

WHITEHALL CONDOMINIUM RULES AND REGULATIONS

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WHITEHALL CONDOMINIUM RULES AND REGULATIONS

SECTION I - INTRODUCTION

The Rules and Regulations contained herein are as adopted and approved by the Board of Directors of the Whitehall Condominium Association, and are published herewith for information and adherence by those concerned. All Unit owners shall at all times obey these Rules and Regulations and shall use their best efforts to see that they are faithfully observed by their families, guests, workers, care-givers, and contractors.

Violations of these Rules and Regulations may subject the owner to any and all remedies available to the Association pursuant to the terms of the Declaration of Condominium, the Articles of Incorporation of the Association, and the Bylaws of the Association.

Owners are required to follow all rules listed, even ones with which they may not agree. These rules were established after much experience and discussion and they address the following objectives:

- To comply with Florida law
- To ensure the health and safety of residents, guests, staff, employees, contractors, etc.
- To preserve our building and common property
- To encourage courtesy and civility in our communal living environment
- To protect our shared financial investment

Please do your part to ensure that Whitehall remains a thriving community and a valuable asset.

SECTION II - RESIDENTIAL APARTMENTS

A. GENERAL

1. The owners shall regulate the occupancy and use of their respective apartments. **Renting is prohibited.**
2. Every effort shall be made so as not to unreasonably or unnecessarily disturb any other owner.
3. Proper attire, upper body cover and footwear, are required at all times in the lobby, the elevators, the corridors, and the garage.
4. **No pets are allowed in the building or on Whitehall grounds.**
5. When an apartment is unoccupied, the apartment air conditioner must be functioning and should be set at 76 degrees or lower and/or the humidistat set at 50 or less. This is necessary to guard against mildew in the apartment and adjoining units.
6. Air conditioner vents in the elevator foyer must remain open at all times.

B. OCCUPANCY

1. Not more than one family shall reside permanently in one apartment.
2. Each apartment owner shall be responsible for the compliance with all rules and regulations, including those separately promulgated for guests.
3. No children, 18-years or younger, are permitted to occupy an apartment unless their parents, grandparents, or other adult relatives, are in residence at the same time.
4. Children shall not play in lobbies, stairways, elevators, catwalks or in any way interfere with the quiet and comfort of the owners.

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5. The Association will maintain a roster of owners for their private use only. Owner contact and address information must be provided to the Management office and kept current at all times.
6. Management always needs to know when an apartment is occupied. Owners must notify management, in advance if possible or at least upon arrival, when they or any guests will be in residence.

C. GUESTS

1. It is mandatory that guests be pre-registered with the office prior to their arrival. This may be done in person or by mail, email, or fax. Upon arrival, guests must register at the front desk.
2. A guest occupancy record is maintained by security at the front desk. All in-house guests must register, giving, name, home address, number of people in party, telephone number, date and time of arrival and time of departure. The make, year, color, and state license tag number of the guest's vehicle are also required.
3. If a guest is staying in an apartment when the owner is absent, the Owner Absent Overnight Guest Form must be completed and signed by the guest. The owner is responsible for making sure that guests follow all Whitehall rules and regulations.
4. Common area keys and/or FOBs must not be given to any guest on a permanent basis.

D. DISTURBANCES

1. To eliminate the transmission of noises which may disturb others, each owner shall cover walking areas with rugs, or sound absorbent floor covering. (This applies to apartments above the ground level.)
2. Apartment owners shall not make or permit any disturbing noises in the building, by themselves, their family, employees, agents, visitors and licensees; nor permit any activity by such persons that will interfere with the rights, comforts, or convenience of other apartment owners.
3. Apartment owners shall not play upon or allow any musical instrument to be played, or operate or allow to be operated a television, or stereo equipment or any other item in the apartment and on the premises if these shall disturb or annoy other occupants of the building.
4. No apartment owner shall conduct or permit to be conducted vocal or instrument instruction at any time.
5. To avoid false fire alarms due to smoke or particles in the air such as heat, lint or dust in your apartment, **keep your kitchen door closed**; instead, open your windows and balcony door.
6. **Apartment doors must be kept closed** while washer and dryers are in use.
7. Mops, cloths, brooms, and vacuum cleaner bags shall not be dusted or shaken from halls and stairways, in trash chutes or from balconies.

E. DISPOSAL OF TRASH AND GARBAGE

1. Trash Chute
 - a. Use of the trash chute is restricted to the hours between 8:00 a.m. and 9:00 p.m.
 - b. Plastic trash bags should be used. These should be of sturdy construction, properly tied and secured before dropping them down the chute.
 - c. The trash chute should not be used for the following:
 - Heavy objects such as bottles, cans, and the like which may cause noise or disturbance

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- Boxes, cartons, newspapers, or other bulky objects which may cause clogging
 - Unpackaged dust such as cigarette ashes or the contents of vacuum cleaner bags
 - Wet garbage
- d. A clogged trash chute must be reported to the front desk promptly.
 2. Furniture and other large items that do not fit in the dumpsters can **NOT** be left in the garage.
 3. Garbage Disposal
 - a. **Do not** put bones, grease or large amounts of solids through the garbage disposal. Always let the water run after the disposal is off, to flush out the drain line.
 - b. Whitehall is participating in the City of Boca Raton Recycling Program. Owners are requested to carry to the garage and deposit in appropriately marked containers, all plastic and glass bottles, aluminum cans, and newspapers. These items should not be thrown down the chute.
 - c. Garbage, recycling, and/or boxes cannot be left in the elevator foyer.
 - d. Household help, guests, and visitors should be instructed to strictly comply with these instructions.
 - e. Non-compliance with these instructions is a discourtesy to other occupants in the owner's tower by causing unnecessary noise, clogging, and odors.

