

RULES AND REGULATIONS

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3051 SOUTH OCEAN BOULEVARD • BOCA RATON, FLORIDA 33432

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BOCA REEF CONDOMINIUM

INTRODUCTION

These Rules and Regulations are designed to make living at Boca Reef pleasant, comfortable, and to insure harmonious relations rather than for the restriction of anyone's conduct. Violations should be reported to a Member of the Association's Board of Directors.

Comments or suggestions may be made in writing to the President of the Association.

Your understanding and full cooperation will be greatly appreciated by all owners.

Board of Directors

RULES AND REGULATIONS

GENERAL

- 1- Only the Board of Directors or an authorized member is granted authority to give orders or instructions to employees or management personnel except for emergency situations. Strict observance of policy is essential to avoid confusion, conflicting instructions, and to preserve good relations.
- 2- Common areas of buildings such as stairs, stairwells, walkways, lobbies, laundry rooms, storage areas, are to be used only for the purposes intended. Articles belonging to apartment owners including planters should not be kept in such areas. In the event planters are placed in the owner's entrance, access to the unit must not be blocked. This is especially important for emergency personnel, i.e. fire, ambulance, etc.
- 3- Owner is responsible for all damages incurred by lessees, guests, his family, or others while using apartment with his permission. Common and recreational areas included.
- 4- Doors leading to trash chute, dumpster, hot water heater room, as well as fire doors at north and south, must be kept tightly closed at all times.
- 5- There shall be no solicitation by any person anywhere in the building for any cause, charity, or any purpose whatever.
- 6- Proper attire is expected at all times in the lobbies, elevators, halls, and common areas. All persons must wear shoes or sandals as well as a robe, jacket, shirt, or other covering over bathing suits and upper part of the body.

No wet bathing suits please! Please use the south lobby exit when going to and from the beach or pool.

- 7- No pets (including birds) of any kind are permitted within the apartment or on the premises of Boca Reef at any time. Each owner should advise his/her guests of this regulation.
 - 8- An owner shall not store anything, whether in his apartment or in the storage room, which can create a fire hazard.
 - 9- Tricycles, roller skates, or skateboards, may not be ridden on association property.
 - 10- Maintenance assessment charges are due on the first of each month.
 - 11- Doors are to be locked and lights turned off when leaving the storage room. All storage items shall be stored in lockers and not left on the floor or open area in storage rooms.
 - 12- Cars may be washed ONLY in the area designated.
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- 13- To avoid stoppage in the sewer lines, owners are requested to see that items such as the following are not put in sinks and toilets: grease, tea bags, cleaning tissues, feminine products, cigarette and cigar butts, cloth of any kind, cellophane or plastic bags, paper towels, coffee grounds, rice, paper (other than toilet tissue), etc. Grease should be kept in covered container and congealed before disposal.
 - 14- The installation of aerial, antennas or TV dishes of any kind are not permitted outside of apartments.

- 15- Only authorized personnel are permitted in meter, elevator equipment, pool equipment, generator, or other such rooms or locations. Only authorized personnel will adjust equipment.
 - 16- The Police Department strongly recommends that duplicate apartment keys not be furnished to domestic help or vendors. The building entrance key (Medeco) is for unit owners only and should not be given to anyone.
 - 17- It is suggested that emergency names, addresses, and phone numbers be placed on the inside door of the air conditioner closet in each unit.
 - 18- To prevent water damage to your own or adjoining apartments, residents should close all windows and balcony doors tightly when leaving the apartment and building. Heavy wind and rain storms often occur with little warning.
 - 19- Notices should not be placed on the bulletin board or in the elevator, except as authorized by the Board of Directors.
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- 20- Maintenance personnel are not available to owners during regular work hours for their personal use.
 - 21- Your cooperation is urged to maintain cleanliness. Please discard cigarettes wrappings, scrap paper, etc., in containers in the parking areas as well as outside walkways, lobby, etc.
 - 22- Carts used to transport items from the lobby to the individual unit walkways must not be left in walkways or elevator but immediately returned to their stalls.
 - 23- The lobby is a non-smoking area.

