

Brickell Ten CONDOMINIUM



A Newsletter for the Residents of the Brickell Ten Condominium Association

Volume 1 Issue 7

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DELIVERIES AND CONTRACTORS GUIDELINES



Certificate of Insurance (COI) COIs are necessary any time you are bringing in a third-party service that could potentially cause damage to our building. This includes not only movers but also furniture delivery services and contractors who you have hired to help with services or renovations. The completed COI form then needs to be sent to your building manager at least one day before the scheduled work or delivery. Word for the wise: Stay on top of this very important last step and confirm with your property manager that the completed COI has arrived before the contractor/vendor arrives. So, for example, if you expect delivery of your new couch, the person scheduling the delivery should ask you if your building requires a certificate of insurance. If the answer is yes, they will ask their COI team to contact the manager's office and take care of the COI formalities. If you're working with a smaller company, you may want to be proactive and email your sample COI to the contractor or supplier. In either case, to avoid having the delivery turned away by the Association, you will want to follow up with your management the day before the delivery or work takes place to make sure the COI is on file.

ELEVATOR RESERVATIONS

We strongly suggest that you reserve the elevator in advance. The sooner the better as we might have no availability. We do not have the parking or the elevator capacity to have more than (1) truck/delivery at a time.

RECYCLING

This is a reminder that our recycling container is only for cardboard. Do not place any packing materials including foam, ties, plastic, or anything that is not cardboard in the container as this flag the container as "contaminated" and we are fined for this on each occurrence. Only cardboard should be placed in the marked container. All other material should be disposed of in a garbage bag and placed in the trash chute. We will be monitoring the security cameras in this area more to prevent further incidents. Your cooperation is greatly appreciated as we work hard to try to maintain cost and limit unnecessary increases for trash and recycling as much as possible.

FOB'S/ACCESS CONTROLS AND GARAGE PARKING

Please be informed that FOB's/Access Control are only for Unit Owners and Renters. Guest, workers, realtors, or unit representatives must park on street public garage and check in with front desk each time they come to the building. This is to maintain security in the building. FOB's are deactivated when owner sells unit and also expires at end of lease[1] please submit lease renewal to management to avoid deactivation. New residents must register the unit FOB with management to activate access under their names and dates.



REMINDER TO REGISTER YOUR CAR

All residents must complete a car registration form in the management's office for the installation of a transponder on their vehicle. Please submit the forms to avoid deactivation from the garage access. The FOB will only work in elevators and accessible doors.

PREVENTATIVE MAINTENANCE INSIDE UNITS

Every maintenance matter inside the unit is the responsibility of the homeowner. We would like to provide you with some tips to keep in mind to extend the lifespan of your home equipment.

PREVENTIVE MAINTENANCE

As the building ages, it is important for you to conduct preventive maintenance to the equipment inside your unit to prevent leaks that could cause damages to your unit and your neighbor's units. Please see below the most common cause of leaks in our community:

- Toilet flappers and Toilet Connections – Please have a licensed plumbing company inspect all the connections to your toilet to avoid any leaks. Assist us in saving water and reducing the utility bills
- Washer and Dryer Hoses – Please have the washer and dryer hoses inspected on a regular basis as these deteriorate and cause leaks
- HVAC Units – Please make sure to conduct periodic maintenance to your HVAC Unit and have the filter replaced on a monthly basis.

These minor preventive maintenance measures can prevent major manages to our common areas and residential units in our building. If you need a list of preferred vendors or guidance, please contact the management office.

WANTED

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Inside D5 Newsletter

**Commissioner
Eileen Higgins**
District 5

HO6 – CONDOMINIUM OWNERS INSURANCE

The statutes and laws in the state of Florida that govern Condominiums and Insurance are very specific as to what is the owner’s responsibility and what is the Condominiums responsibility. It is standard practice and highly recommended that unit owners purchase insurance for their contents and the interiors of their units as well as for liability. All of the buildings in the property are fully insured to cover any/all aspects of **common area damage that may occur**. However, this insurance does not cover any damage that may occur inside an individual unit owner’s premises that was caused by a neighboring or adjacent unit. Therefore, it is advisable that all unit owners take the time to reach out to a qualified insurance agency to inquire about this policy.



HO-4 INSURANCE (RENTER’S INSURANCE)

HO-4 If you rent a unit or a house you might have not given insurance much thought. We are here to remind you that although you don’t own your home, you do have a lot of things inside it that protects you and your family in the case of accidentally hurting another person or damaging your things. Don’t wait until you are in a tough spot to think about insurance.

What is Covered in HO-4? Personal Property/ Personal Liability /Additional Living Expenses

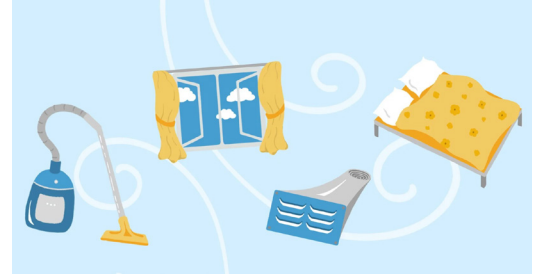
What you need to know ? Your landlord’s insurance does not protect you or your belongings /You are probably underestimating how much it would cost to replace everything you own /Renters insurance is usually affordable and very easy to obtain.

When might you need insurance? Someone falls on your property and claims you are responsible for medical bills /Your pet bites someone and you are found responsible for damages caused /You need a lawyer to defend you in the case of being sued /Personal items are stolen from your home / You accidentally cause damage to the units surrounding the one you rent.

CLEAN YOUR INDOOR AIR

Have you noticed that the air in your home is not as clean and fresh as it should be? These tips will help you breathe easier!

- ✓ When cooking or cleaning, keep your windows open as much as possible.
- ✓ When cooking on the top of the stove, cover pots and pans, especially when frying. Use the ventilating fan under the hood of the stove when cooking.
- ✓ Use the bathroom exhaust fan or open a bathroom window when steam is present.
- ✓ Make sure your vacuum cleaner is working properly and does not blow dust back into the room. Change vacuum cleaner bags frequently.
- ✓ Use doormats at each entrance to your home to collect dirt and dust before it enters your home.
- ✓ Dust your home regularly and clean large flat surfaces several times a year.
- ✓ Vacuum and sweep regularly.
- ✓ Clean and change the filters on any humidifiers or air-filtration systems regularly.
- ✓ Wash all bedding in hot water weekly.
- ✓ Use non-toxic cleaning products and don't mix different types of cleaning solutions together.
- ✓ Place some houseplants in your home. They remove toxins from the air.
- ✓ Don't smoke inside your home.



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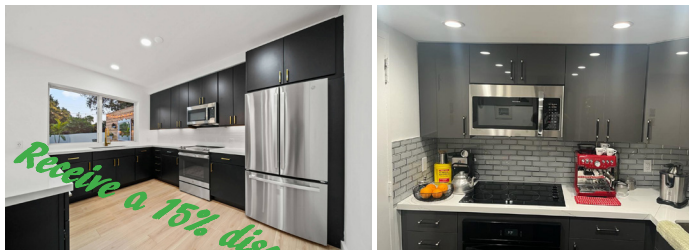
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