

AMENDMENT TO
RULES AND REGULATIONS
FOR
KEYSTONE VILLAS
CONDOMINIUM ASSOCIATION, INC.

THESE RULES AND REGULATIONS WERE ADOPTED AND APPROVED AT A
REGULARLY SCHEDULED MEETING OF THE BOARD OF DIRECTORS OF THE
ASSOCIATION ON SEPTEMBER 17TH, 2013.
REVISED JANUARY 24TH, 2019

KEYSTONE VILLAS CONDOMINIUM ASSOCIATION**RULES AND REGULATIONS****DOCUMENTATION**

1. The Rules and Regulations of Keystone Villas Condominium are based on and rely upon the following documents:

- a) The Condominium Act of the State of Florida, Florida Statute Chapter 718, Other Statutes of the State of Florida, and any amendment thereof.
- b) The Declaration of Keystone Villas Condominium as amended.
- c) The By-Laws of Keystone Villas Condominium as amended.
- d) Articles of Incorporation of Keystone Villas Condominium as amended.
- e) City and or County Laws and Ordinances as amended.

COMPLIANCE

All unit owners, their tenants, families, guests, invitees, employees, and any other persons who may in any manner use the building or the grounds shall be bound by and shall comply strictly with the provisions of the Declaration, the By-Laws, and the Rules and Regulations as set forth hereinafter, and all agreements, decisions and determinations of the Association as lawfully made or amended from time to time. Failure to comply with any of the aforementioned documents shall be grounds for assessment of penalties of \$100.00 per day up to \$1,000.00 and for an action to recover sums due for negligence or damage or for injunctive relief by the Association, or in a proper case, by an aggrieved unit owner, or any combination thereof.

COMPLAINTS AND NOTICES

Complaints regarding the management of the condominium units and grounds or regarding actions of other owners shall be made in writing to Management. In the event of a complaint filed against a unit owner, our management company will notify the unit owner, against whom the complaint has been filed, requesting said unit owner to correct the situation. If the unit owner fails to comply, the management company will notify the offending unit owner to appear before members of the violation committee. Decisions may be appealed by either party to the committee which in turn will be presented to the Board of Directors of the Association. The decision of the Board of Directors shall be final and binding upon all parties.

VIOLATION ENFORCEMENT

Every unit owner shall pay to the association promptly, on demand, all fines, penalties, costs and expenses including reasonable attorneys' fees incurred by or on behalf of the Association in collecting any delinquent assessments against such unit.

REVOCABILITY OF APPROVAL

Any approval given by the Association in accordance to these rules and regulations could be revocable by the Board of Directors.

AMENDMENTS

These rules and regulations may be modified, added to, amended, or repealed at any time by the Board of Directors.

SALE OR LEASE OF UNITS

1. Management will provide the proper form and instructions as to screening procedures. Copies of the following documents are required: Lease/ Purchase contract, Driver's License, Social Security, Vehicle Registration and Insurance.
2. Applications must be received fifteen (15) business days prior to desired occupancy or closing date.
3. A non- refundable fee for background check will be required at time of application submission.
4. UNDER NO CIRCUMSTANCES WILL A NEW OWNER OR TENANT (ANY ADULT RESIDENT) MOVE INTO A UNIT PRIOR TO BOARD APPROVAL. The new resident must fill out a Condo Application. Approval letter will be issued at time of screening interview with the board and management company.
5. Any individual or guest/ visitor of a unit owner or tenant who is in a unit for more than 30 days must complete a Resident Information Sheet and must follow all rules and regulations of the association.
6. The maximum number of residents per unit is as follows: 1 bedroom, 2 residents; 2 bedrooms, 4 residents; 3 bedrooms, 6 residents
7. All units occupied by a tenant must provide the lease agreement to the management company 30 days prior to expiration date.
8. In the event of an existing tenant having being notified of three or more violations, they will require Board Approval prior to signing a lease renewal.
9. All new residents (prospective owners or tenants) must be screened regardless of terms of lease, sale or transfer and are subject to Board approval.
10. All out of state owners must provide Management along with their applications, the name, address and phone number of their authorized local representative.

