

BOCA TOWERS CONDOMINIUM ASSOCIATION
HOUSE RULES AND IMPORTANT INFORMATION
AMENDED APRIL 2022

EMERGENCY TELEPHONE NUMBERS:	
FIRE, POLICE, AMBULANCE OR OTHER EMERGENCY	911
FRONT DESK	561-395-3664
MANAGEMENT OFFICE	561-391-6126
EMAIL	manager@bocatowerscondo.com office@bocatowerscondo.com
WEBPAGE	www.bocatowerscondo.com

**Please use the webpage for current
information from the association**

INTRODUCTION

THE FOLLOWING RULES HAVE BEEN APPROVED BY THE BOARD OF DIRECTORS ("THE BOARD") OF THE BOCA TOWERS CONDOMINIUM ASSOCIATION ("THE ASSOCIATION"). THESE RULES WILL SUPERSEDE THOSE ISSUED PREVIOUSLY. SINCE THE LAST PUBLICATION IN 2020, THERE HAVE BEEN COURT DECISIONS BY THE STATE OF FLORIDA, AS WELL AS LEGISLATION THAT AFFECT CONDOMINIUM LIVING. THE FOLLOWING RULES ARE DESIGNED TO ADDRESS CURRENT CONDITIONS.

IN ISSUING OUR RULES, IT IS THE AIM OF THE BOARD TO CONTINUE TO PROVIDE FOR THE COMFORT AND SECURITY OF THE OWNERS, THEIR GUESTS AND LESSEES.

TO ASSURE THE ENJOYMENT OF ALL WHO LIVE IN OUR CONDOMINIUM, IT IS IMPERATIVE THAT OWNERS INFORM GUESTS AND LESSEES THAT OUR RULES MUST BE OBSERVED. THIS LIST OF RULES IS MADE FOR THE SAFETY AND COMFORT OF ALL AND TO PRESERVE THE BEAUTY AND VALUE OF OUR PROPERTY.

PLEASE INFORM YOUR GUESTS OR LESSEES ABOUT THE RULES SO THEY WILL BECOME FAMILIAR WITH THEM. ACCORDING TO SECTION 718.303 (3) FLORIDA STATUTES, THE FIRST INFRACTION MAY BE ISSUED A WARNING BY THE PROPERTY MANAGER. A SECOND VIOLATION WILL RESULT IN A MONETARY FINE ENFORCEABLE BY JUDGMENT AGAINST THE OFFENDING UNIT OWNER.

SMOKING IS PROHIBITED IN THE INDOOR COMMON AREAS, AT THE QUIET ZONE, PATIO / BBQ AND ON THE SWIMMING POOL DECK. PLEASE BE CONSIDERATE OF OTHERS WHEN YOU SMOKE IN PERMITTED AREAS.

Boca Towers Rules and Important Information

Table of Contents

A) BOARD OF DIRECTORS AND UNIT OWNERS MEETINGS.....	6
1. NOTICE OF MEETINGS	6
2. SPEAKING AT BOARD MEETINGS	6
3. RECORDING OR VIDEO TAPING OF MEETINGS	6
B) BUILDINGS AND FACILITIES.....	7
1. DESTRUCTION AND DAMAGING OR LOSS OF PROPERTY	7
C) COMMON FACILITIES.....	7
1. CARTS	7
2. CAR WASH	7
3. GUEST AND SERVICE PARKING.....	7
4. LAUNDRY ROOMS.....	7
5. TRASH ROOMS	8
D) RECREATIONAL FACILITIES	8
1. ARTS AND CRAFTS ROOM – EAST BUILDING	8
2. BEACH.....	9
3. BICYCLE, BEACH LOCKER FACILITIES AND KAYAK RACK	9
4. BILLIARDS – PING PONG – LIBRARY ROOM.....	9
5. BOAT DOCK	9
6. CARD ROOM	10
7. LOUNGE	10
8. KITCHEN.....	11
9. SAUNAS AND EXERCISE ROOMS	11
10. SHUFFLEBOARD COURT	12
11. SWIMMING POOL.....	12
12. PATIO / BBQ.....	13
13. QUIET AREA	13
E) GENERAL RULES.....	13
1. ATTIRE.....	13

