



New Resident Application Checklist

Incomplete packages cannot be processed.

- \$100 Application Fee per person payable to Gables Terrace Condo Association. *Married couples may submit one fee with a copy of marriage certificate.*
- Copy of photo ID for all persons over 18 years old.
- Copy of Purchase Agreement and or Lease Agreement
- Move-in Common Area Deposit of \$250. This deposit is returned after move-in if there are no damages to the common areas.
- A New Resident Orientation is required for all adult applicants.

Lease

- Tenants are required to submit \$500 Security deposit which is held for the duration of tenancy. *All checks must be payable to Gables Terrace Condo Association, Inc.*
- Only (1) pet is permitted which may not exceed 50 lbs. A \$500 refundable pet deposit payable to Gables Terrace Condo Association is required for all pets.
- Submit proof of Renters Insurance.

Resale

- All condo questionnaires and or estoppel requests must be made directly to the Association CPA,

Padron, Montoro & Hartney LLP.
Customer Service
305-253-2000 ext. 201 or 202
Collections@PMHCPAS.COM

Please submit your completed application with applicable fees to the Front Desk. We will make every effort to process your application expeditiously, however, applications may take up to 14 days for approval. Management will contact you to schedule your interview.

Thank you for your interest in our community!



New Resident Application

Unit #: _____

Own

Lease

Start Date: _____ End Date: _____

Applicant Information

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Do you have a co-applicant? YES NO If so, are you married to the applicant? YES NO

Social Security #: _____

Current Employer: _____ Phone: _____

Co-Applicant 1

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Social Security #: _____

Current Employer: _____ Phone: _____

Co-Applicant 2

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Social Security #: _____

Current Employer: _____ Phone: _____

LEASES ONLY- Current Owner Information

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Vehicle Information

All vehicles must be registered with the Association prior to parking inside the Parking garage.

Make/Model: _____ Tag: _____

Color: _____ Year: _____

Make/Model: _____ Tag: _____

Color: _____ Year: _____

References

Please list two personal references.

Full Name: _____ Relationship: _____

Email: _____ Phone: _____

Full Name: _____ Relationship: _____

Email: _____ Phone: _____

Minor Occupants

Full Name: _____ Relationship: _____
DOB: _____
Full Name: _____ Relationship: _____
DOB: _____
Full Name: _____ Relationship: _____
DOB: _____

If there are additional adult applicants, please complete an additional application and submit with applicable application fees.

Emergency Contact

Name: _____ Relationship: _____
Phone Number: _____

Will they have an emergency key to your unit?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
In the event of an emergency, are you or anyone in your household in need of any special medical attention?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

If yes, please explain special needs (i.e., oxygen, wheelchair, blind, deaf, etc.):

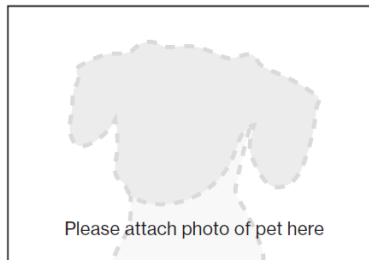
Pets

Do you have a pet? YES NO If so, are they a service or emotional support animal? YES NO

Pet's Name: _____



Pet's Breed/Color/ Age: _____



Acknowledgements & Disclaimers

Acknowledgement of Governing Documents:

I/We the undersigned have read and fully understand the Governing Documents adopted by the Board of Directors of Gables Terrace Condominium Association, Inc.

I/We understand that any violation by myself/ourselves of the above mentioned "Governing Documents" and any other Governing Documents which may be promulgated and adopted from time to time by the Board of Directors, will constitute a violation of the Governing Documents and may be subject to fining.

Parking Acknowledgement:

Residents are responsible for driving safely while in the garage and abiding by the 5 mph speed limit. Only vehicles with a current registration will be permitted to park their vehicles on property. Owners of vehicles not displaying a valid permit are subject to violations and are subject to towing. Anyone utilizing the Gables Terrace Condominium Association parking garage does so with the express understanding and agreement that the Association and its representatives assumes no responsibility for losses by fire, theft, collision, damages by garage gate or otherwise, to any vehicle or its contents.