MOVING-IN OR OUT / DELIVERIES

1. Residents are NOT allowed to move in or out on weekends or any Holidays. A move is defined as furniture, appliances or boxes taken to or from a Unit that requires the elevator to be protected. Only Elevator #2 should be use for any move.
2. Moving hours are Monday thru Friday from 9 am to 12 pm Or from 1 pm to 5 pm. Residents MUST inform management at least 7 days prior to moving in or out with the date and time slot desired.
3. Residents will be billed per time slot needed.
4. A move-in deposit will be required from the owner/ tenant prior to move-in, such deposit will be stipulated in the Condo Application. The deposit for rental units will be held until the end of the lease period and once they move out of the property a refund will be issued within 30 days upon inspection of the premises. Owner occupied units will receive a refund of the deposit after they move into the property, and common areas have been inspected and cleared by management or board and no damages are found.

REAL ESTATE TRANSACTIONS

1. Listing agents must be present with cooperating agent and/or client when showing a property and conducting any business or real estate transaction in the building
2. Lockboxes are not allowed in the property, which includes unit doors, hallways, stairwells, perimeter fencing, trees, and landscape. Any lockbox found on the premises will be removed by management.
3. Showing hours: Daily from 9 am to 7 pm
4. Under no circumstance are residents allowed to give the intercom entrance code to potential buyers, tenants, or real estate personnel to access the property. Owner must contact the management prior to listing the property and provide the realtor's information, who will have access to the property.

COMMON ELEMENTS (AREAS)

1. The Common Elements and Limited Common Elements, such as balconies, shall be kept free and clear of rubbish, debris and other unsightly materials and shall not be obstructed, littered, defaced, or misused in any manner. This provision includes leaving furniture, boxes, or trash bags outside of unit doors and any other place that is not the trash containers or inside the chute; Nor shall any carts, bicycles, carriages, chairs, tables, or any other objects stored therein.
2. No shopping carts allowed to be left on the parking levels, stairwells, hallways, lobby, or recreational facility.
3. It is forbidden for any resident to walk in the common areas (except the pool area) in bathing attire, without a shirt or barefoot.
4. Children must be supervised at all times while in the common areas and are the direct responsibility of their parents or legal guardians including full compliance with any and all Rules and Regulations of the Association.
5. Children under the age of fourteen (14) must be accompanied by an adult when utilizing the common areas including the recreational facilities in the Condominium.
6. Loud noises will not be tolerated at any time including speaking loudly in all common areas.
7. Parties in the common areas are NOT allowed, unless prior reservation has been made. Contact management regarding reservation of the conference room, recreation room and/ or pool area.
8. Playing ball, any other sport in common areas, running in the hallways or playing with the elevator is NOT permitted.
9. Do not hold the elevator open unnecessarily since this may cause the elevator to break down.
10. When entering the property, bicycles, skateboards and /or roller blades, must be hand carried in and out of the building, specially thru the lobby (front entrance) and hallways. **It is the Association's preference that it should be done through the garage at all times.** Also, they can't be kept in the stairwells, hallways, balconies or other common areas of the buildings.
11. Climbing of the fences anywhere on the premises is not permitted.
12. Unit owners and residents are not allowed to conduct any type of business enterprise in the association common elements including Recreation / Conference Room, Pool Area, Fitness Center, Lobby and any other as established by the governing documents. Common areas are solely for the use and enjoyment of residents and their guest.
13. Any signs approved by the Board of Directors and posted by Management should not be removed or disregarded.

UNITS

1. Unit owners or occupants shall not cause anything to be affixed or attached, nor to hang or be displayed or placed on the exterior walls, doors, balconies, or windows of a unit or any of the common or limited common elements. The only exception will be during the Holidays in the month of December, in which decorative wreath will be allowed on the exterior door.
2. Acceptable window treatments include: wood blinds, curtains, drapes, and vertical blinds. No newspaper, aluminum foil, or any other type of covering is permitted. The Board shall have the power to mandate the immediate removal of any non-conforming item (s)
3. Signs, advertisement, notices, other graphics, or lettering shall not be exhibited, displayed, inscribed, painted, or affixed on any part of a unit, common area or resident personal vehicle.
4. Awning, canopy, shutters or any other such device shall not be attached to or placed upon the outside walls and windows.
5. Rugs are not permitted outside the unit entrance door.
6. Flammable, combustible or explosive fluids, chemicals substances are not permitted inside the units, their balconies, pool area, or within any portion of the building.
7. Waterbeds are not permitted.
8. Units shall be used for residential purposes, as a single-family dwelling, and for no other purpose. Units may NOT be used for business or any commercial use whatsoever.
9. In the event that an owner, opens its front door to eliminate smoke resulting from cooking or any other related issues, thus triggering the fire alarm and/or sprinklers (creating a false alarm), the owner and/or resident will pay all expenses related to such event, including but not limited to Miami Fire Dept. fines and fees, Fire Alarm Company expenses, etc.
10. It is the resident's responsibility to check regularly their air conditioning, plumbing fixtures and water heaters to prevent water leakage.

