

**LAS VISTAS IN INVERRARY CONDOMINIUM ASSOCIATION, INC.
3533 INVERRARY DRIVE
LAUDERHILL, FLORIDA 33319**

A GUIDE FOR ALL RESIDENTS

Welcome and congratulations on choosing to live in our Las Vistas in Inverrary Condominium Association, Inc. (hereafter called Las Vistas). We hope that you will come to find your home a wonderful retreat in senior living and this publication provides you with some basic information about our community and Association.

About Our Community:

Las Vistas is a pet-free “55+ community” which requires that anyone living here must be at least 55 years of age or older. If there is more than one owner or renter, then at least one of them must be 55 years old and the second must be at least 50 years old to reside here.

Las Vistas was established in 1975 and is comprised of 431 units, occupying 17 acres in the community known as Inverrary in Lauderhill, Florida. There are 13 residential buildings, containing 46 one bedroom, 89 one bedroom convertible, 272 two bedroom, and 24 three bedroom units. Eight of our buildings have 4 stories, with the rest containing 2 and 3 stories. All buildings have elevator service, and all buildings have at least one cardroom for unit owners to use as a common area. Each building has storage rooms that contain assigned storage lockers for every unit in that building. For those buildings with units that do not have washers and dryers, laundry rooms are provided on each floor at very moderate costs for use of those washers and dryers. Each unit has a designated parking spot and there are numerous guest parking and handicap spaces throughout the grounds. Each of our buildings is equipped with a monitored fire alarm system which is connected to our common area electrical, laundry and elevator control rooms. If smoke or fire is detected in these common areas, a mini-horn device which is installed in each unit will sound a loud alarm. Please note, however, that this is not monitoring smoke or fire in your unit itself, but instead to our common areas. You are responsible for installing smoke alarms throughout your unit.

Las Vistas is a pet-free community for residents as well as their guests, who may not bring a pet onto our premises. Registered service and emotional support pets are permitted only with written permission of the Association’s attorney after review of the credentials provided regarding the need for the owner to require the pet. There is further information regarding qualifications available from the Association. As a 55+ community, there are rules that must be

followed regarding visitation or residence of anyone under that age. Daily babysitting is strictly prohibited, and visitors under the age of 50 are restricted to **45 cumulative days a year** for visitation. **No one is permitted to move into their unit, regardless of age, without the approval of the Board of Directors of the Association.** We want to encourage all our residents to become familiar with the governing documents of the Association (our By-Laws, Rules and Regulations, Articles of Incorporation, and Declaration of Condominium), which help us all to enjoy our living experience at Las Vistas.

Association Leadership and Governance:

All unit owners make up the Las Vistas in Inverrary Condominium Association, Inc. Elected by unit owners every two years, are Resident Directors and Directors at Large. These Directors make up our Board of Directors and the Board elects a President, a Vice President, a Treasurer, and a Secretary. The Board of Directors generally meets on the 3rd Monday of the months of January, February, April, June, October and December, and unless otherwise noted, meetings are open to all unit owners.

The Association employs office, janitorial, and maintenance staff, and a security firm. We also contract the services of a Certified Public Accountant who prepares a monthly compilation report for the Board of Directors, and we secure the services of a legal firm on retainer.

Amenities of the Association:

For our unit owners and their guests, there are five outdoor swimming pools around our Las Vistas property. There are shuffleboard courts, and the Clubhouse has a cardroom, a library, kitchen and a recreation/meeting room which accommodates up to 150 guests and provides the location of our ping pong and pool/billiards tables.

Upon request, unit owners may have access to scheduled exterminator service, available through the Association. There are large dumpster areas for each building with garbage chutes available on all floors above the first, along with several recycle bins located in the same area. There are monthly bulk pick-up dates (schedule which appears in the glass enclosed bulletin board by the elevators) and special areas are set up for this purpose and are near each building's dumpster. Large items for disposal that are not suited for regular garbage pick-up may be placed in these special areas shortly before the scheduled date. Bulk items may not be placed in the dumpster room under any circumstances, but only placed outside during bulk pick up dates.

Association notices are also posted near the ground floor elevators in each building, in the locked glass posting unit noted above. Information about the Board of Director meetings, bulk pick up dates, special meetings, etc. are placed there for everyone's viewing. There are also cork bulletin boards installed above the mailboxes for Association approved postings by the Social Society, etc.