Package Acknowledgement:

I/We hereby authorizes the personnel or agents contracted by the Association to accept, receive and sign for any parcels, deliveries, or mail addressed to the unit, without imposing any liability thereon for the condition or substance of any such parcels so received. Understanding that this authorization is solely for the benefit of the undersigned, we hereby release the Association, its employees and agents, from any liability arising from this Authorization, including, without limitation, liability arising from the misplacement of parcels, and/or the negligence of the Association, or agents in such regard.

Emergency Key Acknowledgement:

The owner must provide a key that will be maintained by the Association for emergency access only. If Unit Owner re-keys unit, a new key must be provided to the Association. Additionally, if Unit Owner installs an alarm system, the alarm disarm code must be provided to the Association. I hereby release and agree to indemnify Gables Terrace Condominium Association, Inc., its or agents, jointly and severally, from any loss or liability related to, or arising out of, the acceptance of this key.

Electronic Communication Consent:

I/We understand and accept that I am fully responsible to notify the Association Board of Directors, or their agent, of any updated information regarding the e-mail address I have provided. Neither Board, nor their agents holds any responsibility for Electronic Notices that are not received by the e-mail account I have provided. If the Board of Directors or agents can produce printed documentation showing the above e-mail address included in distribution of notices, I will be considered duly noticed. I assume all responsibility for failure of notification if I do not receive notice.

Acknowledgement of Resident Application requirements:

I/We hereby authorize Gables Terrace Condominium Association, Inc., and its agents, to take any and all actions necessary to verify the contents of this application. I understand that such actions may include but are not limited to, obtaining a credit report, verification of employment, past rental history, police and criminal records. I will hold Gables Terrace Condominium Association, Inc., and its agents harmless from liability for the accurate reporting of such information to the management and/or owners. I certify that all information provided by me is true, correct, and complete and I understand that any misrepresentation or omission is cause for the management and/or owners to reject or decline this application and/or terminate any lease based on this application.

Print Name: _____ Date: _____

Applicant
Signature: _____

Print Name: _____ Date: _____

Co-Applicant
Signature: _____



ASSOCIATION CONTACT INFORMATION

Management & General Matters

To reach Management please contact the office at (305) 567-9377 or email support@grovepmc.com.

For your convenience, many of our forms and documents can be found on the Association's website at www.GablesTerrace.com

To obtain printed forms, purchase Garage Clickers, Access Cards, and inquire about parking or storage for rent, please see Rudy at the Concierge Desk.

Certificate of Insurance Requests:

Please email your insurance certificate request to MIAGCerts@usi.com and include the following information:

- Gables Terrace Condominium Association- 2351 SW 37 Ave, including UNIT #
- Mortgagee Clause (complete Bank/Lender legal name and address)
- Unit Owner Name and Loan number (if applicable)

Accounting Matters

For questions pertaining to your account, assessments, and estoppel requests, please contact the Association's CPA, Padron, Montoro & Hartney LLP.

305-253-2000 ext. 201 or 202 or by email Cs2@PMHCPAS.COM

Board of Directors

To contact your Board of Directors you may email them at admin@gablesterrace.com

To join our mailing list, email us at admin@gablesterrace.com

Moving and Delivery Procedures

It is possible that on any given day, a resident may be moving or expecting a delivery. To ensure your move or delivery is efficient and problem-free, we have established the following procedures.

1. Prior to your move being scheduled, Management will require that:
 - You are an approved resident.
 - We have a deposit on file of \$250.
 - We have a certificate of insurance for your vendor (a mover or delivery person), naming the Association additionally insured (please see sample COI).

Once your move is scheduled, Management will ensure your move is given priority for the use of the service elevator. Moving vans that show up without being scheduled, may be turned away. Should your delivery time or date change, please notify the Management Office as soon as possible.

