



OCEANIA
I S L A N D

HOMEOWNERS
MANUAL

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AN
INTRODUCTION
TO THE WORLD
OF OCEANIA ISLAND

You have now become a part of a very special world . . . the world of Oceania Island. A secure and exclusive enclave on the Intracoastal, but mere steps from the Ocean, which sets itself far apart from anything that Miami Beach has ever seen. We want you to enjoy all the opportunities available to you here in your new home..

In introducing you to Oceania Island, we want you to know that our staff has your comfort and enjoyment in mind. This Homeowners Manual has been organized to familiarize you with all aspects of our Oceania lifestyle and the services that are provided to make your lifestyle both exciting and rewarding.

So, Congratulations, on making Oceania Island your home.

MOVING-IN

Your New Address Is:

Oceania Island
16400 Collins Avenue, Unit # _____
Miami Beach, Florida 33160

You are now a member of Oceania IV Condominium Association, Inc., Oceania Property Owners Association, Inc., (Master Association) and Oceania Club, Inc. Your Condominium Association, Inc., as your documents explain, is under the management of The Board of Directors.

The Management Office

The name of your Building Manager is on the attached business card. Contact your Management Office when:

- You need assistance from the day of your inspection until you move into your residence.
- You need a liaison with all the appropriate persons who will make your move more pleasant and smoother.
- You need information about Oceania facilities and amenities.
- You need information about building maintenance and emergency procedures.
- You need information about residents rules and policies.

Your Management Office is located on the 2nd floor of Tower IV.

You will find the following information, checklists and policies of Oceania Island helpful in making your move as smooth and efficient as possible.

Important News Before You Move-In

1. Two weeks prior to your move, please telephone your Management Office and reserve an elevator of the date of your move.
2. Two weeks prior to your move and/or prior to any work performed on your unit, please provide your Management Office with the followings forms, fully completed and signed where indicated. (These forms are found in the pocket of this book.)
 - Mover's Authorization Form including the name of your moving company.
 - Work Entry Authorization Form.
 - Emergency Information Form.
 - Pet Registration Form.

Then Don't Forget To:

1. Give your new address to the post office.
2. Send change-of-address notices for all your newspaper and magazine subscriptions and subscribe to local newspapers.
3. Cancel or transfer delivery services to your new address.
4. Arrange to have your electricity, water and telephone disconnected at your old address and installed at your new address. (See telephone services section.)
5. Use the postcards provided in the pocket of this book to provide your new address to your doctors, dentist, bankers, brokers, insurance company, credit card companies, department stores, etc. Mail card to all your friends giving them your new Oceania address.
6. Shop for a convenient bank.
7. Check on schools - confirm beginning dates, transfer records and other enrollment needs.
8. Locate doctors, lawyers and other professionals.
9. Call Gold Coast Cablevision to arrange Cable TV service at (305) 861-1564.

Important Information For Moving-In Day

To preserve the beauty and serenity of all our public areas, please have your movers use the service elevator.

Dimensions of the service elevator are:

HEIGHT:	9'0"
WIDTH:	5'0"
DEPTH:	7'6"
DOOR WIDTH CLEARANCE:	3'6"
DOOR HEIGHT CLEARANCE:	7'0"
WEIGHT CAPACITY:	3,500 pounds

A Guide For Your Move

1. Double check with your Management Office that security has been notified of your move and that the elevator has been reserved. If your schedule changes, please alert your Management Office as soon as possible.
2. Moving vans are permitted to enter Oceania Island between the hours of 9 am and 3 pm Monday through Friday. Move in activity cannot continue beyond 5 pm.
3. Your name and apartment should be clearly marked on all moving cartons. If one is mislaid it can be delivered to you promptly.
4. When you unpack, please keep things as tidy as possible, fitting packing materials and smaller cartons inside larger ones. **Arrange to have your mover take all the unpacked cartons with him at the end of the move.**
5. If decorators or other workers will be required on moving day or any other time, be sure to complete the Work Entry Authorization form (located in the pocket of this book). Use one form for each worker and given the form to your Management Office.
6. Please provide keys to your apartment to authorized decorators or workers or arrange to be on hand to admit them. Oceania Island staff are not permitted to provide entry to your residence at any time for this purpose.
7. If your decorator or other workers are expected to return to work in your residence, please inform your Management Office of the dates and times.

