

Emerald Shores Condominium Association, Inc.  
1405 Highway A1A #100  
Satellite Beach, Florida 32937

June 2021

This booklet has been designed to quickly reference various information pertinent to life at Emerald Shores. The rules and guidelines contained in the booklet are condensed from the EMERALD SHORES BYLAWS. Hopefully, there are no discrepancies between this booklet and the bylaws; if there are, the bylaws prevail.

It is planned to periodically update the booklet to keep the information including the residents and telephone numbers current. Errors or omissions should be brought to the attention of a board member so corrections can be made in the next updated edition.

**2021 BOARD OF DIRECTORS**

**Tom Bolgioni – President**  
**Don Zander – Secretary**  
**Sophia Kim - Treasurer**

## **GUIDE TO EASY LIVING**

The Emerald Shores Condominium consists of 23 residential units. The Condominium includes a garage, a recreation room, and a heated swimming pool with rest rooms. These facilities are for the exclusive use of owners, tenants and their guests.

A Board of Directors who are unit owners elected by the membership governs the Emerald Shores Condominium Association. The Board governs according to the procedures outlined in the Documents and By-laws, which are registered with Brevard County.

As you move into your unit, you should have in your possession the following:

1. Key to the unit
2. Key to your mailbox
3. 3 keys to the Common Areas; stairwells, lobbies, gates, and rest rooms
4. Remote control for the garage
5. Property Deed and Title Policy
6. Copy of Condominium Documents
7. Parking Passes
8. This guide

\* If you are renting, the owner should furnish all items except # 6. Please remember, Emerald Shores is a condominium community. This means that although you own your unit, you now live in close proximity to many other people. In many cases, you now share common walls, floors, and ceilings with your neighbors, as well as hallways, elevator, garage area and other common areas. This requires that we all make an effort to respect the rights of our neighbors and to abide by the rules and regulations of the Association.

## **PROPERTY MANAGEMENT:**

Vesta Property Services  
2040 Highway A1A, Suite 208  
Satellite Beach, Florida 32937  
(321) 241-4946 Telephone  
(321) 610-1021 Fax  
(321) 960-4370 Emergencies  
[Info-sc@vestapropertyservices.com](mailto:Info-sc@vestapropertyservices.com)

If you have a question or problem regarding Emerald Shores, please contact the Management Company.

The following information has been organized in alphabetical order for your convenience.

**ACTIVITIES:**

During the year, we have various parties and get-togethers in the recreation room, organized by the residents and open to all. Notice of these events will be posted on the bulletin board along with instructions for participation.

**AIR CONDITIONING:**

The heater/air conditioning unit belongs to the homeowners. Its operation and maintenance are your responsibility. The compressors are located on the roof of the building. If you are having your unit serviced, you must make arrangements with the Management Company for access to the roof.

**APPLIANCES:**

Refrigerators, stoves, washers, dryers, garbage disposals, microwave ovens, dishwashers and hot water heaters are the property of the homeowner. When appliances are replaced, it is your responsibility to have the old one removed from the Emerald Shores premises. You are responsible for any damage caused by your appliances, such as water damage from leaks.

**ARCHITECTURAL CHANGES:**

No changes are permitted to the exterior of the unit, except for the installation of storm shutters (see STORM SHUTTERS).

**BEACH ACCESS:**

There is a clean-up station at the beach access. The best way to remove tar from anything is to use mineral spirits, Goop or baby oil.

**BICYCLES:**

Bicycles should not be taken on the elevators or parked in the lobby. Bicycles, skates or skateboards cannot be ridden around the pool area, hallways or garage.

**CAR WASH:**

Car wash area including a hose is located near the main garage entrance. Please use only this area. Cars may be washed in this area between the hours of 8:00am and 6:00pm., seven

days a week. NO RADIO PLAYING WHILE IN THIS AREA.

### **CHANGE OF OCCUPANCY:**

The Management Company should be notified 48 hours prior to any move so that pads can be hung in the elevator.

### **CIRCUIT BREAKERS:**

Electrical panels are located in each unit. If you experience a power outage, check the breaker box before calling an electrician. Electric meters are located in the garage area. FPL has access to this room in order to read the meters or make repairs.

### **DELIVERIES:**

Delivery drivers can contact you by calling from the phone outside the front entrance. Press '9' on your phone to open the lobby door. If you are expecting a large freight truck or moving van with large items, you should contact the Management Company so that the pads can be hung in the elevators. Please remember that any damage done to common property will be your responsibility. Please remember too that there is only one elevator, so try not to monopolize it during deliveries. If you receive a package by mail that is too large for your mailbox, there is a keyed parcel delivery box in the lobby. The postman will place a key in your mailbox. Use the key to open the delivery box, remove your parcel and leave the key in the lock.

