

## **RULES WE LIVE BY**

The Board of Directors, your duly elected representatives, pursuant to the Authority vested in them under the terms of the Condominium Documents, has Adopted and published these RULES AND REGULATIONS.

It is important that all Owners, Lessees, Guests and Visitors be made Familiar with ALL of the Rules and Regulations to enable every one to occupy, enjoy and appreciate the benefits of our common facilities. These Rules have been developed from experience, from the dictates of legal statutes, from our Documents, and from decisions rendered by Florida Courts.

All owners should realize that mistreatment of our property through incidents of damage, carelessness, or even vandalism can depreciate not only the monetary value, but the prestige of our condominium. IT IS IN THE INTEREST OF ALL OWNERS, THEREFORE, THAT YOU FULLY APPRISE YOUR LESSEES AND GUESTS, BOTH ADULTS AND CHILDREN, OF THESE "RULES WE LIVE BY". These Rules are not intended to make life difficult - on the contrary, they are meant to be your passports to your continuing enjoyment of your quality of life – always aware that your neighbors next door to you, above you, and beneath you, have the same needs and desires as you. These Rules are your insurance policies protecting you and your property.

The Board of Directors would be derelict in its responsibilities to you Owners and Residents should it fail to act in obtaining compliance with these Rules and Regulations through the legal remedies available to it. Enforcement of the Rules is set forth in Paragraph 24 on page 16 hereof.

**AMBASSADORS EAST CONDOMINIUM ASSOCIATION**

**RULES AND REGULATIONS**

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## **RULES AND REGULATIONS**

- A. Ambassadors East is a private, not-for-profit Condominium. Its management and administration are subject to the laws of the State of Florida.
- B. The apartments shall be used for single-family residences only. A single-family residence is defined as one in which residency at any time is either by a single person or a group of two, or more persons. No portion of the Condominium property or apartments shall be used for business or commercial purposes; i.e.: the leasing of apartments to others as a regular practice for business, commercial, speculative investment or other similar purposes is not permitted. No separate part of any apartment may be rented and no transient tenants may be accommodated therein. At no time shall any apartment be occupied in residence by more than five (5) persons.

Quarterly Maintenance Assessments are promptly due on the 1<sup>st</sup> day of January, April, July, and October. A late payment can be subject to penalties, liens placed on an apartment, and even foreclosure.

The existence of Reserves is for the meeting of sizable known repairs or replacements in order to preclude any necessity or special assessments to meet such known expenditures.

### **C. RULES GOVERNING SALE, TRANSFER, AND OCCUPANCY OF AN APARTMENT**

- 1. No Apartment owner may sell his apartment or any interest therein without the written approval of the Board in the manner hereinafter provided, nor may he lease his apartment without such written approval. The Board shall have sole discretion to approve or disapprove any proposed sale, transfer, or lease or renewal of a lease of an apartment. In no event may an Apartment be sold or leased to a Corporation, or other such entity. No Apartment may be leased more than once in any 12 - month period, and no lease shall be for a period of less than ninety (90) days or more than one (1) year. No more than five (5) people can ever be in residence (sleeping over).
- 2. The apartment owner is required to give at least 30 days notice to the Board of Directors prior to sale or lease. Such application is to be on the form available from the Condo Office. Such time must be allowed to arrange a required personal interview of the prospective lessees or purchasers with the Interview Committee, for any necessary investigation of the applicant and to allow sufficient time for the Board of Directors to act upon the application. A copy of the lease or a copy of the purchase agreement **must be submitted** with the above referenced application. Under no circumstances can a Lessee be in residence without the prior approval of the Board of Directors.
- 3. No Lessee shall assign or sublet his Apartment.
- 4. Any Purchaser or Lessee shall agree to be bound by these Rules and Regulations when appearing before the Admissions Committee. Any Lessee or Prospective Buyer who does not agree to be bound by these Rules will not be approved by the Admissions Committee. The Lessee further agrees that the Association can evict him by court proceedings for violation by himself, his family, guests or visitors. When leasing out an Apartment, the owner of said Apartment will appoint the Association as its duly designated agent to act on his behalf to initiate disciplinary or eviction proceedings requiring court action for such violation.

