

# **WARNING\*\*\***

**IF YOU WILL BE GONE FROM YOUR  
UNIT FOR A PERIOD**

**LONGER THAN 24 HOURS, PLEASE**

**SHUT OFF YOUR MAIN WATER  
VALVE AND THE BREAKER TO  
YOUR WATER HEATER.**

**YOU MUST ALSO PROVIDE THE  
ASSOCIATION WITH A SET OF KEYS  
FOR YOUR UNIT FOR EMERGENCY  
ENTRY WHEN THE UNIT IS  
VACANT.**

# **WINSTON TOWERS 600 CONDOMINIUM ASSOCIATION, INC.**

210-174<sup>TH</sup> STREET, SUNNY ISELS BEACH, FL 33160  
PHONE: 305-932-4755 FAX: 305-933-4416  
EMAIL: [WINSTON600@THE-BEACH.NET](mailto:WINSTON600@THE-BEACH.NET)  
WEB: [WWW.WINSTONTOWERS600.ORG](http://WWW.WINSTONTOWERS600.ORG)

## **RULES AND REGULATIONS**

### **A. CAMPERS, TRAILERS, AND SIMILAR VEHICLES.**

- 1- No campers, trailers, or similar vehicles shall be kept on the Condominium Property.

### **B. GUEST PARKING AND OVERNIGHT PARKING**

- 1- There are some spaces allocated for GUEST PARKING, only guests may use these designated parking spaces. Anyone who is not a guest and parks in a guest space will be TOWED WITHOUT WARNING.
- 2- Guest passes are issued by the guard at the gate, once the resident has cleared guest for admittance.
- 3- GUEST PARKING costs \$3.00 till 1:00 A.M. An overnight fee of \$7.00 is charged for vehicles still on premises after 1:00 A.M and for vehicles entering the grounds between 1:00 A.M-7:00A.M. Only one overnight is permitted.
- 4- OVERNIGHT PARKING will be monitored by Security Guards as follows:
  - a. At 11:00 P.M guard will patrol the guest parking spaces.
  - b. Guards will then proceed to place a phone call to let the guest know that the car must be removed from guest parking or fee of \$7.00 has to be paid. Please, make sure you have the right amount as guard will have no money to make change. If \$7.00 fee is not paid and the guest does not remove car from Guest parking, the unit owner will be responsible to pay said fee no later than 5:00 P.M. the following day. Failure to pay fee will result in the resident guests being denied guest parking until debts are paid.
  - c. Guests parking are painted white for quick identification by all.
  - d. Guest passes issued at the front gate must be displayed on the windshield. Any car parked in a guest space without a guest pass will be towed at owner's expense.
  - e. Anyone parked on a space belonging to another person without authorization, will be towed off the property upon request by owner of space, or if a guest space by order of the Association office.
  - f. Guest passes will be identified with the unit #, date, and hour of entry to property, resident being visited.
- 5- Person renting parking space from Association Office will be required to purchase the barcode reader for the car; which has a non-refundable \$40.00 fee.
- 6- RESIDENTS MUST DISPLAY THE BARCODE READER IN THEIR VEHICLES AT ALL TIMES; AND USE THE RESIDENT'S ENTRANCE GATE TO COME INTO PROPERTY. VISITORS GATE ONLY TO BE USED BY VISITORS AND/OR DELIVERIES AND/OR CONTRACTORS.

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## **C. PARKING AND AUTOMOBILE**

