



19370 Collins Avenue, Suite A-1, Sunny Isles Beach, FL 33160  
 Office (305) 7921331 ext. 103 Fax (305) 792 1332 [oradmin@akam.com](mailto:oradmin@akam.com)

Unit #: _____ New Owner Name: _____		Completed
New Owner Package Checklist		
1	Welcome Package	
2	Application for Occupancy	
3	Cardboard Box Removal	
4	Election To Receive Notification via email	
5	Emergency Evacuation Information	
6	Laundry Room Notice Form	
7	Parcel Receipt Authorization	
8	Parking and Valet Regulations	
9	Pet Addendum	
10	Pool Occupancy and Use Restriction	
11	\$100 application Fee (Non Refundable)	
12	\$250 Elevator Security Deposit (Refundable)	
13	\$50 Rush Fee if applicable (3-5 Business Days) (Non Refundable)	
14	\$250 Administrative Fee (Non Refundable)	
15	\$50 Background Check Fee (Non Refundable)	
16	Rules and Regulations	
17	Tennis Court Rules and Regulations	
18	Trash Chute Sign	
19	Certificate appointing the unit voting representative	
20	Association Occupancy Approval Letter	
21	Schedule Interview Date: _____ Time: _____	

View and approved by: \_\_\_\_\_

Board Member Signature: \_\_\_\_\_



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### **Welcome Package**

- 1.** Please read the following instructions carefully. Any deviation will only slow the process of becoming a resident at Ocean Reserve Condominium Association, Inc.
- 2.** Completely and legibly fill out all attached documents.
- 3.** EXECUTED and READABLE copy of contract/ purchase contract must be submitted to the management office along with all attached documents.
- 4.** Include a color copy of current identification for all occupants over the age of 18. Acceptable identification is a driver license and passport.
- 5.** It is the unit owner(s) and/or realtor's responsibility to show the prospective occupant(s) all common areas of Ocean Reserve Condominium and to provide the buyer with fobs, garage clicker, pool/gym pass, and keys to the apartment and mail box key.
- 6.** The association's personnel members, which include Office staff, front desk, security, housekeeping and maintenance are not allowed to receive or hold keys for owners, representatives, tenants, or occupants.
- 7.** LOCK BOXES ARE NOT ALLOWED OR PERMITTED ANYWHERE ON PROPERTY
- 8.** Once all documents are received and reviews, an orientation will be scheduled. The Purpose of the orientation is to ascertain that the potential occupant has familiarized themselves with the rules and regulations, to answer any questions the occupant may have concerning Ocean Reserve Condominium and to familiarize the occupant with the procedures that are distinct to the association.
- 9.** NO UNSCHEDULED MOVING OR DELIVERIES WILL BE PERMITTED
- 10.** The Service Elevator hours are:  

Monday – Friday: 9:00 am- 4:00 pm / WEEKEND and HOLIDAYS excluded
- 11.** There is a \$100.00 Application Fee per applicant and a \$50 background Fee per applicant. It will only be \$100 and \$50 per married couple (must provide a marriage certificate) an administrative fee of \$250.00 (non-refundable). The elevator reservation security deposit is \$250.00 and refundable within 7-14 days after the completion and inspection of the common areas and service elevator. All fees are to be paid by money order or personal check ONLY upon receipt of the entire application. Payable to Ocean Reserve Condominium Association, Inc.
- 12.** The purpose of the elevator reservation security deposit is for any damage that could occur during the move/delivery. This deposit is only held and not deposited.



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**13.** Moving Companies; please provide management with proof of liability insurance and schedule their arrival ahead of time. **\* The general liability insurance must name Ocean Reserve Condominium Association Inc. As "Additional Insured and Loss Payee." In the amount of One Million Dollars (\$1,000,000.00).** If on a separate policy, **the Workers Compensation certificate of insurance must also name Ocean Reserve Condominium Association, Inc. as "Additional Insured and Loss Payee."**

**\* No exceptions will be made to movers without proper insurance coverage. Access will not be granted prior to management receiving and reviewing both certificates.**

**14.** All moving company personnel must register with the receiving personnel upon arrival. The personnel will collect current driver license until completion of the delivery/move. Upon registering, the receiving area gate will be open by the receiving personnel.

**15.** Moving vehicles are permitted to park in designated areas **ONLY** and **MUST NOT** Park or block driveway entrances or obstructs any other parking areas. Unregistered vehicles are subject to be booted and towed at owner's expense.