F. STORAGE OF MATERIALS

1. The owners shall not store any article which is a fire hazard either in their apartment or in the storage bins.
2. No storage of any kind is permitted in stairways, elevator lobbies, fire corridors, catwalks, or air conditioner closets.

G. BALCONIES

1. Mops, cloths, brooms, and vacuum cleaner bags shall not be dusted or shaken from apartment windows or balconies
2. Flower pots, boxes and other like material shall not be kept on or suspended from outside window ledges or balcony railings.
3. Owners may install one Satellite Dish. The Dish may not be attached to any common element or any railing and may not extend past the line of the building. The Dish should be installed on a movable satellite tripod to allow the owner to relocate the dish inside the apartment in case of a hurricane or when the owner leaves for an extended period of time.
4. Towels, bathing suits, clothing or any other articles must not be hung on balcony railings, or on balconies, front or back, in such a way that they present an unsightly appearance visible from any other apartment or to passersby.
5. No drainage of water or waste fluids is permitted to flow from balconies.
6. Cigarettes, cigars or any other objects are not to be discarded from balconies.
7. All furniture and other property must be moved off balconies, to the inside of owners' apartments if a hurricane is imminent. Whitehall staff will be available to help if necessary. If/when owners leave Whitehall for more than two weeks during hurricane season (June 1 through November 30), this must be done before they go. If Whitehall staff has to move furniture and other property off of a balcony during hurricane season, as a hurricane is approaching, when owners are not in residence, there will be a \$500 fee.

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8. No holes or other penetration should be made in any exterior wall, balcony, floor or slab for any reason (including but not limited to lighting, brackets, pictures, planters, etc.) without prior manager approval. The Manager must also oversee all installations.
9. Any lights installed on balconies must be sea turtle lighting compliant. Any lights installed prior to February 17, 2017 that do not meet the sea turtle lighting standard, cannot be turned on between March 1 and October 31.

H. STRUCTURAL MODIFICATIONS, CHANGES, ADDITIONS

1. No exterior wall changes, window changes or shutter changes are to be made without prior approval in writing from the Board of Directors. Forms are available at the Manager's office. Any and all changes must meet building specifications and Boca Raton city codes.
2. Major interior changes planned by an owner must be referred in writing to the Manager for review of impact on structural integrity and load-bearing capability.
3. Waterproofing must be re-applied to balconies prior to any tile installation.
4. When installing all flooring, except carpet, anywhere in the interior of an apartment, a sound proofing under-layer must be installed. The manager or his/her appointed representative must inspect the sound proofing prior to the flooring being installed.
5. The front doors to the units, when replaced, must be double doors with a minimum of 20 minute fire rating.
6. Fire speakers within the unit should never be tampered with or disconnected. If remodeling, you must call the Whitehall office, get direction for contacting the building fire speaker vendor, have them make the necessary modifications, and pay the vendor directly.
7. The fire door leading from the elevator foyer to the stairwell must never be painted or modified in any way including the door, frame, threshold, weather stripping, handle and closer. If there is a problem with the door please call the front desk for maintenance.
8. See related Section V. Domestic Help and Outside Workers, B. Outside Workers and Contractors.

I. SHUTTERS:

Hurricane protection in the form of impact resistant, code compliant glass has been installed in all openings. Current statutes allow the board to approve requests to install code-compliant hurricane protection that conform to the following specifications with respect to design and installation:

1. White accordion shutters installed at the edge of the balcony, over windows and emergency catwalk slider
2. All shutters to be installed with stainless steel Tap-con anchors at the tops and sides. The bottom tracks shall be installed in accordance with the provisions shown on the NOA drawings. All bottom fasteners to be embedded on high performance polyurethane sealant, before they are fastened.
3. Upon installation, shutter systems shall be aligned and lubricated for optimal operation. Shutters shall operate properly; any discrepancies shall be brought to the attention of the Engineer before final inspection.

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Any person desiring to install hurricane shutters to enclose balcony areas (other than those designed as emergency ingress and/or egress) shall submit a written request form to the office at least thirty (30) days prior to purchase and anticipated installation. The written request may be dictated by the board in the form of an architectural modification application and shall include, as a minimum, the following information:

1. Contractor name, address, telephone number, proof of license and insurance (along with said information for subcontractors, if any);
 - a. Proof of workers' compensation insurance is required, regardless of the how many persons are employed by contractor. No exemptions are permitted;
 - b. No installation may commence unless and until the owner furnishes the association with a certificate of liability coverage naming the association an additional insured.
2. The type, brand, color, material and manufacturer specifications, including a picture of the proposed improvements to be installed;
3. The Contractor/ Owner shall provide NOA (Notice of Acceptance), by the City of Boca Raton (which follows product approvals by the State of Florida Department of Business and Professional Regulations. These documents should be reviewed by a license Engineer to confirm wind load calculations and fastening system to be followed per the NOA requirements.
4. Confirmation that owner's contractor understands and will install the shutters in compliance with the specifications outlined above (or as they are amended from time to time); and
5. During any period in which a warranty is in effect, confirmation owner and/or owner's contractor has made arrangements for a representative of the waterproofing manufacturer to inspect the work in order to preserve the warranty.
6. Provide copies of the permit obtained from the City of Boca Raton as well as proof of permit close out.

In the event the board, in its sole discretion, determines it to be necessary to have the association's engineer review the documentation supplied pursuant to this rule for the purpose of determining whether the proposed hurricane shutter conforms to these specifications and the applicable building codes, then the owner shall pay the estimated cost of such engineer's review within five (5) days of receipt of notice. Failure to pay the cost for the engineer's review within thirty (30) days subsequent to receipt of said request shall be deemed a withdrawal of the request in which case the board shall be relieved from the requirement to approve or disapprove the proposed installation and work shall not be commenced.

