

L&C Royal Management Corporation

A Community Association Management Company

13155 SW 42ND STREET STE#103

MIAMI, FL 33175-3428

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

lcroyal@lcroyalmanagement.com

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 **Puerto Bello 3**. 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.

L&C ROYAL MANAGEMENT CORPORATION

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13155 SW 42nd Street Suite 103

Miami, Florida 33175

Tel: (305) 228-7326 Fax: (305) 228-7328

E-mail: 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

2nd 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- 2nd 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

2nd 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

2nd Applicant’s Printed Name

2nd 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 - Puerto Bello #3 / 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.

PUERTO BELLO CONDOMINIUM No. 3

RULES and REGULATIONS **Revised March 1st 2011**

We understand that we have many new owners and renters that have joined us during the past three years, and we welcome you all to our lakefront community. The purpose of this information packet is to remind ALL residents about the basic guidelines that we all must follow in general and in particular regarding parking, garbage collection, pets and hurricane preparations.

Most of the guidelines described herein are also part of the original “Declaration of the Condominium” as recorded before the Miami-Dade County Clerk of the Court, and as such it has also been disseminated to the other communities surrounding Imperial Lakes as well. These communities will also be receiving an update similar to this one if they have not already received one.

Most of the items presented in this packet of information have also been part of our official documentation since May 21, 1997. A few items were modified last year and were approved at the Board of Directors Annual Meeting (open to all residents) on May 17, 2010. All residents are expected to review and follow the basic community rules described on the following pages. Doing so will help maintain the security and value of our homes protecting the properties that we have all invested our time and money toward, and helping to ensure that the next buyers that visit our community will find it attractive. Hopefully this will make your eventual sale one day and easy one.

Your Board of Directors is continuing with works to improve security and is planning to install a camera system to achieve it; we have also completed a new landscaping and sprinkler system, all of these at no additional cost to our home owners. The pages that follow will described the steps you will need to take to help make our community stand and be a safer, attractive place to live. **The enclosed rules and subsequent fines for failing to comply will be more rigorously enforced than in the past.**

Additionally, some Association records are now out-of-date. We are required to maintain records for each unit, including the names of all residents in each, all vehicles kept in our community, and contact information for each unit. Renters and Landlords are required to submit copies of leases, and the prospective owners or tenants shall be interviewed by the board before occupying the property. Current owners and residents shall submit all required information to the Board of Directors no later than the date of the next scheduled Board meeting, Monday, March 21, 2011.

PARKING:

We know that no one likes finding a green violation sticker on their car. **Receiving fines or discovering that your vehicle has been towed away would be even worse.** Unfortunately, many residents have been abusing their parking privileges, and residents from nearby communities have been parking in our spaces or blocking movement of cars near our buildings. Towing has not been strictly enforced during the past year in the hope that parking regulations would be honored. **Strict enforcement of towing will begin on Monday, April 4, 2011.**

Please follow these guidelines below to be sure that you not encounter a green sticker, fine, or towing.

- Parking in front of fire hydrants is forbidden at all times. You and your guests may not park in front of a fire hydrant, even for a few minutes with your hazard lights on. This is a safety issue and is among the more serious offences that have been witnessed in this Community.
- Parking on grass areas, curbs designated as “no parking zones,” on sidewalks or other landscaped areas is not permitted. **Expect to be fined and/or towed away for doing so.**
- Do not block or partially block another vehicle overnight. If you must partially block another vehicle during the daytime, you **must** leave a note indicating your name, unit number, and telephone number. **Vehicles found in violation will be subject to towing and/or fines.** Emergency and delivery vehicles need to be able to navigate our community and we must be able to identify owners to move vehicles if necessary. Do not assume that others or the security guard will recognize your vehicle. It is your responsibility to ensure that all of your guests are aware of this policy.
- Registration of all vehicles with the Association is mandatory. Each unit is permitted **two** vehicles to be regularly parked on the property at any one time. These vehicles must have current Florida or out-of-state registrations. Your permitted vehicles need to have an authorized Puerto Bello #3 sticker to be displayed on the front or rear windshield. Any vehicles not satisfying these criteria will be considered unauthorized or left on the property as storage items and will be removed. This is a community-wide problem, and **the Association will be aggressively removing vehicles not properly tagged and registered with the Association office.**
- Each unit owner is entitled to one mirror tag for guest parking. This is intended for your visitor’s use when on the property. **It is not intended for you to permanently store a third vehicle on the property.** If you have a guest who will be staying with you and using the guest tag for more than three days, it is your responsibility to contact the Management Company office at (305) 485-3410 and provide the vehicle information and estimate of the length of time your guest will be using the permit. Otherwise, you risk having the extra vehicle being towed as a violation of our parking rules which apply equally to all residents.