2. Moves and deliveries will be allowed Monday through Friday, from 9:00 a.m. to 4:00 p.m., excluding federal holidays and weekends.
3. Moving vans and delivery trucks may only park in the Receiving Loading Zone located on southwest 23rd terrace.
4. Upon arrival, ALL vendors must check in with the Concierge. A valid issued ID must be submitted at check in. We ask that all contractors wear appropriate attire while on property. Contractors wearing tank tops, offensive shirts, and or sandals will not be allowed into work, NO EXCEPTIONS.
5. Elevator door may not be jammed or held in the open position during moves/deliveries. This can result in serious damage to the elevator operations. Repairs to elevators and any other repairs to Association property will be the financial responsibility of the resident and or Unit Owner.
6. The trash chute must never be used for the disposal of boxes. Arrange to have your mover(s) take away all empty cartons and packing materials. Empty boxes should always be broken down and disposed of in the recycling container located in the trash room next to the Receiving Loading Zone.

We know that as a resident of the Gables Terrace Condominium, you take as much pride as we do in our community. Please remind your movers of your concern for the common areas, and alert them to use extra care when using elevators especially when moving large items through the building. **Remember, you will be responsible for any damage these workers may cause.**

We thank you in advance for your attention and cooperation.

SCHEDULE "A"
TO
BY-LAWS

RULES AND REGULATIONS

FOR

GABLES TERRACE CONDOMINIUM

1. The sidewalks, entrances, passages, lobbies and hallways and like portions of the Common Elements shall not be obstructed nor used for any purpose other than for ingress and egress to and from the Condominium Property; nor shall any cars, bicycles, carriages, chairs, tables or any other objects be stored therein, except in areas (if any) designated for such purposes.
2. The personal property of Unit Owners and occupants must be stored in their respective Units.
3. No articles other than patio-type furniture shall be placed on the balconies, patios or other Common Elements. No linens, cloths, clothing, curtains, rugs, mops, or laundry of any kind, or other articles, shall be shaken or hung from any of the windows, doors, balconies, terraces or other portions of the Condominium or Association Property.
4. No Unit Owner or occupant shall permit anything to fall from a window or door of the Condominium or Association Property, nor sweep or throw from the Condominium or Association Property any dirt or other substance onto any of the balconies or elsewhere in the Building or upon the Common Elements.
5. No garbage, refuse, trash or rubbish shall be deposited except as permitted by the Association. The requirements from time to time of the company or agency providing trash removal services for disposal or collection shall be complied with. All equipment for storage or disposal of such material shall be kept in a clean and sanitary condition.
6. Employees of the Association are not to be sent out by Unit Owners or occupants for personal errands. The Board of Directors shall be solely responsible for directing and supervising employees of the Association.
7. No repair of vehicles shall be made on the Condominium Property.
8. No Unit Owner or occupant shall make or permit any disturbing noises by himself or his family, servants, employees, pets, agents, visitors or licensees, nor permit any conduct by such persons or pets that will interfere with the rights, comforts or conveniences of other Unit Owners or occupants. No Unit Owner or occupant shall play or permit to be played any musical instrument, nor operate or permit to be operated a phonograph, television, radio or sound amplifier in his Unit in such a manner as to disturb or annoy other residents. No Unit Owner or occupant shall conduct, nor permit to be conducted, vocal or instrumental instruction at any time which disturbs other residents.
9. No sign, advertisement, notice or other graphics or lettering shall be exhibited, displayed, inscribed, painted or affixed in, on or upon any part of the Condominium or Association Property, except signs used or approved by the Developer or the Commercial Unit Owner. Additionally, no awning, canopy, shutter or other projection shall be attached to or placed upon the outside walls or roof of the Building or on the Common Elements, without the prior written consent of the Board of Directors of the Association.
10. No flammable, combustible or explosive fluids, chemicals or substances shall be kept in any Unit or on the Common Elements.
11. A Unit Owner or occupant who plans to be absent during the hurricane season must prepare his Unit prior to his departure by designating a responsible firm or individual to care for his Unit should a hurricane threaten the Unit or should the Unit suffer hurricane damage, and furnishing the Association with the name(s) of such firm or individual. Such firm or individual shall be subject to the approval of the Association.
12. A Unit Owner or occupant shall not cause anything to be affixed or attached to, hung, displayed or placed on the exterior walls, doors, balconies or windows of the Building. Curtains and drapes (or linings thereof) which face on exterior windows or glass doors of Units shall be subject to disapproval by the Board, in which case they shall be removed and replaced with acceptable items.
13. No oil drilling, oil development operations, oil refining, quarrying or mining operations of any kind shall be permitted on, upon or in the Condominium or Association Property, nor shall oil wells, tanks,

tunnels, mineral excavations or shafts be permitted upon or in the Condominium or Association Property. No derrick or other structure designed for use in boring for oil, natural gas or minerals shall be erected, maintained or permitted upon any portion of the Condominium or Association Property.

