



Porta Bella Yacht & Tennis Club



Rules & Regulations
Effective July 1, 2022

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I. EMERGENCIES

Medical Emergencies

CALL 911 - State name, address, building number, apartment number. Notify Security.

561-997-7113

Fire

CALL 911 - State name, address, building number, apartment number. Notify Security.

561-997-7113

Misplaced Key

Call your locksmith. The office is not permitted to open your door or make replacement keys.

Water Leak

If leak is within your apartment, call your plumber. Call Security (561-997-7113) if water is coming from apartment above.

II. INTRODUCTION

This Handbook has been prepared as a guide for the residents of Porta Bella Yacht & Tennis Club Condominium Association. It provides an overall view of Porta Bella structure and management, as well as the Rules & Regulations required in order to maintain, protect, and enhance the quality of life, peace of mind, welfare and safety, and preservation of real estate values for its residents.

III. ABOUT CONDOMINIUM LIVING

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 a sharing of maintenance responsibilities and the expense for quality recreational facilities. They promote a concept of community stability and security, as well as providing an organization with central responsibilities for efficient and quality operation of the property.

Along with the benefits of the condominium concept, however, there are also some compromises which must be made, and each individual unit owner gives up a certain degree of freedom which might be enjoyed in a separate single-family home.

The overriding principle in the condominium concept is the promotion of the health, happiness, and peace of mind of the unit owners. In accomplishing this goal, there will be some compromises of individual rights. 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.

IV. GOVERNING AUTHORITIES

- Porta Bella Yacht & Tennis Club Association is governed by the following:
- Florida Statutes - Chapter 718
- The Declaration of Condominium
- The Articles of Incorporation
- The By-Laws
- Rules & Regulations
- Local, State, Federal governing authorities

V. OWNERSHIP DEFINITIONS

Unit Owner's 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 interior finishes of

floors, walls, and ceilings. Excluded are easements through 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 any problems within their unit (*see "Owner's Responsibility" section*).

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 exclusion of other units, specifically, balconies.

Common Area

This term is used in the Condominium Documents and refers to those portions of the condominium 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, and 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 lobbies, elevators, corridors, trash rooms, storage rooms, the garage and parking areas, the pool and pool patio.

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

Common areas for use by East, South, and West include the East Building card room, exercise room, tennis courts, the West Building card room, exercise room, and whirlpool.

VI. ASSOCIATION STRUCTURE

Board of Directors

Porta Bella Yacht & Tennis Club Condominium Association business is administered by five (5) Directors, who themselves are unit owners in good standing, and have been elected by a majority of unit owners at the Association's Annual Meeting held every year in mid-March. The Board serves staggered terms.

Committees

Committees are established to provide input from the owners to the Board and are responsible for recommendations to the Board for various activities of the Association. Committees have a chairman who is a unit owner with committee members who are also unit owners. All are appointed by the President of the Board.

Management

The Association employs a Management Company who is accountable to the Board of Directors and is responsible for the overall daily operation of the Association. The Management Company is responsible

for hiring, directing, and termination of all other employees of the Association. Uniformed security personnel man the guard house at Porta Bella East. Maintenance employees are on property seven days a week and report to the Maintenance Supervisor. Both the Security Guard and the Maintenance Supervisor report to the Manager, and all have specific responsibilities as directed by the Manager and the Board of Directors.

Consultants

Outside firms are retained by the Association for all legal and accounting requirements. Other consultants, such as engineers and architects, are hired on an as-needed basis by the Association for special projects.

Board Meetings

Business meetings are scheduled by the Board of Directors, usually monthly, and are in accordance with the Association Documents, Florida Statutes, and Roberts Rules of Order. Only unit owners of record may attend Board meetings.

Board meetings are scheduled for the Board of Directors to conduct the business outlined on the Meeting Agenda, posted with the meeting notice as required by Florida Statute 718. Unit owners are allowed by law to comment upon any listed AGENDA item. Each unit owner is given a maximum of three (3) minutes to express their view. Noncompliance to the three-minute limit, or disorderly conduct by the owner, may result in adjournment of the meeting.

Unit owners may request in writing at least ten (10) days prior to a scheduled Board meeting to have an item added to the agenda.

