

MEMORANDUM

TO: All Residential Unit Owners and Tenants

FROM: The Board of Directors of Iconbrickell Condominium No. Three Association, Inc.

DATE: April 29, 2020

RE: Updated Guest Occupancy Registration Requirements.

As you should be aware, the governing documents of the Association, including, without limitation, Sections 16.1 and 16.7 of the Declaration of Condominium (“Declaration”) and the Rules and Regulations of the Association set forth various restrictions on the leasing and guest occupancy of the residential units.

In an effort to ensure the health, safety, and welfare of all owners and residents, and based on the feedback and suggestions the Board of Directors has received from several owners, the Board has approved the following updates to the policies and procedures concerning the guest occupancy of the units, which will become effective **thirty (30) days** from the date of this letter. Specifically, under this new approved policy:

(1) All guests intending to reside in a unit for any length of time must be registered with the Association, and, during such registration/check-in process, such guest must be physically accompanied by either: (i) the owner of the unit; (ii) the authorized/registered tenant of the unit; or (iii) a 3rd party who has been designated, in writing, by the owner of the subject unit or by the authorized/registered tenant of the subject unit to serve as an authorized representative and agent for such unit. As such, “self-check-ins” will be prohibited as a guest shall **not** be permitted to check-in and complete the registration process by himself or herself; and,

(2) An access fob shall cost \$60.00.

Also, as a reminder, all current occupancy and registration requirements remain valid and binding, including, as currently provided in the governing documents/Rules, the maximum number of adult occupants is two (2) adult occupants per bedroom.

The Board of Directors has a fiduciary duty to uniformly enforce the provisions of the governing documents, and will uniformly enforce these policies against all residential units. While we anticipate and hope that you will timely comply, and recognize that these policies are for the benefit of everyone, should an owner fail to comply with the updated guest policies, or any other provision in the governing documents, we will have no choice but to undertake formal enforcement efforts, which could result in monetary fines, a suspension of common area use rights, and/or having this matter referred to legal counsel.

Thank you for your anticipated cooperation and continued support. If you have any questions, please do not hesitate to contact property management or the Board.

Very truly yours,

Board of Directors, Iconbrickell Condominium No. 3