

Romantica

Single Family Homes

*at
Imperial
Lake*

**RULES
AND
REGULATIONS**

ROMANTICA AT IMPERIAL LAKE
Homeowners Association, Inc.

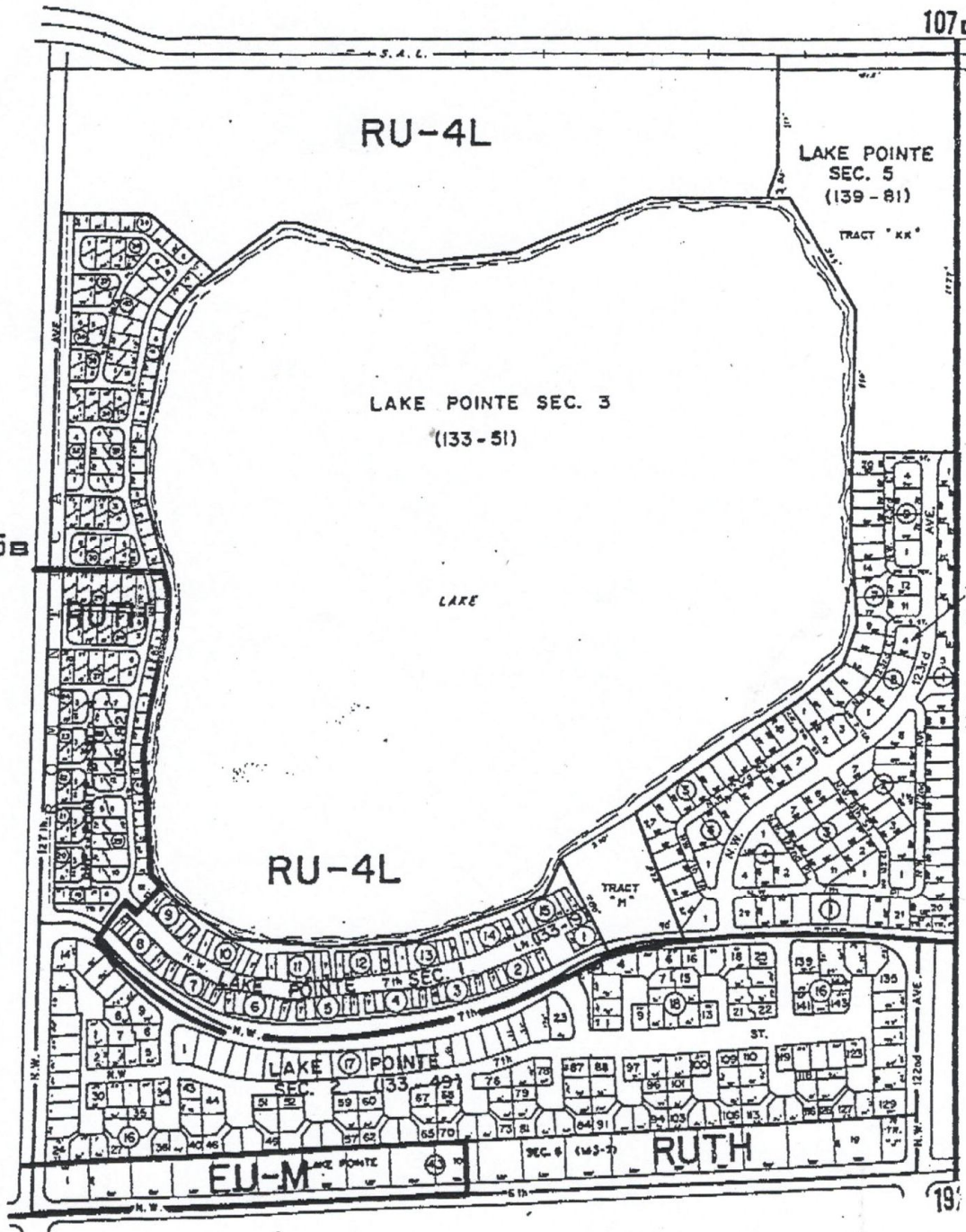
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INTRODUCTION

Romantica at Imperial Lake Homeowners Association is a single family residential community comprised of 194 homes. Located in the west section of Dade County, Romantica is situated near the Florida Turnpike and excellent shopping malls such as Dolphin and International. Children of Romantica enjoy the privilege of attending some of the finest schools in Dade County. In addition to the excellent community, Romantica residents take advantage of their close proximity to Florida International University.

Romantica residents take pride in living in a beautifully landscaped Mediterranean atmosphere where palm and shade trees abound. Residents take advantage of their clubhouse pool bordering on a scenic 85-acre lake and tennis courts.



