

MOSAIC at MILLENIA CONDOMINIUM ASSOCIATION

UNIT #: _____

I have received and read the Mosaic at Millenia Community Handbook, and understand that I am responsible to adhering to the policies, rules and regulations, by-laws and restrictions that govern Mosaic at Millenia.

In addition, I understand that I am responsible for ensuring my guests follow all the same said governing documents of Mosaic at Millenia.

RESIDENT # 1: _____

DATE: _____

RESIDENT # 2: _____

DATE: _____

RESIDENT # 3: _____

DATE: _____

RESIDENT # 4: _____

DATE: _____

NOTE:

(Owners and Property Managers are responsible for ensuring each Leasing Resident has signed and submitted to the Condo Management Office).

MOSAIC AT MILLENIA

Condominium Association Management Office

407-363-9377

Office Hours: 9 – 5 p.m. Monday - Friday

COMMUNITY INFORMATION – 8-3-11 – (REV.0)

COMMUNITY ACCESS:

MOSAIC CONDO ASSOCIATION REGISTRATION:

All Owners and Leasing Residents must be registered with the Association.

It is the responsibility of the Owner or their Property Representative to ensure a Leasing Resident is properly registered with the Mosaic Condo Assoc Management Office. Property Managers must submit a representation agreement prior to registering new residents or conducting any business on behalf of the owner. This registration process includes completing a Resident Registration Form, Alarm Registration Form, Access Request Form and submitting a Current Lease Agreement for any rented condo unit, garage unit and/or storage unit.

New Resident registration documentation must be submitted by the Owner or Property Manager at least 24 hours in advance of the resident move in date. Documentation includes Access Request for entry keys, mailbox keys, storage keys and gate access cards. Access items must be requested 24 hours in advance.

Once the proper documentation has been submitted. **Residents should come to the office by 4 p.m. to complete or pick up registration requests, as the process can be timely.**

All Leasing Residents must be registered to:

- Gain Access to the Community
- Request Gate Access Changes
- Rent the Clubhouse or Summer Kitchen
- Request Alarm Service

Leasing Residents should contact the individual they leased the unit from or to whom they pay rent, to determine who is the primary contact for supporting the lease agreement. This individual is your primary contact for all support needs, including interior repairs, such as a/c, toilets, smoke alarms, etc...

Leasing Residents may contact the Condo Management Office for support on the following items,

- 1.) Alarm Service Requests (this is the Alarm Pad next to your unit entry door, **not** your smoke alarm).
- 2.) Entry Gate Access Card Requests

ENTRY GATE:

Owners and Leasing Residents are responsible for providing access to the community for themselves, guests, contractors and/or deliveries by using their personal Gate Access Card (or) utilizing the phone access feature programmed to a 407 or 321 area code phone numbers.

Property Managers are responsible for providing access to tours, contractors and deliveries.

Gate Access Cards will only be issued to Owners and Leasing Representatives (one card, per lease holder). For security purpose, there will be no exceptions to this policy.

Gate Access Cards will also provide you access to the Gym - Monday - Sunday - 24 hours.

ENTRY GATE: (Con't):

If you are experiencing difficulty with your Gate Card, **please bring the Gate Card** to the Condo Management Office for troubleshooting.

Gate Card Replacement Fee is non-refundable \$50.00 - payable by money order or personal check (no cash accepted).

Tailgating is prohibited when entering or exiting the community gates. Individuals or their guests who violate this policy will be required to pay for damages incurred, to the gate system and/or any other property damage.

AMENITIES:

All amenities are patrolled by an Attendant; please provide them the fullest level of respect at all times. If necessary, they do have the authority to request someone leave the amenity area or request an adult accompany a minor under the age of 12. All children under the age of 12 must be accompanied by a responsible adult when entering and/or utilizing the amenities and/or recreational facilities.

No D.J., boom boxes, or sound amplifiers are permitted at the amenities and/or recreational areas that may over takeover the peaceful enjoyment of others at the amenity area and/or within their unit. This includes when an amenity and/or recreational area are rented, such as the Summer Kitchen and/or Clubhouse.

Guests must be accompanied by the Owner or Leasing Resident to the amenity and/or recreational areas.

BEACH VOLLEY BALL COURT:

Located between buildings #8 & #9.

BUSINESS CENTER:

There is a computer and printer located in the clubhouse area, in the same room where the pool table is located.

Hours of use are 9 a.m. to 5 p.m.

CLUBHOUSE RENTAL: (Owner must be current on Condo Assessments to rent the Association Amenities)

The Clubhouse may be rented by Owners or Residents, Monday - Friday - 9 a.m. - 5 p.m.

