

# *Ambassador*

*Community Management, Inc.*

7100 West Commercial Blvd. ~ Suite 107 ~ Lauderhill, FL 33319

Phone: 954-741-8811 Fax: 954-741-8051

[www.ambassadormanagement.com](http://www.ambassadormanagement.com)

*Since 1992*

## **SALES APPLICATION FOR MAYA MARCA**

The following policies have been adopted by the Board of directors when making application for residency/occupancy at Maya Marca Condominium

1. Applicants may not reside nor move into the apartment prior to personal interview with Maya Marca condominium
2. An Application fee of \$100.00 is required to be submitted per individual applicant, payable to Maya Marca Condominium. The Processing time is 7 to 10 working days. Application fee is non-refundable and non-transferable.
3. A copy of the Sales Contract must be submitted with the application.
4. A copy of a current Credit report must be submitted with the application.
5. Date of move in move out must be scheduled with the office.
6. Moving hours will be Monday - Friday from 9:00 a.m. to 4:30 P.M. Moving is not permitted on Saturday, Sunday or Holidays.
7. Elevators must be padded and carpeting placed on the elevator floor. Security or maintenance will provide pads from storage.
8. Moving of all items must be through the lower garage area, First Floor Elevators. No items are to be removed or brought in through the main lobby entrance area on the second floor.

This Sales packet is considered incomplete and will not be accepted until all information has been received. The Association is allowed thirty (30) days to process and approve all applications.

Upon receipt and verification of all materials submitted, a personal interview with the Board of Directors will be scheduled. The applicant(s) will be notified of the date, time and place of the personal interview.  
**OCCUPANCY PRIOR TO BOARD APPROVAL IS PROHIBITED!**

# Ambassador

Community Management, Inc.

7100 West Commercial Boulevard • Suite 107 • Lauderdale, Florida 33319 • (954) 741-8811

## INTENTION TO SELL

APT # \_\_\_\_\_ HAS BEEN LISTED WITH THE FOLLOWING REALTOR:

REALTOR \_\_\_\_\_

ADDRESS \_\_\_\_\_

AGENT'S NAME: \_\_\_\_\_

AGENT'S PHONE NUMBER(S) \_\_\_\_\_

---

OWNER'S NAME \_\_\_\_\_

ADDRESS (If not year round resident) \_\_\_\_\_

PHONE \_\_\_\_\_ PARKING SPACE # \_\_\_\_\_

ASKING PRICE \$ \_\_\_\_\_ UNFURNISHED  FURNISHED

WHO WILL HAVE KEY TO SHOW APT? \_\_\_\_\_

HAS REALTOR BEEN ADVISED OF RULES AND REGULATIONS AND DOCUMENTS OF  
MAYA MARCA? \_\_\_\_\_

THE ABOVE-NAMED REALTOR IS AUTHORIZED TO ENTER THE APARTMENT WITH OR  
WITHOUT OTHER REALTORS AND/OR PROSPECTIVE PURCHASERS.

OWNER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

OWNER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NOTE: Complete all questions and fill in all blanks. If any question is not answered or left blank, this application may be returned, not processed, and/or not approved. Print legibly or type all information. Missing information will cause delays. All information on this application will be verified.

PLEASE USE BLACK INK

THIS APPLICATION IS FOR A SINGLE PERSON OR A MARRIED COUPLE ONLY!

**APPLICATION FOR OCCUPANCY**

Association Name: Maya Marca

NOTE: All information supplied is subject to verification. All telephone numbers must be able to be reached between 9-5 P.M. Date \_\_\_\_\_

Purchase \_\_\_\_\_ Lease \_\_\_\_\_ Apt. \_\_\_\_\_ Bldg. No. \_\_\_\_\_ Property Address: \_\_\_\_\_

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_

() Single () Married () Separated () Divorced - How Long \_\_\_\_\_ Maiden Name \_\_\_\_\_

Have you ever been convicted of a crime \_\_\_\_\_ Date (s) \_\_\_\_\_ County/State Convicted in \_\_\_\_\_

Charge (s) \_\_\_\_\_

Spouse \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_

Maiden Name \_\_\_\_\_ Have you ever been convicted of a crime \_\_\_\_\_ Date (s) \_\_\_\_\_

County/State Convicted in \_\_\_\_\_ Charge (s) \_\_\_\_\_

No. of people who will occupy unit - Adults (over age 18) \_\_\_\_\_ Description of Pets \_\_\_\_\_