GOVERNANCE OF ROMANTICA

The overall responsibility for governing Romantica rests with its members of the Board of Directors. The Board of Directors is responsible for upholding and enforcing the Articles of Incorporation, Declaration of Covenants, Conditions, and Restrictions (C, C, & R's), and By-Laws. As per Article VII Section I of the original By-Laws dated February 1, 1989, "The Board of Directors shall have power to: (a) adopt and publish rules and regulations governing the use of the Common Areas and facilities, and the personal conduct of the members and their guests thereon, and to establish penalties for the infraction thereof."

The Board of Directors develops and oversees the annual budget. Residents pay an annual maintenance fee which can only be increased a maximum of 5% annually by the Board of Directors. Increases greater than 5% must be approved by the homeowners.

MAINTENANCE FEES

The Board of Directors establishes the fee as part of its annual budget. The maintenance fee may be raised a maximum of 5% annually without homeowner approval. Recommended increases greater than 5% per annum must be approved by a vote of the homeowners. A late fee of \$25.00 is automatically assessed to any homeowners' account if payments are not received within 30 days of due date.

BOARD OF DIRECTORS MEETINGS

Regularly scheduled Board of Directors meetings are open to the public. Special meetings of the Board of Directors are open to the public at the discretion of the Board. Residents and others wishing to speak specific issues are invited to submit requests so that they can be placed on the agenda. Residents should contact the Association Office for information (agendas, minutes, schedule) regarding Board Meetings.

HOMEOWNER MEETINGS

Periodically, meetings of the homeowners are scheduled. The purpose of these meetings is to inform residents of current issues of concern and to encourage feedback. All residents are urged to attend these meetings. Dates and times are posted at the bulletin boards located throughout the community.

ANNUAL MEETINGS

The Annual Meeting is scheduled for November beginning at 7:00 P.M. The purpose of the meeting is to provide residents with an annual review of the operations of Romantica. An important feature of this meeting is the election of three residents in good standing to the Board of Directors. All residents should attend and vote.

ROMANTICA HOMEOWNERS ASSOCIATION, INC.

IMPORTANT TELEPHONE NUMBERS

Imperial Lake Security Guard (786) 339-7040
Crime Watch Station (305) 470-1670
Attorney - Frank Perez-Siam (305) 630-2874

COMMUNITY SERVICES

Police/Fire Emergencies 911
Police/Fire Non-Emergencies (305) 476-5423
Animal Control (305) 884-1101
Post Office (305) 221-1819
Code Enforcement (305) 329-4820
Florida Power & Light (305) 442-8770
Water & Sewer (305) 665-7477

PUBLIC SCHOOLS

Marjory Stoneman Douglas Elementary (305) 226-4356
11901 SW 2nd Street Miami, FL 33184

Paul W. Bell Middle School (305) 220-2075
11800 NW 2nd Street Miami, FL 33182

G. Holmes Braddock Senior High (305) 225-9729
3601 SW 147th Avenue Miami, FL 33185

SECURITY

Security is a major concern of all homeowners. Our security force provides a security officer to guard the Imperial Lake Master premises.

Residents can help in the overall security effort by reporting any observed lawless act(s) directly to Miami-Dade Police and then to our Security staff.

Residents should also:

- Report any suspicious or obnoxious behavior to the security staff or property manager.
- Note and report license plate numbers of any suspicious automobiles, speeding or improper driving within the perimeter of Romantica.
- Keep doors and windows locked and secured at all times.
- Leave their front porch and backyard lights on during evening hours.
- Report vandalism whenever and wherever it is observed.
- Ensure that your home is secure, and correspondence is collected periodically while on vacation or away from the property for an extended period of time.
- Get to know your neighbors.
- Keep important telephone numbers handy (i.e. the local police, fire department, and Imperial Lake security force).
- Be advised that loitering is prohibited, will be strictly enforced, and subject to fines.
- Be responsible for your children and guests. Children are not allowed to play in the streets which should always be cleared for motorists.

For security reasons, no garage/moving/sales of any kind are allowed in Romantica.

Residents are responsible for and may be held accountable for the behavior of their guests.

COMMON AREAS

Common areas are part of your community and reflect on your property value. You should report violations in order to protect your interest.

1. All dogs must be on a leash.
2. When walking a dog, Fido stations or pooper scoopers must be used.
3. Cars or other motorized vehicles are forbidden in the common areas.
4. Parties, picnics, and barbecues are not permitted.
5. Soliciting or distribution of unsolicited advertising is prohibited.
6. For security reasons, loitering is strictly prohibited. *The security guard will strictly enforce this regulation and, if necessary, will enlist police force.*
7. No littering on common areas and streets.
8. Unwanted mail advertising, etc., is not to be thrown on the street or left in the mailbox area. **Please dispose of it properly.**

The Association takes no responsibility for any injury to persons who violate the rules and regulations governing the common areas.

Please note that any expense in maintaining the common areas is covered directly from the homeowners' assessment fees. Cleaning services or damages to fences, landscape, or other common areas, will only increase your assessment. Please do not litter or vandalize.

