited on the ground or parking areas.
15. **Pet Registration.** Every owner of a pet will register the pet with the P.O.A. by filling a Pet Registration Form including vaccination records and photograph. Any unregistered pet loose on the premises is subject to removal without notice. **DONOT FEED STRAY ANIMALS.** Report stray animals to the P.O.A.
16. **No additional radio or television aerial or antenna** shall be attached to the exterior of the condominium units or the roofs.
17. **The agents of the Associations and any contractor** or workman authorized by the Associations may enter any condominium unit, balcony or terrace at any reasonable hour of the day for any purpose permitted under the terms of the Declarations, By-Laws or the Associations, or management agreements. Except in case of an emergency, entry will be made by pre-arrangement with the owner. In non-emergency cases the Associations will notify the unit owner of inspection forty-eight (48) hours in advance.
18. **In case of an emergency** that requires immediate entrance to a unit and the owner or occupant is unavailable to open the door, a locksmith will be contracted to open the door at the unit owner's expense.
19. **All repairs, renovation and painting** or other maintenance required or permitted to be done by the condominium unit owner shall be accomplished, done or performed according to Miami-Dade County building code standards between the hours of 8:00AM and 7:00PM Monday through Saturday. No maintenance may be performed Sunday.
20. **No vehicle belonging to an owner** or to a member of the family or to a guest, tenant, or employee of an owner shall be parked in such manner as to impede or prevent ready access to spaces. The owners, their employees, servants, agents, visitors and licensees and the owner's family will obey the parking regulations posted at the private streets, parking areas and drives and any other traffic regulations promulgated in the future for safety, comfort, and convenience of the owners. No unit owner shall store, park or leave boats, trailers, trucks, campers, RVs or any commercial vehicle on the condominium property. No vehicle which cannot operate on its own power shall remain within the condominium property for more than twenty-four (24) hours. No repair or maintenance of vehicles shall be made within the condominium property. The Association shall make assignments of the vehicle parking spaces to unit owners. Unassigned parking spaces shall be utilized to accommodate guests.

Refer to Parking Rules and Regulations.

20.1 **No washing of cars** is allowed on the premises. Owner shall be subject to a \$50 fine.

21. **No owner shall cause** or permit the blowing of any horn from any vehicle of which unit guests, family or invitees shall be occupants approaching or upon any of the driveways or parking areas serving the condominium property. This includes carpools and school buses.
22. **No owner shall use or permit** to be brought into the condominium units any flammable oils or fluids, such as gasoline, kerosene, naphtha or benzene, propane or other explosives or articles deemed hazardous to life, limb or property.
23. **No owner shall be allowed to put** his name on any entry of the condominium units or mail receptacles appurtenant thereto except in the proper places and in the manner prescribed by the Condominium Association for such purpose.
24. **Any damage to buildings, recreational facilities** or other common areas or equipment caused by any resident or his/her guests shall be repaired at the expense of the owner who has himself or whose guests or family caused the damage.
25. **Complaints regarding management** of condominium units and grounds or regarding actions of other owners shall be made in writing to the P.O.A. Board.
26. **Any consent or approval** given under these rules and regulations by the Associations shall be revocable at any time.

Pools and Recreational Areas

27. **The Recreation Areas** are solely for the use of the condominium residents and their invited guests. Guests are only permitted to use the recreational elements of the community when accompanied by the resident. Those who swim in the pools and utilize the other recreational facilities shall do so at their own risk. The Associations shall not be liable for any personal injury, loss of life or property damage in any way caused or arising from the use of the recreational facilities.
28. **The use of the swimming pools**, pool areas and recreation facilities, permitted hours, guest rules, safety and sanitary provisions and all other pertinent matters shall be in accordance with regulations adopted from time to time by the Property Owners Association and posted in the swimming pool areas.
29. **No entrance to the pool areas is permitted after closing hour.** Once the pools are locked for the evening, any person identified in the pool area **will** be subject to arrest and prosecution for trespassing.
30. **No animals are allowed** in the pools at any time.
31. **Consumption of alcoholic beverages** and/or illegal drugs in the pools area is strictly prohibited. Glass containers are not allowed.
32. **These rules and regulations may be modified, added to or repealed at any time by the Property Owners Association.**

PARKING RULES AND REGULATIONS

All of the Parking Areas and Common Driveways governed by the Calusa Club Village Property Owners Association ("Parking Areas") shall be governed by the following rules and regulations in addition to all parking rules and regulations presently in existence, or as may be amended from time to time by the Property Owners Association (P.O.A.).