Maintenance obligations: The owner or owners of any unit where hurricane shutters are or have been installed bear responsibility for maintenance, care, repair, insurance and replacement of same. The shutter system, including all tracks, locking mechanisms and other parts shall, at all times, whether open or closed, be fully operational and fastened securely in place in accordance with manufacturer, building code and installation requirements. The owner shall ensure maintenance is performed to meet this requirement and furnish the Association written certification annually attesting to the condition of the shutter and related items. The

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association may specify inspection requirements and promulgate a mandatory inspection form or checklist for this purpose. If owner fails to maintain the hurricane shutters as required herein, after ten (10) days' written notice, association shall have the right to perform, or have performed, any required maintenance or repair work or to have the hurricane shutters removed and the property restored to its condition prior to the installation of the hurricane shutters.

The owner or owners of the unit are responsible for all costs associated with removal, storage and reinstallation of the shutter and related improvements if necessary to facilitate maintenance or repairs performed by the association. For example, the owner will be billed separately, as a charge against the unit, for any costs associated with the shutter or related improvements in connection with future concrete repairs, exterior painting, waterproofing or the like.

Owners will be personally responsible for all costs incurred as contemplated above and grants association a lien right against the condominium unit referred to herein in order to secure payment of any such sums. Said lien shall bear interest and be collectable and foreclosable in the same manner as liens granted for non-payment of condominium assessments.

Owner bears responsibility for any damages to the condominium property caused as a result of the installation, maintenance or improper operation of the shutters.

J. STRUCTURAL DAMAGE/MAINTENANCE OBLIGATIONS

1. Florida Statutes require that if any damage to an owner's apartment, or to the condominium property, was caused by another owner's air conditioning unit, water heater, appliance, shower, toilet, bath, faulty windows or anything else within that owner's apartment, it shall be the responsibility of each owner to pay for his own damage, excluding damages specified in the Statutes.
2. To prevent water damage to their own or an adjoining apartment, owners must close all windows and doors when leaving their apartments unattended. The owner or owners shall maintain in good/functional condition, repair and replace windows and sliding glass doors within or serving the unit along with all components thereof, including frames, fixed panels, tracks, hardware, trim and caulking accessible from the interior or any balcony. The owner shall ensure maintenance is performed to meet this requirement and furnish the association written certification every 24 months or at the discretion of the Board attesting to the condition of the windows/doors and related components. The association may specify inspection requirements and promulgate a mandatory inspection form or checklist for this purpose. In order to establish current maintenance or repair needs, the association shall hire a competent professional to perform an initial evaluation of the windows and sliding glass doors as a common expense. The findings pertaining to the unit shall be furnished to the owner or owners thereof with instructions to have a repair contract within thirty (30) days and completion within 90 days. If the owner fails to maintain or repair the windows and sliding glass doors as required by the inspection report and thereafter as necessary to comply with this rule, after ten (10) days' written notice, association shall have the right to perform, or have performed, any required maintenance or repair work at the owner's expense. Owner will be personally responsible for all costs incurred as contemplated above and grants association a lien right against the condominium unit referred to herein in order to secure payment of any such sums. Said lien

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shall bear interest and be collectable and foreclosable in the same manner as liens granted for non-payment of condominium assessments. Owner bears responsibility for any damages to the condominium property resulting from inadequate maintenance of the windows and sliding glass doors.

3. If leaving for an extended period of time, the office should be notified so water will be turned off. When returning, notify the office so water service can be resumed.

K. PERSONAL ISSUES

Personal issues between owners should be resolved between themselves without involving members of the Board of Directors or Whitehall staff.

L. TRANSFER OF APARTMENTS

1. The Declaration of Condominium requires that all prospective owners of apartments in Whitehall be interviewed for approval by the Association.
2. When an apartment has an executed contract for sale, the prospective buyer must submit an application, using the form approved by the Association, along with payment of a \$100.00 per person processing fee, and a copy of the sale contract. The Association has thirty days to process the application and interview the new buyer.
3. When owners are offering their apartment for sale through a licensed real estate broker, The Whitehall Association listing form, obtainable at the front desk, must be completed and signed.

SECTION III - COMMON ELEMENTS

A. GENERAL

The common facilities/elements, whether general, social or recreational, are for owner-group social functions only, and shall not be used for the benefit of outside organizations and groups.

B. FACILITIES (GENERAL)

1. The sidewalks, entrances, passages, elevators, stairways, corridors, halls and lobbies must not be obstructed or encumbered or used for any purpose other than ingress and egress to and from the premises.
2. No one, except Whitehall employees, shall go up on the roof of the building. The only exceptions will be for Association business.
3. The stairways are accessible at all times. However, the lobby level exterior doors are emergency exit doors that are kept locked at all times for security protection. There should be no exit through these doors except in an emergency. Doing so destroys the integrity of the security and fire protection systems.
4. The catwalks are for EMERGENCY USE ONLY such as fire or disabled elevators. No obstruction of any kind is to be placed on the catwalks, stairwells, or fire corridors. A \$100 charge will be levied if building staff has to remove obstructions.
5. In the event of an emergency while in the elevator, activate phone call button on panel wall.