2.	BULLETIN BOARDS.....	13
3.	POSTING OF ACTIVITIES NOTICES	14
4.	PERSONNEL	14
I.	Property Manager	14
II.	Attendants.....	14
III.	Maintenance Personnel.....	14
IV.	Employees and Contractors.....	14
5.	SECURITY	15
6.	SOLICITATIONS, PETITIONS AND SURVEYS	16
7.	USE OF VARIOUS VEHICLES.....	16
8.	LEASING OF APARTMENTS	16
9.	SALE OF APARTMENTS	17
F)	YOUR APARTMENT AND PARKING SPACE.....	18
1.	BALCONIES AND PATIOS	18
2.	CARETAKER RULE.....	19
3.	DELIVERY OF FURNITURE AND MOVING	19
4.	GARBAGE AND TRASH DISPOSAL	20
5.	GUESTS	20
6.	HALLWAYS AND STAIRCASE	21
7.	NOISE AND ODOR ABATEMENT.....	21
8.	PARKING.....	22
9.	PEST CONTROL AND SMOKE DETECTORS.....	22
10.	PETS.....	23
11.	STORAGE LOCKERS	23
12.	STORM SHUTTER REGULATIONS	24
G)	IMPORTANT POINTS TO REMEMBER	24
H)	GUIDE FOR CLOSING YOUR APARTMENT	25
I)	IMPORTANT HURRICANE INFORMATION	26

A) BOARD OF DIRECTORS AND UNIT OWNERS MEETINGS

1. NOTICE OF MEETINGS

Notice of meetings will be posted on the bulletin boards in the mail room, in the main and elevator lobbies, and electronically via e-mail.

Adequate notice of all board meetings, which must specifically identify all agenda items, will be posted conspicuously on the condominium property at least 48 continuous hours before the meeting except in an emergency. Written notice of a meeting at which a nonemergency special assessment or an amendment to rules regarding unit use will be considered will be mailed, delivered, or electronically transmitted to the unit owners and posted conspicuously on the condominium property at least 14 days before the meeting.

2. SPEAKING AT BOARD MEETINGS

Owners or their legal representative may speak at a board meeting. Speaking on agenda items shall take place when that item is reached, but before a vote. Speaking on items other than those on the agenda shall take place only during General Discussion. The chair may limit any individuals' comments to not more than three minutes.

3. RECORDING OR VIDEO TAPING OF MEETINGS

A unit owner may tape record or videotape a meeting of the unit owners subject to reasonable rules adopted by the Board. Unit owners must give advance notice to the Board if they intend to videotape or tape record a meeting.

B) BUILDINGS AND FACILITIES

1. DESTRUCTION AND DAMAGING OR LOSS OF PROPERTY

Owners are responsible for their personal property and the cost of replacement or repair of common area property or equipment damaged, marked or defaced by the owner, their guests, their lessees or their employees.

C) COMMON FACILITIES

1. CARTS

Fire regulations require that shopping carts not be left in elevators or hallways. Carts must be returned immediately after use to the cart room from which they were taken. Always turn off the light and close the door to the cart room. The key to the valet cart room can be obtained from the Front Desk Attendant. Carts are for packaged items only, **not** for laundry or animals.

2. CAR WASH

The car wash is specifically for use by residents and may not be used for commercial purposes. It is located at the southwest corner of the guest parking area. Hours are 7:00 AM to 8:00 PM daily.

3. GUEST AND SERVICE PARKING

Guest and service vehicles may park only in designated areas on the south side of the buildings. No person, who is not an overnight guest, may park his car overnight. Any vehicle not parked legally is subject to towing at the owner's expense. Guests can park their bicycles on the second-floor parking deck bike rack.

4. LAUNDRY ROOMS

Hours: 7:00 AM to 10:00 PM. Please follow instructions on the machines. Use only detergent marked "HE" (High Efficiency) on the bottle. Do not use liquid fabric softener; dryer sheets only. Do not overload. **Do not put articles containing human or pet waste, tar and/or sand in the machines.** Please remove laundry from the machines promptly when finished and clean lint trap in dryer. If laundry is left in a washer or dryer it may be removed carefully and placed on the laundry room table by the next person waiting to use the machines. **Washers and dryers ARE NOT PERMITTED inside a unit.** Units already containing a washer and dryer as of April 2016 will be grandfathered in.