The rental fee is \$250.00 (non-refundable) and a \$500.00 (refundable) deposit is required.

For availability, call the Management Office to see if your desired date is available.

To reserve, a Clubhouse Rental Agreement must be completed and signed, and all fees/deposits paid in full.

The fee and deposit must be paid in (2) separate forms of payment; the fee must be paid in the form of a money order and the deposit must be paid in the form of a personal check.

Cash is never accepted

Leasing Residents must have a current lease agreement on file with the Condo Management Office.

SUMMER KITCHEN RENTAL: (Owner must be current on Condo Assessments to rent the Association Amenities)

The Summer Kitchen may be rented by Owners or Residents Monday - Sunday - dawn to dusk.

The rental fee is \$50.00 (non-refundable) and a \$100.00 (refundable) deposit is required.

For availability, call the Management Office to see if your desired date is available.

To reserve, a Summer Kitchen Rental Agreement must be completed and signed, and all fees/deposits paid in full.

The fee and deposit must be paid in (2) separate form of payment; the fee must be paid in the form of a money order and the deposit must be paid in the form of a personal check.

Cash is never accepted.

Based on the date of rental, the Grill Key may need to be picked up in advance. When the rental time has expired, the Resident should submit the Grill Key to the The Clubhouse/Pool Attendant.

The Grill propane gas is provided by the community.

Leasing Residents must have a current lease agreement on file with the Condo Management Office.

Note: The Summer Kitchen screened in area, may be utilized on a first come, first serve basis. However, the only way to utilize the Grill is to rent the space for a specific date and time.

FITNESS CENTER:

Available Monday – Sunday – 24 hours; access with the same card as the Gate Access card.
Pets are not allowed in the fitness center with the exception of service animals.

SCREEN PORCH:

Located on the back of the Mailbox Station, next to the Tennis Courts.
The screened patio area may be utilized by Residents on a first come, first serve basis.
There is not a Grill at this Patio Area; Residents may not bring a Gas or Propane Grill into the Patio Area.

PLAYGROUND:

Located in front of Building #7.

POOL/SPA:**Hours:**

According to Florida State Statutes, the pool and spa are open from Dawn to Dusk - Monday through Sunday.

The (2) interior pool gates, behind the Summer Kitchen are open during these times. All other gates leading to the pool area are locked at all times.

Lifeguards are not provided. Swim at your own risk. For your safety, do not swim alone. Management is not responsible for accidents or injuries.

Children under the age of 18 must be accompanied by an adult 18 years of age or older who responsible for the child.

Use of the Spa should not exceed 15 minutes. A longer period could raise your body temperature to dangerous levels.

Pets are prohibited from the pool/spa area.

Pool Attire:

Only proper swimming attire is allowed. Cutoffs may not be worn in the pool. Thong swimsuits may not be worn in the pool or at the pool area. A swimsuit "cover up" should be worn to and from the pool.

Pool Guest:

Please keep in mind, the pool, like all amenities are for residents only and their guests.
Guests must be accompanied by the resident at all times. Owners and Leasing Residents are responsible for their guest's actions, and may be requested to leave along with their guest, should disturbances occur.

Glass Containers Prohibited:

It is an Orange County Health Code violation to have any type of glass container at the pool areas.
If you are at the pool area with a drinking vessel made of glass you will be requested to dispose of the item or leave the pool area. Complete disregard for this policy, can lead to the pool being closed.

Pool Furniture:

Please use a towel when using suntan oils and lotions. A shower exists next to the kiddie's pool.

Trash & Cigarette Butts:

All trash (food items, cans, cigarette butts) should be properly disposed of in the designated receptacles.

Noise Levels: Noise levels are to be kept to a minimum so that all residents may enjoy the pool area without being disturbed by blasting music, excessively loud conversations and/or foul language.

AMENITIES:**OUTDOOR GRILL & TABLE:**

Located outside Pool Deck Area. May be utilized on a first come, first serve basis. The grill propane gas is provided by the community.

TENNIS COURT:

Located behind building #8.

Lighting is available for night time play; there is a timer switch, located by the Tennis Court entry gate.

GENERAL INFORMATION:**ALARM:**

The alarm pad for the alarm is located on the inside of your unit, next to the entry door.

If the SERVICE REQUIRED light is on, or if the alarm is not working properly, call the Condo Management Office, and request a work order be placed on your alarm. When making the request notify the Condo Management Office, if you have pets or small children who will be at the unit. The alarm technicians service the alarms Monday through Friday. Requests are typically handled within 1 to 3 days. You do not need to be home, provided the Condo Management has been provided a unit key. The technician will leave a notice stating he has been to your unit and made the repair.