Committee Meetings

Committee meetings are generally scheduled monthly, prior to the Board meetings, and are in accordance with Association Documents, Florida Statutes, and Roberts Rules of Order. Only unit owners may attend committee meetings and must use sign-in sheet to discuss agenda items. Each owner is given a maximum of three (3) minutes to express their view.

VII. RULES & REGULATIONS

Rules & Regulations are an extension of the Declaration of Condominium, the Articles of Incorporation, and the By-Laws, and may be amended at any time by the Board of Directors.

General

Rules & Regulations apply to all residents whether they are owners, lessees, or guests.

Unit owners are responsible and liable to the Association for any misconduct of and/or any damages caused by their lessees, guests, invitees, and contractors. Owners shall be held responsible by the Association for any failure by the aforementioned 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 regulations 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 & Regulations, or the Florida Condominium Laws will constitute grounds for relief by the Board of Directors, which may possibly include fines.

Association Personnel & Owner's Relationship

Owners are requested to contact the Manager regarding Association operations, involving employees or contractors. The employees of the Association are hired to perform specific tasks for the Association in the common areas. They may not perform work for a unit owner/lessee inside a unit.

Balconies

Only patio-type furniture in a neutral color, constructed of aluminum, metal, or plastic shall be permitted on balconies, and shall be no higher than balcony railing nor infringe on any other balcony. No other furniture, boxes, or crates may be stored on balconies. Planters/plants or accessories must be placed on balcony floor, and may not be higher than the railing, and for safety reasons may not be placed on stands, hung from railings, ceilings, or walls.

- Balcony floor finishes must conform to Porta Bella specifications. No carpet is allowed.
- Cooking **is not** permitted on balconies.
- No solid materials or liquids shall be thrown, swept, dripped, or spilled from balconies.
- No exterior speakers or radios are permitted on balconies, and conversations should be kept at a level not to disturb neighbors.
- Articles of clothing or towels shall not be hung from furniture or railings.
- American flags may be flown from floor-based stands.
- Christmas and Hanukkah decorations may be displayed on balconies from November 15th through January 15th.
- Walkways in the South Building shall not be obstructed.
- No screens are permitted on balconies above the first floor of East and West Buildings.

Bicycles

Bicycles must display a Porta Bella sticker and must be stored in designated areas only, and are not permitted on the elevators, in the corridor, or on balconies.

Businesses

To preserve the residential character of Porta Bella, no business, trade, or profession shall be conducted from a unit which will result in increased expense, danger, embarrassment, inconvenience, nuisance, harassment, or annoyance to other residents. No persons shall be employed in the business who are not a permanent resident of that unit. There shall be no external evidence of a business, and no goods or services of any kind shall be sold on the premises. Deliveries shall not exceed one (1) business delivery per day.

Complaints, Comments

Owner/lessee complaints, comments, questions regarding employees, operations, or maintenance at Porta Bella should be addressed, in writing, to the Manager. Complaints or comments regarding Association matters should also be addressed, in writing, to the Manager. Telephone calls to the office, to the Manager, and to the Board of Directors should be limited to imminent problems or emergencies. The Manager's email is portabellaboca@gmail.com.

Common Areas

The lobby of each building is for the benefit of residents to receive guests. No loitering or soliciting is permitted. Street clothes and shoes must be worn at all times. No food or drinks are allowed.

Shoes, shirts, or bathing suit cover-ups are required inside all common areas, as well as in the driveways, parking areas, and garage.

No resident shall leave their corridor door open for an extended period of time for the purpose of cooling their apartment. Any such violation will be automatically reported to the Fine & Arbitration Committee. Violators will be fined accordingly.

Running in corridors is not permitted.

No soliciting, canvassing, memos, flyers, letters or campaign literature is permitted to be distributed at unit doors, in corridors, or in lobbies, except official Association communications.

Posting of notices shall be limited to bulletin boards designated for that purpose. All notices must be submitted to the office for posting.

Children (persons 16 years of age or under) are not permitted to play on walks, in corridors, elevators, or stairwells, within the garage, driveways, parking areas, tennis courts, boat docks, in trees, shrubs or on putting green.