8. We know that, as a resident of Oceania, you will take as much pride as we do in the public areas. Please remind your movers and other workers of your concern for these areas, and alert them to use extra care when moving large items through the building. **Since you will, of course, be responsible for any damage these workers might do, it is strongly suggested you contract only with companies and workers who are fully bonded, licensed and insured.**
9. Do not pack away important documents and keys.
10. For your convenience, Oceania Island is providing storage enclosures with an approx. size of 3' x 3' x 6'8". Storage enclosures will be assigned to each unit by the Management Office.

Your Residence Improvement Guide

In order to create an environment in your residence that is specifically yours, you may wish to paint, install flooring, special lighting or make specific improvements. Please remember to consult your condominium documents before making any modifications, alternations or additions to your unit. It may be necessary to secure the permission of the Association. Contract your Management Office well in advance regarding this provision. **Work which requires approval may not begin without written approval.**

Here Are The Steps To Take:

1. Complete the Modifications, Alterations and Additions Form (found in the pocket of this book). Submit this form, together with drawings, specifications and a detailed description to the Board of Directors **by certified mail with a return receipt request.**
2. Remember that all hard or heavy flooring materials (wood, marble, tile) must comply with the developer's specifications for sound and impact control. Check with your Management Office for details.
3. The Board of Directors will respond to your request for changes or additions within thirty days after receipt. **With written approval**, you may begin work. (Subject to getting any other governmental agencies approval if applicable).
4. Architects, sub-contractors, decorators and others who will be working in your residence must be listed by name in the Work Entry Authorization form (found in the pocket of this book). Please give this form to your Management Office.

5. No staff member of Oceania Island is permitted to admit anyone into your residence. This is a measure of security and safety for all residents. Please be on hand to have workers admitted or provide them with keys in advance.
6. Oceania Island staff members are not permitted to work inside your unit unless it is official association business.

Automobile Information

Auto Insurance

Compulsory no-fault (PIP) insurance and property damage liability is required for all vehicles registered in Florida. Proof of this insurance coverage must be carried in the vehicle at all times. For details, contact your insurance agent.

Automobile Decals

Affix your Oceania Island numbered automobile decal on the inside of your front windshield in the lower lefthand corner. You must register all vehicles.

Auto Registration

Registration of any vehicles or boats with motors may be made at any local State of Florida Highway Safety & Motor Vehicle office or any private Auto Tag Agency of your choice.

Auto Title Certificate

If you intend on becoming a resident of Florida, you should secure a new Title Certificate. Application may be made at any State of Florida Department of Motor Vehicles and/or Division of Driver's License branch listed in the telephone directory.

Driver's License

If you intend on becoming a resident of Florida, you should apply for a Florida driver's license. Application may be made at any State of Florida Division of Driver's License branch.

Homestead Exemption

If your home in Florida is your primary residence, you may file for Homestead Exemption. This exempts the first \$25,000 assessed value of your home. You must apply for this exemption each year between January 2 and March 1. Contact the Property Appraiser's Office for details. See the phone number listed in the telephone services section. The office of the Property Appraiser is located at 111 N.W. 1st Street, Miami, Florida 33128.

Homeowners' Insurance

Your Condominium Association maintains liability and property insurance on the building and common areas. The insurance purchased by the Association does not cover personal improvements including, but not limited to contents, upgrades, floor coverings, tile, carpeting, padding, wall coverings, paint, paneling and ceiling treatments. It is the responsibility of the individual homeowner to purchase insurance for all such risks. In addition, it is the responsibility of each condominium resident to arrange for his own insurance coverage to protect his condominium residence, his personal property and contents, personal liability and additional living expenses.

Coverage should be arranged prior to closing. For details, contact your insurance agent.

Keys

- You will receive keys upon taking possession of your home: one set is for the front door of your home; one set is to your mailbox. Other keys will be issued for garage and storage room entry.
- The Management Office has the master key to your residence and will use it only in an emergency. If you change locks or add a lock, you must provide the Management Office with a duplicate key.
- You must notify the Management Office of any key loss.

