



CONDOMINIUM RULES AND REGULATIONS

Includes All Modifications
Through March 1, 2020

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PREFACE

These regulations are designed to make living in our Condominium pleasant and comfortable and prevent any interference with the peaceful and harmonious use of the property. In living together, each of us not only has certain rights, but also certain obligations to others. We must remember that the restrictions we impose upon ourselves are for our mutual benefit and comfort.

It is the intent of the Association to provide housing for persons 55 years of age and older in compliance with the exemption provisions contained in the 1988 amendment to the Fair Housing Act and the Housing for Older Persons Act of 1995. The following Rules and Regulations do not supersede the condominium documents or any other legal obligations of the owners of the Country club Tower of Coral Springs Association, Inc., hereinafter called the "Association".

The Rules and Regulations are authorized by the Declaration of Condominium and may be changed from time to time in accordance with the Association's By-Laws and at the discretion of the Board of Administration, hereinafter called the "Board".

Violations will be called to the attention of the Board of Administration. Disagreements concerning violations will be presented to and judged by the Board for proper action. Infractions may result in fines not exceeding \$100 and failure of a resident to comply with these Rules and Regulations may result in an action to effect cancellation or termination of lease or ownership.

Owners are charged with the responsibility for any violations of the Rules and Regulations by any of the owner's/lessee's Immediate Family Members, as defined in Section (I)(G), guests or visitors. It is therefore the owner's responsibility to acquaint all with the Rules and Regulations.

(I) OCCUPANCY

The Country Club Tower of Coral Springs, hereinafter referred to as the "Condominium", is a unit residence and is not to be used for any transient or commercial purpose. The Board has determined and requires that the intended use of any unit be limited primarily to single family residence use. No un-lawful use shall be made of any unit or of the common property, nor any part thereof, and all laws, zoning ordinances, deed restrictions and regulations of all governmental authorities having jurisdiction over the Condominium shall be observed.

No owner or lessee of any unit shall permit anything to be done or kept in his/her unit, or on the common property, which will increase the rate of insurance on the Condominium or which will obstruct or interfere with the rights of the other occupants of the building or annoy them by unreasonable noises, nor shall any such owner or lessee undertake any use or practice which shall create or constitute a nuisance to any other owner or lessee of any unit or which interferes with the peaceful possession and proper use of any other unit or the common property.

The number of persons permitted to occupy a unit is:

- 1 bedroom unit - 3 persons
- 1 bedroom convertible - 4 persons
- 2 bedroom unit - 5 persons

There shall be no increase in the number of regular occupants of a unit beyond the number stated in the application originally submitted and approved unless such additional occupant submits an Application for Occupancy and is approved through the regular process of the Admissions Committee and the Board. In the case of a lease, the unit owner must also approve.

The Association is prohibited from the employment of paid personnel to service the Association who are members of the Association or who are residents of Country Club Tower, unless they reside in a unit owned by the Association. Paid personnel is defined as administrative secretaries, maintenance personnel and security officers. Managing agents, managerial and supervisory personnel and entities that assist in management, such as accountants and attorneys, are not included in the above.

(A) RESIDENTS - There are two resident classifications: (There are no other resident classifications, whether named or not.)

(1) OWNERS

(2) LESSEES

(B) NON-RESIDENTS - There are three non-resident classifications:

- (1) GUESTS WHO ARE IMMEDIATE FAMILY MEMBERS. Overnight. The owner/lessee does not have to be in residence. Persons under the age of 14 are not permitted to visit for more than thirty (30) days per visit. A combined total for persons under the age of 14, shall not exceed sixty (60) days per year. Adult guests are considered as occupants after six (6) months, must comply with the occupancy restrictions herein set forth, and must submit an Application for Occupancy.
- (2) OTHER GUESTS. Overnight. Visits limited to thirty (30) days per year per individual guest or combination of guests when owner/lessee is in residence. The number of guests at any one time cannot exceed the limit of the number of persons permitted to occupy the unit as set forth in these Rules and Regulations and the accumulated total term of all such occupancy combined, shall not exceed forty-five (45) days a year. This privilege does not apply to lessees. The use of another apartment to house surplus guests when the primary owner/lessee is in residence, and the second apartment owner/lessee is not in residence, requires written permission from the second apartment's owner/lessee and written permission from a majority of the Board. Occupancy Rules and Regulations apply.
- (3) VISITORS. - Not overnight.

(C) REGISTRATION

- (1) All owners and lessees must register their guests, giving their names, date and time of arrival, and planned departure date. Type of car and license number must also be given.
- (2) The use of a unit in an owner's/lessee's absence will necessitate notifying the Security Officer or the Administrative Secretary, in writing, at least one week prior of the intended arrival of the occupants, giving their names, relationship and approximate length of stay; stating also that these occupants are not tenants and are not paying rent or any other consideration for the use of the unit. Type of car and license number must also be given. Duplicate of this letter or acceptable identification must be presented by the arriving occupant. Under no circumstances may these guests have overnight guests. All such occupants must abide by the same Rules and Regulations in effect for the Owner/Lessee who is responsible for them, and

the Owner/Lessee should advise the guests that their stay can be immediately terminated if any of the Rules and Regulations are violated.

