DADELAND WALK

ASSOCIATION APPLICATION CHECKLIST

Allow 2-3 Week for Processing

- 1. Complete an association application and submit a fee.
- 2. Payment of application Fee is by Cashier's Check or Money Order payable to DADELAND WALK ASSOCIATION, INC.
 - Single family households only
 - > \$200.00 individuals 18 years of age and older
 - > \$200.00 per married couple
 - \$200.00 married couple with different surnames must present a marriage license.
 - ➤ Dependents under 18 years of age must be listed on the lease applications but will not be charged the \$200.00 fee.
- Complete application and other forms in full. If a section does not apply, write N/A or Not Applicable. Incomplete applications will not be accepted.
- 4. Include a copy of Driver's License, state ID or passport.
- 5. Include a copy of an executed Lease Agreement.
- 6. NOTE: Commercial Vehicles ARE NOT ALLOWED.
- 7. Move-in Times Permitted:

Monday-Friday 7:30 AM- 7:00 PM

NO SUNDAY OR EVENING MOVE-INS

8. Submit completed application to property management

FirstService Residential Myrna Martinez, Property Manager

Email: myrna.martinez@fsresidential.com

Address: 8101 SW 86 Terrace, Miami, FL 33143 Office Business Hours:

Monday-Friday 8:30am-3:30pm (except weekends and holidays)

DADELAND WALK ASSOCIATION, INC.

Lease Application Property Address: Lease Term Dates: ______ to _____ Owner's Name: Owner's Mailing Address: _____ City, State, Zip Code: Email Address: Cell Number: _____Home Number: _____ **Applicant Information** Full Name: Date of Birth: Social Security # Driver's License/ID Number: State: Phone Number: Email Address: **Co-Applicant Information (if applicable)** Full Name: _____ Date of Birth: _____Social Security #: _____ Driver's License/ID Number: _____ State: _____ Phone Number: _____Email Address: _____ **Current Address** Street Address: City, State, Zip: Landlord/Property Manager Name (if applicable): ______ Landlord Phone: _____ Reason for Leaving: _____ Monthly Rent/Mortgage Payment: \$______Length of Stay: _____

DADELAND WALK ASSOCIATION, INC.

Previous Address (if less than 2 years at current address) Street Address City, State, Zip: Landlord/Property Manager Name: Landlord Phone: _____ Reason for Leaving_____ Monthly Rent/Mortgage Payment: \$______Length of Stay: ______ **Employment Information** Current Employer: Employer Address: Position: _____Supervisor Name: _____ Supervisor Phone: _____Monthly Income: \$____ Length of Employment: **Emergency Contact** Name: _______Relationship: _____ Phone Number: _____ Name: _______Relationship: _____ Phone Number: _____ **Occupants** Single-family occupancy only. Please list all individuals who will reside in the unit. 1. Name: ______Age: _____ 2. Name: ______ Relationship _____ Age: _____ 3. Name: Relationship Age: **Background Information** 1. Have you ever been evicted? Yes / No If yes, explain:

DADELAND WALK ASSOCIATION, INC.

2. Have you ever been convicted of a felony? Yes / No		
If yes, explain:		
3. Do you smoke? Yes / No		
4. Have you ever been arrested? Yes / No		
5. Have you ever been convicted of any crime, including misdemeanors, DUI, etc.? Yes / No		
6. Any criminal charges now pending? Yes / No		
Please explain:		
Background Information- Co Applicant		
1. Have you ever been evicted? Yes / No		
If yes, explain:		
2. Have you ever been convicted of a felony? Yes / No		
If yes, explain:		
3. Do you smoke? Yes / No		
4. Have you ever been arrested? Yes / No		
5. Have you ever been convicted of any crime, including misdemeanors, DUI, etc.? Yes / No		
6. Any criminal charges now pending? Yes / No		
Please explain:		
Authorization & Signature I declare that the information provided is accurate to the best of my knowledge. I authorize the HOA board or property management to verify all information provided, including credit, rental history, and background checks.		
Applicant Signature: Date:		
Print Name		
Co-Applicant Signature:Date:		
Print Name		

ELECTRONIC COMMUNICATION REGISTRATION

This Electronic Communication Registration Form is available for both owners and tenants to share their contact information with the Board of Directors. Florida law requires the association to get separate consent before the Board can communicate with you via email or text. By completing this form, you're giving permission to receive important updates, announcements, emergency notifications, and other community-related information directly from the Board. This won't affect your communication with the property manager—that stays the same. While filling out this form is optional, it's a great way to stay informed and connected with the community.

