



## COMMUNITY GUIDELINES & ETIQUETTE

**REVISED AUGUST 2025**

2800 South Ocean Boulevard, Boca Raton, Florida, 33432 United States  
Front Desk: - 561 391 8687 - Office: - 561 391 6371

|                                                              |                  |
|--------------------------------------------------------------|------------------|
| <b><u>INTRODUCTION .....</u></b>                             | <b><u>3</u></b>  |
| <b><u>RESPONSIBILITY OF OWNERS .....</u></b>                 | <b><u>3</u></b>  |
| <b><u>THE MANAGER .....</u></b>                              | <b><u>4</u></b>  |
| <b><u>SECURITY .....</u></b>                                 | <b><u>5</u></b>  |
| <b><u>OCCUPANCY.....</u></b>                                 | <b><u>6</u></b>  |
| <b><u>RESALE, TRANSFERS, DELIVERIES AND MOVING .....</u></b> | <b><u>7</u></b>  |
| <b><u>GUESTS.....</u></b>                                    | <b><u>7</u></b>  |
| <b><u>ATTIRE.....</u></b>                                    | <b><u>8</u></b>  |
| <b><u>SWIMMING POOL AND BEACH .....</u></b>                  | <b><u>8</u></b>  |
| <b><u>LOBBY AND INDOOR RECREATION AREAS .....</u></b>        | <b><u>9</u></b>  |
| <b><u>PRIVATE USE OF LOUNGES AND FACILITIES.....</u></b>     | <b><u>9</u></b>  |
| <b><u>PARKING AND GARAGE .....</u></b>                       | <b><u>10</u></b> |
| <b><u>TRASH HANDLING.....</u></b>                            | <b><u>12</u></b> |
| <b><u>GENERAL PROCEDUES.....</u></b>                         | <b><u>12</u></b> |
| <b><u>HELPFUL SUGGESTIONS .....</u></b>                      | <b><u>14</u></b> |
| <b><u>ACKNOWLEDGEMENT OF RECEIPT.....</u></b>                | <b><u>15</u></b> |

## INTRODUCTION

Welcome to Ocean Towers. This is the newly revised and updated version of our Ocean Towers community guidelines and etiquette that have been adopted by the Association. Some have been voted in by the Board of Directors or the general committees to address specific problems. Others attempt to foresee and avoid problems before they occur. All are intended to protect, promote, and improve the quality of life and safety of owners and guests of Ocean Towers. Any questions about the regulations can be directed to the Manager.

## RESPONSIBILITY OF OWNERS

Owners are requested and encouraged to acquaint themselves and their guests with these association guidelines and etiquette. Owners are also advised to become familiar with the condominium documents and bylaws.

Although it has rarely been necessary, the Manager will consult with individual owners concerning rule violations and bring any matter to the attention of the Board of Directors if it cannot be resolved directly with the owner.

Under the Association bylaws, the Board may require reimbursement by the owner for any costs to the Association that may be involved or take other appropriate steps to correct violations.

**Pets are not permitted.** The Fair Housing Act provides for reasonable accommodations to be made for Service Animals and Emotional Support Animals. Persons with disabilities may make a request for a reasonable accommodation to be made in the Association's rules and regulations through the management office. The following rules apply to approved Service and Emotional Support Animals:

The Service/ESA animal must be on a leash not longer than 6 feet, *4 feet is recommended* or inside a closed cage or carrier whenever the Service/ESA animal is not inside the unit.

Shopping carts must not be used to transport animals.

Service/ESA Owners are encouraged to ask permission to enter an occupied elevator or wait for the next car.

The ESA animal can only be walked in the grassy area on the North side of the North Tower or the South side of the South Tower. These areas are the car wash areas.

All of the animal's solid waste must immediately be cleaned up and disposed of properly in the trash.

The animal/dog must always be under complete control and must behave. The dog cannot create a nuisance, such as barking or other noise, cannot be aggressive towards people or other animals, and cannot bite people or other animals. *Approved by the Board of Directors, January 9, 2014.*

In the event of a bite or attack, Animal Control must be notified by calling 561-233-1200.

