

## ***L&C Royal Management Corporation***

*A Community Association Management Company*

13155 SW 42<sup>ND</sup> STREET STE#103

MIAMI, FL 33175-3428

T (305) 228-7326/7 F (305) 228-7328

[lcroyal@lcroyalmanagement.com](mailto:lcroyal@lcroyalmanagement.com)

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### **APPLICATION REQUIREMENTS**

Please read the following information carefully:

1) The application must include the information of all those that will occupy / rent / purchase the property.

2) A non-refundable Application Fee of \$125.00 (1 or 2 adults), or \$150.00 (3 or more adults) is required.

\*Please make Money Order or Cashier's Check payable to **Romantica at Imperial Lake**. No other payment methods are accepted.

3) You must also include:

- a. Copy of Driver's License or Passport (per each adult).
- b. Copy of Vehicle Registration.
- c. Copy of Contract or Lease Agreement.
- d. If purchasing under a Corporation, please submit a copy of the Articles of Incorporation.  
- *Application must be filled out by president(s)/owner(s) of the Corporation.*

4) Each adult must fill out a Residential Screening Request Form, as well as a Disclosure & Authorization Agreement.

5) Please print your package/required copies, and then submit to our office (either in person or by mail). Applications/documents will not be accepted by email.

6) Management will not receive any incomplete application. An application will begin its process once all requirements are submitted.

7) Turn-around time for an application is up to 15 business days. Applicants will be notified immediately of result. Please do not repeatedly contact for status and allow the process to take its course.

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E-mail: [lcroyal2@lcroyalmanagement.com](mailto:lcroyal2@lcroyalmanagement.com)

*NOTE: Print legibly or type. Answer all questions on pages of this application. If not complete or has 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: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Tel #: \_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Social Security #: \_\_\_\_\_

Marital Status: (\_\_\_\_\_) Single | (\_\_\_\_\_) Married | (\_\_\_\_\_) Divorced | (\_\_\_\_\_) Widowed

2<sup>nd</sup> Applicant's Name: \_\_\_\_\_ Tel #: \_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Social Security #: \_\_\_\_\_

Email: \_\_\_\_\_ Number of adults who will live here (age 18 or older): \_\_\_\_\_

Names & ages of children/minors: \_\_\_\_\_

Breed, weight & color of pets: \_\_\_\_\_

Driver's License #1: \_\_\_\_\_ Driver's License #2: \_\_\_\_\_

Model: \_\_\_\_\_ Year: \_\_\_\_\_ Plate #: \_\_\_\_\_ State: \_\_\_\_\_

Model: \_\_\_\_\_ Year: \_\_\_\_\_ Plate #: \_\_\_\_\_ State: \_\_\_\_\_

## **RESIDENCE HISTORY**

1- Present Address: \_\_\_\_\_ How Long: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone #: \_\_\_\_\_

**(Please specify if you are the owner)**

2- Previous Address: \_\_\_\_\_ How Long: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## **EMPLOYMENT REFERENCE**

1- Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ How long: \_\_\_\_\_ Monthly Income: \_\_\_\_\_

2- 2<sup>nd</sup> Applicant's Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ How long: \_\_\_\_\_ Monthly Income: \_\_\_\_\_

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## **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

2<sup>nd</sup> APPLICANT

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## **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 hereby 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

\_\_\_\_\_  
2<sup>nd</sup> Applicant's Printed Name

\_\_\_\_\_  
2<sup>nd</sup> Applicant's Signature

\_\_\_\_\_  
Date

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## 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.