- If you have lost your guest tag, you may acquire another from the Association office for a \$5 fee. However, vehicles found using the “lost” tag will be immediately towed and permanently banned from the community. The original owner of the tag may be fined if the lost guest tag had not been previously reported to the Association.
- See the “Hurricane Guidelines” for special parking rules that apply during storm events.

Special rule regarding large vehicles which may be enforced at the discretion of the Imperial Lakes Master Homeowners Association, as they apply to our entire community and not solely Puerto Bello #3.

Commercial and Recreational Vehicles, Trucks and Vans: No trucks, pickup trucks, boats, vans, and/or commercial vehicles or recreational vehicles shall be parked, stored or kept on any portion of the Parking Areas; except in an emergency situation which not exceed a maximum of 24 hours and in which a written permission has to be obtained from the Association Office. Government/County and Police vehicles are excluded.

**Questions regarding this policy should be directed to the Association office:
(305) 485-3410.**

- **Truck:** shall be defined any truck larger than (3/4) tons.
- **Van:** shall be defined as (1) ton.
- **Commercial Vehicles:** shall include but not limited to all automobiles, trucks, and other vehicles including station wagons containing any trade or business name, advertising, signs or any type of lettering shall presumed to be used for commercial purposes. It also includes vehicles with equipment, including but not limited to racks, toll boxes, storage bins, ramps hydraulic lifts except ramps or lifts needed for handicapped persons on private vehicles.
- **Recreational Vehicles:** shall include but not limited to campers, mobile homes, motor homes, boats, trailers, dune buggies, or any other vehicle which has been modified by the installation of oversize 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 owners’ expense.**

GARBAGE:

As indicated previously, your Board of Directors has taken several steps to improve the appearance and safety of our community. Several more enhancements will occur during the remainder of 2011. These improvements are all occurring without the needs for any special assessments and without raising your monthly fees:

- **New Landscaping, including trees, plants and shrubs – DONE!**
- **Replacing and repainting parking bumpers**
- **Resurfacing parking area**
- **In-ground sprinkler system – DONE!**
- **Security cameras**
- **Rain Gutters/Drainage system**

In a difficult housing market it is important that we, as a community, put our best face forward to potential buyers. We want to stand out when compared to other nearby communities. Our lake is a great selling point. However, the front of our units will make the first impression on potential new buyers.

Your responsibility: Keep it Clean

- Garbage must be placed in outdoor garbage cans (plastic or metal) with lids that can be secured. Alternatively, **black heavy-duty** garbage bags may be used provided that these bags can be tied closed.
- **White kitchen garbage bags, shopping bags, and loose items may not be set outside at any time.** Animals on the property are able to open these bags and litter the area.
- Cardboard boxes may be used on trash collection days for items that do not fit inside garbage cans.
- For large items such as furniture and appliances the nearest place for disposal is located along the west side of FIU campus at 2200 SW 117th Avenue. You may also take electronics and certain chemicals to the home chemical collection center in Doral at 8831 NW 58th Street.
- **Absolutely nothing** can be poured or thrown in the storm drains except water. These drains empty directly into the lake.
- Before a hurricane or tropical storm, you must secure your garbage cans inside your unit. They must not be permitted to fly freely during a storm. As with all other loose objects, they will cause additional damage to the property and vehicles when thrown by the wind.

