



WELCOME GUIDE





Dear 5000 N. Ocean Home Owner,

We are delighted that you have chosen 5000 N. Ocean as your new home!

The entire Team of Campbell Property Management extends a warm welcome to you and we appreciate the privilege of serving you. We are here to ensure that your experience is one of excellence in service expected from a building that is professionally managed by Campbell Property Management. We look forward to creating a warm, welcoming home for you, your family, and your guests for many years to come!

This “New Home Owner Welcome Guide” has been created as a quick-reference guide for you. If you have any questions or require assistance please feel free to call on your Property Manager, Michelle Arnold Monday through Friday 9:00 a.m. to 5:00 p.m. at 561-847-3665. Michelle may also be reached at on her mobile at 561-386-9779 anytime and texting is always welcome. And by email at marnold@campbellproperty.com. In addition, your Concierge Team is here to assist you seven days a week 7:00 a.m. to 11:00 p.m. by calling 561-926-6814.

Please take a moment to read through the following pages where you will find some very valuable information. Keeping in mind that change is constant, we will from time to time send out additions and addendums to update your information guide. Should you see an area which we have not addressed, please do not hesitate to let us know. We are committed to serving you and creating the finest living experience on Singer Island!

Sincerely,
Michelle Arnold
General Manager



IMPORTANT INFORMATION PERTNANANT TO YOUR UNIT

Your parking space(s) are #

Your mail box is #

Your storage space is #



Services

Your Concierge are some of the most talented, resourceful employees with a willingness to serve like no other and are the key to information and the communication center for 5000 N. Ocean Residents. The knowledgeable and experienced team of Concierges are able to assist with your request for personal arrangements. Please know that they are here to serve your needs whether it is to make reservations for dinner, a special event, set up an activity and arrange transportation, a night out, a hotel, mail a package or any special need-they are always at your service.

Your Concierge team are equipped with a vast knowledge of the area, please allow our concierge to help you get settled into your new home. Concierge are at your service 24 hours a day, seven days a week. Below are some examples of some of the many services that will be available to you:

- Valet services for you and your guests
- Ground transportation arrangements (limos, taxis etc.)
- Dining recommendations/reservations
- Notary Public Services (onsite by Property Manager)
- Delivery of your groceries and packages
- Schedule dry cleaning pick-up/delivery
- Arrange for Grocery shopping and delivery (where available)
- Prepare your home, including grocery shopping, prior to your seasonal arrival



Concierge Services Continued

- Pet care services
- Basic home inspections while you are away
- Water plants while you are away
- Meeting and Event Planning assistance
- Spa Reservations
- Messenger & Courier Services
- Fitness trainer referrals
- Massage therapy referrals
- Car detailing arranged
- Rental car arrangements
- Hotel & resort arrangements
- Caterers and party planner referrals
- Nannies, child care service referrals
- Floral and gift basket service referrals
- Food delivery service referrals
- Newspaper subscription arrangements
- Valet service provided
- Luggage, dry cleaning, groceries and newspaper subscriptions delivered to your door
- Airline/Private air reservations
- Movie and theatre ticket arrangements
- Special event reservations and tickets

If there is a service that you desire that is not listed please just let your manager know by emailing marnold@campbellproperty.com. We will certainly see what we can do to accommodate you!



GENERAL INFORMATION

New Homeowner Orientation

Once you have closed you will call Michelle Arnold Property Manager to obtain keys and access control entry devices. During your orientation you will meet the team that will be serving you, review such items as property procedures, rules, regulations and policies. Please contact Michelle by calling 561-847-3665 or by emailing marnold@campbellproperty.com to arrange a mutually agreeable appointment time for your orientation immediately following your closing. You will complete a "New Resident Information Packet" during the orientation.

Please bring a copy of the following for your Orientation Appointment:

1. Fully executed Closing Statement
2. Warranty Deed
3. Parking/Storage Assignment
4. Photo Identification
5. Key Release Form

Guests and Vendors

The safety and wellbeing of our residents at 5000 N. Ocean are paramount. The Office must have on file a current admittance form in order to allow access to any guest or vendor.

