



**PORTA BELLA YACHT & TENNIS CLUB
CONDOMINIUM ASSOCIATION INC.**



**RULES AND REGULATIONS
HANDBOOK 2022**

**799 Jeffery Street Ste. 107 Boca Raton FL 33487
Office Ph: 561-997-7333**

Introduction:

The Porta Bella Yacht & Tennis Club Rules & Regulations Handbook is a guide for residents. It provides an overall view for structure and management to maintain, protect and enhance the quality of life, peace of mind, welfare, safety, and preservation of real estate values for its residents.

II. Condominium Life:

The condominium concept is a form of joint ownership of real property. It is distinguished from other types of joint or common ownership because of the three distinct parts which make up the condominium. The first part is the exclusive ownership of a single unit. The second part is joint ownership as tenants - in - common with others, of common areas, and the third part is an agreement among owners for the management and administration of the total condominium property.

The benefits of condominium living are many. They include sharing the expense and maintenance responsibilities for recreational facilities. It promotes a concept of community, stability, and security and well as provide an organization of central responsibilities for efficient and quality operation of the property.

Along with the benefits of the condominium concept, there are compromises which must be made. Each individual unit owner surrenders a certain degree of freedom which one might enjoy in a separate single-family home.

The overriding principle in the condominium concept is the promotion of the health, happiness, and peace of mind for most unit owners. There will be some compromises of individual rights to accomplish this goal. It is the Association and Board of Directors which continually face the responsibility of maintaining the delicate balance between individual rights of unit owners and preserving the common scheme for the benefit of all unit owners.

III. Governing Authorities - Porta Bella Yacht & Tennis Club Association is governed by the following:

Florida Statute - Chapter 718 - available online on the internet.

The Declarations of the Condominium-available online and hard copy in management office.

The Articles of Incorporation - available online and hard copy in management office.

The By-laws - available online and hard copy in management office.

Rules & Regulations - Handbook given to all residents. Available online and in office.

Local, State & Federal governing authorities

IV. Ownership Definitions:

Unit Owners Property: This term is used in condominium documents and refers to the part of the condominium property which is subject to private ownership and includes all space within a unit beginning with the interior finishes of the walls, floors, and ceilings. Excluded are easements through the units for the building's load-bearing structure, for conduits, pipes, ducts, plumbing, wiring and other facilities for furnishing utilities or service to other units and the common elements. Owners are responsible for all problems within their unit. (see "Owners Responsibility" Section) in the documents.

Committee Meetings: are scheduled monthly, prior to the Board meetings and in accordance with association documents, Florida Statutes & Roberts Rules of Order. Only unit owners can participate and attend in committee meeting. Sign-in sheet is provided, and agenda is set for discussions/business. Each owner should stay to the 3-minute rule to express their view during open forum and during discussion meeting.

Association Personnel & Owner's Relationship - Owners are requested to contact Management regarding association operations, involving employees or contractors. The employees of the Association are hired to perform specific tasks/duties in the common areas.

They may NOT perform work for a resident, owner, or lessee inside a unit. It is recommended for owners to keep professional relationships with all hired staff on property.

V. Rules & Regulations is an extension of Declaration of Condominium, Article of Incorporation, By-laws & applies to all residents, owners, lessees, and guests.

General: Unit owners are responsible and liable to the Association for the misconduct of and/or damages caused by their lessees, guest, invitees, and contractors. Owners shall be held responsible by the Association for any failure by the afore mentioned to observe the Rules & Regulations, the condominium documents, the provisions of Florida Condominium Act and local codes and law.

The basic rule is that no person or persons shall do anything by action or inaction, which will result in increased expense, danger, embarrassment, inconvenience, nuisance, harassment, or annoyance to other residents or to the Association, Directors or Management. Residents must respect their neighbor's privacy.

No immoral, improper, offensive, or unlawful use shall be made of any unit or the common elements or any part thereof, and all Rules & Regulations of Porta Bella and all laws, codes, ordinances, and regulation of all governmental authorities having jurisdiction over Porta Bella shall be observed.