1. **Commercial Vehicles, Trucks and Vans.** No trucks, vans or commercial vehicles all as hereinafter defined, shall be parked, stored or kept on any portion of the Parking Areas, except in an emergency which will not exceed a maximum period of twenty-four (24) hours. Government/County and Police vehicles are excluded. The word "Truck" shall mean any truck larger than the "manufacturer designated" three-quarter (3/4) ton single cab truck. The word "van" shall mean any van larger than the "manufactured designated" one (1) ton van. The term "Commercial Vehicle" shall include but not be limited to all automobiles, trucks, and vehicles including station wagons that are registered as a commercial vehicle or containing any trade or business name, advertising, signs or any type of lettering shall be presumed to be used for commercial purposes. In addition, the term "Commercial Vehicle" shall include any vehicle with equipment, including but not limited to, racks, tool boxes, storage bins, camper tops used for service, ramps, hydraulic lifts or equipment except for any ramps or lifts needed for access by handicapped persons on private vehicles.

- No motor vehicle exceeding eighteen (18) feet in length and eight (8) feet in height shall be parked, stored or kept on any portion of the Parking Areas. Park backwards ONLY if your vehicle is eighteen (18) feet in length.
2. **Recreational Vehicles.** No recreational vehicles, as hereinafter defined, shall be parked, stored, or kept in any portion of the Parking Areas. The term "Recreational Vehicle" shall include, but not be limited to campers, mobile homes, motor homes, buses, all-terrain vehicles (ATVs), trailers, dune "buggies" or any vehicles which have been modified by the installation of oversized tires or removal of body components as originally installed by the manufacturer.
 3. **Repairs and Restoration of Motor Vehicles.** No repairs, maintenance or restoration of a motor vehicle shall be conducted on any portion of the Parking Areas; unless flat tires and/or battery changes are needed. **No washing of cars** is allowed on the premises. Owner shall be subject to a \$50 fine.
 4. **Disabled/ Abandoned Motor Vehicles.** Disabled or abandoned motor vehicles may not be parked, stored or kept on the Parking Areas. The term "Disabled Motor Vehicle" shall include, but not be limited to, any motor vehicle, which cannot operate on its own power. The term "Abandoned Motor Vehicle" shall include, but not be limited to any motor vehicle without a current Tag, current registration or current license or any vehicle registered to a non-resident left unattended on the property more than ten (10) days or in a guest space more than 48 hours; ALL vehicles/motorcycles in RESERVED or GUEST spots must be OPERABLE. All inoperable vehicles will be towed upon forty-eight (48) hours' notice. Unless owner has communicated the circumstances with the POA.
 5. **Nuisances.** No vehicles may be parked on the Parking Areas which are deemed to be a nuisance as determined by the sole discretion of the Board of Directors, specifically including but not limited to any vehicles which disturb the quiet, peaceful enjoyment of the residents or constitute a hazard or prevent the reasonable access to parking spaces or entranceways.
 6. **Towing.** The Associations shall have the right to authorize the towing of any vehicle in violation of the Association's parking rules and regulations. Residents and /or guests should be aware that cars improperly parked on the common grounds of the community or in violation of parking rules are subject to towing or booting at the owner's expense. This includes any vehicle parked to occupy more than one (1) parking space. No one will be allowed to store a vehicle/motorcycle for more than forty-eight (48) hours EXCEPT in their own reserved spot.
 7. **Any vehicle** parked anywhere other than a designated parking space shall be towed without notice at the sole discretion of the Board
 8. **Reserved Parking Spaces.** Only one (1) reserved parking space per unit will be assigned and allowed. Periodic parking surveys will be conducted, and any condominium owner found to be holding more than one reserved space will be fined.
 9. **Motorcycle Parking.** All Motorcycles and Motorized Scooters must have a current registered tag and must be parked in the designated "Motorcycle Parking Only" spaces, unless, this is the only means of transportation and it is the only motor vehicle you registered with the Association. If it is the only vehicle registered to your unit, it may be parked in your assigned space.
 10. **Decal Stickers.** All vehicles must be registered and have a parking decal affixed as instructed by the Association. A maximum of four (4) decals will be issued per owner occupied unit. No more than two (2) decals will be issued per rental unit. Any vehicle unregistered or found without the proper decal is subject to being towed or booted at the vehicle owner's expense. All decals must be **visible** above the VIN number on driver side; for that reason, vehicles cannot be covered or have a tinted windshield.
 11. **Guest Parking.** All overnight guest vehicles must be registered either by the Association's smart phone app or the parking web site. Unregistered vehicles will be towed after 12:00AM.

Hurricane Season Policies and Procedures

The Board of Directors of Calusa Club Village encourages residents to be prepared for hurricane season. The following are the Policies and Procedures homeowners must abide by when purchasing and installing hurricane shutters and/or having windows tinted on the inside.