Please indicate whether the guest is permanent or temporary or be sure to update this in your BuildingLink profile. A permanent guest is someone that shall have access on a permanent basis, i.e. family members, housekeepers etc. If a guest or vendor is temporary please estimate the length of their visit so the office is well informed of their presence on the property. Providing this ahead of time will allow for smooth entry onto the property.



Please be advised that some vendors do not allow their workers to be alone in your home without someone attending during their visit. Please check with the vendor before confirming your final arrangements. The employees at 5000 N. Ocean may not “stand by” in your home with a worker if you are away from your home.

Deliveries and Move in

Large deliveries and moves may be made Monday through Friday from 8:00 a.m. to 4:00 PM. Weekend or evening moves or deliveries must be pre-authorized by the Management Office. Deliveries and large item moves are allowed only via a padded elevator.

A certificate of insurance must be on file in the Management Office before a moving company, delivery or outside contractor may perform work on the property. An Insurance declaration page noting at least 1M in General Liability insurance noting the Association and address at the following will be required prior to scheduling. The following name and address for the Association should be noted on the certificate:

**5000 North Ocean Condominium AND
KT 5000/KOLTER URBAN LLC
C/O Campbell Property Management
5000 N. Ocean Drive
Singer Island, FL 33404**

We kindly ask that the moving company or outside contractor make every attempt to protect the common areas during their visit to the property as well as the removal of all packing material, boxes and trash generated by the move.



Deliveries and Move in Continued A walk through by a team member will take place before and after the move/delivery. Unfortunately it will be the homeowner's responsibility to break down and remove all boxes after a move. In addition, we ask that no box ever be placed in the trash chute as this may cause a blockage and or damage to the trash chute.

Visitor/Guest Access

Shopping and Luggage carts are located for your convenience in the lower level parking garage. Please return the shopping carts and the luggage cart to their proper locations after each use and kindly do not leave them in the elevators. For your convenience you may also call on the Concierge to retrieve them from your elevator foyer.

Trash and Recycling:

Trash pickup for the building will take place on Tuesdays and Fridays. Each floor is equipped with a trash chute on the North side of the service hall way.

Each trash chute is equipped with an automatic digital recycling system. Simply press item you wish to recycle and it will be directed to the appropriate bin below in the recycling room.

If you need any assistance a team member will be happy to show you where the chute is located and how to safely use it. Please remember that boxes, even pizza boxes, should never be put down the trash chute.

Maintenance Fee Payments

As soon as your new closing package has been received from the title company, the bookkeeping department at Campbell Property Management will issue a welcome letter complete with contact information and instructions on how your payments can be made.

Your maintenance payments are due the 1st day of each quarter (January, April, July and October). You will receive a statement two weeks before each payment is due.



You may also visit the Campbell Property Management website if you would like to pay by credit card. Please go to www.campbellpropertymanagement.com. The Bookkeeper assigned to 5000 N. Ocean is Rebecca Karnes and she is happy to assist you with any questions you may have regarding your account by calling 561-203-7910

Gaining a certificate of insurance:

Should you or your lender need an insurance certificate of the master policy please see the following instructions:

Lenders must send a written request as follows:

Nola Black, USI Insurance, Phone: 305-443-4886 Email: Nola.black@usi.biz

Please provide the following:

1. Unit number and street address
2. Buyer's name
3. Mortgage Clause
4. Loan Number
5. Name and Fax Number to return Certificate

While email is the preferred method of contact and fastest response, fax requests can be sent to 855-420-6662.

Resident and guest parking:

Each Owner shall have the exclusive use of two (2) assigned parking space. Guest parking alcoves are located in the 2nd floor parking deck just outside of the front entrance. Homeowners and guests may valet their car with the Concierge during the hours of 7am to 11pm. Please call the Concierge a few minutes before departure and your or your guest's car will be brought around to the Porte-Cochere front door. If your car needs to be electrically maintained by being "plugged in" for any length of time, this is more than acceptable, however, approval must be gained prior to adding any electrical outlets in the garage.

* To the extent any other arrangements which were made between Kolter and a homeowner, those arrangements must be memorialized in writing, and a copy of such writing must be provided to the Management Office for their files



Maintenance requests:

Once you have closed on your beautiful new home an orientation or walk through will be scheduled with a representative of Kolter. At this time Kolter will provide a warranty book with all of the information pertinent to your unit. Should difficulties arise during your warranty period kindly contact the warranty department at www.koltercare.com.