A separate authorization form must be completed and submitted for each individual aged 18 or older

1.	Name :	Owner 🗆	Tenant	
	Property Address			
	Telephone Number			
	Cell Number			
	Email Address			
1.	Do you consent to receive text messages from the Dadeland Walk Ass	ociation Board?	□ YES	□ NO
2.	Do you consent to receive emails from the Dadeland Walk Homeowne	ers Board?	□ YES	□ NO
	In case of an emergency, who should be contacted?			
	Emergency Telephone Number	Relationshi	р	
Sig	gnature	Date		

DADELAND WALK

Guest Entry Authorization

This form allows you to authorize entry for a friend, family member, individual, or service vendor without requiring the guard to contact you for approval each time. To set up pre-approved access, please complete and submit the form to the management office, directed to **Property Manager Myrna Martinez**, via email at myrna.martinez@fsresidential.com. Please allow up to 7 business days for processing.

Name	Relationship
1.	
2.	
3.	
4.	
5.	
I,	(Resident's Name), residing at
	(Address), Miami, Florida, 33143, authorized
the listed guest(s) to enter the Dadeland conduct and compliance with community	Walk community at any time. I am responsible for their y rules during their visit.
This authorization remains in effect until Dadeland Walk's association property m	I I submit a signed Guest Entry Revocation Form to nanagement office.
• • •	e guards, property management, and the association are duals on my approved list unless I have officially
Resident's Signature:	Date
Print Name	

DADELAND WALK

Dadeland Walk Association Parking Policy & Statement of Understanding

As part of our ongoing commitment to maintaining a safe and orderly community, we would like to remind all residents of the **parking regulations** in place at **Dadeland Walk**.

The following vehicles **are strictly prohibited** from being parked on the premises:

- Commercial vehicles
- Trailers
- Advertising vehicles
- Campers
- Boats and boat trailers
- Mobile homes and motor homes

However, this restriction **does not apply** to the **temporary parking** of such vehicles when actively engaged in necessary activities such as **pickup**, **delivery**, **or other commercial services**. These services are permitted only during the following hours:

Monday - Saturday: 7:30 AM - 7:00 PM

No services are allowed on Sundays or the following holidays:

- New Year's Day
- Memorial Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Additionally, **car washes by private vendors** are permitted only within the **owner's designated parking space** and **not in Guest Parking**.

Statement of Understanding

I/We,	, residing at	
	, acknowledge that I/we have read, understand,	
and agree to comply with the Dadela	and Walk Association Parking Policy. I/We understand	
that failure to abide by these regulati	ions will be considered a violation and may result in	
penalties as outlined in the Dadeland Walk Association Governing Document readily available		
on the website, www.dadelandwalk.com under menu item, Governing Documents.		
Resident Name(s):		
Signature(s):		
Date		

PET REGISTRATION

- 1. **Pet Photo & Registration:** Submit a recent, clear photo of each pet along with a current copy of the **Miami-Dade County pet registration tag**. Pets must be registered in **Miami-Dade County** to be eligible for approval.
- 2. Rabies Vaccination & Health Records: Provide a copy of the current rabies vaccination certificate and health records for each pet.

Owner's Name	
Address	
Pet's Name #1	DogCat Gender
Breed Color	r Weight Age
Distinctive Marking	Is your pet a service animal?YESNO
Is pet registered with Miami Dade County?	
YES Tag ID#	Year
NO	
Is your pet vaccinated for Rabies? _	
YES Tag ID#	Year
NO	
Pet's Name #2	DogCat Gender
Breed Colo	r Weight Age
Distinctive Marking	Is your pet a service animal?YESNO
Is pet registered with Miami Dade County?	
YES Tag ID#	Year
YES Tag ID# NO	Year
	Year
NO	
NO Is your pet vaccinated for Rabies? _	
NO Is your pet vaccinated for Rabies? _ YES Tag ID #	
NO Is your pet vaccinated for Rabies? _ YES Tag ID # NO	Year