## **THE MANAGER**

The Manager's office is open for business from 10:00 A.M. TO 12:00 P.M., Tuesday, Thursday, Friday. The Administrative office is open for business from 9:00 A.M. TO 12:00 P.M. Monday, Wednesday and Friday and from 10:00 A.M. TO 12:00 P.M. and 2:00 P.M. TO 4:00 P.M. Tuesday and Thursday. The phone number is (561) 391-6371.

In the event of an emergency before or after office hours, please contact Security, (561) 391-8687.

It is the duty of the Manager to conduct the day-to-day business of the condominium as directed by the Board of Directors.

The Manager is responsible for the supervision of all condominium personnel. Owners are requested to address critical suggestions concerning the performance of individual employees directly to the Manager. It is the Manager's duty to resolve performance criticisms and discipline employees. Owners are requested not to directly criticize any employee.

## SECURITY

Direct coordination with municipal and county emergency services is managed at the lobby security desk. The security guard must be able to receive incoming emergency calls. During the hours that contractors and outside employees are in the garage, a second security guard is on duty at the gate station near the garage entrance. At other times, the garage security guard is expected to perform periodic building inspection rounds and to be able to relieve the lobby security desk. When in the gate house, this person will open the garage gates to incoming vehicles that can be identified as authorized to be in the garage (see [Parking and Garage](#)).

At any time that the garage security booth is unattended, incoming drivers must have a registered RFID sticker on their vehicle that is supplied to each owner. Or incoming drivers may use the intercom in front of the gate to speak to lobby security.

Do not hesitate to report any suspicious person or activity to the lobby security desk at (561) 391-8687. Security personnel are trained to remain at their posts to facilitate communications with fire, police, and medical emergency response teams. These teams will be summoned by the security guard when appropriate. The response time in Boca Raton in the past has been excellent.

For the common areas, a FOB/RFID access control system has been installed. All unit owners have been provided with RFID stickers for automobiles. All unit owners have been given access fobs and guests are required to utilize the fob access control system to access the building/common areas. If you need extra fobs or RFID Sticker please contact the management office. If your fob has been lost or you need additional fobs there will be a \$75.00 replacement cost for each.

Your unit keys are required to be given to the lobby security for emergency purposes. The keys are kept in an electronic key box. KeyLink is part of our BuildingLink system that notifies you when a key is removed or returned. You will know who has checked out the key, for what purpose and when it is returned.

All outside help, i.e., maids, chauffeurs, etc., employed by owners **and all guests**, must register at the lobby security desk each time they enter or

leave the building. They will be granted access to the common areas for the purpose of going directly to an apartment if an owner's authorization is on file. The authorization may be verbal if the owner is in his or her apartment; but it must be written to authorize unsupervised admission.

All newly arriving owners or non-resident overnight guests and family members are required to register with Security, be given our rules and regulations and are required to sign out when leaving for extended periods.

Security will deny entry to outside solicitors. Solicitation by persons legally within the building is also prohibited.

Garage and lobby security personnel are trained to determine authorization prior to admitting an unrecognized person or vehicle. Most employees have been here for years and recognize many (but not all) owners and their families. Please do not be offended if you are asked to identify yourself. This function is an important part of their jobs and is viewed by the Manager as a critically important part of each employee's job evaluation.

The easiest way to facilitate automobile identification is to register it and obtain appropriate parking stickers from the lobby security desk. When the garage security guard sees the sticker, he will open the gate and issue a friendly welcome. Vehicles without parking stickers (rentals for example) may be briefly detained so that temporary passes can be issued for the dashboard. This serves the same purpose as the sticker.

At the lobby security desk, people will be asked for identification. Guests or employees will be admitted if the owner has previously notified Security of their expected arrival. Otherwise, the owner will be called for authorization. Persons other than owners or resident's family members need to send an email to [security@oceantowers.org](mailto:security@oceantowers.org) or [office@oceantowers.org](mailto:office@oceantowers.org) indicating their arrival time and departure to update Building Link System.