Pets

We understand how very important your furry family members are! They are to us as well- there are just a few guidelines to keep everyone safe. Please take the time to fill out the pet registration forms and return to the office for our records. Owners may have a maximum of two (2) pets per household. All pets must be on leash at all times when in the permitted common areas and are not allowed at any time in any of the recreation facilities, Club Room, fitness center, pool deck etc. All owners must clean up after their pets. For your convenience 5000 N. Ocean maintains one pet clean up station on the North East corner of the property complete with a waste basket and pet waste baggies.

Please use caution when bringing your pet in from the beach as sand and wet tiles will certainly create a slipping hazard leading to serious injury. Please report any sand or water mishap to the Concierge so it can be cleaned as quickly as possible.

Balconies

Unfortunately per the Palm Beach Country Fire Code, BBQ grills are not permitted on any individual balconies. All homeowners are invited to use the grilling area on the main deck adjacent to the pool area.

-Continued next page-



Balconies Continued: Debris may not be swept or washed off the balcony, nor may rugs, mops, or linens be shaken from or dried on the balconies or terraces. If you need to clean your balcony this must be done with a mop. Please do not use a hose. Satellite dishes, antennae, speakers and canopies of any kind may not be attached to the building nor used on the balconies or terraces.

*Important – if you plan to be away during the Hurricane season, we ask that you kindly remove any personal items and bring them inside as they could become dangerous projectiles during storms and strong winds. If you need assistance removing these items, please do not hesitate to contact the Management Team.

Club Room:

The Club Room is for personal use of unit owners or occupants and their authorized guests, and can be reserved for a specific time of limited duration on a first come, first served basis only by request. The Club Room cannot be reserved more than one month in advance, and may not be “saved” on a recurring basis for a unit owner or occupant. Upon reserving the Club Room, the Concierge will make a note of the reservation in the Concierge log, and that reservation will be given priority over the use of the Club Room by any other unit owner or guest who has not reserved the room in advance.

Children under the age of 15 may not use the Club Room unless accompanied during the entire duration of use by a parent or guardian over the age of 18. The Club Room must be left in the same condition as it was found, including, turning off all lights, closing all doors, removing all trash and removing any decoration used for your event. Prior to using the Club Room, the Concierge will undertake a brief inspection of the room to ensure it is in a clean and tidy condition documentation any damage prior to use. Custom remotes are needed to operate the televisions and will be provided by the Concierge on duty.



Mail delivery

The USPS is responsible for delivery of the mail and packages. The mail room is located just across from the Club Room in the hallway of the Fitness Room. Larger packages will be held for Residents in a secure location. For your convenience, our team will be happy to deliver them to your front door. However, we will not do so unless you are home to receive them.

Packages being shipped via the USPS which have the correct postage can be handed to the Concierge, please ensure that they are correctly labeled. If your package requires postage by weight, these must be taken to the Post Office. Arrangements to change address, forward or suspend delivery can be made with the Concierge, at the Post Office or on line at www.USPS.gov.

Please understand, as USPS mail is governed by Federal rules and regulations, written consent must be given before we handle any items of mail on your behalf. But please know that we are very happy to collect it with your consent and direction and will store for you in a safe place while you are away.

Package deliveries

When packages arrive for Homeowners you will be notified by telephone or email generated by the Building Link software system. Your deliveries can be either be personally collected or you can request that your items be delivered to you. If you are not in residence with your permission your deliveries can be placed inside your home.

Dry cleaning and package deliveries will be daily between 8:00am and 9:00pm. If your package arrives outside this time window you are welcomed to visit the front desk to retrieve your package or request a special delivery arrangement before 11:00 p.m. and after 7:00 a.m.



Storage

Each Home is assigned a storage locker, these are located in the climate-controlled storage room at the South East end of the garage. No volatile or explosive material may be kept in the storage room or in individual lockers. Please remember that despite the fact that the storage room is climate-controlled, 5000 N. Ocean is an oceanfront property and items can be affected by moisture, so items should be properly packed and stored. Please take note of the red line painted on the back of the storage room. This indicates the flood zone and nothing affected by water should go below this line.