No shopping carts, no personal carts, no wheeled toys, no baby strollers allowed in lobby. Driveways and parking areas, or garage shall not be used as recreational areas.

All South/West Building residents visiting East residents must be cleared with Security by the East resident. All South/West residents using the East building common areas (card rooms, exercise room, tennis courts, boat docks) are to notify Security of their destinations. East or South Building residents using the common area in the West Building (card room, exercise room, whirlpool) may use their pass key for those areas only.

Delivery & Service Contractors

Furniture and other crated or uncrated objects shall not be delivered before 8:00 A.M. and after 4:30 P.M. Monday through Friday

Residents are responsible for removing all cartons, old furniture, and appliances. Failure to do so will result in a charge by the Association for removing it.

Residents are responsible for assuring items fit into the freight elevator. If not, they must be carried up the stairs.

Owner/lessee shall notify Security to admit contractors for service prior to the arrival of the contractor. Contractors will be given a daily pass and must be off the property by 5:00 P.M. Monday through Friday

Any vehicle parked on Porta Bella property without proper identification is subject to being towed away in accordance with applicable ordinances of the City of Boca Raton.

Fire Hazards

Explosive or flammable materials may not be stored in units, storage bins, garage or docks.

Nothing may be done or kept in any unit or common area which will increase insurance premiums above the normal rate or result in policy cancellation for the Association.

Guests

All residents expecting overnight guests must notify the office, stating name of guest, arrival date, and anticipated length of stay prior to the arrival of the guest. Upon arrival, guests are to check in with Security and receive a temporary pass stating termination date.

Guests to the East Building may be admitted only after their admittance has been cleared with a resident of the East Building. Clearance may be given in advance of the arrival of the guest by giving Security the name and arrival time. All guests will be issued a daily visitor pass. Guests for longer than a day are issued a dated temporary pass.

When an owner is absent, guests may not occupy the unit during a thirty- (30) day period or more than three (3) times during a twelve- (12) month period. No guest may stay longer than thirty (30) days during any twelve- (12) month period. Guests staying thirty (30) days must obtain a temporary parking decal from the office. Residents expecting guests for longer than thirty (30) days must notify the Board, in writing, stating facts and showing the person is a bona fide guest. The Board will review the circumstances and notify the resident of their decision which will not be unreasonably withheld.

All guests shall use only those parking spaces designated "Guests." When occupying a unit in the owner's absence, guests should use the parking space designated for that unit.

Leaving Unit

Residents leaving unit for more than 24 hours must shut off main water valve in their unit.

Residents leaving for an extended period of time must remove all objects from the balcony and close storm shutters, where available.

In the event of a hurricane warning, residents must remove all objects from their balcony, close storm shutters, shut off electricity and main water valve in their unit, and evacuate the building when notified to do so by the hurricane center.

Failure to follow the above rules will result in charges incurred by the Association to complete this work.

Moving

Moving hours are from 8:00 A.M. until 4:30 P.M., Monday through Friday. Saturdays, Sundays, or holidays ARE STRICTLY FORBIDDEN. No exceptions will be made. While the Association understands that delays happen and that deliveries are delayed, this does not mean that the rules will be waived.

Notices about moving must be made to the office, in writing, ten (10) days prior to the move.

When an owner or tenant moves in or out, they must put up a \$500 check for the day of their moving in or out to ensure that no damage is done to the common areas during their move. Before the first piece of furniture comes off or goes onto the truck, a representative of Porta Bella will walk the area and make notation of any defects, or note if there are no defects, and both the Porta Bella representative and resident moving will sign off to that effect. Once the resident finishes with their move they will notify the office and a walk through the area will be done with the resident and a Porta Bella representative. If all is okay the check will be returned to the resident that day.

Owner's Responsibilities

Owners are responsible for paying maintenance assessments on a quarterly basis on the first of the month they are due, and when applicable, for paying special assessments on the first of the month.

Owners are responsible for providing the Association office with a key to their unit to allow entrance to the unit in the event of an emergency. If the Association is not provided with a key to the unit, the owner will be responsible for any cost incurred in gaining entrance to the unit in case of any emergency.