5. TRASH ROOMS

Palm Beach County is NOT a single stream recycler. Accordingly, glass and aluminum must be separated from paper and cardboard. All items placed in recycling must be rinsed clean before depositing in the bins. Please observe the RECYCLE directions posted in the trash room. Be sure of proper disposal into the Blue and Yellow bins. Make certain all other garbage is secured in strong plastic bags before putting down the garbage chute.

D)RECREATIONAL FACILITIES

These facilities are for the exclusive use of owners, lessees and their overnight guests. USE THEM AT YOUR OWN RISK.

1. ARTS AND CRAFTS ROOM – EAST BUILDING

Owners may rent storage cabinets for art supplies only. Please see the office for current rates and availability.

No painting or repairing of any type of furniture, appliances, etc. may be done in this room. Ask the Manager where this work can be done.

2. BEACH

Access to the beach is through the northeast corner of the garage. Do not litter the beach. Feel free to use the chairs that belongs to Boca Towers and please move them up when leaving. Remember to remove tar and sand from feet and footwear. The shower and tar cleaning fluid are outside the northeast corner of the garage in the shower stall. Do not re-enter the garage or buildings with bare feet.

MUNICIPAL LAW PROHIBITS DOGS ON THE BEACH. VIOLATORS MAY BE TICKETED BY THE BOCA RATON POLICE AND ARE SUBJECT TO A FINE.

3. BICYCLE, BEACH LOCKER FACILITIES AND KAYAK RACK

See Management Office for bike space, beach locker and kayak space rentals.

If annual fees for beach lockers, bike spaces AND kayak/surfboard/paddleboard spaces are not paid by February 28th each year, bicycles, contents of beach lockers and any kayaks, etc. will be removed and placed in storage.

NOTE: Bicycles MAY be brought into an apartment:

Bicycles are permitted in the elevators.

Use the service elevator during the hours when it is available.

4. BILLIARDS – PING PONG – LIBRARY ROOM

Billiard balls/pool sticks and Ping-Pong equipment are available at the front desk.

5. BOAT DOCK

Boat dock space can be rented on the following basis:

Condominium owners have preference but lessees may also rent space, if available. The Board will determine the charge for dock space. Space rental is for a minimum of one month with no refund for unused time.

No one is permitted to occupy a boat overnight. Unregistered boats will be removed within 24 hours. Owners or lessees shall make arrangements for visitors arriving by boat. Visiting boats must be registered at the front desk.

Boat owners are responsible for damage done to the pilings, dock or appurtenances thereon. Boatlifts of any kind cannot be installed at or near the dock without approval.

6. CARD ROOM

Available at all times for use by owners, guests and lessees only. Please share the rooms and show other visitors' consideration.

Comcast is providing 3 Wi-Fi hotspots (Lobby, Kitchen, & Fitness Center) in our common areas which request a password. This is the same Xfinity password that you use log in to your Comcast account.

7. LOUNGE

This room may be leased by owners and lessees for private parties. Reservations must be made at least two weeks in advance through the Management Office and must be accompanied by a check in the amount of \$200.00 for the rental fee. A separate check of \$300.00 is required as a deposit that furniture and/or equipment are not damaged in the lounge during the private party. Persons who lease the lounge room are responsible for paying the actual cost of any damages to the room or equipment. No parties may be scheduled which are for the benefit of any outside groups, organizations or commercial enterprises, except as may otherwise be required by law. The Lounge cannot be rented during times when the association offer residents to use it for common purpose (Super Bowl, Oscars etc.) See office for times when the Lounge is NOT available.

The maintenance staff will help you set up the tables and move them back after the party. Clean the floor after you.

8. KITCHEN

The kitchen is available at all times for any meal gathering between the hours of 8:00 AM to 10:00 PM daily.

The kitchen is available for all residents to use as a “social kitchen.” Do not store food in the refrigerator unless it is to be used at an occasion within a few days. Remove all perishable food and beverage within 24 hours of original use.

If you are going to have a number of guests eating with you in the kitchen, notify the office well in advance and it will be noted so others will be aware that you and your party will be in there. No more than 10 guests are allowed for each condo owner. It is necessary to keep some seats available for others who may choose to use the kitchen at the same time. “Reserving” the kitchen is not allowed and it is available to all residents.