Failure to comply with any of the terms of the Condominium Documents, Rules and Regulations, Florida Condo Laws will constitute grounds for a violation approved by the Board of Directors & sent to Violation Committee and can result in a fine.

Limited Common Area: This term is used in the Condominium Documents and refers to those common elements which are reserved for the use of a certain unit or units to the exclusions of other units, specifically, balconies.

Common Area: This term is used in the Condominium Documents and refers to those portions of the condominiums property not included in the units and includes easements through units for load-bearing structure, conduits, pipes, ducts, plumbing, wiring and other facilities for the furnishing of utility services to units and common elements. Easements in support of the improvements and shall further include all personal property held and maintained for the joint use of all unit owners.

Common areas exclusive to the East Building include lobby, elevators, exercise room, corridors, trash rooms, storage rooms, garage and parking areas, pool, and pool patio.

Common areas exclusive to South/West Building include lobbies, elevators, corridors, trash rooms, storage rooms, parking spaces, the pool and pool patio.

Common areas for use by East, South & West are Multipurpose room, tennis, and pickle ball courts, shuffleboard court and whirlpool/jacuzzi.

VI. Association Structure:

Board of Directors: Porta Bella Condominium Association business is administered by five (5) Directors, who themselves are unit owners, in good standing. The majority of the unit owners elect the BOD members at the Annual meeting held every year in mid-March. The Board serves staggered terms to allow an experienced director to always remain on the Board. In the event a director vacates the seat a good standing owner is appointed for the remainder of balance of the term for the vacant seat.

Committees: are established to provide input, from the owners and are responsible for making recommendations to the Board for various activities of the Association's. Committees have a chairperson who is a unit owner with committee members also owners of the association. The President normally appoints the chairperson and committee members.

Management: Currently the association employs a management company. The Manager and Management company is accountable to the 5 Board of Directors of the association and is responsible for the overall daily operation and projects on property. The manager is responsible for hiring, directing and termination of all employees of the Association with the BOD approval. Working together with outsourced vendors for uniformed security personnel, janitorial vendor, and maintenance coverage for 24 hours a day & 7 days a week coverage reporting directly to manager.

Consultants: Outside firms retained by the association for legal, accounting, engineers, architects, and all hired for projects communicate with BOD and manager.

Board Meetings: Last Thursday night of the month. Occasionally twice a month scheduled around the 15th of the month. Business meetings are scheduled and noticed 24 hours in advance. Normally a monthly meeting, on the last Thursday of the month at 6pm. If business needs to be conducted, weekly meetings at Thursday afternoon at 3:30p.m. are scheduled and noticed. Meetings are in accordance with the association documents, Florida Statutes and Robert Rules of Order. Only owners of record may attend and participate in Board meetings. Agenda is issued, and owners have 3 minutes to speak on agenda items only and 3 minutes during open discussion. Noncompliance to the 3-minute limit, to speak, or disorderly conduct by an owner, may result in adjournment of meeting. Unit owners can request, in writing, at least ten days prior to the board meeting to be heard on a specific topic/subject at a board meeting.

Table of Contents

Animals- includes an additional package	
Application for residency– additional package	
ARC - Architectural Review application - additional application	
Background check – part of the application for residency	
Balconies	
Bicycle’s rooms/areas	
Billiard room – see Recreational Area	
Board of Director meetings- ONLY OWNERS on DEED are members & may attend & participate.....	
Boat Parade	
Booting Vehicles	
Budget	
BuildingLink	
Business on property	
Card room Use – Reservations - See Recreational Area	
Certificate of Insurance – (COI)	
Committees - Refer to Association Structure	
Complaints / comments	
Common Areas	
Contractors	
Decal – sticker on windshield to identify Porta Bella Vehicle	
Delinquency	
Deliveries – Monday – Friday 8:30a.m – 4:30pm	
Departure Check List	
Docks & Boating – Contact the Dock Master – Frank Van Amburgh	
Emergencies – Call 911 than notify security at 561-997-7113 or 561-931-1424	
Emergency Keys – ONLY used for fire, flood, death, emergency repair & exterminator	
Evacuation – Follow government instructions. Look at Departure check list	
Exterminator – see pest control	
Fines & Fees– see Violations	
Fire Emergency / Hazard – Call 911	
Fitness Center	
Fishing on property – specific location East Piling #1	
FOBS	

