

# THE RULES WE LIVE BY



**CORAL RIDGE TOWERS EAST**

ISSUED 2008

## PROCEDURE FOR EMERGENCIES

### FIRE IN YOUR APARTMENT AND BUILDING

1. Dial 911 and report the fire. The Fire Department will alert the Police Department.
2. Advise the Security Desk by dialing 954-566-4322.
3. Close the door to the room where fire is located.
4. Turn off your air conditioner.
5. Leave your apartment and do not lock the door.
6. If it is necessary to leave the building, use one of the stairwells marked "Exit." Do not use the elevator.
7. If you are unable to leave your apartment, close but do not lock any doors and go to your balcony and wait there for instructions. Your balcony is a safe refuge from smoke and fire.
8. Cooperate with Floor Wardens.

(For Further Information-See P.17,18 "EMERGENCY PROCEDURES".)

### OTHER EMERGENCIES

Dial 911 for emergencies requiring the Fire Department, Police, or Paramedics and Ambulance service.

HURRICANE - See Special Instructions - P.20,21,22

There are loudspeakers in the hallways for communication from the lobby. Follow instructions.

### FIRST AID

A wheelchair, walker, and a first aid kit are stored on the premises and are available to Members for emergency use. If you are in need of such equipment, call the Security Desk (954-566-4322) and assistance will be rendered. The Manager will direct Police, Fire Department or your own doctor to your apartment. It is advisable to call an ambulance immediately if emergency is of a serious nature.

### TELEPHONE NUMBERS

|                             |                |
|-----------------------------|----------------|
| CRTE Office.....            | 954-566-4323   |
| CRTE WEB SITE.....          | (www.crte.org) |
| Security Desk.....          | 954-566-4322   |
| Paramedics & Ambulance..... | 911            |
| Fire Dept.....              | 911            |
| Police Dept.....            | 911            |
| Towers East Club.....       | 954-563-4637   |

IN ANY EMERGENCY, IT IS IMPORTANT THAT  
YOU ADVISE THE SECURITY DESK.

THE RULES WE LIVE BY  
SHORE DRIVE APARTMENTS, INC.  
CORAL RIDGE TOWERS EAST

These Rules are intended to make living in our cooperative apartments pleasant, comfortable and safe for all. These Rules do not supersede, but are supplementary to our Corporate By-Laws and the Occupancy Agreement.

We not only have certain rights but also have certain obligations to our fellow Shareholders. Objectionable behavior is not acceptable even though not specifically covered in these Rules. Any violations by Shareholders, their employees and guests or children are the responsibility of these Shareholders.

Any complaints or violations shall be directed to the General Manager and not to a Director of the Corporation. The Manager will call violations to the attention of the Shareholder. If the infraction is not corrected, he will advise the Board of Directors which will take corrective action against the offending guilty Shareholder. A fine for each day the infraction continues may be imposed at the discretion of the Board of Directors.

#### 1. GUESTS

Coral Ridge Towers East welcomes Guests. Our Shareholders cooperation in advising their guests to observe the following simple rules will enhance the pleasure of their visit.

The attention of all Shareholders is directed to Article 5 of the Occupancy Agreement which reads as follows:

"Shareholder shall occupy the dwelling unit covered by this agreement as a private dwelling for himself/herself and for their immediate family, and for no other purpose..."

Shareholder will advise guests to check in at the Lobby Security Desk, or at the office upon arrival. All guests must be signed in by a security officer, and, upon request, present picture ID. Guests will park only in parking spaces marked "GUESTS" or Shareholder's designated space with notification to be given to the office.

#### GUESTS DURING A SHAREHOLDER'S ABSENCE

Since our premises are not to be used as a hotel or motel, occupancy of the apartment during a shareholder's absence is limited to members of his or her immediate family, namely, mother, father, sister, brother, son or daughter and their respective spouses or any Resident Guest. Also, grandchildren, under 18, if accompanied by a parent, or over 18, with prior approval of the management. Anyone residing

## GUESTS DURING A SHAREHOLDER'S ABSENCE (Cont'd.)

there more than a 30 day period is deemed a permanent occupant and/or tenant. GUESTS DO NOT HAVE THE PRIVILEGE TO INVITE OTHER GUESTS.