**16.** Moving or Delivery companies are responsible for the removal and disposal of boxes and packing materials. These items are NOT allowed to be left anywhere on Ocean Reserve property.

**17.** Management reserves the right to ask moving or delivery personnel to leave the property and/or deny future access to ensure orderly move-ins, move-outs, and deliveries.

INITIALS \_\_\_\_\_







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Have you and/or the co-applicant(s) ever filed for Bankruptcy? \_\_\_\_\_ If so, when: \_\_\_\_\_

**Character Reference (No Family Members)**

Name \_\_\_\_\_ Phone #: \_\_\_\_\_ Relation: \_\_\_\_\_

Name \_\_\_\_\_ Phone #: \_\_\_\_\_ Relation: \_\_\_\_\_

Name \_\_\_\_\_ Phone #: \_\_\_\_\_ Relation: \_\_\_\_\_

**Vehicles**

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

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

The applicant(s) has submitted the sum of \$ \_\_\_\_\_, which is a nonrefundable payment for the credit/background check processing charge of the application. The Sum is not a rental payment or security deposit. This amount will be retained by management to cover the cost of processing the application.

Authorization Form: You are hereby authorized to release any and all information requested with the regards to verification of my bank account(s), credit, residential history, criminal record history, employment verification and character references to Verify Solutions LLC. This information is to be used to/our credit report for my/your application for occupancy. I/we hereby waive any privileges I/we may have with respect to said information in reference to easy to the aforesaid party. Information obtained for this report is to be released to Verify Solutions LLC, The Property Manager, Board of Directors and the xx for their exclusive use only. PLEASE INCLUDE A COPY OF YOUR DRIVER LICENSE and SOCIAL SECURITY CARD TO CONFIRM IDENTITY. If you have a social security card, please include a copy of your passport current identification card. Please notify your landlord(s), employer(s) and character reference(s) that we will be contacting them to obtain a reference pursuant of your application. I/we further state the authorization form were signed by me/us XX not originated with fraudulent intent by me/us or any other person that the signature(s) below are my/our proper signature. I/we certify under penalty of that the foregoing is true and correct. I UNDERSTAND THAT THE APPLICATION FEE IS REQUIRED AND NON-REFUNDABLE REGARDLESS OF OUTCOME OF APPLICATION. Please allow 10-15 business days from the date below to complete the application. If you or the other co-applicant falsified deliberately misled or omitted any information on the application, you may not be approved for a purchase, lease, or occupancy.

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

Co- Applicant/ Spouse Signature \_\_\_\_\_ Date \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_



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## Cardboard Box Removal Agreement



All boxes must be broken down and taken to the trash room on the first floor for disposal. They cannot be left outside your door in the hallway, in the trash room, or at the elevator.

**It is your responsibility to remove your own boxes.**

**All violators are subject to a \$100.00 fine.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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



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## Election to Receive Notifications via Email

**Yes**, I, \_\_\_\_\_ owner(s) of  
Unit(s) \_\_\_\_\_ located at Ocean Reserve Condominium, elect  
to receive future condominium notices and letters via email transmission.

I hereby authorize the Association to use the following email address(s):

**No**, continue to send me the notices and letters via regular mail and my email address is  
not open to inspection or to be released to any other party.

Please sign below.

Name: \_\_\_\_\_

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

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



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## Emergency Evacuation Information

Dear Resident,

Please fill out this form and return it to the management office in the lobby.

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

Name (s) of Lease Holder \_\_\_\_\_

\_\_\_\_\_

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

In case of an emergency would you require assistance in evacuating your unit?

Yes or No \_\_\_\_\_

If yes please provide the reason assistance is needed:

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Thank you in advance for your cooperation

Ocean Reserve Condominium



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## Laundry Room Notice Acknowledgment



The trash bins in the laundry rooms are for  
**Laundry trash only.**

You must **not** use the trash bin in the laundry rooms for your personal trash.

