

The Towers of Key Biscayne, Inc.  
The Auditorium  
1121 Crandon Boulevard  
Key Biscayne, FL. 33149  
Board of Directors' Meeting October 4<sup>th</sup>, 2011

Meeting called to order at 6:05 PM

**I. ROLL CALL**

Members Present:

Mr. Anthony Ottavio	President
Ms. Allison Owen	Vice-President
Ms. Judy Rosenblum	Asst. Secretary
Mr. Ricardo Martinez	Director

Mr. López (Treasurer) arrived at the meeting at 6:10 PM

Dr. Elsa Dominguez (Secretary) arrived at the meeting at 6:12 PM

Also Present:

Ms. Norma Blum	Head of the Enforcement Committee
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. Blum presented the revisions & changes proposed by the Enforcement Committee and the attorney (starting on item XIV. Visitors on page 11 thru page 31) to the Board of Directors.

The following changes were proposed to the Board:

#### **XIV. VISITORS**

The following change to the section title was proposed to the Board.

#### **XIV. ~~VISITORS~~ GUEST**

**All Board members unanimously agreed to the proposed change.**

- ~~1. Visitors and guests are permitted on the Condominium premises when authorized by the current resident upon arrival or by prior notice to the lobby attendant.~~

Guests are permitted on the Condominium premises when authorized by the current resident upon arrival or by prior notice to the Front Gate.

**All Board members unanimously agreed to the proposed change.**

- ~~2. Guests who will occupy a unit in the absence of the unit owner or lessee must be registered in writing at the Management Office prior to arrival~~

A guest is defined as someone other than the unit owner or his/her approved lessee and such unit owner or approved lessee's family (spouse, domestic partner, children, parent, grandparent, sibling and grandchildren) who resides in the unit together with the unit owner or approved lessee and is registered with the Association as a resident. There are three (3) types of guests: residing guests, permanent guests and day guests.

- A residing guest is a guest that will be visiting a unit overnight for at least one (1) night. A residing guest must be registered with the Association at least ten (10) days prior to his/her arrival as an overnight guest. In connection with such registration, the unit owner or lessee must specify the residing guests' arrival date and departure date.
- A permanent guest is a guest who will be visiting the condominium property regularly, but will not be occupying a unit overnight. A permanent guest must be registered as such with the Association. Once registered with the Association, permanent guests will be provided with gate access without prior notice to the unit owner or lessee.
- A day guest is a guest that will be visiting the condominium property for the day. All guests occupying a unit in the absence of the unit owner or lessee, whether for the day or overnight, must be registered by the unit owner or lessee at the Management Office prior to arrival in accordance with the rules set forth below.

**All Board members unanimously agreed to the proposed change.**

3. Unit owner shall be responsible and liable for the actions of, and any damage caused by, unit owner's visitors, invitees, guests, employees or lessees, and shall require them to comply with all Rules and Regulations of the Association, including those concerning the recreational facilities and common areas.

**All Board members unanimously agreed to the proposed change.**

## **XV. FACILITIES AT THE TOWERS**

The Facilities at The Towers of Key Biscayne Condominium are:

**Tower I Pool**

**Tower II Pool**

**Tower I Card/Party Room**

**Tower II Card/Party Room**

**Towers' Gyms**

**Garden Gazebo**

**Tower I Billiard Room/ Game Room**

**Tower II Billiard Room**

**Beach Front/Tiki Huts**

**Poker Room**

**Beachfront Gazebo**

**Toddlers' Playroom**

**Restaurant**

**Multipurpose Room**

**Barbecue Area**

**Beauty Parlor**

**Ocean Room**

**Conference/Study Room**

**Tennis Courts**

**Conference/Study Room**

**Auditorium**

➤ **Instructors**

The Association understands that residents may wish to have tennis lessons, swimming lessons or personal training sessions at the appropriate common element facilities. Prior to any instructor or personal trainer providing any services to a resident, and for the

safety and protection of T.K.B and its residents, Instructors must register annually (TKB fiscal year) with the management office and provide the following documentation:

**a) Swimming instructor certification requirements:**

1. Personal trainer's license or certification, as appropriate
2. ARC American Red Cross or YMCA or WSI Water Safety Instructor or equivalent and current CPR
3. Liability Insurance minimum of Three Million dollars.