Pet Policy

We love our furry companions and recognize the joy they bring to our community. To ensure a clean, safe, and enjoyable environment for all residents, both two-legged and four-legged—we have established the following pet policy

- 1. **Pet Registration & Approval:** Before bringing a pet into the community, **residents must register their pet and obtain prior written approval** from the association.
- 2. **Permitted Pets:** Residents may keep dogs, cats, or other household pets in their Lot/Dwelling Unit. A maximum of **two (2) pets** per residence is allowed. Pets must not be kept, bred, or maintained for commercial purposes, and they must not create a nuisance or disturbance to neighbors. Livestock, poultry, and other non-household animals are **not permitted**.
- 3. Outdoor Feeding Prohibited: To maintain a clean and pest-free environment, bird feeders and outdoor feeding stations are not allowed.
- 4. **Feeding Restrictions:** Residents **may not** feed pets or leave food in any **common areas** to prevent unwanted wildlife and maintain cleanliness.
- 5. **Required Documentation:** To complete the approval process, residents must submit the following:
 - o Current Miami-Dade pet registration
 - o A **recent photo** of the pet
 - The pet's **health records**
- 6. Leash & Control Requirement: For everyone's safety, dogs and cats must always be on a leash and under control when in common areas.
- 7. **Pet Waste Disposal:** Being a responsible pet owner includes cleaning up after your pet. Please **promptly remove and dispose of pet waste** in a sealed poop bag, placing it in the nearest **designated pet waste station** or your personal trash receptacle.

Dadeland Walk Association Pet Policy Acknowledgment

,	nd, and agree to abide by the Dadeland Walk importance of these guidelines in maintaining a clean,
· C	residents. I understand that if my pet becomes disruptive,
, 1 ,	with the Pet Policy, the Dadeland Walk Association
7 11 1	ion, which may include violation notices or legal
lease renewal, and notice of such may b	that non-compliance with the Pet Policy may impact my be provided to the unit owner.
By signing below, I confirm that I have responsibilities and consequences assoc	received this disclosure and understand the iated with the Pet Policy .
Resident Name:	
Address:	
Signature:	Date:

Lot Owner Statement of Understanding

I/We,, as the Lot Owner(s) of the
dwelling located at
acknowledge that I/we have read and understand the Dadeland Walk Association Pet Policy .
I/we recognize the importance of compliance with this policy and understand that if the tenant's pet becomes disruptive, creates a nuisance, or if the tenant fails to follow the Pet Policy , the Dadeland Walk Association has the legal authority to take appropriate violation or legal action, which may include fines or other enforcement measures.
Furthermore, I/we acknowledge that a tenant's failure to comply with the Dadeland Walk Association Governing Documents , including the Pet Policy , may result in the denial of a lease renewal.
By signing below, I/we confirm receipt of this disclosure and understand the potential consequences associated with non-compliance.
Lot Owner:
Lot Owner Signature:
Date:

VEHICLE REGISTRATION

Residents are required to complete this form to register their vehicle(s) in order to obtain a new parking permit, report a lost or damaged decal, or update vehicle information. A maximum of three (3) vehicles per household is permitted. Completed forms must be submitted to the property manager, Myrna Martinez, by email at myrna.martinez@fsresidential.com.

- 1. **Resident-Only Parking Permits:** Parking decals are issued exclusively to residents.
- 2. Processing Time: Please allow up to seven (7) business days for processing,
- 3. **Decal Placement:** Affixed to the **lower left-hand corner of the driver's side front window**.
- 4. **Vehicle Replacement:** Parking decal may be transferred **only** upon submission of a new **Vehicle Registration Form** with updated details.
- 5. **Lost or Damaged Decals:** A new **Vehicle Registration Form** must be submitted to obtain a replacement decal.
- 6. **Parking Requirements:** Residents with **three (3) vehicles** must park **two in front of their unit** and the **third in designated Guest Parking**.
- 7. Compliance & Fines: Failure to comply with parking regulations may result in a \$100.00 violation fee, with an additional daily fine of \$100.00 for up to ten (10) days, not to exceed \$1,000.00 per incident.