GUIDELINES

Trash Removal - Trash pickup is now scheduled for our area on Tuesdays and Fridays. Garbage should be placed in properly contained material. Garbage is not to be placed out for pickup prior to 6 P.M. of the night before. The emptied garbage cans are to be brought in by the evening of pickup day.

Boats, Trucks, Campers & Trailers - Boats, trucks, campers and trailers are prohibited in Romantica. Boats that are parked or stored within a property may be towed away by the Association at the owner's expense.

Fences - Fences are for the security and privacy of the community. Any variation outside of existing wooden fences or paint must be submitted to the Architect Control Committee for approval. Breaking, loosening, or climbing the fence to access the streets will be considered an act of vandalism and will be fined accordingly. Laundry or any kind of article should not be hung from or exposed on the exterior of fences or property.

Signs - No sign of any kind shall be displayed to public view on any property, except one commercially designed post sign of dimensions not exceeding twelve (12) inches square for the sole purpose of advertising the property for sale or rent.

Nuisance and Disturbing - Homeowners and occupants must consider other homeowners' rights to peace and quiet. Extreme care about making noise must be exercised when using musical instruments, radios, televisions, amplifiers, and vehicle horns.

Basketball Hoops, Backboards, and Posts - Permanent or portables are banned from Romantica and subject to fines.

Sports Activities, All Ball Playing, Nets, etc. - Noisy sports and other activities that may present a safety hazard to nearby homeowners and/or obstruct traffic flow are prohibited. Furthermore, children are not to play on the streets.

Automotive Repairs and Maintenance - Maintenance and repairs are prohibited in the community. No vehicles in abandoned, immobilized, and/or obvious state of distress/disrepair are permitted in Romantica.

Pets - Dogs, cats, birds and other household pets shall not be kept, bred or used for any commercial purpose. Furthermore, they shall not be permitted to cause a nuisance or an unreasonable disturbance. Excessive barking is subject to fines. Loose dogs are not permitted. When walking dogs, a leash and a pooper scooper/Fido station should always be used.

Parking - Visitor parking is strictly for visitors, all others will be towed away at owners' expense. Parking on the street or undesignated green areas is prohibited and subject to fines and towing at owners' expense.

Property Maintenance - It is the obligation of each Homeowner to properly maintain the exterior appearance of their property. This includes a neat lawn, shrubs, etc. Yards are to be maintained clean and free of debris and materials that would create a haven for rats and other unwanted creatures. Any and all alterations, changes, paint, fences to the exterior of the property, including front and back, must be submitted to the Architectural Committee for approval and a building permit must be obtained from Miami-Dade prior to commencing work (if required by law).

Go-Carts/Race Cars - Dirt bikes, Motorbikes, 3-Wheeled Sand Bikes, and Terrain Recreational Devices are prohibited in Romantica and subject to fines.

Rental Policy - Romantica is strictly a single family community. Partition of the property for rental is a violation of the law and not permitted in Romantica. (See Rental Policy for procedure and approval).

Common Areas and Easements - Common areas are insured and maintained by the Association at the expense of all homeowners. In order to maintain the assessment fees low, all homeowners must cooperate by not littering, defacing, and vandalizing these areas. All easements bordering the properties are for the use of homeowners but must be cleared of fence structure and must be accessible to all utility agencies. Planting or digging on easements must first be consulted with Sunshine for location of utilities. Homeowners will be responsible for any expenses incurred if any cables are damaged due to digging.

MAINTENANCE OF PROPERTY

Residents are responsible for maintaining a clean, neat and safe environment within their front/backyard and throughout the community. The lot landscaping, including (and without limitation to) trees, shrubs, lawns and flower beds shall be maintained by owner. Driveways and walkways shall be maintained as originally installed by developer, unless prior approval for change, deletion or addition is obtained by the Architectural Committee.

To keep our community maintained in an attractive manner, from time to time we do inspections of the property. These inspections may generate letters to individual homeowners regarding various items that may need to be corrected. After receipt of a letter from our Board, a period of time is extended to the unit owner to correct the problem.

No clothes line, laundry or any kind of article shall be hung from or exposed on the exterior of the property.

All paint trims, roof tiles, entry/driveways must comply with Romantica's architectural guidelines.

PROCEDURES FOR ISSUING FINES

Repair/Replace Fence

- Inspection/Complaint
- Notice of Violation (30 days)
- Hearing Panel
- Board Action
- Fine Letter (\$100 per failed inspection)
- If Unpaid, Lien + Legal Action with Lawyer

Overgrown Lawn/Shrubs/Trees

- Inspection/Complaint
- Notice of Violation (15 days)
- Hearing Panel
- Board Action
- Fine Letter (\$100 per failed inspection)
- If Unpaid, Lien + Legal Action with Lawyer

Trash Visible to Community

- Inspection/Complaint
- Notice of Violation (Warning)
- Hearing Panel
- Board Action
- Fine Letter (\$100 per failed inspection post-warning)
- If Unpaid, Lien + Legal Action with Lawyer

