



Hawaiian Gardens

Phase VII

Lauderdale Lakes, Florida

MANDATORY RULES OF LIFE AND BEST PRACTICES



Welcome Home

Living in a condominium means living in a community in an environment that we want to be pleasant, where respect is primordial for good relations.

This guide is intended to be a tool to remind you of your responsibilities as a co-owner. It will facilitate your integration into your environment and will subsequently serve as a consultative document. Please note that in the event of a dispute, the official English version documents take precedence.

As a co-owner, you have rights but also responsibilities. You must abide by the declarations, by-laws and rules of the Condominium Association.

We are neighbors and we live in a complex with a well-defined internal management that we want to function optimally.

To create an atmosphere of good understanding, harmony and mutual assistance, the owners of Hawaiian Gardens phase VII agree that the mandatory rules of life and best practices must be observed. Behavior that harms the quality of life and tranquility of our residents will not be tolerated.

This document encompasses our internal rules of life and the best practices that govern them. You will notice that we also refer to certain laws in the City of Lauderdale Lakes, Broward County or the State of Florida which take precedence.



GENERAL

Hawaiian Gardens phase VII is reserved for people aged 55 and over.

Our residents want to live in a calm and peaceful environment and take full advantage of the common facilities available to them.

The mandatory rules of life and the best practices allow everyone to know what they have the right to do but also what is prohibited.

The Rules apply to all residents whether they are owners, tenants or visitors.

MANDATORY RULES OF LIFE

- Guidelines, principles and uses intended to assist and reinforce mandatory rules.
- Established principles that allow the executive council to manage life on the Phase.

Objective:

Allow all residents to know their rights and obligations. The rules of life help to maintain harmonious living.

BEST PRACTICES

- The expression « Best Practices » designates a set of behaviors desired by all for the maintenance of an ethical and respectful community life of others.

Objective:

Give concrete examples of preferred behavior.



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MANDATORY RULES OF LIFE & BEST PRACTICES

Mandatory rules of life

#1 - PRESENCE OF ANIMALS

- No animals in units. For exceptions see: “Emotional Support Animals Act” which applies to owners that respect the conditions provided for by Florida law and according to the restrictions provided for in Appendix 1. (Any documents must be recognized under Florida law)
- No animals allowed for tenants and visitors.
- No animals are allowed within the Phase (lawn, parking lots, gardens), whether they belong to a resident (even those certified by law) or to a visitor.
- In accordance with City of Lauderdale Lakes regulations, feeding of animals outside is prohibited.

#2 - SMOKING (TOBACCO, VAPING & DRUGS)

- In accordance with existing regulations, smoking is prohibited in all common areas of the property, including outdoor gardens. See reference item 23 of this document.
- Smoking permitted only **15** feet from all buildings in the Phase, which is approximately on the guest side of our parking spaces.

Best practices

- Respect people and our environment.

#3 - NOISE:

Under City of Lauderdale Lakes Law 42.8, making loud, unnecessary or unusual noise that annoys, disturbs, injures or endangers the comfort, rest, health, peace or safety of others is prohibited.

- Music, singing, shouting & noises exceeding 50 decibels are strictly prohibited in Phase areas between 10:00 p.m. and 8:00 a.m. by City of Lauderdale Lakes municipal regulations.

Best practices

- To ensure everyone's comfort and tranquility, sound systems and the use of musical instruments should be kept to a minimum.
- During work, the use of electric tools and/or gasoline-powered machines must be avoided as much as possible.

#4 - REPAIRS, ORDERS & EMPLOYEE GUIDELINES

- No resident has the authority to ask any employee of our suppliers to carry out repairs concerning equipment or other property of the phase, except in urgent conditions (e.g. clubhouse toilet flooding, etc.)
- All repairs and orders for service or equipment (lights, sprinkler system, pool heating system, etc.) must be addressed to the president of Phase 7 (officehg7@gmail.com) or your building.

#5 - GARDENS

- No walking on the lawn, except when necessary
- No cycling, skateboarding or roller skating on our sidewalks.
- No chairs or tables in front of the units, in the gardens or on the parking side on the 1st^{floor}.
- [Prohibition of planting flowers, trees, shrubs, etc.
It is prohibited to prune, cut or remove trees or shrubs.
Without first consulting the Landscaping Committee
- No new satellite dish installation
- Fishing is prohibited in the lagoon.
- No feeding animal fauna
- No going around shirtless for men or in swimsuits for ladies except in the swimming pool area.
- Children aged 12 and under must be always accompanied and supervised by an adult within the Phase.