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Signature

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Date

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Unit #



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## Parcel Receipt Authorization

This parcel receipt authorization (“release”) is executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
By \_\_\_\_\_ the Owner \_\_\_ Tenant \_\_\_ and/or Representative(s) \_\_\_  
Of Unit # \_\_\_\_\_ located at 19370 Collins Avenue, Sunny Isles Beach, Florida 33160

In consideration of being permitted the accommodation and benefit of collecting/receiving your packages, deliveries, parcels, clothing and any other items during your absent (the “personal property”) with the associations, administration, front desk personnel, maintenance, or any agent, employee, or contractor of the association, including but not limited to security, valet, and/or housekeeping personnel engaged by the association, or any other personnel (collectively referred to as “Personnel”) for pick-up, delivery, or for any reason whatsoever, the undersigned acknowledges that neither the directors, officers, Management Company nor the personnel will be held responsible, in any way, from and against all claims, damages, losses and expenses, including attorney’s fees at both the trial and appellate level, arising out of any claims for loss, theft, damage, disappearance, and/or destruction of the property, either In whole or in part by any negligent act or omission of the Personnel.

I hereby acknowledge that the Personnel are authorized to accept, receive and/or deliver Property on behalf at my sole risk. The Association, its directors and officers, and the Personnel, specifically disclaim any responsibility or liability for loss, theft, damage, or disappearance to the Property received from or accepted on behalf of the owners, residents, and the undersigned owners/residents hereby release the association, its directors and officers, and the personnel, from any responsibility of liability for loss, theft, damage, or disappearance to the property and waive any claims which may arise there from.

I have read this release and understand all of its terms. I executed it voluntarily and with full knowledge of its significance.

IN WITNESS WHEREOF, the undersigned have executed this release the day and year set forth above.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

### Ocean Reserve

#### Condominium Association, Inc.

#### Unit Owner/Tenant/ Representative

Name Printed \_\_\_\_\_

Name Printed \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Unit Number \_\_\_\_\_



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## Parking and Valet Regulations

Unit # \_\_\_\_\_ Assigned Parking # \_\_\_\_\_

1. Valet Parking is for owners, residents and guests only.
2. Valet can assist you to park in your space.
3. 15 minutes or less is considered free parking, After 15 minutes valet will apply the parking fee.
4. There is absolutely no beach parking permitted.

Owner/ Resident

Acknowledges that she/he will have a space/location assigned and that the vehicle parked in said space/location.

If the Owner/Resident vehicle is parked in any other space or area, the vehicle will be subject to being towed and the towing fees shall be the responsibility of the Owner/Resident.

The Owner/Resident agree that the Association is not liable for any injuries to persons or for loss for damage to vehicle or personal property for loss of vehicle or personal property arising out of or connected with the use of said parking facilities.

It is expressly understood and agreed that whenever an employee of the valet parking shall drive the vehicle of the Owner/Resident, such employee shall be deemed to be agent of the Owner/Resident exclusively and not the agent of the Association.

Date \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_



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## Pet Addendum

19370 Collins Avenue Sunny Isles Beach, FL Apt# \_\_\_\_\_

Dogs or Pets are not allowed to reside or visit Ocean Reserve Condominium.

A violation of this rule shall entitle the Association to all rights and remedies, including the right to a Fine on Owners, Renters, Occupants, or Guests.

Date \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_



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## Pool Occupancy and Use Restrictions

### Pursuant to the Declarations of the Condominium

### Article XVIII: Occupancy and Use Restrictions

### B. Use Restrictions.27 – Pool

- a. No radios or other music device may be played without headphones at the pool by any resident or guest.
- b. Pool chairs may not be removed from the pool deck.
- c. All Residents must provide proper identification to gain access to the pool.
- d. No parties may be held on the pool deck or other common element without the approval of the association.
- e. Owners must accompany their guests to the pool at all times. No more than two (2) guests are permitted at any time.

IN WITNESS WHEREOF, the undersigned acknowledges that he/she have read and understands the pool occupancy and use restriction declaration stated above and have full knowledge of its significance.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

**Ocean Reserve**

**Condominium Association, Inc.**

**Unit Owner/Tenant/ Representative**

Name Printed \_\_\_\_\_

Name Printed \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Unit Number \_\_\_\_\_