Should the alarm be malfunctioning, to silence, press *2#, must be reset every 24 hours.

BOATS/TRAILERS/MOVING TRUCKS/PODS:

Boats and trailers are prohibited within the community. Approval from the Condo Management Office must be given for all temporary moving containers, such as "pods". The container or moving truck must fit within the residents designated parking space. Temporary containers will only be approved for a minimal time period. Violators are subject to being towed.

CABLE:

Brighthouse Networks is the primary provider.

The Mosaic at Millenia Sales Representative, Ed Ballester 407-595-6008 (Hablo Espanol), should be contacted for Mosaic at Millenia discount promotions and specials.

Specials typically include, FREE Installation, First Month FREE and a discount on your selected services, however, are subject to a change. If you contact the Brighthouse main information number, they do not have information regarding the specials, ONLY Ed Ballester can assist you with special promotions or discounts.

CONDOMINIUM MANAGEMENT OFFICE:

Located at 3573 Conroy Road, Orlando, FL 32839

Phone: 407-363-9377 Fax: 407-363-9354

When calling into the office, please identify yourself and your unit # (we do not need the address of your unit, just the unit #). This is especially, helpful when leaving a phone message. After hours, calls are monitored for emergency incidents.

New Resident registration documentation must be submitted by the Owner or Property Manager at least **24 hours in advance of the resident move in date.** Documentation includes Access Request for entry keys, mailbox keys, storage keys and gate access cards. Access items **must be requested 24 hours in advance.**

Current Residents who wish to update their contact or access information should come to the office by 4 p.m. to complete or pick up registration requests, as the process can be timely. Access Requests must be submitted 24 hours in advance of pick up.

COMMON AREAS:

The sidewalks, entrances, passages, lobbies, breezeways and hallways should not be obstructed or used for the purpose other than access for residents to come and go to their units. Carts, bicycles, carriages, chairs, tables or any other object may not be stored in these areas. Any personal property placed in these areas, are subject to disposal.

GARAGES:

Should you rent a garage, please submit a copy of the garage lease agreement to the Condo Management Office. No flammable, combustible or explosive fluids, chemicals or substances are permitted to be kept in the unit, storage area or garages. Prohibited combustible items in these areas, such as gas, propane, lighter fluid. City of Orlando Fire Department prohibits the storage of propane, gas and/or any combustible items within the unit, storage unit or garages. Violators are subject to be fined.

GRILLS:

Only electric grills are allowed within the community. They may be housed on the patio/balcony. The City of Orlando Fire Department prohibits charcoal or propane grills on the patio/balcony and breezeways. Violators are subject to be fined by the City of Orlando Fire Marshal.

City of Orlando Fire Prevention Code (Chapter 24.08 (b)), states:

- Any device used for cooking or any other purpose shall not be used or stored on any balcony, in any breezeway, on any porches, or under any overhanging portion of within 10 ft of any structure.
- If during a routine inspection grills are discovered meeting the above conditions the property owner or their designee shall be in violation of this code and subject to action by the Fire Safety Management Division.

LOCK-OUTS TO UNIT/GARAGE/STORAGE/MAILBOX or VEHICLE:

Residents, who have locked themselves out of their unit/garage/storage or mailbox, should contact their Owner or Property Manager with regard to their individual policies to unit lock-outs. If the Owner or Property Manager does not provide service for re-entry to your unit, it is the resident's responsibility for gaining access to their unit, such as contacting a locksmith.

Vehicle lock-outs are the responsibility of the resident, we cannot provide service for such, and therefore you may need to contact a locksmith.

MAINTENANCE REPAIRS:

Interior repairs within your unit such as A/C, Hot Water Heaters, Toilets, Smoke Alarms, etc...Should be reported to the Owner or Owners' Representative, such as a Property Manager. The Mosaic Condo Assoc Management Office does not handle interior repairs or supply A/C filters.

MAINTENANCE EMERGENCIES:

Please notify the Condo Assoc Management Office, regarding the following interior repairs or emergencies:

- 1.) Gas or Water Leaks
- 2.) Fire or Fire Alarm Sounding
- 3.) Gates not working.
- 4.) Any situation concerning the building(s) that may be considered a hazard.

Any and all common areas (pool, spa, summer kitchen, gym, clubhouse, grounds) emergencies should be reported immediately to the Mosaic Condo Management Team - 407-363-9377.

