

Riviera Isles Master Association, Inc.

5055 SW 171 Avenue
Miramar, FL 33027
Phone 954-322-5284

WELCOME PACKET TENANTS



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RIVIERA ISLES MASTER ASSOCIATION, INC

RULES AND REGULATIONS

The Association Rules and Regulations are designed for the mutual benefit of all owners within our community. These Rules and Regulations shall apply to and be binding upon all owners and owners' guests, tenants, family members, employees, contractors or any other person for whom the owner is responsible. It is the owner's responsibility to ensure these persons are aware of and abide by them for everyone's benefit.

These Rules have been promulgated pursuant to Section 13 of the Bylaws and are intended to supplement the Initial Use Restrictions ("Use Restrictions") Article 10 of the Declaration. In the event of a conflict between the Use Restrictions and the Rules, the Use Restrictions shall control.

The Rules below are merely an extraction from the Declaration, Covenants, and Bylaws of the Master Association. Please refer to your respective village documents for any additional rules, regulations and guidelines to follow.

GUEST ACCESS TO PROPERTY

Guests can only be added to your visitor list via written request or through the Vertilinc App. Please contact the clubhouse during business hours by sending an email to rimafrontdesk@campbellproperty.com. **If a visitor is not on your guest / visitor list, you will be contacted by the guard to authorize access.** When a visitor approaches the gate who is NOT on your guest/visitor list, you will be contacted by the guard to authorize access. If the resident is NOT reached after two (2) phone calls, the guest will be denied access and asked to leave the line until the resident is reached. Any resident or their guest who strikes the gate or gate arm will be immediately charged a minimum fee of \$100.00.

Please note that you have the capability to provide seamless gate entry access to your visitors by providing them with a QR code for the duration of your choosing. This can be done by simply registering to the association gate access control (Vertilinc) either online or through the mobile app named "Vertilinc Residents"

TRASH AND RECYCLE

- Trash days are Wednesdays and Saturdays.
- Recycle days are every Wednesday.
- Trash cans are allowed outside only on trash pick-up day or the evening before.
- Please make sure trash cans are stored out of sight from the street.

BULK TRASH

- Bulk trash pick-up is the 4th Monday of every month.
- All items should be placed at the curbside no more than 24 hours before pick-up day.

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CITY OF MIRAMAR- WATER DEPARTMENT

Owners are responsible for contacting the City of Miramar to set up their water service.

(954)602-3000

2300 Civic Center Place- Miramar, Florida 33025

MAINTENANCE ASSESSMENTS

Homeowners' assessments are due quarterly on the first day of the quarter and considered late after the 30th. Any payment received after the thirtieth will be charged a \$25 late fee. Due dates are as follows:

January 1st

April 1st

July 1st

October 1st

Homeowners who are delinquent in the payment of their quarterly assessment by 90 days or more may have their rights and privileges suspended. This includes denied access to the amenities and suspension of their gate transponder use.

To make online payments, you must register your account. Please contact the clubhouse to obtain registration information.

POOL

- Owners must accompany their guests when using the pool. Only (6) guests are allowed per household when using the pool. You are responsible for the actions of your children and guests.
- No food, alcohol or drinks are allowed in the pool area.
- Residents under the age of sixteen (16) must be accompanied by an adult resident.
- Use the pool at your own risk. No lifeguards on duty.
- **Pool hours are from dawn until dusk.**

FITNESS CENTER AND CLUBHOUSE HOURS

Monday- Saturday 6:00 a.m. - 10:00 p.m.

Sunday 6:00 a.m. – 8:00 p.m.

Please use the fitness center at your own risk.

The fitness center is for residents sixteen (16) years or older **only**. Guests are not permitted in the fitness center. All residents must present their Riviera Isles resident ID card for access.

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GREAT ROOM, DANCE ROOM, AND TOT ROOM

- These rooms are available for residents' use, if space is available. Only (6) guests allowed per household when using the Great Room, Dance Room, or Tot Room. You are responsible for the actions of your children and guests.

TENNIS AND PICKLEBALL COURT RESERVATIONS

Tennis and Pickleball courts are for residents only and require a reservation. Please contact go to www.rivieraisles.com to reserve your court. This is to avoid double booking and confusion. **Email confirmation is sent to confirm all reservations.**

CLUBHOUSE RENTALS

Residents can reserve the clubhouse great room and/or patio for a party or a meeting. Please contact the clubhouse for instructions and the application. Clubhouse hours are: Monday- Friday from 9:00 am to 6:00 pm. Closed on Saturday and Sunday.

DANCE ROOM: Reservations exceeding two hours per day will incur a charge of \$100.00 for each additional two-hour period.

GREAT ROOM: (Including patio and kitchen) \$300.00 for 4 hours with a \$500.00 or \$1,000.00 security deposit.

PATIO: (Excluding kitchen) \$125.00 for 4 hours with a \$250.00 security deposit.

