

**Marbella Park HOA (East) CLUBHOUSE OFFICE:** 8325 NW 197 Terrace, Hialeah, FL 33015  
**OFFICE: 786.309.6272** [www.marbellapark.org](http://www.marbellapark.org) **Property Manager: [diane@jlpropertymgmt.com](mailto:diane@jlpropertymgmt.com)**  
**C/O J & L Management, Inc.** 10191 W. Sample Road, Suite #203, Coral Springs, FL  
33065 [www.jlpropertymgmt.com](http://www.jlpropertymgmt.com) **Main Office Phone: (954) 753-7966** Fax: (954) 753-1210  
**Maintenance Inquiries - Accounting Manager: [Thelma@jlpropertymgmt.com](mailto:Thelma@jlpropertymgmt.com)** (954) 753.7966 x108

**March 18, 2019 COMMUNITY INFORMATION:**

Hello Everyone.....

J & L Property Management, Inc., is your property management company as of November 1<sup>st</sup>, 2018; my name is Diane Miranda, your assigned on-site property manager. We have included this brief informative summary for you with the guidelines within the Marbella Park HOA (East).

**POOL CARDS:** Due to vandalism of the pool gate card reader, 03.15.2019, please contact the office for pool pass exchange of cards, there is no charge for an exchange. Please send an email to the property manager as soon as possible, so we may help you.

**EMAIL PROPERTY MANAGER:** Should you have any immediate questions, or concerns, kindly send an email to your property manager at: [diane@jlpropertymgmt.com](mailto:diane@jlpropertymgmt.com), include in the subject line your street address, request, or question; all emails will be responded to with an email reply, attachments, and/or requested information. Emails are an electronic history record of each request and management response, convenient for recollection and future access.

**IMPORTANT DATES:**

**Board of Director Meeting(s):** Scheduled Quarterly 3<sup>rd</sup> Wednesday of the Month  
Posted in Bulletin Boards near mailbox cluster areas.  
COMMITTEE Meetings are scheduled accordingly.

**ORIENTATION:** All new residents are invited to an 'Orientation', upon approval of a Sale or Tenant Lease, to receive property and community information including amenities: pool, pool card, clubhouse rental, and property entry access.

**GATE ACCESS AUTOMATED SYSTEM: EAST ENTRANCE NW 82 Avenue and NW 197 Terrace:** Vehicle access 'TAGS' will be issued at 'no charge' for each home (one). Additional tags for eligible household members will be available (\$10.00 each). 'TAGS' may be applied to windshield or headlamp. Due to some windshields, and vehicle technology for newer vehicles, 'TAGS' are suggested for headlamp application. SEND EMAIL TO: [diane@jlpropertymgmt.com](mailto:diane@jlpropertymgmt.com) (Subject Line to Include Street Address and the word 'TAG'). All persons checking in at the Guard House (East) must have a driver license or will not be granted admittance. EMAIL property manager to receive via email the TAG package information

**FORMS for TAG Vehicle Request, Email Authorization, Contact Information Sheet, ACC and ACC Instructions** to be completed and are required for each property address, when applicable. Please provide 'updates' for email address 'additions or changes' also for vehicle(s), phone #'s, changes of address if different for mailing, etc. REMEMBER: It is your responsibility to update the management office for all changes specifically for mailings.

**WEBSITE:** [www.marbellapark.org](http://www.marbellapark.org) is the Marbella Park HOA (East) website. 'Ongoing Updating in Progress'-Please check frequently for Events, Updates, and Important Community Information. Online Forms Available too!

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**ONLINE APPLICATIONS (SALE & LEASE):**

**ALL APPLICATIONS ARE ON LINE: Effective 11.28.2018,**[www.marbellapark.org](http://www.marbellapark.org) is your association website. See 'TAB' –ONLINE DOCUMENTS, Applications and access are unique for each applicant, upon registration and creating your account, you will be provided a 4-Digit Pin Code. Your code is your private code, please safe guard your code, if you should misplace your code, a new application will be required. Please note the customer service number for your application should you encounter an error during application in obtaining a code, contact: 305.692.7900 (Customer Service: M-F 9-5PM)

**ACC FORMS AND INSTRUCTIONS:** ACC Forms and ACC Instructions are available on the website to download for your convenience. **NOTE:** All contractors, vendors, and your chosen servicemen, are required to name the Marbella Park HOA with your address, C/o J&L Property Management, 10191 West Sample Road, Suite #203, Coral Springs, Fl 33065 as additionally insured. Including documentation for their license, your contract, your approved style selection, and color choice, etc. The BOARD is making every effort for a swift approval when applications are received in complete format with approved selections choices. (Websiteto include all approved colors, style, etc. – Ongoing Updating and downloading in process).