5. The Board of Directors, at its sole discretion, shall have the right to withhold approval of any Sale, Lease, or Renewal of an Apartment if a lien has been placed on said Apartment.
6. Lease renewals shall never be automatic and shall be subject to resubmission and reconsideration by the Board of Directors.
7. A non-refundable administration fee payable to Ambassadors East Condominium Association, Inc., in the amount of One Hundred Dollars (\$100.00) is due when a Sale or Lease (including renewals) is considered and must accompany said Application.
8. A refundable security deposit of Five Hundred Dollars (\$500.00) to insure against damages to the common areas will be required by the Association prior to the signing of a lease. If damage shall occur, the said deposit will be applied to repairs and the balance, if any, returned. If the cost of repair shall exceed the Five Hundred Dollars (\$500.00) deposit, the owner of the Apartment will be liable for the balance due. A refundable deposit of Five Hundred Dollars (\$500) will be required from any Purchaser prior to interview. Deposit will be refunded in ninety (90) days provided no damage has been done to the Common elements.
9. When any guest of an owner will be staying in an Apartment while the owner is in residence or during his absence, the owner must advise the Condo Manager in advance, in writing, of the guest names and the arrival and departure dates of his guests. The use of an Apartment by guests in the absence of the owner is limited to (2) two weeks in any twelve-month period. In the case of the following close relatives - mother, father, son, daughter, sister, and brother, said restrictions do not apply, although the owner must advise the Condo Manager in advance pertinent data pertaining to their arrival. Such guest of relatives must register with the Condo Manager upon arrival. Owners or Lessees having an overnight guest must advise the Condo Manager of their names and contemplated length of stay.
10. Notwithstanding anything in Paragraph 9 above, an absent owner may not designate a person to have visitation rights when it is the intention of said person to enter into a Lease or Purchase Agreement with the owner, thereby becoming the Lessee or Purchaser of said Apartment, either at the end of the two weeks visitation period or even before the end of such period. In the case of a Lessee, such person shall not be eligible to rent the Apartment until at least 30 days have elapsed from the end of the visit to the beginning of the lease period. Since a guest cannot be a potential Lessee or Purchaser, an Apartment cannot be occupied by said guest while his Lease or Purchase Agreement for the Apartment is being processed.
11. An owner who has leased his Apartment may NOT use the facilities of Ambassadors East, including the pools and beach area, for himself, his family or guests during the term of such lease and while his Apartment is being occupied, unless invited by another owner.
12. No more than two apartments may be owned at any one time by the same individual.
13. An owner that is delinquent in any type of Association assessment(s) may NOT rent his/her unit.

14. No owner shall make or permit any noises that will disturb or annoy the occupants of any Apartment or do or permit anything to be done which will interfere with the rights, comfort, or convenience of other Owners.
15. The owners shall not be allowed to put their names on any entry of the Apartment or mail receptacles appurtenant thereto, except in the proper place and in the manner prescribed by the Association for such purpose.

**D. ATTIRE**

1. Proper attire (shoes, shirt, or other covering of the top of the body) must be worn at all times in lobbies, elevators and recreation rooms.
2. **Bathing attire is forbidden in the carpeted recreation areas and in the billiard rooms.**
3. **No dripping wet bathing suits and no bare feet are permitted in lobbies, halls or elevators.**
4. Guests and visitors must change clothing in the host's Apartment or the sauna room. Exercise rooms and Common areas are not to be used for this purpose.

**E. SAFETY AND SECURITY**

1. Florida has flash storms; therefore, furnishings, plants, and other objects must be removed from balconies during any extended or even short periods of absence. **THIS IS ESPECIALLY IMPORTANT DURING HURRICANE SEASON, JUNE THROUGH NOVEMBER.** Be familiar with ALL hurricane precautions. The Condo Manager has detailed instructions for such precautions. A fee of \$50 will be charged to any owner that requires the management staff to remove their balcony furniture.
2. Be sure that the Condo Manager's office has a duplicate key to your Apartment. The key may be delivered in a sealed envelope. No owner shall alter any lock or install a new lock on any door leading into the Apartment of such owner without the prior consent of the Association. If such consent is given, the owner shall provide the Association with a duplicate key immediately after the lock has been changed. This is very important in event of emergency, such as fire or flood, and will be used only in such cases. Both Florida law and the Condominium Documents require a key be in possession of the Condo Manager's office. In case of emergency and when no key is available, the Owner will be charged for the services of a locksmith in gaining entry or even for a new door if it has to be broken down. It is recommended that new owners change their locksets.
3. If an Apartment is to be vacant, a responsible individual or owner must be designated to care for the Apartment. The name of such individual shall be furnished to the Condo Manager. As stated in (1) above, be sure to store inside any balcony furniture in case high winds develop. The main water supply must be turned off at the source, which is located at the water heater. **ALL WINDOWS MUST BE CLOSED AND LOCKED.**
4. Vandalism or careless use of our common property by the owner, his family, guests, or tenants cannot be tolerated and damages will be the responsibility of the owner. Any damage to the buildings, recreational facilities, or other common areas, or equipment caused by any owner, his guests, employees or contractors, shall be repaired at the

