

The Towers of Key Biscayne, Inc.
The Auditorium
1121 Crandon Boulevard
Key Biscayne, FL. 33149
Board of Directors' Meeting August 25, 2011

Meeting called to order at 7:05 PM

I. ROLL CALL

Members Present:

Mr. Anthony Ottavio	President
Ms. Allison Owen	Vice-President
Mr. Mario Lopez	Treasurer
Ms. Judy Rosenblum	Asst. Secretary
Mr. Ricardo Martinez	Director
Mr. Allan Khan	Director

On the Phone:

Dr. Elsa Dominguez	Secretary
--------------------	-----------

Also Present:

Mr. Joe Maura	General Manager
---------------	-----------------

II. DETERMINATION OF QUORUM

Once a quorum was established the meeting proceeded

III. REVISIONS/CHANGES TO THE RULES & REGULATIONS

Ms. Rosenblum presented the revisions & changes proposed by the Enforcement Committee and the attorney (starting on page 1 thru item **XIII. PETS** on page 12) to the Board of Directors.

See attached proposed changes to the Rules and Regulations

Section I. GENERAL

The following changes were proposed to the Board:

1. Residents shall respect other residents' right to privacy and quiet enjoyment of their units. Residents shall not conduct activities that will interfere with the rights, comforts, or conveniences of other residents. ~~No loud noises from balconies are permitted.~~ **No loud noises from within units or balconies are permitted.**

All Board members unanimously agreed to the change

3. Hallways shall not be used to store, size or cut any material or object of any kind when tradesmen or workers or any craft are performing work in a unit; all work shall be accomplished within the unit or at a designated site in the garage, followed by thorough cleanup. Hallways are to be left clean when construction in the unit is finished for the day. ~~All construction work is to end at 4.30 P.M. Contractor / Construction is not allowed on weekends, National Holidays or during the Christmas — New Year's Day period.~~ **All construction work is to end at 4.30 P.M. Contractor / Construction is not allowed on weekends, National Holidays or during the holiday period (starting on last day of school for the Miami-Dade County Public Schools through New Year's Day).**

All Board members unanimously agreed to the change

4. ~~No person shall be allowed to post, display or advertise signs, advertisements, notices or other letterings in any manner unless approved by the Management and or the Board. No flyers are permitted in the mail rooms. Solicitation is not permitted.~~

No person shall be allowed to post, display or advertise signs, advertisements, notices or other letterings in any manner unless approved by the Management and or the Board. Bulletin Boards are reserved for official Association notices. One Bulletin Board in each Mail Room is available for personal, non-commercial notices approved and posted by Management. Non-Association notices may not be posted for more than three days. Non-Association notices which remain posted for more than three days may be removed by Management. Solicitation is not permitted.

All Board members unanimously agreed to the change

9. ~~According to the Florida Clean Indoor Air Act, smoking is not permitted in any indoor common areas~~
Smoking is NOT permitted in the common elements.

All Board members unanimously agreed to the change

- ~~10. Food may be consumed in the outdoor common area with the exception of the pool decks.~~

All Board members unanimously agreed to delete this rule

17. **The Towers will provide a Picture ID to all Residents & residing Guests, to use in all common areas.**

All Board unanimously rejected the proposed change on rule 17

Section **II. EXTERIOR APPEARANCE OF BUILDINGS**

5. Nothing other than balcony type furniture, chairs, lounges, tables and small plants under 50 lbs. shall be kept on balconies, patios or lanais. **Umbrellas or sunshades are Not allowed on balconies.** All plants shall be placed in waterproof containers and water shall not be allowed to drip off.

All Board members unanimously agreed to the change

Section **III. ARCHITECTURAL CONTROL**

- ~~4. Once Manager is advised by the unit owner as to when work will commence, Manager will notify the Front Gate security guard and the Chief of Security shall inspect the work at different phases of the project.~~

Once Management is advised by the unit owner as to when work will commence, Management will notify the Front Gate security guard. Chief of Security shall inspect the work at different phases of the project and verify that work being done is within the parameters submitted to Management in the Architectural Control Form.

All Board members unanimously agreed to the change

Section **IV. REPAIRMEN AND ALTERATIONS IN A UNIT**

1. The Village of Key Biscayne requires that permits be secured for all ~~plumbing, electrical and air conditioning work~~ **construction work**. ALL PLUMBING AND ELECTRICAL WORK MUST BE DONE BY LICENSED CONTRACTORS. Please note that the State of Florida Building Code requires that mechanical (air conditioning) plumbing, electrical, and building (walls) work must be performed by licensed Contractors.