The Association's Office provides a secure key vault to accommodate unit owners or renters who wish to have a spare key available for emergencies. We highly recommend this spare key, especially for our unit owners who are seasonal residents, and for whom we may need access to units for water leaks or other emergencies. There is a separate numbering system used to identify keys that is unrelated to the unit building or number and only Officers of the Board of Directors has access to this coding system.

TV/Cable Services – Breezeline (formerly Atlantic Broadband):

There is free Wi-Fi in our Clubhouse lobby, patios, and swimming pool areas and cable/TV service provided by Atlantic Broadband, which also provides you with 300 channels with 100 HD, Free Internet, and 250 Megahertz (data speed). The cost for this is included in your monthly maintenance but unit owners may also add other services such as enhanced channels and phone connections at their own cost, for which they will be billed directly by the provider. New purchasers

should make sure that the current owner contacts Atlantic Broadband regarding their sale and to provide them with your contact information as the new owner(s). Atlantic Broadband can be reached at 833-694-6192.

Reserving the Clubhouse for Events:

Unit owners may request the use of the upstairs Recreation Room of the Clubhouse, which has a capacity of 100 people. Requests must be made two weeks in advance of the event, and a \$200.00 deposit is required, and fees are applicable if set up or use of equipment is requested. Events may occur during the day or evening but, should any damage occur to our facilities, the unit owner reserving the event will be responsible for the cost of any repairs or replacement. There is a "Request for Recreation Room Usage" form which is available in the Association's office and on-line on our website that outlines other conditions that must be met while using our facility. The facility is available dependent upon public health risk prohibitions. An interview is also required to provide all details concerning the use of the facility and the set-up and needs for the event.

Visitors and Guests:

Since we are a gated community, it is necessary for residents to accommodate the entry for their visitors and guests. The telephone entry system must be used by the resident to allow entry for their guests from the non-resident side of the entry gate. See our parking section below for details regarding having overnight guests and securing a "Guest Pass." If you intend to have guests stay in your unit, while you are not present, please consult our By-Laws as to the maximum length of time they may stay without your presence, and advise the Association's Office of their identifying information and length of stay.

Orientation Seminar and Changes to Personal Information:

All prospective buyers or renters are required to attend an Orientation Seminar whereby they are presented with vital information on residence at Las Vistas. Generally, these Orientation Seminars are conducted on the second Friday before scheduled Board of Director meetings. Applicants are invited to attend the Orientation Seminar once their applications are considered complete, the required escrow payments are received, and all background checks have been completed. After completion of the Seminar, and at the next meeting of the Board of Directors, a recommendation will be made and the Board will decide, by majority vote, whether or not to approve the applicant for residence in Las Vistas. Shortly thereafter, the applicant will receive written notice of the Board's decision. We recommend that no closing dates be secured until such time as the Board approval is given.

All approved residents are asked to advise us whenever the information they provided on their application for purchase or rental changes or needs updating. Our ability to reach every unit owner is very important throughout the year and we want to be sure that we have the most current information on file. This is essential in the cases of emergencies regarding leaks, electrical failures, hurricane preparedness, etc.

Our Common Elements, Renovations and Repairs:

Your unit (apartment) consists of all that you can see inside it, including the screened terrace. Anything else (not visible from inside the unit) is defined as Common Elements or Limited Common Elements (parking space; storage locker; etc.) and is the property of the Association, of which the unit owner is a member.

Replacing front doors or windows is prohibited unless the replacement elements have been approved by the Association prior to the commencement of the work. Such doors must be replicas of one of the two (2) types of doors in the condominium community and replacement windows must not change the general aspect of the community. All painting of the outside of front doors is to be done only by the Association or its representatives.

As a unit owner, you may feel capable of looking after maintenance, repairs or replacement within your unit, or you may want to use the services of a friend, relative or another handyperson. While this is your choice, please make sure that all the Association rules are respected at all times. For example, according to the provisions of the Declaration of

Condominium for our Association, it is the responsibility of the unit owner to maintain, repair or replace any plumbing and electric appliance or fixture inside the unit, all wall coverings (paint, wallpaper or others), all floor covering (carpet, tile, wood or others) and all ceiling covering, including on the screened terrace of the apartment, while the Association assumes the responsibility for all Common Elements.

Also, per the Declaration, a unit owner is not allowed to perform work, or have work performed, to plumbing pipes or conduits or to electrical wiring and outlets unless it is performed by a licensed plumber or electrician who will have submitted the proper credentials to the Association's Office prior to the commencement of the work.

