

LAKE HARBOUR TOWERS SOUTH CONDOMINIUM ASSOCIATION, INC.

301 LAKE SHORE DRIVE, LAKE PARK, FL 33403

BOARD OF ADMINISTRATION

RULES AND INFORMATION 2022

When you received the deed to your unit or signed a lease, under Florida law you were automatically bound to abide by the procedures set forth in the Declaration of Condominium, its Articles of Incorporation and its By-Laws. Your Board of Administration is authorized by those same Articles to issue “House Rules” that can be changed from time to time.

1. ELEVATOR USAGE-Smoking is absolutely PROHIBITED in elevators.

The west elevator is to be used for transporting/moving furniture, large appliances and bulky items. You must use wall pads and floor protection. Contact a Board member or maintenance personnel 24 hours prior to your need for the pads. If an elevator fails to work, press the alarm bell firmly. If no response, call Police at 911. Please do not allow children to play with or in the elevators. **Please do not force the doors to open or close.** There is a key available to hold the elevators if extensive use is needed. Please see a board member or maintenance personnel for additional information.

2. FOUR WHEEL DOLLIES- We have dollies available for short term use. They are in the mechanical room and may be used by contacting a board member. Please return them after use.

3. MAILROOM- Only building related notices may be posted in the mail room on the white board. Upcoming Board Meetings and Minutes of Board Meetings will be posted here also. All other postings by residents may be put over on the other white board located in the mailroom.

4. ASSOCIATION QUARTERLY PAYMENTS - All payments must be made payable to Lake Harbour Towers South COA and must be mailed directly to:

The General Ledger of the PB Inc.

5646 Corporate Way

West Palm Beach, FL 33407

All billing inquiries or changes for billing should be directed to The General Ledger at 561-616-0555. Please ask Amy or Genie at The General Ledger about Autopay. Email amy@thegeneralledger.com

WASTE AND RUBBISH- Please DO NOT pour fats and oils down the sink as these items can cause plumbing problems. You may use your garbage disposal for most other food waste in accordance with the manufacturers instructions. Trash, cardboard and recycling receptacles are located in the south west corner of the property. Please flatten cardboard before discarding into the white dumpster.

Additionally, recycling bins are available in the storage rooms in the elevator lobbies and should be used as follows:

- A) Yellow Bins: Newspapers, mail inserts and general paper
- B) Blue Bins: Aluminum cans, food tins, glass bottles and plastic
- C) **Please do not put plastic bags or styrofoam in either bin.**
- D) Please...If bins are full **DO NOT** put on floor. Carry downstairs to main bins on southwest corner of building.

BULK ITEMS: All contractor and delivery debris **MUST** be removed from the premises by the responsible party. If you are discarding appliances, furniture or any other large items on your own, they must go outside the entrance gate on **Wednesday after 4 pm for Thursday pickup**. PLEASE DO NOT LEAVE ANYTHING OUT THERE AT ANY OTHER TIME. Appliance doors must be removed or duct taped closed to prevent accidents. Please do not use the dumpsters for these items. You may call the Lake Park Department of Public Works at 561-881-3345 if you need additional information.

WARNING: Please do not try to force items down the garbage chute if they do not fit. If an item does not fit into the door of the chute, please take it to the outside dumpsters.

Failure to comply with these rules may result in a fine.

5. **MAINTENANCE AND ALTERATIONS:** Unit owners wishing to improve or make changes to the interior of their units should refer to Article VI, Section 2-3 in the Declaration of Condominium. Only licensed and insured contractors are permitted to work in the building. Permits must be obtained when necessary. Roof access is through the 8th floor and is accessible for A/C condenser unit replacement. Please contact Leo or a Board member. A crane is necessary to bring the unit to the roof.

Applications are available online at The General Ledger website under LHTS for the Architectural Alteration Application Form (ARC). This form must be filed out before undertaking any improvements. Please follow the accompanying policies to ensure that your project is not unnecessarily delayed. Permits must be displayed in the kitchen window, visible to the outside. No contractors are permitted to use a man-lift on the property without prior approval from the Board. Proper precautions are necessary to ensure safety and to avoid damaging the property. A \$1500.00 Security deposit will be required for MAJOR unit renovations. It will be held at The General Ledger and returned if no damages occurred.

