

# **RULES & REGULATIONS**

The Pines of Boca Lago Condominium Association, Inc.

## **1. Obstructing and Cluttering of Common Elements**

Sidewalks, stairways, fire extinguishers, landings, which are a part of the Common Elements or Limited Common Elements, shall not be obstructed in any way or manner whatsoever and shall be used exclusively for ingress to or egress from the units.

- a. Children shall not be permitted to play on said sidewalks, stairways, landings, walkways, roadways or parking areas situated upon the Common or Limited Common Elements of the Condominium area.
- b. No sunbathing shall be permitted in front of units. No chairs or lounges are to be used in front of units, nor shall any objects of personal property be left or stored outside of units on the Common Elements.
- c. Decoration of any nature are not permitted on the exterior walls or at any window or balcony if, in the opinion of the Condominium Association, said property would create an unsightly appearance.
- d. Ball playing and Frisbees are not permitted in any area of the Pines.

## **2. Cleanliness, Sanitation, Trash and Garbage Disposal**

- a. No dirt or other substances or material shall be swept or thrown into or onto any stairways, corridors, or landings which are part of the Common Elements. No towels, apparel, rugs, mats, bedding or other items shall be shaken or hung from any window, door or balcony or exposed on porches or patios.
- b. All trash, refuse and garbage from the units shall be placed in plastic bags and deposited in the large blue bins intended for such purposes. No litter such as food, wrappers, containers, papers, cigarette butts, cans, bottles or any such trash shall be disposed of, placed or left anywhere upon the Common Elements, except in

receptacles, provided for such, by the Association. Cartons are to be folded flat and placed inside dumpsters within enclosures.

c. Please recycle all plastic, aluminum cans, newspapers and glass in the small blue and yellow bins within the enclosures.

d. Pest Control - We offer a monthly outside service for live infestation; for inside - call Maintenance for appointment at 483-0227.

### **3. Disturbing Noises, Sound and Musical Equipment, Hard Floors, Alarm Systems, Storage, and Unit Installations**

a. No disturbing noises, either within the units or in or on the Common Elements, which would interfere with the rights, comforts or convenience of Unit Owners, shall be permitted.

b. Under the above direction, no unit owner shall play any musical instrument, phonograph, television, radio or sound amplifier, in such a manner as to disturb or annoy the occupants of other condominium units. All parties shall lower the volume to a minimum between the hours of 11:00 PM and 8:00 AM.

c. The Board will allow hard surface floors, such as tile, terrazzo or wood, to be installed in second floor apartments in any area, **except bedrooms**. Board permission will be required prior to beginning the installation and certain specifications and documentations will have to be met, such as a soundproofing application of Lacrete and foam pad, as an underlayment to any hard surface installation. Any other similar underlayment material would have to be reviewed by the Board of Directors. Also, a recording of hold harmless statements releasing the Association from any liability resulting from such installation will be required.

d. No unit owner shall install any alarm system or other sounding device on or about the premises unless such system is equipped with a cutoff device which will cause the alarm system to discontinue operating after 15 minutes. No antenna of any nature may be installed or hung outside any unit. Any alarm box outside building must be painted color of building.

- e. Without the prior permission of the Condominium Association, no contractor or workman employed by a Unit Owner shall be permitted to do any work in any unit (except for emergency repairs) between the hours of 6:00 PM and 8:00 AM, or on Sunday or legal holidays if such work is likely to disturb other Unit Owners.
- f. No flammable oil or fluid, such as gasoline, kerosene, naphtha or benzene or explosives, fireworks or articles extra-hazardous to life, limb or property shall be used or brought into any unit or stored anywhere on the Common Elements without, in each case, obtaining the prior consent of the Condominium Association.
- g. The toilets, sinks, garbage disposal units, baths, showers and other water apparatus within the units shall not be used for any purpose other than that for which intended, and no sweepings, rubbish, rags or any other improper articles shall be deposited into the same. Any damage to the Common Elements resulting from misuse thereof shall be borne by the Unit Owner of the unit where the misuse occurred.
- h. All appliances and electrical equipment of any kind installed or used in a unit shall comply with all rules, requirements, regulations, and recommendations of all public authorities and boards of fire underwriters having jurisdiction.