Taxes

1. Income - Florida does not currently have a State income tax.
2. Real Property - Real Property taxes are assessed on January 1 of each year and are payable (with discount) on November 1 of the same year. They are due in March of the following year and are considered delinquent if not paid by April 1 of the following year. Real property taxes are assessed and billed by Dade County.

3. Sales - As of this printing, sales tax is 6.5%.
4. Others - For information regarding all other taxes, contact your attorney or accountant.

Voting

You may register at any Dade County Voter Registration office in order to vote in the State of Florida.

TOWER IV

*Deliveries**

All deliveries should be scheduled at a time when you will be available to take immediate receipt of them. However, in some cases, small packages will be accepted by the Reception Desk if you are not home and you have executed a Receipt Authorization form. When a package comes for you, you will be notified.

***For your protection, we recommend that jewelry, furs and other valuables, as well as large items such as furniture, be delivered when you can be at home to accept them. The Reception Desk will not accept large items on your behalf. Please note that the Reception Desk operates purely as a courtesy to you and the Management is not legally responsible for your package.**

Destruction of Property

Residents are financially responsible for damages to any part of the building when caused by themselves, their dependents or guests. Damage is not limited to, but includes defacing and engraving the walls, floors or other parts of the building. Please report any damage of common areas to Management.

Elevators

Your building is equipped with three electric traction gear passenger elevators serving the main tower, and one hydraulic passenger elevator serving the townhome area. Every elevator has an emergency telephone with a direct connection to a security area. One elevator has been designated a service elevator and is to be used for moving into the building.

Small children may not ride elevators unattended.

Florida laws prohibit smoking in the elevators and common areas. Please extinguish cigars and cigarettes in ashtrays before entering the building.

Emergency Procedures

Fire

Every residence in your building is equipped with a sprinkler system which activates automatically in the event of fire. If you should see or suspect fire anywhere in the building, contact the Reception Desk immediately. If you are in your residence when the fire alarm is sounded, please follow these instructions:

- Gather your family and yourself quickly, and get to a safe area. Do not spend precious time looking for possessions.
- Before leaving your apartment, check that the front door is not hot and that smoke is not coming from under the door. If either of these two occur, DO NOT OPEN THE DOOR.
- Open the windows or glass doors if there is not smoke outside. Hang a sheet or blanket outside the window. If there is smoke outside the window, keep the window closed.
- Do not break windows or glass unless absolutely necessary.
- Fill the bathtub with water.
- Keep a wet cloth over your nose and mouth. Use wet towels and sheets to block cracks around the front door.
- Turn off air-conditioning vents in the apartment. If you cannot do this, block the air vents with wet towels.
- If the doors and walls, the hallway or adjacent apartments become hot, throw water on them. Keep away from walls next to the hallway.
- If you are able to leave your apartment, proceed to the closest fire exit.
- Shut your apartment door as you leave.
- Do not use the elevators.
- Use the nearest fire exit/stairwell, and close the door behind you to keep out smoke.
- People should exit stairways on the right-hand side, so that firemen can have easier access.
- People should stay low to the ground because of smoke inhalation.
- If people are on the roof, they should wait there for further evacuation instructions.
- People should try to remain in groupings for each floor, for ease in determining if anyone is missing.

As soon as possible, make yourself available in the lobby of your building in order to help provide information to the Fire Department.

Do not try to re-enter your residence or to use any stairwell until the Fire Department and your Security Staff have given approval.

Hurricanes

The following procedures should be followed in the event of a hurricane:

- **LISTEN TO THE RADIO OR TELEVISION. STAY ABREAST OF THE STORM'S PATH. YOU WILL BE ASKED TO LEAVE YOUR RESIDENCE IF PROJECTIONS OF THE STORM'S PATH PLACE OCEANIA ISLAND IN DANGER. WHEN YOU DO RECEIVE WORD TO GO, GO! ALL BUILDING PERSONNEL WILL HAVE TO BE EVACUATED AS WELL. IF AN EVACUATION IS ORDERED, DO NOT ATTEMPT TO STAY. EVACUATION TIMES ARE FOR THE SAFETY OF ALL RESIDENTS IN COASTAL AREAS. ROADS WILL BE CLOSED.**
- Listen to the radio and television to get advance warning of approaching storms. It is advisable to keep a battery-operated radio in your residence at all times.
- Keep calm, and listen to factual information. Do not react to rumors.
- Clear your terrace of all furniture, accessories and plants.
- Prepare for loss of utility services.