**b) Physical Fitness Trainer certification requirements:**

1. Personal trainer's license or certification, as appropriate
2. ACE American Council on Exercise or NASM National Academy of Sports medicine or equivalent and current CPR
3. Liability Insurance minimum of Three Million dollars.

**c) Tennis Instructor requirements:**

1. Personal trainer's license or certification, as appropriate
2. Liability Insurance minimum of Three Million dollars.

**All Board members unanimously agreed to the proposed change.**

**A. Swimming Pools, Beach Area and Tiki Huts**

~~The Swimming Pools shall be used only between the hours of 6:00 A.M. and 9:00 PM. Only 6 guests per unit are allowed at the pool and BBQ area at any one time.~~

The Swimming Pools shall be used only between the hours of 6:00 A.M. and 10:00 P.M. Only 6 guests per unit are allowed at the pool area at any one time.

**All Board members unanimously agreed to the proposed change.**

1. All persons using the pools, pool and ~~B.B.Q~~ area, beach and tiki huts do so at their own risk. The Towers does not provide lifeguards and assumes no responsibility for any

personal or other accident or injury in connection with such use, or for any loss or damage to personal property.

**All Board members unanimously agreed to the proposed change.**

3. ~~Pool bathers must shower before entering the pool.~~

**All persons must shower before entering the pool.**

**All Board members unanimously agreed to the proposed change.**

10. ~~No food of any kind is permitted on pool areas.~~

**Food may be consumed only on designated tables around pool areas, in compliance with health regulations..**

**All Board members unanimously agreed to the proposed change.**

11. ~~Alcohol is not allowed in pool areas.~~

**All Board members unanimously agreed to the proposed change.**

12. ~~Only non-alcoholic beverages in plastic or metal containers are permitted on the pool decks.~~

**Beverages are allowed in plastic containers on the pool decks. Such beverages shall be kept away from the pool, shall not be taken into the pool and all trash shall be properly discarded in the refuse containers.**

**All Board members unanimously agreed to the proposed change.**

## **B. Tennis Courts**

### **1. Court Rules:**

- f) ~~Non-playing children shall not be permitted within the court enclosures.~~

**Persons under 12 years of age are not permitted in the Courts unless accompanied by a person 18 years of years or older.**

All Board members unanimously agreed to the proposed change.

2. **Reservation Rules:**

- b) ~~Reservation for tennis courts shall be made at the Security Desk in Phase II or by telephoning 305.361.9116.~~

Reservation for tennis courts shall be made at the Front Gate or by telephoning 305.361.2752.

- 1) Keys to the tennis courts will only be given to Resident/Guest who made reservation. Resident or Guest must have been previously added to the unit's guest list at the management office.

All Board members unanimously agreed to the proposed change.

- c) Any one Towers resident or residing guests may only make two (2) advance reservations of one hour each in any seven day period ~~(Monday through Sunday)~~ (commencing on day first reservation was made). Reservations may NOT be made more than one week in advance. Resident may, however, use the courts more often if there are no outstanding reservations by other residents at the time resident wishes to play.

All Board members unanimously agreed to the proposed change.

- e) ~~Players~~ Residents and/or residing guests shall sign in at the Gate House before playing and will receive the key to their assigned court. A picture ID is required to obtain the keys to the courts. Keys shall be returned to the Gate House immediately upon completion of play

All Board members unanimously agreed to the proposed change.

- f) ~~Children must be accompanied by an adult at all times.~~

All Board members unanimously agreed to the proposed change.

- g) The resident or residing guest making the reservation must be present while the courts are being utilized.

All Board members unanimously agreed to the proposed change.

3. **Tennis Instruction:**

- d) A court may not be utilized for more than ~~three (3)~~ **one (1)** consecutive hour of tennis instruction under any circumstances

**All Board members unanimously agreed to the proposed change.**

- e) ~~All tennis pros must be certified and insured.~~ All tennis instructors utilizing the tennis courts to teach resident players must be certified and insured. All such tennis instructors must provide the Association with a copy of their license and insurance prior to utilizing the tennis courts.

**All Board members unanimously agreed to the proposed change.**

The following change to the section title was proposed to the Board.