14. No air-conditioning units may be installed by Unit Owners or occupants. No Unit shall have any aluminum foil placed in any window or glass door or any reflective or tinted substance placed on any glass, unless approved, in advance by the Board of Directors in writing. No unsightly materials may be placed on any window or glass door or be visible through such window or glass door.

15. Children will be the direct responsibility of their parents or legal guardians, including full supervision of them while within the Condominium Property and including full compliance by them with these Rules and Regulations and all other rules and regulations of the Association. Loud noises will not be tolerated. All children under twelve (12) years of age must be accompanied by a responsible adult when entering and/or utilizing the recreational facilities.

16. Pets, birds, fish and other animals, reptiles or wildlife shall neither be kept nor maintained in or about the Condominium Property except in accordance with the following, in addition to the applicable terms of the Declaration:

- (a) Dogs and cats shall not be permitted outside of their owner's Unit unless attended by an adult and on a leash not more than six (6) feet long. Said dogs and cats shall only be walked or taken upon those portions of the Common Elements designated by the Association from time to time for such purposes. In no event shall said dog or cat ever be allowed to be walked or taken on or about any recreational facilities contained within the Condominium Property.
- (b) Fish or caged domestic (household-type) birds may be kept in the Units, subject to the provisions of the Declaration.

17. Every Owner and occupant shall comply with these Rules and Regulations as set forth herein, any and all rules and regulations which from time to time may be adopted, and the provisions of the Declaration, By-Laws and Articles of Incorporation of the Association, as amended from time to time. Failure of an Owner or occupant to so comply shall be grounds for action which may include, without limitation, an action to recover sums due for damages, injunctive relief, or any combination thereof. In addition to all other remedies, in the sole discretion of the Board of Directors of the Association, a fine or fines may be imposed upon an Owner for failure of an Owner, his family, guests, invitees, lessees or employees, to comply with any covenant, restriction, rule or regulation herein or in the Declaration, Articles of Incorporation or By-Laws, provided the following procedures are adhered to:

- (a) Notice: The Association shall notify the Owner or occupant of the infraction or infractions. Included in the notice shall be a date and time of the next Board of Directors meeting at which time the Owner or occupant shall present reasons why penalties should not be imposed.
- (b) Hearing: The non-compliance shall be presented to the Board of Directors after which the Board of Directors, and a committee of other Unit Owners, shall hear reasons why penalties should not be imposed. A written decision of the Board and committee shall be submitted to the Owner or occupant by not later than twenty-one (21) days after the meeting.
- (c) Fines: The Board of Directors may impose fines against the applicable Unit up to the maximum amount permitted by law from time to time.
- (d) Violations: Each separate incident which is grounds for a fine shall be the basis of one separate fine. In the case of continuing violations, each continuation of same after a notice thereof is given shall be deemed a separate incident.
- (e) Payment of Fines: Fines shall be paid not later than thirty (30) days after notice of the imposition thereof.
- (f) Application of Fines: All monies received from fines shall be allocated as directed by the Board of Directors.
- (g) Non-exclusive Remedy: These fines shall not be construed to be exclusive and shall exist in addition to all other rights and remedies to which the Association may be otherwise legally entitled; however, any penalty paid by the offending Owner or occupant shall be deducted from or offset against any damages which the Association may otherwise be entitled to recover by law from such Owner or occupant.

18. These rules and regulations shall be cumulative with the covenants, conditions and restrictions set forth in the Declaration of Condominium, provided that the provisions of same shall control over these rules and regulations in the event of a conflict or a doubt as to whether a specific practice or

activity is or is not permitted. These rules and regulations shall not apply to the Developer, nor its agents or employees and contractors, nor to the Units owned by the Developer. All of these rules and regulations shall apply to all other Owners and occupants even if not specifically so stated in portions hereof. The Board of Directors shall be permitted (but not required) to grant relief to one or more Unit Owners from specific rules and regulations upon written request therefor and good cause shown in the sole opinion of the Board.



