

Riviera Isles Master Association, Inc.

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

WELCOME PACKET OWNERS



Riviera Isles Master Association, Inc.

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Phone 954-322-5284

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Dear Residents,

The Board of Directors voted on January 26, 2026, to require mandatory registration for all Residents that are in possession of motorized bikes, scooters, and similar motorized vehicles capable of sustaining speeds of 15 MPH or greater. Registration will include a decal that must be displayed on these vehicles.

We encourage all residents to register their motorized bicycles, scooters, and golf carts and to also display a decal. In addition, the following rules have been adopted that will take effect immediately. Our focus while implementing these changes is to keep everyone safe and to avoid serious accidents.

Parents, please take this opportunity to make sure your children understand road safety and proper etiquette when riding on the road. Please refer to the Highway Safety and Motor Vehicles Handbook (FLHSMV).

Adopted Rules:

- Bicycles, golf carts, motorized scooters, electric bikes, and similar vehicles on the roadways shall move in the same direction as vehicular traffic, always staying to the extreme right of the road. They shall only move in a single file, not side by side.
- Bicyclists, golf cart drivers, motorized scooters, electric bikes, and vehicles alike must be equipped with both front and rear reflectors and lights.
- The speed limit for vehicular traffic is 25 mph. Bicycles, golf carts, motorized scooters, electric bikes, and similar vehicles must be operated below the speed limit. The dangers are just too severe for any motorized vehicles to be going as fast as regular traffic.
- Bicyclists, golf cart drivers, and operators of motorized scooters, electric bikes, and similar vehicles, should be on the lookout for pedestrians and traffic signs.
- **No motorized vehicles are allowed on the sidewalks, grass, sport courts, or pool deck.**
- Golf Cart drivers must obey traffic laws. This includes stopping at all stop signs. Drivers must be of a minimum age of 15 and must carry with them a government issued ID, either a learner's permit or driver's license. Golf carts must be registered with the Management Office and display a decal.
- **Riviera Isles Registration and decals are required on all motorized scooters, electric bikes, and similar vehicles.**
- Be seen. Wear reflective tape on sneakers/skates or clothing that is easily visible between dusk and dawn.

The following fine schedule has been adopted and approved to enforce these rules:

1. First Infraction: Warning.
2. Second infraction: \$25 fine.
3. Third infraction: \$50 fine.
4. Subsequent infractions: \$100 fine; suspension of the household's fobs for **14 days**.

Decals must be visible and attached to the backside of all motorized vehicles no later than 5/1/26. Failure to display the decal after 5/2/26 will result in the above fine schedule.

Please contact the Management Office to register your vehicle. If you have any questions or concerns, please call the office at (954)-322-5284 or email the front desk at: rimafrontdesk@campbellproperty.com.

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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RULES AND REGULATIONS

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.

RIVIERA ISLES MASTER ASSOCIATION, INC

RULES AND REGULATIONS

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. Great and Tot Room Hours: 9:00 am to 8:00 pm.

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.** Limited to 2 reservations per household per day.

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 (business hours) with a \$500.00 or \$1,000.00 security deposit.

PATIO: (Excluding kitchen) \$125.00 for 4 hours (business hrs.) 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.

RIVIERA ISLES MASTER ASSOCIATION, INC

RULES AND REGULATIONS

- 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.

RIVIERA ISLES MASTER ASSOCIATION, INC RULES AND REGULATIONS

- 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.



ARCHITECTURAL MODIFICATIONS

Submitting An ARC For Approval

ARC form must be **COMPLETELY FILLED OUT**
with the **Homeowner's Initials** and
FULL DESCRIPTION of the proposed work!

MUST INCLUDE:

- ALL REQUIRED DOCUMENTS (Follow the Checklist)
- ALL SUBMISSIONS REQUIRE A CURRENT PICTURE OF YOUR HOME
- CONTRACTOR LICENSE and CERTIFICATE OF INSURANCE (COI)
 - OR HOMEOWNER'S INSURANCE (If work being done by Homeowner)

INCOMPLETE APPLICATIONS

WILL **NOT** BE REVIEWED OR
SENT TO THE BOARD FOR
APPROVAL!

REQUEST TO ARCHITECTURAL REVIEW COMMITTEE FOR APPROVAL TO MODIFY PROPERTY

To be filled in by applicant (PLEASE PRINT):

NAME OF OWNER(S) _____

MAILING ADDRESS _____ Acct# _____

NAME OF COMMUNITY _____ VILLAGE _____

MODEL TYPE _____ TELEPHONE _____ EMAIL _____

☐ Both HOA's Paid in Full Balances: Master: \$ _____ Village: \$ _____ Deposit Amount: _____ Dep Check#: _____

In accordance with requirements of the Architectural Review Committee of the Declaration of Covenants, Restrictions and Easements of the Master Association Documents and/or the requirements of the Village Association to which I belong, I hereby request approval for the following modification: **(Describe here the MODIFICATION REQUESTED)**

BY SIGNING THIS DOCUMENT YOU ENSURE THAT ALL REQUIRED DOCUMENTS ARE SUBMITTED WITH THIS APPLICATION.