It is imperative that the kitchen is always clean. This is a health issue. After using it, check tables, chairs, appliances and counter for cleanliness. Any dishes, pans, etc. must be supplied by the persons using the kitchen and must be removed from the kitchen in a timely manner. As part of their daily schedule, the cleaning staff examines the kitchen for cleanliness and acts accordingly. When residents follow the above rules, the cleaning staff, in their normal regimen, should not have to do much more than clean the floor.

9. SAUNAS AND EXERCISE ROOMS

Hours are: 6:00 AM to 10:00 PM

Children under age 12 are not permitted at any time, and children under 16 are not permitted in the sauna or exercise rooms unless accompanied by an adult who must remain with them until they leave the rooms. Use of showers is only for persons using the gym or sauna.

Please follow the rules posted in the room, and please shut the lights and TV when you leave if no one else is in the room.

10. SHUFFLEBOARD COURT

Hours are: 9:00 AM to sunset.

The equipment is available from the Front Desk and must be returned after use. Players under twelve (12) years of age must have adult supervision. Players must use footwear.

11. SWIMMING POOL

UNDER NO CIRCUMSTANCES IS GLASSWARE OF ANY TYPE, INCLUDING BEVERAGE BOTTLES, PERMITTED ON THE POOL DECK. THIS IS FLORIDA STATE LAW. FOOD IS PERMITTED IN THE PATIO AREA ONLY.

SMOKING IS STRICTLY PROHIBITED ON THE POOL DECK. YOU MAY SMOKE ALONG THE DOCK / BOARDWALK AREA ONLY.

Swimming is at your own risk. DIVING HEADFIRST is NOT permitted.

Please be courteous and make room for lap swimmers.

Pool shower must be used before entering pool. No soap or shampoo may be used at the pool shower. Suntan oil or lotion users must cover lounges and chairs and must shower off the oil or lotion before entering pool.

Incontinent individuals, including small children, must wear appropriate undergarments prior to entering the pool.

An adult must supervise children less than twelve (12) years of age at all times.

Running, horseplay, excessive splashing, ball throwing or shouting in the pool or pool area are not permitted. Audio and video devices without headphones or earbuds are not permitted.

Swimming noodles are available in the storage box located south of the pool building; these are for flotation purposes only and must be returned after use.

12. PATIO / BBQ

The patio and BBQ area are on a first come first serve basis and cannot be reserved. Please be respectful and share with your neighbors. Please take care of the area and close the umbrellas when leaving. After using the BBQ please clean with the brush and turn off the gas. All garbage and recycle items need to be disposed of properly. Audio and video devices without headphones or earbuds are not permitted.

SMOKING IS PROHIBITED AT THE PATIO AREA.

YOU MAY SMOKE ALONG THE DOCK / BOARDWALK AREA ONLY.

13. QUIET AREA

The patio located on the rear north lawn behind the kitchen and next to the Intracoastal is reserved as our Quiet Area. **SMOKING IS PROHIBITED** and talking on cell phones, loud conversations, and disruptive behavior is strongly discouraged. Audio and video devices without headphones or earbuds are not permitted.

E) GENERAL RULES

1. ATTIRE

Footwear must be worn at all times in the common areas, except at the pool. Persons in tennis, jogging or gym attire or dry, covered swimsuits for ladies and swimsuits with a shirt for men may pass through the lobby. Dripping wet bathing suits are not permitted in the buildings or elevators. If you are dripping wet coming from the pool, please use the garage access to come into the building.

2. BULLETIN BOARDS

Bulletin Boards are for the use of the Board and the Manager only, with the exception of the one in the mailroom on the right side, which is for any special activity and/or message.

3. POSTING OF ACTIVITIES NOTICES

Activity notices may be left in the binder located in the mailroom. Please do not leave activity notices on any of the tables in either the main lobby or the elevator lobbies.

4. PERSONNEL

Please direct all complaints or criticism relating to rule violations, facilities or services to the Front Desk or Property Manager. Residents shall not give orders to, or reprimand employees. Criticism and comments of employees shall be directed to the Manager.

I. Property Manager

The Property Manager is responsible for maintenance of the buildings, the grounds, and supervision of employees. The Manager's office will be open on weekdays from 9:00 AM to 4:30 PM. (Times can change) In case of emergency, please notify the attendant at the front desk (Telephone 561 395-3664).