Names and ages of others who will occupy unit \_\_\_\_\_

Applicant(s) Cellular Telephone Number \_\_\_\_\_ Applicant(s) Email Address \_\_\_\_\_

In case of emergency notify \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

**PART I - RESIDENCE HISTORY**

\*PLEASE PRINT FULL ADDRESS, INCLUDING UNIT/APT NUMBER, CITY, STATE & ZIP CODE\*

A. Present address \_\_\_\_\_ Phone \_\_\_\_\_

Apt. or Condo Name \_\_\_\_\_ Phone \_\_\_\_\_ Dates of Residency: From \_\_\_\_\_ to \_\_\_\_\_

Own Home \_\_\_\_\_ Parent/Family Member \_\_\_\_\_ Rented Home \_\_\_\_\_ Rented Apt \_\_\_\_\_ Other \_\_\_\_\_ Rent/Mtg Amount \_\_\_\_\_

Name of Landlord \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Mortgage Holder \_\_\_\_\_ Mortgage No. \_\_\_\_\_ Phone \_\_\_\_\_

B. Previous address \_\_\_\_\_ Phone \_\_\_\_\_

Apt. or Condo Name \_\_\_\_\_ Phone \_\_\_\_\_ Dates of Residency: From \_\_\_\_\_ to \_\_\_\_\_

Own Home \_\_\_\_\_ Parent/Family Member \_\_\_\_\_ Rented Home \_\_\_\_\_ Rented Apt \_\_\_\_\_ Other \_\_\_\_\_ Rent/Mtg Amount \_\_\_\_\_

Name of Landlord \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Mortgage Holder \_\_\_\_\_ Mortgage No. \_\_\_\_\_ Phone \_\_\_\_\_

C. Previous address \_\_\_\_\_ Phone \_\_\_\_\_

Apt. or Condo Name \_\_\_\_\_ Phone \_\_\_\_\_ Dates of Residency: From \_\_\_\_\_ to \_\_\_\_\_

Own Home \_\_\_\_\_ Parent/Family Member \_\_\_\_\_ Rented Home \_\_\_\_\_ Rented Apt \_\_\_\_\_ Other \_\_\_\_\_ Rent/Mtg Amount \_\_\_\_\_

Name of Landlord \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Mortgage Holder \_\_\_\_\_ Mortgage No. \_\_\_\_\_ Phone \_\_\_\_\_

**PART II – EMPLOYMENT REFERENCES**

\*Include a recent copy of an earnings statement to expedite processing\*

A. Employed by \_\_\_\_\_ Phone \_\_\_\_\_  
Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_ Position \_\_\_\_\_ Fax \_\_\_\_\_  
Monthly Gross Income \_\_\_\_\_ Address \_\_\_\_\_

B. Spouse Employed by \_\_\_\_\_ Phone \_\_\_\_\_  
Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_ Position \_\_\_\_\_ Fax \_\_\_\_\_  
Monthly Gross Income \_\_\_\_\_ Address \_\_\_\_\_

**PART III – BANK REFERENCES**

\*Include a recent copy of a bank statement to expedite processing\*

A. Bank Name \_\_\_\_\_ Checking Acct. # \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_

B. Bank Name \_\_\_\_\_ Savings Acct. # \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_

**PART IV – CHARACTER REFERENCES (No Family Members)**

\*Please notify Character References that we will be contacting them to obtain a reference\*

1. Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Address \_\_\_\_\_ Business Phone \_\_\_\_\_  
Email Address \_\_\_\_\_ Cellular Phone \_\_\_\_\_

2. Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Address \_\_\_\_\_ Business Phone \_\_\_\_\_  
Email Address \_\_\_\_\_ Cellular Phone \_\_\_\_\_

3. Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Address \_\_\_\_\_ Business Phone \_\_\_\_\_  
Email Address \_\_\_\_\_ Cellular Phone \_\_\_\_\_

4. Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Address \_\_\_\_\_ Business Phone \_\_\_\_\_  
Email Address \_\_\_\_\_ Cellular Phone \_\_\_\_\_

Driver's License Number (Primary Applicant) \_\_\_\_\_ State Issued \_\_\_\_\_

Driver's License Number (Secondary Applicant) \_\_\_\_\_ State Issued \_\_\_\_\_

Make \_\_\_\_\_ Type \_\_\_\_\_ Year \_\_\_\_\_ License Plate No. \_\_\_\_\_

Make \_\_\_\_\_ Type \_\_\_\_\_ Year \_\_\_\_\_ License Plate No. \_\_\_\_\_

If this application is not legible or is not completely and accurately filled out, Associated Credit (and the Association) will not be liable or responsible for any inaccurate information in the investigation and related report (to the Association) caused by such omissions or illegibility.