6. **HEAVY EQUIPMENT:** Unit owners must notify the Board in advance for any and all heavy equipment to be brought on property. The unit owner is responsible for instructing the contractor to use plywood (or equivalent support) under machinery when driven over grass or walkways.
7. **FLOORING/TILE RULES:** Unit owners who desire to install any type of hard surface flooring must use a sound barrier of at least ¼” cork or similar acceptable sound proofing material beneath all flooring to be installed. A copy of the invoice or statement is not sufficient. Contact a Board member prior to installation for approval of chosen product.

Failure to follow this rule may result in removal of flooring at unit owners expense. Carpet does not require a sound barrier.

8. NOISE: Please be courteous and keep noise level to a minimum at all times. Renovation projects, moving and all contractors are limited to working Monday-Friday from 8:00am-5:00pm and Saturday from 9:00am-5:00pm. No Sunday work is permitted.
9. House Cleaning: Owners, Lessees and Guests must cooperate in the matter of housekeeping inside and outside the building. Nothing is to be shaken on the patios, walkways, stairwells or out the windows. Clothes or towels are not to be hung outside to dry on railings or otherwise. Clotheslines are prohibited.
10. In case of fire, pull fire alarm on outside wall and call 911 immediately. Do not try to extinguish the fire on your own. Seek help immediately.
11. ENTRANCES & HALLWAYS: As per Palm Beach County Fire Code, all hallways, stairwells & common walkways must be kept clear of all objects. With the exception of units that have a private balcony, no plants, chairs or statues, etc... are to block hallways or walkways. Actively used bikes may be stored at the base of the North or South stairwell but are not to extend beyond the steps.
12. SMOKING: **Smoking is not permitted in any common area's, which includes catwalks, balcony's, foyer area's leading into unit, elevator landings or pool area.**
13. PETS: Pets are **NOT** permitted except for canaries, tropical fish or parakeets. Service animals and ESA animals may only be approved by the Board after proper documentation has been provided. No ESA/ Service animals are allowed to enter onto the premises without prior Board approval. Service animals/ESA must be on a **physical leash** when

on the condominium property. Service/ESA animals may be walked in the southeast area by the seawall. Owners are responsible for picking up after their pet and disposing of it properly.

14. CAR WASHING: The car wash area is located at the southwest end of the parking lot. Please be courteous and return the hose to the hanger and close the spigot valve.

15. PARKING: No Campers, RV's, Motorcycles, Pickup Trucks or Commercial Vehicles are to be parked in covered spaces or overnight on property. Service vehicles are to park in the Service Parking Areas Only. Residents are responsible for instructing Commercial Vehicles of these rules.

Each unit owner/lessee shall park ONLY in their assigned parking space or any common parking space not reserved for Service Parking. DO NOT back into any space.

All vehicles must have legal license plate, be registered and insured.

If a unit owner gives you permission to use their covered parking space, they must submit it in writing to the Board.

Guests may only park in guest areas. Please notify the Board if your guest will have a vehicle on property for more than 3 days.

Vehicles may be subject to towing, at the owner's expense, if these rules are not followed. Illegally stored cars are subject to removal at the owner's expense.

16. POOL RULES: **Smoking is not permitted on the pool deck.** No diaper age children are allowed in the pool unless they are wearing a swim diaper. Children under the age of 18 must be accompanied by an adult. No floats are allowed in the pool. No diving or jumping from any edge. No glass containers. No loud music. No skateboards or rollerblades. Please shower off before entering the pool.

Please be considerate and properly dispose of any debris.

Additional pool rules are mounted on the shower.

17. SHUFFLEBOARD: Sticks and pucks are located in the closet on the 2nd floor. Please return all equipment when you are done.

18. GAS BARBECUE: If you need a supply of gas to operate the barbecue grill, contact a Board member for permission to purchase prior to purchasing if you want a reimbursement. Please clean the grill after each use and cover when cool.

19. SALE/LEASE: The Board of Administration must approve the sale or lease of all units and may require an interview with the applicant. The prospective buyer/lessee must complete an occupancy application accompanied by a signed contract/lease and submit it to The General Ledger. There is a non-refundable fee of \$100.00 per name due with application. No buyer/lessee will be allowed to occupy any unit without approval from the Management Company and the Board of Administration.