Property Maintenance

Paint, Trimmings, Roof Tiles,
Shutters, Windows

- Inspection/Complaint
- Notice of Violation (with Fine)
- Hearing Panel
- Board Action
- Fine Letter (\$100 per additional failed inspection)
- If Unpaid, Lien + Legal Action with Lawyer

ACC Violations

Construction without approval
from Architectural Committee (ACC)

- Inspection/Complaint
- Notice of Violation (with Fine)
- Hearing Panel
- Board Action
- Fine Letter (\$100 per additional failed inspection)
- If Unpaid, Lien + Legal Action with Lawyer

Construction not in accordance with
plans as approved by the Architectural
Control Committee (ACC)

- Inspection/Complaint
- Notice of Violation (with Fine)
- Hearing Panel
- Board Action
- Fine Letter (\$100 per additional failed inspection)
- If Unpaid, Lien + Legal Action with Lawyer

TRASH PILES

Trash piles left out in front of a property quite simply lowers the property value of the entire neighborhood.

Often, what starts as a small trash pile is quickly added to by neighbors and soon becomes a mountain, and in the meantime, the landscaping underneath dies. In the dry months, it can be a real fire hazard. Also, the trash pile is an obstacle to pedestrians and/or vehicles.

Proper ways to dispose of trash:

- Take it to the nearby dump at S.W. 19th Street and 117th Avenue (next to FIU).
- Hire someone with a pickup truck to take it to the dump for you.
- Hire a vendor to remove it.
- Make the disposal of all wastes such as rugs, fences, roof tile, tree trimmings, etc. a part of your service contract with your vendor. Reputable vendors normally include this as part of routine service at no extra cost.

PLEASE NOTE: Even if you can provide proof of a scheduled removal, you may not leave refuse outside, even temporarily. **Substantial fines will be imposed.**

PARKING/AUTOMOTIVE RULES

All of the Parking Areas and Common Driveways governed by the Romantica at Imperial Lake Homeowners Association (A Parking Area) shall be governed by the following rules and regulations in addition to all parking rules and regulations presently in existence or as may be amended from time to time by the Homeowners Association.

Parking Decals - Romantica at Imperial Lake is a mandatory parking decal community. Each unit is entitled to obtain three (3) permanent parking decals and one (1) guest tag. The Management Office will issue each registered vehicle a decal. The decals are to be displayed on the front window driver's side. All units have been assigned a guest tag.

All vehicles in which a decal or guest pass is not displayed will be considered unauthorized and will be towed away, without further warning, at owner's expense.

Registration - All residents must register with the Management Office their vehicles and maintain said information current and up to date. New Residents must register their vehicles prior to moving into association complex. All residents will fill out a registration form and must bring with them their vehicle registrations, driver's license and money order.

It is of the utmost importance that the Management Office has your current phone number on record to facilitate verification of your vehicle and the vehicle of your guests.

Commercial Vehicles, Trucks and Vans - No trucks, vans, or commercial vehicles, all as hereinafter defined, shall be parked, stored or kept on any portion of the Parking Areas overnight; except in an emergency situation which will not exceed a maximum period of 24 hours and in which written permission has to be obtained from the Management Office. Government/County and Police vehicles are excluded.

Commercial vehicles for personal/work use may be stored behind the fence of your property, making sure that the vehicle fits within the premises.

The word A Truck: shall mean any truck larger than the manufacturer designated one (1) ton truck.

The word A Van: shall mean any van larger than the manufacturer designated one (1) ton Van.

The term A Commercial Vehicle: shall include but not be limited to all automobiles, trucks, and vehicles including station wagons, containing any trade or business name, advertising, signs of any type of lettering shall be presumed to be used for commercial purposes. In addition, the term A Commercial Vehicle: shall include any vehicle with equipment, including but not limited to racks, tool boxes (no higher than 8" above the bed walls), storage bins, camper tops used for commercial service, ramps hydraulics lifts or equipment except for any ramps or lifts needed for access by handicapped persons on private vehicles.

No motor vehicle exceeding twenty (20) feet in length shall be parked, stored or kept on any portion of the Parking Areas. All vehicles which fall under this section will be towed away, without further warning, at owner's expense.

Recreational Vehicles - No recreational vehicles, as hereinafter defined, shall be parked, stored, or kept on any portion of the Parking Areas.

The term A Recreational Vehicle: shall include, but not limited to campers, mobile homes, motor homes, boats, trailers, dune buggies or any vehicle which has been modified by the installation of oversized tires or removal of body components as originally installed by the manufacturer. All vehicles which fall under this section will be towed away, without further warning, at owner's expense.

No one will be allowed to store a vehicle/motorcycle for more than 24 hours EXCEPT in their own reserved spot.

Disabled/Abandoned Motor Vehicles - A disabled or abandoned motor vehicle may not be parked, stored or kept in the Parking Areas.

The term Disabled Motor Vehicle: shall include, but not limited to, any motor vehicle which cannot operate on its own power.