If Guests are expected to remain overnight or longer, Shareholders will obtain a "Guest Registration Card" from the office or the Security Desk. Prior to the Guests' arrival, Shareholders will complete and file the card with the Lobby Security Guard. Only a Shareholder or the Manager can sign the "Guest Registration Card." Guests must have authorization from the Shareholder to be given a key from the office.

Shareholder shall notify the Manager at least five days in advance of the arrival of any guests during his/her absence.

## GUESTS DURING A SHAREHOLDER'S PRESENCE

Immediate family Shareholder Guests shall not reside in an apartment for more than sixty (60) days in any one year and are prohibited from occupying the apartment unless screened by the Membership Committee and approved by the Board as a Resident Guest. The name of the Resident Guest will be added to the permanent files of the host Shareholder.

Guests who are not members of the immediate family, may not stay for more than thirty (30) days in any one year and are prohibited from occupying the apartment unless screened by the Membership Committee and approved by the Board as a Resident Guest.

All Guests are required to fill out a Guest Registration Card if staying overnight.

## RESIDENT GUESTS

A Resident Guest is defined as a natural person who permanently resides with the Shareholder in the apartment. The Shareholder must be a permanent resident of the apartment, declare and have the apartment listed with the property appraiser as the Shareholder's homestead, and actually reside in the apartment with the Resident Guest at all times. Only one Resident Guest will be allowed in each apartment unless the proposed Resident Guest is a family member as defined in Article III, Section 1 of the By-Laws.

If the Resident Guest occupies the apartment and the Shareholder is absent from the apartment for a period of ninety (90) days during any one year period, the Resident Guest automatically loses the status of Resident Guest, is deemed to be a Guest in violation of the "Guest in the absence of the Shareholder provision and must vacate the apartment,

## RESIDENT GUESTS (Cont'd.)

unless the Resident Guest applies for and receives a hardship from the Board. For purposes of this provision, hardship is defined as the Shareholder's physical or mental handicap. For purposes of this provision, handicap is defined as set forth in the Americans with Disabilities Act, as may be amended from time to time. If a Resident Guest is absent from the apartment for a continuous period of 90 days while the Shareholder is in residence, the Resident Guest will automatically lose the status of Resident Guest, and will need to reapply and be approved again to gain the Resident Guest status.

A Resident Guest must execute and deliver the appropriate Resident Guest Application Forms and be screened and approved by the Board prior to occupying the apartment for a period extending beyond sixty (60) days. The screening process will include a criminal background check.

The application for Resident Guest status cannot be used to circumvent the subleasing or assignment restrictions, or the restrictions on the transfer of units, Membership or Occupancy Agreements. A Resident Guest is prohibited from paying any money or consideration to the Shareholder in exchange for occupancy of the apartment.

Any person who resides in an apartment for more than sixty (60) days is deemed to be an unauthorized Resident Guest and automatically disapproved for Resident Guest status, unless prior to sixty (60) day period, the person executes and delivers the appropriate Resident Guest Application Forms and is screened and approved by the Board. Failure of the Shareholder, or Resident Guest to comply with this rule shall entitle the Corporation to all the rights and remedies set forth in the Cooperative documents against the Shareholder and to evict the Resident Guest.

The Resident Guests would be permitted the use and occupancy in common with the Shareholder, provided said Resident Guests comply with all rules and regulations and execute a copy of the Resident Guest Agreement, agreeing to be bound by all the terms and conditions therein. It is understood that, by executing the Resident Guest Agreement, no ownership interest would vest in said Resident Guest. It is further understood that the unit Shareholder is responsible for the conduct of the Resident Guest. A Resident Guest may rent a parking space. A Resident Guest is not allowed to park in guest parking.

## RESIDENT GUESTS (Cont'd.)

In the event the Corporation retains an attorney to enforce this rule against a Shareholder of a Resident Guest, or to evict a Resident Guest, the Shareholder and Resident Guest shall be liable to pay the Corporation's costs and attorney's fees, through the appellate level, whether suit be brought or not.