expense of the owner, and, if not promptly paid, a lien may be placed on the owner's apartment. Parents shall be held responsible for the actions of their children and their children's guests. An immediate report should be made to the Condo Manager in writing if such conduct is observed. Law security or suspicious actions should also be reported to the Highland Beach Police Department immediately. **CALL 911.**

5. Windows and/or sliding glass door replacements must have prior Board approval. Window treatments exposed to the outside must be white or off white. Hurricane shutters should be serviced once a year. Windows should not be opened more than 4 inches except during cleaning. If window is left in "cleaning position," the owner will be responsible for any window for frame damage caused by high winds.
6. The Association Office must be notified in advance of any major repairs that will be done in the apartments, including tiling, major plumbing, and electrical work. Any major unit improvement must be approved by the Architectural Committee prior to any work. Said decision may be overridden by the Board. All contractors must provide copies of their business license, business insurance, and town permits (if necessary). Any contractor providing an estimate for work will be allowed ½ hour to do so without providing any paperwork. Working and estimating hours will be Monday through Friday from 8 am to 4 pm.
7. Do not leave apartment doors open.
8. No resident shall use or permit to be brought into any Apartment or common storage area flammable oils or fluids, such as gasoline, kerosene, naphtha or benzene, or explosives or articles deemed hazardous to life, limb, or property. Any such item will be removed by the condo manager at the cost of the Apartment owner.
9. Ball playing, Frisbee throwing, bicycling, rollerblading, skate boarding, and similar activities are allowed on the Blacktop Area only which is the southern most bay in the upper parking area. These activities are to be under adult supervision and the Association assumes no liability in case of accident to any person or persons.
10. In case of fire, **USE THE STAIRS. DO NOT USE ELEVATORS.** Be sure to bring a flashlight.
11. Under no circumstances may the walls of any building be used for any type of ball playing.
12. All doors leading to the building, including storage areas, are to be locked at all times. If a door lock malfunctions, report must be made to the Condo Manager in writing IMMEDIATELY. **DO NOT ADMIT ANYONE WHO IS UNKNOWN TO YOU INTO THE BUILDINGS.** Apartment door openings on hall corridors must also be kept closed at all times. This is for your safety and security.
13. Combat burglary by being careful and use common sense. **KEEP YOUR SLIDING DOORS LOCKED.** To secure the doors at night, or while you're away, brace them with a wooden or metal rod laid in the trough between the sliding door and the doorframe.
14. Security guards are employed to check all persons coming to the condominium for the protection of all. They should not be challenged for requesting a guest's identification.

15. The ocean can be very angry - riptides and undertows can be prevalent without any of us knowing it. We urge caution. "**SWIM AT YOUR OWN RISK.**" Water and swimming conditions in Boca Raton can be determined by calling (561) 393-7989.
16. In any Emergency, DIAL 911. An Emergency 911 telephone is located at Building #2 Eastside between the North Pool and South Pool on upper deck.

**F. BILLIARD ROOMS**

1. Billiard rooms may be used during the hours of 9:00 A.M. to 11:00 P.M. ONLY and are to be locked when not in use.
2. No children under 18 are permitted to use the billiard rooms or the pool tables whether or not accompanied by an adult. Owners and guest must furnish their own cue sticks.
3. The pool tables should be covered after each use of the rooms and the lights turned off.
4. Owners are responsible for damage or non-compliance.
5. Under no circumstances may furniture (card tables, chairs, etc.) be removed from the billiard rooms.
6. Proper attire must be worn. No bathing suits and no bare feet.