1. **Approval.** Homeowners must apply to the P.O.A for architectural approval before beginning installation. Application forms are available from the Property Management Company. Homeowners are responsible for obtaining approval prior to the installation of shutters or tinting. Failure to do so will result in a fine being levied against your unit and the removal of the unapproved items. It is the owner's responsibility to obtain County permits and install the shutters according to County building codes. Any shutters found to be installed without a permit will be removed. Once the installation is complete, the owner must verify that the permit is closed and provide confirmation to the Association.
2. **Window Tinting.** Windows may be tinted on the interior in any shade, but reflective coatings are not approved.
3. **Shutter Design.** Three (3) types of shutters have been approved: Panels, roll-up and accordion. Panels clip in place and are removable with the passing of the storm and are allowed in any color. Accordion and roll-up styles are permanently mounted and are allowed in white only. Tracks, rails or other materials affixed permanently to the building structure must be white or anodized bronze. No other color is permitted.
4. **Installation.** Hurricane shutters can only be put up forty-eight (48) hours prior to a hurricane. Homeowners are solely responsible for their own installation and for assuming the cost of installation. Association fees do not cover the cost of installation. All installations must be performed in a professional manner to industry standards befitting the aesthetics of the community. Any damage caused by improper shutter installation must be repaired at the owner's expense.
5. **Shutter removal.** Homeowners are responsible for removing the panels and/or opening other approved styles within one week after the threat of a hurricane has passed.
6. **Out of Town.** If for any reason a homeowner is out of town when a hurricane threatens, the homeowner must make their own arrangements to prepare for the storm in advance by removing all objects from their patio or balcony and securing their shutters. Likewise, after the storm has passed, the homeowner is responsible for removing the shutters and restoring the unit to a normal condition.
7. **Non-Removal.** If shutters are not removed within one week of a storm's passing, the P.O.A. may have the shutters removed at the owner's expense.
8. **Generators:** *Carbon Monoxide is poisonous and can be deadly.* For that reason, **no** generator may be operated in the community. This is grounds for insurance policy cancellation.

PARKING



FOR PARKING INFORMATION AND DECALS, PLEASE CONTACT T&G MANAGEMENT, WHICH IS THE SECOND ASSOCIATION. ANY VEHICLES WITHOUT DECALS WILL BE BOOTED.

CALUSA CLUB VILLAGE BUILDING D-SOUTH CONDOMINIUM ASSOCIATION

PROCEDURES TO ACCESS ROOF FOR A/C WORK & INSTALLATION OF CABLE SERVICE NOTICE

Dear Owner(s) and Resident(s):

**Please see below the procedures that need to be followed
BEFORE requesting a technician to access the roof for A/C
repair and/or installation of a new A/C unit.**

Instruction to follow:

- 1. Contractor's license and insurance must be sent via-mail to Caribbean Property Management to Melissa Sanchez at Melissa@caribbeanproperty.cc or by Fax at (305)251-3849.**
- 2. Owner/resident must contact Caribbean Property Management. Inc, to confirm receiving contractor information before scheduling access to the roof.**
- 3. If installing a new A/C unit, the liability insurance for the crane is needed. It is the unit owner responsibility to also obtain this information and fax to Caribbean.**
- 4. Once Caribbean Property Management. Inc, has received contractor information access to the roof can be schedule between 24-48 hours after.**
- 5. Weekend (Saturday & Sunday) Caribbean Property Management office is closed. If on a Friday, you must contact Caribbean office before 2:00pm.**

Instruction to follow for Comcast Service & DirecTV Service:

Comcast:

1. Caribbean Property Management, Inc must receive notice 48 hours (via-email and/or by fax) prior requesting to have the 4th floor storage/room door opened.
2. The days and hours the room can be opened for is from Monday – Friday from 9:00am – 3:00pm.

DirecTV:

1. You must request an Architectural Modification form from Caribbean Property and be approved before installing the DirecTV antenna on the tripod as it will be attached to the floor.
2. Direct TV antenna needs to be installing on a tripod in the balcony. Antenna and/or satellite dish cannot be placed on the railing of the balcony. It is not allowed.
3. The days and hours the room can be opened for is from Monday – Friday from 9:00am – 3:00pm.

Please be advised when there is a Hurricane and/or a tropical storm we ask that all antenna and/or satellite dish must be removed from your balcony unit. All unit owners must make arrangements with the cable service to come out and have the antenna and/or satellite dish removed for safety reasons.

We thank you for your cooperation in this matter. If you should have any questions feel free to contact Caribbean Property Management. Inc, at (305)251-3848 Ext: 110

Thank you,
Management and Board of Directors.