**FRIENDLY REMINDER:in an Association for everyone living peaceably; is to abide within the parameters for safety, security, maintaining beautification of the community, and quiet enjoyment, allowing and ensuring your property values are maintained,increasing your financial investment of your future.**

**ALL Homeowners are Responsible for Contacting:** FPL, Water & Sewer, Waste Services Department, Cable companies, and Postmaster directly for damaged equipment, safety concerns, and service issues affecting your property. Damaged, or missing covers, leaks, liability issues- if it is on your property call for your repair(s).

855.293.7676 - AT&T

800.266.8878 - Comcast

305.442.8770 - FPL

305.665.7477 - Miami Dade Water & Sewer

305.594.1630 - Miami Dade Solid Waste Billing Services, Contact 311 for other Questions

800 815-8777 United States Post Office CLUSTER MAILBOXES

**SAFETY: Please be mindful of speed in driving throughout the community, SLOW DOWN.**

**POOL ACCESS: Everyone under the age of 18 years old must have adult supervision by homeowner at all times "DO NOT" open the pool gate to anyone, for your safety and others.**

**ANIMALS:** Please do not continue to feed stray animals which could promote disease, also leaving defecation deposits. Exterior of homes should not have feeding dishes, food, water and displays of buffet offerings for strays. Quiet enjoyment as per your documents of the community is afforded to every resident. Please be mindful of our 'ducks and birds', only feed the ducks and birds around the lake, refraining from feeding animals near homes within the community.

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**TOWING: Towing is expensive and inconvenient for any vehicle owner. Be mindful of parking within Marbella Park HOA (East)- Towing is enforced 24 hours a day, seven (7) days a week, including holidays. No parking on common areas of swale areas on grass and roadways.**

You may park within your driveway and garage area only. Parking is not allowed half in your driveway partially on the common roadways. Derelict vehicles (Flat tires, inoperable vehicles, expired tags and missing tags) may not be parked in your driveway, inoperable vehicles must be parked housed in your garage and not visible from the street. Visitor (yellow spaces) parking is not allowed for overnight parking, vehicles will be towed from visitor spaces if parked for more than 24 hours. If you have inoperable vehicles parked in the visitor and common areas leaving oil spills, you may be backcharged for the oil clean up left by your inoperable vehicle. Homeowners are allowed to park in visitor spots overnight WITH prior approval.

**As per your documents –**

**(Section 3- Page 16 of Declaration Section ‘C’ Remedies for Failure to Maintain) –** In the event an owner shall fail to maintain the said Living Unit and Lot as provided herein, the Association shall have the right to enter upon the Lot to correct, repair, maintain and restore the Living unit and Lot and any other improvements erected thereon, and any such entry by the Association shall not be deemed a trespass. No such entry shall be made without prior written notice mailed to the last known address of the Owner advising him that unless the corrective action is taken within ten (10) days the Association will exercise its right to enter on the Lot pursuant to this Section. ALL COSTS related to such correction, repair or restoration shall be the personal obligation of the Lot Owner and shall become a lien against the subject Lot with the same force and effect of a lien created by the said Owner’s failure to pay assessments when due. Nothing in the Section shall give rise to an obligation of the Association to maintain the exterior, interior or any portion of the Living Unit Lot. **(See property manager if you require further clarification.(Section 23 Enforcement listed on backpage)**

**NO COMMERCIAL VEHICLES for HOMEOWNERS visible at any time. Parking is available in your garage out of sight. (Section 11 – Page 18 of Declaration- listed on back page)**

**(800) 815-8777 CLUSTER MAILBOXES: Contact POSTMASTER with mail concerns, questions, and issues-**  
**Marbella Park HOA (East) has no authority or responsibility with government property.**

**VISITORS / FAMILY / GUESTS/ VENDORS:** Please contact the office to advise of vendors and work performed on the property ‘BEFORE’ arrival. Management advises Security with all ACC Approved Projects. Family and Guests: **Remind everyone to have proper ID for admittance, ‘NO Driver License means NO ADMITTANCE’.**

**EMAIL CONTACT Property Management Office: VIA EMAIL:** Please send emails to your property manager: [diane@jlpropertymgmt.com](mailto:diane@jlpropertymgmt.com)-include in subject line -your street address and question. ALL EMAILS are responded to within 24 Hours during working hours. To create and provide a historical record of all activity, requests, and questions, this is for your benefit personally, and your household members knowledge, please always email us, we are here to help you as quickly and efficiently as possible.