**G. HOUSEKEEPING**

1. No articles, such as brooms, mops, towels, swim suits, wearing apparel, or bed linens are to be hung or shaken from doors, windows, balconies, or beach railings, and no such articles are to be hung or draped on balcony furniture or over the balcony railings.
2. No cooking of any kind is permitted on balconies or decks.
3. No throwing of anything from balconies, particularly cigarettes.
4. All garbage and refuse must be securely wrapped in plastic bags or secure containers before being dropped into trash chutes. This is a Health Department regulation intended to prevent insects, bugs, and offensive odors. Recyclable cans, bottles, cardboard, and newspapers must be taken to the lower parking area and put into the green or blue recyclable containers.
5. Articles belonging to Apartment residents are not to be left in lobbies, recreation areas, stairwells, halls, driveways, trash chute area, or common areas, including the storage rooms exclusive of the bins. These articles will be discarded.
6. The exterior of the Apartment and all other areas appurtenant thereto, such as all common areas and elevator lobbies, shall not be painted, decorated, or modified by any resident in any manner without the prior consent of the Association, the Board of Directors, or such approved Committee, which consent may be withheld on purely aesthetic grounds within the sole discretion of the Association.

7. No bicycles, scooters, baby carriages, or similar vehicles or toys, shoes, boots, and other personal articles shall be allowed to stand in any halls or the common areas or driveways. Bicycles should not be stored in the apartment. Bicycle racks are provided in the lower parking area.
8. All residents shall keep their Apartments in good state of preservation and cleanliness. Dirt, water, or other substance shall not be swept or thrown from the doors, balconies, or windows. Do not throw cigarettes off the balconies - this is dangerous as it could land on any Apartment below and possibly start a fire on the balcony carpeting and padded furniture.
9. No sign, notice, or advertisement shall be inscribed, exposed, or projected on or out of any window, balcony, or other part of the Apartment. American Flags, at appropriate times, are accepted.
10. Residents of Apartments shall keep and maintain any storage closet bin or area which may be assigned to such resident in a neat and sanitary condition at all times.
11. Since we all use common washer and dryer facilities, courtesy dictates that the machines and the rooms be kept clean. LINT MUST ALWAYS BE REMOVED FROM THE DRYER SCREENS AFTER USE. Under no circumstances are the dryers to be used to dry unwashed articles. Under no circumstances will Domestic help be allowed to bring other peoples' dirty laundry into Condo facilities to use the washer & dryer. Be considerate of your neighbor and remove completed laundry promptly. Residents must use the washer & dryer on their floor ONLY. **Owners are prohibited from installing washers & dryers in their apartment.**
12. Shopping carts, located in the lower lobby of each building, are provided for the use of residents. Please return them to the proper place at the lower level. **DO NOT LEAVE CARTS IN THE ELEVATORS, HALLWAYS, OR APARTMENTS.**
13. Large trucks and vans moving furniture or other large articles will not be permitted without prearrangement and approval of the Condo Manager or they will be turned away. The owner will give a Five Hundred Dollar (\$500.00) refundable deposit when moving in or out. Notice must be given 48 hours in advance. Any such moving in or out, including deliveries, is restricted to Monday through Friday between the hours of 8:30 A.M. and 3:00 P.M. (must be completed by 4:00 P.M.) No Moving On Holidays or Weekends.
14. As of April 10, 2013, housekeepers are permitted on the property on Saturdays from 8am to 12 noon.

#### **H. SAUNAS AND EXERCISE ROOMS**

1. These facilities are provided at the users own risk. It is suggested that your physician be consulted before using the saunas or exercise rooms.
2. No children under 18 are permitted to use the exercise room or sauna whether or not accompanied by an adult.
3. Operating rules of the sauna, posted near the door, must be obeyed.