Garage parking	
Gate access	
Guests	
Health Department – See Palm Beach web site – READ Pool Signs	
Hearing /Appeal for Violation	
Insurance	
Interview for residency– See orientation	
Jet ski – slips available through dock master	
Kayak- slips available through dock master	
Leaving Apartment / Unit	
Lock Box – on stairwells for extra unit key	
Maintenance-Enter work order on building link	
Material Alteration – Requires a membership vote and membership meeting	
Medical Emergency – CALL 911	
Misplaced Key-Call a locksmith. Office keys are for emergency maintenance, flood, fire or death.....	
Motorcycles	
Motor vehicles – See Vehicles	
Moving – In & Out	
Official record request	
Orientation / Interview process	
Owners’ responsibility, maintenance & repair	
Owning more than three units – Prior to August 2020	
Pandemic	
Parking enforcement and rules	
Parking passes	
Penalties – See Violations	
Pest Control	
Pets – NO PET COMMUNITY – see Animals	
Pickle Ball Courts – See Recreational Area	
Recreational Areas – Billiard & Card rooms – Fitness Center – Jacuzzi/whirlpool	
Pickle ball courts & Swimming pools	
Recycle – Trash	
Renovations, Alterations, Remodeling & Repairs-ARC application, committee approval & \$1,000.00 security check	
Rental Restrictions any Purchase after November 2020	

Reservations for use of common areas - See common areas	
Rules Enforcement – see violation committee	
Sale or Lease –attachment	
Screening – See Interview for residency	
Security–Licensed, registered & insured people to patrol property & monitor access for the East	
Security Deposit for move in & out and ARC applications	
Service Animals - Emotional Support animals- See Animals	
Short Term Rental Restrictions	
Short Term visitors	
Shuffleboard area – roof of garage – see recreational	
Shutter Mandate - No corner shutters on corner windows-all shutters require approval, (ARC)	
Smoking on property – is prohibited in the interior common areas of the building	
Speeding and Reckless driving on property – Violation	
Spa/whirlpool	
Storage Bins	
Swimming Pools & Patio Area – see Recreational Area	
Tennis courts – see Recreational Area	
<i>Tile Mandate - No tile on balconies - ARC is required for all tiles install & require approval check first floor</i>	
Trash Disposal – Monday and Thursday between 10:00am – 2:00pm	
Vehicles	
Violations	
Visitor pass	
Visitor use of apartments	
Waiver of Liability for vendors- COI required	
Water Leak – infiltration of water into building/apartment	
Water Shut off valve inside the apartment	
Window Mandate – Corner Window No shutters	

end

Agenda for Board Meeting - submit request to manager to ask the BOD to be included on meeting agenda.

Animals – Attorney ↘

Porta Bella is a **NO PET** community.

Service Animals and Emotional Support ~~application must be a reasonable accommodation request and additional package with application.~~ (See Florida Statute 760.27???)

Application for Residency – Please see attached.

Architectural Review Committee Application (ARC) – Please see separate application.

Background Check – see application for residency.

Balconies / Patios- All items must be removed from balcony & patio when a hurricane is predicted.

Neutral color patio furniture permitted. Blinds and shutters must be neutral color and in working condition. No items permitted to be higher than the railing on balconies.

Balconies should NOT be used for storage. Plants & planters must be placed on floor and not higher than railings. Nothing should be hung from ceilings and walls on balconies for safety reasons. No carpet is permitted on balconies. Balconies and Patios must conform with Porta Bella specifications. Cooking or BBQing is NOT permitted on patios or balconies. Material or solid waste should not be thrown, swept, spilled, blown off balcony especially cigarette butts. Conversations should be kept to a minimum when talking outside on a cell phone or to another person to not disturb your neighbors. No speakers or music should be playing outside on balconies or patios. No clothing or towels should hang or appear outside showing on balconies or patio. American flag can be placed out on balcony or patio using a base on the floor. Only first floor permitted tile. No colored lighting, holiday lights (November 15-January 15 only). Replacement fixtures must be same as one being removed.