**EMAIL AUTHORIZATION FORM: Is extremely important. Emailing of information is an electronic record, with a substantial savings on postage for your association budget.**

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**GRIEVANCE COMMITTEE:** Each month there is a Grievance committee meeting held usually a week before the monthly Board meeting, which is the third Wednesday of every month. The grievance committee is comprised of three homeowners that are neither on the board nor family of the Board of Directors. Our Committees and Board of Directors are an essential part of being involved in our community. This is how you can have a role in shaping the future of Marbella Park HOA (East). Our community needs homeowner volunteers to fill vacancies for committees. The time commitment is minimal, and no special requirements are needed other than being a homeowner in good-standing. You choose how much time you can contribute, even if you are only able to volunteer a few hours, we will gladly accept your participation. If you can volunteer or know a homeowner that may be interested, send us an email: [diane@jlpropertymgmt.com](mailto:diane@jlpropertymgmt.com)

**VIOLATIONS & FINING: Violations must be corrected by the end of April 30, 2019.**

**Inspections and Fining will be strictly enforced within the community. All residents are responsible for maintaining their home and property accordingly.**

- **Pressure Cleaning** – Roof, Walls, Entrance Areas, Driveways, Awnings and Shutters must be free of mold and dirt.
- **Painting** – Homes must be maintained with clean painted areas. Chipped, and missing paint to be refreshed and look aesthetically pleasing, garages included.
- **Fencing** – Must be maintained and painted uniformly. Missing or damaged fencing must be repaired and or replaced immediately.
- **Driveways** – Must be cleaned and or painted. Damaged and sunken driveways must be repaired accordingly. Garage Doors must be maintained including panels and windows of garage door.
- **Roofing**-ALL homeowners are to abide within the association guidelines and maintain their roof and roof areas. Damaged roofing must be repaired. Sandbags, tarps, and roofing debris are dangerous in climate weather. Contact management office for ACC Project Requests.

**BOATS – are not allowed to be stored visible within the community. Kayaks, canoes, and jet skis must be stored in garages out of sight Page 18 Sec 11- Commercial Truck, Trailers and Boats Line 3-No Trucks, or Commercial Vehicles, Boats or Trailers, Campers shall NOT be permitted to be parked /stored visible within the community. (See Property Manager for further info). Boats and any utility trailers must be stored out of sight.**

- **COMMERCIAL VEHICLES** – are not allowed to be stored visible within the community. Service vendors may service the property for a service call; and are not allowed overnight parking.
- **Derelict Vehicles / Expired Tags** should be garaged/maintained out of sight. Derelict and expired tag vehicles are subject to tow at owner's expense without warning. **(Section 11 – Page 18 of Declaration- listed on back page)**
- **Pet(s)** – Domestic animals must obey leash law. Pet owners are responsible to clean up, bag, and dispose of pet waste within their assigned home property trash bins.

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**If you are not aware of the parameters within your association documents, articles, rules and regulations, please contact your property manager for clarification.**

**YARD Maintenance:**

Healthy lawn, neatly mowed and edged, pruned and trimmed shrubs and trees.

1. Healthy plants, minimum weeds in flowerbeds.
2. Yard free of debris and clutter.
3. Driveway free of oil and other stains.
4. REMOVE: Palm debris that have fallen, it is not the landscaper responsibility to pick up fallen debris.
5. TREES: Unit Lot Owner is always required to trim and maintain trees and fallen debris. Lawn service of Association is not responsible for Unit owner tree maintenance or to remove such debris.
6. **Keep Trash Bins hidden on non-collection days.**

**GREEN TRASH and BLUE RECYCLING BINS: Miami Dade Solid Waste assigned each owner one green and one blue bin. Please be aware if you have more than one bin and do not have the extra bin billed accordingly, Code Enforcement 'can and will' fine each homeowner in violation. Fines may result if unpaid to become a lien. Contact the Billing Department at Miami Dade Solid Waste: 305.594.1630.**

**MOBILE BASKETBALL HOOPS:**

**ALL Mobile Basket Ball Hoops are to be stored on the side of the house or in the back yard. Anyone with a mobile Basket Ball Hoop within the common areas will receive fining and / or removal of their mobile basketball hoop. If your mobile basketball hoop is removed, you may be back charged accordingly. (Section 3-'C' Page 16 of Declaration Section 'C' Remedies for failure to Maintain) Enforcement see last page.**

**LEASH LAW: Page 17 Section 7 (Three (3) Household Pets) –See Declaration:**

**ALL dogs in Marbella Park MUST always be on a leash or be restrained behind a fence . DO NOT let your pets roam free--not only is it unsafe but it is against the law. All residents of Miami-Dade County must comply with the "leash law", which is enforced by the Police Department. Within our community, we should also consider the feelings of our neighbors, and their children cause altercations with other dogs restrained within a fenced yard or on a leash.**

Remember, even the also friendliest dog and freerunning dogs may also be nuisance to others. Protect your pet from moving vehicles and other hazards by keeping them off the streets. Please be a responsible neighbor and pet owner, keep your dogs on a leash or behind a fence. Fence height may be in violation if not the proper height.