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C. FACILITIES (SOCIAL AND RECREATIONAL)

1. All Common areas of the Association are for the use of Whitehall owners, their guests when the owner is present, and their overnight house guests.
2. **Social Room Kitchen**
The refrigerator and freezer in the kitchen may be used by all owners in residence on a first-come first-serve basis, for one (1) week maximum. Items must be marked with a name, date, and unit number. On occasion, items may need to be removed as events are scheduled. Unidentified and expired items will be discarded every Friday.
3. **Social Room and Card Room**
Individual owners may submit an application to reserve the Social Room or Card Room for personal parties or social functions. The furniture, decorations, and activities for these functions may not extend to any common hallways or lobby spaces and must be confined to the social and card rooms. **The rooms may not be used to sponsor business or outside organization functions.**
4. **Social Room and Kitchen Reservation Procedures**
 - a. A completed application accompanied with a refundable \$100.00 security deposit check must be submitted to the Management Office a minimum of 7 days prior to the date rooms are to be reserved. On the following three holidays, the Social Room cannot be reserved prior to four weeks in advance; July 4th, Memorial Day, and Labor Day.
 - b. The owner host assumes full responsibility for their guests and service providers while on the property.
 - c. An owner host reserving the rooms for a party must be present at the party or social function.
 - d. Reserved rooms are not to be set up prior to 48 hours of the date reserved.
 - e. With advance notice, Whitehall staff may be used during regular work hours to assist the owner host with setup and removal of tables and chairs. The Management Office coordinates this service. Whitehall Staff may be personally hired by the owner host for after-hours service. Please know that Employees are only covered under the Association's insurance policy for the hours they work directly for the Association. Employees are not insured when they work directly for a unit owner.
 - f. The Management Office must be provided a full list of all guests invited.
 - g. For safety reasons, Management must approve entertainment equipment and special effects. **All music must stop by 10:00 p.m. sharp.**
 - h. The following clean up schedule applies:
 - 1) Social Room tables must be cleared and all items placed in the kitchen prior to leaving the night of the party.
 - 2) All rooms reserved must be thoroughly cleaned within 24 hours of the party.
 - 3) Failure to clean the rooms properly will result in cleaning charges which will be deducted from your security deposit.
5. **Pool/Pool Deck/Beach**
 - a. The swimming pool may be used between dawn and dusk.
 - b. Minor children, 12 years of age and younger, are not permitted unless accompanied by an adult.
 - c. **All persons using the pool do so at their own risk. There is never a lifeguard on duty.**
 - d. A shower **must be taken** every time before entering the pool.
 - e. Anyone wearing diapers must wear rubber pants, or swim diapers, while in the pool as per Florida statute.

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- f. Diving, jumping, or pushing into the pool is not allowed.
 - g. Ball playing or throwing of objects is not permitted in the pool or on the deck.
 - h. Floats, rafts, or similar equipment are not permitted in the pool. No recreational equipment, except personal flotation devices for safety and snorkel equipment are allowed.
 - i. All lounges must be covered with a large beach towel.
 - j. Proper attire, including footwear and upper-body cover is required when going to and from the pool area, from the elevators, corridors, lobbies and through the garage.
 - k. To comply with insurance regulations and to avoid accidents, users of the pool and the pool area shall not participate in any games involving running. Recreational equipment such as roller skates, skateboards, scooters, hoverboards, etc. are not allowed on the deck.
 - l. Neither food nor drink is allowed in the pool area, which is the gated_area immediately surrounding the pool.
 - m. **Glass of any sort is prohibited on the entire pool deck and beach area.**
 - n. After going to the ocean or walking the beach, owners (and guests) must remove all sand and beach tar from their feet before entering the pool deck, pool area or other common area.
 - o. Trash containers are placed in the pool area
 - p. Furniture on the upper and lower decks is not to be interchanged or removed from the decks. No furniture is to be moved or interchanged between inside and outside the enclosed pool area without staff assistance. Lounge chairs on the deck are not allowed to be moved from one section to another.
 - q. Umbrellas may only be opened and closed by Whitehall staff. For safety purposes, Management and/or Security staff will decide if it is too windy for umbrellas to be opened.
 - r. Residents and guests are not allowed to "stake their claim" on lounge chairs by placing towels or belongings for long periods in order to ensure they get the chair they want later in the day. Any belongings left on the beach or deck furniture for more than one (1) hour will be removed and taken to the front desk to be claimed.
 - s. Private parties on the pool deck are permitted until 10:00 pm and are on a first come first served basis. **Please know that the swimming pool and pool deck cannot be reserved.** Reservations for the BBQ Grill and canopy area are not required.
 - t. No people, furniture, or other things are allowed on the bath house roof.
 - u. The gate between the pool deck area and the beach patio must remain locked at all times.
 - v. Beach lounges must not be taken beyond the high water line. They should be returned to the stacking area. No other Condominium furniture is to be taken to the beach.
6. **Spa**
- a. All pool rules apply to the spa as well, with the following additions.
 - b. Maximum water temperature is 104°F
 - c. Pregnant women, small children, people with health problems and people using alcohol, narcotics, or other drugs that cause drowsiness should not use spa pools without first consulting a doctor.
 - d. Maximum use is 15 minutes.
7. **Barbecue Grills**
- a. The grills are available for owners' use until 10:00 pm.
 - b. Please be sure the grills are properly monitored to prevent injury to children and others as well as to prevent property damage.

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- c. Grills must be cleaned by owners after each use.
- d. Owners must provide their own grilling utensils and cleaning tools.

8. Exercise Room

Hours are 5:00am-10:00pm, 7 days a week.

- a. The Exercise room and equipment provided is for the use of the owners and their house guests only.
- b. **Owners and guests use the equipment at their own risk.**
- c. Children under the age of 15 are not permitted in the gym regardless of supervision.
- d. The use of equipment will be on a first-come, first-serve basis. Please extend courtesy and limit your time to 30 minutes on each station, during peak hours.
- e. Equipment, including TV remote controls, is not to be removed from the fitness room. No exceptions.
- f. All equipment is to be returned to its proper place after use.
- g. Wipe down the equipment with the provided facility wipes after each use.
- h. Do not allow the weights to slam while using the machines.
- i. Do not leave trash, empty water bottles, magazines, facility wipes, etc. behind.