Hurricanes bring damage from wind and water. This can mean a day or two of isolation for you and your family. Check that your supplies are adequate -- canned goods, can opener (mechanical), containers for drinking water, flashlights, matches, candles, battery-operated radio or television, batteries, etc.

- Since a power failure means loss of water pumps, be sure to fill your bathtub and other containers with water in advance of the storm.
- After the storm has passed, and evacuation orders are lifted, be careful about your return. Power lines may be down, and other utilities may be interrupted. Trees weakened by the storm can still fall. Continued flooding is possible as weather bands move through the area.
- Use your telephone for emergency calls only. For further information about emergency procedures, call 273-6700 (Civil Defense).

Mail Service

Your mailing address at Oceania Island is:

Unit _____
16400 Collins Avenue
Miami Beach, Florida 33160

Mail is delivered directly to your mailbox in the mailroom. (Parcels which do not fit in your mailbox will be delivered to the Reception Desk when you are not at home.)

For postal service, the North Miami Beach Office is accessible at 16400 West Dixie Highway, from 8:30 am to 5:00 pm weekdays, and from 8:30 am to 12 Noon on Saturdays. For additional information call 947-0282 or 944-5339.

Maintenance

The maintenance staff at Oceania Island is under the direct supervision of the Manager. Requests for service should be made through the Management Office. A written Work Entry authorization will be required to perform work in your apartment.

Manager and Staff

The Manager of Oceania Island is directly responsible for the operation and maintenance of your building. The Manager looks forward to making you welcome and cooperating with you in any way they can.

Office hours are from 9 am to 5 pm, Monday through Friday. The phone number is 947-1068. When the Manager is not available, the Reception Desk will be available to assist you.

Noise

In order to ensure that the rights of all residents are respected, the Board of Directors request that you comply with noise regulations as follows:

- Between the hours of 10:30 pm and 8:00 am, please lower the volume of your radios, televisions and stereos. Other high-level noise should also be avoided during these hours.
- All hammering such as picture-hanging or carpentry must be done during the hours of 9:00 am to 6:00 pm, on weekdays and 12 noon to 6:00 pm on weekends. There are no exceptions to this rule.

Security

The Main Entrance

A manned gatehouse with automated barriers at the main entrance to Oceania Island will be in operation 24 hours a day.

You should affix your Oceania Island automobile decal on the driver's side of the windshield. All automobiles without Oceania Island decals will be stopped at the gate.

Please call the Security Officer at the gatehouse (947-0966) to clear anyone who wishes to visit your home. Persons will be denied entry unless cleared by you. If you are planning a small party, give Management your guest list to avoid a continuous string of calls.

Utilities

Electricity

Oceania Island is serviced by Florida Power and Light. FP&L will accept overpayments to cover expenses during any extended absences. The Management recommends that you have your monthly statement forwarded to you, if you plan to be away more than two months. For more information, please contact Florida Power & Light at (305) 442-8770.

Telephone

Telephone service must be requested from Southern Bell Telephone to initiate your telephone service. For detailed information, call (305) 780-2355. Your unit has been prewired to facilitate installation.

Television

Contact Goldcoast Cable (305) 861-1564 for cable television service.

Parking

Each unit of Oceania Island is provided with an assigned parking space located in the parking garage. Additional resident cars and visitors are to be parked by valet service only located at the front entrance to your building. Residents may also purchase or lease additional parking spaces. Please contact your Management Office for availability and prices.

Refuse, Trash Disposal and Recycling

A trash chute is located on each floor of our building. Please place garbage and trash in sealed plastic bags before depositing in the chute. Use trash chutes only between 8:00 am and 10:00 pm.

Oceania Island is equipped with the latest technology in trash disposal and recycling. Each floor is equipped with the Hi-Rise Recycling System™, which will allow your association to effectively separate and recycle glass and paper products from other waste products. Each unit owner will be provided with a detailed package of information on the use of the Hi-Rise Recycling System™. If you have any questions regarding its use, please contact the building manager.

RULES AND REGULATIONS

Although all of your condominium's rules and regulations are thoroughly outlined in your Condominium Documents, we thought it might be helpful to provide you with a summary of the more important ones.