- (3) The Security desk must announce guests and visitors to residents before admitting them to the elevators.
 - (4) All owners and lessees must register their caretakers with Administration. A registration form is available in the office. Additionally, a vehicle utilized by the caretaker must be registered with administration and be assigned a parking space. The Board may require such additional information as it deems necessary and all such caretakers must abide by the same Rules and Regulations in effect for the owner/lessee who is responsible for them, that caretakers will sign a statement that they have read the Rules and Regulations and that if any of the Rules and Regulations are violated that employment is subject to immediate termination and the caretaker will be required to immediately vacate the building.
- (D) PETS - Owners, lessees, Immediate Family Members, guests or visitors are not permitted to bring pets of any kind or description onto the premises of the Condominium and admittance will be refused to any who attempt to do so.
- (E) CHILDREN - Defined by law as any person under the age of 18.
- (1) Parents, grandparents and guardians of children, visiting or in residence in the Condominium, shall be responsible for the children's behavior and conduct.
 - (2) Children are not permitted to run or play in the drive-through, the entire parking area or outside the receiving room, nor in any of the common areas of the building.
 - (3) Persons under the age of ten (10) years are not permitted to ride in the elevators without adult accompaniment. Attire for children must conform to the rules of adults, including the wearing of footwear at all times in common areas (except in the pool area).
- (F) PROPERTY DAMAGE RESPONSIBILITY
- (1) Owners, lessees, children, guests and visitors shall not mark, mar, damage, destroy or remove any part of the building, equipment or furnishings, including all outside furnishings. The responsible owner shall pay the cost of restoring the area or property affected.

- (2) In addition, no owner or lessee of any unit shall permit or suffer anything to be done in the premises to create a nuisance or adversely affect the health, comfort or safety of any other owner, lessee of a unit or any other person legally upon said premises. The Association shall have the right to levy or assess a charge to the extent of the cost of repair, clean-up, remedy or removal of any such violation of this section.
- (G) IMMEDIATE FAMILY MEMBERS – Immediate Family Members are spouse, parents, stepparents, foster parents, father-in-law, mother-in-law, children, stepchildren, foster children, sons-in-law, daughters-in-law, grandparents, grandchildren, brothers, sisters, brothers-in-law, sisters-in-law, aunts, uncles, nieces, nephews, and first cousins. “First cousin” means the child of a parent’s sibling, i.e., the child of an aunt or uncle.

(II) SECURITY AND SAFETY

- (A) ABSENCE OF OWNERS AND/LESSEES - Even for absences of short duration, for the resident's own protection, the Security Officer must be notified of departure and planned return dates. The Secretary should be informed in writing if the unit is to be serviced in any way during an absence and what services are to be expected. The Association, its officers and/or employees will not be responsible for any loss or damage resulting from any residents authorized admissions to the resident's unit. The Secretary is to be informed in writing as to any arrangements that have been made with reference to mail, parcel and other deliveries. Furnishings, loose carpeting, etc., must be removed from balconies during any extended absence. (See Sections (V) Hurricane and Tropical Storm Precautions and (VI) Extended Absences.)
- (B) RIGHT OF ENTRY
- (1) The general personal safety of all and the prevention of loss and damage to contents due to fire, water-line breakage, etc., requires that a key for each unit be deposited with the Association office for the purpose of emergency entry. Failure to provide such a key may make an owner and/or lessee responsible and liable for resulting injuries, loss of life and property damage, Further, the Association will not be responsible for damage resulting from forced entry in the event of an emergency.
- (2) Management reserves the right to enter and inspect any unit that has been vacated either temporarily or permanently.

(C) DOORS, HALLS, CORRIDORS, BALCONIES AND FIRE TOWERS

- (1) It is a strict regulation of the Fire Department that all ground floor fire tower doors be kept closed and locked, only allowing emergency exit from, but no return through, these doors. This means that no one is permitted to have entrance into the building from the East and West fire tower doors on the 1st, 2nd and 3rd floors. There are to be no exceptions to this rule.
- (2) Unit doors to corridors must not be blocked open or otherwise left open as this not only interferes with the air conditioning but is prohibited by Fire Department Regulations. Furthermore, unit doors opening into the corridors may not be modified for ventilation purposes as this modification would permit entry of smoke or gases in the event of fire. This practice is strictly prohibited by Fire Department Regulations. Passages, walkways, elevators, staircases, corridors, and common elements must not be obstructed in any manner. Rugs, mats, plants, and objects of any kind may not be placed in corridors. (Temporary seasonal decorations on entrance doors are excepted, providing ordinary safety and Fire Department Regulations are respected.) The storage of any item in the air conditioning and hot water tank closet is prohibited by Fire Department Regulations.
- (3) It is not permissible to drape or hang anything from windows, balconies or walkways. No shaking of rugs, mops, tablecloths, etc., from windows or balconies or fire tower landings is permitted. Clotheslines or drying racks of any description are not to be employed on balconies for the purpose of airing or drying clothes, bathing suits, other apparel or furnishings. Throwing of any objects, cigars, cigarettes, etc., or sweeping dirt or water from balconies is not permitted. Waterproof containers must be used for all potted plants.
- (4) It is not permitted to alter outside unit walls, windows or balconies. Gray Llummar R-30 CDF type tinted plastic on the inside of windows is permitted (specifications on file in the Association office). However, the use of Mylar type foil or aluminum foil in windows is not permitted. To alter the outside appearance of any windows in any unit (except inside draperies and drapery material) is not permissible. Drapery linings facing out must be white or off-white to maintain the cohesive look of the building.
- (5) Painting of balcony walls and ceilings must conform to building specifications. Balcony enclosures must conform to building specifications on file in Association office.