### **ELEVATOR:**

Move in/Move out or any prolonged use of the elevator, owner or tenant will submit the Elevator Policy form along with a check in the amount of \$200 payable to "Emerald Shores Condominium Association, Inc." as a deposit 5 business days prior to the use of the elevator. Once the form and deposit are received by the management company, the owner will receive the elevator stop key. The deposit will be returned to the owner or tenant when the elevator stop key has been returned to the management company and the elevator and adjacent common areas have been inspected and are clear of damage and mess.

Holding the elevator door open or blocking it from closing in anyway without properly using the provided elevator stop key will cause the elevator to malfunction and stop working. Owner or tenant will be responsible for any costs associated with elevator malfunctions/repairs.

Owner or tenant understands that this document also covers construction/repair work (cabinets, a/c install & repair, plumbing, flooring, etc.), and furniture and appliance delivery



and pick-up.

Please be considerate in your use of the elevator. Holding the elevator while you get mail, etc., as others may be waiting. If the elevator malfunctions, push the alarm button to alert anyone in the area. If you are stuck inside the elevator, use the phone to call for help. You may call the Management Company or in case of emergency dial 911.

Once again, if you are using the elevator to carry furniture or other large items or having construction/major repair work (cabinets, a/c install & repair, plumbing, flooring, etc.), you are required submit the Move In/ Move Out Elevator Form along with a \$200 deposit to the Property Management company at least 5 business days in advance to arrange receiving the Elevator Stop Key and to have the protective pads hung in place.

Please also post for any construction or remodeling within your unit in the lobby. Please include the work to be completed and duration of the project.

#### **EXTERIOR OF UNIT:**

No plants, ornaments or other decorative objects are to be hung on or from the balconies (except Holiday decorations).

#### **EXTERMINATOR:**

The condominium provides monthly pest control service. The current contract does not call for the interior treatment of units, however if you are experiencing a problem treatment can be arranged by calling the Management Company.

#### **FEES:**

Maintenance fees are due on the first of the month in the amount of \$575.00 per month. Assessments may be paid monthly or annually in advance. If the fee is not received by the tenth of the month, a \$25.00 late fee will be imposed. Monthly fees should be mailed to box 100 or may be placed in the Association mailbox in the garage area.

#### **FIRE:**

In case of fire, call 911 or pull the alarm located on each floor, which will automatically notify the fire department. Become familiar with the locations of the alarm boxes on your floor. If you must leave in case of fire, use the stairway nearest you. DO NOT USE THE ELEVATOR. If you cannot go into the hallway, go to your balcony and wait for assistance.

**GARBAGE:**

There are trash chutes located on each floor. All garbage should be bagged securely. No large refuse (appliances, carpeting, furniture, etc.) or recyclable items should be placed in the dumpsters. Recycle bins are located next to the dumpsters. There are bins for plastic, glass, cans, and newspapers. Cardboard can be recycled at the south end parking area of the David Schetner Center.

**GRILLS:**

According to the Satellite Beach Fire Inspector, the use of barbecue grills, both charcoal and gas, is strictly prohibited beyond the first floor. According to the city code, "LP Gas containers having a water capacity greater than 2.5 lbs. I.P gas capacity shall not be located/stored on balconies or floors above the first floor that are attached to a multiple family dwelling of three or more living units located one above the other."

**GARAGE:**

Storage cabinets are allowed in the garage if approved by the Board of Directors. All residents are encouraged to use their storage cabinets. You may store only beach or fishing equipment, and bicycles. No flammable object or furniture is allowed. Unit owners are subject to a \$50.00 per item fine from the Fire Marshall. Be considerate of space. Please park your car with the front wheels against your curb to allow enough room in the open area for other cars to access their spaces. If you back in, be sure not to infringe on your neighbor. For security and safety check to be sure no one enters the garage while the door is open.

**HURRICANE PREPARATION:**

A unit owner or lessee who plans to be absent from his unit during the hurricane season must prepare his unit prior to departure by

- Removing all furniture and plants from the balcony.
- Designating a responsible firm or individual to care for his unit during his absence in the event that the unit should suffer hurricane damage. Furnish the Management Company or other designee with the name of such firm or individual. Please see Hurricane Preparation Guide attached to this package.