While it might seem that painting, changing floor covering or replacing cabinets are tasks that don't require someone who is licensed and insured, requiring these credentials from your contractor provides you with an option should the work prove unsatisfactory. In addition, once work begins, you may want to have more improvements made than was originally contracted for, and this eliminates the need to start the process over again with the Association.

As a reminder, it really is the responsibility of your contractor to inquire about, and secure, any required permits from the City of Lauderhill or other instances for the anticipated work in the unit. In any case where doubt exists, please contact the Associations' Office for clarification and of course, you can always find definitive information on permits, etc. from Lauderhill's City Hall. You are also responsible to protect the area around your unit when work is being performed by your contractor.

As a reminder to residents, whenever there is an issue with your unit's air conditioning, and you call your servicer for repair, you must alert the Association's Office as invariably roof access to your building will be required. Only our maintenance staff can allow access to the roof so it is important that we be given notice as soon as your appointment for service is made. If you do not do so, we may not be able to give access when your servicer is here.

Moving and Furniture Deliveries:

Residents may move in or out of our community or have construction work done in their units on Mondays through Saturdays, from the hours of 8 a.m. to 6 p.m. only. No moving or construction is allowed on Sundays. Whenever a resident moves in or out, and lives above the first floor of a building, pads must be secured for the elevators and there is a \$200.00 security fee for the use of these pads, which is refundable after inspection of the elevators once the moving is complete. At least two days' notice (48 hours) must be provided to the Association, and the placement of pads for the elevators also applies to when furniture is delivered. Residents must be sure that any boxes involved are removed by the deliverer as no large boxes or packing materials may be left in our dumpster areas.

Access to our Condominium Property:

Las Vistas is a gated community which is accessible to our unit owners via a special security strip that is provided and is affixed to the front windshield, passenger side. This strip is scanned upon approach to the Resident's entry gate, and this prompts the raising of the arm and opening of the gate. Each resident is also given a small white card which can be used to open the Visitor's entry gate by simply swiping it in front of the directory kiosk on the left as you approach the gate.

You will provide the Association with one telephone number which will be recorded on the gate entry permit software and which will have assigned to it a special code for your unit. You will be given this code and your visitor should enter this special code on the directory kiosk and the telephone will ring and you can hear who is visiting. If you wish to give entry, you hit the #9 key on your phone, and then hang up. This will activate the raising of the arm and opening of the gate.

When you are Away from Your Unit:

If you leave your unit overnight for any period of time (days, weeks, months), you should turn off the main water valve in your unit, keep your air conditioner temperature at 80 degrees, turn off the breaker for your water heater, and pull

down your patio shutters. It is also a good idea to place some mineral oil or mild bleach in your bathroom commodes to prevent fast water evaporation, and to make sure the lids are securely closed. It is every unit owner's responsibility to make sure that water remains in their bathroom toilets as a preventative measure for rodents coming into their units through waterless pipes, etc. This is especially important for unit owners away several months of the year to arrange for someone to come into their units to make sure that all the above instructions are followed to protect their units from any damage or infestations.

Responsibilities of Unit Owners who Rent Their Units:

The City of Lauderhill requires owners of all rental units to file a business application at the Lauderhill City Hall. The Association encourages and requires owners of units to secure this business application. With this in mind, we are providing the following information regarding the requirements of the City of Lauderhill in connection with securing a business application and meeting the regulations regarding the rental of units in Florida. The information contained here originates from the City of Lauderhill, Business Tax Division.

The application used by the City of Lauderhill is available at Lauderhill's City Hall, conveniently located right across the road from Las Vistas. You should request the "Rental Certificate of use Application – Residential and Commercial Rentals" of the City of Lauderhill Business Tax Division, 5581 W. Oakland Park Blvd. Lauderhill, Florida 33319 (954-739-0100). If you have questions, you may e-mail them to renewals@lauderhill-fl.gov.

Before an applicant can obtain a Local Business Tax Receipt, it is necessary to first apply for a Certificate of Use. There is a non-refundable processing fee in addition to the current year's Business Tax Fees that must be paid at the time the application is submitted. The packet provided by the City Hall with the application will list all applicable fees in connection with securing the Certificate, etc.

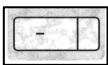
Once you secure the appropriate certificate, it requires an annual renewal which is also monitored by the City of Lauderhill. Annual inspections are also required. As many regulations change from year to year, we encourage any unit owner wishing to rent a unit to keep in touch with the Lauderhill City Hall for the most up-to-date applications and information.

