

# INTERVIEW CHECK-OFF LIST FOR LEASES

Name \_\_\_\_\_ Unit # \_\_\_\_\_

( Please fill out and return all forms with an asterisk \* )

\_\_\_\_\_ Welcome Letter Form OT-109

\_\_\_\_\_ Rule Book Form \* Form OT-104 Lease

\_\_\_\_\_ Resident Information Form \* Form OT-110 Lease

\_\_\_\_\_ Security Authorization - Lessee Form \* Form OT-111 Lease

\_\_\_\_\_ Release Form \* Form OT-112

\_\_\_\_\_ Delivery Info Sheet Form OT-114

\_\_\_\_\_ Helpful Information Sheet Form OT-116

\_\_\_\_\_ Hillsboro Beach Police Notice Form OT-117

\_\_\_\_\_ Opal Towers Website Information Form OT-118

\_\_\_\_\_ Telephone Directory Approval Form \* Form OT-119  
( For Yearly Rentals only )



# WELCOME TO OPAL TOWERS CONDOMINIUM

To make your stay with us a pleasant one, please read the following:

## Indoor Common Areas:

The main lobby, corridors, elevators, social activity room, exercise room, saunas, resident billiard room, card rooms, guest recreational room, library and garage.

- No food consumption is allowed in the common areas, except the social activity room.
- No smoking in the common areas.
- Exercise room is to be used at your own risk. Guest under 18 yrs. old must be accompanied by an adult. No one under the age of 16 is allowed.
- Pool table balls and ping-pong equipment must be checked out by an adult, children must be supervised by an adult. This equipment is available at the security desk.
- No bare feet or wet swimsuits are allowed in the common areas, COVER-UPS are required in all indoor common areas.

**Main Lobby:** We have a lovely lobby with a beautiful ocean view. Please help us keep it bright and shiny. \* **Bring luggage and packages through side doors.** The Security Officer will be glad to buzz you in.

## Outdoor Common Areas: Pool, Beach, and Balconies

- **Pool:** Hours are 8:00 am to 9:00 pm. There is no lifeguard at the pool. Use the pool at your own risk. Please observe all pool rules that are posted by the pool shower. Everyone MUST take a shower at the poolside shower before entering the pool, NO exceptions. No jumping or diving into the pool is allowed. Only swimming diapers are allowed in the pool. Kiddy pools are available from the Security desk. No food or glass is allowed on the pool deck. Please use the ash-urns to extinguish cigarettes, NOT the pool deck. Arm and vest type floatation devices are allowed. Deck chairs must be covered with a towel before being used. Ants are a constant threat in our warm and moist climate. EATING and glass objects are not allowed around the pool. There are picnic tables and barbeque grills available on the beach.
- **Beach:** Chairs are provided; they must be covered with a towel before being used. Chairs should be returned to the grass line (above the high tide line). Beach showers are provided. Please remove sand before entering the pool area. Please remove sand from beach gear at beach area shower, not the pool shower. Please deposit all trash (cans, water bottles, papers, etc.) in the trashcans provided.
- **Balconies:** Hanging towels or clothing from the balcony railings are not permitted!

**ALWAYS MAKE SURE THAT IF YOU ARE LEAVING YOUR UNIT OVERNIGHT (OR LONGER) TURN OFF THE FRESH WATER SUPPLY AND HOT WATER HEATER.**

**DO NOT TURN OFF THE WATER TO THE A/C.**

**Note: Garage Entrance is located at the north end of building  
Exit is located on the south side of the garage**



**OPAL TOWERS CONDOMINIUM ASSOCIATION, INC.**  
1149 Hillsboro Mile  
Hillsboro Beach, FL 33062

# **DECLARATION OF CONDOMINIUM RESTRICTIONS AND RULE BOOK FORM**

**I/we have received/read the Use Restriction within the Declaration of Condominium and the Rule Book and agree to follow the procedures of the provisions contained therein.**