**INSURANCE:**

The Association carries various types of insurance on the buildings and common areas. The owner is responsible for the interior of the unit and all personal property. It is recommended that owners carry a Homeowners Policy.

### **KEYS:**

Entry keys to common areas (lobbies, stairwells, and gates) are to be obtained from the Management Company. Three (3) keys will be issued to each unit. Each key will be registered to the owner and will have a registration number stamped on it. The common area keys are licensed to the condo and cannot be duplicated. Sale of a unit: at the closing, all three (3) keys must be turned over to the new owner. Seller is responsible to purchase keys as needed to ensure the three (3) key exchange. Replacement keys will be available at a cost of \$200.00 for each key needed. The keys are the property of the condo association. If any key becomes missing, thereby threatening the security of the common areas, it could become the unit owner's responsibility to incur the cost of changing all the locks and common keys of the association

Florida law states that you are required to leave a key to your unit with the Management Company or the Board of Directors in case there is an emergency in your absence. Giving a key to a neighbor is not sufficient. What if the neighbor cannot be found in an emergency?

### **LEASING UNITS:**

No unit may be leased for an initial period of less than three (3) months. If a Unit is leased and the tenant vacates the unit prior to the expiration of three (3) months, the unit may not be occupied by another tenant or lessee within three (3) months from the date that the prior tenant or lessee initially occupied the unit. Furthermore, ALL LEASES MUST BE SUBMITTED TO THE ASSOCIATION FOR APPROVAL PRIOR TO THE TENANT OR LESSEE TAKING POSSESSION OF THE UNIT.

### **LOBBY/SECURITY CALL BOX:**

The lobby can be accessed through the front door with your lobby key or by entering a code on the security box outside the lobby. The code currently is \* 2020. This code will be changed from time to time and you will be notified. DO NOT GIVE THIS CODE TO OUTSIDERS. Visitors and service people can use the call box to call your unit. You can open the lobby door by pressing '9' on your phone and then hanging up. If you call 911 for emergency help, try to send someone to meet the emergency vehicle and direct them to your unit. This may save valuable time. If you have a security system in your unit that calls the police or emergency personnel in your absence, contact the Management Company.

### **LOCAL TELEPHONE NUMBERS:**

Ambulance, Fire, Police Emergency	911
Brighthouse	(321) 254-3300
City of Melbourne (Water/Sewer)	(321) 608-7100
Drivers License Office	(321) 779-4009
Florida Power & Light	(321) 723-7795



Library – 751 Jamaica Blvd	(321) 779-4004
Marine Patrol	(321) 773-4400
After 5:00 pm	(800) 342-5367
Newspapers: Florida Today	(321) 242-3876
Orlando Sentinel	(407) 420-5000
USA Today	(800) 872-0001
Poison Control	(800) 282-3171
Post Office – Jackson/So Patrick	(321) 773-9638
Satellite Beach City Hall	(321) 773-4407
Schools-Brevard County Superintendent	(321) 663-1000
Terminix	(407) 273-4546
US Coast Guard	(321) 723-9042
Vehicle Registration	
Indian Harbour Shopping Ctr	(321) 779-4000
Voter Registration	
South Brevard Service Complex	
1515 Sarno Road, Melbourne	
or Satellite Beach City Hall	(321) 773-4407

#### **MAILBOXES:**

Mailboxes are located in the lobby. Mail is delivered each business day. If you lose your key, you must call in a locksmith to replace it. Arrangements should be made to have your mail held or picked up by a neighbor if you are going to be away.

#### **MEETING:**

The Board of Directors meets as needed. Notice of the meeting is posted on the bulletin boards. All owners are encouraged to attend. The annual association meeting is held on the first Monday of December. Owners are notified in writing sixty (60) days prior to this meeting and are provided with an agenda and the names of the candidates for the Board. Voting on the items takes place at the meeting.

#### **PARKING:**

Park only in your own parking spot in the garage. Guests should park in the outside lot. If you loan your parking space or garage to another resident, the Board requests that you file written permission with the Management Company. Residents are given resident stickers for their personal car(s) and two guest parking signs. Unidentified vehicles are subject to towing. In addition, the parking spaces may not be used for any other purpose other than parking automobiles, motorcycles, or small, non-work trucks.

#### **PETS:**



Each unit owner may have only one cat or one dog, of a size that can be carried or no more than 20 lbs. There are specific rules regarding pets in the condominium documents that all pet owners should read (section 16.1 of the Declaration of Condominium).