- (6) Cooking of any sort on balconies is strictly prohibited.
 - (7) Balconies are not to be used as storage areas.
 - (8) The placing of play equipment on balconies or on common areas is not permitted.
 - (9) The Board of Administration strongly advises unit owners that are replacing existing patio flooring to install non-slip ceramic tile over a waterproof concrete sealer. The installation should include proper pitch and weep holes in the framing.
- (D) OFF-LIMIT AREAS - No one other than authorized persons shall be permitted to enter upon the roof, elevator shafts, elevator rooms, air conditioning rooms or any other area where electrical or mechanical equipment exists.
- (E) TRASH DISPOSAL AND RECYCLING
- (1) All kitchen waste which the sink disposal will not process and common household trash must be securely tied in heavy plastic bags and placed in the trash chute between 8:00 a.m. and 10:00 p.m.
 - (2) Recycling containers are provided in each trash room for: (a) clean paper, newspaper and magazines; (b) rinsed plastic bottles, containers and jugs; and (c) clean steel and aluminum cans, aluminum foil and trays. No plastic bags are allowed because they contaminate the recycling process. Please empty your recycling into the bins and dispose of any plastic bags in the trash chute.
 - (3) Clean cardboard boxes are to be flattened, brought to the first-floor trash room and placed on top of the compactor for recycling. Pizza boxes are not recyclable, can block the trash chute, and must be brought to the first-floor trash room and disposed of in the container labeled for trash.
 - (4) Our trash dumpsters will not accommodate large, heavy or bulky objects. Disposal of such objects is the responsibility of the resident (see (5) below). Nothing of this nature shall be left anywhere in the common areas or on the grounds by residents, contractors, service companies, or delivery men.
 - (5) For individuals disposing of large, heavy or bulky objects, or an abundant amount of trash, the dumpsters will be made available to the user after arrangements are made with the Maintenance Supervisor and at a usage fee to be equal to the then current dumpster disposal rate. All service

companies, contractors, delivery men and movers must remove all their debris and discards from the premises.

- (F) SOLICITATIONS - There shall be no soliciting of any nature on the premises; the sole exception being residents representing charitable or community fund drives. Authorization for the distribution of literature for such drives, via mailroom open boxes, must be obtained from the Board of Administration. No advertising material or political notices will be permitted.
- (G) SECURITY OFFICERS - An adequate and reasonable security staff, with supplemental devices, has been established for the general safety and security of the residents. Security personnel have the responsibility and the authority for the enforcement of our Rules and Regulations. Residents should report any violations of these Rules and Regulations, misbehaviors, nuisances and any questionable or suspicious actions or conditions to the Administrative Secretary, or to the Security Officer on duty. Engaging Security Officers in casual conversation or loitering about the Security Desk will not be tolerated. Security Officers are not permitted to leave their posts to unlock doors, assist in carrying packages or perform other personal services.
- (H) DELIVERIES AND MOVING
 - (1) All goods and packages must be delivered through the receiving room of the building. It shall be the resident's responsibility to see that the delivered items are picked up as soon as possible.
 - (2) Movement of furniture, appliances and/or personal belongings into or out of the building or between units is restricted to the hours between 8 a.m. and 6 p.m., Mondays through Saturdays. No move is to extend beyond 6 p.m. No such moves may take place on Sundays or Legal Holidays.
 - (3) For moves taking place on Saturdays, a maintenance or other designated person must be present at the commencement of the move to monitor the move and make sure that the move is completed in compliance with the Rules and Regulations.
 - (4) Movement of furniture, appliances and/or personal belongings into or out of the building or between units requires the reservation of the service elevator. The service elevator must be reserved by written application and must include the fees specified below. Written approval must be obtained before the move is permitted.

- (a) A move that does not require the installation of protective padding in the service elevator, as determined by the Maintenance Supervisor, requires a deposit fee in the sum of \$50 to cover any possible damage to the common areas. If there is no damage to common areas upon the completion of the move, the deposit fee is refunded.
- (b) Movement of furniture, appliances and/or personal belongings into or out of the building or between units that requires the installation of protective padding in the service elevator, as determined by the Maintenance Supervisor, requires a non-refundable fee for the reservation of the service elevator and the protective padding used in the elevator and a refundable deposit fee for the purpose of funding damages to the common areas during the move. If there is no damage to common areas upon the completion of the move, the deposit fee is refunded. As of this date, the fees for reserving the service elevator and the protective padding for up to four (4) hours are as follows:
 - (i) Move In: \$80 non-refundable; \$150 refundable.
 - (ii) Move Out: \$80 non-refundable; \$250 refundable.
 - (iii) Move Between Units: \$80 non-refundable; \$150 refundable.

For moves extending past four (4) hours, an additional non-refundable fee of \$20 per hour will be charged.

- (I) SERVICE PERSONNEL - All domestic crews, service personnel and contractors and delivery men must enter and exit via the receiving room and must be properly attired while in the common areas. They must be identified, signed in and out at the Security Desk and must be announced to the resident before being allowed to enter the service elevator. Residents must inform the Security Desk when such personnel leaves. A \$50 refundable fee must be deposited in advance to the CCT office to cover any possible damage to the common areas by contractors, delivery men delivering appliances or bulky material such as mattresses and furniture. Service companies doing minor work are exempt. All personnel must, at all times, protect the hallway carpeting, walls, ceilings, elevators and equipment. Work is restricted to the hours of 8 a.m. to 6 p.m. Monday through Saturday excluding Legal Holidays.
- (J) UNIT MAINTENANCE SERVICE - Our maintenance personnel are retained for maintaining the common property areas and not for individual units. Maintenance personnel are required to carry out their daily assignments without interruptions. In

the case of emergencies which may result in damage to other units or common areas, the Maintenance Supervisor must be notified immediately, and he will take any action necessary.