Bicycles - motorized transportation and all items on property must be identified by unit number. The office issues stickers or tags to place on the bicycles or any other transportation on property. Bicycles must be stored in designated area or room. Bikes are not permitted on elevator, hallway corridors or balconies.

Billiard Room -Residents can use the room from 7am – 11pm. Resident must be present for guests to be in room. Rooms cannot be used for commercial, instructional, religious, or political purposes involving outsiders. Children under 16 years of age may not use rooms unless accompanied by resident over 21 years of age. Proper attire must be worn inside the building including shoes and shirts.

Boat Parade – Annual Intracoastal Parade in the East - During the holiday season each year the boat parade comes down the intracoastal. A barricade is installed along the intracoastal in the east part of the property. Garage parking is arranged and the overflow of vehicles parking out on Jeffery St. Normally, law enforcement allows vehicles out on Jeffery St. during the annual boat parade. **Add limit to number of people permitted on balconies?**
Ask engineer???

Businesses on Property- To preserve the residential character of Porta Bella, there shall be no trade, business or profession conducted from inside or outside the apartment on Porta Bella property. No goods & services of any kind shall be sold or advertised on premises. No solicitation on Porta Bella property. An owner can designate a registered Realtor to show property when apartment is listed to be sold or rented. **No open houses are permitted.**

Certificate of Insurance & Workman's Compensation for vendors /COI – See attached example – Porta Bella must be listed as Additionally Insured and as certificate holder.

Complaints & Comments - Please address complaints, comments & questions in writing to Management. Most Board of Directors make their email and phone numbers available for emergency purposes if management is not responding. Management office will document calls using the computer data base to register the concern, complaint, or request. If any staff concerns exist, notify the manager immediately. If it is the manager that is giving you a problem, notify the management company or Board of Directors. If concern is addressed to the BOD, the manager will forward it. Management office: call 561-997-7333 or email manager **Carol Collins** at: carol.collins@fsresidential.com

Common Areas - NO smoking in any common area – smoking permitted in designated outside areas.

The lobby is used to meet and greet guests. Only residents scheduled, approved posted social gatherings are permitted in lobby for special occasion. No loitering, solicit canvassing, leaving literature, flyers, or pamphlets on doorways. Official Association information will be posted on lobby bulletin board. No food or drinks should be open in lobby except for the scheduled social gathering. Clothes and shoes must be worn, always, in the lobby or corridors. Shoes, shirts, and cover ups must always be worn inside the building, garage, and parking areas on property. Please walk in building. Running and playing is prohibited on property. Common areas are not for recreational use unless registered and permission is granted for social event in party room. Residents that want to post, can submit flyer to office to be posted to bulletin board in lobby. All children, under the age of sixteen, must be accompanied by an adult outside of the apartments and out on property.

Contractors - Management must be notified when contractors are scheduled to arrive at property. Working hours for all renovations, alterations, remodeling, or repairs to a unit are from **8:30am - 4:30pm** Monday through Friday. **No** Saturdays, Sundays, and holidays. Contractors need a friendly reminder to start packing up at 4:00pm to exit property by 4:30pm. Contractors must be licensed and hold current workman's comp insurance. Owner may sign a Waiver of Liability or contractor can provide COI listing Porta Bella as additionally insured. Security will verify with office, manager or maintenance supervisor and confirm what they are doing on property. Once granted permission to access and perform work contractor will receive a daily pass and can only be on property from **8:30am – 4:30pm**. (Unless an exception has been granted for an emergency purpose only.) Contractors need a friendly reminder to start packing up at 4:00pm to exit property by 4:30pm. Contractors may not prepare their work in common areas of the property and are responsible for conformance to Porta Bella standards and specifications. Clean-up or repairing damage left by a contractor shall be the responsibility of the unit owner.

Decals & Visitor Passes – All vehicles on property must be identified. Residents must register all vehicles and identify guest vehicles with guest pass if they are staying overnight. Security at East gate and office can issue temporary passes. Residents must submit a copy of the vehicle registration along with color of car, make, model, copy of driver's license.