- 1- Unless the context indicates to the contrary, references in this section to automobiles shall include all motorized vehicles.
- 2- AUTOMOBILE BELONGING TO RESIDENTS (OWNERS OR RENTERS) MUST AT ALL TIMES BEAR THE IDENTIFYING BARCODE READER FOR THEIR VEHICLES. THIS BARCODE READER MUST BE DISPLAYED OUTSIDE THE GLASS OF THE LEFT SIDE PASSENGER'S WINDOW; IT IS AVAILABLE AT THE ASSOCIATION OFFICE FOR A NON-REFUNDABLE \$40.00 FEE.
- 3- The parking of vehicles in any unauthorized area is prohibited and any such vehicles will be towed away and stored at the expense of the vehicle owner. Residents shall be responsible for compliance of his/her employees, guests, visitors and invitees, and shall bear all cost of enforcement.
- 4- Each resident shall park in the space (s) assigned to the unit.
- 5- No automobile may be parked in a manner which blocks the ingress or egress of other vehicles, or in any area designated for commercial use.
- 6- No parking is allowed at any time in front of the building entrances. These areas are reserved for discharging and picking up passengers, except the side entrances (but not the main entrances) may be used for delivering and picking up furniture and other items.
- 7- Posted speed limits and traffic directional signs must be observed.
- 8- Excessive noise, loud talking, slamming of door, racing of engines and the use of horns should be avoided everywhere on the Condominium Property.
- 9- Only emergency car repairs may be made anywhere on the Condominium Property, such as flat tire, a broken windshield or battery charge.
- 10- No car washing is permitted on the grounds.
- 11- Only automobiles, motorcycles and motor scooters may be parked in the visitor parking areas.
- 12- Guest parking is for guest only; any resident caught parking in the guest parking will be towed at his or her expenses.
- 13- Guest parking fee is \$3.00 up to 1:00 A.M it will be considered overnight parking and the fee is \$7.00 per night.
- 14- Guest parking will be monitored by security guard and any car not displaying a guest pass will be towed.
- 15- Guest passes will be reflecting date time and unit being visited.
- 16- Overnight parking is due the same day; exact change must be given to guards, as they have no cash to make change.
- 17- Overnight parking not paid the same day must be paid the next working day by 5:00 P.M at the Association Office. Failure to pay for overnight parking will result in denial or use of guest parking to the resident and his or her guest until the outstanding fees are paid in full.

## **D. BICYCLES**

- 1- For purpose of this section, references to bicycles shall include tricycles and all other non-motorized, wheeled vehicles.
- 2- Bicycles shall be parked or stored only in the area designated by the Board of Directors.
- 3- Bicycles shall not be parked or stored in units or in balconies.
- 4- Bicycles shall not be transported in elevators or through hallways.
- 5- Bicycles should be labeled with the unit number and name of the owner for identification purposes.

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## **E. POOL AND DECK AREAS**

- 1- The swimming pool may be used between sunrise and sunset. Excessive noise, loud talking, and shouting are prohibited in the pool area at all times.
- 2- Any person using the swimming pool does so at his own risk. It is suggested the no one use the pool unless another person is present.
- 3- Children under 4 years of age need to wear waterproof diapers.
- 4- Children under ten years of age are not permitted to use the pool unless they are accompanied by and supervised by an adult.
- 5- Glass bottles, glass containers, ceramic or china dishware and other breakable items shall not be brought into the pool area.
- 6- Surfboards, inflatable, and similar items are not permitted in or near the pool area.
- 7- Toys, bicycles, strollers, playpens, carriages, and similar items are not allowed in or near the swimming pool or on the patios, walkways, or other common areas near the swimming pool.
- 8- Food and drinks are not permitted in the swimming pool or on the patios, walkways, or other common area near the swimming pool.
- 9- Chaise lounges shall not be reserved. All chaise lounges must be completely covered with a terry cloth towel. It is recommended that towel conform to any requirements adopted by the Board of Directors.
- 10- Towels must be removed from chaise lounges when leaving the pool or sunroof area in order to make chaise lounges available to others.
- 11- The pool area should not be used for games which involve running, playing ball, or other boisterous activity.
- 12- Garbage must be deposited in the designated receptacles. Objects or debris or any nature shall not be thrown into the pool, on the decks. Or on the grass. Such objects and debris must be deposited in the designated areas. No smoking by the pool or in any of the common areas
- 13- In the building, all persons must wear shoes and be dry when going to and from the pool area. Women bathers must be covered with a beach robe or similar attire. Gentlemen must wear tops.
- 14- No pool equipment may be removed from the pool area.
- 15- The use of radios in the pool area will not be permitted if and when their operation distracts or annoys others.
- 16- Disorderly conduct of any kind in the pool area is prohibited and shall be grounds for ejection from these places.