- Parties can be scheduled after clubhouse hours for \$115 an hour for the Great Room and \$75.00 an hour for the Patio. After hours parties cannot exceed past midnight.
- Homeowners must provide a copy of their homeowners' insurance policy carrying a minimum of \$300,000 in property and liability coverage to secure a reservation. All security deposits are refundable upon a final walk through.

IRRIGATION

- Management should be contacted immediately when excessive loss of water or flooding is noticed. Please report concerns to the clubhouse by calling (954) 322-5284.
- Residents will be responsible for negligent damage to irrigation main lines.

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- Main lines up to the water distribution valve at each home will be repaired by the Village (Subdivision) due to normal wear and tear.
- Irrigation equipment and lines from the shut off valve to the home and respective lot is the responsibility of the homeowner to maintain and repair.

ARCHITECTURAL REVIEW COMMITTEE (ARC)

- **All exterior improvements/alterations/additions to your home must be submitted for approval.** Fences, shutters, window installation, exterior painting, pavers, driveways, etc. are some examples but not limited to items that require ARC approval by both the Village and Master Associations.
- The by-laws allow for a thirty (30)-day review process of all architectural requests. Please note that no work can commence without the written approval from the Association.
- Any work performed without written approval may be subject to removal/restoring at the homeowner's expense and fines may be levied for non-compliance.

SWALES AND SIDEWALKS

*Landscape maintenance in swale areas on improved lots is the responsibility of each respective owner. Trees must be trimmed by a licensed and state certified arborist. The Association is responsible for the repair of the sidewalk and apron directly adjacent to each home. If a sidewalk or apron is damaged due to negligence or improper maintenance, the homeowner will be responsible for the repairs needed.

AUTOMOBILES AND BOATS

- Commercial vehicles with or without outside lettering must be stored inside the garage.
- No vehicle can be repaired on property unless totally enclosed in the garage and is not visible from the outside.
- Any vehicle that is considered inoperable must be totally enclosed in the garage or not visible from the street.

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BOATS

- The use of non-motorized boats or personal watercrafts such as canoes, sailboats, kayaks, paddle boats are allowed within the lakes.
- Non-motorized watercraft can be stored at the rear of the property, and out of view from the street. The maximum size of these boats cannot exceed 18 feet.
- All homeowners with watercraft are responsible for securing them during storms. No boats can be stored in the water during storms and need to be properly secured.
- All non-motorized watercraft stored at the rear of the property must be operable and neat in appearance.
- Gasoline powered engines are not allowed on the lakes or stored on the property unless totally enclosed in the garage.
- Electric engines are allowed, not to exceed trolling speed (no wakes allowed).

PARKING

- Towing is strictly enforced throughout Riviera Isles. Please check with your Village regarding additional rules that pertain to parking.
- Parking on the streets can result in costly citations issued by the City of Miramar and/or a violation from the Association at any time. Cars that block the bike lane or sidewalk are considered a traffic violation.
- Vehicles parked on the streets between the hours of 11:00 pm -3:00 am will be stickered by our Security, and subject to tow.
- Vehicles that block the bike lane or sidewalk are considered a traffic violation.
- Violation stickers will **NOT** be issued by the Association on Saturdays, Sundays, or Holidays. The city of Miramar reserves the right to issue citations anytime. During these times, vehicles are to be parked facing the flow of traffic and without impeding access for emergency vehicles.
- We ask that all homeowners utilize the space they have in their garages, driveways, and aprons. Riviera Isles was not built with an abundant amount of guest parking.

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SIGNS

1. **Allowed Placement:**

- One sign per dwelling unit (single-family home) is permitted.
- Signs must be placed **only at the front of the property**.
- Cannot be placed on **Master Common Areas or Village Common Properties**.

2. **Sign Content:**

- May include:
 - Property identification.
 - Owner or agent name.
 - Address and phone number of the owner or agent.

3. **Main Sign Dimensions:**

- **Maximum size:** 24 inches wide × 18 inches high.

4. **Additional Sign Allowed:**

- One optional additional sign can be attached.
- **Maximum size of additional sign:** 15 inches wide × 6 inches high.
- May contain wording such as:
 - “By Appointment Only”
 - “Open”
 - “Pool”
 - “Realtor/Associate Name”
 - “Rental” or “For Rent”

5. **Sign Construction:**

- Materials: Metal, plastic, wood, or pressed wood.
- Must be fastened to a supporting member.

6. **Supporting Member Requirements:**

- Material:
 - Either angle iron (max 1 inch × 1 inch)
 - OR a 4 inch × 4 inch wooden post.
- Color: Must be **all white** or **all black**.
- No letters or numbers allowed on the support.
- Must be **driven into the ground**.
- **Top of the sign face** must not be more than **4 feet above finished ground grade**.

7. **Orientation:**

- Sign must be erected with its **centerline parallel or perpendicular** to the front property line.