Any vehicle on Porta Bella Property without being identified to a unit, will be called into police, and verified that it is not a reported stolen vehicle and is subject to booting procedure or possible tow from property according to the City of Boca Raton applicable ordinances. West residents will be provided with a permanent decal that is not transferrable.

Deliveries – Notify Office to Schedule. Deliveries only 8:30am–4:30pm on Monday-Friday. Large truck delivery shall be limited to one delivery, per day, per unit. (If moving truck, a \$500.00 refundable security check required) Package deliveries should have instructions to email you or text you when package arrives at property. Include directions to deliver package to the front of your door in the hallway. Coordinate with a neighbor if you are not going to be home to receive your package. Residents must break down boxes and bring downstairs to the trash area for recycle. If staff disposes of identified items, owner will be charged for the cost to remove the furniture, large boxes & appliances. No bulk removal is available. If items do not fit inside the freight elevator, it must be walked up the stairs.

Departures Notice/Check List - When leaving your apartment for more than 24 hours. Please review the Departure absentee checklist. See attachment: Familiarize yourself with the location of your main water valve shut off. Normally it is located by your water heater. There are water shut off valves in your bathroom under sinks and toilet bowls. Remove all items from the balcony & patio. Place a key in the lockbox on stairwell to ask others to help you in the event they need a key to enter your apartment. Learn your electrical breaker box and the main shut off. During hurricane season remove all items from your balcony & patio. If you have storm shutters, please close your shutters. In the event the authorities ask you to evacuate, follow the recommended safety guidelines. In the event a resident does not follow the recommended requirements and staff must secure the unit, it is considered a violation and subject to \$100.00 penalty charged to your account, per incident.

Dock Spaces/Facilities – Only owners who maintain occupancy for at least 90 days annually are permitted to maintain dock space. Children must be accompanied by an adult to be allowed on the dock. Fishing is NOT permitted on intracoastal or seawall, other than from the designated fishing area located between pilings 1-5 on the east dock. No boarding of boats without permission from the owner No swimming in the canal or intracoastal. No chairs / furniture on a permanent basis allowed on the docks. No cooking of food or glass allowed on docks. Shoes must be worn on the dock other than when boarding or tending to a vessel. The use of electric and water are for vessel owners exclusively.

Kayaks, Paddle Boards, and Personal Watercraft, contact dock master.

For a copy of the full Marina Rules and Regulations, please contact the dock master.

Dock Master: Frank Van Amburgh
E-mail: FVanamburgh@yahoo.com
Phone: 561-866-1951 Call or Text

Emergency - Medical or Fire Call **911** Give name (Porta Bella Yacht and Tennis Club, East, West, or South address, building & unit number. Call security 561-997-7113, security rover 561-931-1424. Security will get the emergency key in the event access is needed into the apartment. Security will create an incident report.

Emergency Keys - Office emergency key can ONLY be used for fire/flood/leak & well care checks.

Evacuation - SEE Departure / Leaving unit and follow government official recommendations.

Exterminator – See Pest Control

Fines/Fees - placed on ledger/account after the violation committee and BOD approve and are not disputed for appeal. The BOD placed the fine at \$100.00 per incident. (See FL 718)

Fire Emergency – Call 911 and Call Security at 561-997-7113 or security rover 561-702-1400. Give name (Porta Bella Yacht and Tennis Club, East, West South) address, building & unit number.

Fire Hazards - Flammable or explosive materials/liquids are not permitted in apartments, storage units, garage, or docks. If material is identified, fines will be passed on to the owner of the material. The association insurance policy can be cancelled or increased if an inspection is done, and these items are found. Do not stack items to the ceiling inside your storage unit. The sprinkler system pipes and heads are located on the ceiling and cannot be blocked.

Fitness Centers - Follow posted rules. Hours: 7:00am-10:00am

FOBs/RFIDs - All buildings have FOB access for entry (main lobby & doors). EAST & SOUTH buildings need RFID for vehicles to enter gates.

- SOUTH doors & elevators are locked electronically from 10:00pm to 6:00am & need FOB for entry.
- WEST doors are locked at all times & need FOB for entry.
- EAST doors are

Garage Parking – (East only) Each unit owner/tenant is assigned one reserved spot in garage. Second cars must park in the outside parking lot.