- 24- Signs, such as "For Sale" or "For Rent" are not permitted.
- 25- Cars must not be parked overnight in the front circular drive. Guests and friends should be so advised. Visitors may use it during regular hours. Overnight parking by guests should be in the South side parking area with a visible guest card.
- 26- The Board of Directors is responsible for the decoration and maintenance of the common areas with the following exceptions:
- Holiday decorations for the December 1st through January 15th period are permitted on each unit owner's balcony and entranceway. Nothing may be placed on the Chattahoochee, outside of windows, or any of the common area walls.
 - One holiday wreath purchased by the Boca Reef Association will be placed on each catwalk wall across from the elevator entrance.

APARTMENT OCCUPANCY

- 1- Each of the apartments shall be occupied only by an owner, his family, servants, and guests.
- 2- No apartment may be divided into smaller units.
- 3- No nuisances shall be allowed upon the condominium property or any source of annoyance to residents, which interfere with the peacefulness and proper use of the property. Individual radios, stereos, phone conversations and televisions must be at a low volume after 9:00 p.m. daily.

- 4- Vendors/workman are not allowed to begin work before 8:00 a.m. and must be finished by 5:00 p.m. Monday through Saturday. Elevator floor and wall pads must be put up and taken down by the unit owner on Saturday or after 4:00 p.m. on weekdays. Failure to do so will result in a unit owner charge of \$20.00 per occurrence. Unit owners must remove all catwalk protective coverings and clean the catwalks at the end of the day. If this work is performed by the condominium association, a charge of \$20.00 per hour will be assessed. No work is allowed on Sunday except emergencies.
- 5- No owner shall paint or otherwise decorate or change the appearance of any portion of the exterior of the apartment building.
- 6- With regard to Regulation 5.1.b.4, the Owner is required "to install carpeting in all portions of the apartment except for the bathroom and kitchen areas." Should an Owner wish to deviate from this Regulation, prior approval must be sought from the Board of Directors. Such approval will not normally be granted unless the Owner agrees in advance to install cork underlay for sound proofing.
- 7- Responsibility for maintaining floors and inside of balconies (common element) is the Owner's responsibility and it must conform to the general décor of the entire building. No permanent floor coverings (i.e. Tiles, carpeting with adhesives) may be placed on the balcony floor. The Boca Reef Condominium Association will assess the need for waterproofing the floor every two years unless the unit owner requests a special review.
- 8- No signs of any nature shall be displayed from an apartment or balcony.

- 9- Owners, including lessees, guests, or visitors, are not to commit any act which violates any City, State, or Federal laws.
- 10- While these buildings are well constructed, THEY ARE NOT COMPLETELY SOUNDPROOF. Reasonable consideration of your neighbors is, therefore, important.
- 11- Outside shades, awnings, window guards, or anything, which fastens to the outside, walls of buildings are not permitted except those items required by law.
- 12- The office must be supplied with a key to one of the doors to your apartment so that access can be made in the event of an emergency.
- 13- The apartment owner is responsible for the proper conduct of members of his family, children, grandchildren, guests, and servants. He should be certain that they understand and observe all rules and regulations.

CHILDREN

- 1- No children under 18 years of age are permitted to occupy any apartment unless their parents or other adult is in residence at the same time.
- 2- Children are restricted from playing in walkways, lobby, stairways, parking lots, driveways, also from unnecessarily riding up and down in the elevator or interfering with the operation of the elevator, or in any way from interfering with the quiet and comfort of the residents.
- 3- The above is strictly the responsibility of the parents or the residents with whom the children are staying or visiting.

GUESTS

When an Owner is not in residence and he wishes his guest to use his apartment and all common facilities, THE OWNER SHALL submit a letter to the Board of Directors to register in writing the names of his guests and the length of stay in the apartment. Such guests are to be provided with copies of the Rules and Regulations and the Owner will be responsible for their compliance with such rules.