- Garbage cans and recycling bins must not be stored in front of your unit or the buildings. These must be stored on your back porch or patio and relocated to collection areas only on garbage collection days Tuesdays and Fridays. Containers are not to be placed out for pick up prior to 6 PM of the night before. The emptied garbage containers are to be brought back inside by the evening of the pickup day.
- After a hurricane or tropical storm, do not pile garbage on the curbs until Miami-Dade Solid Waste Management has indicated that garbage collection will resume and that local roads are cleared for traffic. Until then, you must keep your garbage outside on your back porch /patio.
- Recycling is strongly encouraged, as this will reduce the amount of garbage that you accumulate and allow your remaining garbage to fit within your garbage can. Miami-Dade Solid Waste Management has recently delivered two new recycling bins for every residence in our community. This is a service that we each already paid for with our property tax bill, whether we take advantage of the service or not – so we may as well get our money's worth and use our new recycling bins!

PETS AND ANIMALS:

- Dogs, cats, birds and other household pets shall not be kept, bred or used for any commercial purpose and shall not be permitted to cause a nuisance or an unreasonable disturbance. Loose dogs are not permitted.
- Cleaning up after your pets is mandatory. No one is permitted to allow pets to leave waste in the common areas (including landscaped and paved areas, or to sweep waste from a porch or balcony into a common area or to discard animal waste into the storm drains or lake.
- **Pets must not be allowed to run free in the common areas, including the grass areas along the lakeshore.** This is a violation of community guidelines and violators can expect to be fined. This is also a violation of the Miami-Dade County Leash Law (5-20) (http://www.miamidade.gov/animals/pet_laws.asp) with County fines from \$50-150.
- Dogs must not exceed 50 lbs. and must not be chained or tethered if no one is at home. This is a violation of the Miami-Dade County anti-tethering law (5-21) with County fines up to \$500.
- It has come to our attention that some residents are throwing large amounts of home leftovers to the ducks and stray cats, this is not only unsanitary but is also littering. Offenders are easy to identify, some with large areas of grass missing behind their back porch. **We want to discourage this practice – anyone caught feeding the ducks and cats in this manner will be fined.**

OTHER OUTDOOR ACTIVITIES:

- Nuisance and Disturbing: Homeowners, tenant and guests must consider everyone rights to peace and quiet enjoyment at any and all times. All residents shall exercise extreme care about making noise or in the use of musical instruments, radios, televisions, sound equipments, home theater equipment and amplifiers between 10:30 PM and 8:00 AM, as well as the use of vehicles without mufflers or exceeding the level of normal.
- Outdoor grills may only be used on your backyard patio, and are not permitted inside your unit or in the common areas. Indoor or outdoor cooking “open-pit” style is strictly prohibited. Your outdoor cooking must not pollute your neighbor’s air conditioning intake with smoke.
- Simple operations such as washing, recharging a battery, replacing a flat tire, adding oil or washer fluids, which can be completed within an hour or so, are permitted. Other significant mechanical work on your vehicle must be done elsewhere. Automotive fluids, spills and waste products must never be allowed to enter the storm drains. These drains empty directly into the lake and do not go through any filtering process.
- No outdoor TV, satellite dish or radio antennae are allowed except those installed by the Developer or with written permission from the Association.
- No exterior alterations, patio covers, fencing, and decorations allowed without the written authorization of the association.

FINES:

The present Association's fine structure regarding garbage, pets and parking is as follows:

Garbage:

1st violation Warning
2nd violation \$ 25.00
Additional Violations: \$ 50.00

Pets: (these fines do NOT include any that may be imposed by Miami-Dade County)

1st violation Warning – but the maximum violation below is to be imposed if another resident is injured as a result of the violation.
2nd violation \$ 25.00
Additional Violations: \$ 50.00

Parking: (these fines do NOT include any that may be imposed by Miami-Dade County)

Parking in an area not permitted, except fire hydrant, 1st violation: warning sticker

Parking in an area not permitted, except fire hydrant, 2nd violation: additional sticker/likely towing

Additional violations: towing

Parking in front of fire hydrant: warning sticker, possible ticket from Miami-Dade County.