An intercom system to Security has been installed in the garage outside each elevator, at each wash rack, at each pool, and at the lobby level in each lounge, and exercise room. These are activated by pressing and releasing the button. After pressing, please wait a moment until Security responds.

## **OCCUPANCY**

No pets are allowed on the property.

Overnight occupancy is limited as follows:

- 2 Bedroom Apartments          6 persons
- 3 Bedroom Apartments         8 persons

Persons under 18 cannot visit in an apartment or have guests unless a parent or adult relative is in residence at the same time.

## **RESALE, TRANSFERS, DELIVERIES AND MOVING**

Procedures have been developed to facilitate resales and transfers. Please contact the office.

An elevator reservation system is in place. If you have a move in/move out, furniture delivery etc. the first hour is no charge for use, after that the fee is \$150.00 for use 2-3 hours and \$200.00 for any reservation longer than 3 hours. A security guard is utilized to operate the elevator. A minimum of 3-day notice is required for major moves and 24-hour notice for any deliveries. **All deliveries and contractors are required to submit their Certificate of Insurance prior to deliveries or work to be performed.** The hours for moving are 8:00 A.M. to 4:00 P.M., Monday through Friday, and 8:00 A.M. to 12:00 Noon on Saturday. No moves are allowed on Sundays or Holidays.

A fee of \$150.00 will be charged to each new prospective owner for screening purposes. This fee covers the costs of credit research.

Exclusive rights to garage parking spaces may be rented or sold only to the owner of another apartment. Permanent transfer, or temporary use of a parking space to another apartment unit must be in writing and must be filed with the Manager to be effective. Parking space rental agreements must also be filed with the Manager prior to issuance of a parking sticker.

## **GUESTS**

The Manager must be notified by the owner in advance, in writing, regarding guests allowed to use the apartment in the owner's absence. Authorization should include names, relationships and dates of arrival and departure. **All**

guests must register with the lobby security and be provided with our rules and regulations.

Owners are responsible for ensuring their guests do not exceed 10 per day or a total of 20 per year. Owners are also responsible for limiting the number of their guests using the pool and beach at any given time to ensure the comfort and enjoyment of fellow owners.

## **ATTIRE**

Persons in bathing attire are requested to wear shirts, tops, robes or coverups and footwear always when in transit through common areas.

## **SWIMMING POOL AND BEACH**

All unit owners have been given access fobs. Everyone is required to utilize the fob access control system to access the beach/building/common areas. Do not prop the gates open as this defeats the purpose of access control and is security breach.

County rules state that pool hours are from dawn to dusk. Children under 8 years of age are not permitted to use the pool unless accompanied by an adult.

Customary swimming attire must be worn in the pool. Children who are not fully potty-trained must wear specifically designed swim diapers while in the pool.

A shower must be taken before entering the pool.

Please cover chairs and lounges with a towel when in bathing attire. Pool furniture is not to be removed from the pool area.

Ball playing, throwing of objects, or any games interfering with other bathers is prohibited.

Eating and glass containers are not permitted in the immediate pool area (15' perimeter around pool) except for pre-approved social functions. Eating is permitted at the tables away from the immediate pool area.

Use of radios in the pool area is **not permitted** without the use of earphones.

Please use the beach side shower to remove all sand. The showers by the pool are not intended or equipped to be used for sand removal.

Please be sure that you and your guests are reasonably dry when entering the building.

Floats, chairs, lounges and similar objects should be stored in spaces under the beach stairway. Kayaks, paddleboards and surf boards must be registered with the office on an annual basis and be kept on the racks on the seawall. Annual registration fee is \$25.00 per item.

## **LOBBY AND INDOOR RECREATION AREAS**

Smoking is not permitted in common areas within the building.

The lounges, exercise room and all recreation areas are for the exclusive use of residents and their guests.

No food or drink is to be consumed in the main lobby, hallways or exercise room except in connection with any parties authorized by the Manager.