BALCONIES

- 1- Mops, cloths, rugs, brooms, vacuum cleaner bags, etc., must not be shaken from apartment windows or balconies, or in halls, stairwells and chutes.
- 2- Owners shall not SWEEP or THROW, or permit anyone to SWEEP or THROW any items from apartments or balconies. Use of hoses on balconies is prohibited.
- 3- Balconies and terraces shall not be used for hanging garments to dry (bathing suits, towels, or other objects). The draping of such items over balcony rails, chairs, clotheslines, or racks, is strictly prohibited.
- 4- Each apartment owner is responsible for damage caused by objects blown from his balcony or terrace. Glass tabletops are especially dangerous even if securely fastened to the frame.
- 5- When the apartment is to be left unoccupied for an extended period, the balcony must be completely cleared of all movable objects.
- 6- Saucers should be provided under all live potted plants that require water to prevent staining the edges of balconies and dripping to lower balconies.

- 7- Accordion style white hurricane shutter may be replaced on sliding glass doors and windows providing they meet the current building code for Boca Raton and Palm Beach County.
- 8- The playing of radios, televisions, stereos, or other musical instruments is not permitted on balconies because sound transmits easily to upper and lower balconies, and through windows of other adjoining apartments. Even ordinary conversations can be easily heard in adjacent areas.
- 9- Any activity, which might cause water or dirt to drop or spread, is expressly forbidden. Care must be taken when watering plants that the water does not drip off balcony.
- 10- Feeding birds or encouraging them to gather on the balconies is forbidden.
- 11- No cooking of any kind will be permitted at any time on balconies or terraces.

LEASING OF APARTMENT

- 1- No apartment shall be leased for a period of less than six months or more than twelve months with no right of renewal or extension. Under no circumstances shall an apartment be leased without permission to the owner by the Board of Directors and a lease will be granted only in special situations and to avoid undue hardship or practical difficulties. Lessees are required to abide by all Rules and Regulations, as well as the Declaration of Condominium and Related Documents.
- 2- The leasing of less than an entire apartment is prohibited. SUB-LEASING IS NOT PERMITTED.

- 3- The number of people occupying an apartment under a lease shall be limited to two people per bedroom.
- 4- Lessee will have owner's parking space assigned to him.

SELLING AN APARTMENT

- 1- The purchaser must be approved by the Board of Directors. Further, the purchaser must qualify as to the Declaration of Condominium and Related Documents as well as the Rules and Regulations. No purchaser will be approved if they have pets (including birds) of any kind.

REQUIREMENTS FOR BOTH LEASES AND SALES

- 1- In the case of either a lease or sale, two (2) letters of recommendation must be furnished the Board of Directors, as well as a personal interview arranged between lessees or purchasers and the selected committee from the Board of Directors.
- 2- In the case of either a sale or lease, the buyer or lessee will deposit one hundred dollars (\$100.00) with the Board to defray expenses incurred.

MANAGEMENT AND MAINTENANCE

- 1- The Board of Directors employs all personnel to operate and maintain the association's property including the cleaning and maintaining of the lobby, public rooms, and general maintenance of the common elements of the

condominium premises. Any criticism of an employee's work or conduct should be reported to the Board of Directors, not the employee.

- 2- All grievances, requests or suggestions should be presented to the Board of Directors in writing.
- 3- All condominium equipment failures should be reported to the Board of Directors or the condominium management company immediately. These will be remedied as soon as possible or practical.

SECURITY

- 1- All efforts will be made by the management to maintain maximum security at all times. However, since it will be impossible to exercise a constant surveillance in all areas at all times, the cooperation of the residents is a necessity.
- 2- Please keep all apartment doors secured at all times whether you are in the apartment or not.
- 3- Please report any suspicious person or incident to a member of the Board of Directors or the association's management company immediately.
- 4- Any owner, lessee, or resident who changes or otherwise alters locks on their doors should inform and furnish the office with a key to the new lock, in order for persons authorized by the Board of Directors to cope with emergencies affecting any owner's apartment during his absence.
- 5- All persons without keys can obtain entry by calling the apartment owner on the phone outside the entrance door.