NOISE and NUISANCES:

Residents are not permitted to create any disturbing noises by himself/herself and/or the residing family, contractors, employees, pets, agents, visitor or representatives. Nor permit any conduct by such persons or pets that will interfere with the rights, comforts, or conveniences of other Residents. In addition, the playing of any musical instrument, or phonograph, television, radio or sound amplifier, in a such a manner, as to disturb or annoy other residents, is not permitted.

No nuisances are allowed, or any use or practice be allowed which is a source of annoyance to residents or which interferes with the peaceful possession or proper use of the property. Any activity deemed a nuisance, including, without limiting activities or businesses conducted from the unit.

If you have a noise complaint concerning a neighbor, we recommend the following procedure:

- 1.) First, if the problem persists, contact your owner or property manager, from whom you rent.
- 2.) Secondly, contact the police, for issues between 10 p.m. and 6 a.m.

Orlando Police Department (OPD) non-emergency number 321-235.5300.

PEST CONTROL:

The Condo Association does provide exterior pest control; however, the interior of the unit is the responsibility of the Owner. Please note, balconies are the responsibility of the Owner.

PETS:

Each unit resident may maintain (2) household pets, to be limited to dogs & cats. Restrictive dog breeds include: pit bull, Rottweiler, doberman, presa canario, chow, wolf hybrid, akita or huskie, or any other breed reasonably considered dangerous.

There is a weight limit of 100 lbs, residents may have (1) pet equal to 100 lbs or (2) pets that both equal 100 lbs.

Reptiles and wildlife may not be kept or maintained within the unit

Resident must:

Carry pet or have on a lease (including cats) of no more than 6 feet in length at all times when outside the unit.

Not leave pets unattended on the patio and/or balcony. No pet should be left on the patio/balcony when the resident is not home.

Not kept, breed or maintained for commercial purposes.

Refrain from taking pet to amenity and/or recreational facilities located within the community.

Pick up all solid wastes of their pets and dispose of such wastes appropriately. Pet Waste Disposal Stations are conveniently located throughout the property.

Pick up after pet, when accidents occur on non-grass areas, such as, sidewalks, breezeways, hallways, stairs, etc....

PETS:

Please keep in mind, having a pet within our community is a conditional privilege, thank you for being responsible for your pet and showing courtesy to your neighbors, by cleaning up after your pet.

The feeding of wild animals is prohibited.

PAINT:

The original paint colors for the community, are Sherwin Williams product and are as follows, however, if you are a Leasing Resident, it is recommended you contact your owner and/or property representative to be certain,

Sherwin-Williams – L.B. McLeod has a record of the Mosaic at Millenia interior paint colors 407-835-9099.

Walls: B30WV5000/Masterhyde Flat

Kitchen/Bathroom: B31WV5251/Semi-Gloss- Package White Not Tinted

Trim/Doors: B31WW5251/Masterhyde S/G

PARKING SPACES:

Each unit is designated (1) parking space. The parking space number is the same as the Residents Condo Unit # (i.e. if you live in #0123, your parking space is marked "0123").

Should you park in a parking space, other than your designated space, you are subject to be towed, as another Resident may contact Riker's Towing Service to have your vehicle towed (See Towing Service). We encourage Residents to initially place a friendly note on someone's car, requesting them to relocate their vehicle prior to contacting the towing company.

Additional vehicles should be parked in the spaces marked "Visitor". Guest vehicles should be parked in the spaces marked "Visitor".

PATIOS, BALCONIES/WINDOWS & DOORS:

Only patio-style furniture may be placed on the patio/balcony.

Please do not hang linens, towels, cloths, clothing, curtains, rugs, mop or laundry or any other articles from the patio railings or windows.

No aluminum foil can be placed on the inside or outside of any windows in your unit.

Only window coverings approved by the Condo Management may be allowed to be seen from the exterior of the building.

No signage, advertisement, notice, graphics or lettering may be exhibited, displayed, inscribed, painted or affixed on any part of the building, window or door, which makes it visible from the exterior of the building.

No items may be drilled or affixed to the exterior of the building, including the patio/balcony areas.

POLICE DEPARTMENT:

Mosaic at Millenia is protected by the Orlando Police Department, known as OPD.

In case of emergency or suspicious behavior dial 9-1-1 immediately.

Report Non-Emergency Issues to 321-235-5300.

All incidents reported to OPD, should be reported to the Mosaic Condo Management Office.

A copy of the Police Report, with the Case # and OPD Officer Name, Badge # and Contact # should be provided, in addition, you will be asked to complete an Occurrence Report at the Mosaic Condo Office.