Owners are responsible for properly maintaining their unit in such a manner that does not physically affect other unit owners, or the overall value of the property. In the event the Association is required to make emergency repairs to the unit due to the owner's negligence, the cost of the repairs shall be the responsibility of the owner.

Owners/residents are responsible for calling a locksmith when keys to their units are lost. They are also responsible for calling contractors for emergency repairs to their units.

No unit owner may undertake any Association matters without direct authorization from the Board of Directors. This includes contacting employees, contractors, and consultants. Failure to comply may result in the owner being responsible for any fees charged by the management company, the contractor or the consultant as a result of the contact.

Owner, not Association, is responsible for all costs to remove and repair water damage to his unit as a result of water from the unit above. Owners should notify their insurance company immediately.

Only owners of record may attend Board meetings.

Owner's Maintenance/Repair Responsibility

As referenced in the Condominium Documents, the unit owner is responsible for the maintenance, repair or replacement, at the unit owner's expense, the following items:

- All fans, air-conditioning and heating equipment
- Range, refrigerator, or other appliances or equipment
- Any fixtures and/or their connections required to provide water, light, power, telephone, sewage, and sanitary service to the unit.

Owners shall not paint or otherwise decorate or change the appearance of any portion of the exterior of the building surrounding his unit.

Owner shall not make any alterations to the common areas of the building that is the responsibility of the Association or remove any portion thereof or make any additions do any work which would jeopardize the safety or soundness of the building.

Owner shall not make any changes that affect the exterior of the building appearance.

Window treatments shall be off-white in color on the side next to the window.

Owner shall promptly report, in writing, to the Association any defects or need of repair to any part of the common areas surrounding his unit.

If the owner fails to maintain his unit, the Association has the right to seek compliance in court.

Vehicles & Parking

Each unit owner is assigned one (1) reserved parking space. When the owner leases the unit, the lessee shall occupy that space. The reserved space should be used by the resident at all times to prevent congestion of the non-assigned spaces. Owners, lessees, and their immediate household shall not park in spaces marked "Guests." The garage spaces in East shall not be used by owners/lessees/guests of South/West.

All vehicles must be parked head-in, in all parking spaces.

Commercial vehicles, trucks, unauthorized vehicles providing service to owners must park in designated parking spaces and are not allowed on the premises after 5:00 P.M. Monday through Friday.

Decals, Passes

Residents of all buildings must apply for permanent parking decals for vehicles they own or lease, to be permitted access to the property. A charge of \$35.00 is required and is non-refundable when the resident moves from Porta Bella or trades the vehicle. Decals are not transferable to other vehicles. When

applying for a decal, all residents must provide data regarding the vehicle including make, model, color, license plate number, resident's driver's license number, and must sign a statement that they have read and agree to comply with the Rules & Regulations.

In the South Building where admittance can only be gained with a remote gate opener, no remote will be issued by the office unless the resident has a decal. A maximum of (2) remotes will be issued per unit.

Boats, motorized campers, or recreational trailers are not permitted on the property at any time. Trucks, trailers, and commercial vans shall be admitted for the performance of commercial and emergency services only. No parking is permitted for any other type of wheeled motor vehicle which is not classified as a passenger vehicle or any vehicle which measures more than 84 inches from the ground to the highest point of the roof structure of the vehicle. A passenger vehicle is hereby defined as an automobile or station wagon which is built and used exclusively for the private use of the driver, is surrounded by windows, has permanent passenger seats, and can be parked in one (1) parking space.

Motorcycles, mopeds, and motorized skateboards are allowed, but must be registered at the office, parked in the assigned area, and must be walked from the guard house to exit the property.

Only one (1) vehicle is permitted per resident with a maximum of two (2) vehicles per unit due to parking space limitations and code.

Except for emergency vehicles, no vehicle shall stand or park for longer than two (2) minutes with motor idling anywhere on Porta Bella property.

No vehicle repairs are allowed to be made on Porta Bella property except for repair of flat tires or emergency start-up. There are designated areas for washing vehicles, with hours from 8:00 A.M. until 10:00 P.M. Failure to comply with any of the vehicle rules may result in the vehicle being towed.