## I. SWIMMING POOLS AND BEACH

1. **THE SWIMMING POOL AND RECREATIONAL AREAS ARE SOLELY FOR THE USE OF THE CONDOMINIUM RESIDENTS AND THEIR INVITED GUESTS. ANY INDIVIDUAL ADULT OR CHILD USING THE POOLS OR BEACH DOES SO AT HIS OWN RISK, AS NO LIFE GUARD IS OR WILL BE PROVIDED AT ANY TIME. SWIMMING AND THE USE OF OTHER RECREATIONAL FACILITIES SHALL BE AT THE RISK OF THOSE INVOLVED AND NOT IN ANY EVENT AT THE RISK OF THE ASSOCIATION. NO BEACH PASSES WILL BE GIVEN TO ANYONE**
2. The swimming pools are open from **DAWN TO DUSK ONLY. STRICT ADHERENCE TO THESE RULES AND REGULATIONS ARE REQUIRED AND EXPECTED. NO LIFE GUARD ON DUTY AT ANY TIME.**
3. Bathers using the pools and/or beach **MUST EXIT** and **ENTER** the buildings from the **WEST SLIDING DOORS**. All sand and tar must be removed from feet and foot covering before entering. Again, no dripping - wet bathing suits and bare feet are permitted in lobbies, halls or elevators and proper attire (shoes and shirts) must be worn in all common areas.
4. **NO SMOKING WITHIN THE ENCLOSED POOL AREAS (INSIDE FENCED AREAS) OF BOTH POOLS.**
5. **CHILDREN**
  - a. Children under 12 years of age must be supervised by an adult over the age of eighteen (18).
  - b. No children under the age of three (3) years will be permitted in the pools without the use of the New Swimmies. No diapers allowed in pool.
  - c. NO CHILDREN'S POOL PARTIES ARE PERMITTED.
6. A shower **MUST** be taken immediately before entering the pools.
7. No loud playing of music will be allowed on the upper decks, in the pool areas, or on the beach.
8. No alcoholic beverages are allowed in the pool areas. However, the drinking of non-alcoholic beverages is permitted if in unbreakable containers. All Trash must be removed from the pool and beach area and disposed of in your own building trash chutes.
9. Glass or ceramic containers of any kind, including bottles, are not permitted on the pool decks, pool areas or beach.
10. **ACTIVITIES**
  - a. No diving, running, jumping, ball playing, or horseplay allowed in or around the pools.

- b. No floats, flippers, rafts, toys and the like will be permitted in the pools except float aids that are attached to the bather's body.
- c. No boats of any kind shall be permitted in that part of the beach owned by the Association as common area.

#### 11. POOL & BEACH LOUNGES/CHAIRS

- a. Lounges and chairs are the property of Ambassadors East Condominium Association, Inc.
  - b. All lounges and chairs must be fully covered with a towel when used by persons in swimsuits.
  - c. No Lounges or Chairs may be removed from the Pool Area.
  - d. Pool lounges **may not be reserved**. You are required be present to use the chairs.
  - e. Beach lounges **may not be reserved**. You are required to be present in order to use the chairs.
  - f. Beach lounges must be returned and stacked at the dune line when you are finished using them.
  - g. No privately owned deck or beach chairs or pool equipment shall be left or stored on the beach or at the pool areas. Such equipment shall be stored in the Owner's apartment or in the Beach Chair Storage Rooms provided on the upper parking level. Any items not so removed at the end of the day will be disposed of.
  - h. No beach attendant service is provided.
12. Beach tar and sand MUST be removed upon leaving the beach and before entering the pool areas. Showers & mineral spirits for this purpose are provided at the base of each beach entrance stairways.

#### **SWIMMING POOL SAFETY**

1. *In some of the nation's sunbelts, drowning has been the leading cause of accidental death of children under 5 years old. The information below can help parents and caregivers provide young children with the protection they deserve.*
2. *Never leave a child unsupervised near a pool. During special gatherings at or near a pool, children are at risk when adults become preoccupied.*
3. *Do not allow a young child in a pool without an adult.*
4. *Do not consider a child drown proof because they have had swimming lessons. Children must be watched closely while swimming. Do not use floatation devices as a substitute for supervision.*
5. *Never leave the gate to the pool open.*
6. *Instruct your child to be considerate of others in the pool.*
7. *Instruct your child that a pool is no place for horseplay.*
8. *If a child is missing, check the pool first. Seconds count in preventing death or disability.*
9. **THERE IS NO LIFE GUARD AT THE CONDO POOLS**

