



RESOURCE REAL ESTATE GROUP  
COMMERCIAL BROKERAGE | MANAGEMENT AND LEASING

November 1, 2017

To: All New Condo Owners  
Dolphin Park of Commerce III  
10997 -10893 NW 17<sup>th</sup> Street  
Sweetwater, Florida 33172

Dear Sir/Madam

Congratulations on your new purchase of a commercial condo unit at the Dolphin Park of Commerce III. Resource Real Estate Group has been appointed as manager for your condominium association. As managers, we are responsible for collection of all monthly condo fees and for oversight of the operations of the complex. We look forward to working with all the owners to maintain the complex to the highest standard.

We would like to detail some of the important issues that you will need to know as owners at the park. We hope to make the transition for you as smooth as possible.

#### **Payment of Association Dues**

Association dues are payable on or before the first of every billing period. Payment received after the first of the billing period is considered late. Penalties will be assessed on the all dues not received when due, according to the terms of the Condominium Documents. A coupon book will be mailed to all owners in the next month to their address reported to us in the closing documents. Please contact us if you do not receive this coupon book. If you prefer to receive your monthly invoice by email please contact us. You can drop your payment off at our office during regular business hours

#### **Make Checks Payable To: Dolphin Park Commerce III**

#### **Management Team**

Name: Resource Real Estate Group  
Address: 2051 NW 112<sup>th</sup> Avenue, Suite 111  
Sweetwater, Florida 33172  
Phone: 305-717-3535  
Contact: Esther Santamaria  
Email: [Esther@remsgroupinc.com](mailto:Esther@remsgroupinc.com)  
Mobil #: 786-359-8373

## **Exterior Signage**

In order to maintain a uniformly aesthetic appearance throughout the complex it is necessary that written approval of all signage be obtained from the Association prior to installation. **This policy will be strictly enforced.** Please submit all requests for signage in writing along with applicable detailed sealed drawings. A copy of the existing sign policy is attached hereto as a guideline. Also attached is a sample sign drawing. The preferred signage vendor is:

Adwave Signs  
35 NW 27<sup>th</sup> Avenue, Miami , FL 33125  
305-643-8020  
Guillermo Aleman – Sales Rep  
[info@adwavesigns.com](mailto:info@adwavesigns.com)

The same applies to all exterior equipment such as alarm boxes, communication antennas, and security cameras.

## **Roof Access & Air Condition Repairs**

Access to the roof is limited to designated areas and only for the purposes as outlined within your Condominium Documents and for no other purpose. Any unauthorized punctures in the roof will void the roof warranty for the entire structure. Strict adherence to this policy is necessary for all owners. Please contact the management office to obtain the roof ladder lock code.

## **Utilities – Electric**

Each unit owner must set up their electrical account once they close on their unit. Please contact:

Florida Power & Light – 305-442-0388 [www.fpl.com](http://www.fpl.com)

Phone and Internet Service AT&T 1-800-288-2020 <https://www.business.att.com/>

## **Leasing of Your Condo Unit**

If you decide to lease your condo unit, a Tenant Application will need to be submitted to the Association for approval. Attached is the application. A lease is not valid unless this application is approved.

We look forward to working together with all the owners and maintaining the project to the highest standard in the industry. Thank you.

Management Team

Resource Real Estate Group