By signing the applicant recognizes that the Association and Associated Credit will investigate the information supplied by the applicant, and a full disclosure of pertinent facts will be made to the Association. The investigation may be made of the applicant's character, general reputation, personal characteristics, credit standing, police arrest record and mode of living as applicable. This form is for the exclusive use of Associated Credit Reporting, Inc.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_ Spouse's Signature \_\_\_\_\_ Date \_\_\_\_\_

# ASSOCIATED CREDIT REPORTING, INC.

Established 1985

8795 West McNab Road, First Floor, Tamarac, Florida 33321  
www.associatedcreditreporting.com

Phone: 954-543-9400  
Toll Free: 800-676-7640  
Fax: 954-543-9411  
Toll Free Fax: 800-235-7185

APPLICANTS: Most banks, financial institutions, mortgage companies and employers require your signature and name printed to verify information. Please complete the form below:

## \*\*\*AUTHORIZATION FORM\*\*\*

You are hereby authorized to release information to **Associated Credit Reporting, Inc.** any and all information they request with regards to verification of my bank account(s), credit history, residential history, criminal record history, employment verification and character references. This information is to be used for my/our credit report for my/our Application for Occupancy.

I/We hereby waive any privileges I/we may have with respect to the said information in reference to its release to the aforesaid party. Information obtained for this report is to be released to the Association for their exclusive use only. PLEASE INCLUDE COPY OF DRIVER'S LICENSE and SOCIAL SECURITY CARD TO CONFIRM IDENTITY. If you do not have a Social Security Card, please include a copy of your Passport or current identification card.

I/We further state the Application for Occupancy and Authorization Form were signed by me/us and was not originated with fraudulent intent by me/us or any other person and that the signature(s) below are my/our own proper signature.

I/We certify under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Applicant's Name Printed)

\_\_\_\_\_  
(Spouse's Signature)

\_\_\_\_\_  
(Spouse's Name Printed)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Date Signed)

NOTE TO APPLICANTS: Banks and some employers require your signature and name printed as authorization to verify information. If it is not your bank or employer's policy to verify by fax or verbally please enclose a copy of your most recent bank statement and check stub. Thank You!

OFFICIAL RULES AND REGULATIONS  
OF  
MAYA MARCA CONDOMINIUM APARTMENTS, INC.

1. GUESTS

a. Guests are defined as non-residents who may be classified as family members or non-related friends. Certain rules apply to each classification. In-residence means living in the apartment at the time guests are due to arrive. Not-in-residence means living either temporarily (24 hours or more) or permanently at a location other than at Maya Marca. Upon arrival, guard on duty will provide a "Welcome Aboard Packet", which will include: copy of Rules and Regulations, appropriate notices of activities, postcards, and guest card, etc.

b. Owners who are not in residence at the time guests arrive, shall have notified the office (in writing) 48 hours prior to guests' arrival, as to the date guests will be in their apartment. Forms are available in the office. Phone calls will not be accepted, unless circumstances dictate deviation.

c. All Guests will register with Office or Security upon arrival.

d. Keys will be furnished by Owner to their Guest.

e. Owners may have two non-family guests visits per year when not in residence.

Note: Owners' family members may visit at any time and are not included in the two-guests-per-year limitation. However, 48 hours notification must be given as in #b. above.

f. Children under 12 will be accompanied by an adult in elevators, pool area, showers.

g. No children permitted in saunas.

h. Children under three (3) years of age must wear diapers and water tight rubber pants when in pool for health reasons.

i. No guest shall be permitted to occupy an apartment for a period in excess of thirty (30) days in any given twelve (12) month period without the prior written approval of the Board of Governors.