- (K) PROHIBITED APPLIANCES - Clothes washers or dryers are not allowed to be installed in any apartment.

(III) COMMON AREAS

- (A) ATTIRE - No one shall appear in or use the lobby or lounges in any attire other than street clothes. Footwear must be worn at all times when outside the units. Bare feet will not be permitted at any time in any covered area. In no case will wet bathing suits be tolerated other than at the pool and the corridor to the service elevator. All swimwear must be properly covered within the building and persons wearing swimwear must use the service elevator.

(B) VEHICLES - PARKING

- (1) The only vehicles permitted to park in designated parking spaces are passenger type vehicles including station wagons and windowed passenger vans. Boats, boats on trailers, motor homes, campers, panel trucks, buses, pickup trucks, mopeds, motorcycles, or other non-passenger wheeled vehicles are not permitted to park on the premises.

Commercial Vehicles are prohibited on the condominium property except when performing service for the condominium common areas or its units during the permitted hours Monday thru Saturday 8:00 am to 6:00 pm. Extended limited hours due to emergencies or extenuating circumstances may be granted, in writing, by a member of the Board.

A Commercial Vehicle is defined as, but not limited to, having one or more of the following characteristics:

A vehicle that weighs over 7000 pounds.

A vehicle having more than two axles.

A vehicle having more than 4 tires.

A vehicle with no passenger seats.

A vehicle used for a business.

A vehicle used to transfer more than 8 passengers.

A vehicle with signage or lettering of any kind.

A vehicle registered with the Department of Motor Vehicles as Commercial.

A vehicle carrying ladders or any other externally visible item that is used for business.

Pickup trucks, solely used as a passenger vehicle, are not to be considered as commercial vehicles if they do not have one or more of the above definitions. They are required, as are panel vans and oversized vehicles, as defined in this section, to park at the rear (north) of the property.

All vehicles owned by approved occupants, that are 68 (sixty-eight) inches in height or higher and/or have a length greater than 224 (two hundred and twenty-four) inches shall be permitted to park only on the periphery of the property in designated parking spaces. Permission to park vehicles, under special circumstances and for a limited time, may be granted by the Board.

- (2) Defective mufflers, "cut-out", "Hollywood" type mufflers, etc., are not allowed on the premises.
- (3) For the safety of all, drivers are to move through all parking and driving areas at no more than 10 miles/hr.
- (4) All vehicles must park "head in" only.
- (5) Parking spaces may not be used overnight or longer by anyone not in residence unless permission is granted by the Board.
- (6) Covered cars must be parked in designated areas in the rear of the property. (Refer to the office for instructions.)
- (7) No vehicle is permitted to "stand" driverless in the drive-through. "Standing" is only to be for the pick-up and discharge of passengers.
- (8) The Association is not responsible for vehicles parked on the property.
- (9) Parking spaces, when available, will be posted and assigned on a seniority of residency basis to those applying, except those parking spaces designated by the Board as preferred parking spaces because of their proximity to the front and/or rear of the building. Available preferred spaces shall be preferentially assigned to persons applying with a permanent impaired mobility or other permanent handicap. Where there is a need by a temporarily handicapped person to be assigned a preferred parking space, the Board will ask for a voluntary temporary relinquishing of a preferred parking space assigned to a non-handicapped person. No unit owner, handicapped or non-handicapped, will be assigned or be permitted to occupy more than one preferred space.
- (10) No occupant, whether owner or lessee, shall be permitted to park more than two vehicles at any time per unit. A third vehicle may be parked for no

more than 30 days, under special circumstances, with permission of the Board. Permission for the third vehicle to be parked more than thirty (30) days may be granted, under special circumstances, by the Board.

- (11) No occupant may use guest parking spaces for overnight parking. Guest parking areas are for the exclusive use of overnight guests and visitors.
- (12) Occupants, both owners and lessees, must have a Country Club Tower parking sticker affixed to the rear windshield in order to park on the property. Any unauthorized or improperly parked vehicles will be removed by a licensed Towing Company and stored at the owner's expense.
- (13) A reserved parking space will be only assigned to persons approved for Occupancy.

(C) VEHICLES - MAINTENANCE/REPAIR

- (1) Repairing of vehicles on the grounds of the Condominium is strictly forbidden. Routine maintenance procedures, including, but not limited to, oil changes, tire rotations are prohibited.
- (2) The cleaning, washing, and polishing of vehicles, sometimes called "Detailing" may be performed by an outside business or individual for residents of Country Club Tower who have vehicles properly registered with the Association. This process is to be performed either at the car wash station, the area adjacent to the rear container enclosure, or at the Northwest area adjacent to the car wash station on Monday to Friday 9:00 AM to 6:00 PM.
- (3) The placement of "For Sale" signs or equivalents on vehicles parked on the property is strictly prohibited.

- (D) BICYCLES - Bicycles must be kept in the bicycle racks, which are for the sole use of adult bicycles. Bicycles are to be registered at the Office and a sticker obtained to be applied to such bicycle for identification. The Association will not be responsible for the theft of or damage to a bicycle while on the property. It is not permissible to transport bicycles to and from a unit or storage area. In the event of a hurricane alert or warning, it is the bicycle owners' responsibility to remove them to a protected area.