**1) It's the law. Section 5-20 of the Miami -Dade County Code of Ordinances addresses regulations of dogs in public or common areas including the proper removal and disposal of waste.**

**2) Sanitation – Dog / Cat animal poop and feces can transmit diseases and/or parasites to other dogs or even children who play on the ground. Owners please keep in mind that your dog must always remain inside your property .**

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**QUIET ENJOYMENT:** Is in effect 24 hours a day.

**LOUD MUSIC –** Any time of the day is a nuisance and **not allowed.**

**PARTIES:** Homeowners can host private parties, please be respectful of your neighbors with regards to noise level, parking, and time of event. **Quiet enjoyment is in force 24 hrs a day, seven (7) days a week, holidays included. Contact police if you have an issue, this is a civil matter.**

**MIAMI DADE POLICE DEPARTMENT: 305.476.5423 305.4POLICE** Report ALL suspicious activity.  
Security for the community is not for responding to police matters. **Also known as: 305.4POLICE**

**'WE CARE' PROGRAM MDPD-**Miami Dade Police Department ' We Care Program' Marbella Park HOA (East) is participating in this program. Signage is posted throughout the property.

**We Are Proud**

**To Be Your Management Company and Look Forward to Meeting and Speaking with Each of You!**

**Cordially,**

Diane Miranda,  
SLS / CAM, Property Manager  
Marbella Park HOA (East) 8325 NW 197 Terrace, Hialeah, Florida 33015  
**Office: 786.309.6272 Office Located at Pool Clubhouse**  
**Monday: 11:00AM to 7:00 PM\* \*Excludes Holidays**  
**Tuesday-Friday: 9:00AM to 5:00 PM\***

**Accounting: [Thelma@jlpropertymgmt.com](mailto:Thelma@jlpropertymgmt.com)**  
**Estoppels: [Eileen@jlpropertymgmt.com](mailto:Eileen@jlpropertymgmt.com)**  
**General Questions: [Veronica@jlpropertymgmt.com](mailto:Veronica@jlpropertymgmt.com)**

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**(Page 16 Section 3 'C' - of Declaration Section 'C' Remedies for failure to Maintain)** – In the event an owner shall fail to maintain the said Living Unit and Lot as provided herein, the Association shall have the right to enter upon the Lot to correct, repair, maintain and restore the Living unit and Lot and any other improvements erected thereon, and any such entry by the Association shall not be deemed a trespass. No such entry shall be made without prior written notice mailed to the last known address of the Owner advising him that unless the corrective action is taken within ten (10) days the Association will exercise its right to enter on the Lot pursuant to this Section. ALL COSTS related to such correction, repair or restoration shall be the personal obligation of the Lot Owner and shall become a lien against the subject Lot with the same force and effect of a lien created by the said Owner's failure to pay assessments when due. Nothing in the Section shall give rise to an obligation of the Association to maintain the exterior, interior or any portion of the Living Unit Lot. (See property manager if you require specific documentation).

**Page 18 Sec 11- Commercial Truck, Trailers and Boats Line 3-No Trucks, or Commercial Vehicles, Boats or Trailers, Campers shall NOT be permitted to be parked /stored visible within the community. (See Property Manager for further info). Boats and any utility trailers must be stored out of sight.**

**Page 19 -(Section 23: Enforcement)** In addition to the enforcement provisions provided in Article XII SEC4, the Association is hereby granted an easement over the Lot of each Owner for the purpose of enforcing the provisions of this Article and may go upon the Living Unit or Lot of said Owner to remove or repair any violation of these provisions. (See Property Manager for further content and clarification).

**ACCELERATION of Assessments: Section Page 11 1<sup>st</sup> Paragraph (B) of Declaration:** if any owner is in default In the payment of any assessment owed to the Association for more than 30 days after written demand by the Association to the defaulting owner shall have the right to accelerate and require such defaulting Owner to pay the Association assessments for the next twelve (12) month period, based upon the then existing amount and frequency of assessments. In the event of such acceleration, the defaulting Owner shall continue to be liable for any increase in the annual assessments, for all special assessments, and all other assessments payable to the Association. (See property manager if you require specific documentation).