Applicant's Signature _____ Date _____

INSTRUCTIONS

1. Complete all items. Sign where required above. Submit all copies to the village Association. They will forward it to the Master Association for further review.
2. Please consult the Association documents for proper approval procedures.
3. One complete set of plans and specifications prepared by an architect, landscape architect, engineer or other qualified person shall be attached to this application along with hired contractors business license and certificate of liability insurance.
4. Information contained in those plans and specifications must show the nature, kind, shape, height, materials, color scheme and location of the required change or alteration, depending on the type of modification requested and listed above under the modification request.
5. One copy of the final Lot Survey indicating the location and dimensions of the proposed modifications are also to be attached.
6. As a condition precedent to granting any request for a change, alteration or addition, the applicant, his heirs and assignee, hereby assumes sole responsibility for the repair, maintenance or replacement of any such addition, alteration, or change and shall indemnify and hold each Association harmless from and against all claims, causes of action and expenses (including attorneys' fees) made against each Association in connection with, or as a result of, the modification to be performed under this request.
7. The applicant assumes all responsibility for any infringement on or interference with existing facilities and easements on the property.
8. An approval or denial for each applicable Association will be delivered within 30 days after that Association's receipt of this request together with all required materials.
9. Approval of this request does not constitute approval of the structural integrity or building code conformance of the requested modification, and is intended solely to maintain harmonious visual aesthetics within the community.
10. All applicable governmental permits or approvals must be obtained by the applicant and a copy furnished to the Architectural Review Committee after work is completed
11. OWNER MUST REQUEST SECURITY DEPOSIT REFUND WHEN CONDITIONALLY APPROVED WORK IS COMPLETED.

VILLAGE ASSOCIATION ACTION TAKEN

Your request is **APPROVED** _____ **CONDITIONALLY APPROVED** _____ **DISAPPROVED** _____ **INCOMPLETE** _____

The following additional information is required or approval is conditioned upon:

By: _____

(Name of Village Association)

Signature _____ Date _____

MASTER ASSOCIATION ACTION TAKEN

Your request is **APPROVED** _____ **CONDITIONALLY APPROVED** _____ **DISAPPROVED** _____ **INCOMPLETE** _____

The following additional information is required or approval is conditioned upon:

By: _____

(Name of Master Association)

Signature _____ Date _____

Riviera Isles
Architectural Review Checklist

Please print clearly

Name: _____ Village: _____

Address: _____ Phone Number: () _____ - _____ Alt: () _____ - _____

- Deposits must be check or money order made out to RIMA (Riviera Isles Master Association).
- \$150.00 or \$500.00 deposit is refundable after 30 days of request. When requesting inspection and return of deposit for a completed project, proof of final permit is required and approval from South Broward Drainage District (where applicable) is needed.
- **A copy of the vendor's business license and Certificate of Insurance is required. The certificate must list Riviera Isles as the additional certificate holder. See below.**
 - **Riviera Isles Master Association**
C/O Campbell Property Management
5055 SW 171st Avenue
Miramar, Florida 33027
- If the work is being completed by owner, proof of Homeowner's insurance is required.
- ALL SUBMISSIONS REQUIRE A CURRENT PICTURE OF YOUR HOME.

Address Signs

- ☐ \$150.00 Deposit
- ☐ Color
- ☐ Style
- ☐ Location – current picture of area to be modified
- ☐ Picture – sample of modification

Awnings

- ☐ \$150.00 Deposit
- ☐ 1 Copy of your property survey (highlight area of modification)
- ☐ Color
- ☐ Dimensions
- ☐ Style
- ☐ Location – current picture of area to be modified
- ☐ Picture – sample of modification

Basketball Hoops

- ☐ \$150.00 Deposit
- ☐ 1 Copy of your property survey
(Highlight area of modification)
- ☐ Dimensions
- ☐ Style
- ☐ Location – current picture of area to be modified
- ☐ Picture – sample of modification

Concrete Landscape Borders

- ☐ \$150.00 Deposit
- ☐ 1 Copy of your property survey (highlight area of modification)
- ☐ Color
- ☐ Dimension
- ☐ Style
- ☐ Location – current picture of area to be modified
- ☐ Picture – sample of modification

Doors/Windows

Will your door have glass? Please circle: Yes or No

If Yes, please choose one of the choices below

And make sure to write it on the ARC form.

☐ *I will install track for shutters.*

☐ *I will have impact resistant glass and door.*

- ☐ \$150.00 Deposit
- ☐ Product Notice of Approval (NOA)
From Miami-Dade
- ☐ Picture of front door (existing and new if applicable)
- ☐ Color
- ☐ Dimensions
- ☐ Style
- ☐ Location – current picture of area to be modified

Driveways/Driveway Expansions

- ☐ \$500.00 Deposit
- ☐ 1 Copy of your property survey (highlight area of modification)
- ☐ Color
- ☐ Style (concrete stamp or pavers)
- ☐ Picture of pavers (existing and new if applicable)

Flag Poles

- ☐ \$150.00 Deposit
- ☐ 1 Copy of your property survey (highlight area of modification)
- ☐ Color
- ☐ Dimensions
- ☐ Style
- ☐ Location – current picture of area to be modified
- ☐ Picture - sample of modification

Fencing

- ☐ \$500.00 Deposit
- ☐ 1 Copy of your property survey
(highlight area of modification)
- ☐ Picture – sample of modification
- ☐ Color ☐ Height
- ☐ Style (ex. Picket, vinyl, shadow box)
- ☐ Type (ex. Aluminum, PVC, Wood)
- ☐ Location – current picture of area to be modified

Fountain/Statues

- ☐ \$150.00 Deposit
- ☐ 1 Copy of your property survey (highlight area of modification)
- ☐ Color
- ☐ Dimensions
- ☐ Style
- ☐ Location – current picture of area to be modified
- ☐ Picture - sample of modification

Gazebos/Pergolas

- ☐ \$500.00 Deposit
- ☐ 1 Copy of your property survey
(Highlight area of modification)
- ☐ Color
- ☐ Dimensions
- ☐ Style
- ☐ Location – current picture of area to be modified
- ☐ Picture – sample of modification