All items must be kept inside the storage locker as any item stored outside of a storage locker (e.g., in the walkways, in front of or to the side of the lockers or on top of the lockers) shall be in violation of fire code (NFPA 13). Should you need recommendations for additional, offsite storage locations please contact your Property Manager or Concierge.

Power outages

Unfortunately power outages occur from time to time however, 5000 N. Ocean is equipped with a state of the art power generator. In the event of a power outage, the generator will provide power to Common Area equipment such as exterior building door locks, emergency lights and exit signs (Garage and ground floor as well as above the elevator doors and select lights in the hallways and emergency stairwells). All elevators will remain operational. Please review the "Emergency Procedures" section for additional information.

During a power outage, the Concierge on duty will do his/her best to answer your questions. The Concierge may also be away from the desk occasionally to check the common areas of the building during a power outage. Additionally questions may be answered by calling Florida Power and Light at 1-800-4-OUTAGE (1800-468-8243).



Fitness Center

The Fitness Center complete with the latest high-tech equipment is located on the main floor overlooking the ocean. For the safety and convenience of others please be guided by the rules of the Center.

Upon your first use please have the Property Manager or a Concierge give you a tutorial on how to use the digital aspects of the PRECOR equipment so that you can get the most out of your work out.

Please review page 21 for more instructions on Fitness Room Guidelines.

Architectural Modifications

Should you wish to make any improvements to the interior of your home it is extremely important that you contact the Management office to complete an Architectural Review Application prior to beginning your project per the governing docs of your community.

This also includes small projects like hanging draperies or installing crown molding or any that involve drilling into the floor or ceiling as projects like this could affect post tension cables buried in each slab. Here are a few important points:

- Please note that drilling deeper than $\frac{3}{4}$ of an inch should never take place anywhere in the unit.
- Drilling into the floor of the unit is prohibited.
- To be consistent with Palm Beach County Fire Code and for safety reasons, the painting of the pop up or side wall sprinkler heads is prohibited. Homeowners are asked to kindly inform their decorators of this important safety rule.



Architectural Modifications-Continued

- Any contractors that may be cutting tile or creating dust must do so outside of the unit as to not disturb the life safety systems of the building. Kindly check with the office for a safe location for this activity.

And we must mention again that a certificate of insurance must be on file in the Management Office before any outside contractor may perform work on the property. An Insurance declaration page noting at least 1M in General Liability insurance noting the Association and address at the following will be required prior to scheduling. The following name and address for the Association should be noted on the certificate:

**5000 North Ocean Condominium AND
KT 5000/KOLTER URBAN LLC
C/O Campbell Property Management
5000 N. Ocean Drive
Singer Island, FL 33404**

BuildingLink

This wonderful software is a great communication tool for our team and Residents! Please take a moment to login to your account, update your contact information and you can begin using it right away! Here is what BuildingLink can do for you:

- Communicate with the front desk-Leave guest authorizations, instructions for staff and more.
- View a Building Staff Directory (This is a work in progress right now!)
- Connect with Neighbors.
- Once established there will be a building library which will be complete with all announcements, documents and building forms.
- Receive email and text notifications for deliveries and announcements.
- Reading and posting to a shared bulletin board.

Please see the necessary forms under the "Forms" tab. Your login information will be given by the property manager.



Useful Telephone Numbers

Emergency numbers

Police emergency	911
Fire Department	911
Medical emergency	911
Poison hotline	800-682-9211
Palm Beach County emergency Mgt.	561-233-3500
Fire-non emergency	561-845-4119
Police- non emergency	561-845-4123
Pharmacy-24-hr- Walgreens 2501 Broadway Riviera Beach	561-848-6641

Utilities

AT&T	888-757-6500
Comcast	800-934-6489
Post office	800-275-8777
FPL	800-226-3545

5000 N. Ocean Administrative/Bookkeeping

Management Office	561-847-3665
Concierge desk	561-926-6814
Concierge/Office fax	561-421-5747
Access Control (Security)	561-926-6754
After hour assistance	561-386-9779 (Michelle Arnold) 800-709-6441 (Campbell Property Management)
Offsite Bookkeeping	561-203-7910 (Accounts Receivable)
Common area WIFI:	Login: 5000 OCEAN Password: Commonareawifi



KOLTER URBAN CUSTOMER SERVICE TEAM

Stacey Peter (Customer Service Coordinator)

Office: 561-682-9500 Ext 261

Email: speter@kolter.com

Max Queen (Customer Service Representative)

Cell: 561-329-7814

Email: mqueen@kolter.com

Michael LaPlaca (Director of Customer Service)

Cell: 561-267-7618

Email: mlaplaca@kolter.com

Just Larney (Design Coordinator Post Closing Orientation)

Office: 561-705-0798

Email: Jlarney@kolter.com

KOLTER CARE WEBSITE

WWW.KOLTERCARE.COM

*Stacey with Kolter will email you login credentials immediately after closing. You will need these credentials before you can log into the Kolter care website.