II. Attendants

A guard shall be at the front desk at all times. All visitors and guests are required to register at the front desk. Please report any incidents or emergencies to the attendant.

III. Maintenance Personnel

Maintenance employees are supervised by the Property Manager or the Maintenance Supervisor. During working hours, maintenance employees shall work only in common areas. Boca Towers' employees may do private minor maintenance work and housekeeping services for residents after working hours until 7:30 PM on week days and housekeeping services between 8:00 AM and 4:00PM on week-ends.

IV. Employees and Contractors

Owner's employees, work persons, health aides, delivery persons, etc., must register in and check out at the front desk. All work must be done between

8:00 AM and 4:00 PM on weekdays, except emergency repairs. Emergency repair workmen and Home Health aides are permitted 24/7. Contractors are required to submit their license and insurance prior to entering the building.

5. SECURITY

Storage of any personal property is always at the risk of the owner, lessee or guests. Boca Towers assumes no responsibility for loss of or damage to personal property.

Please keep your apartment doors locked at all times.

Please report any suspicious person or incident immediately to the security guard at the front desk.

Any member or agent of the Board shall have the irrevocable right, during reasonable hours and at any time during an emergency, to have access to each unit for necessary inspection, maintenance, repairs or replacement of the common or limited common elements, either therein or accessible therefrom.

In order to enable the Association to carry out these functions, the Front Desk must be provided with a key to your apartment.

Security personnel at the front desk will accept delivery of parcels as a courtesy to our residents. Residents will be notified that a parcel has arrived, and they are expected to promptly retrieve their packages. Packages will be stored in the package room on the left side of the main lobby. The front desk person will assist you with retrieving your package(s).

Under no circumstances is Boca Towers Condominium Association, Inc., its agents or its employees liable for any claims of damage, breakage or lost items. This is strictly a service performed to assist our residents, and it is the express responsibility of each resident to promptly retrieve any and all parcels.

6. SOLICITATIONS, PETITIONS AND SURVEYS

Solicitors will not be permitted on the premises for any purpose. Common areas are not to be used for business purposes.

Petitions and surveys are to be conducted only by written permission from the Board.

7. USE OF VARIOUS VEHICLES

Passenger vehicles only may be parked in the north parking areas. Service vehicles must be parked in the designated spaces in the south parking lot. Recreation vehicles, boats and trailers are not permitted to be parked overnight on the premises.

Skateboards, hover boards, roller blades or similar wheeled devices may not be used on the premises. Drones and other types of flying apparatus may not be flown on or around our property.

Owners, lessees and guests are responsible for leaks of oil or other fluids from their vehicles. Failure to take prompt corrective action will require payment for damage and clean up.

8. LEASING OF APARTMENTS

Leasing an apartment is not permitted during the first 24 months of ownership, and an apartment may be leased only once during any twelve (12) month period commencing with the date of the lease, for a minimum term of ninety (90) days, and a maximum term of twelve (12) months.

Owners planning to lease their apartment must send a letter of intent to the Board and must complete the required application.

A prospective lessee may neither occupy an apartment nor be a guest of the owner in the apartment to be leased until after an interview and Board approval. The prospective lessee is required to complete an application and pay the required administrative fee of \$100.00 for first time rental. Approval of an

apartment lease will be withheld when any assessment is unpaid. Interviews are to be set up prior to start date of lease.

No signs advertising the availability of apartments for lease are allowed on the premises except on the bulletin board. Any unit listed for lease on a website such as VRBO, Home Away, Airbnb, or the like MUST be listed in compliance with Association regulations, and any lessee MUST comply with all Association regulations regarding fees, deposits, background check, interviews and any and all other requirements.

A copy of the signed lease and other required documents must be submitted to the Board for approval at least two (2) weeks prior to the interview.

When an apartment is leased, the owner gives up the right as an owner to use recreational and any common area for the period of the lease.

Before occupancy, lessees are required to register at the front desk.

Both the tenant AND the owner are responsible for any damage to Common Areas.

When lessees are not in residence, no one is permitted to occupy the apartment.