#### **4. Use of Automobiles, Parking and Traffic Regulations**

- a. All parking regulations and traffic regulations from time to time posted by the Condominium Association shall be obeyed.
- b. The speed limit of 20 miles per hour (MPH) must be obeyed.
- c. Overnight parking on streets, grass, private access roads or otherwise obstructing traffic is prohibited. No trucks are allowed before 7AM or after 6PM on weekdays. Trucks are not allowed on Sundays or on Holidays. Check with Security for emergency access requests.
- d. Unit Owners will park their car in their own parking lot space and have visitors also park in Guest spaces in the lot. If there is no space available for guests, they may park on the street with no wheels on the grass or in a guest space in another lot. When parking on the street, only one side of the road can be used. Emergency vehicles need

access to the Pines at all times. There is NO parking on the grass at Boca Lago at any time.

e. No vehicle horn shall be blown upon the Condominium property except for the purpose of preventing an accident.

f. Each resident vehicle must have the Pines transponder on the left (driver's side) upper section of the windshield. Passes may be provided by the Guard House for a resident's guest(s). Unit Owners may obtain a Boca Lago transponder by presenting the car registration and driver's license to the management office Mon. - Fri. 8:30 AM to 11:45 AM and 2:00 PM to 4:00 PM. Renters may obtain a transponder for \$25.00. There is a limit of 2 cars per unit.

g. The security guard will not admit unidentified vehicles unless the resident enters the names of permanent or temporary visitors in the DwellingLive application on their computer or calls the Guard House (483-4702) and gives the security officer the name(s) of expected visitors. Permanent guest listings must be made in DwellingLive by the unit resident. Temporary guests may be entered in DwellingLive by the resident or called in. For security reasons, even though a guest is listed in DwellingLive, the security officer may call the unit to announce the visitor.

h. The use of parking areas, including driveways and carports, shall be limited to the parking of conventional passenger vehicles only. Specifically excluded are trailers, mobile homes, campers, boats, mopeds, motorcycles, or other motorized two-wheeled vehicles, unserviceable vehicles, golf carts, commercial vehicles and other vehicles or trucks of any form which, in the opinion of the Condominium Association, shall not conform to the spirit and intention of this regulation. Unit owners may not cover cars with tarps for storage.

i. Each unit owner may park no more than two cars.

j. The foregoing shall not apply to temporary guest vehicles, vehicles parked while in the course of making deliveries, or vehicles, doing any work on or about the premises.

## **5. Plantings by Unit Owners**

If any Unit Owner desires to plant, at his/her own cost and expense, any additional trees, shrubs or plants outside his/her own unit upon any portion of the Common Elements or Limited Common Elements, the Unit Owner may do so only with the prior written consent of the Condominium Association and in accordance with such standards as the Condominium Association shall specify. If the Condominium Association permits any such plantings pursuant to the previous sentence of this paragraph, the Condominium Association will not be responsible to replace any such plantings. Such plantings and maintenance thereof shall be at the risk and cost of the condominium owner.

## **6. Passkey Must Be Left with Condominium Association by Unit Owner**

- a. The Condominium Association shall retain a passkey to each unit so that access thereto can be obtained in case of emergencies. No unit owner shall alter any lock or install a new lock on any door leading into his/her unit without the consent of the Condominium Association. If such consent is given, the Unit Owner shall provide the Condominium Association with a key for such lock.
- b. Unit Owners may not install locks on doors of any Common Element closets or rooms, i.e., storage rooms under apartment building staircases and first floor landings. Keys for vehicles left in parking lots by absent owners must be left with Management so they may be moved in case of emergencies.

## **7. Pets, Dogs, Cats, As Per Declaration of Condominium, Page 48, Article 14C**

- a. No pets will be permitted nor is owner to permit or authorize guests, invitees, or lessees to keep pets in units.
- b. No pets shall be permitted at any time upon any portion of the Common Elements.

c. Service dogs approved through our legal process, will follow the Pet Rules established by the Board of Directors. The Rules are available from the Management office.