The term An Abandoned Motor Vehicle: shall include, but not limited to, any motor vehicle with expired license plates, no license plates, flat tires or broken window(s).

All vehicles which fall under this section will be towed away without further warning, at owner's expense. If a derelict vehicle is parked in an parking space, management will sticker the vehicle and attempt to contact the resident holding that parking space by either telephone or by posting a note on the resident's door. If the resident does not answer within twenty-four (24 hrs) the vehicle will be towed away, without further warning, at owner's expense.

Noise - Noisy vehicles are not permitted on the premises. Normal conventional vehicle noise levels are the determinative factor. Any vehicle with a noise level above that of a normal conventional vehicle is not permitted on the premises of Romantica.

Nuisances - All vehicles illegally parked in unauthorized places (parking spaces, fire lanes, driveway lanes, service area lanes, or green {lawn} areas) will be immediately towed away, without further warning, at the owner's expense.

All vehicles impeding access egress or ingress to a parking place will be towed away immediately. No advance warning necessary and the owner will be liable for all towing charges.

Repairs and Restoration of Motor Vehicles - No repairs or restoration of a motor vehicle shall be conducted on any portion of the Parking Areas (prohibited in the community).

Towing and Fines - The Association shall have the right to authorize the towing away of any vehicle in violation of the Association's parking rules and regulations. Residents and/or guests should beware that vehicles improperly parked on the common grounds of the community are in violation of parking rules and subject to towing. Should a vehicle be towed away, costs incurred for vehicle's removal and storage, will be charged against the vehicle owner and must be paid prior to repossession of the vehicle.

Driving and parking violations are subject to a fine. A fee of \$100.00 will be charged per day for any parking violation; however pursuant to Section 718.303(3), Florida Statutes no fine may exceed \$1,000.00 in the aggregate. This charge will be billed directly to the unit owner.

RENTAL UNITS

RENTERS ARE UNDER THE SAME OBLIGATIONS AS HOMEOWNERS TO COMPLY WITH ALL RULES AND REGULATIONS GOVERNING ROMANTICA.

The following regulations have been adopted to clarify leasing requirements, to improve relationships between renters and owners, and to establish practices which are in the best interests of both absentee owners (lessors) and residents in maintaining the quality of Romantica and its property values.

RENTAL POLICY

All homeowners engaging in the rental of their unit must comply with the following procedures:

- Submit a Rental Application Board of Directors' approval.
- No more than the following numbers of persons are permitted to occupy a house at any time: 3 bedrooms: 5 persons; 4 bedrooms: 6 persons.
- At no time is a Renter to take possession or "move in" until the Board has given final approval pursuant to conforming to Romantica Rental Policy guidelines.
- All Leases entered into by any unit owner must provide that the Tenant(s) is/are required to comply with any and all rules and regulations of Romantica Homeowners Association, Inc., as well as any and all covenants, bylaws and restrictions. Furthermore, the Association shall have the right to bring eviction proceedings or take such legal action as it may deem necessary with respect to said Tenant(s), it being expressly intended and understood that the Association is an intended third party beneficiary under the term of said Lease Agreement. *Lease used must have this clause included.*

As requested in the Rental Application, homeowners of Romantica who rent are expected to provide to the Board and maintain current the following:

- Names of occupants.
- Home telephone number(s).
- Work telephone number(s).
- Address and telephone numbers for off-site homeowners.
- License plate number and description of all vehicles. Visiting vehicles are limited to parking spaces within property.

L&C ROYAL MANAGEMENT CORPORATION*A Community Association Management Company*12301 NW 7th LN Miami, Florida 33182Phone: (305) 485-3410 | Fax: (305) 485-3411 | E-mail: jonavlie@lcroyalmanagement.com

NOTE: Print legibly or type. Answer all questions on pages of this application. If not complete or blank spaces, this application may be returned or not approved.

APPLICATION FOR: _____ SALE _____ RENTAL (Check applicable one)

Community Name: _____ Unit No. _____

Address: _____

Owner Acct. No. _____ Desired date of occupancy: _____

NAME: _____ Birth Date: _____ Soc.Sec.No. _____

SPOUSE: _____ Birth Date: _____ Soc.Sec. No. _____

Marital Status: () Single () Married () Divorced () Widowed

No. Of adults (over age 18) who will live here: _____

Names & ages of children: _____

No. of pets (Breed, Color, Size, etc.): _____

No. of cars you will park at this address: _____ Drivers Lic. No.'s: _____

Model: _____ Year: _____ Plate No.: _____ State: _____

Model: _____ Year: _____ Plate No.: _____ State: _____

Phone Home: _____ Cell: _____ other: _____

RESIDENCE HISTORY

1- Present Address: _____ How Long: _____

City: _____ State: _____ Zip code: _____ Phone No: _____

Landlord: _____ PHONE No: _____

(Please specify if you are the owner)