## PERMISSIBLE NUMBER OF OCCUPANTS OF APARTMENTS

### 1. PERMANENT OCCUPANTS

The maximum number of permanent occupants of an apartment is as follows:

|                         |             |
|-------------------------|-------------|
| One Bedroom Apartment   | 2 Occupants |
| Two Bedroom Apartment   | 4 Occupants |
| Three Bedroom Apartment | 6 Occupants |

### 2. OVERNIGHT AND EXTENDED STAY OCCUPANTS

The maximum number of occupants (permanent residents and guests) residing overnight and extended stay in an apartment at any one time is as follows:

|                         |             |
|-------------------------|-------------|
| One Bedroom Apartment   | 4 Occupants |
| Two Bedroom Apartment   | 6 Occupants |
| Three Bedroom Apartment | 8 Occupants |

### 2. PETS

All pets or animals of any kind or nature are prohibited.

### 3. CHILDREN

Children under the age of 18 are prohibited as permanent residents.

### 4. ATTIRE

Street clothes are the only acceptable attire in the Lobby, Community Room and Mail Room. Persons in wet bathing suits must use the door from the pool area and use the service elevator. Persons in bathing suits must wear suitable covering garments and footwear in the building.

### 5. UNNECESSARY NOISE

All persons shall restrict all loud and unnecessary noises at any time, which may disturb another Shareholder.

## 5. UNNECESSARY NOISE (Cont'd.)

Complaints of unnecessary noises shall be reported to the Manager in writing so that he may take the necessary steps that it will not occur again.

## 6. CARRYING CHARGES

Carrying Charges are DUE ON THE FIRST DAY OF EACH MONTH. When a Shareholder delays payment for more than FIVE (5) DAYS in any month, a late charge of \$25.00 will be assessed. If the Carrying Charges and late fee are not paid, there will be a lien on the Shareholder's apartment.

## 7. DAMAGE TO PROPERTY

If any Shareholders, their family, their guests, their employees or their children damage any part of the building, the Shareholder shall pay the cost of restoring the area affected. Shareholders are also liable for damages caused by moving furniture or other articles in or out of the building.

## 8. REMOVAL OF OBSTRUCTIONS

Sidewalks, entrances, driveways, elevators, stairways, corridors, halls and other common areas must not be obstructed in any manner. Rugs, mats or umbrellas, etc. cannot be placed outside doors in corridors.

Garbage cans, grocery carts, laundry supplies or other articles shall not be left in the halls or the staircases. All grocery carts shall be returned to the designated common areas immediately upon termination of use.

## 9. CLOSED DOORS

Fire regulations require that apartment doors and exit doors at the end of hallways be closed at all times. OUR HALLWAYS ARE PRESSURIZED AND, IF DOORS ARE LEFT OPEN OR AJAR, IT UNBALANCES THE VENTILATING SYSTEM AND PRESENTS A DANGER IF THERE IS A FIRE. WHEN COOKING OR BAKING, USE YOUR EXHAUST FAN TO PREVENT ODORS FROM SPREADING TO OTHER APARTMENTS.

## 10. DELIVERIES

All goods and packages must be delivered to and through the receiving room. The entrance hours are posted on the entrance door. Carriages, grocery carts, luggage and large packages and items must be taken in or out of the building through the service entrance only and by the service elevator, except in emergencies. Passenger elevators shall not be used for this purpose except in emergency. Grocery carts are never allowed in the Lobby, or Mail Room. DO NOT LEAVE GROCERY CARTS IN HALLWAYS, PUT THEM ON THE SERVICE

## 10. DELIVERIES (Cont'd.)

ELEVATOR. DO NOT EXPECT YOUR NEIGHBOR TO DO THIS FOR YOU.

Any articles delivered to the building shall be in the care of the Shareholder and will be retained by the security officer. The Corporation will not be responsible for any damage or loss.

No mechanized conveyance of any kind with the exception of those needed to assist the disadvantaged, are allowed in the building.

## 11. SECURITY

Shareholders and Guests are not allowed on the roof. Shareholders ARE NOT PERMITTED to use the four fire doors on the ground floor except in emergencies. Violations shall be reported to the Manager.

SHAREHOLDERS SHALL NOT CHANGE OR ALTER LOCKS ON DOORS unless the office has been informed and a duplicate key is left with the Manager. This key is kept in a restricted locked cabinet.

Shareholders wishing to permit family or friends to be allowed into their apartments in case of an emergency and having given apartment keys to such persons, must give a list of authorized persons to the Manager. Persons whose names are not listed in the office will not be allowed into the apartment. All non-shareholders must register with the security officers at the time of arrival.