**8. Sales or Leases of Units**

a. No unit may be rented without the sanction of the board and notification of the Management office. All applicants for a sale or a rental will be screened by the Board of Directors for approval and a \$100.00 fee paid with each rental or sale to The Pines Association for administrative and screening. Each application shall require that all tenants agree to comply with all of The Rules and Regulations of The Pines of Boca Lago during the term of Occupancy. All applicants for purchase must be 55 years or older or living with an occupant who is 55 years old or older.

b. Each Unit shall be owned by a single family (one adult and/or spouse or one single adult.) Units may not be purchased by Partnerships, Multi-Ownerships or Corporations (except Partnerships consisting of husband and wife.) No separate part of a Unit may be rented. No unit may be rented more than once in any twelve consecutive month period from the date of the inception of the lease.

c. No unit or lot may be rented or leased until the expiration of 365 days from the date the unit owner takes title of the unit. No unit shall be rented to any family under 55 years of age.

d. Sufficient advance notice is required to permit an investigation (30 days, if possible).

e. In the event that any owner of any unit shall rent such unit without the prior permission of the Condominium Association, they shall be levied a charge of \$25.00 per day for each day of such unauthorized period of leasing.

f. No unit shall be owned or rented to any family with pets without going through the legal process. There shall be only one family in any rental unit.

9. There shall be no solicitation by a person anywhere in the Pines Condominium area for any business, cause, charity, or any purpose whatsoever.

10. There shall be no swimming or boating on any lake or pond of the Condominium Property.

11. Tops must be worn at all times in the Common Elements areas except at swimming pools when in proper swimming attire.

12. No employee of the Condominium Association or of the Condominium Manager shall be requested or required by any unit owner to perform any personal service for any unit owner not in the line of duties prescribed for such employee by the Condominium Association or the Condominium Manager during his/her working hours.

13. A house guest is not considered a tenant provided that the unit owner is actually occupying his/her unit and is at home during the time that his/her guest is visiting. The only exception to the rule is where the guest is either a mother, father, son, daughter, or grandchild of the unit owner (or spouse). If any unusual or unforeseen situation should arise where an additional exception should be made, the unit owner is to notify the Board of Directors in advance and await written approval. The Board shall have absolute and sole discretion to grant or deny an exception. A grant or denial of an exception shall not be deemed a waiver of any future rights to grant or deny an exception. Any damage to the common or limited common elements, including but not limited to furniture in the clubhouse, the pool area, to the swimming pool, the grounds of the Pines shrubbery, trees, grass, etc. caused by the guest or tenant will be charged to the unit owner. In addition to any all legal and equitable remedies at law, the Board of Directors may impose a penalty of \$25.00 per day for any violation of the declaration, by-laws or rules and regulations.

**14. Enclosures of Patios/Porches and/or Terraces**

Patios/Porches and/or Terraces may not be enclosed, nor may screen doors and glass enclosures be added without the prior written approval of the Association. If such approval is given to enclose patios or terraces with storm shutters or to add a screen door, they shall be constructed with a Bronze Anodized Aluminum Finish and such installations must conform to the

Uniform Standards, Design, Color and Construction as set up and adopted by the Directors of the Association.

#### **15. Removal of Trash and Construction Debris**

All trash materials and debris due to construction must be removed by contractor hired by unit owner and removed from Pines premises by said contractor or by the unit owner. All appliances, furniture, mattresses, etc. must not be left by dumpsters or placed in blue bins. Personal bulk items for disposal must be placed on the roadside grass of the dumpsters on the evening prior to or the morning of bulk pickup, Thursday.

#### **16. Fines**

There will be a \$25.00 fine per day for any violations of Rules and Regulations, by-laws, and declarations.

### **PREPARATION FOR HURRICANE**

1. PREPARE water - Buy gallon jugs or clean jugs & fill with water. Clean tub with Clorox, fill with water, (Not for drinking.)
2. PREPARE food – Have canned goods on hand (be sure you have manual can opener.) A Sterno stove will give you greater variety.
3. Flashlights & Extra Batteries (store in refrigerator.)
4. Battery Powered Radio - A.M. Station WSBR 740 on Dial. FM WKOS 99.9 on dial will keep you informed.
5. Bring in all moveable objects from outside: plants, furniture, statues and grills. Propane tank must be stored in a protected corner outside.
6. Ensure you have enough medication for a week. Check with physicians about any problem before storm arrives. Check First Aid Supplies.
7. Put masking tape on windows and glass doors that are unprotected. (This will prevent shattering). Do not put tape on windows with solar film.

