LAKE HARBOUR TOWERS SOUTH

Condominium Association, Inc.

301 Lakeshore Drive Lake Park, florida 33403

BOARD OF ADMINISTRATION

Rules and information 2017

When you receive 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 Artices of Incorporation, and its By-Laws. Your Board of Administration is authorized by those same Articles to issue House Rules.

Please remember, **Owners are responsible for their guests**. To avoid possible misunderstandings, please read the following carefully and be sure to explain these rules to your guests, children and lessees.

1. **ELEVATOR - ABSOLUTELY NO SMOKING IN THE ELEVATORS**

The West elevator is to be used for transporting/moving furniture, appliances and bulky items. You must use wall pads and floorboards. Contact a Board member for the Maintenance Person to get the pads and boards put in. (24 hrs notice is appreciated). It is your responsibility to have the board and pads removed and secured after use. These pads and boards cost considerable money to replace. We don't want them taken because they are left unattended. If an elevator fails to work, press the alarm button firmly. If no response, call Police at 911. For all other non-emergencies, call the Sheriff's office at 688-3400. Do not let children play in or operate the elevators alone. **DO NOT KEEP THE ELEVATOR DOORS OPEN MORE THAN NECESSARY!!! THERE IS A KEY AVAILABLE TO HOLD THE DOORS IN THE OPEN POSITION WHILE LOADING AND UNLOADING;** see a Board member for the key.

2. **DOLLY**

There are two (2) dollies available for moving luggage, furniture and other heavy objects. They are located in the maintenance room. **PLEASE RETURN THEM IMMEDIATELY AFTER USE.** If the door is locked, ask the Maintenance personal or a member of the Board for access.

3. **MAILROOM**

Notes for bulletin board are to be put in the Secretary's mail box and posted by the Condominium Secretary. The whiteboard is used for condo notices only. The call for Board and Member meetings will be placed inside the glass case.

IMPORTANT: Maintenance and insurance payments (combined in one check) made out to "Lake Harbour Towers South Condominium, Association" must be mailed directly to:

- Lake Harbour Towers South Condominium
- 301 Lakeshore Drive
- Lake Park, Florida 33403

Residents may deposit their payments in the Secretary's box in the mailroom in lieu of mailing.

For inquiries on billing or to make changes, please call the Treasurer Gina Bunts 818-853-2460.

4. **WASTE and RUBBISH**

Place food waste in your kitchen disposal whenever possible and in accordance with your disposal instruction booklet. Do not pour fats/oils down your sink. Trash, newspaper and recycling dumpsters are located in the South corner of the Condominium property; recycle as follows:

BLUE BINS: Newspaper and inserts

YELLOW BINS: Aluminum cans, aluminum pie plates, aluminum foil, drink boxes, glass bottles and jars (clear, green brown) milk and juice cartons, plastic containers (no Styrofoam).

NO PLASTIC BAGS OF ANY KIND (INCLUDING PUBLIX BAGS) ARE TO BE PLACE DIN THE YELLOW, BROWN BLUEBINS OR THE WHITE DUMPSTER.

BROWN BINS: Phonebooks, paper bags, Correspondence, greeting cards, beer and soft drink boxes, freezer containers, magazines, catalogs, flyers, gift boxes and tissue boxes.

GREEN DUMPSTER: Place all other trash (except flattened cardboard and large bulky items) which is to be tied or sealed in a bag or container in the Green Dumpster.

WHITE DUMPSTER: (near recycling bins) **ALL CARTONS AND BOSES MUST BE CUT UP OR FLATTENED BEFORE DISCARDING IT IN THE CARDBOARD ONLY "DUMPSTER"**

5. **DISPOSAL OF BULKY ITEMS:** (Appliances, furniture, plumbing fixtures, etc). If you are replacing such items, it is preferable that the store delivering the replacement takes the discarded item away. If the sore will not take the item:
Any wall finishes such as paint, wallpaper or ceramic tile.
Any electric fixtures, appliances, air conditioners, water heaters or built-in cabinets
Any personal property.

A. Prior to disposing of bulky items call the **Town of Lake Park Public Works @ 881-3345** to request pickup of a large item. You will be asked for your name, address, unit number and the type and number of items to be picked up.