Attire

We trust you will dress appropriately when using the common areas. When entering the Tower from the pool or the beach, please make sure that you are not dripping water. Proper attire, including footwear and adequate cover-up is required.

Automobiles

For everyone's safety, please drive no faster than 10 mph on all of the Oceania roadways.

Balconies and Terraces

Your terrace is an important part of the overall appearance of Oceania Island. To insure that all terraces remain attractive, the Management asks that the following rules be observed:

- Curtains and drapes (including linings) which face on exterior windows or doors shall be white or off-white in color.
- Terraces may not be enclosed, covered with an awning, increased in size or altered in configuration.
- Personal articles such as swimsuits or towels may not be draped on the railing of your terrace.
- Please do not use your terrace as a laundry area and do not store cleaning supplies such as mops or rugs on terraces or from windows.
- If you will not be in residence during the hurricane season, please remove all moveable objects from your terrace.

You may install floor covering of your choice on your terrace; however, standard exterior colors may not be altered and you must comply with the developer's specifications for sound and impact control.

The overall thickness of your terrace finish, including any sound proofing, grout, tile or other finish shouldn't exceed one inch (1"). This will allow water to drain from the terrace below the bottom rail and will maintain a safe handrail height.

NOTE: All terrace finishes are to be stopped at the inside edge of the terrace rail. No finish is allowed to extend beyond this point. This allows for the exterior face of the building to remain uniform in appearance, and eliminates the possibility of grout or other materials dropping to areas below.

No additional electrical wiring, satellite dishes, lights, television antennae, or machines which might protrude from the walls or the roof of the building may be installed.

Cooking devices may not be used on balconies or terraces.

Bicycles

Bicycles must be locked and stored in the bicycle storage area. You may obtain the key for bicycle storage from security.

Children

Parents are responsible for the behavior of their children at all times while at Oceania Island. Please insure for their own safety, as well as the comfort of your neighbors that they do not play in the elevators, stairways, public areas, or lobby.

Common Areas

The facilities of Oceania Island are for the exclusive use of association members, and their immediate families, tenants, resident house guests and guests when accompanied by an owner.

Members are required to abide by all rules and regulations in the use of these common areas.

Outdoor Antennae

Outdoor antennae, wiring and machines, outdoor television and radio antennae are not permitted. Nor are any machines or air-conditioning units that protrude through the walls of a residence.

Personal Belongings

The Association is not responsible for personal belongings left unattended in hallways, elevators, garages, and/or any common areas.

Pets

Each unit may maintain one household pet in his unit, to be limited to a dog or cat, of no more than ~~50~~ pounds. Small fish and birds are allowed provided they are not kept, bred or maintained for any commercial purpose and do not become a nuisance or annoyance to neighbors. No reptiles or wildlife shall be kept in or on the condominium property. All pets shall be walked on a leash not to exceed six feet, and no pet shall be permitted outside the unit except on a leash. No pets may be kept in patio areas or on balconies when the owner is not in the unit. No more than one animal may be kept by a unit owner. No occupant of a unit other than its owner may keep any animal on the condominium property. Any pet that becomes a nuisance to other unit owners is subject to immediate and permanent removal from the condominium property.

If you own a dog, please use authorized dog walk. Please pick up after your dog and deposit waste in the designated container.

Plumbing

Residents or their guests who use the household plumbing for disposing of rubbish or other foreign matter will be held financially responsible for any repairs.

Pool and Whirlpool

SWIMMING IS AT YOUR OWN RISK.

Young children must be accompanied to the pool and supervised there at all times.

Please wear a cover-up on your way to and from the pool.

Please dry off and wear footwear before entering building.

Appropriate attire must be worn in the pool area.

Nude and semi-nude sunbathing or swimming is **not** permitted.

Please abide by pool rules and regulations as posted.

Signs

Installing signs of any kind on the premises is prohibited without prior written consent of your Condominium Association's directors and the Master Association.

BUILDING AMENITIES

The Club at Oceania

Please schedule an appointment to meet with the Club Manager for information about the Health Club and Spa.

Billiard Room

The billiard room has a pool table and is available on a first come - first serve basis. Pool table accessories are available at the Reception Desk.

Party Room/Lounge

A party room will be available for parties and social functions, on a reservation basis. Please see your Management office for further information.