8. If you are a caretaker for a neighbor, be sure there are no loose items on patios, lanais or stairways.
9. Hurricane shutters may be installed according to Condo Association specifications and only with written permission from the Board.

**BE PREPARED BEFORE YOU GO AWAY AND BEFORE  
AN EMERGENCY HAPPENS**

1. Know where your MAIN water shut-off is.
2. Know where your circuit breaker & main electrical disconnects are.
3. Let a house sitter or neighbor have key to your unit and have your home checked regularly when you are away. Leave name and number of your house sitter at the management office.
4. Have your washing machine hoses changed as recommended by the manufacturer (NOW) use stainless steel covered hoses.

**If you are leaving for some time, do the following:**

1. A/C Humidistat set at 65 and thermostat at 75-80 degrees. Set fan switch to auto and A/C switch to cool or leave Air Conditioner at 80 degrees.
2. Refrigerator - Raise temperature slightly, turn the ice maker off and empty the ice bin.
3. Dishwasher - Empty last load and leave door open slightly.
4. Disposal - Fill with ice cubes and a squeeze of liquid detergent. Run and flush until empty.
5. Water Heater must be turned off - unplug and move switch to off. Close shut off valve on top of tank.

6. Unplug all electronics (TV, VCR, Computer, etc.) to prevent power surges during electrical storms or use power surge strips.
7. Turn off Main Water Supply Valve. Remember: Water heater & ice maker must be off to avoid extensive damage.
8. Bring in all Outdoor Furniture and Decorative Items.

Include anything that can fly in a heavy wind, such as barbeque grills, planters, and loose tiles. Unfortunately, the Association has no storage space available, so any items left out before a storm that could fly and damage property, will be disposed of by the maintenance staff.

### **Trespassing on Golf Course and/or Premises**

Using the golf course for short-cuts to nearby roads or practicing golf shots without the approval of the Boca Lago Country Club is dangerous, and constitutes trespassing upon private property.

### **Pool Rules and Clubhouse Use**

Management reserves the right to restrict the number of guests in the pool area at any time. Persons using the pool facilities do so at their own risk. The facilities of the Clubhouse and Pool Areas are for the use and enjoyment of Unit Owners' families and guests. Such guests are permitted to use the facilities within reason and the Unit Owner remains responsible at all times for their conduct, which must be in conformity with all rules and regulations.

- a. The swimming pools may be used between the hours of 9:00 AM to dusk.

### **POOL CLOSED FOR CLEANING**

**7:30AM - 9:00AM.**

- b. Children under ten (10) years using the pool recreation area must be accompanied and supervised by an adult who is responsible for their safety and behavior. Only toilet trained children are permitted in the pool by Order of Health Department Regulations. No children under the age of three (3) will be permitted in the pool unless wearing swim diapers.

- c. Everyone must shower before entering the pool. Any violation which requires replacing chemicals or draining the pool will result in a maximum fine of \$400.00 to cover this cost.
- d. No diving or jumping into the pool.
- e. No running, ball playing, or physical games are permitted in or around the pool.
- f. Radios may be played only if they do not disturb guests or unit owners.
- g. No inflatable objects, surf boards, floats, scuba diving or other equipment permitted in swimming pool areas.
- h. Persons opening and using outdoor umbrellas should close them before leaving the pool area to prevent damage by the elements.
- i. Everyone is asked to spread a towel or other covering on entire chair and lounge to prevent spoilage of same, and must shower before entering the pool.
- j. Food and beverages must not be brought into and/or consumed in the pool area. No form of glassware is permitted in pool area.
- k. Hanging of towels, clothing, etc. on the walls of the swimming area is prohibited.
- l. The use of clubhouse building furniture is not permitted outdoors.
- m. No chairs or lounges may be removed from the pool area or reserved at the pool area. Persons leaving pool area must remove all possessions from chairs and lounges.
- n. No one is permitted to play with pool life preservers, tamper with or try to regulate or adjust pool equipment or adjust recreation building air-conditioning.
- o. Parking on the roads outside the recreation building is prohibited unless all guest spaces are taken. We ask all not to trespass on the grass.
- p. No children under 16 years of age are permitted in the clubhouse unless accompanied by an adult.
- q. No one shall be allowed in the clubhouse shirtless, bare-footed, or in a wet bathing suit.
- r. No smoking in the clubhouse or pool area.