Vehicle	VEHICLE #1	VEHICLE#2	VEHICLE #3
Information			
2	○Car ○ Motorcycle	Cor O Matavavala	○ Car ○ Motorcycle
	Cai Violotorcycle	○ Car ○ Motorcycle	○ Car ○ Motorcycle
Unit Address			
Owner's Name			
Vehicle Make			
Vehicle Model			
Vehicle Color			
Tag #			
_			
State			
Year			
Parking Decal #			
Date Issued/By			
Signature	D	int	Data
Signature	Pr	IIIL	Date

MOVE-IN/MOVE-OUT NOTIFICATION FORM MONDAY-SATURDAY 7:30AM- 7:00PM

• No Moves Permitted on Sundays

The following form is exclusively intended for current or new residents who are moving in or out of the Dadeland Walk community.

INSTRUCTIONS: SUBMIT *FORM EARLY*! Processing time may take up to 15 business days subject to management office workload.

Resident Name	Expected Date of Move		
Unit Address	Telephone #		
COMMERCIAL MOVER INFORMATION			
Will you be using a commercial mover? If Yes, Company Nat	me		
If Yes, attach a copy of the company's Certificate Of Insurance (COI) and license. COI must be issued as follows FirstService Residential c/o Dadeland Walk Association, Inc. 5200 Waterford District Drive, suite 1000 Miami, FL 33126			
Company Telephone # :	_ Email :		
Contact Name:			
DISCLOSURE: Residents and movers must leave all common areas and parking spaces clean and dispose of any trash or debris resulting from the move. Any damage to common areas, including but not limited to parking areas, landscaping, entrance and exit gates, and sidewalks, are the responsibility of the unit owner.			
Resident Signature	Date		
OFFICE USE ONLY			
Date Received:			
Authorized Signature	Copy to Guards		

DADELAND WALK ASSOCIATION, INC. RULES AND REGULATIONS

AMENITIES

Gym:

- Residents may obtain a key from security or purchase one from management.
- Children under 16 must be accompanied by an adult.
- No smoking allowed.
- DO NOT TURN OFF AIR CONDITIONER.

Pavilion Reservation:

- Must be booked in advance through management.
- Visit the Forms section at <u>www.dadelandwalk.com</u> to obtain the Pavillion Reservation Form

Swimming Pool:

- Follow posted rules.
- Proper bathing attire and respectful conduct are required.
- Nude bathing or skinny dipping is strictly prohibited in the community swimming pool area.
- Proper swimwear must be worn at all times.
- Close umbrellas after use.
- No pets are allowed on the pool deck.
- Plastic beverage containers only.
- Pool is not available for private functions.
- Children under 16 must be accompanied by an adult.
- No Lifeguard on duty.

Tennis Courts:

- Keys available from security (\$25 fee for lost keys).
- Lock gate after use.
- Guests must be accompanied by a resident.
- Proper tennis attire required; no chairs, bikes, strollers or pets allowed.
- 90-minute play-time limit if others are waiting.

ASSESSMENTS & FINES

Monthly Assessments (Fees):

• Due on the 1st of each month. Late fees apply after the 30th.

Fines:

• Imposed for repeated rule violations.

Violations, Fees, and Process

- **First Offense:** Warning notice issued.
- **Repeated or Serious Violations:** Fine of up to \$100 per violation per day, for the same violation, up to a maximum of \$1,000.
- **Ongoing Violations:** Daily fines may continue until the violation is corrected but cannot exceed the total of \$1,000 for the same violation. It is important to note that this limit applies to each violation type separately, not as a sum of different violations.
- **Correction Period:** Residents typically have at least 14 days after receiving written notice to resolve the issue before further action is taken.
- **Appeal Process:** Residents have the right to contest fines before the Grievance Committee or Fining Committee within 14 days of receiving notice. Fines cannot be imposed without an opportunity for a hearing.
- **Non-Payment Consequences:** Unpaid fines may result in restricted amenity access, legal action, or the filing of a lien if the fines exceed \$1,000. The association may also seek reimbursement of attorney fees related to enforcement.

BOARD MEETINGS - Conduct and Recording

Purpose: To establish clear guidelines ensuring respectful behavior and orderly proceedings during board meetings, in compliance with Florida law and our community's standards.

1. Right to Record:

• Members are permitted to audio or video record board meetings, as stipulated by Florida Statutes.

