

# Roosevelt Condominium Association

## Information for the New Tenant

(version 2020-04-24)

Welcome as a new tenant of the Roosevelt Condo Association! Please help us in our efforts to keep this building as well-kept and beautiful as it is now. We appreciate your cooperation and compliance with the Roosevelt's Rules & Regulations. Below, please find a summary of the most important procedures, rules and fees of the Association.

- Monthly Exterminator Service: George from A Better Way Exterminators provides extermination service for all common areas within the building on the first Wednesday of every month. If you would like him to do inside your actual unit, there's no additional cost, but you have to either be there to let him in, or provide him a key he can keep. George has been providing this service to the building for many years. If you want to provide a key to George, please contact the Board, and we can help with that.
- Intercom: There's an intercom next to the front gate. If you provide the Manager with a telephone number and name (a maximum of 14 characters including spaces), she will program it into the intercom upon one her weekly visits. Please email or text this information to the Manager. When someone (e.g. UPS or FedEx) wants to use the intercom to contact you, they simply dial your unit number, and it will call the phone number you provided. When someone calls you from the intercom, you can electronically buzz them in that gate by pushing 9 on your telephone. That electronic access does not extend to the lobby door, however, so you will need to actually open that door for your guest yourself.
- Fees for additional gate keys:
  - \$100 deposit for new keys (fully refundable upon return)
  - \$25 for replacements of a broken key (broken key must be presented)
- Parking: No parking is available on Condo premises. Parking of motorbikes and bicycles is prohibited on all Condo premises, including courtyard, front yard, lobby, hallways and stairways, except for the designated bicycle area underneath the 1<sup>st</sup> Floor stairwells. Violations are subject to fines of \$100 per incident.
- Bicycles: There is limited bicycle parking available, on a first-come basis, underneath the 1<sup>st</sup> floor North and South stairwells. This space is reserved for actively used bicycles only (max. of 4 bikes per staircase), and is not to be used for bike storage. Bicycles may only be parked right underneath the staircases, and must not protrude into and/or obstruct the passageway (Fire Department restriction – we will be fined for violations!). They may not be chained onto the railing from the side of the walkway.
- Recycling: The City of Miami Beach requires us to recycle. Two Recycle bins have been set up in the alleyway behind the building. Items for recycling are glass & plastic bottles, metal cans, newspaper and cardboard. Please do not leave items next to/outside the bins (which is considered illegal dumping).
- Trash: Each floor has a trash chute for garbage disposal. Please make sure your trash doesn't spill by properly closing/tying the garbage bag. Please make sure your garbage bag fits through the chute opening. Do not force large items down the chute that could obstruct the chute. Large items, cardboard boxes, etc. must be broken down/cut into smaller pieces to fit through the opening or deposited in the recycle bins behind the building. Each resident is responsible for properly disposing of his/her trash. Do not leave boxes or large items in the trash room or behind the building. Do not leave personal items (shoes, umbrella) outside your apartment door.
- Dogs & Other Pets: Pets must be kept in such a way, so that they will not become a nuisance to other residents. Dogs must not be allowed to run free in hallways or any other part of the common areas. Dogs must be on a leash and under firm control of the dog owner at all times while on Condo premises. Dog owners are responsible for cleaning up after their dog.
- How to Contact Us: The Association has a drop-box mounted on the wall in the mail area of the lobby. We can also be contacted by email at [board@rooseveltcondo.org](mailto:board@rooseveltcondo.org). You can find useful information, such the Rules & Regulations, application forms, etc. on our website [www.rooseveltcondo.org](http://www.rooseveltcondo.org).