Maximum speed limit on Porta Bella driveways or garage is five (5 MPH) miles per hour. Driving in excess of the speed limit, reckless and/or careless driving, or not stopping at STOP signs is prohibited. Failure to comply with any of the vehicle's rules may result in a fine.

Pets

No new owner/lessee is permitted to have a pet.

No visitor may bring any pet onto Porta Bella property.

To request reasonable accommodation for a service animal or emotional support animal, please contact the office.

Requests

For Reservations of Common Areas

Reservations are required for private parties using East and West card rooms and must be made in person at the office to avoid conflicts with other residents. A deposit of \$100.00 is required and is

refundable if the premises are left clean and undamaged. The deposit is used to help defray costs to the Association for clean-up or repairs because of a private party. Common recreational areas may be reserved by residents only, and a resident must attend all functions. East residents must provide Security a guest list of individuals invited prior to their being permitted on property. In the case of boat parade parties, all East residents must submit list early to assure parking space on property is available since parking capacity is limited.

For Association Records

The official records of the association are open to inspection by any association member and any person authorized by an association member as a representative of such member at all reasonable times. Requests must be made in writing and sent to the mailing address of the Association. The right to inspect the records includes the right to make or obtain copies, at the reasonable expense, if any, of the member and of the person authorized by the association member as a representative of such member. A renter of a unit has a right to inspect and copy only the declaration of condominium, the association's bylaws and rules, and the inspection reports described in ss. [553.899](#) and [718.301\(4\)\(p\)](#).

If the requested records are posted on the Association's website, or are available for download through an application on a mobile device, Porta Bella Yacht & Tennis Club may fulfill its obligations under this paragraph by directing to the website or the application all persons authorized to request access.

Requests to view and review current records should be limited to one (1) request per month covering a maximum of (2) subjects or topics, i.e. Budget, Payroll records, contracts etc. encompassing a maximum of two (2) years per subject or topic.

Requests for previous years shall be limited to one (1) request per month covering one subject or topic, i.e. past budget for 7 years. This cannot be combined with a request to see other subjects or topics. ONE SUBJECT REQUEST PER MONTH FOR PREVIOUS YEARS.

Those owners who have requested information are to call and make a specific appointment to review the records. This appointment shall be scheduled at a reasonable time to accommodate the owner and personnel at the office.

Porta Bella personnel must accompany and stay with the owner to assure that NO official documents are removed from Porta Bella property. A limit of two (2) hours shall be imposed for this appointment. Any records not reviewed by the owner in the allotted time will need to be rescheduled for a later date.

No original records are to be removed from Porta Bella. If an owner wishes copies of any records or portions thereof, the owner may request use of the copier in the administration office. Copies will be charged at a cost damage0 per copy to cover the cost of paper, copier toner, electricity and personnel time to accompany and observe owner at the copier to avoid any damage to office equipment. Office personnel shall NOT make copies of any records for any owners.

Renovations, Alterations, Remodeling, Repairs of Units

No owner may do anything to their unit which will impair the structural integrity of the building or structurally change the building. Owners may not make any alterations to the exterior of the building, nor to the common areas that would change the appearance of the building. This would include, but not

limited to, changes to entrance doors, hardware, windows, sliding glass doors, and screens. Owners replacing windows, sliding glass doors, or screens must adhere to Porta Bella specifications and the South Florida Building Code.

Owners replacing/installing wood, tile, or marble floors must adhere to Porta Bella specifications for installation procedures. Installation of storm shutters must conform to Porta Bella specifications and to the South Florida Building Code.

All window treatments must be white on the exterior side.

No screens/grills are allowed on balconies above the first floor in the East or West Buildings.

Prior to minor renovations such as installing carpet, tile, carpentry work, plumbing, or electrical work, the owner must notify the office with the date and the service provider's name to allow management to schedule elevator use. Electrical and plumbing work must be done by licensed contractors, who are required to submit valid documents to management prior to beginning a project.