Members must obtain the approval of the Board of Directors in scheduling any organized activities or group functions in the clubhouse, including use of kitchen and its facilities. A fee is charged for use of facilities.

In emergency situations, any rules posted at the pool areas must be followed by all residents. Rules can apply to the Clubhouse, the small and large pools, and/or other common areas of The Pines of Boca Lago.

## **SPECIAL EMERGENCY INSTRUCTIONS**

1. LOCK-OUT....an extra set of keys should be left with your neighbor. A second set must be left with Management Office...in extreme emergency call a locksmith.

2. LOSS OF POWER

a. Check circuit breaker panel first

b. Check main circuit breaker outside your unit. If you have a service contract, call for service first. If loss of power in entire apartment call FPL 1-888-468-8243.

3. PLUMBING PROBLEMS

First contact Palm Beach Water Dept. for sewer backup. Call 278-5136;

Next call Maintenance 483-0227;

Then call Plumbing Mart (24-hour service at 392-2410). This is at your own cost.

4. LEAK WITHIN UNIT

a. If leak is located in bathroom or kitchen - turn off valve by toilet or under kitchen sink.

b. Hot water heater leak - turn off valve on top of water heater.

- c. Turn water off for entire unit - located outside your unit in front below the hose spigot.
- d. If there is no shutoff valve in front, turn water off at main - located near street.
- e. Check with your Board as to insurance coverage for your unit.
- f. Generators may/may not be permitted. Call Management Office at 438-4000.

If you are seasonal, please provide Management Office with local name and phone number of a house sitter who will be checking your unit.

### **REQUESTS \* COMPLAINTS \* PROBLEMS**

Procedures to follow to obtain the most efficient handling of your requests:

1. Call the Maintenance Office (483-0227) for any landscape or maintenance service. For problems other than maintenance or bookkeeping, call the Management Office (483-4000).
2. The staff at the Management Office is pleased to serve all unit owners of Boca Lago including The Pines. They will appreciate your understanding and courteous approach in presenting your request.

PLEASE DO NOT DIVERT THE MAINTENANCE STAFF WITH PERSONAL REQUESTS. THEY ARE ON A SCHEDULE AIMED AT TAKING CARE OF EVERYONE'S REQUESTS AND PROBLEMS.

WE REQUEST THAT YOU DO NOT CALL BOARD MEMBERS AT HOME REGARDING MAINTENANCE/MANAGEMENT REQUESTS. THEY ARE HOMEOWNERS, JUST LIKE YOU, THAT GIVE OF THEIR TIME TO SERVE THE PEOPLE OF THE PINES AND WOULD APPRECIATE YOUR

GOING THROUGH THE MANAGEMENT/MAINTENANCE OFFICE FOR REQUESTS OR COMPLAINTS.

ALL BUILDING MAINTENANCE REQUESTS - CALL 483-0227

FOR MANAGEMENT/BOOKKEEPING REQUESTS - CALL 483-4000

Each Unit Owner shall be held accountable for any violation of these rules and shall be held personally and financially responsible for damage to equipment and common property caused by themselves or their family members, guests, tenants, agents or employees.

Complaints regarding the Management of the Condominium property or regarding actions of other Unit Owners shall be made in writing to the Condominium Association. Any requests or subsequent exceptions required of the Condominium Association of these Rules and Regulations must be in writing to be effective, and shall be revocable at any time. The Board of Directors of the Pines of Boca Lago Condominium Association, Inc. reserves the right to make additions or deletions to the Rules and Regulations as may be required from time to time without the consent of the Unit Owners, and they shall be equally binding, as provided for in the Condominium Documents.