LOCAL AREA TELEPHONE SERVICES

Emergency

Ambulance	911
Fire Department	911
Police Department	911
Aventura Hospital and Medical Center	932-0250
Jackson Memorial Medical Center (Miami)	585-1111

Area Services

Miami Herald	350-2000
Florida Power & Light (FPL)	442-8770
Gold Coast Cablevision	861-1564
Southern Bell Telephone Information	411
Southern Bell Telephone Installation	780-2355
Southern Bell Telephone Repair	780-7811
Time	324-8811
Weather	661-5065

Airlines/Domestic

American	800-433-7300
Continental	800-525-0280
Delta	800-221-1212
Northwest	800-225-2525
TWA	800-221-2000
United	800-241-6522
U.S. Air	800-428-4322

Airlines/Foreign

Air Canada	800-776-3000
Air France	800-237-2747
Air Jamaica	800-523-5585
Alitalia	800-223-5730
BWIA	371-2942
British Airways	800-247-9297
El Al Israel	800-223-6700
Iberia Airlines of Spain	800-772-4642
KLM Royal Dutch	800-777-5553

Airlines/Foreign (continued)

Lufthansa	800-645-3880
Mexicana	800-531-7921
Northwest	800-447-4747
Phillippine	800-435-9725
Quantas	800-227-4500
Scandinavian	800-221-2350
Singapore	800-742-3333
Swissair	800-221-4750
TWA	800-221-2000
Varig	800-468-2744

Automobile Rentals

Alamo Rent-A-Car	800-327-9633
Avis Rent-A-Car	800-331-1212
Budget Rent-A-Car	800-527-0700
Dollar Rent-A-Car	800-800-4000
Hertz Rent-A-Car	800-654-3131
National Car Rental	800-227-7368
Value Rent-A-Car	800-468-2583

Community Services

Animal Services	
Animal Welfare Society	445-3606
Emergency Animal Clinic	962-0300
Dade County Homestead Exemption	375-4020
Dade County Health Department	324-2489
Dade County Public Schools	995-1000
Metro Dade Consumer Protection and Advocate	375-4206
Dade County Parks and Recreation	857-6868
Miami Parks and Recreation	575-5256
Miami-Dade Community College, North Campus	237-1000
University of Miami	284-4323
Florida International University	940-5500
Miami Voter Registration	375-4600

Pharmacies

Eckerd Drugs, 3501 NE 163rd Street, N. Miami Beach	940-8539
Eckerd Drugs, 17811 Biscayne Blvd., N. Miami Beach	931-0202
Walgreens, 17534 Collins Avenue, N. Miami Beach	935-5242

Shopping

Aventura Mall	935-1110
Bal Harbour Shops	866-0311
163rd Street Mall	947-9845
Lochmann's Plaza	932-4207

Sports

Calder Racetrack	625-1311
Dania Jai Alai	945-4345
Flagler Dog Track	649-3000
Gulfstream Park	931-7223
Miami Arena	530-4400
Miami Dolphins	620-2578
Miami Heat	577-4328
Joe Robbie Stadium	623-6100
University of Miami Hurricanes	284-2211

Theatre

Coconut Grove Playhouse	442-4000
Gusman Cultural Center	374-2444
Jackie Gleason Theater of the Performing Arts	673-7300
Parker Playhouse	945-0720
Sunrise Musical Theatre	741-8600
James L. Knight Center	372-0929

Houses of Worship

Jewish

Aventura Turnberry Jewish Center 935-0666
20400 NE 30th Avenue
Aventura, Florida

Temple Sinai 932-9010
18801 Northeast 22nd Avenue
Miami, Florida

Methodist

York Memorial United Methodist 931-3751
2491 NE 186th Street
N. Miami Beach, Florida

Fulford United Methodist 945-3505
1900 NE 164th Street
N. Miami Beach, Florida

Catholic

St. Mary Magdalen 931-0600
17775 N. Bay Road
Miami Beach, Florida

Baptist

First Baptist Church of Greater Miami 945-3563
15395 N. Miami Avenue
North Miami, Florida

Miami Shores Baptist Church 758-0559
370 Grand Concourse
Miami Shores, Florida

PERSONAL NOTES & INFORMATION