Children under 12 years of age are not permitted in the lounges or other recreation areas inside the building unless accompanied by an adult.

## **PRIVATE USE OF LOUNGES AND FACILITIES**

When not previously scheduled by another owner or needed for a general activity the lounges are open to all owners. Use of a lounge by an owner for a private party **must** be requested from management **to ensure the lounge has not been reserved by another owner.**

Please try to provide 2 weeks' notice, in writing.

The lounges may not be used for meetings, receptions, or any other gathering of outside organizations such as religious, political, or charitable groups, regardless of the laudatory purpose of the organization.

Please provide a list of arriving guests to the lobby security desk. Security will admit people on the list without calling the owner for each specific guest.

At the time of authorization, the need for extra security will be determined by the Manager, and if extra manpower is required, the host will be charged accordingly.

A refundable deposit of \$500.00 is required. Lounges should be left in the same condition as received. A charge for clean-up, if required, will be determined by the Manager.

Any damages to common elements will be billed to the owner hosting the party. A written agreement to that effect will be provided by the Manager and is to be signed by the host at the time of the booking.

The volume of any music provided shall be kept at a reasonable level and concluded by midnight, except on New Year's Eve.

A sign will be mounted on the lounge door announcing a PRIVATE Party.

## **PARKING AND GARAGE**

Parking stickers designating assigned spaces are issued to all owners. Rental cars will be given temporary passes.

Maximum garage speed is 5 mph.  
Please use your lights when driving in the garage.

Guest parking areas are outside the lobby entrance on the west deck in front of the North and South towers.

Park only in your assigned space.

Parking for employees of owners is provided on the upper deck near the lobby security desk, where they sign in prior to entering. An owner may designate his spot in the garage to an employee working for him for the day and not leaving the vehicle overnight if it is an appropriate non-commercial vehicle, fitting easily into a parking space. Owners' employees are otherwise not permitted to use the garage except in special circumstances where moving equipment or bulky materials makes entry through the lobby

impractical. In these special circumstances, owners need to notify the lobby security desk of these special needs, and a temporary pass will be issued for garage access to the owner's spot after the employee signs in.

Oil leaks in our garage from parked vehicles must be cleaned up as quickly as possible by our maintenance people because this is not only unsightly but a safety risk as well. If there is a leak, the staff will notify the owner as quickly as possible. Cars in the garage with leaks must be repaired promptly, and owners will be charged \$5.00/day for maintenance.

Automobiles **cannot** be repaired within the garage.

Automobile washing areas have been provided with water hoses, floor drains, and partitioning garage doors. Please feel free to use either the North or South area and close the garage door after use.

The garage is intended for resident vehicles only. Generally, commercial vehicles are not permitted in owners' spaces.

Trailers, trucks, campers, and other similar vehicles are not permitted on the premises for overnight parking without specific permission.

Dead storage of automobiles on the upper deck is prohibited.

Bicycles may be stored in the garage at the owners' risk. All bicycles must be registered with the management office on an annual basis. The annual charge of \$25.00 will be due and payable by check at the beginning of each annual term.

No E-Bike or Scooter with a lithium-ion battery attached may be stored within the building or inside of residential units. E-Bike/Scooters must be stored in storage room #4 located in the garage, south side. Lithium-ion batteries must be stored in a fireproof container approved by Management. Fireproof storage boxes are available for use or personal boxes may be purchased through Zarges. Charging of lithium-ion batteries must be performed in the designated charging area in the garage at storage room #4. Chargers must be of a type that cuts off power automatically once the battery is charged. E-Bikes/Scooters must be registered annually with the Management Office and pay a fee of \$75.00. The owner must provide annual certification of the

Lithium-Ion batteries to Management. Storage of vehicles in the garage is at the owner's risk, however liability for damages resulting from this storage rests on the owner.

## **TRASH HANDLING**

Ocean Towers participates in the recycling program mandated by The City of Boca Raton. Newspapers, magazines, cartons, bottles, etc., must be placed in the appropriate containers provided in the garage. Please place empty plastic bags in garage trash containers only. Trash must be securely wrapped in plastic bags and tied before it is sent down the trash chute between 9:00 A.M. and 9:00 P.M. only.