2. Notification Requirements:

• Members intending to record a meeting must provide written notice to the Board at least one day in advance prior to the scheduled start of the meeting.

3. Equipment and Setup:

- Recording devices must be set up before the meeting commences to prevent disruptions.
- Devices should operate silently and without emitting distracting lights.
- Operators must remain stationary during the meeting to minimize disturbances.

4. Distribution of Recordings:

- Recordings are for personal use only.
- Public dissemination, including posting on social media or other platforms, is prohibited without prior written consent from the Board, legal counsel, and all recorded parties.

5. Conduct During Board Meetings:

- **Respectful Behavior:** All attendees are expected to conduct themselves courteously, allowing meetings to proceed efficiently and without disruption.
- **Prohibited Actions:** The use of disruptive behavior, obscene gestures, shouting, profanity, or offensive language, including derogatory remarks about the community or its members—is strictly prohibited. Such behavior undermines the respectful environment we strive to maintain.
- **Immediate Action:** Individuals engaging in prohibited conduct will receive a warning. If the behavior persists, they may be asked to leave the meeting to preserve order.
- Consequences: Repeated or severe violations may result in further actions as outlined in the association's governing documents, which could include fines or suspension of certain member privileges.

6. Reporting Concerns:

Members who feel offended or threatened by any conduct during meetings are
encouraged to report their concerns to the property management in writing. The Board
is committed to addressing such issues promptly to maintain a safe and respectful
community environment.

COMMON AREAS

General Maintenance:

• The property management company maintains all common areas, including lighting, signs, trees, plants, and sprinklers.

Posted Notices:

• Only management-approved notices may be displayed by the mailboxes. Personal signs require Board approval.

CONSTRUCTION & EXTERIOR MODIFICATIONS

Approval Required:

- Visit the **Forms** section at <u>www.dadelandwalk.com</u> to obtain the **Architectural Modification Form**.
- All exterior modifications must be approved by the Architectural Board before construction.
- Repairs must be completed within 30 days.

Restrictions:

- Front doors must match existing colors (brown, white, or current exterior) and may contain glass.
- Exterior wires and large TV reception devices (over 18 inches) are prohibited.
- Hurricane shutters must be bronze accordion style and Dade County Approved.
- Unauthorized signage is not permitted.
- End units may install gates (4 feet high)
- Roof & A/C requires management notification. Visit www.dadelandwalk.com, Forms section, to obtain notification form.

COURTESY & CONDUCT

Resident Responsibility:

• Residents are responsible for the conduct of guests, visitors, and contractors.

Security & Management Interaction:

• Residents must treat security guards, management, and Board members with respect.

Noise & Disturbances:

- All residents and visitors have the right to quiet enjoyment of the community.
- Nuisances such as excessive noise, parking violations, or pet issues are prohibited.

GUARDHOUSE

Guardhouse Restrictions:

• Residents, vendors, and visitors are NOT permitted inside the guardhouse.

Security Guards:

- Responsible for monitoring gates, security cameras, and patrol.
- Report issues to management with date, time, and name of guard on duty.
- Guards are not allowed to accept deliveries, payments, or hold keys.

PARKING & VEHICLES

General Parking Rules:

- Register vehicles and obtain parking permit decal. Visit the Forms section at <u>www.dadelandwalk.com</u> to obtain the Vehicle Registration/Parking Permit
- Speed limit: 9 MPH.
- Stop signs must be obeyed.
- Extended-stay vehicles require a pass from security.
- Non-resident vehicles may not be stored in guest parking for more than 15 days.

Resident Parking:

- Two resident vehicles must be parked in designated spaces.
- A third car may be parked in Guest Parking only when the first two spaces are occupied.
- No double parking, parking on grass, or blocking streets.
- Personal pickup trucks are permitted without signage.

Guest/Frequent Visitors

- Visit the Forms section at www.dadelandwalk.com to obtain the Guest Entry List Form
- To revoke a Guest Entry listed visit the **Forms** section at www.dadelandwalk.com to obtain a **Guest Entry Revocation Form**

Commercial & Recreational Vehicles:

- Vendor vehicles must obtain a "Temporary Guest Pass" from the guardhouse.
- Residents and guests may not park commercial vehicles, boats, trailers, or motorhomes.