B. **THURSDAY** is the only day that large trash is picked up. Call the Public works Department Prior to Thursday pickup. Please put large items out after 4:00PM on Wednesday or before 7:00AM on Thursday. (A $25.00 charge will be incurred if items are put out on the wrong day). Items are to be placed on the swale on the south side of the south entrance. **DO NOT PLACE BULKY ITEMS IN THE DUMPSTER!**

C. If disposing of a refrigerator it is advised by the Town of Lake Park that the door be removed. If this is not possible, tape the door securely with duct tape or strong rope and place refrigerator door side down.

D. The first piece of bulky trash removed is **FREE**; each additional piece is $5.00.

6. **GARBAGE CHUTE** GARBAGE **MUST BE IN SECURELY TIED BAGS**, Fire regulations require chute doors to be tightly closed; these are fire doors.

DO NOT BLOCK THE CHUTE BY OVERSTUFFING I TWITH LARGE BAGS OF TRASH OF DAMAGE THE CHUTE WITH CONSTRUCTION DEBRIS. If the bag doesn't fit through the trash chute door easily, it's too big. Take it to the dumpster.

IT IS YOUR RESPONSIB ILITY TO FOLLOW THESE GUIDELINES

7. **MOVING/MAINTENANCE/ALTERATIONS/IMPROVEMENTS**

Unit owners wishing to maintain, alter, or improve their units should refer to the Declaration of the Condominium, Article VI, Sec 2,3. Only licensed and insured contractors are allowed when making additions or improvements to a unit. Please be sure to obtain permits where required. Roof access through the 8th floor ceiling for installation of AC units must be approved by the Board. Cranes are a recommended method.

8. **FLOORING/TILE/SOUNDPROOFING**

Any association member who desires to install any type of hard surface flooring other than wall-to-wall carpeting including but not limited to ceramic tile, parquet, marble etc, shall install a sound barrier of at least ¼ (one quarter) cork, or similar acceptable soundproofing material, beneath all flooring to be installed. A copy of the invoice or a statement that such is being used is not sufficient. Contact a Board member to inspect the material being installed prior to the installation and submit a sample. Any association member who does not install soundproofing will be directed to remove the flooring and install proper soundproofing following the violation notice. **NOTE THAT REMOVAL AND REPLACEMENT WILL BE AT THE UNIT OWNER'S EXPENSE.**

9. **NOISE**

To be courteous to your neighbors, please keep noise to a minimum at all times. If radios and TV's can be heard outside your condo, they are too loud. When visitors are leaving, please keep voices down. Renovation projects are permitted Monday through Friday 8:00AM to 5:00PM and Saturday 9:00AM to 5:00PM.

10. **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 and or stairways or out of windows. No clothes lines are to be placed on balconies. No towels should be left unattended on the pool deck to dry. Nothing shall be thrown from and or hung over railways on the walkways.

11. **FIRE** In case of fire, leave your unit and pull the fire alarm, then call 911.

12. ENTRANCES AND HALLWAYS

The West Palm Beach Fire Department has advised that **ALL HALLWAYS AND ENTRANCE AISLES THAT PROVIDE ACCESS TO UNITS MUST BE KEPT CLEAR OF ALL OBJECTS** such as plants, statues, chairs bicycles etc. Access doors to all stairways must be closed securely after every use. No storage of personal items allowed in towers and landings. It is each unit owner's responsibility to maintain the entryway carpet to their unit.

BIKES ARE NOT ALLOWED on emergency stair landings or in entryway units. In north and south towers on the ground floor, bikes may be placed under the stairway (at your own risk) and may not extend beyond the bottom step.

13. **SMOKING**

Smoking is not permitted in areas where NO **SMOKING SIGNS ARE POSTED.**

14. **PETS**

No pets are permitted other than birds, such as canaries or parakeets (but no Myna birds or Parrots) and fish such as gold fish and tropical varieties. **THIS APPLIES TO LESSEES AND GUESTS AS WELL AS OWNER.**

Service animals as well as companion animals **MAY BE APPROVED BY THE BOARD WITH PROPER DOCUMENTATION.**

15. **CAR WASHING**

There is a standard faucet and hose to wash cars along the southwest hedge. Cars may be washed between the hours of 8:00AM and 8:00PM unless there is a local water restriction in force. Please turn off the water at the main valve, return the hose to the hanger and leave the area clean after use.