8. **Restrictions:**

- No other signs, ads, notices, or lettering on the property **without prior ARC (Architectural Review Committee) approval**.

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OWNERS/OCCUPANTS/TENANTS

- Homeowners' names that appear on the deed will be listed as **owners**.
- When the homeowner resides in the home, they can add additional **occupants** as follows:
 - The Spouse of an owner with different last names must provide a marriage certificate.
 - Children ages 16-18 can be added as occupants by providing a birth certificate.
 - All other occupants must provide (2) proof of residence, one of which **MUST** be a driver's license or ID card with the Riviera Isles address listed. The second proof of residence with address listed can be any of the following: vehicle registration, bank statement, credit card statement, or utility bill.
- When the homeowner is not residing in the home, their occupants are considered **tenants**. All tenants must be screened and approved and must complete the application package. Any homeowner/tenant found not complying with these regulations will be subject to appropriate action by the respective Village Association.

GENERAL

EMERGENCY – CALL 911 or Non- Emergency Police Department (954) 765-4321.

Keep an eye out for suspicious activity and report it immediately to Miramar Police. If you have an emergency or view suspicious activity **DO NOT CALL** the guard house or clubhouse- call the police.

- After hours maintenance emergencies – call (954) 427 8770, calls will be dispatched to the maintenance department and responded to if it is the Association's responsibility.
- Swimming is not allowed in the lakes. The lake is dangerously deep and there are no lifeguards.
- Fishing from the common areas is not allowed. Fishing is only permitted directly from the rear of private properties.
- Contracted work is not allowed on Sundays or National holidays. This includes moving, furniture deliveries, pool cleaning, and construction of any kind. Deliveries and/ or vendors will be denied access at the gate on Sundays, except for emergencies- medical, food and flowers. If you are planning a party, vendors related to your event (bounce house deliveries and caterers) will be allowed access.

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- Deliveries are only permitted: **Monday – Friday from 7:00 am to 7:00 pm and Saturdays from 8:00 am to 7:00 pm. No deliveries on Sundays or Holidays.**
- Solicitation is strictly prohibited in Riviera Isles. Please report door hangers or any violators to management. Please remind all contractors you may hire of this policy. Riviera Isles has no tolerance for illegal solicitation. You are responsible for your vendors' actions.
- Failure to produce a Riviera Isles Club card can result in denial of access to the clubhouse facilities including fitness center and pool, until a replacement card is purchased.
- The Association may levy reasonable fines of up to \$100.00 per day up to \$1,000.00 per violation against any member for the failure of the owner of the parcel or its occupant, guest, contractor, or invitee to comply with any provisions of the Declaration, the Association Bylaws, or the Rules of the Association.

Please contact the management office should you have any questions or concerns at (954) 322-5284.

Dear Residents of Riviera Isles Master Association, Inc.,

The City of Miramar offers FREE monthly drop-off events for hazardous materials on the first Saturdays monthly at: 17200 Pines Blvd. between 8am and 2pm. Please bring a driver's license and proof of Miramar residency, remain in your vehicle and follow all safety protocols.

[Solid Waste - City of Miramar, FL](#)

Residential Curbside Collection Schedule

- **Green** Trash (Garbage) Cart is collected 2x per week
 - [Trash Collection Days and Guidelines](#)
- **Bulk** is collected 1x per month
 - [Bulk Collection Days, Maps and Guidelines](#)
- **Blue** Recycle Cart is collected 1x per week
 - [Recycle Collection Days and Guidelines](#)

Residential Curbside Collection Notifications

- [Sign up for Alert Miramar](#) to get notified via a phone call, text, or e-mail, thru our Alert Miramar notification system.
- Call (954) 602.4357 (HELP).

Cart Damaged (green or blue) or Need a New Cart?

- Call Waste Pro at 954-967-4200
- Email the City's Customer Service Team at customerservice@miramarfl.gov (provide a brief summary of reasoning) or call (954) 602.4357 (HELP).

Need to order an additional Green Sanitation Cart? [Complete this form\(PDF, 99KB\)](#) - **a monthly fee applies.**

Missed Your scheduled Collection (green or blue Cart)?

- Schedule a pick-up by contacting Waste Pro at 954-967-4200. **A fee would apply if YOU missed the pick-up!**

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Clubhouse Rental Agreement



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Please initial next to each item, that you have read and understand the following information pertaining to your rental at the Riviera Isles Clubhouse on _____ (Date of Event).

☐ 1. Required prior to contract filled out. Residents understand that they must provide their own insurance to cover the event.

☐ 2. Hours available for party rental are the same as the current hours of the clubhouse facility. After hours parties are available but cannot exceed past midnight under any circumstances.

☐ 3. Residents have read and understand all the conditions and requirements of the *Riviera Isles Homeowners Association Agreement for Use of Common Property*. (No grills, bounce houses are permitted.)