Generators/Propane Tanks

- ☐ \$500.00 Deposit
- ☐ 1 Copy of your property survey
(Highlight area of modification)
- ☐ Style
- ☐ Location – current picture of area to be modified
- ☐ Picture – sample of modification

Gutters

- ☐ \$150.00 Deposit
- ☐ Color
- ☐ Style
- ☐ Location – current picture of area to be modified
- ☐ Picture – sample of modification

Lake Erosion

- ☐ \$500.00 Deposit
- ☐ 1 Copy of your property survey
(highlight area of modification)
- ☐ Style
- ☐ RipRap ☐ Sox

Painting

- ☐ \$150.00 Deposit
- ☐ Colors – List Body, Trim & Door
- ☐ Swatches / Print selected Scheme
- ☐ Color picture of your house (showing roof tiles and driveway)

Patio Slabs/Pavers

- ☐ \$500.00 Deposit
- ☐ 1 Copy of your property survey
(Highlight area of modification)
- ☐ Color
- ☐ Dimensions
- ☐ Style
- ☐ Location – current picture of area to be modified
- ☐ Picture – sample of modification

Play Sets

- ☐ \$500.00 Deposit
- ☐ 1 Copy of your property survey
(highlight area of modification)
- ☐ Dimensions
- ☐ Style
- ☐ Location – current picture of area to be modified
- ☐ Picture – sample of modification

Ponds/Waterfalls

- ☐ \$150.00 Deposit
- ☐ 1 Copy of your property survey
(Highlight area of modification)
- ☐ Dimensions
- ☐ Style
- ☐ Location – current picture of area to be modified
- ☐ Picture – sample of modification

Pools

- ☐ \$500.00 Deposit
- ☐ 1 Copy of your property survey
(Highlight area of modification)
- ☐ Dimensions
- ☐ Style
- ☐ Location – current picture of area to be modified
- ☐ Picture – sample of modification

Roof (re-roof or stain)

- ☐ \$500.00 Deposit
- ☐ Dimensions
- ☐ Style/Type and Color
- ☐ Picture and sample of proposed tile or stain color
- ☐ Product Notice of Approval (NOA) from Miami-Dade
- ☐ Color picture of your house (showing roof tiles and driveway)

Satellite Dishes

- ☐ \$150.00 Deposit
- ☐ 1 Copy of your property survey
(Highlight area of modification)
- ☐ Location – current picture of area to be modified
- ☐ Picture – sample of modification

Screen Enclosures

- ☐ \$500.00 Deposit
- ☐ 1 Copy of your property survey
(Highlight area of modification)
- ☐ Color
- ☐ Dimensions
- ☐ Style
- ☐ Location – current picture of area to be modified
- ☐ Picture – sample of modification

Shutters

- ☐ \$500.00 Deposit
- ☐ Product Notice of Approval (NOA) from Miami-Dade
- ☐ Color
- ☐ Style
- ☐ Location - current picture of area to be modified
- ☐ Picture – sample of modification

Solar Panels

- ☐ \$500.00 Deposit
- ☐ Dimensions
- ☐ Style
- ☐ Location – Vendors contract (showing layout)
- ☐ Picture – sample of modification

Storage Sheds

- ☐ \$150.00 Deposit
- ☐ 1 Copy of your property survey
(Highlight area of modification)
- ☐ Color
- ☐ Dimensions
- ☐ Style
- ☐ Location – current picture of area to be modified
- ☐ Picture – sample of modification

Trees

- ☐ \$150.00 Deposit
- ☐ 1 Copy of your property survey
(Highlight area of modification)
- ☐ Location – current picture of area to be modified
- ☐ Picture – sample of modification

Tiki Huts

- ☐ \$500.00 Deposit
- ☐ 1 Copy of your property survey
(Highlight area of modification)
- ☐ Dimensions
- ☐ Style
- ☐ Location – current picture of area to be modified
- ☐ Picture – sample of modification

Water Filtration/Softeners

- ☐ \$150.00 Deposit
- ☐ 1 Copy of your property survey
(Highlight area of modification)
- ☐ Location – current picture of area to be modified
- ☐ Picture – sample of modification

Window Film

- ☐ \$150.00 Deposit
- ☐ Color
- ☐ Location – current picture of area to be modified
- ☐ Picture – sample of modification

Other Improvement (modification not listed)

- ☐ \$_____ Deposit
- ☐ Complete improvement description:

Riviera Isles Master Association, Inc.
c/o Campbell Property Management
5055 SW 171st Ave.
Miramar, FL 33027

ARCHITECTURAL MODIFICATION INSTRUCTIONS

Please note that it can take up to 30 days for the Village Board to approve, and up to 30 days for the Master Assoc. Board to approve. In total, it can take up to 60 days to receive the ARC approval. Final Approval from Riviera Isles Master Association is required before work commencement. Your patience is greatly appreciated.

Please adhere to the following instructions when submitting an Architectural Request. Please reply directly to this email and attach all required information in a completed condition.

1. Fill out the attached application
2. Attach the license of the contractor doing the work with an expiration date later than the project completion date
3. Attach any plans and specifications
4. Attach pictures or sketches if relevant
5. Attach any other required items as outlined in the application form
6. Attach the Certificate of Insurance from the contractor doing the work outlining GL, Auto, and Workers Comp insurance with the following listed as the Certificate Holder:

Riviera Isles Master Association, Inc.
C/O Campbell Property Management
1215 East Hillsboro Blvd Deerfield Beach, FL 33441

Additional Requirements:

- Security Deposit Requirement: \$500.00
- Security Deposit Instructions Depending on the work being performed, either a \$150 or \$500 ARC Deposit check or money order must be submitted with the application. The check or money order should be payable to Riviera Isles Master Association, Inc.
- Community Pre-Approved Materials: Please see ARC guidelines for pre-approved materials.