All Board members unanimously agreed to the change

Section VII. SECURITY REGULATIONS

The following change to the title on section VII. was presented to the Board:

VII. SECURITY **& RECEPTION** REGULATIONS

All Board members unanimously agreed to the change

- ~~5. Transponders for access to the property and to the garage are available at the Management Office for residents and lessees~~

All Board members unanimously agreed to delete this rule (this item is addressed on the Automobile section of the Rules & Regulations)

- Luggage carts, luggage, bicycles, skateboards, or any object with wheels shall NOT be rolled thru the Lobby.**

All Board members unanimously agreed to the change

- Residents and Guests should notify the Front Gate upon arrival that they have luggage, in order to receive a map and be granted access to the garage. This also applies to Taxi drivers who will be picking-up or dropping off residents/guests. Residents may opt to be dropped of at the Receiving Dept.**

All Board members unanimously agreed to the change

- Luggage carts are available at the UG & LG of each of tower. Residents may borrow a key to the carts from the reception desk in exchange for a photo ID. Carts must be locked before returning the key to the lobby attendant. Please note that Luggage Carts may only be used to carry luggage and are NOT meant to be used for move in/out or to carry construction materials.**

All Board members unanimously agreed to the change

- Packages received by the Association, which the Association was not able to deliver measuring over 15"x15"x15" and weighing more than 20 pounds,**

shall be left at the Receiving Dept. Packages may be delivered to units with previous written authorization from the owners provided to Management.

All Board members unanimously agreed to the change

Section **X. WASTE DISPOSAL**

2. Boxes or cartons shall be neatly placed on the floor of the waste disposal rooms for pick up by the Towers housekeepers or may be taken to the recycling area in the lower garage.
 - a. **No Boxes or Items that may damage trash chute (bottles, paint cans, metals, heavy items, etc) shall be thrown down the chutes. Violators will be investigated by Management and will be subject to fine as determined by the enforcement committee.**

The Board revised the proposed change to read:

- a. **Only household garbage may be thrown down the chute. Violators will be investigated by Management and will be subject to a fine determined by the enforcement committee.**

All Board members unanimously agreed to the revised change

Section **XII. MOVING AND FURNITURE DELIVERY**

2. ~~*Occupants who are moving in or out shall bring to the Administration Office 24 hours prior to moving a damage deposit in the amount established by the Board, which shall be refunded upon request after the move is completed and if it is determined that no damage has been caused in the common areas;*~~

A damage deposit in the amount of \$1,000 shall be submitted to the Management Office along with the move in/ move out Form at least 24 hours prior to the move. Damage deposit shall be refunded upon request after the move is completed and if it is determined that no damage has been caused in the common areas. A unit owner or lessee moving in/out shall be responsible for all security fees incurred by the Association in connection with overseeing the move.

All Board members unanimously agreed to the change

3. Carpet protectors and padded elevators shall be used during moving. If a moving company engaged by a resident/owner to perform services does not have hallway protectors, the Association will, upon request, provide (rent) hallway protectors ~~on a daily basis~~ for a **fee of \$200** ~~as established by the Board~~. Only padded elevators shall be used.

All Board members unanimously agreed to the change

5. No moving of any kind shall be done on Saturdays, Sundays or Legal Holidays **or during the holiday period (starting on last day of school for the Miami-Dade County Public Schools through New Year's Day).**

All Board members unanimously agreed to the change

9. ~~In addition to regular weekday deliveries, furniture deliveries not related to moving can take place on Saturdays from 10 A.M. to 1:00 P.M.. The same restrictions will apply.~~

All Board members unanimously agreed to delete this rule

10. ~~Furniture delivery is permitted on weekends, except for legal holidays provided a Furniture Delivery Form has been completed and submitted to the Management Office.~~

All Board members unanimously agreed to delete this rule

Section **XIII. PETS**

The deletion of the following sentence was proposed, since the sentence fails to serve any purpose given that any pet that would have been alive prior to 1975 has already passed away.

~~Subsequent to October 29, 1975, the rule regarding pets is as follows:~~

In the event of any sale, transfer or lease of any Condominium unit, such new owner, transferee or lessee shall not be permitted to keep or maintain a pet in such unit or elsewhere on the Condominium premises. It is the intent hereby to prohibit owners,

transferees or lessees of units from bringing any pets upon the Condominium premises.

~~Subsequent to October 29, 1975, the rule regarding pets is as follows:~~

All Board members unanimously agreed to the proposed change to this rule

Mr. Ottavio interrupted the meeting, since it was taking longer than anticipated and there was a second meeting scheduled after it, the meeting was put on hold to be continued on October 4th, 2011 at 6 PM.

IV. ADJOURNMENT

Meeting Adjourned at 7:50 pm

Minutes typed by Jorge Alfonso

Minutes approved by Dr. Elsa Dominguez, Secretary