16. **PARKING**

No campers, motorcycles, pickup trucks or any type of truck, boat trailers or any other vehicles other than conventional passenger automobiles shall be permitted to park in the covered parking areas or other areas of the common elements. Van and SUVs which are passenger (not commercial) vehicles are considered passenger automobiles if they do not exceed twenty (20) feet and they must have windows on four sides, and at least two rows of seats. **Service vehicles** must park near the building as marked and should not be left overnight, nor are they allowed to be parked on the property after 6 pm. You must notify someone on the parking committee or the vehicle may be given a warning or towed.

A. Each dwelling unit owner shall park **ONLY IN THEIR ASSIGNED PARKING SPAVE OR ANY COMMON PARKING AREA NOT RESEREVED FOR SERVICE VHEICLES. DO NOT BACK INTO PARKING SPACES.** Do not park one car behind another car in any assigned parking spaces.

B. Guests may park only in designated guest areas. Please notify the Parking Committee if your guests will have vehicles on the property for more than three (3) days. Only compact cars may park in the south area facing the Marina and in the southwest area facing Lake Shore Drive (Ref. declaration Article XI, Section F, Exhibit 1 (as amended) for specifics on conventional passenger vehicles.

C. If a resident gives temporary permission for the use of their parking space, this must be put in writing and filed with the Secretary. A spare key must be left with the unit owner holding your apartment key in case the car must be moved for any reason. **IMPORTANT: ALL CARS MUST BE LEFT IN A SAFE AND OPERABLE CONDITION AND LEGALLY REGISTERED.**

D. **ANY VEHICLE ILLEGALLY OARKED WILL BE GIVEN A TWENTYFOUR (24) HOUR WARNING. AFTER THAT THE VEHICLE WILL BE TOWED AT THE OWENERS EXPENSE. THIS PERTAINS TO OWNERS/RENTERS/LESSEES AMD GUESTS.**

17. **POOL**

The pool is for the use of the owners and the lessees and their guests. Everyone must rinse off in the shower before entering the pool – exceptions. Please be sure to shut off the shower completely after use**. NO DIAPER AGE CHILDREN ARE ALLOWED IN THE POOL – NO EXCEPTIONS. CHILDREN UNDER AGE TWELVE (12) YEARS OF AGE MUST BE ACCOMPANIED BY AN ADULT…** no floats, etc are allowed in or near the pool. **NO DIVING OR JUMPING FROM THE EDGE OF TH E POOL.** Undue noise is not allowed. No glass containers allowed in the pool area. Place litter in the proper containers. Protect all chairs with coverings. If lotions are used, hot shower them off before entering the pool. Please do not use soap in the shower by the pool. If you move chairs, please replace them where they belong. Under Florida Law, chairs must be at least four (4) feet away from the pools edge. Pool is heated during the winter months. **POOL HOURS ARE FROM DAWN TO DUSK.**

18. **SHUFFLEBOARD** Sticks and pucks are in the closet opposite 2nd floor elevators.

19. **GAS BABECUE**

If you need a supply of gas to operate the Barbeque grill, contact a Board member for permission to purchase a canister of gas. Submit the bill to the treasurer for reimbursement. After use of the grill, please turn it completely off and clean it thoroughly. Please replace the weatherproof cover but **PLEASE MAKE SURE THE GRILL HAS COOLED DOWN FIRST.** Place litter in proper containers.

20. **SALE/LEASE**

The Board of Administration must approve the sale or lease of all units. The prospective buyer or lessee must complete an occupancy application accompanied by a signed contract and be met by the Screening committee within a reasonable period of time (approximately 30 days). A non-refundable fee of one hundred dollars ($100.00) per name will be submitted with the application. No buyer or lessee will be allowed to occupy the premises until the board of Administration has approved the sale/lease of the unit. This includes all lease renewals.

NO UNIT SHALL BE RENTED OR LEASED UNTIL THE OWNER HAS OWNED OR OCCUPIED THE UNIT FOR ONE YEAR. No unit shall be leased or rented for a period of less than sic (6) months. Should the lessee move out before the expiration date of the contract, unit owner of said rented or leased unit will be unable to return for occupancy of the unit until the contract termination date. No unit shall be leased or rented more than once in a twelve (12) month period. **NO "FOR SALE "OR "FOR RENT" SIGNS SHALL BE POSTED IN WINDOWS OR ON DOORS OF UNITS**

21. **GUESTS**

Only the immediate members of the owner's family consisting of mother, father, children, grandchildren, brothers or sisters may occupy a unit in the absence of the owner. This is allowed only after the owner has advised the Board in writing of the owner's permission and assures the Board that all family member will comply with these rules and regulations.