☐ 4. Please note that other than the patio or great room, any other areas such as the pool, basketball court, and play areas are not available for the party's exclusive use. The resident must be present with their guests. Maximum 6 guests per household for pool use, maximum 10 guests for basketball court use, and maximum 6 guests (children under 12 years old), accompanied by an adult for playground use.

☐ 5. Deposits are as follows. (Security deposit due at the time of Agreement submission. **Certified funds only (Money Order or Cashier's Check)** Remaining fees are due at least seven (7) days prior to the event). Funds are deposited and not held.

Great Room - \$500.00 or \$1,000.00 (150 persons Max) Patio - \$250.00 - (75 persons Max)

☐ 6. If any portion of the Agreement is violated, the Resident understands that the event can be cancelled immediately if the situation is not rectified. If an event is cancelled under this clause there will be NO REFUND for the rental fee.

Signature of Homeowner: _____ Date: _____

Official Use Only

Received by staff on (Date): _____

Received by: _____

Check Number(s): _____

Amounts: _____

Recorded in Outlook ☐

Check owner balance for Master ☐

Application complete ☐

Check on your balance for Village ☐

Verified that the application is the owner ☐ or tenant ☐

Staff Member that contacted the homeowner 48 hours in advance: Name: _____ Date: _____ Time: _____

PLEASE CALCULATE YOUR TOTAL AMOUNT BELOW

*Clubhouse Business Hours:

Monday - Friday: 9AM – 6PM — (Saturday and Sunday: Closed)

CHECK HERE	FACILITY	CALCULAT E TOTAL
<input style="width: 30px; height: 20px; border: 1px solid black;" type="checkbox"/> Maximum # of Attendees – 150	<u>GREAT ROOM & PATIO – Rental Use</u> Security Deposit- Money Order or Cashier Check Only \$500 A \$1,000.00 security deposit is required if you want to keep the new furniture for your event. (Due at time of Reservation/Agreement submission) *4 Hours Minimum Business Hours – \$75.00/hr. After Business Hours – \$115.00/hr. Tot Room- \$100.00 for the event (Tot Room available outside of business hours only) From: _____AM / PM To: _____AM / PM How Many Business Hours: _____Hrs. (hrs. x \$75) How Many After Business Hours: _____Hrs. (hrs. x \$115) *Alcohol being served is an additional fee of \$25 per hour.	Total Business Hours: \$ _____ + Total After Business Hours: \$ _____ (+ Alcohol fee \$ _____) = Total Balance Due: \$ _____



Maximum # of
Attendees – 75

PATIO ONLY – Rental Use

**Security Deposit-Money Order or Cashier Check
Only \$250**

(Due at time of Reservation/Agreement submission)

***4 Hours Minimum**

Business Hours – **\$31.25/hr.**

After Business Hours – **\$75.00/hr.**

Use of the Kitchen is not available for Patio only rentals

From: _____AM / PM **To:** _____AM / PM

How Many Business Hours: _____Hrs. (hrs. x \$31.25)

How Many After Business Hours: _____Hrs. (hrs. x \$75)

**Alcohol being served is an additional fee of \$25 per hour.*

Total Business Hours:

\$ _____

+

Total After Business
Hours:

\$ _____

(+ Alcohol fee \$ _____)

=

Total Balance Due:

\$ _____

Facility Use Agreement

Name of Resident(s): _____

Address: _____

Owner Name (if Lease): _____

Resident Day Phone: _____ Evening Phone: _____

Facility Requested: **Please mark the facility you wish to use in the box below.**

☐

GREAT ROOM & PATIO — Security Deposit: \$500 or \$1,000. Circle Dep. Amount
(Maximum # Attendees – 150)

☐

PATIO ONLY — Security Deposit: \$250
(Maximum # Attendees – 75)

Date of Event: _____ Number of People Attending: (See limits above): _____

Arrival Time: _____ AM PM Departure Time: _____ AM PM

Courtesy Hour Time: _____ (AM / PM)

Alcohol being served: YES **N O**

Moving Furniture: YES **N O**

ONE HOUR TOTAL ALLOWED AS COURTESY TO BE USED FOR SET UP OR CLEAN UP. THIS TIME IS NOT GIVEN TO EXCEED PAST THE RESERVED TIME.

Description of Event (including SPECIFIC activities):

Are you requesting permission for outside equipment to be brought in? (Party rental equipment, catering services, DJ, etc...) If yes, please list specific equipment:

How would you prefer the Guardhouse to process your guest when they arrive at the gate? (Allow access to all guests who arrive for the event without calling. Or please state specific request below.)