- 6- Doors to the roof and elevator shaft will be locked at all times. Only personnel authorized by the Board of Directors or the association's management company will be allowed on the roof at any time.
- 7- Doors to the pool area restrooms must be locked at all times.

PARKING

- 1- Each owner has a numbered parking space assigned to him. NO PERSON AT ANY TIME, OTHER THAN ANOTHER OWNER (WITH PERMISSION) MAY USE HIS PARKING SPACE. Guest spaces will be marked reserved.
- 2- No boats, open pick up trucks, motorcycles, commercial trucks, or campers will be permitted in any of the parking areas of the property.
- 3- Hosts should instruct guests and visitors to use only designated guest parking spaces.
- 4- Trucks and service vehicles may park in spaces assigned only while rendering services to the condominium or its owners or while picking up or delivering materials.
- 5- Bicycles may be kept only in the store room designated for that purpose.
- 6- Occupants of each apartment shall be entitled to the use of one parking space. Effective 7/1/04, a charge of \$50.00 per month will be charged for the use of a second parking place. This space belongs to the Boca Reef Condominium Association and is non-transferable. Unit owners who park their vehicles in the guest parking areas will have their vehicles removed at the unit owner's expense.

- 7- Owner's car stops will be marked OWNER. Guest car stops will be marked reserved.
- 8- The board must be notified of guests staying longer than one week so that parking arrangements can be made.

LAUNDRY ROOMS

Remove your laundry promptly when finished and leave the room and equipment clean and orderly. Clean the lint trap in the dryer after using. Dyes are never to be used in machines. The equipment is not made for heavy items such as rugs, blankets, etc. and these should be taken to outside Laundromats. Close door and turn off lights when leaving. The laundry rooms are for the express use of the unit owners on that floor, unless the machines are out of order, then the unit owner may use the laundry room on another floor.

For sanitary and health reasons, all garbage and refuse must be securely tied and bagged (preferable in 2 plastic bags) and it must be small enough to fall freely in the chute without spilling contents on the way down. Any accidental spillage on the walkways en route to the chute should be cleaned by the Owner immediately. Bottles, cans, newspapers, etc. may be placed in the appropriate container in the laundry room or directly into the yellow recycling containers adjacent to the car wash area.

ELEVATOR

- 1- When the elevator is to be used for the moving of furniture and larger pieces of equipment, the padded wall quilting must be used. Moving time is

restricted to the hours of 8:00 a.m. and 5:00 p.m. Monday through Saturday except by special permission of the Board of Directors.

- 2- In the event of power or mechanical failures, the elevator may stop between floors. If this should happen, press the alarm and remain calm and patient. Help will be forthcoming as soon as possible.
- 3- No person is permitted to lock or use the emergency stop in the elevator except in cases of emergency.
- 4- No notices shall be placed in the elevator without permission of the Board of Directors.
- 5- The elevator is a non-smoking area.

HURRICANE & EMERGENCY PREPARATIONS

- 1- Whenever a hurricane alert for our particular area is issued, all furniture, plants, and loose objects shall be removed from the balconies.
- 2- Each member who plans to be absent from his apartment during the hurricane season, must prepare the apartment prior to departure by:
 - A. Removing all furniture and plants from his balcony.
 - B. Designating a responsible firm or individual to care for his apartment during his absence.
- 3- Hurricane shutters must be put up on the east side of the building. Cost and maintenance is owner's responsibility.