Prior to any renovations, alterations, or remodeling which affect load-bearing walls, water, sewage, or sanitary lines, duct work, sprinkler system, or electrical conduits, the owner shall submit a drawing to the Buildings and Grounds Committee for approval. Work done in a unit without approval, in writing, is subject to removal at the owner's expense. Work of this scope requires licensed contractors and a building permit from the City of Boca Raton and can result in a fine from the City of Boca Raton for code violation, and from the Porta Bella Board of Directors for violation of the Rules & Regulations.

Owners are responsible for hiring licensed and insured contractors, that permits are opened when applicable, and that contractors register with the office prior to beginning a job.

When an owner is having renovations in their unit, they must put up a \$1,000.00 contractors deposit prior to work beginning. This can come from the unit owner or the contractor. This amount must be paid for every unit that the contractor is working in. This amount will be held until the renovation is finished. During the renovation, should the contractor damage any of the common areas or not abide by the Rules and Regulations of Porta Bella, a fine will be deducted from the money being held. At any time in which a deduction is to be withheld from the contractor's deposit, a certified letter must go to the contractor and unit owner informing them of the deduction.

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.

Working hours for all renovations, alterations, remodeling, or repairs to a unit are from 8:00 A.M. until 4:30 P.M. Monday through Friday. ALL SERVICE VEHICLES MUST LEAVE THE PROPERTY BY 5:00 P.M. EACH DAY. Emergency service is permitted as needed; emergency service is defined as plumbing, electrical, or AC repairs. All contractors' vehicles, except for emergency services, shall be subject to being towed from the property at any other time except those listed above.

Sales and Leases

No unit owner may sell or lease a unit without satisfying all unpaid assessments, liens, and/or fines.

Prior to selling or leasing a unit, the owner must notify the Board, in writing, (the West Building owners must notify by certified mail). The owner must state if it is a sale or lease, the name of the real estate broker, the firm name, person handling the transaction, and the date the agreement expires.

Prospective buyers must contact the Management Office, where they will be directed to fill out the online application and consent to a background check. Buyer/Owner is responsible for assuring all documents are completed. The Association is not responsible for tracking this information, nor for any delays in submitting the required documents. No action will be taken by the office to verify information or set a time for the screening process until ALL information is on hand.

Owner is required to submit proof that he has provided a prospective buyer/lessee copies of all applicable condominium documents, including financials, budgets, the Declaration of Condominium, the By-Laws, and the Rules & Regulations, including amendments adopted subsequent to the assumption of occupancy by the applicant, and that the buyer/lessee has read these documents and agrees to be bound by them.

Interviews

All prospective buyers and lessors must complete an in-person interview with a Porta Bella staff member or a member of the screening committee. Interviews may be conducted via Zoom, or other online meeting program, at the discretion of the Board of Directors.

Upon receipt of all documents requested, an appointment will be set for the prospective buyer/lessee to meet with the Screening Committee. A minimum of five (5) days must be allowed to schedule this meeting, and for Board members to approve the sale or lease. From the day the Manager receives all completed documents, the Association shall have thirty (30) days in which to either approve or disapprove the application.

No sale or lease of a unit shall be valid unless and until the Board approval is received by the buyer/lessee. A unit may not be occupied under any circumstances until documents are approved by the Board.

When a unit is occupied, real estate agents can be admitted only with the permission of the resident. Permission can be given by phone, or in writing, to the office or security guard house. Lockboxes are only allowed on the bars in the stairwells. No "open house" is permitted.

Owners leasing a unit must sign an agreement stating they give up all rights to the unit and to all common areas and recreational areas. The parking decal on owner vehicles must be returned to the office.

Occupancy

If an entity which is not a natural person desires to own or lease, or is the owner or lessee of a unit, that entity must designate which natural person(s) will occupy the unit. The designation shall be maintained by the Association and the unit may not be occupied by persons other than those set forth on the designation.

Persons who may occupy a unit must be family members or persons who otherwise reside together. The name of each person in residence must be designated, and all residents, full or part time (except children

under 16 years of age), shall be screened and approved by the Board. All other restrictions regarding occupancy and use of units shall be applicable, including limitations on the number of persons that may occupy a unit. Full-time residents shall receive a permanent parking decal; part-time residents shall receive a temporary decal.

