

# 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