16.1 No animal may be kept anywhere on the Condominium Properties unless it is a small bird or fish, a dog, a household cat or some other "household pet" (as defined by the Board of Directors) capable of being hand-carried or weighs less than 20 lbs. With the exception of birds and fish housed in a cage or aquarium within the Owner's Unit, no Owner may keep more than one (1 pet on the Condominium Property. No pet may be kept, bred or maintained for any commercial purpose or become a nuisance or annoyance to neighbors. Unit Owners must pick up all solid wastes of their pets and dispose of such wastes appropriately. All pets (including cats) must be leashed or carried by hand at all times when outside the Unit. No animal may be kept on a balcony or terrace when its owner is not in the Unit. Without limiting the generality to Section 18 hereof, violation of the provision of this Paragraph shall entitle the Association to all of its rights and remedies, including, but not limited to, **the right to fine Unit Owners (as provided in any applicable rules and regulations) and/or to require any pet to be permanently removed from the Condominium Property upon three (3) days, notice.**

Again, you are required to keep your pet on a leash on the premises or carry by hand. In addition, you are required to clean up after your pet; you are also responsible for any damage or nuisance caused by your pet. If you have a guest with a pet, please advise them that the same rules apply to their pet while they are on property. You will be held responsible for any damage or nuisance that they cause. Pets are not allowed in the rec. room or pool area. Be aware that Satellite Beach does not permit animals on the beach.

#### **PLUMBING:**

Residents are responsible for plumbing problems within their unit.

#### **RECREATION ROOM:**

A. The Rec Room is available for use by all residents and their guests during the hours of 7:00 am to 11:00 p.m. except when the Rec Room has been reserved for private use or when the Rec Room is being used for official business of the Association.

B. Only the meeting, dining, and kitchen areas can be reserved for private use.

C. Pool area and restrooms must remain available for use of all residents and their guests.

D. Adult residents (owners and renters) may reserve the clubhouse if they:

1. Are owners and have not leased their unit.
2. Are renters and have an approved lease and current Tenant Information form.
3. Are not delinquent in the payment of assessments.
4. Provide a \$200 refundable deposit.

E. Reservations requests must agree to the following terms.

1. Alcoholic beverages must be removed when the reservation has ended and may not be left in the rec room overnight.

2. Be always present at the event or be represented by a knowledgeable adult delegate who is a resident and named in the reservation.
  3. Be responsible for ensuring guests obey the rules.
  4. Be sure that rec room doors and pool gates are not propped open.
  5. Attendance will not exceed 15 people.
  6. To repay the cost to repair, clean, or replace any portion of the facility left dirty, damaged, or missing.
  7. To clean the rec room immediately following the event.
  8. To release the Association from any liability resulting from use of the rec room.
  9. Agree that the reservation does not include the pool, parking lot or the pool deck.
- F. The clubhouse may not be used for business or commercial purposes.
- G. Rec room doors must remain locked except during normal staff hours.
- H. Persons using the rec room are responsible for removing trash and any cleanup.
- I. Wet clothing, towels, or other wet items are not permitted on the rec room furniture.

#### **ROOF:**

The roof is maintained by the Association and is strictly off limits to everyone except authorized personnel.

#### **SALE OF UNIT:**

As a consideration to the residents, please give notification of intent to sell prior to listing your unit with a Realtor.

#### **SECURITY SYSTEMS:**

If you put a security system in your unit, be sure to designate a contact person from the building who will accompany the police or emergency personnel into your unit. Please also be sure to provide the code to the management company in case entry is required during emergency situations.

#### **SERVICE PEOPLE:**

You are responsible for any service personnel whom you call onto the premises. You must make arrangements for them to park in visitor parking and work during generally acceptable hours. You are also responsible for any damage or trash that they might leave on common property.

#### **SMOKING:**

Based on Florida State law, there is NO SMOKING in any of the common areas of the Condominium.

#### **STAIRWELLS:**

The stairways are for emergency egress. To provide the maximum security that we all desire within our condominium, all the doors leading to the outside at ground level must remain closed & locked. If you do use the stairways, do not leave the door at the bottom of the stairways propped open. Use your keys!

### **STORM SHUTTERS:**

Storm shutters are permitted only with prior permission from the Board of Directors after first consulting the approved guidelines. Contact Management or a board member for an application.