Date: \_\_\_\_\_ Lessee: \_\_\_\_\_ Unit #: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Interview Team: \_\_\_\_\_





OPAL TOWERS CONDOMINIUM ASSOCIATION, INC.  
1149 Hillsboro Mile  
Hillsboro Beach, FL 33062

# SECURITY AUTHORIZATION FORM

**UNIT #:** \_\_\_\_\_ **LESSEE:** \_\_\_\_\_

PERMISSION IS GIVEN TO THE SECURITY DEPARTMENT OF OPAL TOWERS EAST CONDOMINIUM TO ACCEPT AND SIGN FOR PACKAGES, CERTIFIED AND REGISTERED MAIL ON MY BEHALF.

\_\_\_\_\_

\_\_\_\_\_

**Date**

**Print Name**

**Signature**

THE FOLLOWING INDIVIDUAL(S) HAVE PERMISSION TO ENTER MY UNIT (IN MY ABSENCE):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_ He/She has a key to my unit.

\_\_\_ He/She does not have a key. Authorization is granted to obtain my key from Security.

\_\_\_\_\_

\_\_\_\_\_

**Date**

**Print Name**

**Signature**

cc: Security \_\_\_\_\_ Date: \_\_\_\_\_



# RELEASE FORM

Date: \_\_\_\_\_

Unit #: \_\_\_\_\_

Owner: \_\_\_\_ (or) Lessee: \_\_\_\_

Opal Towers Condominium Association is granted, by Florida Statute #718.106(3) and 718.111(5), F.S., the irrevocable right of access to each individual condominium unit. Such access must be during reasonable hours for the purpose of maintenance, repair, or replacement of common elements or any portion of the unit for which the association is responsible. As well, the association may have access to units to make emergency repairs, which are necessary to prevent damage to the common elements or to another unit, such as to repair a broken water pipe, which could cause water intrusion into other units. This form allows Opal Towers Condominium Association personnel (as authorized by the Board of Directors) to enter your unit in your absence to do necessary building repairs or inspections as required, due to unforeseen situations.

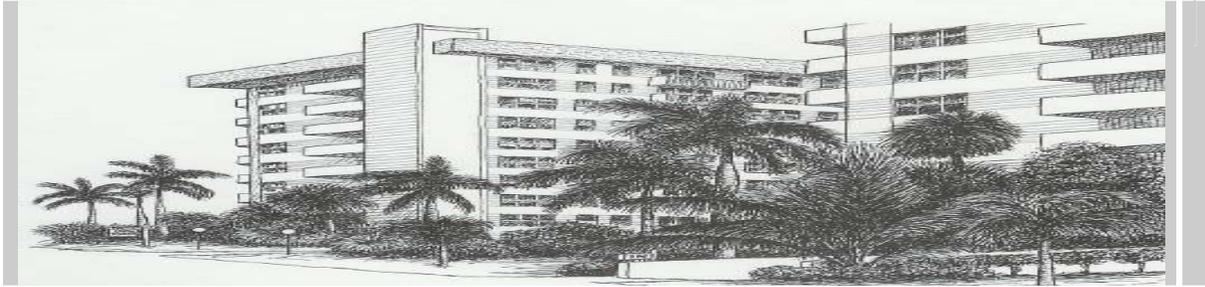
\_\_\_\_\_

\_\_\_\_\_

Print Name

Signature

CC: Security \_\_\_\_\_ Date: \_\_\_\_\_



**OPAL TOWERS CONDOMINIUM ASSOCIATION, INC.**

1149 Hillsboro Mile Hillsboro Beach, FL 33062 Phone – 954-428-0668 Fax – 954-426-0404

**Deliveries and Deposits**

**Owners and or Lessees**

The use of elevators for the shipment and receipt of items or materials that require padding of the elevators and protection of the elevator floors shall be permitted only between the hours of 8:30 am and 4:30 pm –Monday through Friday, and in case of emergency, with prior approval of the Property Manager, between 9:00 am and 3:00 pm on Saturday.