Sincerely,

Campbell Property Management on behalf of Riviera Isles Master Association, Inc.

Riviera Isles

Architectural Review Guidelines

GENERAL: A \$150.00 or \$500.00 refundable deposit will be required along with the submission of an ARC form.
(Based on scope of work.)

General Fence Guideline

- Require a \$500.00 refundable deposit. Paid either by check, money order, or cashier's check prior to commencement of any work. All deposit checks are deposited and reimbursed within 30 (thirty) days upon satisfactory completion and proof of the City of Miramar closed permit.
- Maximum height of six (6) feet.
- Fence must be constructed of Wood, PVC, or Aluminum only.
- **Chain-link fences are NOT permitted anywhere in Riviera Isles.**
- Only picket style aluminum or picket style PVC fence will be allowed on lake lots. No privacy hedge will be required.
- Picket style fences on lake lots must run the entire length of side property line, and it must not enter the lake maintenance easement.
- All fences must start at a minimum of 5 feet (5') back from the front elevation of home. Fences on both sides of the home must start at the same setback.
- Homes with pools are required to have their own free-standing fence enclosing their pool (see the City of Miramar regulation code Sec. 22-141.)
- Fences may not extend beyond property line and may not be attached to adjacent homes.
- All sections for fencing shall connect to the adjacent section. No freestanding sections (Wings) are allowed.
- Fences on side of home must run straight across. No "jog" or angle placement will be permitted.
- Fences on corner lots must have a hedge installed on exterior side of fence and root barrier installed between hedge and sidewalk if fichus are used. (Root Barriers required per the City of Miramar).
- Placement of fence within a utility easement requires approval from all utility companies having rights to that easement.

Aluminum Fences

- Anodized black, anodized white, or anodized bronze only. Aluminum privacy fence is NOT permitted.

Dura Fences

- Aluminum privacy fence is permitted on inside and corner lots Only.
- White Only.

PVC Fences

- White PVC.
- Only picket style on lake lots.

Wood Fences

- Must be painted white or approved front door and garage door color within 60 days of installation or immediately upon repainting of home.
- Must be constructed so that supports are not shown on the outside.
- Only Shadow box and Board-on-Board style permitted. Stockade style is NOT permitted.
- NOT permitted anywhere on lake lots.
- No decorative lattice installation on wood fences.

MAJOR ALTERATIONS TO PROPERTY:

GENERAL GUIDELINES

Major alterations require a \$500.00 refundable deposit. Paid either by check, money order, or cashier's check prior to commencement of any work. All deposit checks are deposited and reimbursed within 30 (thirty) days upon satisfactory completion and proof of a City of Miramar closed permit. Homeowners are responsible for any and all damages to common area(s) done by their contractors and their sub-contractors. Homeowners are responsible for ensuring that there is no obstruction of limited common areas during exterior improvements/construction at any time. All limited common areas must be kept in a clean and orderly fashion at the end of each workday.

Additions

- All materials to match existing finished color, style, texture, and type of material.
- New roofs or roof extensions must be pitched roofs and must have roof tiles that match existing roof.
- Completed exterior walls and columns must be stucco finished concrete, minimum size to be 8' x 8' or 8' diameter and must be painted to match existing color of the home.
- Slope of 20' Lake Maintenance Easement may NOT be altered.

Driveways

- Finished concrete color, stamped concrete, or brick pavers only.
- Stamped concrete or brick pavers must match roof tile color.
- Concrete slab design with grass or artificial turf inserts. Design reviewed by ARC Committee on an individual basis.
- Driveway apron (between road and sidewalk) area shall NOT be altered from its original concrete finish.
- All driveway sealants must be a clear color.
- No painting of the driveway is allowed due to quality/peeling.
- Staining is allowed and will be reviewed on a case by case basis to match house/roof theme.
- Stain color must match approved color scheme of the home.

Driveway Expansion

- Maximum width of driveway shall not exceed 30 feet (30') (per the City of Miramar).
- New driveway must be uniform in composition, color, and material with existing driveway.

Electric Charging Stations

- Charging Stations must be placed inside the garage or on the side of the home. It cannot be visible from the street.

Gazebos/Pergolas/Tiki Huts

- Reviewed on an individual basis by the ARC Committee.
- No Gazebos, Pergolas, or Tiki Huts are allowed on the front yard area, or within utility, drainage, or access easements.
- Gazebos, Pergolas, and Tiki Huts must be set back at least six feet (6') from the side and rear lot lines.
- Freestanding Gazebo, Pergola, or Tiki Hut cannot be larger than 12 feet wide by 12 feet long (12' x 12') on lake lots. On non lake lots, size is reviewed on an individual basis by the ARC Committee.
- Installation of any of the above on a lake lot must be 20 feet (20') from the rear of the property line.
- Shall not be taller than 11 feet (11').
- Silver metal roofs are NOT permitted.

Generators/Propane tanks

- Must meet City of Miramar permit requirements only.
- Propane tanks must be buried per City of Miramar requirements only.
- Generator units must have hedges completely surrounding the equipment and must be a minimum of 36 inches (36") in height.
- If generator is installed on a lake lot, homeowner must obtain approval from South Broward Drainage District (SBDD) for locations within the 20' lake maintenance easement.

Irrigation Pumps

- Individual residential irrigation pumps and systems are NOT permitted. However individual property valves, timers and irrigation lines within your yard are the sole responsibility of the resident.

Lake Erosion

- Reviewed on an individual basis by the ARC Committee.
- Original elevation only (cannot be higher than original grade). Must provide South Broward Drainage District (SBDD) final approval.
- Rip-rap method, Sox method or Geotube methods only.