FOR YOUR SAFETY
AND
WELL BEING



For your safety

All occupants of 5000 N. Ocean should take the safest and most effective action during emergencies to ensure their safety, the safety of others and of the property. Please insure you have prepared your household for fire, hurricane and other emergencies. Over the past few years' weather patterns have demonstrated that emergency personnel become overwhelmed with unnecessary rescues because people are not prepared. Your readiness can better guarantee your safety and the safety of others. Lack of preparation can lead to disaster, both to you and your neighbors. Please note - if you are going to vacate your Condo for a lengthy period of time, all loose items on the exterior of your home must be removed and stored indoors. If a hurricane is imminent, the staff will remove any outdoor furnishings and place it indoors if you are away.

Fire

Fire alarm systems are tested on a regular basis.

Please allow us to share the following important reminders:

- In the event of a fire do not call the concierge desk or gate house for updates, lines of communication must be kept clear.
- The fire department is the only authority than can give the "all clear" after investigating the report of a fire.
- If the fire alarm sounds, time is of the essence. Do not hesitate, evacuate immediately. All homeowners will meet in the furthest parking alcove on the upper deck until emergency teams arrive.

You must evacuate your home via the stairs only when the fire alarm sounds, do not attempt to use the elevators



Fire (Contd.)

- Under no circumstances should you ever evacuate the building using the elevator. If you are in the elevator when the alarm sounds, the elevators will automatically return to the main level and all doors will lock open. It will only be operational again once reset by emergency personal or fire rescue.
- Proceed to the nearest staircase door, touch the door lightly to test for heat. If the door is hot, proceed immediately to the alternate staircase door (located at the opposite end of the hallway). If the door is not hot, open it slowly and check for smoke.
- If there is smoke in the stairwell, proceed immediately to the alternate staircase door. If there is no evidence of smoke, descend to the lobby level and proceed to the Guard House for more information. This is the emergency staging area for residents and guests.
- Please do not congregate in the lobby or block the entrances or the Porte-Cochere. This area must be kept clear for emergency personnel and equipment.

Medical

In the event you are ill and you perceive that you are in need of medical attention, immediately dial 911. After calling rescue personal, if possible unlock your front door as this will provide ease of entrance for the first responders. Remember, time is of the essence, do not delay in calling for assistance. If at all possible, notify the Concierge of your situation and that you have called 911.



Hurricane

Be advised that in the event a hurricane threatens, authorities may initiate an evacuation of Singer Island. It is imperative that you prepare in advance and evacuate as soon as the notice is given. There are two ways off the island, at the north end and at the south end. Failure to evacuate not only compromises your safety, it also means that emergency personnel may not be able to render assistance should your safety be threatened.

Power Outage

Although a power outage is not necessarily considered an emergency situation, it can still be quite frightening and inconvenient. Occupants of 5000 N. Ocean should prepare by keeping small battery power lanterns or flashlights on hand at all times. Know that in the event of a power outage, our state of the art generator will turn on immediately. Emergency lighting will be maintained throughout the building. **This however does not include any lighting within your home.** Selected common area lighting and areas of ingress and egress will be illuminated. If you happen to be on the elevator when the power goes out, there will be an automated announcement in the elevator which will then descend to the Lobby and doors will immediately open. If you become entrapped inside the elevator, press the button with the telephone handset symbol for assistance.

As the concierge or security guards on duty will generally be very busy during these times; an emergency team has been put in place to attempt to keep everyone informed and to keep the phone lines as clear as possible. As soon as the outage occurs, the person on site will call the Emergency Team Captain (Michelle Arnold) who will then call FPL and provide updates to all of the team and homeowners as available.