RECREATION AND ADJACENT ROOM

- 1- The recreation room (or part of it) may be used by owners for parties when it is not in use for Association functions.
 - 2- The room must be reserved through the Board of Directors on a first come first served basis. It shall be used for private, social purposes. No owner shall sponsor its use for or by any organization, regardless of purpose, including charitable fund raising. It cannot be opened to the public for any occasion, nor can it be co-hosted with a non-owner. No charge can be made by any owner for any service, food, beverage, etc.
 - 3- The owner host will be responsible for bearing the expense of setting up the room. Arrangements for clean-up are the responsibility of the host.
 - 4- Parties in the recreation room must terminate not later than 11:00 p.m., except with approval of the Board of Directors.
 - 5- Host owner assumes responsibility for any loss, damage, or extra expense, including legal expense, which is not covered by Association insurance policies.
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SWIMMING POOL

- 1- The swimming pool may be used between the hours of 8:00 a.m. and dusk.
- 2- Friends, guests, other than house guests, relatives and others who are not permanent residents of Boca Reef are permitted in the pool and other recreational areas only while in the company of the owner host.

- 3- Children under 16 years are not permitted in the pool unless accompanied by a responsible adult. Individuals wearing diapers are not permitted in the pool at any time.
- 4- The playing of radios, televisions, or any musical instrument should be used with reasonable volume in all outside recreational areas.
- 5- Floats, rafts, pads, balls, balloons, flippers, toys, and other similar paraphernalia are not permitted in the pool. (Unit owners must police this regulation.) There is to be no horseplay while in the pool or the surrounding area.
- 6- Ball playing, throwing of objects, running and shouting are not permitted in pool area.
- 7- A shower must be taken immediately before entering the pool. All suntan oil and lotions must be removed before entering the pool by taking a soap shower as required by the Health Department. Hot and cold water showers are available in the dressing rooms.
- 8- When not in use, all lounges must be kept against the wall and not at the edge of the pool. All lounges must be completely covered with a large towel when used by persons in bathing suits or sunning attire,
- 9- Glass containers of any kind are not permitted in the pool area. Food is not permitted in and around the pool area. (Health Department)
- 10- Expectorating or clearing nasal passages in the pool are health hazards and are not permitted. (Health Department)

- 11- For the protection of all, persons with skin rashes, sores, cuts, skin abrasions or communicable diseases will not be permitted the use of the pool. (Health Department)
- 12- All persons using inside or outside recreational facilities do so at their own risk.

GAME ROOM

- 1- The pool table must be covered after use and all balls removed from the table surface and put in the ball rack. All cues must be placed in the cue rack.
- 2- Players should show consideration for others who may be waiting to use the pool table. Under such circumstances, play should be limited to one game.
- 3- The game room is designated as a non-smoking area.
- 4- Posted rules must be observed.

SHUFFLEBOARD

- 1- The shuffleboard courts are open for play between the hours of 9:00 a.m. and dark.
- 2- Playing in a manner, which might damage equipment or surface, is forbidden.
- 3- At the conclusion of play, all equipment must be returned to its proper place of storage.
- 4- Players should show consideration for others who may be waiting to use the court. Under such circumstances, play should be limited to one game.

SAUNA BATHS & REST ROOMS

- 1- All persons using the Sauna Bath for so at their own risk.
- 2- Use of Sauna Baths by persons under 16 years of age is prohibited unless accompanied by an adult.
- 3- BE SURE TO TURN OFF SAUNA BATHS WHEN LEAVING.
- 4- Do not throw Kleenex, cigarettes, or other foreign matter in toilets.

BEACH

- 1- Terrace furniture other than that personally owned must never be moved to the beach.
 - 2- Refuse and litter shall not be left on the beach.
 - 3- Owners of personal beach equipment will store such equipment at unit owner's apartment, storage area or laundry room.
 - 4- Outdoor cooker is available for owners' use. Equipment should be cleaned after use.
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ADDENDUM

These Rules and Regulations do not supersede the Declaration of Condominium and Related Documents of the Boca Reef Association.

Revision of rules will be made if and when others can better meet existing conditions. Suggestions for changes should be submitted in writing to the Board of Directors, as the Board is primarily responsible for the Management of the Condominium.

However, any owner may as a "Good Neighbor" politely call attention to rule infractions either to the party violating the Rule or TO THE BOARD OF DIRECTORS IN WRITING.