2. AUTO - PARKING.

a. All vehicles parked on Maya Marca premises will be registered with the office. Residents cars will have MM parking sticker to insure not being towed.

b. Loading zone and car wash areas may be utilized for owner parking, guest parking and overnight parking after "posted hours".

c. Overnight parking is prohibited in guest parking area. Security Guards have been instructed to have any cars remaining in this area after 2:00 a.m. towed.

d. Guest parking shall not be used by residents.

e. Service type vehicles will be parked in loading zone.

f. The Board will administer the rental of available area spaces. These spaces will be available on a seniority basis from a list in the office.

g. These rental spaces will only be used by the renter, the immediate family, or their resident guest. Failure to follow this could revoke the rental agreement, as stated in the lease.

h. Vehicles parked in assigned parking spaces shall be non-commercial personal vehicles: campers, trailers, motorcycles/mopeds, etc. are not acceptable. Light non-commercial passenger window vans and clean non-commercial pickup trucks used for personal transportation only are acceptable. Vehicles must fit within the parameter of the parking space.

i. Anyone needing a third parking space can do so on a temporary basis only: Re: month to month. If an owner who owns a parking space needs a rental or second space, he will have precedence over the third car owner who is renting on a temporary basis.

### 3. ATTIRE

a. Outside of your apartment, proper attire will be worn, including footwear and coverups.

b. Residents and guests of the Maya Marca are required to use the ground floor (#1 -- first floor lobby in the elevator) and not the lobby level (2<sup>nd</sup> floor) when going to and from the beach. For your convenience the Southeast corner of the garage on the ground level has an outdoor shower for the removal of sand, plus a solution to remove beach tar from feet before entering the building.

### 4. SWIMMING POOL/SHUFFLEBOARD

a. Persons using pool do so at their own risk.

b. Pool and shuffleboard will be used only between 9:00 a.m. and 10:00 p.m.

c. Rowdy behavior at poolside area is not accepted.

d. Pertinent rules are posted on the pool deck.

e. Personal inflatable items are permitted as long as interference with other pool users does not occur.

f. If sun tan lotion is used, a towel is to be utilized on chairs.

## 5. SAUNA ROOM

a. Persons using sauna rooms and facilities do so at their own risk.

b. Operating instructions for the sauna baths are posted at the sauna entrance. Master switch and all lights must be turned off when leaving the sauna rooms.

c. No person under eighteen years of age shall be allowed to enter the sauna rooms unless accompanied by an adult.

d. These facilities are for use by owners and/or their guests.

## 6. NUISANCES

Occupants are reminded that courtesy is required and that any noise of a disturbing nature is not acceptable. This includes, but is not limited to, playing hi-fi or stereo systems loudly and the use of recreational devices or games which may become a disturbance to the other residents. The use of any of the above between the hours of 11:00 p.m. and 8:00 a.m. is not allowed. Common sense in this regard is expected. The use of billiard or pool tables is specifically not allowed.

## 7. MAJOR APPLIANCES

a. Noise making appliances are not to be used between the hours of 11:00 p.m. and 8:00 a.m., i.e. dishwashers, vacuums, washers/dryers, garbage disposals.

## 8. EXTERIOR APARTMENT AREAS AND APPEARANCE

a. No apartment resident shall knowingly permit anything what-so-ever to fall or be thrown from the windows, doors, and/or balconies of the premises.

b. No apartment resident shall sweep or throw any dirt or other substance into or upon any of the public areas.

c. No changes by way of additions, painting, decoration or alterations to the premises, including the balconies but excluding the interior of individual units, shall be permitted. However, if all owners on the floor agree to decorate their elevator area, excluding carpet changes, they will present plans for acceptance to the Board. Pictures, mirrors and other decorations may be placed only on or against the wall opposite the elevators. Owners on each floor accept responsibility for maintaining their elevator area in good condition. They will pay for any of these changes.

d. Holiday decorations during the Christmas/Hanukkah season are permitted on doors, elevator wall area and on balconies. These cannot be erected or hung prior to one week before Thanksgiving and must be removed by January 15th.

e. Barbecuing or cooking of any kind is not permitted on balconies or on the pool patio area. Barbecuing is permitted in designated areas after proper sign-up, clean-up and acceptance of the rules for its use. These rules are a separate document which is available from the guard in the lobby. He is required to give you one each time you sign up for use of the Barbecue.

f. No antennas shall be hung on balcony or from windows, except approved Cable Company or the small 18 inch satellite dish which has been properly mounted in the approved manner in order to avoid water intrusion. Requests for installation of satellite antennas must first receive approval from the Board of Governors.

g. Your balcony is not a bedroom – no overnight sleeping on balconies.

h. Laundry will not be displayed in window spaces or on balconies.

i. No owner shall keep any type of glass on his or her balcony or any type of object or furniture that may be picked up by strong winds and cause damage.

j. Each owner is liable and responsible for any damage caused to the condominium or any other Owner's person or property as a result of objects or furniture being blown from his or her balcony.

k. Prior to any balcony floor covering, owner must first have approval from Maya Marca Board of type of application and materials to be used.