#6 - POOL

- Broward County & Florida Law 64 E9)
- Opening of the swimming pool from sunrise to sunset *
- No food, alcohol, drinks (except water in plastic or unbreakable bottles) within the pool area (perimeter)
- No jumping or diving into the pool*
- Use of the swimming pool is at your own risk.
- Shower required before entering the pool*
- No animals*
- Children must be accompanied and supervised by an adult at the pool.
- The swimming pool and dining area are reserved for residents and their guests.
- It is forbidden to reserve deck chairs.
- **Mid-length and long hair must be tied back.**
- Inflatable mattresses are prohibited in the swimming pool.

6 - POOL (CONTINUED)

Best practices

- If you move deck chairs, please put them back in their place when you leave.
- Do not obstruct access for showers and for the circulation of people on the storage side of chairs and tables, **as well as sidewalks.**
- Do not move lounge chairs outside the pool area (under gazebos and on sidewalks)
- At all times, use a towel on your deck chair out of respect for other users (cleanliness, tanning lotion and sweat)
- In case of incontinence (children or others) the use of waterproof diapers is obligatory.
- **Tubes are permitted but you must ensure that they do not present a danger to others (traffic in the pool area... fall), you must ensure that the swimming area is kept safe. Outside of the pool, you must keep your tubes UNDER your chairs.**

#7 - CLUB HOUSE (Recreational facilities)

- Residents will be held responsible for any breakage or damage caused by themselves, their guests and/or tenants.
- For any reservation of the common room, the approval of the executive council of the CA is required, a request must be sent to “officehg7@gmail.com”

KITCHEN

- Unless specifically authorized, the kitchen can only be used to heat food (microwave).

GYM

- 15 years and under prohibited from using the exercise room facilities without the presence of an adult.

BILLIARDS

- 18 years and under, ban on using pool tables (Florida Law #743.07 amendments #849.06)

Best practices

- Clean the kitchen (microwave, stove, fridge, counters, etc.) after use.
- When using kitchen accessories, wash and replace them.
- Use wipes to clean exercise equipment after use.
- Use a towel when using the exercise room equipment (out of respect and for cleanliness).
- Do not move exercise equipment and return any used accessories to their designated place.
- The use of gym equipment is at the users' own risk.

#7 - CLUB HOUSE (recreational facilities) continued

- If you use the Ping Pong table, place it back in the exercise room in the place provided.
- Turn off Air Conditioning and lights when you leave any of the rooms or when you leave the Club House.

#8 - GAZÉBOS AREA

- Broward Fire Prevention Department Regulations
- BBQ cooking is authorized until 10:00 p.m.
- Food and drinks of any kind are only permitted in the dining area under the gazebos.
- No glass containers (glasses, cups, plates, etc.) * or glass bottles of wine or beer
- No reservation of tables and chairs before 5:00 p.m. for dinners.

Best practices

- Reservation of gazebos for special events by email to the Phase at: «officehg7@gmail.com»
- Out of respect for people using the pool facilities and other activities, wait until chairs and tables are available.
- Replace any extra chairs and tables that were added when you leave.
- When you leave the gazebos, ensure that any solar shades that may have been lowered (by you or another user) are raised.
- Out of respect for the next user, clean the BBQ grills after use.
- Close the burner keys and the cylinder after use. (A lot of waste)
- If you empty the cylinder or if it is already empty, you must replace it. They are available in the wooden box located near the storage of chairs and tables. Replace the empty bottle near the box. Never leave full canisters near BBQs. If not used, they must be stored in the space provided for this purpose.
- Bring your own cooking accessories.
- Bring your table waste back to your condo, this prevents the spread of insects (absence of housekeeping on weekends) and overloading the trash cans.
- Out of respect for the co-owners, **at all times**, we ask for your cooperation to limit noise when gathering under the gazebos. The configuration of our site makes it very resonant... respect between us must be a priority.
- Noise restriction from 10:00 p.m., permitted until 11:00 p.m. if inside a building (Lauderdale Lakes Municipal By-law # 42 a).5 See **Appendix # 2**

#9 - BIKES

- It is forbidden to cycle in the gardens
- Bicycles can only be parked in spaces provided for this purpose in each building or in condo units.