SPECIAL REQUEST:

Renter Initial

This Agreement is made between **Riviera Isles Master Association, Inc.** (herein the "Association") and _____, (herein the "User") the owner(s)/tenant(s) of record of the property located within the Riviera Isles Community, specifically located at: _____ for the use of the Association facilities, subject to the following terms and conditions:

Terms and Conditions

1. User (indemnitee) hereby agrees to hold the Association (indemnitor) harmless and to indemnify it against any public liability and/or property damage liability which may arise or accrue directly or indirectly by reason of the use by User of the facilities. The Association shall not be responsible for any damage or injury, including wrongful death that may occur to the User or Users' guests, invitees, licensees, agents, servants or employees, or property from any cause whatsoever, during the period covered by this Agreement; and User hereby expressly releases the Association from and agrees to indemnify it against any and all claims for such loss, damage or injury, including wrongful death. It is expressly understood and agreed to by the User and the Association that the indemnitor shall further indemnify the indemnitee against any and all claims for liability occasioned by the indemnitees' sole negligence, whether based upon a negligent act or failure to act by the Association, its officers, directors, agents, and/or employees
2. Attached to this agreement is a **Great Room Security Deposit of \$500.00/ \$1000.00 or Patio Security Deposit of \$250.00** in the form of money order or cashier's check (NO CASH) payable to the association. The security deposit is required at the time of reservation/agreement submission. The security deposit may be used by the Association to pay expenses for cleaning and/or repairs or replacement required after use of the facilities by the User. Refund of any security deposit or payment of additional monies required to return the facility to its condition prior to its use shall be at the sole discretion of the Association, which may include, without limitation, a final inspection of the premises by an Association representative. The security deposit may be forfeited in full, or in part, because of any violations of the Rules regarding the rental of the facility contained herein, including, without limitation, the event exceeding the approved amount of time of the event. Should damages or cleanup requirements exceed the Security Deposit amount, the balance will be the financial responsibility of the User. Funds are deposited, not held.
3. Also attached is the Rental **Use fee** in the form of a separate money order or cashier check only (NO CASH) made **payable to** the association in the amount listed on the front page. User understands that this Rental Use fee is non-refundable for any reason other than unavailability of the Facilities reserved or if a written notice to cancel the event is delivered to the Association at least seven (7) days prior to the event. User understands that all events will be required to have one staff member present during the scheduled event. The staff will not assist with function.
4. After-hours parties (after the clubhouse business hours) can be reserved at a billing rate of \$75.00 per hour for the Patio area-only option and \$115.00 per hour for the Great Room & Patio area option. A maximum of 2 additional hours can be purchased at the time of the reservation. If the event exceeds the approved reservation time, there will be a penalty charge of \$62.50 for every fifteen (15) minute period in excess of the approved reservation time, with any such penalty being deducted from the security deposit.
5. No event may exceed past Midnight.
6. If you serve alcohol there will be an additional fee of \$25.00 per hour.
7. **If alcohol is served and it is not disclosed at the time of the agreement, a \$100.00 penalty (on top of the alcohol fee) will be deducted from your Security Deposit.**
8. **Users agree to clean the Facilities immediately after this event and restore them to their normal tidy state. Facility does not supply any cleaning supplies. User further agrees to remove from the Facilities and properly dispose of all decorations and trash generated by the event in the dumpster provided (located in the clubhouse parking lot). Decorations may be affixed only by string or masking tape and in a way that will not cause damage to walls or other components of the Facilities. No tacks or nails and no glitter or confetti are permitted.**
9. **Furniture can be re-configured within the room. Subject to the advance approval by a property management company representative, furniture can also be removed if there is not a conflict with another clubhouse service or event. The furniture can be relocated to the dance studio if there is no scheduling conflict. Furniture removal requests must be received 48 hours prior to the event. Same day removal requests will not be honored.**

10. Users hereby agree to abide by and conform to all the provisions of the Governing Documents of the Association, the Rules and Regulations of the Association, and with all Federal, State, County and City laws, ordinances, and regulations. Any violation of the foregoing, or any other provision contained within this Agreement may result in the forfeit of the security deposit in full.
11. User certifies that the Facilities will not be used in a manner as to create a hazard or nuisance to the Facilities and/or to other residents and/or guests of the community, and understand that the management company and association and its representatives reserve the right to cancel or terminate this event if, in their sole opinion, such a hazard or nuisance exists or will exist or any of the terms of this agreement are violated by me/us and/or my/our guests or invitees.
12. **User understands that this agreement does not grant me/us the exclusive right to use any of the Facilities, nor does it grant the right to use any facilities other than those specified in the agreement. User has read and understood the use restrictions placed on any facility that I/we have requested use of.**
13. **NO USAGE of the Front Desk, Lobby, Dance Studio or Gym is permitted.** The dock located behind the clubhouse is not to be used for any event. Access doors may not be propped open, unless approved, in advance, by a management company or Association representative.
14. User understands he or she will be responsible for his or her conduct as well as the conduct of the User's guests and invitees and ensure compliance with all rules and regulations governing the use of the Facilities.
15. User understand that for the safety and welfare of all residents and guests, the following are strictly prohibited: *(i) Grills of any kind, *(ii) Illegal Substances, *(iii)Smoking, *(iv) Music at a level that is disturbing to others, and the User agrees to lower the music upon request by any representative of the management company or Association*(v) Alcohol is not permitted unless using a caterer (no exceptions), (vi)*No bounce houses; (vii) Parking any vehicle that blocks the ingress/egress of other vehicles, or any fire lanes, or is parked in any manner that violates the Rules and Regulations of the Association.
16. (a) **Only those residents (owner, tenant or other approved occupant), who are not delinquent in the payment of any monetary obligation to the Association may apply to rent the club.**