Number of adults who will live here (age 18 or older): \_\_\_\_\_

Number of children/minors who will live here: \_\_\_\_\_

Number of pets: \_\_\_\_\_

Property address: \_\_\_\_\_

Applicant's Printed Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

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

2nd Applicant's Printed Name: \_\_\_\_\_

2nd Applicant's Signature: \_\_\_\_\_

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

Approved By: \_\_\_\_\_  
Board Member Signature Title Date

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

Property Manager: \_\_\_\_\_  
Signature Nayma Cardona Print Name Date

**LC Royal Mgmt - Romantica / Ref#** \_\_\_\_\_

**RESIDENTIAL SCREENING REQUEST**

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

SSN: \_\_\_\_\_ DOB (MM/DD/YYYY): \_\_\_\_\_

Tel#: \_\_\_\_\_ Cel#: \_\_\_\_\_

**Current Employer**

Company: \_\_\_\_\_ N/A \_\_\_\_\_ Tel#: \_\_\_\_\_ N/A \_\_\_\_\_

Supervisor: \_\_\_\_\_ N/A \_\_\_\_\_ Salary: \_\_\_\_\_ N/A \_\_\_\_\_

Employed From: N/A To: N/A Title: \_\_\_\_\_ N/A \_\_\_\_\_

**Current Landlord**

Company: \_\_\_\_\_ N/A \_\_\_\_\_ Tel#: \_\_\_\_\_ N/A \_\_\_\_\_

Landlord: \_\_\_\_\_ N/A \_\_\_\_\_ Rent: \_\_\_\_\_ N/A \_\_\_\_\_

Rented From: \_\_\_\_\_ N/A \_\_\_\_\_ To: \_\_\_\_\_ N/A \_\_\_\_\_

*I have read and signed the Disclosure and Authorization Agreement.*

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DISCLOSURE AND AUTHORIZATION AGREEMENT**  
**REGARDING CONSUMER REPORTS**

**DISCLOSURE**

A consumer report and/or investigative consumer report including information concerning your character, employment history, general reputation, personal characteristics, criminal record, education, qualifications, motor vehicle record, mode of living, credit and/or indebtedness may be obtained in connection with your application for residence.

**AUTHORIZATION**

You hereby authorize and request, without any reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agency, or other persons or agencies having knowledge about you to furnish AmeriCheckUSA with any and all background information in their possession regarding you, in order that your residence qualifications may be evaluated. You also agree that a fax or photocopy of this authorization with your signature be accepted with the same authority as the original.

**READ, ACKNOWLEDGED AND AUTHORIZED**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- ☐ For California, Minnesota or Oklahoma applicants only, if you would like to receive a copy of the report, if one is obtained, please check the box.

Romantica at Imperial Lake Homeowners Association, Inc.  
**PARKING DECAL FORM**

**HOMEOWNER'S INFORMATION**

Homeowner's Name(s): \_\_\_\_\_ Acct. #: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing if Different: \_\_\_\_\_

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

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

**TENANT'S INFORMATION (If applicable.)**

Tenant Name(s): \_\_\_\_\_

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

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

**VEHICLE INFORMATION**

**Residents are entitled access to a maximum of three parking decals and two guest tags per unit.**

**INFORMATION FOR VEHICLE NO. 1**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Tag #: \_\_\_\_\_

Vehicle Identification #: \_\_\_\_\_ DECAL # 1: \_\_\_\_\_

**INFORMATION FOR VEHICLE NO. 2**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Tag #: \_\_\_\_\_

Vehicle Identification #: \_\_\_\_\_ DECAL # 2: \_\_\_\_\_

**INFORMATION FOR VEHICLE NO. 3**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Tag #: \_\_\_\_\_

Vehicle Identification #: \_\_\_\_\_ DECAL # 3: \_\_\_\_\_

**GUEST TAG # 1:** \_\_\_\_\_

**GUEST TAG # 2:** \_\_\_\_\_

I HAVE READ AND UNDERSTAND THE FOLLOWING:

All HOMEOWNERS and TENANTS must be registered with the Association and must show their Approval Letter as proof. Each unit is entitled to a maximum of three parking decals and two guest tags per unit. The decals are to be affixed to the lower INTERIOR left corner of the front windshield by a management employee personally. All permits will be numbered and logged. Replacement decals will be issued only once a previously registered vehicle is no longer in service and has been removed from the community. Each time there is a change of vehicle, you must apply for a new decal, and the old one will be expired. Any vehicles found using expired permits will be towed at the owner's expense. Any vehicle that is parked in a guest space for more than 24 hours will be towed at the owner's expense.

Please note: you **must** bring each vehicle (with its corresponding vehicle registration) and your driver's license to the Office at the Association Clubhouse (located at 12301 NW 7th Lane Miami, FL 33182). Please contact (305) 485-3410 for further assistance.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Romantica