## 9. COOKING

a. Kitchens are equipped with exhaust fans which must be used at all times while cooking to eliminate cooking odors.

## 10. TRASH

a. Anything being dropped in chutes, must be securely wrapped.

b. Trash rooms are to be considered an extension of your home.

c. Objects too large will be stacked neatly in designated areas.

d. Dust cloths, mops and vacuum cleaner bags must not be shaken or emptied in trash room or chute.

11. USE RESTRICTIONS

a. Apartments shall be used for single family residence. Contained in Condo Documents (noted here for information).

b. No apartment shall be occupied by more than two (2) residents per bedroom.

12. DESTRUCTION OF PROPERTY

a. Damages or defacing of any part of the building and damage resulting from any such acts will be assessed against the responsible owner.

13. PASSAGEWAYS

a. The sidewalks, entrances, passages, elevators, vestibules, stairways and corridors must not be obstructed or encumbered or used for any purpose other than ingress and egress to and from the premises. Apartment doors must not be left open.

14. WHEEL VEHICLES

a. No vehicle such as carriages, bicycles, etc., shall be in passageways except for medical purposes. Bicycles will be stored in basement storage rooms.

15. CARTS

a. Carts must be returned to the first and second floor storage areas immediately after use.

16. ROOF

a. No unauthorized person is permitted on the roof.

17. PETS

a. There will be NO PETS of any kind in Maya Marca.

18. MAYA MARCA EMPLOYEES

a. No Owner shall direct employees to perform personal duties during working hours.

19. KEYS

a. The Association shall be given a copy of keys to current locks for each apartment for emergency or regular maintenance use only. Each Apartment will be provided with a key

code number in case of being locked out. After office hours, only a Board Member has access to the key master and will assist an owner at reasonable times.

b. When leaving premises for an extended period, keys to autos left on premises will be placed over dishwasher in the apartment kitchen. Keys will be in an envelope which states make, color and license tag number.

c. See Guests -- No. 1.

d. Keys for maid or other service personnel will be the responsibility of the owner, not the office.

e. Mailbox keys are discussed with Postman, not Office.

f. A fee of \$5.00 will be collected from any owner/lessee/guest should a member of the Board of Governors or management personnel be required to open an apartment door due to a lock-out during normal hours of 7:00 a.m. to 11:00 p.m. The fee of \$5.00 will be collected by the office and will be used for the sunshine fund of Maya Marca residents.

Note: Lock-outs occurring after 11:00 p.m. and before 7:00 a.m. will not be admitted to their apartments.

## 20. AUTHORITY, LIMITATIONS, RIGHTS OF OWNERS

a. All complaints must be in writing, signed by the owner and addressed to the Manager for action. In the event the Manager cannot handle the problem within the scope of his authority, he will refer to the Board for disposition.

## 21. ENTRY

a. Service persons will be permitted entrance to an owner's apartment in accordance with appropriate arrangements with the Manager.

b. Keys will not be furnished by Maya Marca employees.

## 22. PUBLIC AREAS

a. Written notices can be placed in public areas at the discretion of the Manager.

b. Residents are requested not to interfere with Security Guards' functions.

## 23. BUSINESSES

a. Maya Marca is our home and not to be used as a place of business.

24. TRAFFIC

a. All traffic in lower garage level will enter through the West entrance and exit through East side. Only exceptions will be emergency vehicles or tall service trucks.

25. EXTERMINATION

The Association has established an extermination program. Once a year, apartments will be available for treatment in accordance with the annual published schedule.

26. SIGNS

a. No signs shall be exhibited by any apartment owner on building or on premises.

27. WINDOW AND DOOR TREATMENT

a. There will be nothing attached to outside walls of the buildings except storm shutters as approved by the Board of Governors. The sliding shutters will be by Weather Control or equal, painted Maya Marca beige. Any contract for said shutters must be approved by the Board before installation. Said shutters will be maintained by the apartment owner.

28. ABSENCE OF RESIDENTS

a. Residents must notify the office prior to departure. Residents must make arrangements for whatever services are required during their absence, including, but not limited to: handling of mail, and any other service functions that have been arranged.

b. During hurricane season, from June 1<sup>st</sup> to October 31<sup>st</sup>, all owners/residents, gone for more than one week, must remove all furniture, and all property whatsoever from their balconies without exception, until their return.