CLUB ROOM RESERVATION

&

AUTHORIZATION FORMS



RESERVATION AGREEMENT FOR USE OF CLUB ROOM
(RESERVATION IS FOR CLUB ROOM ONLY & DOES NOT
INCLUDE, GYM, POOL OR POOL AREA)

Name of Applicant _____
Address of Applicant _____
Telephone #: Home _____ Work _____
Date & Time (start and end) of Function _____ # of People _____
Type of Activity (be specific) _____

Music Source: DJ _____ Band _____ Stereo _____ None _____

Hours available for reservations: 10:00 A.M. to 11:00 P.M.

THIS AGREEMENT is made this _____ day of _____ by and
between 5000 N. OCEAN, A CONDOMINIUM. ("Association") and
_____ ("Owner/Member").

This Agreement is made for the purpose of granted users the right to reserve the Social
Room at 5000 N. Ocean, A Condominium for the following
date: _____.

WHEREAS, 5000 N. Ocean, A Condominium. (Association) and _____
("Owner/Member") have agreed to enter into an Agreement for the use of the Club Room
facility (Agreement) dated the _____ day of _____, 20__ and in the
consideration of the mutual promises between both parties as set forth in the Agreement
and herein below, and other good and valuable consideration, the receipt and sufficiency
of which is hereby acknowledged, the Association and Owner/Member agree as follows:

1. Indemnification – The Owner/Member shall indemnify the Association against and hold the Association harmless from any and all demands, claims, actions, suits, proceedings, cost, expenses, damages and liability, including without limitation costs and attorney’s fees, claimed by any person, organization, Association, or otherwise arising out of, or relating to the use, occupancy, operation, and/or condition of the social room facilities, parking facilities or any portion of Association property or common area.
2. All applicants must be 5000 N. Ocean residents and over 21 years of age.
3. Rental is for personal or family use. An accurate guest list must be provided to the guardhouse in order to gain entry.
4. This application is for rental of the Club Room only, no other common area, including gym, pool and pool area.
5. Applicant shall obey all laws and Association Rules & Regulations.
6. Applicant shall not nail, staple, tack, tape or deface the walls, ceiling or furniture of social room.
7. Applicant shall vacate the social room at the time specified on application.
Applicant is required to leave the premises in the same condition as found. This shall include but is not limited to:
 - Returning all furniture to its original location;
 - Turning off all lights;
 - Closing/locking all doors
 - Cleaning kitchen and emptying the refrigerator/freezer;
 - All trash must be removed and taken off the premises and not left in front of the social room, or at the pool area.
 - Air Conditioner settings must be raised to original temperature.
 - Any rented tables or chairs, or other items, must be removed from the social room that same day.
8. Applicant shall not allow unsupervised minors in the facility at any time. Applicant shall prevent any unauthorized or improper use of the facilities. Parents must supervise parties for minors and must be present at all times.
9. Applicant is required to have a walk-thru inspection with a Board member or designee on the day of use, and immediately following the end of use.

This constitutes and entire agreement and that neither party is relying on any verbal or other written agreement.



In witness whereof, the parties hereto have agreed to the foregoing by executing this First Addendum on the day and year first above written.

5000 N. OCEAN CONDOMINIUM

BY: _____

DATE: _____

Print Name

Title

OWNER/MEMBER

DATE: _____



ARCHITECTURAL APPLICATION GUIDELINES

All Architectural improvements (floors, bathrooms, lighting, etc.) done to the Unit must be submitted in writing to the Association for approval. The Home Owner wishing to have the work completed must supply the Association with the following before the work is performed:

1. Copy of the completed "Architectural Review Form". This form can be obtained from the Management Office.
2. Signed copy of this form.

The Contractor(s) doing the work must supply the Association with the following before the work is performed:

1. Samples of Flooring used (tile, wood, etc. with sample of sound deadening material. Either "Pro flex", ¼ Cork minimum or something with comparable specs is a must prior to approval.
2. In the event that you will be tiling your balcony you will need to waterproof the balcony prior to any tiling, and provide specs for the product you will be using.
3. A certificate of insurance must be on file in the Management Office before any outside contractor may perform work on the property. An Insurance declaration page noting at least 1M in General Liability insurance noting the Association and address at the following will be required prior to scheduling. The following name and address for the Association should be noted on the certificate:

**5000 North Ocean Drive Condominium
C/o Campbell Property Management
5000 N. Ocean Drive
Singer Island, FL 33404**

Once the above items are furnished and complete it will be presented for approval. After approval is received the service elevator can be reserved with the Concierge.