Prior consent of the Property Manager that is necessary at other times, will be granted only in emergencies, and only if the elevators can be properly protected. A fee for this service is applicable.

The unit owner shall be responsible for any damage to elevators, floors, walls or furniture of the Condominium Association.

Owner / lessee is responsible for advising delivery personnel of the above stated rules.

Deposit fees are as follows, deposit check will be returned after verification that no damage has taken place during the delivery.

Move In or Out	-	\$1,000.00
Construction	-	\$ 500.00
Deliveries	-	\$ 275.00

**Thank you for helping to keep our home in good shape!!**

# ***HELPFUL INFORMATION***

**Board Members:** President: Norman Klein, Vice President: Tom Black,  
Treasurer: Larry Brown, Secretary: Joan Gallagher,  
Directors: Linda Doyle, Phyllis Mavrikis, Eve Nortman,  
Tom Puleri, Rhea Weiss.

**Emergencies:** Always call the Security Guard @ 954-428-2922 or our Local Police Station @ 954-427-6600 Please see attached from Chief Nagy.

**Check In** with Security **and** the Office when you arrive. This is for safety and communication in case of emergencies such as mandatory evacuations.

**Telephones:** Please inform the office of any changes in your local and/or out of town numbers. We need to have current contact numbers in case of emergencies and especially during Hurricane season.

**Television:** Our TV provider is Comcast. The channel schedule is in the office. **Our Condo Channel is 92 which shows the Security desk** so that you can see who your visitors are if you wish. There is also a sign indicating when the mail is in or not.

**Automobiles:** Parking spaces are limited and only one is Deeded to each unit. You must attach your parking sticker to the rear passenger side of window. All extra spaces are already rented. There is a waiting list in the office. Extra parking spaces, which belong to the Association and not the owner, are not available to lessees. SUV's over 6 feet high will not fit in the garage parking area. Tailgating is not allowed as it invites unknown people into the building. Wait for the gates to close behind you.

**Garage Door Openers:** This should be transferred by the Seller to the Buyer. We do have Garage Door Openers available in the Office for \$25.00 if needed.

**Mail Box Key:** The Key should be transferred from the Seller to the Buyer.

**Minutes of Board Meetings:** Copies are on the desk in the Library. Copies of the Minutes or our Budget can be obtained from the office. They are also available on our web site, [www.opaltowerscondo.com](http://www.opaltowerscondo.com).

**Moving, Deliveries, and Outside Contractors:** All moves, in or out, should be known to the Office and Maintenance. A deposit is required before movers and workers are allowed into the building. When they leave and no damages were found in any common areas, the office will return your deposit. Hours for movers, deliveries, or contractors are 8:30 am - 4:30 pm. Monday through Friday. The Service elevator is padded during these hours. Building Manager's approval is needed for any other times or days.

**Communication:** The Bulletin Boards, the Office, our web site and Security.

## **Opal Towers Condominium Association**

### **Notice to Hillsboro Beach Residents**

#### **Hillsboro Beach Police Department versus 911**

The following was received from Chief Nagy of the Hillsboro Beach Police Department with regards to calling the Hillsboro Beach Police Department versus calling 911: "It is imperative that if there is an emergency where the possibility that all information can not be supplied to the police department, to call "911".

This is how the system works.

By calling the police department directly, it prevents your call from being handled downtown Broward County and then being transferred to us here at the police department. As you can tell, this will cancel out the middle involvement and therefore, response time is usually a little faster. There is a very big drawback to this; if the information can not be supplied to the Hillsboro Beach dispatch, there will be a very long delay. Broward County has the ability to track phone numbers and addresses of calls that come in. If you are unable to provide information (whether due to being unable to or becoming unconscious), they will still notify us at the police department and we will respond to a "911 drop-off". We do not have the capability to trace calls at the police department.

If there is an emergency that there is no question, all imperative information can be supplied, please feel free to contact the police department direct, at 954-427-6600.

