

PLAZA EAST ASSOCIATION, INC.

NEW OWNER INFORMATION

APARTMENT OCCUPANCY: The office must be notified 24 hours in advance of furniture being moved in. There is a **\$250.00** move in fee for the padding and operation of the elevator. The hours are 8:00 AM to 4:00 PM Monday thru Friday only, excluding holidays.

APARTMENT KEYS: Please be sure that the Manager's Office has the correct key(s) to your unit. The office **must** have a current set of keys to your unit. (Rule VII, Paragraph 4). If you change your locks be sure to give the office a new key.

GARAGE PARKING: You may park one vehicle in the garage at no charge. Additional vehicles must be parked outside. **There is NO ASSIGNED PARKING IN THE GARAGE OR OUTSIDE.** You must have the proper permit sticker affixed to your vehicle(s). Security will apply the sticker(s) after receiving the extra set of keys which is required for each vehicle. You will be invoiced \$25.44 quarterly for each vehicle parked in the outside parking lots.

CONTRACTORS, WORKERS, MOVERS: If work is to be done in your unit or a delivery is expected in your absence, you must notify the office in writing beforehand. This can be done by letter or fax. **NO ENTRY WILL BE GRANTED IN YOUR ABSENCE UNLESS THE OFFICE IS NOTIFIED IN WRITING.**

Please inform outside service people that work can only be done between 8:00 AM and 4:00 PM, Monday thru Friday excluding holidays. **Deliveries must be completed by 3:45 PM.**

MAINTENANCE AND RESERVE ASSESSMENTS: The amount of Plaza East's Operating Maintenance Assessment and Reserve Assessment are fixed annually by budget. You are billed 20 days prior to the due dates of January 1st, April 1st, July 1st and October 1st. Payment is due on or before the 1st day of the quarter. There is no prohibition against your election to pay on annual or semi-annual basis. Checks should be made payable to Plaza East Association, Inc.

RECOMMENDED READING: The Plaza East "Rules We Live By". This booklet will inform you about living in our community. If you have guests and you are not in residence, they are expected to obey the rules. You should leave a copy for them to read. A synopsis of the rules particularly relevant to guests is posted in each elevator.

TELEPHONE: Upon having a telephone installed or when changing your number be sure to inform the office. The office and security must have a way of contacting you whether by

land line or cell phone.

MAINTENANCE WORK ORDERS: In your absence the Maintenance Dept. can provide monthly unit inspections at \$20.00 per inspection. Please notify the office if you wish this service. Also, the Maintenance Dept. is available to you to perform minor repairs. Orders for this work must be placed through the office. The minimum charge is \$10.00 per man per half hour or any part thereof plus materials.

OFFICE: The office is open Monday thru Friday, excluding holidays, from 8:30 AM to 4:30 PM. The telephone number is 954-563-5616. The fax number is 954-563-0592.

SECURITY: The Security Department is available 24 hours a day at 954-563-6011. Lobby I is staffed 24 hours per day 7 days per week. Lobbies II and III are staffed from 8:00 AM to Midnight 7 days per week. Valet parking is available 24 hours a day 7 days per week at 954-563-6011.

Rev. 05/05