BALCONIES

1. No articles other than patio-type furniture, plants and decorative ornaments shall be placed on the balconies, terraces, or other limited common element.
2. **ABSOLUTELY NO WATER OR OTHER ITEMS CAN BE THROWN OR TOSSED FROM A BALCONY.**
3. All PLANTERS MUST HAVE A DRAINAGE PLATE UNDERNEATH.
4. No plants, pots or any other loose objects shall be kept or maintained on the ledge of any balcony. Hanging plants should be secured within the balcony area.
5. Clothes, sheets, blankets, laundry, or any kind of articles shall not be hung or exposed on any part of the balcony or the exterior of the Building. There shall be no conversation from the balcony to any individual not within the unit.
6. Balconies cannot be used to store: brooms, mops, coolers, boxes, kennels, cages, tool boxes, building material, hanging clothes, gym equipment, rugs, curtains, laundry, toys, bicycles, etc.
7. Grills of any type, including electrical, will not be allowed.
8. CHAPTER 28-SECTION 5 OF THE DADE COUNTY FIRE CODE SPECIFICALLY PROHIBITS OUTDOOR COOKING ON BALCONIES IN MULTIPLE STORY BUILDINGS. EITHER BY COAL, GAS, OR ANY OTHER MEANS. ANYONE VIOLATING THIS LAW IS SUBJECT TO A \$500.00 FINE TO BE IMPOSED BY THE DADE COUNTY FIRE DEPARTMENT AND AN ADDITIONAL FINE BY THE ASSOCIATION.

PETS

1. Residents (owners and tenants) who have a pet (dog or cat) in their unit must pay a non-refundable pet registration fee to the Association and must register such pet with the management company.
2. All pet owners must provide vaccination record (s), a photo of the pet at the time the pet is registered and vaccination records must be kept up to date from that point on.
3. Residents with service dogs must fill out a Disability Letter-Service Animal form, to be provided by management company.
4. **PET SITTING NOT ALLOWED.**
5. Livestock or poultry are not permitted.
6. **Only one (1) pet is allowed per unit**, tropical fish excluded.
7. Pets must not exceed 25 lbs. in weight at mature growth.
8. Pets should not be left alone outside the balcony or terrace.
9. Excessive noises/barking will not be tolerated including vicious, unpleasant, or disturbing pets.
10. All pets must be leashed at all times. Leash may not exceed 6 feet in length.
11. PET Owners must clean-up after their pet at all times. Residents who allow their pet to urinate or defecate on the common elements, including hallways, walkways, building entrance, LOBBY, elevator landings or parking garage will be FINED in addition to the cost of any damages done.
12. Residents who has a pet shall hold the association and management harmless against any all claims, debts, demands, obligations, cost and expenses which may be sustained or asserted against the Association and/or its Board of Directors, because of any such acts their pet may commit in or about the condominium property.
13. Unit owners will be responsible for the repairs of any and all damages caused by a pet in the building.
14. **Pets are NOT allowed in the following areas: Main Lobby, Conference or Recreational Room, Fitness Center, or Pool Area. Pets must enter/exit building through the garage.**
15. No feeding of any kind is permitted within the common areas.
16. **Guests or visitors are NOT permitted to bring pets of any size to the unit or property which they are visiting. Service dogs will be limited to ONE per person.**