- (E) SHOPPING CARTS AND CLOTHING/LUGGAGE CARRIERS – The use of carts and carriers must be via the service elevator. Users must return them to the receiving room immediately after use. Outside personnel are not to use these carts

and carriers. Before taking loaded carts/carriers into the elevator, vehicle must immediately be removed from the loading area and emergency lanes which must be kept clear at all times.

(F) RECEIVING ROOM - The outside receiving room doors must remain closed when not in use.

(G) LOBBY - The lobby is not to be used for group meetings or gatherings of any sort, nor for lounging. (The lounge is available for this purpose.) No food or beverage is permitted in the lobby at any time.

(H) LOUNGE

- (1) (a) The lounge may be used by residents, lessees, owners and other approved occupants (as distinguished from guests), for private parties, events and affairs including, but not restricted to, socials, political meetings, charitable events, educational, informative and instructional classes as long as the party, event or affair is not open to the general public, is strictly private and no admission fee or charge is imposed. Invitees are permissible; however, a list of those persons invited must be provided to the Association, and only those persons on such list are permitted to attend. Notices are restricted to within the confines of the building. All planned events must be processed through Administration and approved by the Board.
- (b) Parties, events or affairs, sponsored by the Association or any of its duly appointed agents or committees, takes precedent over private parties, events or affairs. Admission fees or charges are permitted to help defray costs for the scheduled party, event or affair and for contemplated parties, events or affairs.
- (c) Parties, events or affairs are defined as any gatherings whose purposes are to (a) benefit the well-being of the residents of Country Club Tower as a whole, or (b) disseminate information on health, financial and estate planning, or (c) promote safety related issues or (d) present issues which are educational or informative or instructional, as for example, vacation planning, weight reduction, card and craft classes, (e) political evaluations and (f) gatherings of friendly companionship (i.e. socials). Invitees are not permissible except for a guest speaker. Notices are restricted within the confines of the building.

- (2) Private parties must restore the lounge to its pre-party configuration and cleanliness. The user is responsible for all damages. In case of a dispute or when damage is extensive, the Board will decide the restoration cost. A guest list for all private social events must be registered, in duplicate, with the Security Desk at least two days in advance.
- (a) An accurate guest list is to be submitted to the association's office secretary no earlier than 3 business days prior to the scheduled event. A Security Officer will be employed when 50 or more guests, not residents of Country Club Tower, are invited or more than 10 vehicles are expected. Only those persons on the guest list will be permitted to attend the scheduled event. The nonrefundable fee for the exclusive use of the lounge and common elements, not including damage or restoration cost, is \$320 for up to 50 non-resident guests and 10 vehicles. When the actual number of non-resident attendees exceeds 50, or more than 10 vehicles enter the property, an additional fee of \$10.00 per person will apply.
 - (b) A refundable damage and cleanup deposit of \$150.00 is required for up to 20 non-resident guests. When non-resident guests exceed 20, the refundable deposit is \$250.00. Damage repairs and cleanups by Country Club Tower that exceed the deposit will be billed to the event host. A post party check off list will be reviewed with the party host for approval of the deposit return.
 - (c) The Host agrees to comply with all applicable occupancy regulations including non-smoking, the Rules and Regulations of Country Club Tower, Fire Safety Codes (maximum capacity for the entire lounge is 90 persons), and Ordinances. And, agrees to clean and restore the lounge, kitchen and other used areas to its pre-usage condition within 2 hours after the event. Trash is to be black bagged and removed to the trash room. An in-house cleanup service is available for a fee of \$100.00. No decorations or embellishments are to be attached to the walls or ceilings. No flamed candles. Lounge exit doors are alarmed and for emergency use only. The host must provide all serving items. Party must terminate by 12:00 midnight. Music terminates at 11:00 PM. Excessive loud noise is prohibited.
 - (d) A "private party" is any party, event or usage in the lounge, other than what is sponsored by the Social Committee of Country Club

Tower, or by the Board of Administration. It is required that the host or hosts sign the Indemnification Agreement when scheduling the "private party" and deposit the refundable damage fee as stipulated or determined by the Board of Administration. Failure to comply with any of the conditions set forth prevents the private party from being scheduled.

- (3) An owner or lessee may reserve the lounge for a private party, consistent with existing requirements. The following restrictions shall also apply:
 - (a) Occupancy of the lounge is restricted to the number allowed by Fire Department Regulation. However, a gathering of persons under the age of 18 shall be limited to a maximum of 12.
 - (b) All guests must register at the Security Desk and park vehicles in guest spaces only. Wandering thru the building is not permitted.
 - (c) Residents have access to the Library at all times.

(I) ELEVATORS

- (1) The Condominium has two passenger elevators and one service elevator. Service personnel, employees of moving and delivery companies and persons in swimwear must use the service elevator.
- (2) Persons under ten (10) year of age are not allowed in elevators without adult accompaniment, nor are they permitted to operate elevators.
- (3) State law prohibits smoking or the carrying of lighted cigars, cigarettes or pipes in elevators and all common areas of the building.

(J) NOISE

- (1) Residents shall be considerate of their neighbors and not create unnecessary noise. Particular care should be exercised if a radio, television, hi-fi or musical instrument is used in the morning prior to 10 a.m., or in the evening after 11 p.m. Boisterous noise and blaring music will not be tolerated at any time.
- (2) All unit floors shall be covered by carpeting or other material which reasonably prevents sound transmission to other units. Tile or other hard floor installation, except on terraces, shall be required to have suitable acoustic barrier between the hard flooring and concrete slab and must be approved by the Board before installation.