## 12. EXTERMINATING SERVICE

In order for the building to be protected, it is necessary that all of the common area and each apartment in the building be treated by a licensed exterminating service on a scheduled basis. Therefore, unless excused by a doctor's written order, furnished to the office, all apartments including Shareholders who are absent, will be treated on this regular basis. In the event an owner is absent, a notice will be left advising that owner on the date the apartment was treated.

## 13. APPEARANCE

No awnings or projections shall be attached to the outside walls of our building or placed on the balconies. Hurricane shutters of an approved type are permitted. Consult with the Manager regarding type approved.

### 13. APPEARANCE (Cont'd.)

No carpeting is allowed on balcony floors which may be painted, or tiled, but must be waterproofed to meet the acceptable standards approved by the Board. Balcony walls and doors, when visible from the outside, must remain painted the same color as the exterior of the building. Window tinting may be applied; however, no aluminum foil, reflective mirror, or colored tinting other than a clear or light grey tone will be approved.

Displaying of the American Flag is permitted of a size not to exceed 3'x 5'. The hours of display will be, sunrise to sunset. At any time the winds tend to whip and snap the flag, it shall be removed as the noise is very disturbing to the neighbors above, below and adjoining your apartment.

No person shall allow anything to fall or be swept from balconies including cigarette butts and chewing gum. No person shall place plants, pots or other movable objects on railings of balconies. No cooking of any kind is allowed on balconies.

Bathing suits, towels, rags, mops, clothing, bedding, etc., must not be placed on balcony railing. During the hurricane season (June 1 to November 30) all furniture and other objects must be removed from balcony if residents should be away for a period of three days or more or a Hurricane is forecast.

Be careful when cleaning the balcony floor. No person shall allow water to drip on other balconies. No person shall feed birds, or squirrels, because of sanitation and health problems.

Toilets, sinks or basins shall be used only for the purpose intended. No sweepings, rubbish, rags, ashes, baby wipes, sanitary napkins, depends, or other substances shall be thrown therein. Any damage from misuse shall be borne by the Shareholder.

### 14. ELEVATORS

The elevator installation is a very costly one. No person shall push buttons more than once or hold them in. The elevators pick up the calls in unaltered sequence. No person shall push up and down buttons at the same time - you will get two elevators and disrupt service for others. Smoking or carrying lighted cigarettes, cigars or pipes in elevators is prohibited by law.

## 15. LAUNDRIES

Only Shareholders, Registered Guests and Maids are permitted to use washers and dryers. Laundry machines are used on a first come, first served basis and only between 7:00 A.M. and 10:00 P.M. Use the laundry room on your floor unless the machines are out of order. Tints or dyes must not be used in washing machines. Each user is responsible for leaving machines in clean condition and emptying the lint traps on dryers. No person shall use washers and dryers for heavy rugs or shoes or any plastics. Make sure cycle is completed on dryers after removing your clothes. Do not remove other Shareholder's wash. Notify them first that their machine has completed its cycle. Please put apartment number on the sign-up board in the laundry room and respect the time limits.

## 16. TRASH

All refuse, waste, garbage, etc., shall be securely wrapped in plastic bags and sent down the trash chute in containers not exceeding the size of the chute door. Glass bottles and glass containers, along with plastic containers and cans, must be deposited in baskets in each trash room.

Newspapers and magazines must be placed on the shelf. Broken down cartons must be placed neatly in the corner. No large boxes or pizza boxes are to be thrown down the chute and should be placed in the trash barrel. Trash chutes are to be used only between the hours of 7:00 A.M. and 10:00 P.M.

No construction waste whatsoever shall be placed in the trash room or sent down the trash chute. Call Receiving (954-566-4322) for arrangements to have special materials disposed of at the delivery entrance on the first floor.

## 17. GARBAGE DISPOSAL

The apartment unit will dispose of most soft food leftovers including small chicken bones. DO NOT put in corn husks, corn silk, celery stalks, onion skins, banana skins or orange skins. They form balls in sewer pipes. Place these items securely wrapped, in trash chute, as well as large bones and coffee grounds which tend to combine with grease and cause clogged pipes.