9. Storage & Bicycle Rooms

- a. All items must be contained within your locker. Items stored outside of the locker will be discarded.
- b. All bicycles in the bicycle room must be identified with a name & unit number.
- c. Bicycles must stand independently using a kickstand or other means, and cannot lean on other bicycles.

D. SOLICITATIONS

- 1. No solicitations of any type will be permitted on the Condominium property at any time.
- 2. No commercial presentations involving the sale of products or services to a general audience of Whitehall owners will be permitted on Condominium property.

E. SIGNS, NOTICES, ADVERTISEMENTS

- 1. No sign, or advertisement, shall be exhibited, inscribed, painted or affixed by any owner on any part of the outside or inside of the building and premises of the Whitehall Condominium.
- 2. Any notice with regard to condo social events shall be allowed only with management approval.
- 3. Death notices about residents shall be posted with permission of family.

F. VEHICLE REGISTRATION AND PARKING RESTRICTIONS

- 1. To facilitate the movement of vehicles, when special circumstance make it necessary, and especially when owners are not in residence, all owners must register their vehicles with Whitehall security, provide either a set of keys to be held on file or directions for obtaining keys, and sign the "Hold Harmless" form.
- 2. The Speed Limit on all Whitehall property is 5 miles per hour.
- 3. All vehicles must have lights turned on and come to a complete stop when entering the garage.
- 4. All cars shall be parked straight within the lines of their respective space so as not to restrict adjacent parking spaces or the aisles.
- 5. Owners may permit (or deny) another owner or a guest the right to park in their space. In such

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cases the owner must notify the Manager, in writing, giving the name, make and model of the car, state license tag number and length of time for which such permission is granted. The owner's designee may not re-assign the parking space. With the owner's permission, the Manager may assign another owner's car to the available space.

6. Owners may exchange parking spaces. Both owners must notify the Manager in writing, specifying whether or not the exchange is permanent or temporary.
7. When owners sell their apartment, the assigned parking space goes with the apartment as part of the sale.
8. No outside parking spaces shall be assigned except for the four spaces that are assigned to the four apartments without an assigned parking space in the garage.
9. No mechanical repairs on vehicles shall be done on the premises, except in emergencies.
10. No campers, trailers, trailer boats, trucks, or commercial vehicles shall be parked overnight and weekends on Whitehall property.
11. Motorcycle engines must be idled while in the garage. Only 2 motorcycles per parking space are allowed.
12. All vehicles parked in the garage or on Whitehall property must be in working order with current license plate tags. Vehicles leaking fluid must be repaired immediately.
13. No owner shall park more than one vehicle in a space regardless of ability to do so.
14. All vehicles parked in the garage including rentals and guests must have either a sticker or temporary pass for ease of identification.
15. Violators of any of the above rules may be towed.
16. Parking in another owner's parking space is not permitted without the other owner's permission.

G. SMOKING

1. "No Smoking" areas involve all common element areas including rooms, hallways, elevators, stairwells, fire corridors, lobbies, front portico, garage, outdoor seating areas, and pool deck within the confines of Whitehall premises.
2. Smoking is permitted on owner balconies, in the open areas adjacent to the garage, and in the outdoor parking lots.
3. The Florida Indoor Clean Air Act of October 1, 1992, imposes heavy fines for non-compliance.

H. EQUIPMENT AND PROPERTY

1. Equipment or other property of the Condominium Association shall be used only for the purposes intended.
2. Failure of any equipment should be reported immediately to the Manager, regardless of the responsibility for maintenance, in order that proper precautions may be taken to avoid damage to other property and minimize expense.
3. Each owner shall be liable for all damage caused by misuse of such equipment or property by the owner or by the owner's guest.
4. Luggage carriers and grocery carts must be returned by the owner to their designated storage areas promptly.
5. Residents' shopping carts and valet carts are not to be used by contractors.

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SECTION IV - SERVICES AND SUPPORT

A. CONDOMINIUM OFFICE

1. The Condominium Office will be open for the transaction of business from 9:00 a.m.-12:00 p.m. & 1:00 p.m.-3:30 p.m., Monday through Friday.
2. The Condominium Office will be closed on Saturday, Sunday, and legal holidays
3. In the event of an emergency, the front desk should be contacted for needed assistance. If it is necessary, the Manager will be contacted.

B. EMPLOYEES

1. Employees are not intended to serve individual owners, but rather are employed to maintain and operate the common elements and facilities of Whitehall to the benefit of all owners. **Therefore, employees are not permitted to favor requests for work during normal working hours.** No owner may pull an employee off a job.
2. Employees operate only under the direction of the Condominium Manager. Any suggestions or comments should be given to him/her.

C. MAINTENANCE ASSISTANCE

Requests for maintenance assistance should be made through the front desk.

D. MAINTENANCE ASSISTANCE (Private Contract)

1. It is an owner's prerogative to engage an employee for work during the employee's own time. Such engagement constitutes a private contract between the parties and does not in any way involve the Condominium Association. However, such arrangements are not to interfere with employee's performance of duties during normal working hours.
NOTE: Employees are only insured for hours in which they work directly for the Association.
2. An owner wishing to engage an employee for private work may leave a request for the employee to contact them about such work with the front desk.

E. USE OF ELEVATORS DURING MOVES & DELIVERIES

1. Although elevators are for the use of all owners, their guests, and visitors as transport to and from respective apartments, there are occasional requirements to move furniture and other heavy items to and from an apartment by an owner. Arrangements for such moves are to be made in advance through the front desk.
2. The following restrictions are to be followed:
 - a. Moving and deliveries are restricted to the hours between 8:00 a.m. and 4:15 p.m., Monday through Friday.
 - b. No moving or deliveries are permitted on Saturdays, Sundays, or holidays.
3. A refundable security deposit of \$500 will be levied for each apartment move-in and/or move-out. Movers will not be allowed in, unless the security deposit is paid in advance.
4. The \$500 security deposit will be used to repair any damage to Whitehall property during a move.
5. For moves between apartments within the building, a single security deposit of \$500 will be

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made.