10. **THERE IS NO SUBSTITUTE FOR PARENTAL SUPERVISION**

**J. RECREATION AND COMMON AREAS**

1.
  - A. Food and beverage may not be prepared or consumed in the Common Areas, except in accordance with regulations, which may be promulgated from time to time by the Association.
  - B. All users of the recreation rooms and kitchens are responsible for leaving them in a clean, sanitary, and uncluttered condition. Parties require a Two Hundred Fifty Dollar (\$250.00) refundable deposit to rent the Social Rooms. Rental of the Social Room does NOT include use of the swimming pools or saunas.
2. An Owner or Lessee, holding at least a one-year lease, in residence at the time, is permitted to use the kitchen and lounge for allowable private parties, but must register with the Condo Manager before planning to use the facilities in order to avoid conflicting dates and assign responsibility for any damage. Such party must end before midnight and provided further:
  - a. That clean-up and disposition of all food and drinks be done immediately following party's ending
  - b. That the party take place in the building in which the sponsor resides whenever possible. However, if the Social Room is unavailable in the sponsor's building, he may reserve in either of the other two buildings.
  - c. Parties may be held for any social occasion with the exception that no fundraisers, whether social or political, may be held in the Social Rooms.
  - d. Any exceptions to the foregoing rules must be approved by the Board of Directors.
  - e. No permission will be granted to non-residents for any party.
  - f. The Sponsor must make a refundable deposit of Two Hundred and Fifty Dollars (\$250.00) payable to Ambassadors East Condo and delivered to the Condo Office when reserving the Social Room. Reservations are on a first-come, first-served basis and no room will be reserved without the required accompanying deposit. The deposit will be returned following the sponsor's event provided no damage occurred to the Social Room and Kitchen Facilities and clean up has taken place. In the event that damage has occurred or clean up has not taken place, any portion of said deposit will be used by the Association to rectify the matter.
  - g. In the case of a private party, the Condo Manager or designated representative of the Board of Directors may terminate the party when inappropriate behavior, drunkenness, rowdiness, or damage to property appears probable.
  - h. When permission has been granted to a sponsor, and the required deposit has been given, the condo manager will make available a key for the kitchen no

earlier than 24 hours before the party. This key must be returned to the Condo Manager or Administrative Assistant no later than 24 hours after the party.

- i. Arrangements for banquet or bridge tables, chairs, etc., may be worked out with the Condo Manager or Administrative Assistant.
  - j. All food and drink must be removed and disposed of from the kitchen and refrigerator no later than 24 hours after a party.
  - k. The Board of Directors and/or the Association shall be held harmless and not responsible for the event or for disposal of any items left in the Social Room or Kitchen.
  - l. That under no circumstances will a nonresident be granted permission to sponsor a party.
3. Condo group activities are sponsored by the Ambassadors East Social Committee. Regularly scheduled events such as bingo, duplicate bridge, movies, arts and crafts, water aerobics, holiday parties, etc. are arranged by the Social Committee. Anyone wishing to sponsor a group event must have the prior sanctioning of the Board of Directors through the Chairperson of the Social Committee.

Equipment and supplies purchased by the Social Committee shall be used for condominium sponsored events only and are not to be made available for any private party.

Any contributions or profits generated by the Social Committee will be used for condominium activities only and will be kept in a separate bank account. The Social Committee is responsible to the Board of Directors.

4. No grilling of food is permitted on balconies. Barbeque grills and tables are available to all. Clean up and take bagged garbage with you to be disposed of in trash chute.
5. No plants, personal furniture, or other articles are to be added to the lounge area without permission of the Board of Directors.
6. Furniture in the recreation and common areas is not to be removed at any time.

#### **K. ELEVATORS**

1. The elevators are very costly to operate and maintain. They should not be used for amusement by children or immature persons. This type of thoughtless action at a time of extreme emergency could mean the difference between life and death.
2. In case of fire, **DO NOT USE ELEVATORS**. Use the stairs and **BE SURE TO CARRY A FLASHLIGHT**.
3. Florida State Law prohibits smoking in elevators and all common areas.
4. An emergency button is located on the operating panel in each elevator.

5. **DO NOT LEAVE SHOPPING CARTS IN ELEVATORS OR COMMON AREAS.**  
Return them to the Lower Parking Lobby immediately after use.