2- Previous Address: _____ How Long: _____

City: _____ State: _____ Zip code: _____ Phone No: _____

EMPLOYMENT REFERENCE

1-Employer: _____ Phone No. _____

Address: _____

Position: _____ How long: _____ Monthly Income: _____

2- Spouse's Employer: _____ Phone No: _____

Address: _____

Position: _____ How Long: _____ Monthly Income: _____

L&C ROYAL MANAGEMENT CORPORATION

A Community Association Management Company

12301 NW 7th LN Miami, Florida 33182

Phone: (305) 485-3410 | Fax: (305) 485-3411 | E-mail: jonavlie@lcroyalmanagement.com

PERSONAL REFERENCES

1- Name: _____ Home No. _____

City: _____ State: _____ Work Phone No. _____

2- Name: _____ Home No. _____

City: _____ State: _____ Work Phone No. _____

3- Name: _____ Home No. _____

City: _____ State: _____ Work Phone No. _____

Have you ever had any legal conflict with a Landlord? _____

Have you ever had any legal conflict with a residence? _____

This application is subject to acceptance by the Owner/ Association / Landlord. The applicant understands that the Owner/ Association / Landlord will authorize L&C Royal Management Corporation to act as their agent to investigate the information supplied to the applicant on this application from L&C Royal Management Corporation. (And the owner/Association/ Landlord) will not be liable or responsible for any inaccurate information in their report, caused by Illegibility or wrong information on this information, given by the applicant. The Applicant agrees, not to hold L&C Royal Management Corporation and/or the Owner /Association/Landlord reliable for the reports received by their Investigators. All reports will be obtained under the regulations of the FCRA-FAIR Credit Reporting Act. The applicant agrees to sign the Authorization Form, needed by L&C Royal Management Corporation to receive the requested Information concerning the banking, employment, credit and residence information in reference to this application. L&C Royal Management Corporation may investigate all given references as deemed necessary and may also require a credit report through a credit reporting agency. All investigation reports will be handled confidentially and only the results will be reported to the Owner/Association/ Landlord or authorized persons. By signing this application the applicant authorizes the Owner/ Association/ Landlord and their agent L&C Royal Management Corporation, to investigate the information supplied.

Attached is the Signed Authorization Form for Release of Information. DATE: _____

Print Name: _____ Print Name: _____

Signature: _____ Signature: _____

APPLICANT

APPLICANT'S SPOUSE

L&C ROYAL MANAGEMENT CORPORATION

A Community Association Management Company

12301 NW 7th LN Miami, Florida 33182

Phone: (305) 485-3410 | Fax: (305) 485-3411 | E-mail: jonaylie@lcroyalmanagement.com

AUTHORIZATION FORM

APPLICANT(S): This authorization form will be used only to obtain and verify information with your employers, banks and financial Institutions and credit organizations, which require your signature and name printed. You gave this information in connection with your purchase/rental/lease application as attached.

**AUTHORIZATION TO RELEASE INFORMATION ABOUT MY:
EMPLOYMENT, BANKING, CREDIT & RESIDENCE**

The requested information will be used in reference to my purchase/rental/lease/lease application. I hereby authorize you to release any and all information concerning =my employment, banking, credit, and residence and give this information to:

L&C ROYAL MANAGEMENT CORPORATION

I herby authorize L&C Royal Management Corporation to investigate all statement contained in my application as may be necessary. I understand that I hereby waive any privileges I may have regarding the requested information to release it to the above named party. A copy of this form may be used in lieu of the original.

Sincerely,

Nayma L Cardona – CAM
L&C Royal Management Corporation

Applicant's Printed Name

Applicant's Signature

Date

Applicant's Printed Name

Applicant's Signature

Date

L&C ROYAL MANAGEMENT CORPORATION

A Community Association Management Company

12301 NW 7th LN Miami, Florida 33182

Phone: (305) 485-3410 | Fax: (305) 485-3411 | E-mail: jonaylie@lcroyalmanagement.com

RULES AND REGULATIONS RECEIPT

I'm here to confirm that I have received –and **will read-** a copy of the Rules and Regulations governing the use, responsibilities, safety, security, trash, architectural control, parking registration rules, pets, sales or lease, recreational facilities, swimming pool rules and burglar alarms of Homeowners Association. This Unit **cannot be subleased or sublet partial or total.** Approval for occupancy for the unit is hereby granted to the Declaration of the Homeowners Association with the full approval of the present Board of Directors.

I understand that failure to comply with these Rules and Regulations and governing documents will result in fines, as prescribed by the law.

No. of adults (over age 18) who will live here: _____

Number of Children: _____

No. of Pets, If applicable (Breed, Color, Size, etc.)