You must check with your building administration if spaces are provided for storing bicycles. If so, there may be costs associated with it.

The **buildings** assume no responsibility **in the event of breakage or theft**, for storage in common areas.

#10 - WALKWAYS, STAIRS, BALCONIES, BREEZEWAY

- No bikes on footbridges or attached to railings.
- No chairs, carpets (doormats) or shoes on the walkways.
- Nothing can be hung on railings, doors, and door handles or on walls (awnings or other, except hurricane protection shutters).
- It is forbidden to dry any item on the railings or shrubs (1st ^{floor}).
- No permanent clotheslines in the Florida Room or Screen Room.
- It is forbidden to shake carpets, tablecloths, etc. over the guardrail.

11 - PARKING & CAR WASH AREAS

- The speed limit is 10 miles/hour in building parking lots.
- Cars must be parked in front so that license plates are visible, and to protect vegetation and condos from exhaust fumes.
- Motor vehicles must not exceed the demarcation zones.
- One parking space provided per unit according to the locations assigned by the executive council of each building.
If a second vehicle must be parked by an owner, a request and agreement made with another owner must be submitted to the building's board of directors.
- No mechanical repairs or oil changes are permitted.
- Washing vehicles is authorized only in areas established by each building and mandatory use at all times of a gun to wash your car (to save water).
- No commercial vehicles of any kind are permitted except during building maintenance or repair or delivery services and parked in visitor areas.
- Guest parking lots are marked and are reserved for visitors present.
- It is prohibited to lend or rent parking to a person who does not reside in the building.
- **HG 7 does not authorize motorcycles, trailers, boats, motorhomes on the site & moreover the storage of these is prohibited by law (Municipal Law Lauderdale Lakes #712.29)**
Only private cars.

#11 - PARKING & CAR WASH AREAS (CONTINUED)

Best practices

- Annual fees (\$) for drinking water increase each year. Do not waste water.
- Respect the designated spaces assigned to you to park your vehicle (between the lines). With the arrival of SUVs, we are aware that the allocated spaces are limited. Particular attention is required so that your neighbor has problem-free access to his vehicle, while avoiding damage to either vehicle.
- Park your car parallel to your lines so as not to obstruct neighboring parking spaces.
- **If you have a bicycle rack or other device, please ensure that it is secure so as not to obstruct the circulation of pedestrians or cars.**
- Avoid honking your horn unnecessarily (e.g. announcing your arrival, etc.)

#12 - ROOF

- No access to the roofs of the buildings without prior authorization from the CA. See internal directives of each building.
- Contractors or repairers must always be accompanied during their work on the roof (by the owner or a replacement).
During all work carried out, protect the roof with a canvas.

#13 - WASTE & RECYCLING

- Use of small plastic bags only and tied for waste. Large green bags must be placed directly in the containers so as not to obstruct the waste chute conduits.
- Cardboard boxes should be unpacked to maximize space in recycling bins.
- Collection of large waste items (e.g. furniture, etc.) is scheduled every Wednesday. Please note that they should only be placed near the doors of the waste rooms on Tuesdays. In the meantime, keep them in your unit or arrange them with your building officials.
- During work, bulk materials must be disposed of by owners or contractors.

Best practices

- Pick up anything that may have fallen outside the container or recycling bin.
- Do not overload recycling bins.
- Thoroughly undo and fold cardboard boxes
- You must place your waste in your building's container. Fees are charged to each building for the recovery of waste from their residents.
- Separate recyclable items from those that are not. See [Appendix #3](#)

14 - LAUNDRY ROOMS & CARD ROOM

- Laundry rooms are open from 8:00 a.m. to 8:00 p.m.
- No rugs, pillows, no quilts and bedspreads in the appliances
- Anyone wishing to use the card room must request prior authorization from its administration to ensure its availability. Follow the rules established in your building.