- (K) BULLETIN BOARDS - All notices to be posted on any or all bulletin boards must be approved by the Secretary. Unauthorized notices will be removed.
- (L) BILLIARD & EXERCISE ROOM - This room is for the exclusive use of residents and their guests. Hours are 6 A.M. to 11 P.M.

BILLIARDS

- (1) Play is limited to one hour if anyone is waiting to play.
- (2) Resident will be held liable for any and all damage.
- (3) Persons between the ages of 12 to 16 must be accompanied by an adult.
- (4) Persons under 12 are not permitted to play.

EXERCISE

- (1) The use of this exercise equipment is at the participant's own risk.
- (2) Persons under age 16 may not use this equipment.
- (3) There are inherent dangers in the use of exercise equipment which may include bodily injury and bodily malfunction.
- (4) The participant must recognize that if an injury or bodily malfunction occurs while using this equipment that he or she will have no right to make a claim or file a lawsuit against Country Club Tower Association, its officers, agents or employees. The participant assumes all risk when using the equipment.
- (5) Obtain and return treadmill starter to Security Desk.

- (M) SWIMMING POOL - The pool and patio area are for the sole use of residents and their guests. Day visitors must be accompanied by residents. The Association will not be responsible for injuries sustained in or about the pool area. Security Officers have the authority to order anyone to leave the area who does not comply with the following rules.

- (1) A shower is required at the pool area before entering the pool. Anyone who leaves the area and returns must shower again before re-entering the pool.
- (2) It is against the Board of Health regulations for anyone with a skin, ear or other infection to enter the pool.
- (3) Conventional swimwear is required in the pool.

- (4) All suntan oils, creams and other lotions must be removed by showering before entering the pool. When using the patio furniture with a swimsuit on, underlying toweling must always be used.
- (5) Chaise lounges shall not be reserved over long periods of non-use by placing towels or other articles on them.
- (6) No objects of any kind, including rafts, floats, flippers, snorkels, masks, toys, etc., are permitted in the pool except float aids that are attached to the bather.
- (7) Running, jumping and playing games around the pool area are prohibited.
- (8) No glass bottles or glass containers of any kind are to be taken into the pool or patio area.
- (9) No pets of any kind are allowed in the pool or patio area.
- (10) Whenever possible the pool will be open for use at 9:00 am. Monday thru Friday and at 10:00 a.m. Saturday and Sunday. The exact time will be determined on a daily basis by maintenance especially considering pool cleaning and chemical installations. Persons entering the pool earlier than recommended do so at their own risk. The pool is closed for use after sundown.
- (11) Anyone using the pool area is required to do so in a manner considerate of others. Only radios with headphones are permitted.
- (12) Persons who are incontinent or who cannot control their bodily waste functions must wear a leakproof containment brief or swim diaper.
- (13) Since the Association does not provide an attendant specifically for the pool area, persons under the age of ten (10) must be accompanied by an adult when in the pool area.
- (14) The pool area must be left in a clean and orderly condition for the mutual benefit of all residents.
- (15) The umbrellas must be closed after use.
- (16) Pool parties are not permitted unless initiated by the Social Committee.
- (17) The use of soaps and/or shampoos in the shower or in and around the pool is prohibited.

(N) TENNIS COURTS - The tennis courts are for the sole use of residents and their guests. Day visitors must be accompanied by residents. The Association will not be responsible for injuries sustained on or about the tennis courts. Security Officers have the authority to order persons to leave the courts who do not comply with the rules, which are:

- (1) The gate to the tennis courts is to be kept locked. The key must be signed for and returned to the Security Desk.
- (2) Proper tennis attire (top, bottom, tennis shoes) is required on the courts.
- (3) No pets of any kind are allowed on the courts.
- (4) No food, drink, gum, bottles or glass containers of any description are to be taken into the court area.
- (5) Play is limited to one hour if anyone is waiting to play.
- (6) Persons under the age of ten (10) must be accompanied by an adult.

(O) LAUNDRY ROOMS

- (1) Laundry room use is limited to residents and their house guests.
- (2) No dye of any type shall be used in the washing machines.
- (3) The washing of heavy, bulky items including, but not limited to, carpet, drapes, bedspreads and other washables which exceed allowable weight limits, is prohibited.
- (4) The washing of delicate and perishable items shall be done at the user's risk.

(P) STORAGE ROOMS

- (1) No flammable materials shall be stored in these rooms.
- (2) All open areas must be kept free of any item.
- (3) Periodically inspect your storage area for mildew, and remove any offensive odorous material.

(Q) WILDLIFE

- (1) Any and all species of wildlife, birds, animals, or reptiles, shall not be fed or given attention by any owner, lessee, Immediate Family Member, visitor or guest on or about the property of the Association.

- (2) This rule has been adopted to discourage the presence of any wildlife on or about the premises with their hazard to health and sanitation.
- (3) Violation of this rule can result in a fine of \$100 being levied against anyone, on each occasion they are observed so doing.

(R) SMOKING

This building complies with the Florida Indoor Clean-Air Act. Smoking is not permitted in elevators, hallways, lobbies, storage areas, laundry rooms, enclosed corridor areas nor public restrooms, offices and any portion of the lounge. Smoking is only permitted within units. Violations are subject to a \$100 fine for each occurrence up to \$1,000.