29. MOVING

a. Moving furniture or large deliveries will be made between 8:00 a.m. and 4:30 p.m. with clearance from the Manager. Under these circumstances, a ground floor security person is required. This can either be an agent of the "moving person," or, an off duty guard employed by the "moving person." Upon completion of the move, a check will be made with the Manager to insure that all is clean, secure and that no damage was effected.

b. Saturday deliveries of smaller pieces of furniture, etc., that does not require elevator protection preparation will be permitted between the hours of 9:00 a.m. and 3:00 p.m. These small deliveries must be accomplished with a maximum of two elevator trips that will not scratch or damage the elevator in any way. If damage occurs, owner/resident will be responsible for repairs of damages. Saturday delivery will require a 48-hour office approval, name of delivery company, contents of delivery being made and estimated time of delivery to Maya Marca. Guards will be

instructed not to allow deliveries on Saturday before 9:00 a.m. or after 3:00 p.m. Deliveries will not be permitted on holidays or Sundays.

d. Moving into the building or moving out of the building is not permitted on Saturdays, Sundays, or legal holidays.

### 30. RECREATION LOUNGE

a. Facilities may be reserved through the Office for non-business functions. A fifty (\$50.00) dollar deposit will be made for damage/cleanup and will be refunded if not needed.

b. Residents so reserving the facilities must provide at their own expense, any help necessary either in the preparation of these facilities or cleaning of the facilities after use.

c. Loud music or activities will be curtailed after a reasonable hour.

d. Stereo equipment will be checked out and in with the Manager; and be the responsibility of the owner using said equipment.

### 31. SERVICE PERSONNEL

a. All outside service persons will register with the desk.

b. Parking of personal service persons are the responsibility of the owner. Guest parking is not available.

### 32. SERVICE PERSONNEL

a. Solicitations are not allowed in the building. House charitable drives are exempt.

### 33. STORAGE RENTAL

a. Extra storage cages, when available, are in the basement. Yearly charges are based on the square footage. Assignments will be made in the office. Maya Marca is not responsible for contents. Flammable and/or combustible materials may not be stored at any time.

### 34. WATERBEDS

a. Waterbeds will not be allowed.

### 35. AUTOMOBILE COVERS.

a. Automobile covers are permitted. Cars may be covered with a cover which is of a solid neutral color. Car covers must first be approved by the office.

### 36. OWNERS CONFIDENTIAL FILE

a. Owners shall maintain a current, confidential file in the office containing the names of their family members whom they wish to use their apartment in their absence.

b. This Confidential File shall be used to determine who is family and thereafter, the owner shall be responsible to advise the Association of any necessary changes.

### 37. RULES & REGULATIONS DEVIATION COMMITTEE

a. These Rules and Regulations are an extension of our Condominium Documents, compiled and published as working guidelines for everyday living in Maya Marca. Understandably there will be circumstances which (1) are not addressed, (2) do not fit nicely within the provisions, or (3) may be contrary to a particular ruling. In such an event, in order to receive appropriate consideration and guidance, the aggrieved owner must immediately consult with the Manager in accordance with Section 20. The owner may also consult with the Rules Deviation Committee who will attempt to resolve the problem.

b. The Board has established a Rules Deviation Committee to consider departures from these rules or plans to do so. This committee will act strictly as an advisory to the Board. Any owner or resident who wishes to, in his or her estimation, initiate an action that might deviate from the established rules and regulations as published, should first take the request to the Committee. The Committee will consider the request and attempt to advise the resident of the implications of his or her request with respect to the published rules. The Committee will act on the request in the best interests of all residents and its recommendation will then be reported to the Board.

38. a. These Rules and Regulations shall be applicable to all owners, lessees, guests, invitees and/or servants.

### 39. LEASING OF APARTMENT

a. The Purchaser of an apartment may not lease it for the first three years following said purchase from the day of taking title.

### 40. FLOORING INSTALLATION

a. All installation of marble, ceramic tile and hard wood flooring must have an underlayment of an approved sound deadening material which approval shall be by the General Manager.

b. Prior to balcony floor covering, owners must first have concrete slab inspected by maintenance and approval from Maya Marca Board regarding the type of application and materials to be used.

41. EMPLOYMENT

a. The Association will not employ, with or without compensation any owner, lessee or guest, to perform in any management or staff position.

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