Signature: _____

Please print your name: _____

Signature: _____

Please print your name: _____

Property Address: _____

Date: _____

Approved By: _____

Board Member Signature

Title

Date

Print your name

Property Manager: _____

Signature

Nayma Cardona

Print Name

Date

HOMEOWNERS HEARING PANEL

The Homeowners Hearing Panel was established by a vote of the Homeowners and has been incorporated into the By-Laws of Romantica. The Homeowners Hearing Panel is comprised of independent and non-biased homeowners who periodically review all cases involving letter of alleged violations issued. Letters of alleged violations are mailed to homeowners for infractions regarding maintenance, security, or other rules and regulations governing Romantica.

Persons who receive letters of violations have the right to appear before the Homeowners Hearing Panel with witnesses, if any, to explain their side.

After the Homeowners Hearing Panel reviews a case, it makes a decision. If the Hearing Panel upholds the violation, it may recommend a fine (according to established Board approved limits) or other solution. The party or parties found in violation of particular Romantica Rules & Regulations have the right to appeal the decision of the Hearing Panel to the Board of Directors. All requests for appeal must be in writing. The Board of Directors is the final arbitrator in all cases involving fines that have been recommended by the Homeowners Hearing Panel. The Board of Directors makes all final decisions involving assessments (fines) for violations.

ROMANTICA AT IMPERIAL LAKE
Homeowners Association, Inc.

COMPLAINT FORM

Complaint Type:

<input type="checkbox"/> Noise	<input type="checkbox"/> Parking (Restricted Area/Boat/Truck)
<input type="checkbox"/> Vandalism	<input type="checkbox"/> Children playing in Street
<input type="checkbox"/> Trash/Debris	<input type="checkbox"/> Dog (Barking/Loose/Defecating)
<input type="checkbox"/> Trees	<input type="checkbox"/> Fence
<input type="checkbox"/> Paint	<input type="checkbox"/> Loitering
<input type="checkbox"/> Other: Please specify	<input type="checkbox"/> Auto Repairs

Detailed Nature of Complaint: _____

Date & Time Incident took place: _____

Name: _____ Telephone #: _____

Address: _____

Were there any other witnesses? If so, Name and Address: _____

Thank you for your concern and for assisting us in keeping an orderly community that we can all enjoy.

DO NOT WRITE BELOW THIS LINE

Warning Letter Sent: Y () N () Date: _____

Violation Notice Sent: Y () N () Date: _____

Certificate of Charge: \$ _____ Date: _____

ROMANTICA HOMEOWNERS ASSOCIATION
12301 NW 7th LN Miami, FL 33182-2019
Phone: (305) 485-3410 Fax: (305) 485-3411

Violation Notice

This letter is being written at the direction of the Board of Directors of the **ROMANTICA Homeowners Association**. As a member, you are obligated to abide by certain predetermined Rules and Regulations as found in the association's Governing Documents.

We regret to advise you that the following item(s) identified below is/are not in compliance with the requirements of the ROMANTICA Homeowners Association's Documents.

Inspection Date
Violation:
Action Needed:
Required Compliance Date:

We request that you be in compliance with the Homeowners Association's Documents so that no further action is necessary. Your cooperation in completing the item(s) noted above would be greatly appreciated by your association and your neighbors as it will help maintain an aesthetically pleasing community.

Please contact us if you have questions regarding this information. If you feel this letter was sent to you erroneously, or would like to request an extension of time, please provide us with a written statement and your case will be revised accordingly. Please send either of these to us by email to Accounting@lccroyalmanagement.com or via fax to (305) 228-7328.

Lastly, we remind you that it is your responsibility to resolve this matter. It is very important to provide us with feedback. Ignoring these letters may result in serious consequences which might include fines or legal actions against you, as necessary. Thank you in advance for your anticipated cooperation in this matter.

Sincerely,
L&C Royal Management Corporation
C/O ROMANTICA Homeowners Association

13155 SW 42nd ST STE#102 Miami, FL 33175-3428
Phone: (305) 228-7326/27 Fax: (305) 228-7328

Romantica HOA
C/o L&C ROYAL MANAGEMENT CORP.

13155 SW 42nd ST Suite#102 Miami, FL 33175
Direct: (305) 228-7326/7 · Fax: (305) 228-7328
12301 NW 7th LN Miami, FL 33182
Direct: (305) 485-3410 · Fax: (305) 485-3411
Email: Accounting@lcroyalmanagement.com

FINE NOTICE

YOU ARE BEING FINED.

The association has made several attempts for you to correct these violations:

•

As a result of your non compliance your account has been charged with a fine of \$100.00. If violations are not corrected you will receive another \$100.00 fine per failed inspection/incident up to a maximum of \$1000.00. Inspections will take place regularly. Please govern yourself accordingly.

Best Regards,

L&C Royal Management Corp.
FOR THE BOARD OF DIRECTORS

Note: Please complete the bottom portion and return this entire form to the responsible party at:

L&C ROYAL MANAGEMENT CORP.
ATTN: VIOLATIONS DEPT.
13155 SW 42nd ST
Suite#102
Miami, FL 33175

Association: _____
Unit: _____

I declare that the above violation(s) has (have) been corrected.