****No lessee may sublet his leased unit or units, nor shall any lessee have any guests while such lessee is not physically present during the visit.****

The maximum occupancy per unit in Porta Bella is as follows:

No more than two (2) persons may permanently reside in a one- (1) bedroom unit. No more than four (4) persons may permanently reside in a two- (2) bedroom unit. No more than six (6) persons may permanently reside in a three- (3) bedroom unit.

Permanent residents for purposes of this provision shall mean the owner of record, the lessee of record, and any family members and persons normally residing with the owner or lessee of record, and any person who shall occupy the unit for an aggregate of thirty (30) days or greater in a one- (1) year period.

Lease Terms

Unit owners who have leased their units and who want to renew the lease shall advise the office, in writing, of their intention at least two (2) months prior to expiration of such lease and shall attach to the written notification a copy of the proposed lease. Lease renewals or extensions shall be subject to approval by the Board.

Seasonal renters who have occupied a unit for at least one (1) season shall not be required to be screened a second time. They will be required to provide updated information to the office.

In Porta Bella East, no unit shall be leased for a term of less than three months more than once (1) during any twelve- (12) month period, starting with the first day of occupancy by the lessee. Leases for consecutive twelve (12) months or longer may commence at any time after the expiration of any shorter lease upon approval by the Board.

In Porta Bella South/West, no unit may be leased for a term of less than three (3) months, and no unit may be leased more than two (2) times during any twelve- (12) month period starting with the first day of occupancy by the lessee. Leases for consecutive twelve (12) months or longer may be commenced at any time after the expiration of any shorter lease.

Sales Signs

No "For Sale" signs are permitted on the property or on vehicles on the property.

Smoking

Smoking is not permitted in the interior common areas of all buildings.

Storage Bins

Storage bins are assigned to each unit owner in the Storage Room. All items must be stored inside the bins. Storage of flammable materials in bins is not permitted by the City of Boca Raton Fire Department.

Trash Disposal

Garbage disposals may not be used before 7:00 A.M. or after 10:00 P.M. Please use best practices for garbage disposers. Do not pour grease down the drain or dispose of coffee grounds, eggshells or fibrous food waste as these items can clog the vertical drainpipes and lead to a sewage backup in units.

The trash chute may not be used before 7:00 A.M. or after 10:00 P.M.

Refuse rooms have recycling containers for newspapers, plastic, and metal products. All containers should be rinsed out prior to being placed in refuse rooms to prevent odors and insects. All garbage bags to be placed in the chute should be plastic and securely tied at the top. Large bags must not be placed in the chute. All cardboard boxes must be completely broken down, tied, and stacked in the trash room.

No furniture, appliances, etc. are to be placed in refuse rooms. Cost to the Association to remove these items will be the responsibility of the resident.

Rules for Recreational Areas

Card Rooms

- Card rooms may be used from 7:00 A.M. until 11:00 P.M.
- The use of card rooms is restricted to owners/lessees and their guests. A resident of Porta Bella must be present at all times.
- Card rooms may not be used for any commercial, instructional, religious, or political purposes involving outsiders unless invited by a resident and who is in attendance.
- Children under sixteen (16) years of age should not use the card rooms unless accompanied by persons over twenty-one (21) years of age, and who is a resident. Damage to common spaces by unescorted guests will be charged to the unit owner.
- Proper attire is required at all times, including shoes and shirts.
- Residents must reserve card rooms at the office to avoid conflict with other residents' use.

Dock Facilities

- Lessees are not permitted dock space.
- No children are allowed on the docks unless accompanied by an adult.
- Fishing from the docks is permitted only on the dock area along the eastern portion of the canal on the north side of Building One, from piling one to piling nine, inclusive. Fishing is not permitted at the seawall of the Intracoastal.
- No boarding of boats is permitted without the permission of the owner.
- No swimming is permitted in the canals.

- No lounge chairs, food, or drinks are allowed on docks. Shoes must be worn at all times.
- Electrical and water outlets on docks are for the exclusive use of boat owners.