Best practices

- Do not leave items of any kind on the tables to give away. If you want to donate them, take them to Goodwill, Salvation Army or other places that accept donations.
- For washer and dryers, remember that you share with others. Take care to empty and clean the devices after use & empty the lint basket.
- Use only liquid detergents.
- General information specific to each building is displayed in each laundry room (managers, instructions for washing sequence, etc.). Follow the regulations for your building.
- It is inappropriate to take another resident's clothes or other items out of the washer or dryer. That is why it is important to write your condo number in the place provided in your building when you use the laundry room so that another user can notify you if you have forgotten to empty one of these devices after use.
- Tidy up the card room after use, don't forget to turn off the air conditioning and lights when you leave. Check the policy of each building when using the Cardroom privately.

15 - STORAGE LOCKERS, WORKSHOPS & ELEVATORS

- No storage outside of the lockers.
- Storage at 18 in. from the ceiling inside the lockers (Fire Prevention Service Standards)
- Prohibition on blocking access to the roof and attic.
- Workshops are open from 8:00 a.m. to 6:00 p.m.
- Prohibition of storing flammable liquids such as kerosene, solvents or gasoline.
- Storage of any personal items in the lockers is at the owners' risk. (For bicycles, see rules of life #7)
- No smoking in the elevators (Florida law)

Best practices

- The workshop located on the 3rd^{floor} is available to all unit owners in the building to carry out minor work, no major construction allowed.
- Do not leave materials lying around and clean the workshops and any soiled surfaces after each use due to the risk of fires, as was commented on during the visit by the city inspectors.
- Take steps to protect what is in the areas used when painting (spray or otherwise).

15 - STORAGE LOCKERS, WORKSHOPS & ELEVATORS (continued)

- Please be careful not to damage the walls and floors of elevators (bicycles, grocery baskets, other carts, transport of furniture or other heavy objects (moving or fitting out).
- Use drop cloths, if available in your building.
- Out of respect for the quality of life of everyone, all work must be done from 8:00 a.m. to 6:00 p.m. Work that causes a lot of noise should not be done on Sundays.

#16 - CONDO UNIT AND OCCUPANCY

- The number of people occupying the same apartment is limited to 6 people for 2-bedroom apartments and 4 people for 1-bedroom apartments.
- Washer and/or dryer, waterbeds, hot tub and Spa are not permitted.
- Private unit owners are responsible for damage caused by leaks due to their negligence.
- Any renovation(s), modification(s) inside a unit require(s) the written approval of the Member Association before commencing work. A precise description describing the work including the scope, nature, materials and subcontractors must be submitted to complete the approval study.
- A city permit is required for any modification to windows, doors and patio enclosures (Florida Room, Screen Room) and the building executive must be notified.
- Comply with all building codes in force in Broward County and the State of Florida.
- When replacing floor coverings, you are required to install a compliant subfloor to reduce noise for your neighbors.
- Modifications to front doors, all windows and windows of Florida Room are regulated and must comply (materials) See [Appendix #4](#)
- Painting of **exterior walls, doors** and Florida Room are regulated. (see your administration)
- It is forbidden to pour solid residues (plaster, etc.) into drains (sinks, washbasins, etc.)
- Strictly prohibited from cooking on the balconies or Florida Room, walkways or any land adjacent to the ground floor or anywhere in the Phase VII area except the BBQ area.

Best practices

- Renovations carried out by an owner and not respecting the established standards will result in the obligation of the latter to comply and he will have to bear the costs to do so.
- It is not acceptable that the unit appears neglected. It is the responsibility of homeowners to keep their windows clean, free of peeling and tearing of the solar film inside the glass. That the mosquito nets are not torn on the windows and in the Screen Room (balconies), as well as that the structures are solid and not twisted.
- Owners are invited to change or remove any defective item.

#16 - CONDO UNIT AND OCCUPANCY (continued)

- Paint for doors and Florida Room is provided by the buildings. The color of the paint is regulated for the sake of uniformity.
- If the executive council of a building considers that there is a possibility of unsanitary conditions in the unit, measures will be taken, and municipal authorities will be notified.
- Quiet hours must be respected by everyone, to allow unit owners to live peacefully among neighbors. Perfect soundproofing does not exist, we must monitor our everyday behavior to avoid being a source of disturbance for others and thus causing conflicts.
(television too loud, chair pulled incorrectly, door closed).