Use plenty of cold water to flush down food, at least for 30 seconds after shutting off disposal. DO NOT use hot water. Place fat in a covered jar or container, cool to solidify and wrap with the trash.

## 18. RANGE AND FANS

Once a month remove the two filters above the burners and the filter above the oven and wash them in detergent and hot water and brush them. This prevents clogging and built-up grease in the flues which could be a fire hazard. USE THE FANS while cooking or baking and for about 10 minutes after turning off the range. THIS IS IMPORTANT. Remove the bathroom fans every six months for cleaning and oiling. If necessary, make arrangements for a building maintenance person to assist.

## 19. AIR CONDITIONERS

The Corporation is not responsible for the repair or replacement of your air conditioner. Major repairs are to be performed by a licensed service company of the Shareholder's choice. In the event of any malfunction, advise the office for a preliminary check before calling a service company.

When a new air conditioner is to be installed, an Application for Alteration must first be filled out by the Shareholder to ascertain the correct size and model for replacement and the records.

It is advisable to keep the thermostat at a fixed temperature setting. Operate air conditioner with doors and windows closed.

Upon the sale of an apartment, the Seller must replace the air conditioning unit if it is twenty (20) years old or more, and/or the hot water heater if it is ten (10) years old or more. If not done by the closing on the apartment, it becomes the buyer's responsibility to replace the outdated air conditioner and/or the hot water heater within 60 days of closing or the corporation will replace the unit(s) and charge the new Shareholder. This shall become effective with any contract entered into after June 1, 2008.

## 20. EQUIPMENT INSTALLATION

Shareholders shall not install or use any additional air conditioning equipment, washing machines, dryers, or power tools without prior written consent of the Corporation. The Corporation may request the prompt removal of such equipment and failure to do so shall constitute a default within the meaning of Article 13 of the Occupancy Agreement.

## 21. REPAIRS AND MAINTENANCE

All costs of repairs and maintenance in the public areas are borne by the Corporation; also certain repairs within apartments, such as replacement of balcony doors and/or entry doors, piping within walls and their shut-off valves, air conditioner hoses, and wiring within walls, including the circuit breaker box and circuit breakers. The Corporation will pay for an annual termite inspection throughout the building and any treatment as required to eradicate the problem. Each Shareholder shall assume any and all cost to repair/replace termite damaged wood within each unit.

All other repairs and renovations within an apartment are at the Shareholder's expense. Any Contractor hired must present to CRTE to be on file, a copy of their license if the State law requires a specific license to perform the work or services for which the contractor was hired, their certificate of liability insurance and workmen's compensation or their certificate of exemption. Any contractor in violation of this provision will be turned away until such time Shareholder complies. Shareholder is required to fill out and file an Alteration Notice and receive approval before work starts as per Article 12, Occupancy Agreement. These licensed contractors must apply for, obtain and post permits and a Notice of Commencement.

Water heaters when replaced must be piped with soldered hard copper; flexible quick connections are not to be used. When the water heater is removed, the contractor must inspect the condition of the catch pan underneath to see it does not leak or the drain is not plugged. In any other plumbing there must be no plastic water lines or plastic fittings installed.

A Shareholder who is more than thirty (30) days delinquent in payment of a service charge or charges, will be denied maintenance service until the account is current.

Shareholders may apply for permission to install hard flooring (ceramic, vinyl, asphalt, wood parquet flooring, etc.) in their apartment with underlaying sound insulation which meets with CRTE prescribed specifications and under the supervision of the Manager. Forms are available at the office.

The maintenance of the window hardware is the responsibility of the Shareholder and necessary for the closing of the windows. They too often are neglected and with driving rains and hurricanes they must work or unnecessary water damages will cause flooding. Contact the office first as some of the repairs may be handled by the staff.

## 21. REPAIRS AND MAINTENANCE

The unit Shareholders shall at all times keep the interior of their apartment neat and clean and free from trash, debris or other similar items. All entrance ways to the interior of various rooms, as well as the exterior of the unit, shall always be kept clear, so that free access can be gained to all rooms within the apartment. The apartment shall not be used to store papers, debris or any other items that would normally be found in a storage warehouse. The unit Shareholder shall maintain his/her apartment in a condition so it will not be a fire hazard.

No furnishings or decorations may be placed in the elevator foyer of each floor. In addition, all apartment doors and hallways must be clear of decorations, ornaments, or non-approved objects.