Never put grease down your toilet or any drain.

## **GENERAL PROCEDURES**

It is the Manager's duty to investigate all grievances and violations.

Any structural, mechanical, electrical, or extensive changes planned for a unit must be submitted to the Manager and approved by the Board of Directors before any work is done. This precautionary step is required to protect against inadvertent interference with the structural or mechanical properties of the building, as well as to protect the consistency of its external architecture.

The duty of maintenance personnel is to service common areas. Please do not ask for personal service during their working hours. Under some circumstances, building employees seeking additional part time work may be interested in performing services, i.e., window washing and simple repairs outside their working hours. This may be permitted by the Manager provided that the functions are separate from the work on behalf of Ocean Towers. Contact the Manager for details.

No unsupervised access to an owner's apartment may be given by Security to maids, tradesmen, or others without written owner's permission.

Except for emergencies, no one will be admitted into an apartment by Security in the owner's absence unless a letter/email requesting such admittance is on file with Security.

Workers authorized in writing by the owner will be admitted and left alone at the owner's own risk.

No employee of the Association or of an owner will be permitted to use the recreation facilities.

Because it is practically impossible to prevent the sounds from carrying over and affecting the quiet enjoyment of other owners, no radios, musical equipment, or televisions are permitted within the limited common elements such as balconies and terraces unless equipped with earphones instead of speakers.

Hanging towels, bathing suits and articles from the balconies is not permitted.

Please, never permit the shaking or cleaning of mops, brooms, rugs, etc., from the balconies. And please, no throwing of any objects.

Articles left in the space outside the lockers or in the trash rooms and public access ways violate city fire department regulation. Maintenance personnel are required to dispose of any personal property improperly stored.

Foyers between units are shared by both owners. Storage of any kind is prohibited. Personal belongings such as shoes, bags, trash, carts etc. are not permitted to be left in the foyer.

Doors leading off foyers to air conditioner closets should be left unlocked for easy access in case of emergency.

No oil base paints or flammable solvents should be stored in lockers or A/C closets; unobstructed access to equipment in A/C closets should be maintained.

Carpeting or tile may not be installed on any catwalk and other common or limited common area to include balconies. Please do not install anything on balcony slabs without Manager's approval.

## HELPFUL SUGGESTIONS

Please review Florida Insurance Laws with your agent for coverage on all contents within your apartment. Owners are required to have a H06 policy on file with the management office.

Hints to avoid water leakage:

If your apartment is unoccupied for any length of time, turn off main water valve.

Turn off water to washing machine when not in use.

Turn off automatic ice maker if away for long periods.

Ice makers and water filters are required to have copper tubing.

It is recommended that air conditioner and washing machine hoses (pressure type) and condensation hoses (non-pressure type) be replaced every 3 years.

If material other than carpet is installed, you must use sound deadening materials. See Office for details.

Please return shopping carts and luggage carriers promptly to their proper place in the garage. Do not leave in the shared foyer or push it into the elevator for someone else to remove.

If your apartment is unoccupied for any length of time, please remove all moveable objects from the balcony. If you are not in-residence during hurricane season, please close and lock your storm shutters.

Avoid loudness. Sound travels up and down in a high-rise apartment building much louder than anyone realizes. Please avoid slamming doors and loud conversation when on your terrace and keep sound from TV and stereo at normal listening levels.

## Acknowledgement of receipt of the Community Guidelines and Etiquette of Ocean Towers

I/We \_\_\_\_\_, Owners of Unit # \_\_\_\_\_ of Ocean Towers Condominium, Inc. located at 2800 S. Ocean Blvd., Boca Raton, Florida 33432 have received, read, understand and agree to abide by these Guidelines as may be amended from time to time.

\_\_\_\_\_  
Owner Signature Date

\_\_\_\_\_  
Owner Signature Date

This form must be completed and returned to the Management Office to be made part of the unit records.