Vehicle parked on premises overnight without registered decal, without guest tag (or unapproved use of guest tag beyond three days), or without temporary written permission from the Association office (NOT the security officer)

1st violation: Warning Sticker
2nd violation: Possible towing
Additional violations: TOWING LIKELY

HURRICANE SEASON:

General Precautions:

- When a tropical storm or hurricane warning is issued, the security gates at the ends of the buildings may be unlocked by the security guard or board members listed below. This is to facilitate the fastening of your storm shutters or panels. However, these gates will be locked permanently once winds reach **35 mph**, or at sunset when a storm is expected before morning. Any preparations requiring access to the backs of the buildings must be completed before the gates are locked. For storm-related access, contact Security at (786) 339-7040 or your building representatives below:

12500-12534 NW 11 LN: Guido Van Meek (12534) (786) 972-8413 (English/Spanish)
12536-12570 NW 11 LN: Evan Eldridge (12562) (305) 221-9595 (English)

- If you will be away from home for an extended time during hurricane season, your hurricane shutters should be in place before you leave, or have arrangements made for these tasks to be done in your absence. Inform the Association Office that you will be away so that we will be able to avoid Fire Marshall/Fire Inspection citations for extended hurricane shutter/hurricane panel use.

When a TROPICAL STORM WARNING or HURRICANE WARNING is issued:

- Storm shutters must be in place and fastened. A single uncovered window, if destroyed, can allow winds to blow through the entire building and lead to roof failure for all units. If you are unable to secure your shutters, it is your responsibility to make arrangements in advance to have someone else do this for you.
- Move ALL objects located outside which are not securely tied down. This includes flower pots, garbage cans, and all items on your patio or balcony. Heavy items such as barbecue grills must be brought inside or tied down. Canopies must be removed or stored. Extra care should be taken to ensure that propane tanks do not leak as this poses a fire hazard.
- Pick up all trash or similar items in front of or near your property. These items will otherwise become airborne during a storm, causing damage to vehicles and the buildings. No organized effort by the Master Association and/or Puerto Bello Condominium # 3 Association will be made to remove these items in advance of a storm – this is your responsibility.
- Remove any items stored on roof level. Personal item storage is not permitted in these areas.

(continued)

- Garbage collection will usually be suspended by the County. If you have set your garbage outside, bring it back inside. After the storm, garbage should be placed on your patio - **do not pile garbage on the curbs and roadways**. When County garbage collection resumes, *and once roads have cleared*, you may resume placing your garbage at the curbs for collection.
- **No vehicles of any size may be double-parked, parked along curbs, corners, grass areas, fire hydrants, or in a space which does not belong to you**. There will be no exceptions. All vehicles parked in Puerto Bello No. 3 spaces must display the parking decal or the hanging window guest tag. Emergency vehicles must have clear access to all areas of our community after a storm, and falling debris or other damage may trap illegally parked vehicles. Additionally, there are many “first-responders” (police, fire, medical, government personnel) who reside in our community who must be able to attend to their responsibilities. If you have more than the permitted two vehicles, or have others sheltering from the storm with you, you may park the extra vehicles at the association office. A concrete parking structure off-site would be a safer parking solution. Do NOT use the parking space of a neighbor unless you have received written permission to do so.

We regret that vehicles in violation of the above will have to be towed, to ensure the post-storm safety of all residents.

SALE AND/OR RENTAL OF A UNIT:

When a homeowner prepares to sell or rent their home, the following procedures need to be followed to protect your interest as well as those of the new homeowner or tenant.

- 1) A request to obtain the estoppels letter and violation report should be made immediately upon the contract becoming binding between all parties.
 - Estoppels Letter: An accounting estoppels report letter, which will outline the status of the homeowners' account to the buyer.
 - Property Violation Report: Will place both seller and purchaser on notice of any pending violation(s) of the Rules and Regulations and/or documents of Puerto Bello # 3 Condominium Association.
- 2) Obtain a "*Community Document Package*", including copy of the Rules and Regulations.
- 3) Closing: Delivery of copy of signed Warranty Deed to Management Company must be made to the latter.

The Management Company is required to maintain records for each unit, including the names of the residents, and the contact information. Homeowners and renters are required to submit copies of leases, and the prospective owners and tenants must be screened by the Management Company, and personal references as well as police and credit reports that are part of the aforementioned Community Document Package must be presented at the time of the screening and **before** occupying the property.

SECURITY:

Security is a major concern for all residents – owners and renters. The private security firm is provided by the Imperial Lakes Master Homeowner's Association, and is instructed and authorized to enforce the Rules and Regulations of all the residents within its area of responsibility which includes Puerto Bello #3. The telephone number for the security guard on duty is (786) 339-7040.