The Corporation is not liable for actions of employees doing private work for Shareholders during the employees' off-hours.

Shareholders may also have employees work for them on certain jobs and be charged by the Corporation. Contact the office for scheduling and charges. Payment shall be made promptly to the office.

In the event a Shareholder employs or names someone to look after the Shareholder's apartment during an absence, it is the Shareholder's responsibility to furnish the keys for the apartment and/or mailbox and assume all liability. The Shareholder is to inform the office of the arrangement.

## 22. SALE OF APARTMENT

A Shareholder selling his/her apartment should be made aware that there will be an inspection report of the condition of the apartment by the Manager for the specific purpose of meeting the requirements of Shore Drive Apartments. This report is only for Corporation use and the buyer should be made aware that if the Shareholder desires a separate inspection it can be made at the buyer's expense prior to closing.

The seller is obligated to pay and provide within 30 days of closing a certificate from a state certified exterminator that the apartment has been inspected and is free of termites or under current contract for treatment. On the sale of all apartments, an inspection report aged 90 days or more must be updated by the seller, or real estate agent before closing can take place.

## 22. SALE OF APARTMENT (Cont'd.)

It is suggested, as we are having floods occasionally which have been caused from toilets setting seals drying, shrinking and cracking, that seals be replaced at the time of purchase.

## 23. SECURITY

One security officer is stationed at all times at the lobby desk, and during daytime, another security officer is stationed in the receiving room. Shareholders must call the lobby security officer (954-566-4322) when expecting visitors, service people, police, ambulance, etc. Security officers must also be called concerning any action, disturbance or persons of a suspicious nature. Security Officers will dial 911 to assist people who have fallen in their apartments or in public areas. They will see that there is no solicitation for any cause, charity, or any purpose whatsoever, except as authorized by the Board.

No person shall engage security officers in any casual conversation. No person shall use the security officers' telephones. A telephone is available at the front desk for local calls. The security officer at the front desk has the key to the storage rooms. When you borrow the key, please be sure to return it promptly.

Service personnel and maids must check in and out through the receiving room and use the service elevators only. Service personnel may perform work in apartments only between the hours of 8:00 A.M. and 4:30 P.M. Shareholders may perform work in their apartments only between the hours of 8:00 AM and 5:30 PM. No contractor work is to be done on Saturday or Sunday. No work is to be done on Sunday or holidays by anyone except in an emergency, and with the permission of the Manager.

All building employees have full time assignments. No person shall interrupt their duties with any direct conversation. All concerns or complaints regarding employees should be directed to the Manager in writing.

All exterior doors will be locked at all times. Entrance to the building is made through the lobby front door, the receiving area door, the pool door, and the west end hallway door by using a programmed key fob or card. From midnight until 6:00 AM only the lobby door may be used.

A key fob or card to be used for entrance to the building will be issued to each Shareholder and recorded in the computer. A Medco key will be issued to each Shareholder to be used for entrance to the Club House.

### 23. SECURITY (Cont'd.)

Fobs, cards, and keys must be returned to the office upon sale or transfer of the apartment. Lost fobs or cards or keys are to be reported to the office. Replacement cost for a lost fob or card is \$10.00. Replacement cost for a lost Medco key is \$50.00. The fobs, cards, or Medco keys are not to be loaned or given to guests or service personnel. Arrangements should be made to secure cards for guests or service personnel when needed.

In the event you forget your fob or card and require access to the building, go to the front lobby door and ring the bell. Do not hold the door for someone you do not know or do not recognize. The security of the building is the concern of you and your neighbors. All security violations will be documented.

### 24. THE MANAGER

The Manager hires and supervises our employees. He/she administers the office and the maintenance of the building and grounds. He/she carries out the directions of the Board of Directors and may make recommendations to the Board. Shareholders shall not reprimand or give instructions to an employee of the building. All complaints and/or reports of violation shall be in writing, dated, signed and directed to the Manager and not to a Director or any individual. The Manager will document all verified violations of The Rules We Live By. Repeated violations will be brought to the Membership Committee for resolution.