PARKING AND PARKING STALLS

1. Assigned parking stalls are for the exclusive use of individual unit owners or tenant at any time. They may not be occupied or used by others except with the permission of the owners and proper authorization from management.
2. Cars should be centered between the lines and against the bumper. They shall not protrude beyond the stalls in such a manner as to block or cause hazard to the ingress and egress of others.
3. Parking areas shall not be used for any mechanical work on vehicles except in an emergency such as jumpstart battery or flat tire.
4. Car washing is not permitted on the premises.
5. Maintain a 5-mph speed limit while in the garage.
6. Parking space and its surroundings can not be use for storage of any type.
7. There shall be no riding of bicycles, scooters, skateboard, motor scooters, or playing ball in the parking area; as this poses a liability to the Association and it is very dangerous.
8. All vehicles parked inside the property must be registered and have a valid Keystone Villas Condominium Decal or Temporary Permit provided by the management office. Decals will be issued ONLY to registered residents and purchased through management.
9. Any vehicle found in the property leaking oil, antifreeze or any other contaminant fluid will be given a WARNING to remove the vehicle. After 48 hours of the initial WARNING, the owner will be issued a fine. The owner will be billed for reasonable time and materials for the cleanup of such fluids.
10. Disabled/ Handicap parking is exclusively for the use of disabled and must have valid DMV issued permit hanging from rear view mirror. Maximum of four (4) hours permitted.
11. Vacant parking spaces should not be used without the consent of the space owner. Violating this rule will result in your vehicle being towed at your expense.
12. Double parking is not permitted on any of the parking spaces.
13. The Association is not responsible for any theft, damage or lost items caused to their vehicles and bicycles by anyone including the towing company.
14. Parking is strictly prohibited in front of the entrances to the building, the side or driveway.
 - a. The Association reserves the right to remove any vehicle illegally parked at the expense of the owner of the vehicle. This is pursuant to the provisions of Chapter 715.07 of the Florida Statutes.
 - b. Regarding cars parked in any other unauthorized place, the Association reserves the right to remove same in the manner as above provided.
 - c. Violations of any of these rules may result in vehicles towed away at owner's expense.
15. If traveling and leaving your vehicle in the parking garage, you must leave your vehicle's key with an emergency contact and provide information to management.
16. Overnight parking of commercial vehicle is not allowed inside the garage, included, but not limited to vehicles with removable signs.

POOL AND POOL AREA

1. Swimming pools hours are from sunrise to sunset.
2. Children under 14 years of age are not permitted to use the pool without adult supervision (a person at least 18 years of age). Small children should be protected by a life-saving device.
3. Surfboards or floats are not permitted in the pool.
4. Excessive noise, playing ball or horse playing in the pool or pool area is prohibited at all times.
5. Food or drinks are not permitted inside the swimming pool.
6. Beverages are permitted in the pool area in unbreakable/plastic containers. Dispose trash inside the waste receptacle provided for in the pool area. NO GLASS PERMITTED.
7. Only bathing attire is allowed in the pool. Please use the restroom to change as decency and common courtesy to other residents.
8. All posted rules and regulations in the pool area are to be strictly observed.
9. The swimming pool and pool area is to be used solely for condominium residents and their invited guests. Those who swim in the pool and utilize the other recreational facilities shall do so at their own risk, and the Association will not be liable for any personal injury, loss of life, property loss or damages in any way caused or arising from the use of the recreational facilities.

10. Life preservers are for emergency use only and are not to be removed from the pool area or used for play.
11. Qualified residents shall have the right and privilege to use the pool area for private functions no later than 11 p.m. A deposit must be made to Keystone Villas Condominium Association and a reservation form should be forwarded to the Management Company (3 business days in advance) deposit will be refunded if, in the opinion of Management, the area has been properly cleaned and no damage has been caused by the resident or guests. If the area has not been properly cleaned, the Association will have it cleaned and assess the unit owner for costs.
12. Pets are not allowed inside the pool area.
13. GRILLS WILL NOT BE ALLOWED, INCLUDING ELECTRICAL ONES.

CONFERENCE / RECREATIONAL ROOM

1. Qualified residents shall have the right and privilege to use the Conference/Recreational Room for private functions no later than 11 p.m. A deposit of \$250.00 must be made to Keystone Villas and forwarded to the Management Company (5 days in advance) which will be refunded if, in the opinion of Management, the room has been properly cleaned and no damage has been caused by the resident or guests. If the room has not been properly cleaned, the Association will have the room cleaned and assess the unit owner for costs. Any damages in addition to the deposit will be charged to the unit owner.
2. Residents are responsible for advising their guest (s) where to park. The Association will not be responsible for their vehicles towed inside the property.
3. The Recreation Room may be used no later than 11 p.m. Guests are welcome to our property however access is limited and will not be allowed to hang out in the lobby, hallways, or other common areas.
4. Music/ presentations/ loudspeakers and conversations must be kept at a reasonable level.
5. Pets are not allowed inside the Conference/ Recreational Room.