Exercise Rooms

- Hours are from 7:00 A.M. until 11:00 P.M.
- Television sound must be kept low before 8:00 A.M. and after 10:00 P.M.
- All first-time or infrequent users of exercise equipment should obtain approval from their physician prior to beginning exercise program. Porta Bella Yacht & Tennis Club Association is not responsible for injuries of any kind sustained by use of the equipment by owners/lessees/guests. Use of exercise equipment is at user's own risk.
- Food and beverages are prohibited.
- No children under sixteen (16) years of age are permitted in the exercise room or to use the equipment unless accompanied by an adult.
- No loitering or solicitation is allowed.
- Proper attire is required and includes athletic shoes, shorts, and shirts. No bathing suits are permitted.
- Personal use of a towel when working out is required and must be used to wipe equipment free of perspiration after each use.
- Individuals are permitted one-half hour for anyone (1) piece of equipment. Consideration should be given to those individuals who work and want to use the equipment before or after work.
- Residents and guests are required to turn off equipment, the T.V., and the lights if they are the last person leaving the room.
- Posted rules must be observed at all times.

Jacuzzi/Whirlpool

- Hours of use of the jacuzzi at South is 9:00 A.M. until 10:00 P.M., and use of the whirlpool in West is from 9:00 A.M. until 10:00 P.M.
- Persons using the jacuzzi/whirlpool at Porta Bella must use bathing suits at all times.
- Children under sixteen (16) years of age may use the jacuzzi/whirlpool only if accompanied by an adult who is a resident.
- After use, the pump switch and lights must be turned off.
- Posted rules must be observed at all times.

Pools and Pool Decks

- All pools are open from dusk to dawn as required by the Palm Beach County Health Department.
- Porta Bella Yacht & Tennis Club Association is not responsible for injuries of any kind sustained by use of the pool.
- Owners/lessees/guests must use the pool at their respective buildings.
- No children under three (3) years of age are permitted in any pool at any time without the use of special swimming diapers such as Huggies Swimmers which are specifically designed for swimming pools.
- Children under ten (10) years of age must be accompanied by an adult.
- Everyone must shower each time before entering the pool. Shampooing hair in the shower is not permitted.

- No toys or equipment of any kind except bathing caps, goggles or face masks, and floatation devices for small children are permitted in the pool.
- No recreational wheels (bikes, skates, etc.) are allowed on the pool decks.
- No frisbees or balls are allowed in the pool or on the pool decks.
- No running or jumping is permitted in the pool areas, nor diving or jumping into the pool.
- No glass containers are permitted in the pool areas, and no cans are permitted in the pool.
- Towels must be used on chairs and lounges.
- Music devices may not be used without earphones.
- Pool deck furniture must not be moved from the pool deck and must be returned to its proper place after use. Furniture may not be placed closer than four (4) feet from the edge of the pool.
- Umbrellas should be closed before leaving. All furniture without wheels must be carried and not dragged.
- An adult resident (16 years of age or older) must be in attendance at all times when barbecue grill is being used. Grills must be cleaned after each use.
- Large private parties in the pool areas require a reservation at the office to assure there is not a conflict with other residents' use of the areas.
- An adult resident (16 years of age or older) must be in attendance at all times when barbecue grill is being used. Grills must be cleaned after each use. The supply gas valve must be returned to the off position.

Pool Room

- Hours are from 7:00 A.M. until 11:00 P.M.
- One-half hour time limit if others are waiting. Cues are to be left in the racks.
- No loitering or solicitation is permitted at any time.
- Children under sixteen (16) years of age may not use the pool room unless accompanied by an adult who is a resident.
- Proper attire is required, including shirts and shoes.

Shuffleboard Area

- Hours are from 9:00 A.M. until 10:00 P.M.
- Casual attire and shoes are required; no bathing suits are permitted.
- Food and drinks are restricted to the table areas only. Equipment used must be removed when play is finished.

Tennis Courts

- Hours are from 9:00 A.M. until 10:00 P.M.
- Tennis clothes and tennis shoes must be worn at all times. Street clothes or bathing suits are not permitted.
- No children under fourteen (14) years of age are permitted unless accompanied by an adult.
- One- (1) hour time limit for singles, and one-half (1/2) hour for doubles, if others are waiting to use the courts.

- Outside tennis guests must be accompanied by a resident host.
- Rules & Regulations posted at the tennis courts are to be followed at all times.