Prior to occupancy, the Lessee must be presented with a copy of the Boca Towers House Rules and Important Information, acknowledged by the Lessee and presented to the Board's secretary for filing.

Anyone occupying a unit who has not complied with the above regulations may be considered an illegal occupant. The owner and occupant will be subject to appropriate legal remedies.

9. SALE OF APARTMENTS

Before offering an apartment for sale, an owner give notice the Board with a letter of intent to sell. Prospective buyers shall complete and submit an application for membership in the Association along with a check for the administrative fee of \$100.00 and will be interviewed by Board members. All sales

must be approved by the Board before they are final. A copy of the sales contract needs to be on file.

The forms, which must be filed with the Board for the sale, are available in the Management office or can be found on our webpage.

OPEN HOUSE

Owners and their realtors MAY conduct an open house, but **NO SIGNAGE OF ANY TYPE** is permitted on our premises, and all people attending must identify themselves and sign in before entry will be granted. Realtor MUST escort outside potential buyers to the Open House unit and then return the potential buyer to the Lobby. **NO EXCEPTIONS.**

Hours allowed to hold an Open House is either on the weekend or during the week between 1:00 PM to 3:00 PM ONLY. Realtor MUST inform the front desk about the Open House.

F) YOUR APARTMENT AND PARKING SPACE

1. BALCONIES AND PATIOS

Apartment balconies are a Limited Common Element and may not be altered or modified in any way. Any damage resulting from such alteration or modification to the balcony will be the responsibility of the owner.

If you smoke on your balcony please be aware that fumes may travel up, down and across to other units. There is no prohibition on smoking within your unit but please be considerate of your neighbors. **DO NOT THROW CIGARETTE BUTTS OVER YOUR PATIO RAILING.**

Balconies and patios are to be kept clean and neat at all times.

No articles of bedding, clothing or any other items that would detract from the outside appearance of the building may be placed on balconies or railings.

Nothing is to be thrown or poured from a balcony or window.

No items from an apartment may be cleaned or shaken from the balconies or windows. Flower boxes, pots or other containers may not be placed on the outside ledges of the windows or suspended from the building.

No cooking is permitted on balconies or patios.

To prevent damage during hurricane season **PLEASE REMOVE ALL FURNITURE AND OTHER ITEMS** when you leave for the season.

2. CARETAKER RULE

All units must have a caretaker. This is a person who has entry to your unit, and will check it periodically when you are not in residence. Front desk must have contact information so that we may contact this person in case of an emergency.

Every month the owner is not in residence the caretaker needs to make a inspection of the unit and flush all toilets, run all faucets for 5 minutes and make sure that the AC is working properly. All to prevent leaks and mold.

3. DELIVERY OF FURNITURE AND MOVING

No deliveries are permitted unless the resident or a representative is present to accept the delivery. Furniture delivery and moving must be scheduled with the front desk at least 24 hours in advance, Monday through Friday, except holidays, starting at 8:00 AM and completed by 4:00 PM. There should be no week-ends furniture deliveries or moving in or out. Moving vans and delivery trucks must park at the breezeway entrance of the garage.

Movers and delivery personnel must register at the front desk before and after delivery. Delivery and loading of trucks is only through the garage. Containers and cartons must be removed from the premises by the movers, delivery personnel or the owner.

Owners are responsible for damage caused to the common areas by their movers or delivery people. Check for damage before workers leave and report any damage to the front desk.

4. GARBAGE AND TRASH DISPOSAL

Use the disposal unit in your kitchen for food waste, liquids, (NO GREASE), and fruit and vegetable peelings. **Do not pour liquid grease into your disposal or use hot water to flush down grease because liquid grease will coat and clog sewer pipes.** Place liquid grease in an unbreakable container with other trash/garbage in the trash room. All garbage must be placed in plastic garbage bags before dropping into trash chute.

Please follow the recycling instructions posted in the trash rooms.

DO NOT DISPOSE OF ANYTHING OTHER THAN TOILET TISSUE IN THE APARTMENT AND COMMON AREA TOILETS. FLUSHING WASTE SUCH AS WIPES, ADULT AND CHILDREN'S DIAPERS, DOGGIE PADS AND THE LIKE CLOGS OUR SEWAGE LINES AND MAY RESULT IN SUBSTANTIAL EXPENSE TO OUR OWNERS.