C. ~~Co-ed and Ladies Gyms~~ **Towers' Gyms**

**All Board members unanimously agreed to the proposed change.**

1. ~~Hours of use for the coed gym are 24 /7 and the ladies' gym is open from 5.00 A.M. to 11.00 P.M~~  
**Towers' Gyms are open 24/7**

**All Board members unanimously agreed to the proposed change.**

3. ~~Proper exercise footwear shall be worn when using exercise equipment; wet bathing suits shall not be worn when using exercise equipment~~  
**Proper attire and exercise footwear shall be worn when using exercise equipment.**

**All Board members unanimously agreed to the proposed change.**

5. ~~Children under 16 years of age shall be accompanied by an adult at all times.~~  
**Persons under 12 years of age are not permitted in the Gyms unless accompanied by a person 18 years of age or older.**

**All Board members unanimously agreed to the proposed change.**

6. ~~Smoking and eating are prohibited in these facilities.~~ **Eating is prohibited in the Towers' Gyms.** Only non alcoholic beverages in plastic or metal containers are allowed

All Board members unanimously agreed to the proposed change.

- ~~7. Use of co-ed gym is limited to residents and their guests.~~ Use of gym is limited to registered residents and their residing guests. Day guests may utilize the Gyms, but must be accompanied by a registered resident at all times.

All Board members unanimously agreed to the proposed change.

8. Lockers are available during your exercise period ONLY. Violators will have locks cut and items will be removed by Management.

All Board members unanimously agreed to the proposed change.

#### ~~D. Phase I and II Billiard Rooms~~

~~The Billiard Rooms are for billiard games exclusively, and are to be used as follows:~~

- ~~1. Residents have access 'on request', from 8:00 a.m. to 12:00 a.m. Request should be made to Front Desk personnel or Security Guard on duty, who will facilitate supplies.~~
- ~~2. No deposit is required; however, resident shall be liable and assume full responsibility for any accident or damage incurred.~~
- ~~3. Smoking and eating are not allowed. Only non-alcoholic beverages in plastic or metal containers on appropriate tables as provided are allowed.~~
- ~~4. No more than 10 persons shall be allowed in The Billiard Room at any one time. Children under 16 years of age are not permitted unless accompanied by an adult at all times.~~
- ~~5. A "walk-through" with resident will be made by Front Desk personnel or Security Guard, both before and after game.~~

All Board members unanimously agreed to delete section **"D. Phase I and II Billiard Rooms"** of the Rules and Regulations as proposed.

#### ~~*E. Phase I and II Party Rooms, The Ocean Room, and the Chuck Shaver Auditorium*~~

~~Reservations for use of the Party Rooms, The Ocean Room and The Chuck Shaver Auditorium for private parties shall be made, by unit owners and lessees only, in the Administration Office and are subject availability. An application form shall be completed~~

~~and signed by resident, and deposits left at the Office; Rooms must be cleaned and vacated by 12:00 Midnight, except 11:00 PM at the Ocean Room . Towers of Key Biscayne requires that an Application For Use of Recreation Room Form be filled out and signed. Deposits will not be fully refunded unless room is left clean and ready for next event.~~

- ~~1. All rooms are available to residents. Reserving Resident must be person giving party and must be in attendance at function at all times.~~
- ~~2. Resident is fully liable and responsible for any damages incurred, and for ensuring that all guests comply with these Rules and Regulations~~
- ~~3. No more than sixty (60) persons will be allowed at any event and in no event more than the legal capacity of the room.~~
- ~~4. All functions comprising more than thirty-two (32) persons shall provide, at resident's expense, private security (approved by Management) to supervise parking and to contain guests within designated area.~~
- ~~5. More than fifteen (15) guests using the common area is considered a private party and a room must be reserved.~~
- ~~6. A guest list must be supplied to the Manager in advance, who will give a copy to Front Gate security guard, and only those persons on the list will be admitted.~~
- ~~7. A "walk through" of the Room with Resident shall be made by Manager or his representative both before and after any function.~~
- ~~8. Music should be confined to inside of facility and its volume shall be such that it does not offend or disturb other residents. Music is not permitted after 11:00 P.M in any of the common areas rooms.~~
- ~~9. No smoking is allowed in the indoor common areas.~~
- ~~10. No actual cooking is allowed, only heating of food.~~
- ~~11. Children under 16 years of age are not permitted unless accompanied by an adult at all times.~~

~~12. Only two (2) events per week are allowed in the Ocean Room and under no circumstances shall there be more than one (1) event at a time in the common area.~~

~~13. Reservation for Card Games~~

~~a) Residents have access 'on request', from 8:00 AM to 11:00 PM. Request should be made to Front Desk personnel or Security Guard on duty.~~