#17 - WATER HEATER

- Water heaters are the property of the unit owners, but you must ensure that they are in good condition (each person's responsibility if there is damage caused to other owners.)
- Changing water heaters and checking all components every 10 years, a municipal permit is required, according to the authorities.
- On-demand (tankless) water heaters are not authorized for any new installation. (Our electrical system is not designed to support this equipment.)

#18 - FIRE ALARM SYSTEM & SMOKE DETECTOR

- To comply with Lauderdale Lakes regulations, all units must have a smoke detector: one in the passage and one in each bedroom. Detectors with built-in 10-year battery are required. Owners must check its operation every 6 months. [See Appendix #5](#)
- A **central alarm system** is installed in your unit. The location of this differs, so if you have a 1-bedroom unit, the system is found in the bedroom. In 2-bedroom units it is in the passage near the master bedroom.

IT IS STRICTLY FORBIDDEN TO TOUCH IT OR REMOVE THE COVER, only dust it. Photo [See Appendix #5](#)

Otherwise, you will trigger the alarm. In this case, technical support is required, and you will be charged a dispatch fee.

#19 - EXTENDED ABSENCE AND ACCESS TO THE CONDO:

- Absence of three days or more, water supply valves closed, One bedroom condo, three valves and Two-bedroom condo, four valves.
- All owners must give a key to the council giving access to their condo.

#19 - PROLONGED ABSENCE AND ACCESS TO THE CONDO (continued):

- If you change your locks, remember that it is your responsibility to provide the keys to your building's CA.
- For a justified reason (with prior agreement), in the event of an emergency, or for any reason permitted by the declaration of condominium and/or by the laws in force, any administrator accompanied by another person may enter a condo, and this, even in the absence of the owner. If the administration does not have the keys to your condo and absolutely must have access to your unit, drastic measures may be used, and the damage caused will be the responsibility of the owner.
- Visits every two weeks from a responsible person when the unit is left vacant for more than two weeks. Notify the building directors of the name and telephone number of the person named.
- In your absence, if your vehicle remains in your parking lot, we recommend that you leave a key to it in your unit so that in the event of an emergency, we can move it to avoid inconvenience. (Flood, fire, etc.)
- Every 2 months, we will visit your condo to carry out pest prevention (Paz Pest Control) (service provided by our phase)
- Cheat Sheet in [Appendix #6](#) Condo closing.

#20 - RENTAL AND GUESTS

- Occupants must be aged 55 and over, except for the owner's immediate parents (father, mother, child(ren), brother(s) and sister(s))
- Renting condo units should be viewed as an occasional accommodation for owners. The term rental is not limited to renting to a third party for remuneration. This also means any type of occupation by third parties who are not immediate relatives, whether with or without remuneration.
- Rentals are limited to 2 rentals per calendar year, regardless of the duration, after 2 years of purchasing your condo. (the transaction date being the reference date for the calculation) Rentals which overlap over 2 years are considered as a rental for each year. **PROHIBITED RENTAL BEFORE 2 YEARS.**
- Occupancy by immediate parents (mentioned above) cannot exceed 3 months per calendar year, in this case rental fees will not be applied.
- Children under 18 can be visitors for a period not exceeding 30 days in the same calendar year.
- Any rental in the name of 2 couples occupying a condo successively is considered two rentals.
- It is strictly forbidden to rent rooms at any time.

#20 - RENTAL AND GUESTS (continued):

- Occupancy by tenants (short or long term) or immediate family members is limited to 2 occupancies per calendar year. In the absence of the owner, immediate family members are not subject to the 55-year-old rule.
- Any commercial condo rental (e.g. Airbnb) is strictly prohibited.
- The number of people occupying the same apartment is limited to 6 people for 2-bedroom units and 4 people for 1-bedroom units.
- The owner always remains responsible for the behavior of his guests in compliance with the rules of life. Any damage to equipment or property by a guest is the responsibility of the owner.
- No occupancy is permitted before approval by the CA, after registration (rental document) has been completed and submitted at least two weeks before the tenant's arrival. Accompanied by associated costs. **Documentation, see Appendix #7**
- The tenant must sign the “Mandatory rules of life & Best practices” document after reading it, the latter having been provided by the landlord.
- The tenant must respect the current mandatory rules of life of Hawaiian Gardens Phase VII under penalty of dismissal.