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## Rules and Regulations

1.  No vehicle maintenance, repairs, washing of vehicles or other, similar activities may be performed on the condominium property.
2.  No pets allowed.
3.  If any owner becomes locked out of their condominium unit during normal business hours, the Association will open the door for you with proper photo ID. Lockout after hours will require that the owner call a locksmith and provide a new key to the Association on the next business day. Normal business hours are Monday through Friday, 9:00 am to 5:00 pm, excluding holidays.
4.  No solicitation is permitted.
5.  No awning or other projections, including, without limitation, air conditioners, television or radio antennas, or wiring may be attached to or extended from the outside of any condominium unit or the building except by the Association, provided, however, satellite dishes and other over the air reception devices subject to the Federal Communication Commission Over-the-Air Reception Devices (“OTARD”) Rule adopted in 1996 are permitted to be located within any limited common element areas subject to exclusive use by an owner, subject to reasonable restrictions adopted by the Association to ensure the safety of such equipment and subject to other limitations found in the OTARD rule adopted in 1996. No satellite dishes shall be installed on the exterior walls of the building. Satellite dishes shall be located within the limited common elements of a condominium unit or within a condominium unit. No satellite dish or antenna shall be extended beyond the condominium unit or the limited common elements of a condominium unit. All satellite dishes must be installed in complete accordance with the Florida Building Code or any applicable regulation adopted by the City of Sunny Isles Beach.
6.  No noise, music or other sounds, or conduct is permitted at any time in such a manner as to disturb or annoy other persons.
7.  No alteration(s) may be made to any condominium unit without the submission of written documentation to the Association and without obtaining the Association’s prior written approval for such alteration(s). Any unapproved alterations are subject to fining of the owner of the condominium unit.

A Five Hundred Dollars (\$500.00) non-refundable construction fee is due and payable to the Association for any construction inside a unit, in addition to a One Thousand Dollars (\$1,000.00) refundable security deposit, which is refundable as long as there are no claims or damages to the common elements reported by the Association or unit owners or residents. Contractors must bring a Certificate from the City of Sunny Isles Beach showing that all permits have been approved and closed. See management office for details and to receive a Construction Application Package.

8.  Exercise equipment and water-filled mattresses or furniture are not permitted within condominium units.
9.  No signs or other objects, which are deemed to be unsightly in the sole discretion of the Association, may be displayed in windows of any condominium units or elsewhere in the condominium property.
10.  Patios, balconies, hallways and entrances may not be used to store belongings of any kind and only appropriate potted plants and approved outdoor furniture are permitted; nothing may be hung from or placed on the ledges of any patios or balconies or hung from or attached to the railings of any patios or balconies.



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11.  No storage or placement of personal property will be allowed in the common element areas of the condominium property.
12.  Doors to all condominium units must be kept closed at all times when not in use.
13.  All trash must be properly removed and disposed of in the areas designated for trash and all garbage must be placed in a closed bag and inside of the trash hopper; cardboard and recyclables should be deposited on the corridor of the first floor behind the service elevator. No bulk trash to include furniture, construction materials and other such items are allowed on property. Violators will be fined up to \$1,000 per incident.
14.  Any owners who wish to rent their unit or operate their unit on a short-term basis may do so, as long as the owner is in compliance with Chapter 509, Florida Statutes. Owners shall be required to provide proof of their compliance with Chapter 509, Florida Statutes and registration with the DBPR Division of Hotels and Restaurants, upon request of the Association. Pursuant to Chapter 509, the Association itself cannot assist with such short-term rentals or maintain any type of program regarding same. Temporary occupancy pursuant to such an approved short-term lease shall not exceed four (4) persons per unit for units containing less than 1,010 sq. ft. of living space, or six (6) persons for units containing more than 1,500 sq. ft. of living space. The Association shall have the power and authority to authorize occupancy of a Unit above the limits described above upon proper application by the requesting party and appropriate investigation by the Association.
15.  Units in a Delinquent status are NOT permitted guests or rentals.  
The Declaration requires all unit owners renting their units for less than thirty (30) days to comply with all applicable laws and regulations including, but not limited to, the collection and payment of all local and state taxes.
16.  No one under sixteen (16) years of age will be allowed in the pool, gym, tennis courts or business center without an accompanying adult. There is no exception to this policy.
17.  All persons using the pool must be in proper bathing attire and must be toilet trained or wear swimming disposable diapers. No horse playing is allowed.
18.  All persons must be in proper attire while in the common element areas of the condominium property. Bathing suits must be covered and dry; shoes and shirts are required while in the common areas of the condominium.
19.  No Charcoal or gas barbeque grills allowed at the pool or on your balcony.
20.  Service elevator must be used for deliveries, pets and for the moving of appliances, furniture, bicycles, and tricycles.
21.  Tennis court hours are between 9:00 am-9:00 pm, seven days a week. All residents must sign in and leave their ID at the front desk until their game is finished. All instructors giving tennis lessons only for residents must be registered at the Manager's office and show proof of liability insurance. Tennis courts are intended for the use of residents only.