Patio Slabs

- Must not be constructed in drainage or other easements.
- Must be constructed with required setbacks. (See setback section, page 8)

Pools

- Shall not be constructed in drainage or other easements.
- For screening pool equipment:
 - Shrubs shall be a minimum of 36 inches (36") in height, 18 inches (18") on center. Hedges must completely conceal pool equipment.
- Must have the required setbacks. (See setback section, page 8.)
- Homes with pools are required to have their own free-standing fence enclosing their pool (see the City of Miramar regulation code Sec. 22-141.)
- If lake lots, fence at rear of property is required if no permanent fence around pool is installed.

Roof /re-roof: Please confirm the colour chosen is approved by your Village.

- Concrete roof tiles: barrel type, S-type, and flat type roofs
- Metal roof tiles: barrel type, S-type, and flat type roofs.
- Solar roof collectors allowed if City of Miramar LDC permits rooftop photovoltaics. Must meet City of Miramar building code.
- Must be approved roof colors only.
- Color must coordinate with approved home color scheme.
- Roof can only be stained approved roof color **not painted**.

Screen Enclosures

- Aluminum frame to be anodized white, anodized black or anodized bronze.
- Screen to be charcoal colored fiberglass.
- Must be screened on top and all sides.
- Enclosures are NOT allowed to be installed on front door entrances.
- Screening existing builder patios are reviewed on an individual basis by the ARC committee.

Solar Panels

- Reviewed on an individual basis depending on size, color, and location.
- May NOT be placed on front roof elevation. Exception if front elevation of home is southward facing only.
- All piping must match the roof and house colors.

Storage Sheds

- Reviewed on an individual basis depending upon visual effect on neighboring property.
- Must NOT be visible from any street.
- If installed in the rear on Lake Front properties it must be against back of home only.
- Must have perimeter shrubs for visual screening. Shrubs shall be minimum 5 gallon, 18 inches (18") on center and a minimum of 36 inches (36") tall and maximum of 6 feet (6') tall.
- Shed cannot be larger than 8 feet (8') length/long, 3 feet (3') width/wide, and 6.5 feet (height/tall) including slab.

Swing Sets and Play Equipment (Permanent or anchored playsets)

- Must be setback at least six feet (6') from rear of home.
- NOT allowed in the front area or side area of home.
- NOT permitted to be installed in the utility easement and lake maintenance easement.

MINOR ALTERATIONS: REQUIRE A \$150.00 SECURITY DEPOSIT

GENERAL GUIDELINES

Require a \$150.00 refundable deposit. Paid either by check, money order, or cashier's check prior to commencement of any work. All deposit checks are deposited and reimbursed within 30 (thirty) days upon satisfactory completion.

A/C Units – DO NOT REQUIRE ARC APPROVAL

- Individual window units are prohibited.
- Central A/C units must have hedges completely surrounding the equipment and must be a minimum of 36 inches (36") in height.

Address Signs

- Must NOT exceed one square foot.
- Backlit signs, limit size 18" W and 4" H and backlight color can only be WARM WHITE or COOL WHITE to match other outdoor lights.

Basketball Hoops

- May NOT be installed in utility or other easements.
- Must be portable.
- Must be stored completely out of sight each night.

Canvas Awnings

- Canvas awnings at rear of home only.
- Must be compatible with the main body color of home or trim color.
- Must be retractable for hurricane purposes.
- Must be permanently attached to rear of home.
- No awning allowed on side of home except for the Aurora model.

Concrete Landscape Borders

- Must be colored and/or painted to match color in driveway pavers or colors of roof tiles.
- Landscape borders are NOT allowed on swale areas.

Doors

- Style of door to be consistent with original standard of Riviera Isles.
- Entry and garage doors must match either the main body color, trim color, or approved garage and front door colors. White paint schemes door color(s) may not be altered from the specified scheme color.
- Entry doors and garage doors may be of solid core wood or composite with wood grain finish.
- Faux Wood Painting – allowed professionally installed only. *Garage and front door must match.
- Front door and garage doors must match (for solid doors); Front door frame must match garage door or window frame (for glass front door).
- Reviewed on an individual basis by the ARC Committee.
- ***Side door requirements must be fire rated exterior door 36 x 80.
- Front door(s) options with glass must have 50% or more impact glass.
- Garage doors may be solid or with transparent panel inserts.

Flagpoles

- May NOT be installed on utility or other easements.
- Must NOT exceed an exposed height of 15 feet (15') with a 3 inch (3") diameter.
- Any homeowner may erect a freestanding flagpole no more than 15 feet (15') on any portion of the homeowners' real property. The homeowner may further display in a respectful manner from that flagpole, one official United States flag, not larger than 4 ½ feet by 6 feet (4.5' x 6') and may additionally display one official flag of the State of Florida or the United States Army, Navy, Air Force, Marines, Coast Guard, or a POW-MIA flag. Such additional flag must be equal in size to or smaller than the United States flag.

Fountains/Statues/Ponds/Waterfalls

- Reviewed on an individual basis by the ARC Committee.
- All fountains, waterfalls, ponds, and statues placed on the front elevation of any lot, must be situated within the original landscape beds provided by the builder and must be to scale with that area.

Garage Door

- Reviewed on an individual basis by the ARC Committee.
- May be solid panel or short panel (8 panel) or long panel (4 panel).
- Garage door may have obscure or frosted glass, hurricane impact inserts only.
- Garage door with hurricane impact glass should not be more than 80% glass.
- The front door must match in both style and color.
- Applications will be reviewed by the ARC Committee on a case-by-case basis.

Rain Gutters

- Must match either the body of the home or the Fascia/Gutter colour.
- Brown, Cream, or White, to match gutter/facia.
- Downspout color to match home base color.
- Rain chains are allowed on the side of home only.
- Rain chains are allowed on the 1st floor only.