Last Updated: 9/1/2022

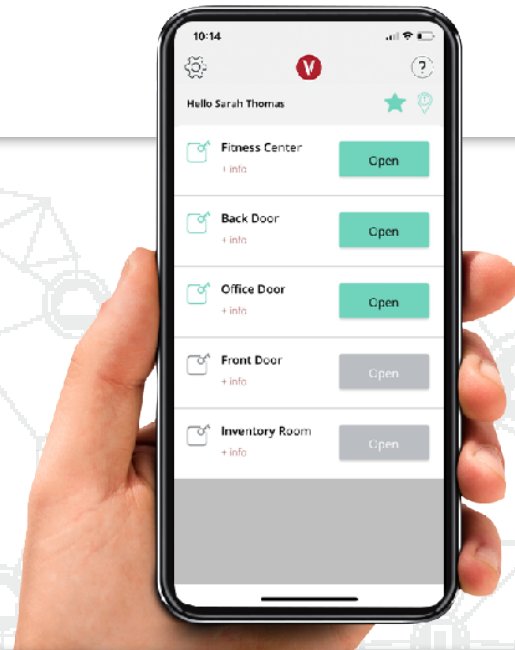
Item	GL CODES	PRICE
Resale application fee	310	\$100.00
Rental application fee	310	\$100.00
Additional Applicants Over 18 yrs	310	\$100.00
Event Common Area Deposit	SD	\$500.00
Move In/Out Deposit	SD	\$250.00
Remodeling Refundable Deposit	SD	\$1,000.00
Access Device	335	\$50.00
Condominium Documents <i>(Printed Copy)</i>	340	\$50.00
Condo Questionnaires/Estoppels <i>(Paid to CPA)</i>		\$100.00
EVC Access <i>(per mo. Paid quarterly)</i>	340	\$15.00
Storage Cage <i>(per mo. Paid quarterly)</i>	340	\$45.00
Parking Covered <i>(per mo. Paid quarterly)</i>	334	\$55.00
Parking Uncovered <i>(per mo. Paid quarterly)</i>	334	\$40.00

All parking, storage and EVC fees are prorated and paid quarterly in advance on Jan, April, July, and October.



VIZpin SMART User Guide

Your Phone Is Your Key



Download & Install

Scan this code or visit the Google Play Store or iTunes App Store on your phone and search for “VIZpin SMART” and install



SCAN ME

Register

1. Open the **VIZpin SMART** app
2. Tap “**Allow**” for the permission requests when prompted
3. Tap “**Sign Up**”
4. Complete all registration fields and click “**Register**”
5. You will receive a text message with a security code
6. Enter the security code in the VIZpin SMART app and tap “**Confirm**”
7. Enter the **Location ID CYV-J8U** and enter your unit number or other identifying information in **Notes** then tap “**Request Access**”
8. Login using the phone number and password entered during registration (select the “Remember Me” checkbox for quick access in the future)

Using Your Smartkeys

After the Building Manager has granted you access, swipe down to refresh your app and retrieve your Smartkeys (cellular data or WiFi connection required)

- Tap the “**Open**” button when within Bluetooth range to unlock
- Tap the “**+ Info**” link under the Smartkey name to view details or add to your Favorites List
- Tap the 📍 icon to sort your Smartkeys by closest in range
- Tap the ☆ icon to view only the Smartkeys on your Favorites List
- Additional features such as Widgets and Notifications are available - visit VIZpin.com/tech-tip-videos to learn more

**Contact your Building Manager
for Any Questions**

New Phone or Forgot Your Password?

1. On the VIZpin SMART login screen, tap “Forgot Password”
2. You will receive a text message that contains a security code
3. Enter the security code in the VIZpin SMART app and confirm
4. Enter your new password and confirm
5. Tap “Change Password” and login with your new password

General Troubleshooting

Click the ? icon in the top right to access our knowledge base or you can try these common solutions first:

- Check that Bluetooth and Location Permissions are enabled for the VIZpin SMART app in your phone settings
- Refresh the VIZpin SMART app by swiping down on the main screen
- Turn Bluetooth off and back on again
- Force close the VIZpin SMART app then reopen

Cloud-Based Smartphone Access Control

VIZpin.com