Gate Access - East and South use RFID transponders for gate access. Transponders issued to registered owners and annual leased tenants only.

Guests - East, 859 & 899 when expecting guests call the guardhouse at: 561-997-7113.

In the event security is not alerted that you are expecting a guest, security will call the resident and notify you that a guest has arrived. You can approve access or deny access. Owners should be on property when expecting a guest.

Friends or family members using the apartment, during owner absence, must be registered with management office. Apartments can only be used by friends & family, three times during a 12-month period and no more than 30 days in the East. South/West guests can stay two times per year without the owner being present. Guests staying longer than 30 days must submit a residency application including application fee of \$150.00 to office.

South, 800 & West 799 can allow guests onto property without notifying security. All visiting vehicles should be identified in the South & West. Please place a piece of paper with your unit number on the windshield / dashboard. Security or the office can assist if you ask for pass.

All residents staying overnight need to obtain a parking pass from security or office. The office should be notified if friends or family are using the apartment during owner's absence. Guests cannot stay more than three times during a 12-month period, without owner present. Guests staying longer than 30 days must complete a residency application and submit application fee of \$150.00.

All guests must use designated parking spots for guests. If guest is occupying the unit while the owner is absent and assigned parking spot is available, the occupying guest should use the unit's designated parking spot.

No visitor may bring any pet onto Porta Bella property. Guests with support animals must provide documentation.

Insurance - Owners may have an insurance policy for loss or damage to contents of unit. The Association must have insurance to cover the buildings. Ask the office for the broker of record to obtain proof of Association insurance.

Interview for Residency - Part of the application for residency is an interview process. A committee of owners and the property manager will meet with the prospective resident and review the Rules & Regulations. At the completion of the orientation the prospective resident must sign a form acknowledging they have read and understand the Rules & Regulations.

Jet Ski – see dock.

Kayak – see dock.

Keys- The Association MUST have a key to access the apartment for emergencies & mandatory maintenance purposes with notification. If you misplace, lose, or leave your apartment keys somewhere, you must call a locksmith or have a backup key in the stairwell, in a lockbox.

Common, Storage Room Keys and FOBS provided by office. Replacement fee for lost storage room key is \$5.00. Replacement fee for lost or damaged FOB is \$10.00.

Mailbox Keys - call the post office or a locksmith to purchase a new mailbox lock/key to be installed.

Leaving Apartment/Unit: See Departure checklist/leaving unit.

Maintenance - Is responsible for taking care of repair and replacement for common areas on property and inside the buildings. Report maintenance issues on BuildingLink. Contact office for access to BuildingLink. In the event of an emergency, maintenance will enter the unit to shut off a main water valve or shut down the electric breaker. Contact Maintenance by calling the office at 561-997-7333 or enter work order on BuildingLink afterhours, weekends, or holidays. After hours call **800-????**

Management / Manager - Is responsible for operations and managing the overall wellbeing of the Porta Bella business and property including security and association vendors. Contact office at 561-997-7333, or email Assistant Manager: Yolanda Dixon - yolanda.dixon@fsresidential.com. Both phone messages and emails are checked constantly.

MEDICAL EMERGENCY - Call 911 and Call Security at 561-997-7113 or security rover 561-702-1400. Give name (Porta Bella Yacht and Tennis, East, West, or South) address, building & unit number.

Motorcycles – MUST be walked on or off property.

Moving IN or OUT –

Moving deposit of \$500.00 is required before moving in or out or receiving a large load of furniture or appliances (more than 2 items.)

Move **must be scheduled** with office ten days in advance 561-997-7333 to ensure there is not an elevator conflict. Moving trucks are permitted on property Monday – Friday from 8:30am – 4:30pm **ONLY**. No weekends or holidays.

The \$500.00 security deposit is held until the moving is complete and a Porta Bella employee reviews common grounds and areas to ensure there are not damages. Upon approval the security check is returned.

Boxes - must be flattened and taken down to trash room on first floor. Call security or office to have trash room opened. Do not leave boxes in refuse room.