Guides for Unit Owners:

The next section is meant to provide some basic information and we hope they prove useful to our unit owners:

PARKING AT LAS VISTAS

Questions about our parking rules are the most frequently asked questions in our Las Vistas community. This simple guide is meant to assist unit owners and renters with a quick reference to the rules. These rules also appear in our By-Laws and Rules and Regulations which are published under separate cover. It should be noted that the Association has the right to have vehicles towed away when the parking rules are not observed. As a basic rule, the Association only allows the presence of automobiles, SUV's and minivans. However, a special rule may accommodate other types of vehicles for visitors or other short stays on the property.



All residents must secure parking decals for their vehicle(s) which are to be placed next to your license plate. This will make it clearly visible to our security firm when they patrol our property at night. Also, residents must secure a guest pass for their overnight guests, who in turn must park in guest spots.



Our rules prohibit pedestrians from entering or exiting our property through the car gates. This is extremely dangerous and instead, they should use the key-entry pedestrian gates located throughout the property.

When entering or exiting our gates, your vehicle should move slowly over from the first speed bump and then when the mechanical arm rises, move over the second one. The gate sensors will recognize the weight of the vehicle and operate accordingly.

The By-Laws contain specific rules concerning vehicles in Las Vistas and here are some of the highlights:

1. All vehicles must be parked in a proper parking space with the front wheels abutting the concrete bumper.
2. Unit owners or tenants must only park their vehicle in the parking space assigned to their unit. If they have a second vehicle to park on the property, it must also show the appropriate decal and front windshield access strip and be parked in a guest space.
3. When an owner leaves a vehicle parked on the property while he (she) is away for the off-season, his (her) vehicle must remain in the assigned parking space and not in a guest spot. If the vehicle is to be covered, the Association must be informed so that measures may be taken for the security guards to be able to identify the vehicle.
4. The blowing of a horn must be kept to the strict minimum to warn of a danger but at no time simply to attract the attention of anyone.
5. The Association reserves the right to tow or boot any vehicle not meeting the above specifications or those listed in our governing documents.

Keeping up with the maintenance of your unit:

A unit owner's responsibility for the maintenance of their unit is outlined in our governing documents (Declaration of Condominium, XVI – Maintenance and Repairs A. By Apartment Owners). Also, being a good "Las Vistas Citizen" requires that you pay special attention to keeping our common elements clean and safe. While some of this has been indicated before, please note:

- Make sure your windows are secure and all screens on the windows and patios are not damaged or in disrepair.
- Making sure that tarps or drop clothes are placed outside your door on the catwalk area in front of your unit to prevent staining or damage whenever any construction or other work is being done to your unit.
- Ensuring that all garbage is disposed of properly – in tightly secured garbage bags that prevent spillage either down the chutes or in the dumpster rooms.
- Proper use of the recycle bins which should be used to dispose of paper products including newspapers and magazines, metal cans (which, if held food products of any kind, should be washed out before disposing into the bins), plastic items, etc. **Do not use the recycle bins to dispose of any food products or waste.**
- Do not place items for the recycle bins in plastic bags – contents should be disposed of loosely without being secured in plastic bags.
- If you have a caregiver or aide, please instruct them on garbage and recycling procedures.
- Do not store any flammable items in your storage unit, nor place any items outside in the walkways in front of it.
- Inspect your unit for any holes in the walls, especially investigating areas near water sources such as under vanities in the bathrooms, under the kitchen sink, behind dishwashers, in the areas around your washers and dryers, etc. If you see evidence of this, contract with someone to come into your unit to make repairs.
- Make sure that the Association, in cases of emergency, has access to your unit when you are not there.
- If you are a snowbird or are someone who will be away from your unit for a considerable period of time, designate a company or person to inspect your unit on a regular basis while you are away, and advise the Association of such person or agency.

Website:

We hope you have an opportunity to visit our website at www.lasvistascondos.com where you can see information about our community, obtain forms and publications, and see our calendars of activity. Our unit owner volunteers have

assisted with creating this website and help to keep it updated. It is the first time in its 40-year history that we have been able to create this website and we hope you will let us know what you think.