## **F. RECREATION ROOMS**

- 1- The recreation facilities are reserved for residents and their guests only.
- 2- Children under seventeen years of age are not permitted in the billiard room, the gyms, unless accompanied by an adult.
- 3- Billiard room equipment must be signed out by the resident at the lobby security desk. Residents shall be financially responsible for any breakage loss or damage to the equipment.

## **G. PRIVATE PARTIES**

- 1- Residents must submit a request to the Association Office no later than 10 days prior to party.
- 2- A guest list must be supplied to the Association Office. The Manager will give a copy of the list to the security guards. The guards will refuse admittance to anyone not in the guest list.
- 3- The Manager has the authority to limit the area in which the party is held.
- 4- No party shall interfere with the rights of the residents.

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## **H. ELEVATORS**

- 1- **Smoking on the elevators is not permitted by the order of the fire department.**
- 2- The only elevators through which furniture or household effects may be moved are the elevators at the East and/or West side of the building. Residents must notify the Association Office before moving furniture household effects in or out of the building so that the elevator can be padded and reserved for their use. When reserving the elevator to move in/out or for large deliveries or construction material deliveries, the resident will need to pay a non-refundable \$150.00 and schedule ahead of time

## **I. LOCKERS AND STORAGES**

- 1- No item which creates a risk of fire, explosion, leakage or danger shall be stored anywhere in the storage rooms. Items that do not fit in the storage bins may not be stored in the storage rooms. All items must be inside the bin.
- 2- The Association will not be responsible for loss or damage to any property in the storage rooms. All the items must be inside the bin.
- 3- Residents may store his or her property in the storage lockers so designated by the Board of Directors for each unit. No articles which cause a fire hazard shall be stored in such property. Property store therein is at the sole risk of the respective owner.
- 4- Residents storing goods in any unauthorized area, including but not limited to hallways, foyers, lobbies, or other portion of the common building, will have two (2) working days to remove such goods after receiving notice in writing from the Property Manager. If the goods are not removed after two (2) days they will be disposed of.

## **J. GARBAGE CHUTE ROOMS AND RECYCLING INSTRUCTIONS**

- 1- Garbage, (Including bottles or cans) shall be tightly wrapped in garbage bags before deposited into the disposal chutes. The bags must be of size which can fall freely down the chutes.
- 2- Trash chutes may only be used between may only be used between the hours of 8:00 A.M. and 10:00 P.M.
- 3- No lighted cigarettes, cigars, or other flammable materials shall be thrown down the chutes.
- 4- Large cartons and boxes shall be broken down and placed neatly next to the wall in the disposal room.

## **K. MOVING**

- 1- Moving furniture or household goods in and out of the building may be done only on Monday thru Friday from 9:00A.M and 5:00P.M, and not on holidays, or weekends.
- 2- You must notify the Association Office at least 24 hours prior to Delivery date.  
**ELEVATOR USAGE WILL BE DENIED AFTER 5:00 P.M WHETHER OR NOT THE MOVING IS COMPLETE.**
- 3- In order to reserve the elevator a refundable \$250.00 deposit must be given to Association and a non-refundable \$150.00 fee.
- 4- Moving trucks shall park only in the spaces designated by the Board of Directors.
- 5- Moving must be done by professional movers only and Association must get the commercial general liability certificate prior to move in/out.
- 6- U-HAUL, PENSKE, RIDER trucks are not allowed unless delivering medical equipment and/or authorized only by the association office