(S) PROPANE GAS GRILL (PBG)

- (1) The PBG will be used only for the Social Committee of Country Club Tower Association's sponsored functions. Private use of the PBG is not permitted under any circumstances.
- (2) The PBG is to be stored in the rear shed and separated from the propane tank. The propane tank is to be locked in a protected container outside and adjacent to the shed.
- (3) The operation of the PBG is limited to specific members of the Social Committee who are approved by a majority vote of the Board of Administration.
- (4) After use, the PBG is to be immediately cleaned by the Social Committee, the propane tank removed, and both stored as described in (2).
- (5) All grilling is to take place at a minimum of ten (10) feet from the building as per the City of Coral Springs Fire Code.
- (6) The PBG is not to be loaned, borrowed or used by any individual, individuals or organization other than designated members of the Social Committee of CCT Association at a Social Committee sponsored function.

(IV) PROCEDURE FOR SELLING AND LEASING

- (1) In the event an owner plans to sell or lease a unit, said owner shall obtain detailed procedural forms from the Secretary. It is mandatory that instructions set forth in these forms be complied with.

- (2) The Association may charge a fee for the preparation of an estoppel certificate. Such fee to be determined by the Board of Administration according to the laws of the State of Florida.
- (3) No unit may be rented without a written lease. Leases, when approved by the Board, shall be written for one (1) year only. Leases may contain one (1), one-year renewal option, the exercise of which must be approved by the Board. No other lease will be approved for such unit during anyone year term of the lease, unless the tenant (a) has occupied the unit for more than twelve (12) consecutive months, having exercised a one-year renewal option and (b) vacates the unit prior to the expiration of the renewal term, in which case the owner may lease the apartment immediately, without waiting for the expiration of the year term of the lease.
- (4) There shall be no increase in the number of occupants of any unit beyond the number stated in the application originally submitted and approved unless such additional occupant submits an Application of Occupancy and is approved by the Board. In the case of a lease, the unit owner must also approve.
- (5) No person under the age of fourteen (14) will be accepted as occupants in the purchase, lease, or renewal of a lease of a unit.
- (6) No pets will be permitted in the leasing or sale of any unit.
- (7) Lessees are not granted the right nor privilege of subleasing.
- (8) In the event a lessee leases a unit with an option to purchase same, said lessee is required to be further approved for purchase by the Board at the time of such purchase.
- (9) No member of the Association staff or Board member is permitted to participate in the sale or lease of a unit.
- (10) All Applications for Occupancy, except for individuals with prior approval, must be accompanied by a \$100 processing fee or such fee as determined by the Board of Administration.
- (11) All other rules and regulations pertaining to the ownership and occupancy of units shall apply including the Association's Amendments to the Declaration of Condominium dated November 25, 1975, October 15, 1984 and January 26, 1993.
- (12) There shall be a maximum cap of not more than fifty (50) apartments under lease at any one time, excluding leases to Immediate Family Members. Units occupied by Immediate Family Members of the unit owner must be covered by a lease.

(V) HURRICANE AND TROPICAL STORM PRECAUTIONS

See separate instructional bulletin for hurricane information. Hurricane shutter specifications are stated here and are also available in the office.

1. Window Hurricane Shutters. (Louvered Windows)

Window Hurricane Shutters are to be installed parallel to and immediately in front of the existing louvered windows, and to be of the Roll-Up type. The shutters shall not cover any substantial portion of the walls or columns. The boxes containing the rolled up shutters are to be straight in configuration. Materials used and the installation of the Hurricane Shutters shall comply with the South Florida Building Code requirements for design loads and deflection requirements. All attachments to be made with hardware that complies with building code requirements.

2. Balcony Hurricane Shutters.

Balcony Hurricane Shutters are to be installed within the balcony enclosures and in front of the double hung windows and patio doors, not to exceed twelve (12) inches from the window sill, and shall be of the Roll-Up type only. Materials used and the installation of the Hurricane Shutters shall comply with the South Florida Building Code requirements for design loads and deflection requirements. All attachments to be made with hardware that complies with building code requirements. Hurricane Shutters are prohibited in front of the mesh screens.

3. Color and Style.

All exterior Hurricane Shutter surfaces shall be of the color beige, factory finished, conforming with the existing color on the stucco above and to the side of the windows. Internal surfaces of all shutters may be ivory, white or beige. All slats shall be aligned horizontally and of the Roll-Up type and of a material accepted by local authorities, the South Florida Building Code and complying to the color requirements.

4. Contractor Requirements.

Prior to the commencement of the installation of Hurricane Shutters, unit owners must submit to the Board the following items and have written approval of the Board.

- A. A copy of the Contractor's Certificate of Licensure and its Certificate of Insurance showing general liability insurance, property damage and Florida Worker's Compensation Insurance.

- B. A drawing or sketch that is sealed and certified by a qualified independent engineer who is licensed in the State of Florida, showing the proposed location of the shutters and the specific details of the shutter system including fastener type and spacing and shutter spans as approved by the South Florida Building Code and local municipalities.
- C. A Building Permit, as required.
- D. A copy of the appropriate agencies Control Notice of Acceptance for the product under consideration.
- E. A written contract from the supplier, approved by the Board, delineating the work to be done.

5. Unit Owner Responsibility.

The unit owner is responsible and will be held accountable for any damage to any of the common elements that may occur whether during installation or thereafter that is a direct or indirect result of the installation of Hurricane Shutters. The maintenance, repair or replacement of such shutters is the sole responsibility of the unit owner.

6. Failure to Comply.

The Board will not refuse to approve the installation or replacement of Hurricane Shutters that conform to the above specifications. However, where conformity does not exist, it reserves the right to disapprove and require the unit owner to rectify the deviation from the specifications.