SECTION V – DOMESTIC HELP AND OUTSIDE WORKERS

A. ALL OUTSIDE WORKERS AND DOMESTIC HELP

1. If an owner makes an arrangement for domestic help, on a daily/regular basis, the front desk must be informed of his/her identification and name of employer.
2. Without exception, all outside personnel must “sign in” and “sign out” at either the Lobby or Garage security desks and wear a badge or sticker showing their security information.
3. If an owner requests the Whitehall staff to open the door to their apartment for, or release their key to a domestic or trades person, a written signed request must be given to the Whitehall Office.
4. Domestic help may not use common facilities except in the assistance of the homeowner who employs them.

B. OUTSIDE WORKERS AND CONTRACTORS

1. Outside trades persons are permitted to begin work at 8:15 a.m., Monday through Friday, and **must vacate the owner’s apartment by 4:15 p.m., clearing the building by 4:30 p.m.**
2. No alterations, decorations or repair work by outside workers, except in an emergency, are permitted in any owner’s apartment on a Saturday, Sunday, holiday, or after 4:15 p.m. on any one day.
3. All trades persons must carry liability insurance and worker’s comp insurance.
4. All trades persons performing major interior changes must be licensed and insured, and must check with the building manager to determine if permits are required. Permits must be obtained before work requiring permits can begin.
5. Trades persons are not allowed to use resident shopping and valet carts. Separate carts for contractors will be provided by Whitehall staff.
6. Owners will be charged \$100 an hour for daily clean up when their contractors fail to do so.
7. Prior to any major remodel, improvement, renovation, or construction project, owners, with input from their contractors, must fill out the **Owner/Contractor Project Application**, available in the manager’s office. A meeting will be scheduled with the building manager, the owner, and the main contractor or project manager, to review the project application and all Whitehall rules. The project will not be approved and may not begin until this meeting is held. Building Management will determine if a project is considered major.
8. Owners, or their designated project manager, must oversee all remodel, improvement, renovation, and construction projects. Owners are responsible for making sure that their contractors follow all Whitehall rules. If Whitehall rules are not being followed, building management reserves the right to shut down the project.
9. Owners must pay a refundable \$1000 security deposit before any major remodel, renovation, improvement, or construction project may begin. Contractors will not be allowed in unless the security deposit is paid in advance.
10. The \$1000 security deposit will be used to repair any damage to Whitehall property during construction. Within 30 days of the completion of the construction project, the balance of the security deposit will be returned to the owner if not needed to repair Whitehall property.
11. Contractor black out days are as follows: Good Friday, Passover (first day), Rosh Hashanah, Yom Kippur, Thanksgiving (including the day before and after), and Christmas to New year’s Day.

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12. When redecorating the elevator foyer the owners of both units must sign the consent form acknowledging and agreeing to the modifications. The fire door leading from the elevator foyer to the stairwell must never be painted or modified in any way including the door, frame threshold, weather stripping, handle and closer.

SECTION VI - SECURITY

A. GENERAL

1. Every effort is being made to maintain maximum security at all times. However, since it is impossible for our staff to exercise constant surveillance, the cooperation of those in residence becomes a necessity.
2. Any suspicious person(s) or incident should be reported to the front desk or to the Manager.

B. RESIDENTIAL UNIT ACCESS

1. It is suggested that apartment and balcony doors should be locked at all times whether the owner is in the apartment or not.
2. Condominium Security will keep a duplicate key to all apartments to be used only in emergencies or to provide services to owner apartments when the owners are out of residence.
3. When a new lock is installed the owner shall give a duplicate of the new key to the Manager.
4. All owner keys are kept in a locked key case at the front desk.
5. If an owner requests the Whitehall staff to open the door to their apartment for, or release their key to a domestic or trades person, a written signed request must be given to the Whitehall Office or front security desk.

C. BUILDING ACCESS

1. Without exception, all outside personnel must "sign in" and "sign out" at the Lobby or Garage Security Desk.
2. All contractors bringing in equipment and/or tools must do so through the garage only.
3. **The bottom stairway exit doors will be kept locked at all times.**
4. The lobby level exterior doors are emergency exit doors that are kept locked at all times for security protection. There should be no exit through these doors except in an emergency. Doing so destroys the integrity of the security and fire protection systems.
5. The access gate to the building from the beach must be kept locked at all times.
6. No owner shall give the elevator FOB or common area key/FOB to a service person at any time and/or a guest on a permanent basis.

SECTION VII – PETS, SERVICE ANIMALS, AND EMOTIONAL SUPPORT ANIMALS

1. Pets

1.1 Whitehall is a "No Pets Premises"

1.2 Except as provided in Section 2 below, no animals are allowed on Whitehall property at any time.

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2. ~~Service Animals and Emotional Support Animals~~

2.1 ~~The "Whitehall Condominium Association, Inc." Application for a Service Dog or Emotional Support Animal ("ESA") must be submitted to and approved by its Board of Directors before any Service Dog or ESA is allowed admittance to Whitehall Property. A Service Dog and an ESA are as defined by the Federal Housing Act, as amended, and are collectively referred to in this rule as an "Assistance Animal". Applications can be obtained by contacting the management office.~~

2.2 ~~No application will be accepted unless the person requiring the Assistance Animal is a resident at Whitehall or is purchasing, or whose parent or partner is purchasing a unit at Whitehall and the person will as a result become a resident. Where "Owner" is used in this rule, it includes "resident" as defined here.~~