Orientation Session Quick Guide

We recognize that there is a lot of information given to you at the time of your interview during the Orientation Session. With this in mind, the following are some items you should have as easy reference:

- Las Vistas is a 55+ adult community in which no pets are allowed.
- Closing and Moving:
 - You should secure the following from the current owner of your unit at or before closing:
 - **Keys to:**
 - Apartment, Mailbox, Clubhouse, Laundry Room (for units without washer/dryer), Cabana, Storage Room, Pedestrian Gate.
 - *Please note that, in most buildings, one key fits the Clubhouse, laundry room, cabana and storage room.*
 - Copy of the binder containing the **governing documents of the Association**.
 - For units above the 1st floor:
 - Moving may occur Monday thru Saturday between the hours of **8 a.m. and 6 p.m.** No moving on Sunday. **This same schedule applies to furniture delivery and/or renovation work in the unit.**
 - **Elevator pads** must be secured for your moving day(s), or furniture delivery, and arrangements may be made at the front desk of the Clubhouse. A security **deposit of \$200.00** must be paid and refundable once an inspection of the elevator is made after the move is complete.
- **Renovations and Construction:**
 - See the above noted schedule for any repairs and/or renovations being made in your unit. Remember that **all plumbing or electrical work must be completed by a licensed and insured contractor** and those credentials must be presented to the Office prior to the beginning of work. Also, any repair or maintenance for air conditioning requires that you let the Office know in advance as to when your contractor will arrive. The roof access must be opened or work cannot be performed.
- Parking and Gate Access:
 - On **page 6**, details are provided on how you gain parking privileges to our property for you and your guests. You are given one parking space for your unit. Any additional cars must be parked in guest spots and must contain the Las Vistas decal and entry strip. Please note the rules regarding overnight visitors parking.
- Schedules for Garbage and Recycling and Bulk Pick-ups:
 - **Garbage** is picked up every Monday and Thursday. Garbage chutes are located on all floors above the ground floor in one location either in the laundry room or near the storage rooms. Securely closed large garbage bags may be brought down and deposited directly in the dumpsters on the ground floor.
 - We are a recycling community and large green bins are provided on the ground floor of each building. **NO GARBAGE BAGS MAY BE PLACED IN THE RECYCLE BINS.** Please just use these bins for paper, newspapers, plastics, cans, etc. NO FOOD please. Recycle bins are emptied every Tuesday.
 - **Once a month, bulk pick-up** is provided and the dates for this are posted in the glass bulletin boards located on the ground floor next to the elevators. Shortly before these dates, a special area is provided near the dumpsters, in which odd pieces of furniture or items too large for regular garbage pick-up can be placed.
- Miscellaneous:
 - **Exterminator service** available every week, on Tuesdays, and if you wish an appointment for your unit to be serviced, contact the front desk to make an appointment, all of which are between the hours of 12 p.m. – 3 p.m. only.
 - We recommend that you secure **insurance** for your unit to cover costs of emergency repairs or claims against your unit for water damage, etc. Our buildings are nearly 45 years old, and our governing

documents cover the responsibilities of unit owners including “his screened terrace and all interior surfaces within or surrounding his apartment (such as the surfaces of the walls, ceiling, and floors), and to maintain and to repair the fixtures therein, including the air conditioning equipment, and to pay for any utilities which are separately metered to his Apartment.” The Association is only responsible for repairing any plumbing behind walls or floors, and for replacing any drywall damaged in the repair process.

- Providing an **e-mail address** helps to provide you with immediate notifications from the Association.
- Make sure that if renovations are made to your unit, that all debris is removed from the Association property by your contractors. It may NOT be deposited in our dumpsters.
- If **replacing floors**, and your unit is above the 1st floor, adequate **padding** must be placed below the actual floor being installed.
- Follow instructions for what to do when you are **away from your unit** overnight or for longer periods of time:
 - Turn off the main water valve for your unit
 - Keep your air conditioning at 80 degrees – never turn it off
 - Turn off the circuit breaker to your hot water heater
 - Place the shutters down on your patio
 - Make sure someone is caring for your apartment and checking that the water level in the toilets in your bathrooms is adequate and that it is never dry. Place mineral water in the bowls to retard the evaporation of water, and make sure you cover it the bowl with plastic wrap and weigh down the lid.
- Before **replacing any windows or your front door**, you must receive permission from the Association before signing any contract to ensure that you are meeting the standards for replacement of these elements. Door and window styles must be in the same likeness to those being replaced.
- **No commercial vehicles** may be parked on our property overnight. All unit owner vehicles used for commercial purposes are prohibited whether marked or unmarked with advertising, etc.
- Be sure to inspect your unit for any holes in the walls, especially in the bathroom and kitchen areas that contain water pipes, etc. All holes must be patched up, at the unit owner’s expense, to prohibit any bugs or rodents from entering the units.
- Never hesitate to **ask questions** in the Association Office to ensure that you are given correct information and become familiar with all our governing documents.



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OFFICE HOURS – 9 A.M. – 5 P.M.

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