

## TERRACE VI QUICK REFERENCE GUIDE

THE FOLLOWING GUIDE'S PURPOSE IS TO PROVIDE A READY REFERENCE TO A VARIETY OF SUBJECTS THAT WE AS CONDO OWNERS NEED TO BE AWARE OF ON A DAILY BASIS. IT IS NOT INTENDED TO REPLACE THE EXISTING DOCUMENTS, HOWEVER, IT SHOULD, IN MANY CASES, REDUCE THE TIME RESEARCHING THE DOCUMENTS AND AVOID OVERLOOKING SOME IMPORTANT GUIDELINES WE ALL HAVE TO ADHERE TO AS CONDO OWNERS.

### GUESTS – THERE ARE TWO CATEGORIES OF GUESTS:

- (1) THOSE THAT VISIT WHILE OWNER IS PRESENT – OWNERS ARE ALLOWED GUESTS AT ANYTIME WHEN THE OWNER IS PRESENT AS LONG AS THE GUESTS FOLLOW THE SAME GUIDELINES AS ARE REQUIRED BY OWNERS. THERE IS NO REQUIREMENT FOR REGISTRATION OF OVERNIGHT GUESTS WITH THE BOARD AS LONG AS OWNER IS PRESENT. REFER TO “AMENDMENT OF TERRACE VI DECLARATION OF CONDOMINIUM” SECTION 14, DATED 3-8-2011 AND 5-23-2011.
- (2) THOSE THAT VISIT WHEN OWNER IS NOT PRESENT – ANYONE GIVEN PERMISSION BY THE UNIT OWNER TO OCCUPY THEIR UNIT AS A GUEST WHEN THE OWNER IS NOT PRESENT REQUIRES THE UNIT OWNER TO COMPLETE A GUEST REGISTRATION. GUESTS CANNOT EXCEED A TOTAL OF 30 DAYS IN A CALENDAR YEAR OF WHICH THE MAXIMUM NUMBER OF CONTINUOUS DAYS SHALL BE FIFTEEN (15). NO PETS ARE PERMITTED. GUEST REGISTRATION FORMS ARE AVAILABLE ON THE WEB SITE OR IN THE ASSOCIATION MANAGERS OFFICE AND MUST BE APPROVED BY THE TERRACE VI BOARD PRESIDENT OR DESIGNATED BOARD MEMBER. REFER TO “AMENDMENT OF TERRACE VI DECLARATION OF CONDOMINIUM” SECTION 14, DATED 3-8-2011 AND “AMENDMENT OF MASTERS DECLARATION” SECTION 5.30.5, DATED 6-13-2002.

LEASES – ANYONE DESIRING OR CONSIDERING LEASING THEIR UNIT SHOULD FIRST MEET WITH THE ASSOCIATION MANAGER AND THE TERRACE VI BOARD PRESIDENT SO THERE IS A COMPLETE UNDERSTANDING OF THE RULES PERTAINING TO LEASING. REFER TO “AMENDMENT TO TERRACE VI DECLARATION” SECTION 13, DATED 3-8-2011.

ARCHITECTURAL REVIEW FORM (ARC) – ANY CHANGES AFFECTING THE APPEARANCE OF THE OUTSIDE OF YOUR UNIT REQUIRES THE COMPLETION AND APPROVAL OF AN ARCHITECTURAL REVIEW FORM. THIS INCLUDES BUT NOT LIMITED TO: REPLACEMENT OF WINDOWS AND BLINDS; INSTALLATION OF HURRICANE SHUTTERS OR SCREENS; INSTALLATION OF LANAI ENCLOSURES/SLIDERS; ENTRYWAY SCREEN DOOR INSTALLATION OR REPLACEMENT. ARC FORMS ARE AVAILABLE ON THE WEB SITE OR IN THE ASSOCIATION MANAGERS OFFICE. REFER TO “TERRACE VI RULES & REGULATIONS” SECTION 2.(a) AND “TERRACE VI DECLARATION” SECTION 11.5.