Multipurpose Room Reservations (formerly card rooms) – Contact Assistant Manager: Yolanda Dixon - yolanda.dixon@fsresidential.com to reserve and submit security deposit of \$100.00. Residents can use the room from **7:00am – 11:00pm**. Resident must be present for guests to be in room. Rooms cannot be used for commercial, instructional, religious, or political purposes involving outsiders. Children under 16 years of age may not use rooms unless accompanied by resident over 21 years of age. Proper attire must be worn inside the building including shoes and shirts.

Open Houses not permitted.

Orientation for Residency – See interview for residency.

Owning more than three units - Any person purchasing an apartment after November 1, 2020, cannot own more than three apartments. Per Amendment filed 10/2020. Any owner prior to this date is “grandfathered in” and the amendment does not apply to them, and they can purchase more than three apartments.

Parking

- East, South residents must have RFID installed on vehicle
- West residents must have parking decal.
- Residents must park one of their vehicles in their designated parking space (to ensure room for parking).
- All vehicles must park facing in (no rear end parking).
- Residents at 899/859 (East bldg.) must park one car in the garage.
- Visitors must have an overnight guest pass or risk being booted.
- Visitors must park in marked guest spaces or unmarked spaces that are available.
- No pickup trucks or extended vans are to be parked on property after 4:30pm or overnight.
- Delivery vehicles must be off property by 4:30pm.
- No deliveries on weekends or Holidays.
- A designated area has been provided for a car wash. Hoses are made available at each building
- **NO PARKING in service vehicle parking spaces Mon-Fri, 8:00am-4:30pm**

Parking Enforcement/Requirements – See vehicles

Pest Control Services – pest control on property every Friday morning; call office to schedule service if needed, security escorts company rep into residents' units if no one home.

Pets – Porta Bella is a **no pet** property. See service and emotional support animals.

Pool and Pool Deck Areas (South spa) - Pools are open from 8:00am to dusk (no nighttime swimming)

Large Private Parties on pool deck & use of pool area require a reservation at the office. Deposit required.

Observe & adhere to posted rules at each pool.

No speakers. Use headset or earbuds to listen to music.

Place the pool furniture back to the location found after use.

Furniture should not be placed within four feet of the pool or intracoastal.

Umbrellas should be closed after each use.

All furniture without wheels must be carried and not dragged.

BBQ area must be cleaned after every use.

Adult residents can use the BBQ Grills, children under 16 must be accompanied by an adult resident.

Gas valve should be shut off after every use.

West Spa/Whirlpool - open from **9:00am-10:00pm**

Recreational Areas See: Billiard room, Docks, Fitness Centers, Multi use room, Pool & Decks, Spa/Whirlpool, Shuffleboard Area, Tennis & Pickle Ball courts.

Renovations/Alterations/Repairs & Remodeling inside the Apartments - Owners must submit an ARC application with \$1,000.00 security deposit check to office with City of Boca Raton permit process. All applications are reviewed by a committee. The maintenance supervisor is responsible for oversight during the work being done in the apartment to ensure that only the work submitted on the application is being done.

Minor Renovations like paint, molding, window coverings, and carpet require a certificate of insurance to be on file in the office, or owner can submit a Waiver of Liability.

Major Renovations like windows, shutters, plumbing, electrical and flooring, need a permit from City of Boca, licensed and insured contractors and \$1000.00 security deposit to the association.

No owner may do anything to their unit which will change or impair the structural integrity of the building. Owners may not make any alteration to the exterior of the building nor the common area. Owners' and Vendors' contractors can only work from 8:30 am –4:30 pm Monday-Friday. **No** work is permitted Saturday, Sunday, or Holidays.

Rental Restrictions after November 2020 – units purchased after November 2020 may not be rented for first two years.

Reservations for Common Area - Only a resident can contact management for use. A \$100.00 security deposit is required to reserve use of the card room. Security deposit is refundable upon the premises being left clean and without damage. In the event the room is not cleaned or is damaged, the \$100.00 is used to defray the cost of repair or janitorial services.

Sales and Leases – copy of contract must be given to office. Sub leases are not permitted.