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## **L. TENNIS AND BASKETBALL COURT POLICY AND RULES**

- 1- The court may be used only by residents and their guest. Guests must play only when accompanied by their resident hosts.
- 2- Tennis Courts hours are from sunrise to sunset. No playing is allowed after sunset.
- 3- Basketball court hours are from 9:00 am to sunset.
- 4- Players are urged to wear appropriate sportswear while on the court.
- 5- Children not playing tennis are not permitted within the court enclosures, only one chair at the net, outside of the sideline, is permitted within the court enclosure.
- 6- Alcoholic beverages, soft drinks and food are not permitted.
- 7- Hanging on the basketball rim is not permitted.
- 8- While playing basketball no more than eight (8) players can play at the same time
- 9- All residents shall exercise extreme care at all times about making excessive noise
- 10- Reservations for the court may be made with security guards.
- 11- Only residents may make reservation and residents must accompany at all times his/her guest while their guest are using the court.
- 12- Only one advance reservation per unit will be accepted at any given time.
- 13- All reserved playing time start from star on the hour. For example 9:00 to 10:00 (never 10:15 to 11:15) etc.
- 14- Everyone making a reservation is kindly requested to give names of his or her fellow players to the security guards upon making a reservation.

## **M. SECURITY**

- 1- Visitors, tradesmen, solicitors, and the like are to be announced to the tenant by the security guards before being allowed on the property if the guard has not been notified in advance of their coming.
- 2- Unit owners and other residents shall not give building entry keys to tradesman, real estate brokers, or other persons seeking casual or occasional entry. Any unit owner occupant responsible for violating this rule shall be charged for the cost of installing new tumblers in the locks of entry doors and the making of all keys for the building residents.
- 3- Each resident is responsible for locking all doors which should be locked, including the storeroom door, and for observing security regulations.
- 4- No unlisted telephone numbers are to be given out by anyone.
- 5- The security guards should be notified immediately on any emergency or any security violations.
- 6- Any law enforcement officers should be directed to the manager.
- 7- Any suspicious person or incident shall be immediately reported to the concierge or the manager.

## **N. BALCONY**

- 1- The installation of the type of hurricane shutters approved by the Board of Directors is permitted, but the installation of any other type of storm shutters, storm windows or hurricane shutters is not permitted.
- 2- A unit owner may neither screen or enclose the balcony adjoining his unit or install any type of shed or similar object on his balcony except with the prior written approval of the Board of Directors. The Board of Directors may designate a type of design of screening, enclosure or shed that it will approve, or in its sole direction, it may refuse to approve any type of screening, enclosure or shed.
- 3- No rugs, clothing, towels or other objects shall be dusted, shaken or hung from the balconies or cleaned by beating or sweeping or in any hallway or exterior part of the building.

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- 4- Nothing shall be hung or left on a balcony that will detract from the outward appearance of the building. This prohibition shall include, without limitation, signs laundry, bathing suits, towels, beach mats and mops; no provision of this should be constructed to prohibit a unit owner from placing and maintaining outdoor furniture and decorative foliage of a customary nature and appearance on the balcony appurtenant to his unit. (Please refer to #18 under general restrictions.)
- 5- Balconies shall not be used as storage areas. Bicycles should not be placed on balconies.
- 6- No object shall be placed upon a balcony so as to create a risk that the object may fall from the balcony.
- 7- Nothing shall be thrown or dropped from any balcony.
- 8- The watering of plants on the balconies and the sweeping and mopping of the balconies shall not be done in a manner which bothers persons on other units.
- 9- The hosing of balconies and screens is prohibited.
- 10- No Barbecuing or barbecues are allowed in balconies.