Automobile Repairs:

- Not permitted except for emergencies.
- Vehicles in disrepair may not be stored.

PETS

Pet Registration and Regulations:

- Register pets. Visit the Forms section at <u>www.dadelandwalk.com</u> to obtain the Pet Registration Form
- Maximum of two pets per unit.
- No dogs over 35 lbs.
- Pets must be leashed and under control at all times.
- Owners must clean up after their pets immediately.
- Outdoor feeding stations are prohibited.

REPAIRS & CONSTRUCTION

A/C Replacement:

• Visit the **Forms** section at <u>www.dadelandwalk.com</u> to obtain the **Air Conditioner Replacement form.**

Roof

Visit the Forms section at <u>www.dadelandwalk.com</u> to obtain the Roof Replacement form.

Contractors:

- Must be licensed, insured, and obtain necessary permits.
- Roof access requires permission from the affected homeowner.

Approved Roof Tiles:

• Only Boral Terra Cotta Spanish "S" Red Tile is permitted.

LEASE

Realtor Rules:

- Open houses, real estate caravans, lockboxes, and signage are prohibited.
- Showings must be arranged through management.

Requirements:

- Obtain a Tenant Application from property management.
- Prospective Tenant application must be submitted and approved at least 30 days in advance prior to move-in.
- Tenants must meet with management/ or board representative to review community rules before move-in.

Lease Term & Renewals:

- Minimum lease term: 1 year.
- Renewals may be denied based on owner or tenant compliance of associations governing documents.
- Lease renewals are subject to board approval. Owners must submit lease renewals 45 days in advance.
- The lease is designated exclusively for single-family occupancy.

New Owner/Member Association Registration:

- New owners become members of the Dadeland Walk Association (HOA) and register with the association before occupancy.
- Must meet with management to review community rules.
- A member registration kit is available from the property manager.

Temporary Occupancy:

Management must be notified if someone occupies a unit for more than 30 days.

•

SECURITY & SAFETY

Hurricane Shutters:

• Must remain open unless a hurricane watch is in effect.

Generators:

- **Placement & Safety:** Generators must be placed outside unit walls on rubber mats. The Association may regulate placement, noise levels, and fuel storage to ensure safety and minimize disruptions.
- Operational Hours: Approved use is limited to 6 AM 11 PM, except in cases of medical exemptions or during hurricane-related power outages when continuous use may be necessary.

TRASH & RECYCLING

Trash Bins:

- Only Miami-Dade approved trash/recycling bins are allowed.
- Bins must not be stored on common grounds.
- Residents may place trash and recycling bins out no earlier than 24 hours before collection and must remove them within 24 hours after pickup.

FLAGS & FLAGPOLES

- Homeowners may display one U.S. flag and one military or Florida state flag.
- Freestanding flagpoles may not exceed 20 feet and must meet all zoning requirements.
 - "Any homeowner may display one portable, removable United States flag or official flag of the State of Florida in a respectful manner, and one portable, removable official flag, in a respectful manner, not larger than 4½ feet by 6 feet, which represents the United States Army, Navy, Air Force, Marine Corps, or Coast Guard, or a POW-MIA flag regardless of any covenants, restrictions, by-laws, rules or requirements of the association."
- Any homeowner may erect a freestanding flagpole no more than 20 feet high on any portion of the homeowner's real property, regardless of any covenants, restrictions, bylaws, rules, or requirements of the association, if the flagpole does not obstruct sightlines at intersections and is not erected within or upon an easement. The homeowner may further display in a respectful manner from that flagpole, regardless of any covenants, restrictions, bylaws, rules, or requirements of the association, one official United States flag, not larger than 4¹1² feet by 6 feet, and may additionally display one official flag of the State of Florida or the United States Army, Navy, Air Force, Marines, or Coast Guard, or a POW-MIA flag. Such additional flag must be equal in size to or smaller than the United States flag. The flagpole and display are subject to all building codes, zoning setbacks, and other applicable governmental regulations, including, but not

I/We have read, understand, and will comply with the Dadeland Walk Association, Inc. Rules and Regulations.

Signature: ______ Date______

Print Name: ______ Date______

Print Name: _____

limited to, noise and lighting ordinances in the county or municipality in which the flagpole is erected and all setback and locational criteria contained in the

governing documents.