Single Family Homes

*at  
Imperial  
Lake*

**RULES  
AND  
REGULATIONS**

***ROMANTICA AT IMPERIAL LAKE***  
**Homeowners Association, Inc.**

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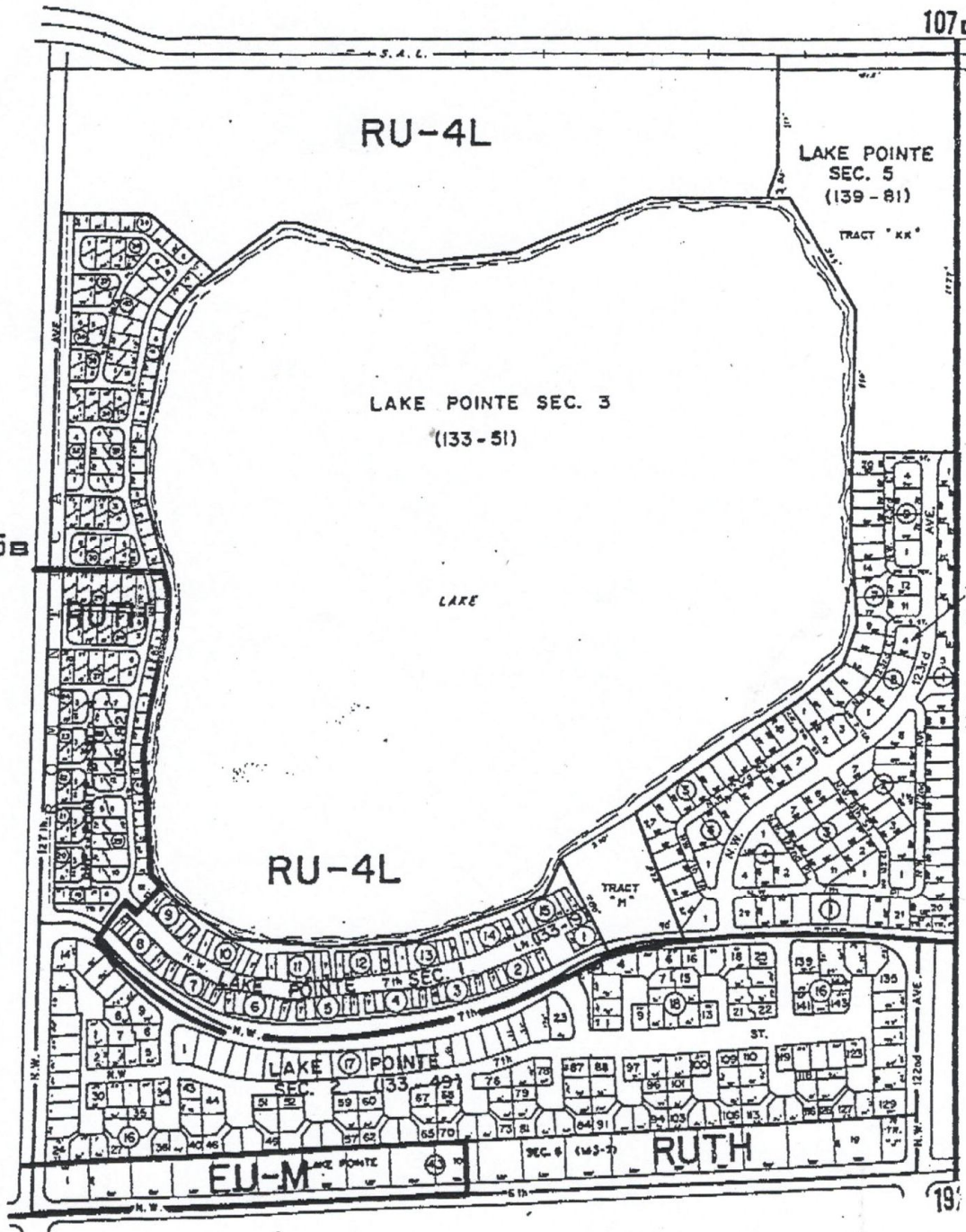
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## **INTRODUCTION**

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 7<sup>th</sup> LN Miami, Florida 33182Phone: (305) 485-3410 | Fax: (305) 485-3411 | E-mail: [jonavlie@lcroyalmanagement.com](mailto: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 &amp; 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*

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Phone: (305) 485-3410 | Fax: (305) 485-3411 | E-mail: [jonavlie@lcroyalmanagement.com](mailto: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 7<sup>th</sup> LN Miami, Florida 33182

Phone: (305) 485-3410 | Fax: (305) 485-3411 | E-mail: [jonaylie@lcroyalmanagement.com](mailto: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 7<sup>th</sup> LN Miami, Florida 33182

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

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**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](mailto: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

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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 42<sup>nd</sup> 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](mailto: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 42<sup>nd</sup> 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 7<sup>th</sup> 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**