2.3 ~~While by law the Association cannot specify the animal or breed of an assistance animal, the Association urges the applicant to consider the rights of other residents to use and enjoy their dwelling and Whitehall and use a hypoallergenic animal and otherwise respect the wishes of residents to live in what is otherwise an animal free environment.~~

2.4 ~~The Association shall require the following to be submitted with the application for an Assistance Animal:~~

- ~~1. Proof that Animal is Licensed and Registered by the City of Boca Raton~~
- ~~2. Two color photos of Assistance Animal~~
- ~~3. Proof of all Inoculations required by law for the animal and Proof that the animal has been Spayed or Neutered~~
- ~~4. Proof of Rabies License tag~~
- ~~5. Documentation and supporting evidence from a treating physician or mental health professional certifying to the treatment & necessity of the applicant for an Assistance Animal. The certification required must be treating physician's letterhead and at a minimum contain the language and licensing information in the letter provided in the application packet and contained in exhibit A – See Attached~~
- ~~6. For a Service Animal, if not readily apparent to the Board of Directors, Applicant must provide detail & reliable documentation of the disability and related need for the Service Animal.~~
- ~~7. For an "Emotional Support Animal" or "Therapy" type animal, Applicant must provide specific detail & reliable documentation of the disability and related need for the Emotional Support Animal.~~
- ~~8. Proof of any training & certification provided to a "Service Animal" and identification of task the Service Animal is trained to perform.~~
- ~~9. Proof of Homeowner's Liability and Property Insurance (Comprehensive Personal Liability) covering the Assistance Animal for any damage and or harm to persons or property at Whitehall for a minimum of \$500,000 specifically naming the Whitehall Condominium Association, Inc. and its Board of Directors, Officers, Managers, Employees and Agents as "Additional Named Insureds." A "Certificate of Insurance" along with the policies~~

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~~declaration page shall be provided to the Association prior to the Assistance Animal being brought into the building, assuming the Board of Directors approves the Application to bring an Assistance Animal onto Whitehall premises.~~

~~2.5 The Board or its duly authorized committee shall use every effort to complete its review of the owner's application within 10 working days following Board receipt of a complete application from the Owner. The decision of the Board shall be conveyed in writing to the Owner.~~

~~2.6 An Owner of an approved Assistance Animal shall maintain the property and liability insurance covering the animal and updated inoculations, licenses and registrations provided in Rule 2.4. All renewed and updated information shall be provided to Whitehall's Manager prior to their expiration.~~

~~2.7 Whitehall shall provide a designated area for the Assistance Animal to relieve itself. The owner must immediately remove all droppings of animal waste from the designated area of common ground at all times, and must properly clean up after the pet at all times and in accordance with any and all provisions of the Association governing documents, including the Rules and Regulations, and any City or County law or ordinance.~~

~~2.8 The Assistance Animal must be under the control of the Owner at all times. Assistance Animals are not allowed in the pool. Except in an emergency, when another Owner asks that an Assistance Animal not be on the elevator with him or her, the person with the animal shall not enter the elevator if the other Owner was first in it. If an Owner requests that an Assistance Animal not be around him or her or their guests, the Assistance Animal shall be moved to a different area of the common area unless the Assistance Animal was in the area first.~~

~~2.9 The Owner shall be responsible for any and all damage to property and injury to persons the Assistance Animal may cause in any area of Whitehall.~~

~~2.10 Whenever in the common area or leaving the dwelling, the Owner must have the animal's metal license tag visible on the animal and keep the animal on a leash of no more than six (6') feet in length or placed in an animal carrier, under the control of the Owner at all times, and as otherwise required by Palm Beach County Code of Ordinances. Any such animal shall not be left unattended on any common area, patio or balcony at any time.~~

~~2.11 The beach at Whitehall is a public no animal beach and no Assistance Animal approved pursuant to this rule is allowed on that beach.~~

~~2.12 If an Assistance Animal's behavior constitutes a nuisance or is otherwise deemed dangerous in the sole discretion of the Board of Directors, the Owner will be required to immediately remove the animal from Whitehall. For purpose of this rule a "dangerous animal" is any animal which (1) has bitten, attacked, endangered or inflicted injury on any person or animal, or (2) has, without provocation, chased or approached any person within the community in a menacing fashion, or (3) the specific animal has been deemed/classified as "potentially dangerous" or "dangerous" or "vicious" by any governmental authority. In addition, an Assistance Animal's behavior shall further be considered a nuisance under the following circumstances:~~

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1. ~~Where the animal's unruly behavior causes personal injury or property damage.~~
2. ~~Where the animal makes an excessive amount of noise for an excessive period of time.~~
3. ~~Where the animal is allowed to relieve itself on walls, floors or elevators of the common areas~~

2.13 ~~Failure of the Owner to comply with any of these conditions shall result in automatic revocation of this consent and said "Assistance Animal must be immediately removed from the premises.~~

2.14 ~~All medical information submitted to the Association in reference to the Owner's disability, after having been reviewed by the Board, shall be kept confidential in an envelope marked "confidential" in the Owner's folder.~~

2.15 ~~When the Assistance Animal is no longer serving the Owner, but the disability still exists, a new application must be presented to the Board if a replacement Assistance Animal is required.~~

2.16 ~~When an Owner is no longer dependent on the Assistance Animal, the animal must be removed from the Condominium property on a permanent basis.~~

2.17 ~~YEARLY RECERTIFICATION. The Owner of an approved Assistance Animal shall yearly, on the anniversary date of the Board's approval of the Assistance Animal, provide recertification from his or her physician or mental health professional that the Owner's mental illness or physical impairment continues to substantially limit his or her ability to carry on at least one major life activity and continues to require his or her Assistance Animal to live independently and to fully use and enjoy his or her dwelling unit in Whitehall. The sample physician or mental health professional letter information contained in Appendix A hereto and used for the original Application shall be used for the recertification except updated to show the medical and/or psychological care in the past year. This recertification shall not be required where the disability is readily apparent, i.e. visual impairment, or one that is not recoverable from, i.e., audio impairment.~~