#21 - SALES/PURCHASES OF UNITS

- No owner can transfer, sell or rent his condo without the executive council of his building being notified.
- All owners must first submit a request for approval thirty (30) days before signing the deed of sale. This request must be accompanied by the required documents and a payment of US\$200 payable to your building. These fees are for opening(150\$ US) and verifying (50\$US) the file and are not refundable.
- The request must be approved by the board of directors before the date scheduled for the signing of the deed of sale (closing). **Sale/Purchase Contract** [Annex # 8](#)

Unit owners and tenants shall not use or permit use of their premises that would constitute an immoral, inappropriate, offensive or illegal use: further, no use may be made that would be in violation of Federal Law, the State, County or municipal statute, regulation or administrative rule or regulation, or which would be detrimental to the reputation of Phase VII.

#22 - SECURITY CAMERAS

- For your and our safety, security cameras have been installed in all buildings as well as on the Phase site to provide protection for common and private property.
- When you are away, lock your doors securely before leaving.

#23 - DESCRIPTION OF COMMON PARTS:

PHASE VII

- Club House, its contents, equipment & accessories & BBQ.
- Office equipment (furniture, computer and printer)
- Bridges, lagoons & fountains with pumps and accessories
- Gardens include trees, shrubs, palms, flowers & lawn.
- Watering system, lighting
- General lighting attached to each building used to illuminate the entire Phase VII
- Shuffleboard and pétanque courts and all the equipment
- Field
- Parking area

BUILDINGS

- Elevator
- Breezeway
- Walkways (circulation balconies)
- Laundry rooms (laundry room)
- Map room.
- Workshop and locker rooms
- Electrical premises
- Waste room.
- Stairs
- Roof

#24 - MAINTENANCE COSTS, SPECIAL CONTRIBUTION AND MISCELLANEOUS COSTS:

- 1) Maintenance fees must be paid on the first of each month. All new owners must enroll in direct payment (ACH). A fee of US\$10.00 will be charged if not paid by the tenth (10) day of the month and an additional US\$10.00 for each month the fee is not paid.
- 2) After three months of late fees, the account will be sent for collection and a fee of US\$50.00 and more will be billed to the owner.
- 3) Checks returned by the bank will be subject to a fee of US\$25.00 plus US\$10.00 for late remittance.
- 4) Owners are responsible for reimbursing attorney recovery fees and all other applicable costs in the event of non-compliance with any of the established rules, whether by themselves, their guests, or tenants.

#25 - COMMUNICATIONS

- The general address for joining the Phase VII executive is: « officehg7@gmail.com »
- Don't forget that we all are volunteers, we are not employees on duty 24 hours a day. A reasonable period of 48 hours is required to respond to your requests.
- Please note that if you have any comments or questions, we invite you to leave a message by telephone (954) 380-5922 or email and the people responsible will respond to you as soon as possible.
- Additionally, we have a “Hawaiian **Gardens Phase VII**” website.

The website is the channel for transmitting all official information from of the administration of the Phase . infohg7@gmail.com

Navigate on the latter, several tabs are available (presentation of our community, useful links such as American and Canadian government authorities, classified ads, etc.).

- A private part for owners contains the contacts of all unit owners in the Phase as well as all administrative documents (minutes, inspection reports, etc.) to consult. If you do not have access, request your access code by contacting info.hg7@gmail.com .
- You can also leave a message for the administrative officers of the Phase. Our webmaster will forward it to the person concerned. (email: info.hg7@gmail.com)
- Notice boards are in the Breezeway of each building. Notices can be found there (announcements for evenings, dates of visits for disinfections for Pest Control, names of managers of the building concerned, etc.).
- We also encourage you to send a friend request to our **Hawaiian Gardens VII Facebook account**, it is the **transmission channel for all events and sporting or other activities of the North South Social Club**.
- **You do not have a Facebook account, send your email to club.nordsud7@gmail.com . We will forward the information to you.**
- **If you would like to participate in our social activities, we invite you to join our North-South Club which oversees our activities. Annual membership cards are on sale to volunteers. (see our message boards in the breezeway).**
- Whether you are owners or tenants, it is essential to provide your email address to both authorities, both to receive official documents related to the management of the condominium complex and social activities.

In conclusion, we strongly suggest that you speak with a member of the Condominium Association of your building to find out about any particularities that may apply and receive answers to your questions.

Date of entry into force of this document: February 26, 2024