~~b) No deposits are required.~~

**All Board members unanimously agreed to delete section “E. Phase I and II Party Rooms, The Ocean Room, and the Chuck Shaver Auditorium” of the Rules and Regulations as proposed.**

**D. Towers' Common Area Rooms General Rules**

**”Card/Party Rooms, Multimedia Room, Billiard Room, Auditorium, Billiard/Game Room, Conference/Study Rooms & Ocean Room”**

Reservations for the Card/Party Rooms, Ocean Room and Auditorium events shall be made by unit owners and lessees only, at the Administration Office and are subject to availability. An application form shall be completed and signed by resident; (application forms will contain additional requirements for designated areas) and a refundable deposit shall be left at the Office. Rooms must be cleaned and vacated by 12:00 AM and Ocean Room by 11:00 PM. Deposits will be fully refunded if room is left clean and ready for next event.

**All Board members unanimously agreed to the proposed change.**

The Rooms are to be used as follows:

1. Residents have access 'on request' or with previous reservation; from 9:00 A.M. to 12:00 A.M. Request should be made at the Reception Desk. All Rooms must be cleaned and vacated by 12 AM and Ocean Room by 11:00 PM.

**All Board members unanimously agreed to the proposed change.**

2. Rooms are available to residents whose use rights in the common elements and common facilities have not been suspended.

**All Board members unanimously agreed to the proposed change.**

3. Reservations to rooms must be made in advance and are subject to availability. A \$300 refundable deposit must be submitted at the Main Office at the time of reservation.

**All Board members unanimously agreed to the proposed change.**

4. No Back to Back event reservations allowed at the Ocean Room. Exceptions may be granted at Managements discretion.

**All Board members unanimously agreed to the proposed change.**

**<> Mr. Martinez left the meeting at 8:09 PM <>**

5. All functions comprising more than twenty-eight (28) persons requires at resident's expense, a Towers' security guard to supervise parking and designated area. Resident must hire a Towers security guard for the entire event with a minimum of four hours at an hourly rate specified by management office.

**All Board members unanimously agreed to the proposed change.**

6. Music should be confined to inside of facility and its volume shall be such that it does not offend or disturb other residents. Music is not permitted after 10:30 P.M in any of the common areas rooms.

**All Board members unanimously agreed to the proposed change.**

7. Common Area rooms are subject to additional requirements provided in sign in/reservation forms.

**All Board members unanimously agreed to the proposed change.**

8. Actual cooking is not allowed on any common area rooms. Heating of food is allowed.

**All Board members unanimously agreed to the proposed change.**

**<> Dr. Elsa Dominguez stepped out of the meeting at 8:26 PM**

**<> Dr. Elsa Dominguez Returned to the meeting at 8:27 PM**

9. Residents & residing Guests shall provide a Photo ID at the Reception Desk for access to the rooms.

**All Board members unanimously agreed to the proposed change.**

10. Security guard will do a “walk-through” of the room alongside the resident/guest both before and after the event; Resident must sign IN/OUT of the room.

**All Board members unanimously agreed to the proposed change.**

11. Resident is fully liable and responsible for any damages incurred, and for ensuring that all guests comply with these Rules and Regulations. Resident will face the possibility of being denied future use of any recreation rooms if non-compliant or violations of the Rules and Regulations takes place.

**All Board members unanimously agreed to the proposed change.**

12. Food and Drinks are allowed. All beverages must be in plastic containers on appropriate tables as provided.

**All Board members unanimously agreed to the proposed change.**

13. Persons 12 years of age or younger are not permitted unless accompanied by a persons 18 years of age or older at all times.

**All Board members unanimously agreed to the proposed change.**

#### **E. Toddler’s Playroom**

1. Hours of operation for Playroom are from 9:00 a.m. to 8 p.m.
2. Toddlers should be supervised by someone over the age of 16 at all times.
3. No shoes allowed on rubber tile floor.
4. No food allowed only infant bottles and sippy cups.
5. No parties allowed.
6. Door leading to Billiard Room shall not be opened for any reason other than an emergency.
7. No adult shall sit on a chair anywhere on the rubberized mats.
8. For health and safety reasons, person with a communicable disease may NOT utilize the playroom.