2.18 ~~If the recertification is not provided or the Board does not approve the continued classification of the animal as an Assistance Animal, the Owner shall immediately remove the animal from Whitehall premises.~~

~~**Failure of the Owner to comply with any of these rules & regulations shall result in automatic revocation of this consent and said "Assistance Animal" must be immediately removed from the premises. The Board reserves the right to levy any fine, suspension for any violations or to file for arbitration to have the Assistance Animal removed from the property if any of the Pet Policy Rule & Regulations are not strictly adhered. Fines maybe levied for up to \$100 per day up to \$1,000 maximum per violation.**~~

SECTION VIII - RULES AND REGULATIONS

These Rules and Regulations are established and maintained by the owners through their elective representatives, the Board of Directors, as an expression of owner desire to preserve a sense of propriety, congeniality, and good order within the Whitehall Condominium.

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A review of the Rules and Regulations will be conducted at least annually by an Ad-Hoc Committee to be appointed for that purpose.

Amendment and change recommendations, if any, will be presented by the Committee Chairperson for action as may be deemed appropriate

Comments and/or suggestions should be addressed in writing to the Manager, or if preferred, to the Board of Directors. All such comments and/or suggestions **must be signed by the owner originator**; otherwise, they will not be considered.

SECTION IX - RULES AND REGULATIONS ENFORCEMENT

Owners are responsible for knowing all rules and governing documents adopted by our Condominium Association, and for making sure that they are followed. Owners are responsible for their families, guests, invitees, workers, care-givers, contractors, etc.

In the spirit of community goodwill, neighborliness, and common courtesy, we hope that all Owners and their guests will follow the rules. Wherever possible, a verbal reminder and/or warning will be communicated by the Manager, by a Board member, or by Whitehall Security Staff to an Owner who is violating an Association rule. If the violation continues, the more formal process described below will start.

This process is not applicable to any violations that pose a public health or safety threat. They will be dealt with immediately by the Board and/or Manager via other legal means. Nothing in this process should be interpreted to act as a waiver by the Board of its rights to take any other legal action against an Owner or his or her guest or invitee that is allowed by law.

Reporting a Rule Violation

An Owner, Manager, Staff person, or Board member can claim that a rule is being violated. This claim can be made verbally or in writing and should contain details such as the date of the violation, a description of the violation and its corresponding rule(s), and all evidence supporting the violation claim. Violation claims should be presented to the Manager and the Manager will advise the Board.

First Warning

Owners will be notified in writing, with a letter from the Board, if an Association rule is being violated purposefully and repeatedly.

Second Warning

If the violation continues after the first written warning, Owners will receive a second written warning from the Board. This will be a warning that, unless the rule violation ceases immediately, the fining process will begin and the violation situation will be added to the public agenda of the next Board meeting.

Fining Process

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Florida law allows Condominium Associations to impose fines, and take other actions, against Owners, invitees, and guests who violate the community's declaration, articles of incorporation, bylaws or any rules adopted by the Association. Fines may not exceed \$100 per violation, but fines may be imposed for each day that the violation continues, with a statutory cap that the fines cannot exceed \$1,000 per violation.

1. To address a repeated rule violation situation, the Board must propose in an open Board meeting to levy a fine and record it in the minutes.
2. A letter must then be sent to the owner naming the offense and the fine amount (up to \$100 a day but not more than \$1000 per offense). The Owner will be given at least 14 days' notice to appear before the Fining committee.
3. The Fining committee will be comprised of at least three Association members/owners appointed by the board who do not have any conflict of interest and who are not officers, directors, or employees of the Association or a family member (spouse, parent, child, brother, sister) of, or someone who resides with, an officer, director, or employee.
4. On the hearing date, the Fining committee must hold their due process hearing, review all facts, and decide whether or not to uphold the proposed fine even if the offender declines, or fails, to show. Their decision is recorded in the Fining committee meeting minutes and presented to the Board at the next Board meeting, to be recorded in those minutes as well.
5. If the committee approves the fine, a formal notice must be sent to the violator.
6. If the committee disagrees with the fine, then no fine shall be imposed.
7. If the owner fails to pay the fine after 90 days, the Association can restrict voting rights and use of the condominium amenities (common elements) such as the exercise room, the pool, the social room, etc., provided a letter is sent to the owner notifying them of the restriction.
8. If they still fail to pay, the condominium can take legal action against the owner to recover both the fine and their reasonable attorney fees and costs.

SECTION X - CERTIFICATION

These Rules and Regulations are contiguous to the provisions of the Declaration of Condominium of Whitehall, the Articles of Incorporation, Association By-Laws, and the Original Purchase and Sale Agreement, which are not specifically included in these Rules and Regulations, but shall nevertheless apply.

Approved and Adopted by the Owners of Whitehall Condominium Association, Incorporated on February 15, 1974; and as amended.

Record of Amendments and Reviews:

February 17, 1978 (A)

June 22, 1990 (A)

June 28, 1991 (A)

December, 1993 ®

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March, 1999 ° & (A)

January, 2000 ° & (A)

June, 2001 ° & (A)

April, 2003 ° & (A)

August, 2003 ° & (A)

January, 2004 ° & (A)

January, 2008 ° & (A)

February, 2012 ° & (A)

January 31, 2013 ° & (A)

March 31, 2016 ° & (A)

February 17, 2017 ° & (A)

April 19, 2018 ° & (A)

October 2018 (A)

March 28, 2019 ° & (A)

Notes: (A) Amendment

° Review