POST OFFICE:

Branch Location that services Mosaic at Millenia – Zip Code 32839: Pine Castle Post 7707 South Orange Ave, Orlando FL 32809-6705.

For convenience, there is a United States Post Office Mailing Center located at the Mall of Millenia.

POWER OUTAGES & WATER TROUBLE:

To report Power Outages or Water Trouble, contact Orlando Utilities Commission (OUC) at 407-823-9150.

RESIDENTS – OWNERS & LEASING RESIDENTS:

Each resident is responsible for their guests, family, contractors and employees and must ensure all Association Rules & Regulations, Declaration, By-Laws and Articles of Incorporation are abided by.

SATELLITE DISHES:

Satellite Dishes may be utilized within our community; however, we encourage Residents to contact the provider in advance, to ensure your balcony/patio is facing in the proper direction to receive the satellite signal.

Please keep in mind, Central Florida is subject to daily summer storms, which effect reception. In addition, it is likely during a Hurricane you would be without reception.

SATELLITE DISHES: (Con't)

According to the Mosaic Condo Association Documents, satellites must be placed on a tripod. It is a violation to affix a satellite dish to the balcony/patio floor and/or exterior walls via drilling. Satellites may not be placed on the grounds or courtyard areas, this is also a violation.

SOLICITATION:

Solicitation is prohibited by the community. Please report any solicitors to the Condo Management Office.

STORAGE UNITS:

Each unit has a storage unit (exception A-1 Floor Plan) that is provided with the ownership and/or rental of the unit. No flammable, combustible or explosive fluids, chemicals or substances are permitted to be kept in the unit, storage area or garages. Prohibited combustible items in these areas, such as gas, propane, lighter fluid

SUSPICIOUS ACTIVITY:

Anything that seems unusual or "out of place" could be criminal activity. Working as a partner with the police, every Resident has a responsibility to report any suspicious behavior. Call "911" immediately.

NOISE and NUISANCES:

Residents are not permitted to create any disturbing noises by himself, his family, contractors, employees, pets, agents, visitor or representatives. Nor permit any conduct by such persons or pets that will interfere with the rights, comforts, or conveniences of other Residents. In addition, the playing of any musical instrument, or phonograph, television, radio or sound amplifier, in a such a manner, as to disturb or annoy other residents, is not permitted.

No nuisances are allowed, or any use or practice be allowed which is a source of annoyance to residents or which interferes with the peaceful possession or proper use of the property. Any activity deemed a nuisance, including, without limiting activities or businesses conducted from the unit.

If you have a noise complaint concerning a neighbor, we recommend the following procedure:

- 1.) First, if the problem persists, contact your owner or property manager, from whom you rent.
- 2.) Secondly, contact the police, for issues between 10 p.m. and 6 a.m.

Orlando Police Department (OPD) non-emergency number 321-235.5300.

TOWING:

Riker's Towing Service 407-855-7776.

Riker's Towing Service has a contract with the Condo Association and may tow at anytime.

Vehicles may be automatically towed if they are inoperable, do not have a license tag, expired tag, or illegally parked in a handicap space, "no parking" zones, fire lanes, or yellow marked curbs.

Residents should fully inform their guests of the community parking procedures.

Residents are responsible for contacting the towing service, if someone is repeatedly parking in their designated parking space.

TRASH VALET & TRASH COMPACTOR:**Breezeway/Grounds:**

Personal items may not be left in these areas, Owners or Residents should assume that any personal items left in these areas may be disposed of by Management. Personal items are subject to be removed with notice from the Condominium Association Management. Bikes may not be stored in the Breezeway Halls.

Trash Valet/Trash Bin:

A trash bin is provided to every unit. The Trash Valet Bins are not containers that may be used by all Residents; each unit has a Trash Bin, which is designated to a specific unit. Therefore, do not place any trash or items in any Trash Bin, other than your designated Trash Bin.

GENERAL INFORMATION:

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TRASH VALET & TRASH COMPACTOR:

All items placed with the bin, must be contained within a plastic bag that has been properly closed. No loose items or liquids are permitted within the bin. Please take special care with broken glass; it will not be picked up, if not properly placed in a plastic bag that is properly closed.

Hours of pick up before 2 p.m. – Monday through Friday. The Trash Valet Service does not pick upon Saturday or Sunday or Holidays.

VEHICLES:

No repair of vehicles is permitted on community property.

WIRELESS INTERNET:

Wireless Internet is available at the Clubhouse and Pool Area, including the Summer Kitchen.

Wireless Network Password for "MOSIAIC PUBLIC": 8c4sy8p34j9763px