Lighting

- No installation of exterior light poles on front of property.
- Outdoor recessed soffit lighting allowed on front of home and sides already in vast existence.
- Warm white to cool white range only.
- Bulb/light power brightness limit is 60w Max. This is to not effect next door homes.

Murals

- NOT permitted on any exterior wall.

Painting: RIMA does not require an ARC application if repainting your home the same color. Prior to painting, please ensure that you check to see your Village guidelines, as the Village rules can be more stringent than that of RIMA. The Village rule will take precedence over RIMA's if it is stricter. If you paint without checking your Village rules, you could be subject to fines and will be required to obtain approval and possibly need to repaint with a Village approved colour.

- Sherwin Williams or equal (matching approved colors scheme) paint can be used.
- ARC request must be submitted prior to painting or re-painting of home.
- ARC request is not required by the Master Association when re-painting home the same APPROVED PAINT COLOR. (Please check with your Village Association prior to painting)
- No two adjacent homes or homes directly across from each other shall have the same main body color.
- Entry and garage doors must match either the main body color, trim color, or approved garage and front door colors.
- Entry doors and garage doors may be of solid core wood or composite with wood grain finish.
- No wood staining allowed.
- No faux wood painting is allowed.
- Front door and garage doors must match.
- Decorative detailing must be painted either the home body color or trim color.
- Corbels around windows may be painted either the body, trim or garage door color.

Permanent Storm Shutters

- Accordion type must be colored to match trim color of the home or be white or clear.
- Rollup type consisting of roll box and slats must be colored to match the trim color of the home.
- Rollup type must be located immediately above the window or door.

Satellite Dishes

- Placement of satellite dishes one meter (approx. 39 inches) in diameter or less will be permitted provided that the location is reviewed and approved by the ARC Committee.
- Dishes will be permitted to be placed at the rear of home or at least halfway back on side of home.
- Dishes will NOT be permitted at front of house.
- Only one dish permitted per home.

Water Filtration and Softeners

- Must be installed on side elevation only. Requires landscaping to prevent visibility from the street.

Window & Door Replacement

- Windows, Sliding Doors, and French door frames can be white or bronze.
- Clear Low E glass allowed.
- Frosted privacy glass only allowed on bathroom windows.
- Glass front door frame must match garage door or window frame color. *Both front door & garage door must match

Window Film

- Must be bronze or gray tint. Reflective mirror finish is NOT permitted.
- No reflective film allowed

Setback Requirements

(This is the distance between your property line and the proposed improvement)

Interior Lots

- | | |
|-------------------------------------|---------------------------------------|
| 1. Rear Structure/Addition | 15' – From rear of property line. |
| 2. Rear Patio/Deck/Screen Enclosure | 5' – From rear of property line. |
| 3. Side – Any Improvement | 6' (1 story) 7.5' (2 story) From side |
| 4. Rear – Pool (to waters' edge) | 7' |

Lake Lots

- | | |
|-------------------------------------|-----------------------------------|
| 1. Rear Structure/Addition | 30' – From rear of property line. |
| 2. Rear Patio/Deck/Screen Enclosure | 20' – From rear of property line. |
| 3. Side – Any Improvement | 6' (1 story) 7.5' (2 story) |
| 4. Rear – Pool (to waters' edge) | 21' |

General Landscape Guidelines for Riviera Isles

The following includes a few excerpts from the City of Miramar landscaping regulations. There are landscape requirements that the city requires in addition to what rules and regulations the homeowners' association has set forth.

All homeowners are responsible for the maintenance of landscaping within their property. This includes mowing and maintaining the abutting rights-of-way, swales, easements, and side lots. Landscape shall be maintained in good condition to present a healthy, neat, and orderly appearance. Landscaping shall be kept free of visible signs of insects and disease and appropriately irrigated and fertilized grass to maintain a healthy condition.

Please read the following before making any changes to your landscape.

NOTE: Tree trimming of trees more than 6 feet (6') in height must be completed by a licensed arborist.

Landscape Requirements for Riviera Isles

Artificial Turf

1. Artificial turf is allowed in the backyard as long as it is not visible from the parcel's frontage or an adjacent parcel as per 720.3045 fl. Statute.

Trees

1. Minimum of three (3) trees on each lot. At least one on the front half must be a shade tree and at least one on the back half must be a shade tree. Three (3) palms planted in a triangular fashion will count as one (1) shade tree.
2. Minimum of 3 palms trees are required in front of home in landscaping bed.
3. If the three palms at the front of the home are replaced with Queen Palms or Foxtail Palms, the new palms must be of a staggered height. A minimum of 10 ft., 12 ft., and 14 ft. clear trunk. (Clear Trunk = soil line to the top of the crown shaft where the leaves break away)
4. If the three palms are replaced with Royal Palms, the new palms must be staggered height. A minimum height of 6 ft., 8 ft., and 10 ft.
 - Any replacement trees must be relocated in the same place and clustered like the original trees.

Shrubs

1. Minimum of fifteen (15) shrubs in the front half of the lot, and a minimum of ten (10) shrubs on the back half of the lot. Shrubs used to screen A/C, pool equipment, etc. will not count towards the above minimum amounts.
2. All corner lots must have an additional one (1) tree on the street side of lot and additional ten (10) shrubs on the street side of the lot.
3. No landscape can be removed from the swale area due to the street tree requirements of the City of Miramar. Trees on the swale can only be removed and replaced with either an Oak Tree or a Japanese Fern Tree.
4. Root barriers shall be installed at the sidewalk edge where shrubs are required on corner lots.