-Continued next page-



Please sign off that you have received the copy of the Guidelines for Contractors/Designers.

Owner Signature/Date

_____ / _____

_____ / _____



BUILDING LINK INFORMATION SHEET

Dear 5000 North Ocean Residents,

We are excited to advise you that in a few weeks we will be introducing a new online service into our building. The service is called "BuildingLink", and it will allow you to communicate with your building management online, through the web and through email. Some of the features it will offer you are:

- Incoming package tracking and notification
- Submitting and tracking of any repair request
- Reading important notices and or building information
- Responding to surveys building management may post from time to time
- Reading and Posting to a shared bulletin board
- Checking on availability of the community room and other facilities, and placing reservations

In order for BuildingLink to work best for you, we need to input your email address. This will not be used for any solicitations, spam, etc. and will be accessed only by building staff and the BuildingLink program as needed. You will also have the option to suspend receiving notifications from the BuildingLink system if you so choose, although we think you will want to be kept up to date on building events that affect you.

In addition, this is a good time to update your contact and emergency contact information, which will also be stored in the BuildingLink database and accessed only by your building's staff and manager as needed.

Please fill in your name, apartment# and email address, as well as the other information requested below. If you do not have an email address either at home or at work, write "None". Please scan and email to marnold@campbellproperty.com or drop off at the concierge desk. Thank you for your cooperation.

Apt#: _____

Occupant 1

Occupant 2

Occupant Name:	_____	_____
Email Address:	_____	_____
Home Phone#:	_____	_____

Work Phone#:	_____	_____
Cell Phone#:	_____	_____
Fax#:	_____	_____
Emergency Contact Name:	_____	_____
Emergency Contact Phone#:	_____	_____

****Please use separate columns for each occupant, since everyone will be provided with their own individual username and password when the system is active. You may use a second sheet if needed.****



C/O Campbell Property Management
5000 N. Ocean Drive
Singer Island, FL 33404
Phone: 561-847-3665 Fax: (561)
marnold@campbellproperty.com

New Homeowner Information

Please complete the information below and attach all required photocopies. Please submit the completed information to the onsite office either by email at marnold@campbellproperty.com or in person.

Resident Name: _____

Street Address: _____

Home Telephone: _____

Mobile: _____

Additional Phone: _____

Email Address: _____

Email Address: _____

Do we have permission to contact you by email with important notification regarding the building?
Yes___ OR No___

OCCUPANTS LIVING AT THIS ADDRESS

This includes **EVERY** person residing at this address in addition to the above named residents.

Last Name: _____ First Name: _____

Last Name: _____ First Name: _____

Last Name: _____ First Name: _____

Last Name: _____ First Name: _____



PET'S LIVING IN THE HOME

Pet 1 - Breed: _____ Dog or Cat: _____ Name: _____

Pet 2 - Breed: _____ Dog or Cat: _____ Name: _____

*****PICTURE REQUIRED OF ALL PETS LIVING IN THE HOME***Please reference the condo documents and the New Homeowner Welcome Guide for more specifics about the care and restrictions of all pets.**

HOUSE CARETAKER AND REPAIR SERVICE INFORMATION (If Applicable)

Last Name: _____ First Name: _____ Telephone: _____

Company Name: _____ Telephone: _____

Last Name: _____ First Name: _____ Telephone: _____

Company Name: _____ Telephone: _____

OCCUPANTS EMERGENCY CONTACT (Please print clearly)

Last Name: _____ First Name: _____

Contact Numbers: _____ Number: _____

Last Name: _____ First Name: _____

Contact Numbers: _____ Number: _____

OWNER'S SECONDARY RESIDENCE (If Applicable)

If you would like this address to receive ALL correspondence PLEASE check here

Address: _____ City: _____ State: _____ Zip: _____

Country: _____

Home Telephone: _____ Work: _____



PERMANENTLY AUTHORIZED PERSONS

This section refers to the persons you would authorize to visit without having to call for approval (24 hour access to your home) (such as relative, home watch person, housekeeper etc...)