(b) The User must provide to the Association, at least one (1) week prior to the event, evidence of special event liability insurance with a minimum liability coverage of \$300,000.00 (if alcohol is served at the event, the insurance policy must also include host liquor liability insurance). The foregoing insurance policy must name the Association as an additional insured on such policy. It is suggested that the User contact his or her insurance agent to obtain the required policy (or the User can consider visiting the following website: www.theeventhelper.com to obtain a policy).**All vendors must provide liability insurance coverage with a minimum of \$1,000,000 and the Association must be listed as additional insured on the policy. All outside vendors (caterers, DJ's, Florist) used for the event must provide proof of insurance at least seven (7) days prior to the event (No exceptions).**
17. Facility use requests for holidays, including, but not limited to, the following will be considered on an individual basis: New Year's Eve, New Year's Day, Valentine's Day, Easter, Memorial Day, July 4th, Labor Day, Halloween, Thanksgiving, Christmas Eve, Christmas. At the sole discretion of the Association and/or property management, these and/or other days may be blocked out for special functions or closing of the Facilities.
18. User agrees to be present during the entire event including set up and clean up. This agreement may not be assigned to another person.
19. Date changes are possible provided the requested room is available and no less the seven (7) days written notice is given to the club.
20. No entrance fee or pre-sold tickets are permitted for any function. The facilities may not be used for any commercial/for-profit activity, including, without limitation, any sales events. Also, no religious services or political functions are permitted.
21. I/We understand that this agreement shall not be effective until approved by the management company and you receive notification from the management company that the facility reservation is valid.

22. **Violation of any of the above rules and regulations will result in a \$100 infraction per non-compliance.**
23. User shall be responsible for any attorneys' fees and costs incurred by the Association in enforcing any of the provisions of this Agreement. Any sums of money owed by the User as a result of the breach of any of the terms hereof, shall be treated as an assessment against User's home for any unpaid assessment and interest thereon, together with reasonable attorneys' fees and costs incurred by the Association, incident to the collection of the assessment or enforcement of the lien, which lien shall be available to the Association against User's home to secure any sums of money pursuant to the terms of this Agreement, as provided under the Restated Declaration of Restrictions of the Association. Assessments and installments due thereon, not paid when due shall bear interest from the due date until paid at the maximum interest rate allowed by law as same shall be amended from time to time. The Association may bring action in its name to foreclose a lien for assessments in the manner that a mortgage of real property is foreclosed and may also bring action to recover a money judgment for the unpaid assessments without waiving any claim of lien.
24. User certifies that persons under the age of eighteen (18) attending the event set forth herein will be always supervised by an adult. User assumes all responsibility for any damage, injury, or misconduct by all persons, including persons under the age of eighteen (18) in attendance at the event covenanted herein.
25. Should any paragraph or portion thereof of this Agreement be found to be unenforceable by a Court, such finding shall apply only to the provision of portion thereof found to be unenforceable and shall operate to leave all other paragraphs and portions of this Agreement in full force and effect.
26. All completed documentation, including, without limitation, this signed and approved Agreement, the Security Deposit, Rental Fee(s), and Proof of Insurance Policies, must be submitted to the Association office at least seven (7) days in advance of the event.
27. From November through January, the great room is adorned with Christmas decorations, no exception in removing them.
28. For security to direct guests to the clubhouse, please send an email to the management informing the front gate that you are hosting your event.

I have read and understand all the conditions and requirements of the Riviera Isles Homeowners Association Agreement for Use of Common Property. If any portion of this agreement is violated, the member understands that the event can be cancelled immediately if the situation is not rectified. If an event is cancelled under this clause there will be no refund of the rental fee.

Print Name

Resident Signature

Date

Renter Initial

Office Use Only

PAYMENTS: Deposit Check # _____ Use Fee Check # _____

Agreement is: Approved _____ Disapproved _____

Additional Conditions:

Association Dues Status

Authorization

Date

***Recorded in Outlook- Allowed for one hour courtesy.**

*** Make a copy of the signed agreement. (1) copy for the resident, (1) copy for the Association.**

Renter Initial

RIVIERA ISLES CLUBHOUSE RENTAL -WALK THROUGH

NAME _____ ADDRESS _____

DATE OF PARTY _____ GREAT ROOM _____ PATIO _____ TOT ROOM _____

Please note when renting the facilities the room must be returned in the same condition it was found. All furniture must be reconfigured as found. Kitchen and Bathrooms must be returned cleaned. A walk through will be conducted before and after the event. Please indicate anything found broken, damaged or stained prior to the event. This will prevent you from becoming responsible for damages that were there prior to the event. A member of the staff will conduct a preliminary walk through with you to eliminate prior damage.