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**All fees should be Payable by MONEY ORDER OR CERTIFIED CHECK.  
In the event that anyone wants to use a personal check it will be accepted but any  
pending application or permit approval will be delayed until such check has  
cleared (it might take up to 10 days or longer).**

**No cash and foreign checks are allowed.**

\_\_\_\_\_  
Signature of Owner/Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner/Resident

\_\_\_\_\_  
Date



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## **TENNIS COURT RULES & REGULATIONS**

1. All Residents must sign in at the front desk.
2. All Residents must leave their ID at the front desk until their game is finished.
3. ALL INSTRUCTORS, giving tennis lessons, must show proof of liability insurance:
4. ALL INSTRUCTORS must pay Ocean Reserve Condo Association a fee for using the tennis court – 30% of your charge - example: if Instructor charges \$40.00/hour, the fee to the association is \$12.00, payable to the Ocean Reserve Condo Association.
5. ALL instructors can give lessons to owners and residents, and must show ID for them (NOT allowed external alumni classes).
6. One time reserve will be allowed in advance.
7. Tennis hours – 9:00am-10:00pm

If you have any questions, please feel free to contact the Management office at (305) 792-1331,  
Monday – Friday 9:00am-5:00pm.

Thank you for your cooperation.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

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



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### Trash Room

Please help us keep your home clean!

In order to maintain the trash rooms sanitary we ask that

- Make sure your trash is BAGGED and makes it inside the trash hopper!
- No trash is left on the floor.
- The Trash chute door and hopper should always be closed.

This will eliminate the bad smell in the halls and the infestation of bugs.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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



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**CERTIFICATE APPOINTING THE UNIT VOTING REPRESENTATIVE  
-“VOTING CERTIFICATE”**

To the Secretary of OCEAN RESERVE CONDOMINIUM ASSOCIATION, INC., a Florida corporation not for profit (“Association”):

THIS IS TO CERTIFY that the undersigned, constituting all of the Unit Owners of record of Unit No. \_\_\_\_\_  
\_\_\_\_\_, Located in Ocean Reserve Condominium, have designated:

(Name of Voting Representative)

as their Voting Representative to cast all votes and to express all approvals that such Unit Owners may be entitled to cast or express at all meetings of the membership of the Association and for all other purposes provided by the Declaration of Condominium of Ocean Reserve Condominium, as amended from time to time (“Declaration”), the Articles of Incorporation and the By-Laws of the Association.

The following examples illustrate the proper use of this Voting Certificate:

1. Unit owned by Jane Smith. NO VOTING CERTIFICATE REQUIRED.
2. Unit owned by Jane Smith and her brother, Bill Smith. VOTING CERTIFICATE REQUIRED designating either Jane or Bill as the Voting Representative. NOT A THIRD PERSON.
3. Unit owned by Jane Smith and Bill Smith, husband and wife. VOTING CERTIFICATE REQUIRED designating either Jane or Bill as the Voting Representative. NOT A THIRD PERSON.
4. Unit owned by ABC, Inc., a corporation. VOTING CERTIFICATE MUST BE FILED designating person entitled to vote, signed by President or Vice President of corporation and attested by Secretary or Assistant Secretary of corporation.
5. Unit owned by XYZ, LLC, a limited liability company. VOTING CERTIFICATE MUST BE FILED designating person entitled to vote, signed by the Managing Member or Manager of the company or, if there is more than one Manager, by a majority of the Managers of the company.

This Voting Certificate is made pursuant to the Declaration and the By-Laws of the Association and shall revoke all prior Voting Certificates and shall be valid until revoked by a subsequent Voting Certificate.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_.

OWNER NAME (please print)	OWNER SIGNATURE
OWNER NAME (please print)	OWNER SIGNATURE
OWNER NAME (please print)	OWNER SIGNATURE

NOTE: this document is not a proxy and should not be used as such. Please be sure to designate one of the joint owners of the Unit as the Voting Representative (not a third person). Please return voting certificate by mail to Ocean Reserve Condominium Association, Inc., or via email to Aida Maric at [pm@oceanreserve.com](mailto:pm@oceanreserve.com)