### **SWIMMING POOL:**

The pool is heated when requested with 24 hours advance notice. Please contact the office for further information. There are an outside shower and indoor restrooms. If there is a problem with the pool, contact the Management Company or a board member. Do not attempt to make any adjustments or repairs yourself. Take care to leave the pool area as you found it. There is a litter receptacle by the pool for your convenience. Do not use the garden hose or other objects to prop open the pool exit/entry door.

Large amounts of sand and crushed shells are being carried into the pool by guests, causing damage to the pool and pool equipment. Per the posted signs, everyone is to rinse off before entering the fenced pool area. Do not put large objects such as surf boards and inflatable tumbling mattresses into the pool. Owners are responsible for their guests' compliance with our rules. In accordance with our Condominium documents and Florida state statutes, continued violations may result in fines.

## **Hurricane Preparations by Owners:**

Each unit owner who plans to be absent from his or her unit during the hurricane season must prepare his or her unit prior to departure by:

- Removing all furniture, plants, and personal belongings from the balcony and patio areas.
- Protect windows and other glass. Close shutters where applicable.
- Designate a responsible individual to care for his unit during his absence in the event that the unit should suffer hurricane damage and furnish the Association, Management firm, or other designee with the name of such individual.
- Prepare any item including appliances, hot water heater, etc. for possible electricity loss or water loss.
- In the event of an evacuation order, each owner should shut the water valve off to their unit located by each water heater.

## **Hurricane Preparations by the Association:**



- Secure all movable objects and property of the Association to a secure location. Especially pool furniture and equipment.
- Close all doors including garage doors.

## In the Event of an Evacuation Order:

ALL RESIDENTS WHO DECIDE TO STAY ON THE PROPERTY SHOULD REALIZE THAT EMERGENCY PERSONNEL (FIRE, POLICE, RESCUE, ETC.) MAY ALSO EVACUATE THE AREA. RESIDENTS SHOULD CONSIDER THIS FACT WHEN DECIDING WHETHER OR NOT TO STAY ON THE PROPERTY, AS HELP WILL NOT BE AVAILABLE.

ANY RESIDENTS WHO REQUIRE SPECIAL HEALTH OR MEDICAL ASSISTANCE NEED TO REGISTER WITH THE BREVARD COUNTY EMERGENCY MANAGEMENT (SPECIAL NEEDS REGISTRY) AT 321-637-6670 (WELL BEFORE A HURRICANE IS APPROACHING!).

THE ASSOCIATION WILL ONLY ENTER AN INDIVIDUAL UNIT WHEN FAILURE TO DO SO MAY CAUSE A HAZARD TO THE PUBLIC OR RESIDENTS OF THE COMMUNITY AND HAS BEEN INSTRUCTED BY THE PROPER AUTHORITIES.

OWNERS PLEASE BE AWARE THAT THE ASSOCIATION OR MANAGEMENT COMPANY CAN HAVE NO RESPONSIBILITY OR OBLIGATION TO ENTER ANY INDIVIDUAL UNIT FOR PREPARATION FOR A HURRICANE OR EVACUATION.

INFORMATION ABOUT EVACUATION ROUTES AND SHELTER LOCATIONS ARE AVAILABLE. IF YOU HAVE QUESTIONS, WHENEVER POSSIBLE MANAGEMENT WILL HELP YOU FIND THE ANSWERS.

Vesta Property Services can be reached at 321-241-4946



# **Emerald Shores COA**

## **New Key Policy and Distribution**

After much debate and work, the Board of Directors has approved a new key policy for the Emerald Shores COA. That new policy is as follows:

- All common area locks will be re-keyed.
- All exit door hardware will be upgraded if needed.

### **Distribution:**

- All keys are the property of the Emerald Shores COA.
- Each unit will receive three (3) new keys at no cost.
- **No additional keys will be made available.**
- In the event an owner loses a key, a replacement key can be purchased for a \$200, non-refundable fee.
- In the event of a sale of the unit, all issued keys must be turned over to the new owner according to estoppel. Any keys not received by the new owner will be the responsibility of the selling owner to replace at a cost of \$200 per missing key.

The re-keying is scheduled to be completed **Friday, July 30, 2021**. It is possible the work could carry over to the next day. Do not dispose of your old keys until the work is completed.

**The new keys are available at the office of Vesta Property Services.**

### **PHOTO ID WILL BE REQUIRED**

If you would like a person other than yourself (The unit owner), please fill out the attached form, giving permission to issue the new keys to a specific person. Please return completed form to Vesta Property Services.

The new keys can also be mailed to you via USPS at a cost of \$25 (Check must be made out to Vesta Property Services and must be received prior to sending the keys. Please fill out form).