5. GUESTS

GUESTS ON OUR PREMISES WHO HAVE NOT FOLLOWED APPROPRIATE PROCEDURES MAY BE DENIED USE OF ANY AND ALL COMMON AREAS.

The owner and lessee of an apartment must acquaint their guests with these rules and impress upon them the importance of following them. Owners and lessees are responsible for the behavior of guests visiting them and while on the property of the Association.

Whether present or not, the owner or lessee is responsible for the actions and conduct of their guests as well as any damage to Common Areas.

All visitors must report to the front desk on arrival and check out at departure. The attendant will notify the owner or lessee of the arrival of guests.

No one will be admitted without permission of the owner or lessee.

If an owner is not in residence, and prior to the arrival of prospective guests, the owner must submit a written and signed notification to the Association, listing the names of the guests and dates of arrival and departure.

We of course welcome families and guests with children and want them to enjoy all that we have to offer. Please be considerate of our owners and don't allow children to be disruptive, play in corridors, or create unnecessary disturbances. Baby strollers and carriages must be kept inside units, and are not permitted to stand in the hallways.

6. HALLWAYS AND STAIRCASE

Hallways and fire staircase must be kept clear at all times in compliance with fire department and safety regulations. NO shoes, door mats, or other items to be kept near your front door or in the hallways/staircases. This would be a fire safety hazard.

7. NOISE AND ODOR ABATEMENT

Televisions, radios, stereos or musical instruments may not be played at a sound level disturbing to others at Boca Towers. Excessive noise should be reported to the front desk attendant. Please have consideration for your neighbors, and reduce noise pollution in all areas of Boca Towers.

No drilling, hammering or other such noises are permitted before 8:00 AM or after 4:00PM, except in emergencies. (A/C, water heaters, plumbing)

To avoid excessive noise, rubber or felt gliders must be installed under all furniture on uncarpeted floors.

Any installation of tile or wood flooring must have an under-liner and be approved by Management.

To prevent cooking odors from annoying your neighbors, use your kitchen exhaust fan. In the event of cooking fumes/smoke please DO NOT OPEN YOUR APARTMENT DOOR as this may trigger the hall smoke alarms and result in a false alarm to the Fire Department, and a resultant charge which MAY BE BILLED TO THE UNIT OWNER. Turn on your exhaust fans and open your terrace door to help clear these fumes. Please keep your apartment door closed at all times. If you do smoke where permitted please be sensitive to others who may be troubled by second hand smoke.

8. PARKING

Each owner and lessee must register the license plate number and make of their car with the front desk attendant.

If anyone parks in a space that is not their assigned space and they do not have permission from the owners of the space to park there in writing and in our files, and if the owner requests having the offending vehicle towed, we have no recourse except to have the vehicle towed and all expenses will be paid by the owner of the offending vehicle.

Always keep driveways and entrances clear.

No parking is permitted alongside of building in the garage, but vehicles may temporarily be parked while loading or unloading.

Any person who is not an overnight guest may not park a vehicle on the premises overnight.

In parking areas drive at 9 miles per hour, with your lights on. All traffic in the garage and upper deck is “one way”, counter clockwise. Please refrain from blowing your horn in the garage or parking area.

9. PEST CONTROL AND SMOKE DETECTORS

All apartments are sprayed bimonthly by a pest control company. Residents cannot refuse to have their apartments sprayed for pest control, unless they have a medical exemption signed by a physician. The pest control technician will always be accompanied by a Boca Towers employee.

Do not tamper with your smoke detector. If it is not working properly, notify the Manager or front desk.

10. PETS

No condominium owners shall keep on premises at any time, more than one cat or one dog, weighing no more 15 pounds or two small birds. The animals must not interfere with the rights of other unit occupants or annoy them by unreasonable noise, objectionable odors or any other inconvenience.

Please keep pets in your unit and don't allow them to run free in halls. All pets must be carried to and from the owners' apartment to the "Dog Walk" which is located on the outside of the garage north wall. Dogs must be on a leash at all times when on the "Dog Walk". Pets are not permitted to walk in the first or second floor garages. Pets are not permitted on the garage ramp and in the drive way area leading to A1A. They are not permitted in the patio, quiet zone, pool area or lobby or to "run" loose anywhere on Boca Towers' property. No pets may enter or leave the buildings through the main lobby.