**L. VEHICLES AND PARKING ON CONDO PROPERTY**

1. All parking of automobiles, whether in the lower or upper parking areas, must be **“Head-in Parking Only.” Violators will be Towed Without Notice.**
2. A speed limit of 5 M.P.H. must be observed in the lower and upper parking areas and on the access road and ramps leading thereto. The access road in front of all buildings is one-way south.
3. As a safety precaution, when entering or leaving the lower parking area, car lights should be turned on to provide additional visibility and an extra protection to both yourself and people walking in the area.
4. No vehicle belonging to a resident or to a member of the family or guest, tenant, or employee of a resident shall be parked in such manner as to impede or prevent ready access to another resident's parking space.
5. The residents, their employees, servants, agents, visitors, lessees, and the resident's family will obey all the parking regulations.
6. Vehicles that cannot operate under their own power shall not be permitted within the condominium property for more than twenty-four (24) hours.
7. No repair of vehicles shall be made within the Condominium Property (including oil changes).
8. No boats, motorcycles, trailers, recreational vehicles, or other vehicles or objects of any kind type or description shall be placed in or around the parking or common areas.
9. **Passenger vans with second and third row seats and no lettering on vehicle will be allowed to park in assigned spaces.**
10. **Pickup trucks & work vans must park on the black-top area South of Building #1.**
11. Handicapped vehicles spaces have been provided for and are only used by displaying handicapped plates or hanging of authorized handicapped card on the windshield mirror or dashboard. It must be visible. Ticketing will be done by Highland Beach Police.
12. **All vehicles on Condo property must be registered and Insured at all times.**
13. A car rinse area is provided for the convenience of residents. It is restricted to quick rinse only – no waxing, soaping, polishing, wiping or drying is permitted.
14. Numbered parking spaces are assigned for owners or leaseholders only. Parking space assignments cannot be changed. Each Apartment has an assigned parking space for one automobile. If a second auto is in use, it must be parked on the South end of Building #1. Do not park in a numbered space of another unit owner unless

permission is given and recorded in the Condo Office. Vehicles parked in another Owner's spot (without written permission) will be towed without notice.

15. Parking regulations are in effect 7 days a week 24 hours a day.
16. **IF PARKING REGULATIONS ARE IGNORED, TOWING OF THE VEHICLE BY A BOARD MEMBER OR THE CONDO MANAGER WILL RESULT. VEHICLE OWNER WILL PAY FOR THE TOWING.**
17. Guest spaces are provided and are not to be used by service employees.
18. Guest spaces between Bld. #2 and Bld. #3 are for daily visitors only to include weekends. Owners and Leaseholders may not park in these spaces. No overnight parking is allowed. Violators are subject to being towed at their own expense.
19. Residents shall not cause or permit the blowing of any horn from any vehicle of which his guests or family shall be occupants, approaching or upon any of the driveways or parking areas serving the Condominium property.
20. All automobiles must display AE condo stickers, passes from the Condo office or the Gate Keeper and must be displayed on Mirror or Dashboard.
21. Do not park on the drive; this is for Commercial Vehicles only.
22. Leaking oil from a vehicle must be repaired at once. Owner will pay for the cleaning and damages to the drive or parking space.
23. **NO ONE GETS A BEACH PASS.** Except for prearranged handicap passes by Board of Directors

#### **M. GENERAL**

1. Owners are responsible for the actions of their children, lessees, visitors, and guests at all times. Please direct their attention to these Rules and Regulations and require them to observe them.  
**BE A GOOD EXAMPLE - FOLLOW THESE RULES YOURSELF.**
2. Violations of Rules should be brought to the attention of the Condo Manager in writing.
3. Additional Rules and Regulations contained in the Condominium Documents apply with equal effect to the above rules.
4. Copies of these Rules are available from the Condo Manager or Board of Directors.
5. **Any structural or construction changes to an apartment will require Board approval.** Appropriate forms are available in Association Office.
6. The walkways, entrances, halls, corridors, stairways and roads shall not be obstructed or used for any purpose other than ingress to and egress from the from the units.

7. No awnings, window guards, light reflective materials, fans, or air conditioning devices shall be used in or about the Apartment except as shall have been approved by the Association, which approval may be withheld on purely aesthetic grounds within the sole discretion of the Association. All glass and screening replacements must be of original color and quality. Window treatments exposed to the outside must be white or off white. Hurricane shutters must be pre-approved by the Association.
8. Water closets, toilets, and other water apparatus in the building shall not be used for any purposes other than those for which they were constructed. Any damage resulting from misuse of any water closets, toilets, or other apparatus shall be paid for by the Owner in whose apartment it shall have been caused or originated.
9. **No resident shall request or cause any employee of the Association to do any private work in their Apartment.** The Condo Manager is responsible for the activities of employees during regular working hours.
10. Under no circumstances will solicitations, charitable, religious, political, or commercial be permitted anywhere on the premises.
12. No radio or television aerial or antenna shall be attached to or hung from the exterior of the apartments or the roofs thereon.
13. No washing machines or dryers may be installed in the units.
14. Taken from Item No. XV1 of the Declaration of Condominium Par A.6: The responsibility of the Apartment owner is not to impede the irrevocable right of the Association or any agent of the Board to have access to each Apartment from time to time during reasonable hours as may be necessary for maintenance, inspection, repair, replacement of any common element therein, or for making emergency repairs necessary to prevent damage to the common element or to another Apartment or Apartments. **Except in case of emergency, entry will be made by prearrangement by the Condo Manager. Owners who are not in residence may appoint an agent to be contacted before entry into their Apartment.**
15. All Owners, in fact, all Residents, have a real interest in seeing that our Rules and Regulations are adhered to. They should not hesitate to correct or caution those who break these Rules. All complaints shall be made to the Condo Manager in writing, and in every instance the complainant shall identify himself. The complaint will be made a part of the owners file.
16. No pets of any kind shall be allowed on the premises.
17. No smoking permitted in common areas including the pool areas. Smoking will be permitted North of the North pool gate and South of the South pool gate by the grill areas.