### 25. LOBBY

Shareholders and their Guests shall not use our lobby facilities for other than a reasonable length of time. The Community Room is available for lounging, chatting, reading or passing time. Under no circumstances shall any person touch, change, or adjust the lobby thermostat, move furniture, alter drapes, or interfere with the security officer's duties or harass or annoy other residents or guests passing through.

### 26. TOWERS EAST CLUB HOUSE AND OTHER FACILITIES

All Shareholders may use the Club House facilities from 6:00 A.M. until 12:00 P.M. The doors will be locked at all times. The Board reserves the right to charge a deposit if warranted.

26. TOWERS EAST CLUB HOUSE AND OTHER FACILITIES (Cont'd.)

Shareholders may entertain at a private party which includes the use of the kitchen and equipment. Reservation must be made at the office. Shareholders shall use reasonable care and keep the rooms in a neat and orderly condition. A charge will be imposed if in-house staff must clean up after a private party.

NOTE: As the Club House is common property, absolute party privacy is not permissible. However, fellow Shareholders in most cases will honor your use of the main rooms and restrict themselves to use of other facilities and lavatories.

As a courtesy to the Shareholder who is entertaining, general Shareholders should avoid entry via the main room doors. Access to other facilities and lavatories can be made via the North Door.

Permission to use the Club House Fitness/Hobby Room kitchen, Community Room and other facilities may be obtained from the Manager, provided no other organized activity is scheduled at the same time. They may not be used for commercial purposes. Food and beverages of any kind are prohibited in the Community Room, Fitness/Hobby Room, Pool and Pool Patio, except on special occasions. Shareholders may use the Fitness/Hobby Room facilities from 6:00 AM to 10:00 PM. No outside group may use any common areas.

Mailboxes in the Service Hall are for distribution of office mail and exchange of messages or publications, etc., between Shareholders. They are not to be used for solicitation or the distribution of political, religious or commercial items.

Permission for the use of these boxes may be given to authorized charities by the Board of Directors or Manager.

There shall be no solicitation by any person anywhere in the building for any cause, charitable or otherwise, except as authorized by the Board of Directors.

Bulletin boards are made available for announcements of interest to our Shareholders. The boards must not be used for political, religious or commercial purposes. All announcements, pamphlets, letters, or other reading material must first be approved by the Manager before being displayed in the mail room area. The Manager will review and post all approved items. Under no circumstances should material be posted on the elevators, floor lobbies, or hallways without the approval of the Manager or Board of Directors. There also should be no distribution of flyers, pamphlets, or other materials to individual apartments.

## 27. PARKING

All parking spaces are assigned by the Manager and include a parking decal which must be affixed to the rear left side window of the car. Shareholders park in the space assigned to them. Shareholders use the parking area at their own risk. If a Shareholder permits another to use his/her parking space for a designated period the Shareholder shall give notice to the office in writing. No Shareholder may permanently transfer his/her parking space to another or rent a space to a non-resident.

If the occupants of an apartment own two cars, the Shareholder will be required to rent a space from a Shareholder who has no car or from the Corporation if available. A list of spaces is kept in the office.

Guest Parking spaces are restricted to the use of guests, Coral Ridge Towers East employees, and private employees of Shareholders. Shareholders and Resident Guests may not park in guest parking.

In the event a Shareholder sells his/her apartment, he/she is not permitted to sell his/her parking space to the buyer. The parking space shall become vacant and shall be reassigned in accordance with the parking procedure through the office.

Commercial vehicles of any type, trailers, campers, or boats, will be prohibited from our parking lots. Private vehicles used for commercial use or hauling will not be permitted, but private vehicles registered as trucks of any variety that are used for an owner's private use must be no larger than 230" long and 75" high. Vehicles improperly parked or prohibited vehicles will be towed away at owner's expense. Only the Manager may take such action.

The two spaces allocated as parking on the West side of the front entrance driveway are designated as 15 minute parking only. These two areas are for guests, or vendors who will be in the building no longer than fifteen minutes. They are not to be used by Shareholders or Resident Guests at any time.

The first two parking spaces adjacent to the building on the East side of the service area are for the Shareholder's use to load/unload personal items from their vehicles. A Shareholder is not to leave his/her vehicle in either of these two spaces while delivering items to their unit.

All other spaces on the East side of this driveway are for the parking of service/vendor vehicles. Shareholders or Resident Guests are not permitted to park in these areas at any time.