Last Name: _____ First Name: _____

Last Name: _____ First Name: _____

Last Name: _____ First Name: _____

Last Name: _____ First Name: _____

Last Name: _____ First Name: _____

Last Name: _____ First Name: _____

VEHICLE INFORMATION

VEHICLE #1

Make: _____ Model: _____ Year: _____ Color: _____

Plate: _____ Parking Space#: _____

VEHICLE #2

Make: _____ Model: _____ Year: _____ Color: _____

Plate: _____ Parking Space#: _____

VEHICLE #2

Make: _____ Model: _____ Year: _____ Color: _____

Plate: _____ Parking Space#: _____

For Office Use Only

Date Received: _____ Received by: _____

New Gate Transponders Assigned

Date received into unit file: _____

Transponder _____ Deactivation Date: _____ Reason: _____



Architectural Review Application Form

Use this form for all Architectural Modifications

Complete (1) application (form consists of 3 pages) with documentation for each item homeowner is requesting for review and approval. Incomplete applications will be returned to applicant for correction thus delaying application review and approval process.

ALL FIELDS MUST BE COMPLETED

PROPERTY STREET ADDRESS: _____ UNIT#: _____

NAME(S) OF PROPERTY OWNER(S): _____

APPLICANT EMAIL ADDRESS: _____

APPLICANT TELEPHONE NUMBER: (H) _____ (C) _____

APPLICANT MAILING ADDRESS (IF DIFFERENT FROM PROPERTY ADDRESS):

REQUESTS FOR APPROVAL Please provide a brief description of the project/improvement.

Attach additional details, drawings, plans and anything relevant.

OWNER'S SIGNATURE and DATE (Signatures must be legal property owner(s) or agent as power of attorney.

Signature: _____

Date: _____

=====

Approved [] Disapproved [] Conditional Approval [] Information Needed []

By: _____ Title:

Date: _____

Additional Information:

>>COMPANY/CONTRACTOR INFORMATION<<

Applicant must submit legible copies of the General Contractor's and sub-contractor's licenses and insurance at the time of submission of the request to the ACC. Specifically, the following documents are required to be submitted before the Application can be submitted:

1. County or State of Florida Licenses;
2. Current Certificate of Liability Insurance Certificate with limits of no less than \$1,000,000, which must list the following as an additional insured: **5000 North Ocean Condominium C/O Campbell Property Management 5000 N. Ocean Drive-Singer Island, FL 33404**
3. Current Certificate of Workman's Compensation insurance.
4. Current Certificate of Automobile Insurance.

PRIMARY (GENERAL) CONTRACTOR

Company Name: _____

Address: _____

Tel # _____ Contact person's name/# _____

SUB-CONTRACTOR (Trade: _____):

Company Name: _____

Address: _____

Tel # _____ Contact person's name/# _____

SUB-CONTRACTOR (Trade _____):

Company Name: _____

Address: _____

Tel # _____ Contact person's name/# _____

SUB-CONTRACTOR (Trade: _____):

Company Name: _____

Address: _____

Tel # _____ Contact person's name/# _____



Here are a few important points to remember prior to the commencement of your project:

- All Contractors must check in at the guard house. At which point you will be directed to the north side of the building where the delivery area is located.
- The elevator must be reserved and padded prior to any construction material may be brought up to the unit. And the elevator floor must be protected as well.
- Please note that drilling deeper than $\frac{3}{4}$ of an inch should never take place anywhere in the unit.
- Drilling into the floor of the unit is prohibited.
- To be consistent with Palm Beach County Fire Code and for safety reasons, the painting of the pop up or side wall sprinkler heads is prohibited. Homeowners are asked to kindly inform their decorators of this important safety rule.
- Any contractors that may be cutting tile or creating dust must do so in an area designated by building management as to not disturb the life safety systems of the building. Kindly check with the management office for a safe location for this activity.
- Construction material may only be stored within the unit.
- Should you be expecting any loud or noise that could potentially disturb your neighbors, kindly alert the manager 48 hours in advance so proper notice can be given to those around you.
- No loud construction may take place on nationally recognized holidays.

Please don't hesitate to call property manager should you have any additional questions at 561-386-9779.

Thank you!