Lessees or guests (including owners family members) are not permitted to bring pets to Boca Towers at any time.

Owners must use the biodegradable bags located in the "Pet Waste Stations" to clean up any droppings from a pet. Kitty litter or any material soiled by pets must be placed in double sealed plastic bags and put into the dumpster on the first floor and not down the trash chute. Service dogs must have bona fide papers and are subject to approval by the Association.

Management will request appropriate documentation as determined by our attorney for any claim to an accommodation for an emotional support animal. We will refuse any claim that does not comply with legal requirements. Please see the Management Office for details.

11. STORAGE LOCKERS

All owners are assigned a locker in the storage room on their floor.

Per Fire Code, NO items of any kind should be stored in your *air conditioning closet*. Nothing should be stored outside of the lockers in the storage room, and nothing flammable/toxic should be stored inside of your individual storage locker. Notify front desk attendant of any violation.

STORM SHUTTER REGULATIONS

All units must have storm shutters. ALL SHUTTERS MUST BE CLOSED DURING ACTUAL OR THREATENED HURRICANE CONDITIONS.

Before the installation of storm shutters, a written request must be sent to the Manager for specification approval.

Boca Towers Association will inspect and lubricate the shutters once a year. Owners will be notified of needed repairs. The owner is responsible for the repair of the shutters.

All shutters must be closed when not in residence.

It is the responsibility of each unit owner to arrange for the closing of his or her own hurricane shutters.

In the event shutters have been left open, maintenance personnel have the right to enter a unit to close these shutters as necessary. The resident will be subject to a service charge as per our current fee schedule as approved by the Board.

If Boca Tower's common areas or any other units sustain any damage due to another unit owner's negligence in not closing their hurricane shutters, that owner will be held financially responsible.

A copy of the Boca Towers Shutter Policy is available in the office.

G) IMPORTANT POINTS TO REMEMBER

Fire exits are located at the ends of the corridors. They are marked with lighted EXIT signs. Don't plan on only one escape route.

Fire alarm boxes are located in the corridors near the exits. Know the locations well so you can find them in the dark.

When a fire alarm sounds follow the instructions and **DO NOT** use the elevators.

H) GUIDE FOR CLOSING YOUR APARTMENT

Turn your air conditioner to 78 degrees on automatic.

Notify Front Desk of date of departure and return.

Notify post office where to forward your mail or have it held there.

Notify Florida Power & Light of your departure.

Advise your news person to stop delivery of newspapers.

Arrange to have your air conditioning unit serviced during your absence.

Designate a Care Taker to inspect your apartment while you are away, and notify the front desk accordingly.

During your absence no guests, or persons other than Boca Towers employees, for emergencies, will be allowed to enter an apartment without written consent.

Be sure your homeowner's insurance is current.

Close all windows and storm shutters and remove all objects from the balcony; the smallest object can become a lethal flying missile during severe storms.

Disconnect all electrical cords to lamps and appliances OR turn off the circuit breaker switches to all services **except** your air conditioner.

Prop open refrigerator door and be sure it is completely emptied. A refrigerator containing food can become a source of putrid odor throughout an entire building. It also could cause insect infestation of your and other apartments.

Turn off main water valve and the switch for your hot water heater in hall closet. Be sure all drains in sinks, shower stall and bathtub are open.

I) IMPORTANT HURRICANE INFORMATION

Hurricane Season is from June 1st to November 30th.

The National Hurricane Center near Miami, constantly watches the North Atlantic, Caribbean and Gulf of Mexico waters for tropical disturbances. These disturbances become tropical storms when winds reach 39 miles per hour and move in a circular pattern. Storms that continue to grow with winds above 74 miles per hour and moving in a counter-clockwise direction are hurricanes.

Strong winds, heavy rains, thunder, lightning and sometimes tornadoes accompany the hurricane storm. But a hurricane's most deadly force is usually the storm surge with ocean tides rising dramatically, creating large waves that hit the shore with great force far beyond the reach of normal waves. Most hurricane deaths are attributed to storm surge. A hurricane can also create flooding far inland.

When a hurricane approaches there might be a mandatory evacuation of the building. The elevators will be locked down and no service will be available.

Read more in the Hurricane Preparedness folder.