# **Emerald Shores Condominium Association, Inc.**

c/o Vesta Property Services  
2040 Highway A1A, Suite 208  
Indian Harbour Beach, FL 32937

June 24, 2021

## **Approval of Amendments to Guide to Easy Living**

Dear Emerald Shores Unit Owners,

At the Special Board of Directors meeting held June 17, 2021, the Board of Directors approved several changes to the Guide to Easy Living that include changes to the below sections that will take effect **July 25, 2021**.

1. Elevator
2. Keys
3. Pets
4. Rec Room

Included in this mailing is a full copy of the "Guide to Easy Living" including the new amendments. Please be sure to thoroughly review the amended sections.

Also included is:

- The new form that will be required to be completed whenever the elevator is used for large deliveries or if a resident is having any kind of construction or remodeling completed inside the unit.
- Directions for receiving new common area keys prior to the rekeying of all the common locksets.
- The approval letter for the 2021 special assessment and coupons.

Sincerely,

*The Board of Directors*

Emerald Shores Condominium Association

Vesta Property Services  
2040 Highway A1A, Suite 208  
Indian Harbour Beach, FL 32937  
Office: 321-241-4946  
Email: [info-sc@vestapropertyservices.com](mailto:info-sc@vestapropertyservices.com)

# **Emerald Shores Condominium Association, Inc.**

c/o Vesta Property Services  
2040 Highway A1A, Suite 208  
Indian Harbour Beach, FL 32937

June 24, 2021

## **Approval of Special Assessment**

Dear Emerald Shores Unit Owners,

At the Special Assessment meeting on June 17, 2021, the Board of Directors voted to assess each unit owner \$2,206 to cover the following:

1. Refurbishment of the pool area
2. Pool area furniture replacement
3. Main garage door replacement
4. Rekeying of all common locksets
5. Replacement of the north and south garage man doors
6. Refurbishment of the pavers throughout the property
7. 10% Contingency

The combined cost of these projects is \$50,738 or \$2,206 per unit.

### **Payments are due as follows:**

**July 15, 2021 - \$1,103**

**August 15, 2021 - \$1,103**

If you are able to pay the Special Assessment in full or before the due dates, it would be greatly appreciated.

Payment coupons are enclosed for your convenience.

Sincerely,

*The Board of Directors*

Emerald Shores Condominium Association

Vesta Property Services  
2040 Highway A1A, Suite 208  
Indian Harbour Beach, FL 32937  
Office: 321-241-4946  
Email: [info-sc@vestapropertyservices.com](mailto:info-sc@vestapropertyservices.com)



# Emerald Shores Condominium Association, Inc.

c/o Vesta Property Services  
2040 Highway A1A, Suite 208  
Indian Harbour Beach, FL 32937

## Use of Elevator

(This form is to be completed and submitted **5 business days prior** to the activities below)

To the Tenants:

Please reserve for the move in/out of Unit # \_\_\_\_\_ Date \_\_\_\_\_

Post notice sign in elevator on date and unit # when being used, elevator pads and stop key needed for the day(s) of by Unit #

Attached is my check in the amount of \$200 payable to "Emerald Shores Condominium Association, Inc." when the move and/or construction/repair work is complete, I have not caused damages to the elevators and/or interior and exterior common areas and I return the elevator key, my deposit will be returned to me.

I understand that holding the elevator door open or blocking it from closing in anyway without properly using the provided elevator stop key will cause the elevator to malfunction and stop working. I will be responsible for any costs associated with elevator malfunctions/repairs.

I understand that this document also covers construction/repair work (cabinets, A/C install & repair, plumbing, flooring, etc.), furniture and appliance delivery and pick-up.

I understand all boxes and moving wrappings must be broken down and brought to the dumpster room and placed in the dumpster and recycle bins. Use of the trash chute for these purposes is prohibited. Any discardable material that is result of construction/repair work in units is to be removed from the property by the myself (unit owner) or my vendor and will not be placed in the dumpster or dumpster room. Each floor has a trash room; **DO NOT** leave anything on the floor in any trash room.

I understand that if I am filling out this form due to leasing my unit and a new tenant is moving in, I have submitted a copy of the lease agreement for Association approval as stated in Section 16.7 of the Declaration of a Condominium and the section labeled Leasing Units found in the Guide to Easy Living prior to submitting this form.

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

Printed Name: \_\_\_\_\_

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

Should you have any questions, please contact Vesta Property Services.