Signature: _____

Print Name: _____

Phone(s): _____

Email(s): _____

Comments:

ARCHITECTURAL
GUIDELINES

Romantica

Single Family Homes

at
*Imperial
Lake*

ARCHITECTURAL CONTROL COMMITTEE

The maintenance and general appearance of houses in Romantica is governed by the Architectural Control Committee (A.C.C.). The A.C.C. was established by Article IX of the By-Laws. The A.C.C. is an independent committee of concerned homeowners. Membership of the A.C.C. is open to all homeowners in good standing (i.e. those whose maintenance account balances are current and have no violations/complaints pending).

Additions, changes, or modifications to the exteriors of houses, including (but not limited to) fences and fence gates, must have the approval of the A.C.C. Homeowners wishing to add, change or modify their home(s) are required to submit an application, including detailed plans, to the A.C.C. Applications are available at the Association Office. Paint color must be approved by the A.C.C. in order to maintain uniformity and the Mediterranean ambiance under which Romantica was developed. Subsequent to the submission of the application and plans, the A.C.C. reviews each request in a timely fashion.

Applicants will receive one of three types of notification letters:

1. Approval as submitted.
2. Rejection with explanation.
3. Request for additional information.

Variation from the original application and plan submitted to the A.C.C. will be considered a violation.

A Building Permit from Miami-Dade County is required for most structural additions, changes, or modifications. A copy of the permit must be placed on file in the Association Office before any work commences.

The A.C.C. seeks to work with any homeowners in order to ensure safety, security and feasibility of any addition, change, or modification to a unit Homeowners have the right to appeal to the Board of Directors if they do not agree with the decision(s) of the A.C.C. Information regarding the application procedures and required documentation is available in the Association office.

Structures out of compliance with A.C.C. regulations will be reported to the Miami-Dade Department of Building & Zoning Code Enforcement.

Romantica is a single family residential community; business activities are strictly prohibited and will be reported, as required, to the Miami-Dade Department of Building and Zoning Code Enforcement/subject to fines.

ARCHITECTURAL CONTROL COMMITTEE VIOLATIONS

A Building Permit from Miami-Dade County is required for any fence, structural additions, changes, or modifications. A copy of the permit must be placed on file with the Association before any work commences.

Any changes to the exterior of the property, including, but not limited to, colors of paint (building or fence), changes or modification to driveways or walkways, must be approved by the Architectural Control Committee (A.C.C.). (Due to the affect to property value, pavement of green areas in front of the property will only be allowed with artistic concrete or pavers).

Utility easements bordering the properties cannot be enclosed for any reason. Please do not dig or plant in easements without calling U.N.C.L. for location of cables. You may leave many properties without power or telephone if you accidentally cut a cable, plus it may be a fatal risk.

Antennas/satellites must be up to code with Miami-Dade County regulations. The A.C.C. may also review and recommend Landscaping Policy. It is the homeowner's responsibility to maintain the front lawn in a neat and attractive manner (including maintaining shrubs, trees and flower beds). Backyards are to be maintained a clean and safe environment as to not inconvenience nearby neighbors.

**Romantica Homeowners
Approval Request for Architectural Modification Form
Used When Requesting Change Outside Home
Effective January 2008**

To: **Romantica Board of Directors**
c/o L & C Royal Management Corp.
12301 NW 7th LN
Miami, FL 33182

From: **Owner's Name:** _____

Address: _____

Day Phone: _____ **Evening Phone:** _____

DISCRIPTION OF REQUEST: _____

THE FOLLOWING MUST BE ATTACHED TO PROCESS MODIFICATION REQUEST

- ❖ Lot survey with proposal modification drawn on survey, including any set back distance required.
- ❖ Appropriate drawings must show both a Plan View and an Elevation.
- ❖ Specifications of proposed materials/modifications (Color, Style, Type of Material, photos if available, etc.).
- ❖ Contract/Proposal/ Building and Zoning Permits to include current Miami-Dade County Code.
- ❖ Copies of Attachments from Romantica Rules and Regulations with contractor initials indicating compliance.
- ❖ Miami -Dade County Notice of Acceptance (NOA).
- ❖ Contractor Proof of Insurance and Business License.
- ❖ Consent Letter from Neighbors.

APPROVAL IS SUBJECT TO THE FOLLOWING:

1. You are responsible for obtaining necessary permits from the Building and Zoning Departments.
2. Access to job/work areas is only to be allowed through **your property** and **you** are responsible for any damage to Common Area and/or neighbor's property during job/work.
3. **Owner** must provide **CLOSED** Miami-Dade County permits when job/work is completed.

Date: _____ **Signature of Owner:** _____

(BOARD OF DIRECTORS USE ONLY)

Date Application Received: _____ **Date Approved/Disapproved:** _____

Approved: _____ **Disapproved:** _____

Explanation for Disapproval: _____

**Architectural Modification committee Chairperson or
Board of Director**