FITNESS CENTER

1. Children under 14 years of age are not permitted to use the Fitness Center. Children 15 to 17 years old must be accompanied by an adult.
2. Use facility at your own risk. The Association or Management is not responsible for injury, accident, and death.
3. Use the equipment only for its intended purpose.
4. Please wipe off equipment after use and return the equipment to its original place.
5. Appropriate fitness attire must be worn including tennis shoes.
6. Twenty (20) minute limit per station while others are waiting.
7. Pets are not allowed.
8. Food or glass containers are not allowed. Drinks are allowed in plastic bottles with spill-proof caps.
9. Residents may bring their personal trainers to the facility; however personal training cannot be offered to residents and under no circumstances shall any business be conducted at the fitness center.

QUIET HOURS IN ACCORDANCE TO METRO-DADE ORDINANCE 021-28

1. Owners and occupants are requested to observe the following quiet hours: 11:00 P.M. to 7:00 A.M. the next day. During the quiet hours, there shall be no noise audible outside one's apartment.
2. All occupants shall have consideration when using musical instruments, radios, televisions and amplifiers. House parties that may disturb other residents are not permitted at any time.
3. In the parking areas: reunions, drinking alcohol, excessive noise, loud talking, slamming of doors, racing of engines and the use of horns may result in fines as defined in the above ordinance.

CONSTRUCTION & UNIT UPGRADES

1. Unit owners planning to make upgrades/ renovations/ alterations to the interior of their unit, must contact the Management Company, and request an Architectural/Modification Form. Complete this form with the description of work to be done. Deliver it to management for Board approval prior to commencement of any work; otherwise resident will be fined.

2. You **MUST** include attached to the form: Contractor's license, insurance, and necessary permits from the appropriate building and zoning departments.
3. A refundable deposit of \$250.00 is required prior to commencing any work and must be submitted along with the ACC form.
4. Elevator must be protected before any materials are brought to the unit and during the construction/renovation/upgrade of the unit.
5. It is the responsibility of the unit owner to make sure that **ALL DEBRIS IS REMOVED FROM THE CONDOMINIUM BY THE CONTRACTOR**, and hallways, carpeting and elevators left clean daily while the construction is being done. Carpets must be covered and secured with commercial grade plastic or canvas while construction is taking place from the elevator to the unit. No debris should be left by the contractor or resident in the building's dumpster.
6. Access to areas of construction **are NOT to be made through the lobby of the property** and the resident is responsible for any damages incurred to common property, other property, and personal injury as a result of this modification as well as any additional maintenance cost that may be incurred.
7. In the event of an accident, the Association will hold the unit owner(s) personally liable for any and all claims, injuries, and defense cost.
8. Construction and up-grades are **ONLY** to be done Monday through Friday from 9 am to 5 pm. Saturday from 9 am to 1 pm is limited to minor repairs.
9. Hard flooring is not permitted without approved sound-proofing beneath it. Minimum requirement is 70 IIC and STC rating. Specifications **MUST** be submitted to Management/ Board of Directors along with the ACC form for approval prior to commencing any installation.
10. No unit owner or resident of a unit shall install wiring for electrical or telephone installations, nor install any type of television antenna/dish, machinery, or air conditioning equipment, etc., except as authorized in writing by the Board of Directors of the Association through an ACC form.

REFUSE / TRASH DISPOSAL

1. All waste material and refuse shall be placed in plastic bags and tied before being placed in the trash chute.
2. If boxes or other containers are too large to be placed in the chute, then it is the owner's or tenant's responsibility to remove said boxes or other containers and place them in the ground floor (1st Floor) exterior waste bins. Please be sure to **break down/ flatten boxes** and/or items that are big or bulky.
3. No inflammable or volatile material shall be thrown down the chute.
4. **All furniture or bulky items are the responsibility of its owner to remove from the premises. Please do not leave them in the hallways, trash rooms or on the first floor as the waste pick up company WILL NOT TAKE THEM, and YOU WILL BE FINED.**
5. **Christmas trees shall not be thrown down the chute nor left at the dumpster room/area.**
6. Please keep the door to the trash room closed at all times.

ASSOCIATION VENDORS:

1. Unit owner or resident shall not interfere, direct, supervise or in any manner attempt to assert control over the employee(s) and or contractor(s) of the Association.
2. Employee(s) / contractor(s) of the Association are not to be utilized for personal errands.
3. Employee(s) / contractor(s) of the Association shall not be sent out of the building by any resident at any time for any purpose.
4. The Board of Directors shall be solely responsible for directing and supervising association personnel, except to the extent such responsibility may be delegated to the Association's manager.