9. No changing of diapers in the playroom. Diapers may only be changed in the playroom's bathroom. Child must be strapped, while on the changing bed. Please deposit all diapers and waste into appropriate canisters.
10. For safety reasons, strollers, skateboards, bicycles, rollerblades, scooters, remote control or battery operated or electric toys are not allowed. Each person may bring one (1) small toy, which is not remote control or battery operated or electric into the playroom.
11. Toys shall not be removed from the playroom.
12. All persons using the playroom must take turns in sharing playroom toys.
13. All persons must clean & organize the playroom before leaving.
14. The Association is not responsible any toys/items left in the playroom.
15. All persons using the playroom must be mindful of others using the playroom and ensure their use of the room does not interfere with the rights of other to use and enjoy the playroom.
16. Donated toys must be approved by Management.

All Board members unanimously agreed to the proposed rules for the Toddler's Playroom.

#### H. Barbecue Area

3. No Music allowed.

All Board members unanimously agreed to the proposed change.

4. User must conform to additional Rules posted at the Barbecue Area.

All Board members unanimously agreed to the proposed change.

6. The Association may reserve the exclusive use of the BBQ on certain times of the year.

All Board members unanimously agreed to the proposed change.

<> Dr. Elsa Dominguez stepped out of the meeting at 8:56 PM

## **XVI. AUTOMOBILES MOTORIZED VEHICLES**

**All Board members unanimously agreed to the proposed change.**

3. No commercial vehicles brought onto the condominium property in connection with a move, repair or construction project displaying advertisement or construction materials are allowed on premises after-hours.

**All Board members unanimously agreed to the proposed change.**

4. Occupants shall park **motorized vehicles** only in the space assigned to them and marked as such, unless otherwise agreed upon with another space-owner or Management, and written notification given to Office. Only one (1) motorized vehicle per parking space is allowed.

**All Board members unanimously agreed to the proposed change.**

6. ~~Parking of vehicles and boats in~~ **Utilization of** unauthorized areas is prohibited. Improperly parked vehicles may be towed at the vehicle owner's sole cost and expense.

**All Board members unanimously agreed to the proposed change.**

7. No parking is allowed in front of the building entrances; these areas are reserved for **emergency vehicles**, discharging and picking up passengers or mail only. Cars parked in front of the building in violation of this regulation may be towed. All motors must be turned off when picking up mail or awaiting passengers.

**All Board members unanimously agreed to the proposed change.**

12. Car wash is permitted on the premises only in the designated ~~for that purpose~~ **area** in the lower garage. Car wash area is for the exclusive use of residents. Use of the car wash and vacuum cleaner is permitted only from 9 AM to 9 PM.

**All Board members unanimously agreed to the proposed change.**

15. Parking spaces shall not be used for storage or given any other use than parking of motorized vehicles. **Items will be removed by management.**

**All Board members unanimously agreed to the proposed change.**

18. No For Sale signs allowed on vehicles while on the condominium property.

**All Board members unanimously agreed to the proposed change.**

19. Handicap parking spaces are available at the guest parking lot. Police will site violators.

**All Board members unanimously agreed to the proposed change.**

**<> Dr. Elsa Dominguez returned to the meeting at 8:58 PM**

#### **A. Smart Pass & Transponders**

Each Resident is allowed Smart Passes according to the number of parking spaces assigned to the unit; one spare Smart Pass may be issued per unit for a registered vehicle. A smart pass is a non-transferable adhesive device that is attached at the front windshield to allow residents to access the property & garage. Smart Passes may be acquired at the Main Office for a non-refundable \$25 charge. Transponders are handheld electronic devices which are available to residents with temporary rental cars, or for guests previously authorized by unit owner to use the unit's covered parking spaces, for a period not to exceed 30 days. A \$300 refundable deposit must be provided at the Main Office in order to acquire a Transponder.

**All Board members unanimously agreed to the proposed change.**

- 1) Only cars that have been registered at the Main Office will be allowed to access the covered garage. Smart Pass and Transponders will be issued to owners & residing guests only.**

**All Board members unanimously agreed to the proposed change.**

- 2) Smart Pass and Transponders are not to be transferred to other vehicles. Devices are meant to be used only with the vehicle to which the device is registered.**

**All Board members unanimously agreed to the proposed change.**

- 3) Residents with rental cars need a Transponder in order to gain access to the covered garage.**

**All Board members unanimously agreed to the proposed change.**

#### **XVII. CAMPERS, BOATS, TRAILERS AND SIMILAR VEHICLES**

1. Campers, boats, trailers. "jet skis" and similar vehicles shall be stored in assigned uncovered parking spaces rented to user in the lower garage. ~~They shall be registered in the Administration Office and shall have an identification sticker attached.~~

**All Board members unanimously rejected the proposed change.**

Board discussed the lack of parking in the building and proposed to remove Campers, boats, trailers. "jet skis" and similar vehicles from premises to allow for more rental spaces. Board members proposed to change the section to read as follows:

## **XVII. CAMPERS, BOATS, TRAILERS, JET SKIS AND SIMILAR VEHICLES**

Campers, boats, trailers, "jet skis" and similar vehicles are not allowed on premises. Violators will have their vehicles towed away at owner's expense.