MODIFICATIONS AND ALTERATIONS – IF UNIT OWNER MAKES ANY MODIFICATIONS, INSTALLATIONS OR ADDITIONS TO HIS UNIT OR COMMON ELEMENTS, THE UNIT OWNER SHALL BE FINANCIALLY RESPONSIBLE FOR ANY ISSUES RELATING TO THE MODIFICATION, INSTALLATION OR ADDITION. REFER TO “TERRACE VI DECLARATION OF CONDOMINIUM” SECTION 11.3(F) AND “TERRACE VI RULES & REGULATIONS”, SECTION 2(a).

BIKE PARKING – BIKE PARKING IS AVAILABLE UNDER THE FIRST FLOOR STAIRWELL NEAR UNIT 617 AND IN THE SECOND AND FOURTH FLOOR STORAGE ROOMS. ALL PARKING SPACES ARE ASSIGNED BY THE BOARD – REFER TO “TERRACE VI BOARD AND ASSOCIATION MANAGER RESPONSIBILITIES” POSTED ON THE BULLETIN BOARD AND “TERRACE VI RULES AND REGULATIONS”, SECTION 1.(a).

CARPORT PARKING – CARPORT PARKING IS FOR OWNERS AND LESSEES ONLY. DURING THE SUMMER MONTHS SOME OF THE OWNERS SPACES BECOME AVAILABLE. IF YOU DESIRE TO USE ONE OF THE VACANT SPACES, PLEASE CONTACT THE OWNER FOR APPROVAL TO USE THEIR ASSIGNED SPACE. REFER TO “AMENDMENT TO THE TERRACE VI DECLARATION OF CONDO” SECTION 12.6, DATED 3-2011.

NUISANCES – NO OWNER SHALL USE THEIR UNIT, OR PERMIT IT TO BE USED, IN ANY MANNER THAT IS UNREASONABLY DISTURBING, DETRIMENTAL OR A NUISANCE TO THE OCCUPANTS OF ANOTHER UNIT. REFER TO TERRACE VI RULES AND REGULATIONS, SECTION 1.(F) AND TERRACE VI DECLARATION SECTION 12.4.

PAYMENT OF QUARTERLY MAINTENANCE FEE – IT IS IMPORTANT TO KNOW THAT ALL PAYMENTS RECEIVED AFTER THE 10 DAY GRACE PERIOD WILL BE CHARGED A LATE FEE AND INTEREST AT THE HIGHEST RATE ALLOWED BY LAW, UNTIL PAID. YOU CAN AVOID LATE FEES OR INTEREST CHARGES BY SIGNING UP FOR AUTOMATIC DEDUCTION FROM YOUR CHECKING ACCOUNT. “ELECTRONIC PAYMENT AUTHORIZATION FORM” IS AVAILABLE ON THE WEB SITE OR IN THE ASSOCIATION MANAGERS OFFICE. SPECIFIC GUIDELINES THAT THE ASSOCIATION FOLLOWS IS CONTAINED IN THE DOCUMENT TITLED “POLICY & PROCEDURE FOR SPECIAL ASSESSMENT AND QUARTERLY MAINTENANCE FEES.” ALSO REFER TO “TERRACE VI DECLARATION”, SECTION 10.6.

TRASH DISPOSAL – TRASH PLACED IN DUMPSTER IS PICKED UP ON WEDNESDAY AND RECYCLE ITEMS ON FRIDAY. PLEASE PLACE ITEMS IN DUMPSTER USING PLASTIC BAGS WHENEVER POSSIBLE BUT PLEASE DO NOT PLACE ANY ITEMS IN RECYCLE BINS IN PLASTIC BAGS. PLEASE BREAK DOWN ALL BOXES TO PROVIDE MORE ROOM IN RECYCLE BINS. LARGE ITEMS, SUCH AS; TV’S AND FURNITURE SHOULD NOT BE PLACED IN DUMPSTER – CONTACT ADVANCED DISPOSAL 334-1224, FOR SPECIAL PICK UP SERVICE. PLACE THE ITEM IN FRONT OF TRASH ENCLOSURE ON ONLY THE SCHEDULED PICK UP DATE.

THANK YOU FOR YOUR COOPERATION.

TERRACE VI BOARD OF DIRECTORS

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