Guests who are not immediate family members may occupy a dwelling unit only when accompanied by the unit owner, or shall have been approved by the Board one week prior to occupancy (Reference, Declaration, Article XI, Section K,b.

Visiting children must be under the supervision for their host family. Owners will be responsible for the conduct of the children visiting them and will not permit such children to run or play on the stairways, lobby, walkways, utility rooms or elevators and are expected to obey all pool rules.

22. **HURRICANE SHUTTERS**

Any unit owner wishing to install or change hurricane shutters must abide by the Resolution of the Board of Administration dated January 31, 1995. This Resolution specified color and type of shutter. See the Secretary for further information.

23. **HURRICANE/VACATION PREPARATIONS**

It is the responsibility of owners to see that their apartment is secure when leaving for any length of time. All outdoor furniture, or movable objects must be placed inside the unit.
IMPORTANT: WATER MUST BE TURNED OFF IN THE UNIT

KEYS FOR THE UNIT AND CAR(S) must be left with someone in the building and the Secretary should be notified ***IN WRITING*** of the unit owner holding the keys.
IMPORTANT: SECRETARY AND KEY HOLDER MUST ALSO BE NOTIFIED IN WRITING WHERE YOU MAY BE CONTACTED IN CASE OF AN EMERGENCY.

24. **SOLICITATION**

There shall be no solicitation by any person(s) anywhere in the building for any cause, including charities. A unit owner may disperse literature pertaining to a bona fide charitable organization.

25. **VANDALISM**

If you see anything or anyone of suspicious nature or note odd unusual or out-of –the-ordinary occurrences around the building, all the **PALM BEACH COUNTY SHERIFF'S DEPARTMENT** @ 688-3400 at once. Call 911 for **LIFE THREATENING EMERGENCIES ONLY.**

26. **CONDOMINIUM INSURANCE**

The Condominium Insurance includes the following:

E. Condominium Hazard Insurance includes:
All Common elements and all bare structural components of each unit.

F. Condominium Hazard Insurance does not include:
Any floor finishes such as carpet, tile, vinyl or wood
Any ceiling finishes such as paint or sprayed finishes
Any electrical fixtures, appliances, air conditioner, water heaters or built in cabinets
Any damage done to floor coverings or wall and ceiling finishes caused by water back-up in sewers or drains
Any personal property

Condominium Flood Insurance includes all of the above except personal property.

Condominium Owner's (Homeowners) Insurance should include

- All windows
- All floor finishes
- All ceiling finishes
- All wall finishes
- All electrical fixtures, appliances, air conditioners, water heaters and built in cabinets
- All personal property such as clothing and furniture

GATE SYSTEM:

In 1999, a gate system was installed. Each unit owner was given two (2) remotes. Each Owner is asked to take care of these and keep them in their possession. There is a charge of $200.00 to replace the remote. They are for owners' personal use and for security.

It is important that you **EXIT** at the **NORTH GATE** and **ENTER** at the **SOUTH RESIDENTS GATE.** Presently the gates are open from 7:00am to 10:00am on weekdays and closed all day on Saturday and Sunday.

As soon as you have your phone number, please contact **Joe Talafous @ 937-657-6337** to have your name placed on the gate rolodex.

VISITOR ENTRY

Visitors cannot use cell phones to let you know they are at the gate for entry or exit because they will not work on the system. They must use the Rolodex System in the call boxes.

1. A visitor will drive up to the Visitor's gate call box
2. They will scroll through the names and press the appropriate four (4) digit code into the pad on the panel
3. The phone in the condo will ring
4. If it is someone you know and want to enter, press 9 on your phone (you will hear a beeping) and hang up
5. If it is someone you do not know or do not want to enter, just hang up **DO NOT PRESS 9**

PLEASE DO NOT LET JUST ANYONE IN …IF YOU DO NOT KNOW THE PERSON, DO NOT LET THEM IN.

ACCESS TO UNITS

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

RULES REGULATIONS- FINES

Per Florida Statue, the Association has the authority to fine unit owners/Lessees for violations of its rules and regulations. Fines may be levied up to $100 per offense, up to a maximum of $1000 for continuing violations. Violators will be given 14 days 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 Administrations has the final authority to make the levy.

For more information please visit our website at LHTS.US