## **GENERAL**

- 1- Every unit owner is responsible for prompt payment of maintenance fees, assessments, fines and other charges authorized by the Association.
- 2- All employees are hired by and remain under the direction of the manager. They are all assigned to specific duties.
- 3- No unit owner shall be permitted to give direct orders or directions to any employee of the Association or the manager. All requests for service shall be directed to the manager. Except in emergency situations, the manager shall transact all business between unit owner and the Association in the office Monday through Friday between 9:00A.M and 5:00P.M.
- 4- The concierge shall not leave his station except in emergencies.
- 5- Each unit owner will furnish the Manager with a duplicate key to his/her apartment. These keys will be kept in a locked cabinet in the manager's office, and only the manager and one member of the Board of Directors will have access to his/her cabinet. These duplicate keys are to be used only to make possible essential maintenance or repair of common elements or to prevent damage to other units. They are not to be used for admission of relatives, guest, servants or tradesmen unless authorized by the unit owner in writing on file at the office.
- 6- Before a unit is to be occupied by guests in the absence of the unit owner, a written guest identification notice listing names and length of the stay must be furnished to the Manager.
- 7- No unit owner or occupant may alter, change, or remove any furniture, furnishing or equipment in the common elements.
- 8- A unit owner shall be liable for the expense of any maintenance, repair, replacement or damage to the common elements rendered necessary by his or her acts or by those of his/her family and/or guests.
- 9- Disorderly conduct of any kind is prohibited and is grounds for ejection from any portion of the Condominium property. Loitering is prohibited throughout the property.
- 10- Not unit owner or lessee shall invite in his absence any person not in residence to use the Condominium facilities.
- 11- All residents shall exercise extreme care at all times about making noise and using musical instruments, radios, televisions, amplifiers that may disturb other residents.
- 12- No food or beverages shall be consumed in any of the hallways, lobbies, or other common areas of the building.
- 13- No outdoor cooking is permitted.

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- 14- Residents and guests must not tamper with the air conditioning vents in foyers and other common areas.
- 15- No children under seventeen years of age are permitted to occupy a unit unless their parent (s) or another adult is in residence in the unit at the same time.
- 16- Hallways may not be used by tradesmen or workers of any craft to store, size or cut any material or object of any kind. All such work and any related clean-up work must be accomplished within a unit.
- 17- The exterior of the Building, the units and all other areas appurtenant to a unit shall not to be painted, decorated or modified in appearance in any manner without the prior consent of the Board of Directors which content may be withheld on purely aesthetic grounds within the sole discretion of the Board of Directors. Curtains or similar objects which are not white, beige, or similar color may be hung or otherwise displayed from windows or glass doors. No unit owner shall cause or allow anything to be affixed or attached to, hung, displayed or placed on the exterior walls, doors or windows of the Building (including awning, signs, storm shutters, screens, furniture, fixtures and equipment) nor shall any unit owner cause or allow the planting or growing of any type of shrubbery, flower, trees, vine, grass or other plant life outside the building without the prior written consent of the Board of Directors.
- 18- Smoking is not allowed in any of the common areas and or amenities of the building.**



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## **EMERGENCY PLAN INFORMATION PACKAGE**

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**ONLY YOU CAN PROTECT YOURSELF FROM DANGER**

**KEEP YOUR UNIT SAFE. BE PREPARED. ACT PROMPTLY. HELP OTHERS IF YOU CAN.**

September 10, 2012

Dear Residents of Winston Towers 600 Condominium:

Fire, emergency and life safety is one of the most important issues for all of us who live here. Included in this information packet you will find: The Emergency Evacuation Plan, a map for you unit, an emergency Plan information sheet, and an Individual Assistance Form to be filled out if you need assistance during an evacuation.

It is recommended that you read the packet from beginning to end and keep the Emergency Evacuation packet in an important, easily accessible place. Also, create and discuss an emergency evacuation plan and the items in this packet with the people who live in your unit. Set up a pre-determined meeting place, away from the building, in case of an emergency. This information is provided only as a service to you by Winston Towers 600 Condominium Association, Inc., The Board of Directors, Management Office, and shall not be held liable not responsible for your personal safety in the event of an emergency. The information contained in this packet is best on emergency best practices as researched on the Internet, with the Miami-Dade Fire Department, and by studying plans from buildings of similar configuration. The Association disclaims any and all liability, claims, injuries or other damages that may relate to or arise out of the use of this packet.

Should you have any questions, please contact the Association Office at 305-932-4755