All Board members unanimously agreed to the proposed change and decided to give the residents who currently have these vehicles on premises until December 31, 2012 to remove them from the property.

## **XVIII. BICYCLES, TRICYCLES, ~~MOTORCYCLES~~, SKATEBOARDS, ROLLER SKATES**

All Board members unanimously agreed to the proposed change.

1. Bicycles and tricycles shall be parked only in the designated area and ~~have identification sticker attached (available at Management Office)~~ must be registered with a Decal & Photographs at the Management Office. Unregistered bikes will be removed from premises and discarded.

All Board members unanimously agreed to the proposed change.

## **XIX. REMEDIES FOR VIOLATION: COVENANT ENFORCEMENT COMMITTEE, FINES AND PENALTIES:**

### **A. Remedies for Violations**

3. A complaint concerning an alleged violation may either be instituted by ~~Manager Management~~, or presented to ~~Manager Management~~ by a member of the Association or by a member of the Board of Directors. In either instance, ~~Manager Management~~ shall conduct an investigation of the alleged violation and attempt to reach a solution. ~~Manager Management~~ will issue a written notice to the alleged violator. Copies of the complaint should be sent to the Chairman of the Enforcement Committee. In the event ~~Manager Management~~ determines that a violation has occurred, but is unable to

obtain compliance, he shall refer the alleged violation to the Covenant Enforcement Committee.

**All Board members unanimously agreed to the proposed change.**

## **XX. BILLING PROCEDURES: MAINTENANCE AND SPECIAL ASSESSMENTS**

4. Invoices ~~shall~~ will be mailed or e-mailed to unit owners no later than the 15<sup>th</sup> of the month preceding the quarter for which the payment is due: December 15, March 15, June 15 and September 15.

**All Board members unanimously agreed to the proposed change.**

9. Maintenance payments are to be mailed to ~~Colonial Bank in the envelope provided or may be made at the Key Biscayne office of Colonial Bank~~ **the bank designated by the Association.**

**All Board members unanimously agreed to the proposed change.**

10. Units in arrears more than 90 day will not be allowed to use common areas as per Florida Statue 718.303(3). Unit numbers will be posted by Management.

**All Board members unanimously agreed to the proposed change.**

## **XXI. NEW OWNERS, LESSEES AND GUESTS**

### **B. Leases**

5. Lessee shall provide a lease extension 20 day prior to the end of lease to Management. If lease extension is not provided on time all vehicles Smart passes and/or Transponders will be turned off, until such extension is submitted to Management.

**All Board members unanimously agreed to the proposed change.**

### **C. Guests in Residence**

1. Owners not in residence shall notify the Association in writing at least ~~seven (7)~~ **ten (10)** days prior to arrival of guests, stating names, relationship, number of guests, length of stay, **as well as the arrival and departure dates**. The number of such guests and the extent of their utilization of the services and facilities must constitute a reasonable use

of the facilities. It is the responsibility of the owners/ tenant to provide guests with keys to unit and facilities.

**All Board members unanimously agreed to the proposed change.**

#### **D. Prospective Purchasers**

Prospective purchasers shall be interviewed by a representative or representatives of the Association and advised of the Condominium's release of the right of first refusal ~~within a twenty (20) day period of time prior to the prospective purchase~~ **after the prospective purchaser has been interviewed and the Association has had a sufficient amount of time to review the results of the background check.** No occupancy or use of the Association's facilities shall be permitted prior to approval.

**All Board members unanimously agreed to the proposed change.**

**Mr. Ottavio made a motion to approve the proposed changes to the Rules and Regulations as proposed and approved by the Board.**

**All Board members unanimously agreed**

#### **IV. ADJOURNMENT**

**Meeting Adjourned at 9:16 pm  
Minutes typed by Jorge Alfonso  
Minutes approved by Dr. Elsa Dominguez, Secretary**