HURRICANE AND TROPICAL STORMS

1. Residents who plan to be absent during the hurricane season must prepare their unit prior to their departure by complying with the procedures issued by the board of directors and or by management.
2. Owners must furnish contact name(s) and number(s) of authorized company (ies) and/or individual(s) who may make emergency repairs and/or decisions for their unit should it suffer hurricane damage during the absence of the owner.
3. Residents cannot use or operate combustible equipment such as gas, charcoal BBQ's or generators.
4. Window air conditioning units are **NOT** permitted.

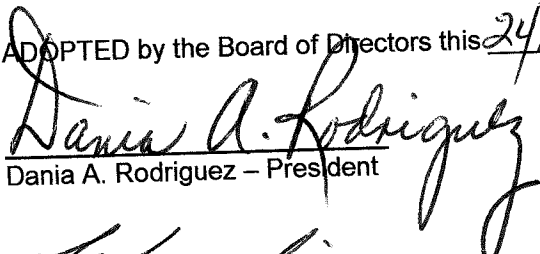
COMMERCIAL UNIT

1. Commercial tenants must complete the approval process prior to move-in into the property and are subject to the same rules and regulations as other residents.
2. Construction and Unit Upgrade Section applies to Commercial Unit.
3. Owner and/or tenant of commercial unit must have all necessary licenses to operate as required by the City of Miami, Miami-Dade County, DBPR or any other entity.
4. All signs must be approved, by the board, prior to placement on premises.
5. Under no circumstances will signs be allowed on the street, sidewalk, walkway or in the building Common Areas.
6. Tenant in commercial unit is responsible for the tidiness and cleanliness of the alley way behind the unit.
7. Fire-exit door must remain shut at all times.
8. The commercial unit has two spaces assigned within the parking lot for the exclusive use of the tenant in said unit.

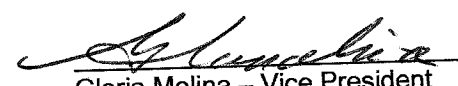
MISCELLANEOUS PROVISIONS

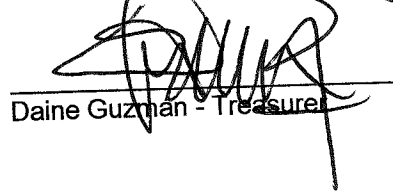
- **MANAGEMENT OFFICE:** Please report any maintenance issues, such as lights out, spilled water, backed-up chutes, violators, disorderly conduct, etc. to the Management office. Hours of Operation are: Monday thru Friday from 9 am to 4 pm. **Email:** keystonevillas1condo@gmail.com
- **INDIVIDUAL UNIT AIR CONDITIONING SERVICE:**
 - a. It is the unit owner responsibility to maintain their air conditioning, to prevent leaks that will damage other units.
 - b. Whenever needing access to the roof to service your unit's air conditioning, please contact Management to make an appointment at least 24 hours prior to the date of service. Such access is limited to Monday thru Friday from 8:30 AM til 12:30 PM and only allowed to maintenance and service personnel authorized by the association.
 - c. You **MUST** submit to management a valid copy of the necessary license and certificate of insurance so your technician may gain roof access.
 - d. Whenever changing your air conditioning, you **MUST** submit an application to the City of Miami Permit Office before doing the change and provide management with a copy of the permit, including the final inspection report.
- **SATELLITE DISH/ANTENNAS:** Installation of satellite dishes on the common elements or limited common elements is strictly PROHIBITED.
- **UNIT DOORS:** It is the responsibility of each owner to maintain the entrance door of their unit. This includes broken doors, door knobs that are missing parts or falling.

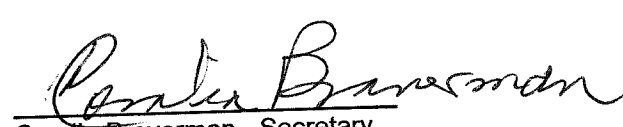
ADOPTED by the Board of Directors this 24th day of January 2019


Dania A. Rodriguez – President


Sabrina Rodriguez – Director


Gloria Molina – Vice President


Daine Guzman – Treasurer


Coralia Braverman - Secretary