No apartment may be rented/leased until the owner has owned the unit for **1 year**. No unit shall be rented for less than a 6 month period and may be leased only 1 time within a 12 month period.

Short term rentals such as Air B&B, FlipKey or others are strictly prohibited.

Sale/Rental signs may NOT be posted in windows or on doors.

20. GUESTS: Unit owners are responsible for all guests.

Only the immediate family members (brother, sister, mother, father, children & grandchildren) of the unit owner may occupy the unit in the absence of the unit owner. Unit owner must submit information in writing to the Board prior to allowing guests to occupy their unit.

Guests who are not immediate family members may occupy a unit only when accompanied by the unit owner.

All visiting children must be under the supervision of their host family. Children may not run or play on walkways, stairwells, pool area, decks, elevators...

Unit owners/lessees are responsible for the behavior of all visitors.

21. HURRICANE SHUTTERS: Hurricane shutters are not permitted. Once removed from catwalk area, they can not be reinstalled. Shutters may be closed 7 days prior to a predicted storm and must be opened no later than 30 days after a storm has passed.

Hurricane shutters must be kept in good working order.

22. VACATION/HURRICANE/VACANCY PREPARATIONS: It is the responsibility of the unit owner to secure their unit when leaving for ANY length of time. Water must be shut off. Hot water heater must be unplugged. Air conditioner must be left on to prevent mold. All furniture & objects on balcony must be brought inside.

Keys for units and cars must be left with someone in the building and the Board should be notified in writing as to who has access. Emergency contact information is also advised.

23. SOLICITATION: There shall be NO solicitation of any kind by any person in the building for any cause, including charities.

24. CONDOMINIUM INSURANCE: The Condominium's insurance includes Hazard Insurance for all common elements and all bare structural components of each unit.

25. CONDOMINIUM INSURANCE does **NOT** include items within your apartment such as floor finishes (carpet, hardwood or vinyl) ceiling finishes (paint, sheetrock or sprayed finishes) wall finishes (paint, wallpaper, or any accent wall material). Nor does it cover fixtures, appliances, air conditioners, water heaters, cabinets or vanity's. Any damage done to personal property may be covered on your own, individual policy.

Condominium Flood insurance only covers the common elements of the building.

Condominium Homeowners Insurance should include: All windows, all floor finishes, ceiling finishes, wall finishes, electrical fixtures, appliances, air conditioner, water heater, built-in cabinets, vanity's and personal property.

26. GATES: Contact the Board to have your name entered into the directory. There is a fee of \$25 to replace lost remotes. These remotes are for the exclusive use of unit owners.

The South gates are for entry only. The North gate is the exit gate.

Visitors must use the call box. They can scroll through the directory to find unit owner last name. When your phone rings, press 9 on your phone, you will hear beeping, then hang up. Please do not allow strangers into the gate.

27. ACCESS TO UNITS: According to FL Statutes and our recorded documents, the Association has an irrevocable right to access each unit in the event of an emergency or for the health and safety of its residents. The Association requests a copy of each unit owner's keys needed to access their unit in the event of an emergency. These keys will be stored in a secure safe which requires 2 people to open. No single person will have access to the keys. During an entry to a unit, at least 2 people are required to be present. If the locks are changed, new key copies must be immediately provided to the Association.

28. RULES & FINES: Per Florida Statute, the Association has the authority to fine unit owners/lessees for violations of its Rules and Regulations. Fines may be levied up to \$100.00 per offense, up to a maximum of \$1000.00 for a continuing violation. Violators will be given 14 day notice to appear before a hearing committee which will review the circumstances and make a recommendation to the Board whether or not a fine should be levied. The Board of Administration has the final authority to make the levy.

29. VANDALISM: Report ALL suspicious behavior to a Board member or the authorities. Call the Palm Beach Sheriff's Office @688-3400 to report an incident. In life threatening emergencies call 911.

30. Windows and Screens: Cracked or broken windows must be replaced or fixed. Any screens that are frayed, torn or otherwise in disrepair must be fixed or replaced.