All trash bags must be brought directly to the dumpster before the end of the event.

Please note there are no cleaning products provided so please provide your own.

KITCHEN CLEAN	_ BEFORE	AFTER
REFRIGERATOR CLEAN	BEFORE	AFTER
MICROWAVE/TOASTER	BEFORE	AFTER
CARPET CLEAN	BEFORE	AFTER
FURNITURE	BEFORE	AFTER
BATHROOMS CLEANED	BEFORE	AFTER
PATIO FURNITURE	BEFORE	AFTER
TRASH BAGS REMOVED	BEFORE	AFTER
COFFEE MAKER	BEFORE	AFTER
AIR FRYER	BEFORE	AFTER

DOORS AND WINDOWS LOCKED ☐

PICTURES TAKEN OF DAMAGE ☐

ADDITIONAL HOURS STAYED _____

SECURITY HOURS _____

INSPECTED BY: _____ **TIME:** _____

BEFORE AND AFTER PICTURES TAKEN: _____

RIVIERA ISLES CLUBHOUSE RENTAL -WALK THROUGH

Carpet Cleaning.....	\$300.00
Carpet spot cleaning.....	\$30.00 Per hour
Carpet tile replacement.....	\$80.00 Per tile
General cleaning kitchen.....	\$75.00
Appliance cleaning.....	\$30.00 per
Refrigerator cleaning.....	\$30.00
Vacuum	\$50.00
Bathroom cleaning	\$75.00
Trash bags	\$25.00 Per bag
Furniture not put back as found. Reconfigured within room.....	\$50.00
Furniture not put back. Relocated from room to room.....	\$150.00
Furniture replacement at cost	TBD

Riviera Isles Master Association, Inc.

5055 SW 171 Avenue
Miramar, FL 33027
Phone 954-322-5284

PLEASE NOTE THE FOLLOWING:

- USE OF THE KITCHEN IS NOT INCLUDED IN PATIO RENTAL ONLY.
- USE OF ITEMS IN THE CABINETS, DRAWERS, OR FRIDGE IS PROHIBITED.
- THE COST FOR MISSING ITEMS WILL BE DEDUCTED FROM THE SECURITY DEPOSIT.

PRINT: _____

SIGNATURE: _____

DATE: _____



CANNOT BE REMOVED.

Shelves, 1 TV, Picture Canvas

Please check everything that you want to remove, or check remove all.

☐ REMOVE ALL

Initial: _____

PLEASE REGISTER YOUR GUESTS AND PROVIDE THEM WITH A QR CODE

**The more residents utilize the App, the quicker the
processing time will be for visitors at the gate.**

The guest receives QR code via text after a pass is created on the App. Visitor will need to update a picture once the link is open.

**Link download App in
AppStore**

SCAN ME



**Link download App in
PlayStore**

SCAN ME



To request your Username & Password, or for any additional assistance, please
contact the Front Desk at: Rimafrontdesk@Campbellproperty.com

OR Scan below:



POR FAVOR REGISTRE A SUS INVITADOS Y PROPORCIONELES UN CODIGO QR

Cuanto mas residents utilicen la aplicacion, mas rapido sera el tiempo de procesamiento para los visitantes en la puerta

El invitado recibe un codigo QR a traves de texto despues de crear un pase en la aplicacion. El visitante necesitara actualizar una imagen una vez que el enlace este abierto

**Enlace de descarga de
la aplicacion en la
tienda de aplicacion**

SCAN ME



**Enlace de descarga de
aplicacion en
PlayStore**

SCAN ME



Para solicitar su nombre de usuario y contrasena , comuniquese con la recepcion
al: Rimafrontdesk@Campbellproperty.com

O escanear a continuacion:



Resident Information Form

New Resident? (Please circle one) **YES** **NO**

OFFICIAL USE ONLY

Check ☐ MO ☐ _____

Account #: _____

Please print clearly on every line

Address: _____ **Village:** _____

Phone #: _____ **Additional #:** _____

E-mail #1: _____ **E-mail #2:** _____

May we use your email to send you important updates or information on the community? **Yes** **No**

Name of Residents: (must be on settlement statement, or show proof of residency)

Name: _____ Age: _____ ID Card #: _____

Name: _____ Age: _____ ID Card #: _____

Name: _____ Age: _____ ID Card #: _____

Name: _____ Age: _____ ID Card #: _____

Name: _____ Age: _____ ID Card #: _____

Transponders

Transponder #: _____ Vehicle Tag #: _____

Transponder #: _____ Vehicle Tag #: _____

Transponder #: _____ Vehicle Tag #: _____

Transponder #: _____ Vehicle Tag #: _____

Transponder #: _____ Vehicle Tag #: _____

Permanent Guest List:

Please note:

1. Each resident is required to have a Riviera Isles ID Card. ID cards are \$10.00 each.
2. Proof of residency & picture ID must be provided in order to receive a Riviera Isles ID card.
3. Vehicle registration with Riviera Isles address on registration or name of resident on registration must be provided for each gate transponder request. Transponders are not guaranteed to last entire stay. Transponders will be replaced for malfunction related to manufacturer's defects within 90 days of activation date. Transponders are \$40.00 each.
4. Residents must carry Riviera Isles ID Card when utilizing any Villa Riviera facilities.
5. The fitness center is for residents only. Guest (maximum 6) are limited to use the pool, tennis & basketball courts.
6. Facility may at anytime be under surveillance. This is to curb vandalism and disruptive behavior and should in no matter be considered security.

Signature: _____ **Date:** _____

Staff: _____



Miramar, FL 33027

Fax: (954) 322-5285

Resident Complaint Form

Resident's Name: _____ Village: _____

Address: _____ Phone #: _____

Date of Incident: _____ Time: _____ Today's Date: _____

Type of Complaint: Check one

Clubhouse Attendant_____ Gate Attendant_____ Neighbor _____ Other _____

Please use this form as a way to express any concerns or complaints you may have.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Suggestions/Comments:

Riviera Isles

2025 RIMA BOARD OF DIRECTORS:

Dejay Hepburn – President
Binita Mehta – Vice President
Jose Sifontes – Treasurer
Amanda Gnecco – Secretary
Daniel Calvo – Director
Marty Cornish – Director
Lech Buga – Director
Clinton Taylor – Director
Davison Thomas – Director

RIMA STAFF:

Sidney Scott – Property Manager RimaManager@campbellproperty.com
Jibsel Aleman – ARC Coordinator RimaAdmin@campbellproperty.com
Front Desk – RimaFrontDesk@campbellproperty.com
Yonis R – Maintenance
Kevin C – Maintenance
Diana V- Housekeeping

Village Manager:

Linda Jacques – RimaVillages@campbellproperty.com



LOS NINOS NO PUEDEN ESTAR EN LA HABITACION SIN LA SUPERVISION DE UN ADULTO

Acepto liberar y eximir de responsabilidad, indemnizar y prometer no demandar a Riviera Isles por y contra ningún reclamo, causa de acción, pérdida o responsabilidad presente o futura por lesiones a personas o propiedad, que dicho menor pueda sufrir o por las cuales dicho El niño menor de edad podrá ser responsable ante cualquier otra persona, en relación con la presencia de dicho niño menor en la Sala de Juegos Infantiles por cualquier causa, e independientemente de su culpa. Entiendo y reconozco que soy plenamente consciente de los riesgos y los asumo. Entiendo que RIMA no tendrá responsabilidad de pagar el tratamiento médico y los costos relacionados si dicho niño menor se lesiona mientras se encuentra en la Sala de Juegos Infantiles. Conociendo los riesgos descritos anteriormente, acepto, personalmente y en nombre del menor, asumir todos los riesgos y responsabilidades que rodean la presencia del menor en RIMA. Acepto, sujeto a los términos anteriores, LIBERAR Y EXIMIR DE RESPONSABILIDAD a las Partes Liberadas de todas las responsabilidades y reclamos que surjan de cualquier forma por cualquier daño o lesión que le ocurra al menor durante su estancia en la Sala de Juegos Infantiles. Esto incluye cualquier reclamo del menor y cualquier reclamo que surja de la negligencia de las Partes Liberadas.



CHILDREN ARE NOT ALLOWED IN THE ROOM WITHOUT ADULT SUPERVISION

I agree to release and hold harmless, indemnify and promise not to sue the Riviera Isles from and against any present or future claims, cause of action, loss or liability for injury to person or property, which said minor child may suffer or for which said minor child may be liable to any other person, related to said minor child's presence at the Children's Play Room resulting from any cause whatsoever, and regardless of fault. I understand and acknowledge that I am fully aware of and assume the risks. I understand that RIMA shall have no responsibility to pay for medical treatment and related costs if said minor child is injured while at the Children's Playroom. Knowing the risks described above, I agree, personally and on behalf of the minor child to assume all the risks and responsibilities surrounding the minor child's presence at RIMA. I agree to the subject to the terms above, to RELEASE AND HOLD HARMLESS the Released Parties from all liabilities and claims that arise in any way from any damage or injury that occurs to the minor child during their time in the Children's Playroom. This includes any claim of the minor and any claim arising from the negligence of the Released Parties.

Thank you for your cooperation, Management

Riviera Isles Master Association, Inc.

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