Do's and Don'ts

1. No Landscape may be placed in the 4.5 feet (4.5') drainage easement at the rear of the lot.
2. No additional trees may be placed in the swale area.
3. No landscape allowed on the swales directly adjacent to each home. Mulch is allowed on the tree beds located on the swale.
4. Any new tree must be planted with the expectation that the mature tree does not drop branches, debris, or fruit onto adjacent properties.
5. No landscaping may be planted in the 20 feet (20'). Lake Maintenance easement at the rear of the lot.
6. Grass/sod/groundcover cannot exceed 6 inches (6") in height.
7. All hedges planted on residential property shall have a maximum height of 6 feet (6'). 8' for between houses Only.
8. All hedges of fichus, coco plum, or other approved variety will be required on the outside of the portion of fence facing the street on all corner lots. Plants can be a minimum if 5-gallon size when planted. When installed the space between plants shouldn't be more than 24 inches (24") from center.
9. Root barriers shall be installed at the sidewalk edge in those circumstances where tree roots are causing or potentially causing a trip hazard because of lifting of some portions of the communities' sidewalk. (Root barriers are required per the City of Miramar.)
10. Please be aware the lake bank is the resident's responsibility to maintain. No landscape growth is allowed in this area.

Riviera Isles

Architectural Review Guidelines

GENERAL GUIDELINES

Require a \$150.00 or \$500.00 refundable deposit will be required along with the submission of a completed ARC form and supporting documents. Paid either by check, money order, or cashier's check prior to commencement of any work. All deposit checks are deposited and reimbursed within 30 (thirty) days upon satisfactory completion.

Concrete Roof Tile Options:

Roof/re-roof

- Must be approved roof tile colors only.
- Color must coordinate with approved home color scheme.

Galena Smooth – A low profile roof tile that features a single roll. Size: 17" x 10"



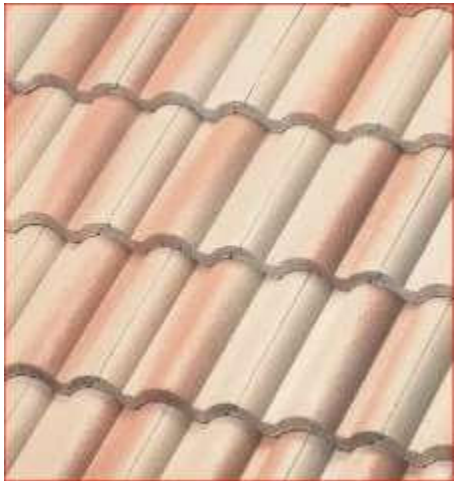
Estate – A low profile roof tile that features a double roll. Size: 16.5" x 13"



Barcelona 900 – A high profile roof tile that features a single roll. Size: 17” x 13”



Villa 900 – A high profile roof tile that features a single roll. Size: 17” x 13”



Capistrano – A high S-profile, semi-cylindrical, most traditionally recognized. Size: 17” x 12.75”



Malibu – Gentle curves, striking effects, Size: 17” x 13”



Concrete Flat Roof Tile



Metal Roof Tile



Ulta

Barrel Textured



Como



Supre

***Complete Roof Catalogue can be requested via email:**

RimaAdmin@Campbellproperty.com

APPROVED ROOF STAIN COLORS



HC 125
Neutral Balance Tan



HC 117
Silk Chocolate



HC 159
Terracotta Orange



HC 167
Terra Cotta



HC 126
Naturally Red



HC 102
Red Terrazzo Tile



HC 165
Fresh Concrete



HC 172
Muddy Gray



HC 101
Autumn Brown

Neutral Balance Tan, Terra-Cotta Orange, Terra Cotta, and Naturally Red
are **NOT** approved in **Portofino**.



Approved Color Schemes

Click the link below / Scan the QR code to see all association-approved color schemes:

<https://www.sherwin-williams.com/homeowners/color/find-and-explore-colors/hoa/miramar/fl/riviera-isles-homeowners-association/>



The following paint schemes are **NOT APPROVED** for use in Portofino:

- Scheme 1C
- Scheme 4A
- Scheme 2D
- Scheme 5B
- Scheme 6B
- Scheme 8A
- NEW Scheme 7
- NEW Scheme 10 (without date)

RIVIERA ISLES MASTER ASSOCIATION, INC.

ARC DEPOSIT REQUEST FORM

AFTER THE WORK IS COMPLETED, please fill out this form and return it to the management office to request your deposit.

Date: _____

Village Name: _____

Owner/Requestor's Name: _____

Account Number: _____

Property Address: _____
Street City State Zip

Payable to: _____

Mailing Address: _____
Street City State Zip

Phone#: _____ Email: _____

Requested Improvement(s): _____

Date Approved: _____

ARC Refund Amount: \$_____ Owner/Requestor's Signature: _____

FOR OFFICE USE ONLY

Verifier Signature: _____ Date: _____

PM Signature: _____ Date: _____

Charge GL Acct#: _____ Cash GL Acct# (if non-operatable): _____

Special Instructions: _____

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!**

CITY OF MIRAMAR RECOMMENDED PLANT LIST

SHADE TREES

***ONLY TREES MARKED WITH AN ASTERISK MAY BE USED FOR STREET TREES**

TREES MUST BE PLANTED AT 12' MINIMUM HEIGHT WITH MINIMUM 2 ½" CALIPER

Botanical Name:	Common Name:
Caesalpinia granadillo	Bridal Veil Tree
Chorisia speciosa	Silk-Floss Tree - East of I-75 only
Ficus citrifolia	Shortleaf Fig - Large open areas
Jacaranda acutifolia	Jacaranda
Khaya nyasica	African Mahogany - Large open areas - East of I -75 only
Koelreuteria elegans(formosana)	Golden Raintree
Manilkara zapota	Sapodilla - East of I -75 only
Mastichodendron foetidissimum	Mastic
Nectandra coriacea	Lancewood

