CONDOMINIUM

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A Newsletter for the Residents of the Brickell Ten Condominium Association

Volume 2 Issue 1

BRICKELL TEN Condominium Association Inc. 1010 SW 2ND Ave Miami, Florida 33130 brickelltenmanagement@gmail.com https://websites.mmilive.net/brickellten

#### **ASSOCIATION OFFICERS**

President .................................James Brewer Vice President . Valeria Rodriguez Secretary/Treas......Julia Stepanova

#### **PROPERTY STAFF**

Manager.....Madeleyvis Boris brickelltenmanagement@gmail.com Admin Assistant ..... Linda Capote

#### **IMPORTANT NUMBERS**

#### **OFFICE HOURS**

Mon. - Fri ...... 9:00 am - 5:00 pm



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# WINDOW CLEANING AND BALCONY RAILING GLASS PROJECT-INSTRUCTIONS TO FOLLOW

Dear Residents,

We are pleased to inform you that a **window cleaning and balcony railing glass project** has been scheduled for **Monday, February 10<sup>th</sup>, 2025.** To ensure a smooth and efficient cleaning process, please follow the steps below:

- 1. Ensure the areas are accessible for cleaning (balcony railings)
- 2. Remove any furniture, decorations, or plants near the windows or balcony railings.
- 3. Close and secure all windows during the scheduled cleaning hours.
- 4. Make sure there is enough space for the cleaning crew to move around safely.
- 5. Store fragile or valuable items on the balconies that might be affected by vibrations or accidental contact.
- 6. Keep children and pets away from the areas being cleaned.
- 7. Lay down protective coverings, such as plastic sheets or towels, near the windows and balcony entrances to catch any drips or debris.
- 8. Remain accessible via phone or email during the cleaning process in case the staff or management needs to contact you.

**Please note that sliding doors are not included in this project.** We appreciate your cooperation in making this project a success. If you have any questions, feel free to reach out to us at 786-235-9196 Ext.104

February 2025

## **REMINDERS TO OUR COMMUNITY**

- 1. Please register your guest: All guest must check in at front desk every time they access the building as front desk must know who they are to give them access to elevator. Adding a guest to the system only waives the phone call for access. Guest must check in front desk each time. Please understand that it is for your security that we know who is in the building at all times. Send email to brickelltenmanagement@gmail.com, and include first and last name of each guest and the dates they will be visiting.
- 2. Flatten Carboard Boxes : Boxes MUST be broken down, folded, and brought down to the 1st floor garage/ loading dock and placed in one of our trash containers. Do NOT place Boxes or any items in the hallway, stairwells, or garage area. Please avoid being charged for the disposal of these items. We appreciate everyone that recycles but unfortunately, we have limited recycling due to the high number of contamination charges due to residents dumping non-recycling items into the recycling bin. We are looking into other ways to re[1]implement recycling but have to limit this service for the time being.
- 3. Trash Chute: Please do not place anything besides household garbage in garbage bags into the trash chute. Do not place boxes of any size, including pizza and shoe boxes into the trash chute. Do not place comforters, mattress pads, clothes hangers, or any loose items. This clogs the chute and can also damage the metal inside the chutes. Do not leave bottles by trash chute. Place bottles in sealed garbage bags and throw down the trash chute. If possible, please bring bags with bottles to the trash chute container on the 1st floor garage area.
- Household Garbage ONLY Our trash service only 4. picks up household garbage. This is daily garbage that fits in regular garbage size bags that fit into the trash chute. Mattresses. Furniture of any size, electronics, construction debris, or any item that is not regular daily household items, may not be left onsite even for a short time or forced into the trash chute. We will be monitoring our security cameras and anyone leaving items will be charged for removal of their items. Please note that charge may up to \$500- this charge is for payment for outsourced company that is called. Please decide to donate or have someone pick these items up during allowed delivery hours. Elevator reservation must be scheduled in advanced with management via email,brickelltenmanagement@gmail.com.
- **5. Parking Area:** No Items may be stored in garage: This includes strollers, toys, beach chairs, bags, boxes, furniture, or anything that you are storing. Association

disposes of items and will not be responsible for missing or broken items that are removed.

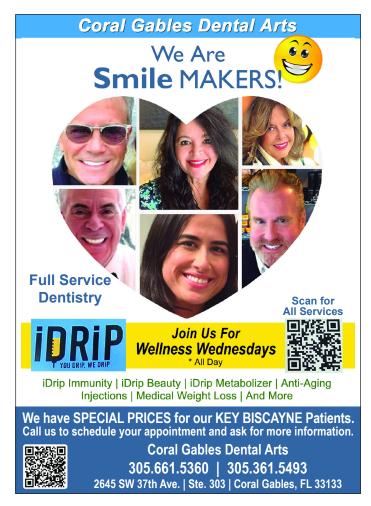
6. Club Room Reservations: Please be informed that in order to use the Club Room, you must notify the management office



Monday through Friday, between 9 AM and 5 PM. Additionally, you will need to complete the <u>Club Room</u> <u>Package</u> for us to reserve it on your behalf.

- Be advised that certain fees apply when reserving the club room for a party or event. <u>Under no circumstances</u> will any party or gathering be allowed in the club room without prior notification to the office and payment of the required fees within the appropriate time frame.
- 8. Pets Guidelines / Access to Common Areas: According to Brickell Ten Condominium Rules and

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Regulations, the access of your pets to the common areas is limited. We kindly ask that all current and prospective pet's owners to comply with the access restriction stated in the Rules and Regulations to ensure the safety and comfort of all Residents.

9. Move-in or Move-out process : we kindly ask that you email the management office with the exact date and time you would like to reserve the cargo elevator. Please ensure your reservation request is submitted at least three days in advance of your planned move or furniture deliveries. In addition, a Certificate of Insurance (COI) from your moving company is required. For your convenience, request a COI sample to brickelltenmanagement@ gmail.com. Please note that we cannot confirm your reservation without this document.

> The measurements for our cargo elevator are as follows: Height: 87 Width: 86

We strongly recommend disassembling any furniture you may have, as items that exceed these dimensions will not fit in the elevator.





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man who stops a clock to save time." - Henry Ford

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