Sale Signs – not permitted

Spa/Whirlpool – (located in West Building) **9:00am-10:00pm.**

Security – 561-997-7113, Security Rover 561-702-1400. In an Emergency, call 911, advise Security of suspicious activity. Licensed, registered & insured guards patrol property and monitor access property 24/7.

Attorney ▼

Service Animals/Emotional Animals –Animal must be under your control.

Animal must have a harness and leash (or other tether)

Animal waste must be picked up and disposed of.

See [Florida Statute 760.27](#)

Smoking on property - prohibited in the interior common areas of the buildings. Allowed in designated area.

Speed limit is five miles per hour. Speeding and reckless driving is prohibited.

Storage Bins - one unit is assigned to each owner and is in the storage room. No flammable materials are permitted in storage rooms. Items may not be stacked to ceiling. There is a \$5.00 replacement fee for lost key.

Tennis Courts, Pickle Ball Courts and Shuffleboard- located on roof top of the garage in the east. Follow posted rules. Hours **8:00am-10:00pm**

Trash Disposal – Recycle Refuse Room

Recycling is available for paper, glass, plastic, and metal. Guidelines are posted. Breakdown cardboard boxes. Please do not use trash chute Monday or Thursday until after 5:00pm. (dumpsters are out at curb for pickup) There is NO BULK PICK UP for trash. Residents are responsible for removal of old appliances and furniture **OFF** property. Junk-removal companies (such as 1-800-Got-Junk) and consignment/donation shops are available (AVDA, Goodwill, Salvation Army, etc.)

Vehicles - Two vehicles per apartment. Parking spots are assigned for the first vehicle and the second vehicle parking spot is in the non-assigned resident spots.

Parking decal must be obtained from office and RFID for South and East.

Resident must provide:

- Car owner's driver license

- Proof of Insurance
- Vehicle Registration

No trucks are allowed on property before 8:30am and after 4:30pm. No trucks allowed weekends and holidays. Service vehicles must park in designated service locations on property.

Boats, motorized campers, or recreational trailers are not permitted on the property at any time.

Vehicle measuring higher than 84 inches in height (highest point of roof structure) are NOT permitted on property or 17 feet in length.

Motorcycles, mopeds, and motorized skateboards must be walked off property, must be registered with management, have assigned parking location.

No loud mufflers on vehicles.

Except for emergency vehicles, motors should not idle longer than 2 minutes on property. Shut off engine when waiting on Porta Bella property.

Only flat tire or emergency start up are permitted on property. All other vehicle repairs must be done off property. Designated area for washing vehicles is located at each building.

Attorney

Violations:

Violations should be reported, in writing to the manager xxxx -xxxx email: _____ and Board of Directors for the Association. *(email for BOD?)* _____

A. Violations will be called to the attention of the violating unit owner or lessee by the Board of Directors. Disagreements concerning violations will be presented to and be judged by the Board of Directors who will take appropriate action. Disputes must be sent in writing to: Assistant Manager: Yolanda Dixon - yolanda.dixon@fsresidential.com

B. or *(email for BOD)* within **15** days of receiving the violation notice. Any delays will result in forfeiture rights to the dispute. _____

C. Unit owners are responsible for compliance by their guests and/or lessees with the Rules and Regulations.

Visitor Pass - Pick up pass at East guard house to identify vehicle on property for overnight visitors. All visitors staying overnight need to obtain a parking pass from security or office. The office should be notified if friends or family are using the apartment during owner's absence. (see Guests)

Water Heaters - must be checked every six months for leakage and potential deterioration by association maintenance or owner. (Life span of a water heater is approximately 6-8 years.) Tankless water heaters are **not permitted**.

Water Shut Off Valve – Residents must locate and know where the water shut-off valve is inside their apartment. Normally, it is located by your water heater. In addition, there should be water shut off valves under your bathroom sinks, toilet bowls and kitchen sink.

Water Intrusion/Leak inside your apartment - Contact management & maintenance to investigate the situation.

Work Orders/Repairs - Should be submitted on BuildingLink. (Access given to owners after closing). To request login username and password call office at 561-997-7333.