Pinus elliotti var. densa	Florida Slash Pine
Eriobotrya japonica	Loquat
Simaruba glauca*	Paradise Tree
Filicium decipiens	Japanese Fern Tree
Taxodium distichum	Bald Cypress
Tamarindus indica*	Fruiting Tamarind
Bulnesia arborea	Bulnesia
Bursera simaruba*	Gumbo Limo
Clusia rosea	Pitch Apple
Chrysophyllum oliviforme*	Satin Leaf - East of I-75 only
Cassia fistula*	Golden Shower - East of I-75 only
Coccoloba diversifolia*	Pigeon Plum

Delonix regia*	Royal Poinciana - East of I-75 only
Ficus rubiginosa*	Rusty Fig
Guapira discolor*	Blolly
Lysiloma latisiliqua*	Wild Tamarind
Lysiloma sabicu	Horseflesh Mahogany
Manilkara zapota*	Sapodilla - East of I -75 only
Peltophorum spp.*	Copperpod/Yellow Poinciana
Persea borbonia*	Red Bay
Piscidia piscipula*	Jamaican Dogwood - East of I-75
Quercus virginiana*	Live Oak
Swietenia mahoganyi*	West Indian Mahogany

Riviera Isles Master Association, Inc.

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

Clubhouse Rental Agreement



Riviera Isles Master Association, Inc.

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

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. A \$50.00 fee per fob will be charged if the Door fob is not returned at the end of the event.

☐ 5. 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.

☐ 6. 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)

☐ 7. 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 ☐ NO ☐

Moving Furniture: YES ☐ NO ☐

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.
29. I/We understand that a \$50.00 fee will be charged if the door key fob is not returned at the end of the 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 supplies provided so please provide your own.

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

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 or Cleaning	\$300.00
Carpet spot cleaning	\$30.00 Per hour
Furniture Cleaning	\$80.00 Per piece
General cleaning kitchen	\$75.00
General cleaning (other areas)	\$75.00 per
Appliance cleaning	\$30.00 per
Refrigerator cleaning.....	\$30.00
Vacuum/sweeping	\$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
Appliance replacement at cost.....	TBD
Key Fob replacement fee	\$50.00 per
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: _____

FOR HOA PAYMENTS

**Please have your checks filled out
in advance.**

Checks for the **Riviera Isles Master Association** are:

Payable to: **RIMA**

Amount: **\$544.00**

For/Memo: (**Your Account Number**)

*If you do not know your Account Number, we will provide it at the front desk and it will be printed on your receipt for future reference. Payments received after 3:00 pm will be processed the next business day. A late fee of \$25 will apply to all payments received after 3:00 pm on the 30th of each quarter

Checks for **The Villages** are as followed:

Amalfi	\$179.00	Payable to: Amalfi Village HOA
Capri	\$190	Payable to: Capri Village HOA
Portofino	\$190	Payable to: Portofino Village HOA
Ravello	\$185	Payable to: Ravello Village HOA
San Marco	\$176.03	Payable to: San Marco Village HOA
Sans Souci	\$129.09	Payable to: Sans Souci Village HOA
Sorrento	\$228	Payable to: Sorrento Village HOA
Venezia	\$198.93	Payable to: Venezia Village HOA

Thank you!



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: _____



5055 SW 171st Avenue
Miramar, FL 33027
Phone: (954) 322-5284
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.

[illegible]

Suggestions/Comments:



Serving South Florida Since 1953

Phone: (954) 427-8770

PAYMENT INSTRUCTIONS

Riviera Isles Master Association, Inc.

Below are the payment options for your community. We are excited to offer online payment methods for your Association! *Making payments through the new homeowner portal is the fastest, most accurate, and preferred way to pay your Association dues.*

<u>A. Online Payments & ACH Sign up</u> ***Preferred Method*** <i>Easy, Fast, Accurate</i>	- Go to web address CampbellPortal.com - If you previously created a login, please use your existing email and password to access the portal. If you have forgotten your password, please click the “Forgot Password” button. - If you do not have an account, click the “Sign Up” button - Fill out the applicable fields. You will need the following information: Account Number: Registration Key: - Once you have filled out all applicable fields, click “Sign Up” - Once you have logged into the portal, click “Make A Payment” and choose one of the online payment methods.
B. Payments by Check	- Checks must be made payable to Riviera Isles Master Association, Inc. (NOT Campbell). - Checks must be mailed with your account number, , in the memo section. - All checks should be mailed to the following address: Riviera Isles Master Association, Inc. PO Box 621117 Orlando, FL 32862-1117
C. Paying Through Online Bill Pay With Your Bank	- If you prefer to setup bill pay through your bank, please ensure the following information is included with your payment. - Account to be credited: - Name of Association: Riviera Isles Master Association, Inc. - Mailing Address: PO Box 621117 Orlando, FL 32862-1117

Riviera Isles

2025 RIMA BOARD OF DIRECTORS:

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

RIMA STAFF:

Sidney Scott – Property Manager: RimaManager@campbellproperty.com
Jibsel Aleman – Assistant PM & ARC Coordinator: RimaAdmin@campbellproperty.com
Christine Angrand-Front Desk: RimaFrontDesk@campbellproperty.com
Yonis R – Maintenance Supervisor
Kevin C – Maintenance
Diana V- Housekeeping

Village Manager:

rivillages@campbellproperty.com
ricompliance@campbellproperty.com



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



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.

Riviera Isles Master Association, Inc.

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Miramar, FL 33027
Phone 954-322-5284