18.
  - A. All damage to the Apartments caused by the moving or carrying of any article therein shall be paid by the owner responsible for the presence of such article.
  - B. Moving in or out is only permitted Monday thru Friday from 8:00 a.m. to 3:00 p.m. Association office must be notified forty-eight (48) hours in advance with the name and phone number of the moving company and size of moving truck. Proper paperwork from the moving company must be submitted to the office prior to any moving. If owner/leaseholder will be moving themselves, a \$500 refundable deposit prior to moving in or out is required to off set any damage or cleaning costs caused by move.
19. AFTER OFFICE HOURS, WEEKENDS, & HOLIDAYS – No deliveries or service people/workmen allowed except for emergencies. An emergency repair **MUST** be approved by Management or a Board member in the Manager’s absence. If repair is not possible and an emergent replacement is necessary, residents have the option of paying \$50 per hour (minimum 3 hours) for an AE employee to pad the elevators and monitor AE common areas during the duration of replacement service. Emergencies shall be defined as incidents that will cause a danger to occupants or damage to property if not remedied in a timely manner. Examples include leaking plumbing which cannot be turned off, failed refrigeration, and failed air conditioning. In the future, when a water heater is replaced, it must be installed with separate cold and hot water valves.
20. The roof areas are restricted to essential building service personnel and authorized professional inspectors and repairmen.
21. Common area thermostats are controlled by the Manager only.
22. A local (561) telephone number must be used to admit guests via the Directory Telephone in the lobby.
23. Pre-Bid Meetings - Contractor bids that entail monies over \$50,000 shall have a “pre-bid meeting” on the same date with all participating contractors. This is to ensure that all contractors understand exactly what they are bidding on.
24. Contract Changes – If any modification to a contract is needed after work has commenced, the Manager will notify all Board members immediately of said changes and the reasons for the modifications.
25. Committee Expenditures – Any committee that involves money issues such as Bingo, Social/Entertainment, etc., shall maintain an accounting of each event and within 15 days of said event; and present an accounting with receipts to the Treasurer of the Board who in turn will convey the results to the Board of Directors. The Committee shall also maintain a copy of the accounting for their records. The Chairperson and Treasurer of any Committee shall not be related to each other; and are the only members permitted to sign checks on behalf of said Committee.
26. These Rules and Regulations may be modified, added to, or repealed at any time by the Board of Directors, and any consent or approval given by them may be revoked at any time.



27. And finally, as recorded in the Palm Beach County Clerk's Office, it is provided that each Apartment Owner shall comply with the Act and all of the Condominium Documents as they may exist from time to time. Failure to do so shall subject the violator to appear before the Board or a Committee thereof, a possible fine may be levied and shall entitle the Association to recover any sums due for damages or injunctive relief, or both, and the Association shall be entitled to recover costs and reasonable attorney's fees.

As reviewed and formally

Approved by the Board of Directors

June 1, 2006

Revised September 10, 2008 (E16)

Revised November 12, 2008 (G11)

Revised January 14, 2009 (C7)

Revised July 22, 2009 (C7)

Revised February 9, 2011 (E6)

Revised March 9 & 31, 2011 (L2, L18, M17, and M19)

Revised April 13, 2011 (E6)

Revised April 21, 2011 (grammatical changes made, E16 deleted [insurance], & C7 updated from passed Amendment in Feb. 2010)

Revised May 11, 2011 (E5 and addition of M23, M24, and M25)

Revised May 9, 2012 (Inserted updated section I with addition of items 4 and 11)

Revised April 10, 2013 (Added G.14, Housekeepers allowed on Saturdays, 8am-12noon).