Issued 11/30/2009

## Opal Towers Condominium Association

### NEW OPAL TOWERS WEB SITE

Our new Opal Towers Condominium Association Web Site is now available for our owners, renters, and visitors to use at your convenience.

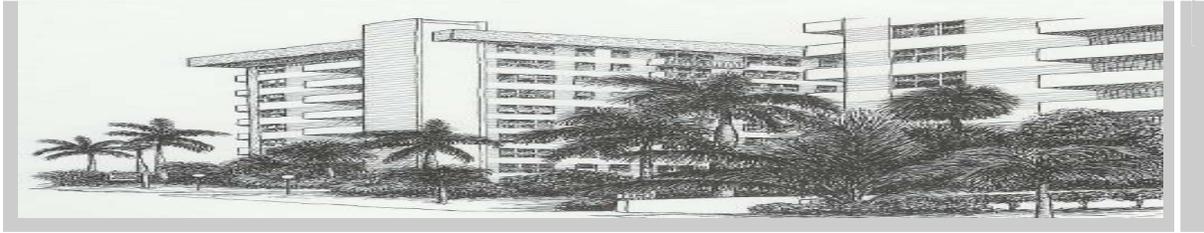
The site is [www.opaltowerscondo.com](http://www.opaltowerscondo.com) on the internet.

All visitors to the site can access the public areas from the Main Menu for helpful information, Opal Towers Announcements, News, Events, Meetings, our Rule Book, important Phone Numbers, Purchaser, Renter & Realtor Information, pictures of our property and interesting Internet links. Most current articles are found in the lower section of the Home Page.

Owners at Opal Towers can register to access the "Owners Only – Private" area of the web site as instructed on the top of the home page. When registering for access to this portion of our web site, **Please use your unit number, like 401S or 212N, as your "User Name" for easier website management when you register for full access on the site.** Our website is completely secure and confidential. Please allow a few days for processing, to gain full access to this area of our site.

We hope that this site aids in the communication of Social Activities, Notices to residents and guests, Board of Directors proceedings, and local area information. Please visit our new site at your convenience.

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



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**USE THIS FORM ONLY FOR INCLUSION IN OUR PUBLIC DIRECTORY**

Dear Unit Owners:

As has been prepared in the past, the Board of Directors wishes to assemble a Membership Directory for use by the Membership exclusively. This year, however, due to legislative changes which have occurred, effective 7/1/2010, your consent to inclusion of specific information is now required. Section 718.111 (12)(c)5, of the Florida Statutes states that the following records are no longer accessible to unit owners:

Social security numbers, drivers license numbers, credit card numbers, e-mail addresses, telephone numbers, emergency contact information, any addresses of unit owners other than as provided to fulfill the Associations' notice requirements, and other personal identifying information of any person, excluding the persons' name, unit designation, mailing address and property address.

Accordingly, the Association cannot provide this information to a requesting party without the specific consent and / or approval of the unit owner. Notwithstanding, several unit owners requested that we should publish such a directory. Therefore, we are sending you this consent form to establish which, if any, of your information you want to be included in such a directory.

**INFORMATION LISTING REQUEST / CONSENT**

I / we understand that while Opal Towers intends to keep the listed information confidential and available to other unit owners only, once the directory is distributed, Opal Towers has no control over any further dissemination of the information. Therefore, Opal Towers assumes no responsibility if the directory becomes public information.

I / we, the owners of unit \_\_\_\_\_ request that the following information (as indicated) be listed in the Opal Towers Condominium Association Directory. **ALL owners of a unit listed on the deed must sign. Please include ONLY numbers you want published and CIRCLE the words Include in Public Opal Towers Directory.**

**Circle below if desired:**

Unit Phone # \_\_\_\_\_

*Include in Opal Towers Directory*

Cellular # \_\_\_\_\_

*Include in Opal Towers Directory*

Other Phone # \_\_\_\_\_

*Include in Opal Towers Directory*

E-mail \_\_\_\_\_

*Include in Opal Towers Directory*

Signed: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Print: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Signed: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Print: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_