7. Sun Shades.

The installation or reinstallation or replacement of Sun Shades is permitted under the following requirements.

- 1. That Sun Shades have to be certified to at least the 2010 Florida Building Code (FBC). And, wind loads calculated in accordance with 2010 FBC and ACE 7-10 for an ultimate wind speed of 160 mph.
- 2. All Tapcons must be stainless steel of a minimum diameter of one quarter inch (1/4") and to be of an embedment depth no shorter than one and three quarters inch (1 3/4").
- 3. Whereas, The Board wishes to continue the uniformity of the buildings color and architectural appearance. All exterior Sun Screen surfaces shall be of the color ivory or beige, factory finished, conforming with the existing color

requirements and conforming with the existing color on the stucco above and below the windows. The internal surfaces of all Sun Screens must be ivory, white or beige. All slats shall be prefinished aluminum, not to exceed 1 1/2 inches in width, aligned horizontally and of the roll down type.

4. Sun Shades are defined as installations that are not hurricane protective and are required by the manufacturer to be in an up position when winds are anticipated to be 75 mph or greater.

All existing Sun Shades are required to be in the up position as follows:

1. During the hurricane season, June 1 to November 1, when the occupant is not in residence.
2. When a hurricane watch notice is issued, whether within hurricane season or not.
3. When storm winds are capable of gusting to over 75 mph.

Failure to comply with this section, as well as others, subjects the unit owner/lessee to the fining ability of the Association and all legal actions so privileged.

Contractor Requirements.

Prior to the commencement of the installation of Sun Screens, unit owners must submit to the Board the following material and have written approval of the Board.

- A. A copy of the Contractor's Certificate of Licensure and its Certificate of Insurance showing general liability insurance, property damage and Florida Worker's Compensation Insurance.
- B. A drawing or sketch that is sealed and certified by a qualified independent engineer who is licensed in the state of Florida, showing the proposed location of the Sun Screens and the specific details of the screen system including fastener type and spacing and screen spans as approved by the Florida Building Code and any local municipalities.
- C. A Building Permit, as required.
- D. A copy of the appropriate agencies Control Notice of Acceptance for the product under consideration or equivalent.
- E. A written contract from the supplier approved by the Board stating the work to be done.

- F. Failure to Comply. The Board will not refuse to approve the installation or replacement of Sun Screens that conform to the above specifications and requirements. However, where conformity does not exist, it reserves the right to disapprove and require the unit owner to rectify the deviation from the specifications and requirements.

Unit Owner Responsibility.

The unit owner is responsible and will be held accountable for any damage to any of the common elements that may occur whether during installation or thereafter that is a direct or indirect result of the installation of Sun Screens. The maintenance, repair or replacement of such Sun Screens is the sole responsibility of the unit owner.

Sun Screens that are 20 or more years from the date of their installation shall be inspected by a certified Sun Shade installer, minimally every 5 years, to determine stability of its attachments. The cost of inspection and repairs, where needed, are borne by the unit owner. Inspections to commence as of June 1, 2014.

8. Impact Resistant Window Tint Films and Non-Impact Resistant Window Tints. (IRWTF and NIRWT)

IR WTF and NIR WT are permitted to be installed on the inside of all windows. The tint color must comply with the type specified by the Board of Administration and comply with the Rules and Regulations Sect II (C) (4).

Failure to comply will require the removal of the non-conforming window tint films and subject the unit owner to fines and legal action.

9. Alternative Materials and Installations.

The use of Alternative Materials, Types of Constructions and Installations, must have product approval by the appropriate agencies Control Notice of Acceptance, comply with the South Florida Building Code, local authority and have approval by the Board of Administration of Country Club Tower following the guidelines and restrictions set forth within this resolution.

10. Residents are required to immediately remove all items from balconies and patios and raise sun shutters to full up position when the governor of Florida declares a state of emergency. Failure to comply will result in fines and may require the removal of a unit's sun shutters.

(VI) EXTENDED ABSENCES

Listed below are suggested steps to be taken if you plan to be absent from the Condominium for any extended period of time. Step (1) is required.

- (1) Remove everything from your balcony or patio. If Association personnel are required to clear your balcony or patio during a declared state of emergency, you will be fined.
- (2) Remove all foods that are not canned.
- (3) Be sure all windows are closed tightly. (If your awning type windows are not tightly shut, they will leak water into your rooms.) The Association assumes no responsibility for damage due to winds and water.
- (4) Lay heavy toweling along the base of windows inside on sills to contain possible water leaks.
- (5) If you do not have wall-to-wall carpeting, roll your rugs away from windows.
- (6) Have your air conditioner run periodically. You can have a time clock installed on your air conditioner rather inexpensively to run two hours during the day and two hours at night. (See Maintenance Supervisor for details.)
- (7) Turn off your refrigerator/freezer at the breaker panel (fuse box), clear all foodstuffs and block doors open, or remove all food from freezer and set at lowest temperature.
- (8) Disconnect water heater (pull plug to water heater) in your utility room.
- (9) Turn off the domestic water valve at the hot water tank location in your utility room.
- (10) Schedule a trusted person or company to check your unit periodically and notify Maintenance Supervisor to whom key is issued.
- (11) Be sure the Office has a key to enter your unit in the event of an emergency.
- (12) Leave a set of car keys with the Maintenance Supervisor if your car is to be left parked on the grounds. Covered cars must be parked in designated areas in the rear of the property. (Refer to the office for instructions.)