**THE PINES OF BOCA LAGO CONDOMINIUM ASSOCIATION, INC.**

**THE BOARD OF DIRECTORS**

**SUGGESTION TO BUYERS**

It is the buyer's responsibility to have all utilities turned on in buyer's name. We strongly suggest you contact the utility companies and have service to your unit turned on one week in advance of closing so your appliances will be functioning when you close.

Electricity: Florida Power & Light: 994-8227

South Palm Beach Water & Sewer: 482-0800

**IMPORTANT:** A Homeowner all-purpose insurance policy on your personal effects should be in effect at the time of closing. We will inform you of the name of the insurance Company used by the Condominium Association, if needed.

## **COMPLIANCE AND DEFAULT**

Each Unit owner, tenant and other invitee shall be governed by, and shall comply with the provisions of the Condominium Act as amended from time to time, this Declaration, including its Exhibits, the Association Articles of Incorporation, the Association Bylaws, and the Rules and Regulations.

- a. **REMEDIES** - Failure to comply shall be grounds for relief and may include, but shall not be limited to, an action to recover damages, or injunctive relief, or both.
- b. **COSTS AND FEES** - In any such proceeding, including appeals, the prevailing party shall be entitled to recover the costs of the proceeding and reasonable attorneys' fees. The Association is entitled to recover attorneys' fees and costs associated with the Association's lawyer sending the violating Unit Owner, tenant, guest and invitee demand letters. Any attorneys' fees and costs incurred by the Association as a result of the Association's pursuit of enforcement shall be charged to the Unit Owner and the amounts due shall be secured by a lien against the owner's unit if unpaid. The lien shall secure the amounts expended by the Association with or without litigation in addition to any attorneys' fees and costs incurred in connection with collection. The lien may be foreclosed in the same manner as a mortgage. Said lien is not a condominium lien for assessments as defined in the Condominium Act.
- c. The responsibility for maintenance, repair and replacement of any additions or alterations to limited Common Elements is that of the Unit Owner who has exclusive use of same.

## **DEFINITION OF TERMS COMMONLY USED IN THIS HANDBOOK**

1. “Assessment” means a share of the funds required for the payment of Common Expenses which, from time to time, is assessed against a Unit Owner.
2. “Board of Directors” means the Board of Directors of the Condominium Association.
3. “By-Laws” means the By-Laws of the Condominium Association.
4. “Common Elements” means those portions of the Condominium Property not included in the Units.
5. “Common Expenses” means the expenses for which the Unit Owners are liable to The Condominium Association.
6. “Common Surplus” means the expenses of all receipts of the Condominium Association, including, but not limited to, Assessments, rents, profits and revenues on account of the Common Elements, over the amount of Common Expenses.
7. “Commonly Insured Real Property” means the entirety of the Common Elements and all real property improvements and fixtures located within, installed in, or Forming a part of a Unit.
8. “Condominium Act” means and refers to the Condominium Act of the State of Florida (Florida Statutes Chapter 718), as the same may be amended from time to time.
9. “Condominium Association” means THE PINES OF BOCA LAGO CONDOMINIUM ASSOCIATION, INC., a Florida corporation not for profit, which is the entity responsible for the operation of the Condominium.
10. “Condominium Documents” means this Declaration of Condominium and the exhibits hereto, as the same may be amended from time to time.

11. "Condominium Management Agreement" means that certain Condominium Management Agreement, a copy of which is attached to the Declaration of Condominium as Exhibit No. 6 and incorporated herein by reference, which provides for the Management of the Condominium Property.
12. "Condominium Parcel" means a Unit, together with the undivided share in the Common Elements which is appurtenant to the Unit.
13. "Condominium Property" means the Land and all improvements thereon and all easements and rights appurtenant thereto intended for use in connection with the Condominium.
14. This Handbook may be amended from time to time as deemed necessary.
15. "Declaration of Covenants" means that certain "Boca Lago Declaration of Covenants, Restrictions and Easements" recorded on January 7, 1976, in the Public Records of Palm Beach County, Florida, in Official Record Book 2494, pages 1417 et seq.