

HOUSE RULES

Hillsboro Mile
Ocean Apartments
Sec. 2, Inc.
1043 Hillsboro Mile
Hillsboro Beach, FL. 33062

2008 (Updated 2018)

HOUSE RULES

The following House Rules are adopted to ensure that all owners may enjoy well-managed buildings and facilities under conditions that promote maximum comfort, convenience, and safety.

Each owner, or properly authorized and approved tenant(s), shall be responsible for the actions and conduct of family members and guests as they relate to the By-Laws, the Proprietary Lease, and the House Rules of the Hillsboro Mile Ocean Apartments, Section 2, Inc.

All owners are asked to review this manual and abide by its contents and be sure tenants and guests review it as well. In the spirit of co-operative living, we have tried to lay out simple, consistent, and meaningful regulations regarding issues that are typically prevalent in a community living environment. Most of these rules have evolved over the years by Board Members who have endeavored to serve the best interests of our shareholders. We hope that this updated review and any future revisions will continue to serve that purpose.

Your.....(All Volunteer Board of Directors).....just trying to keep it nice for “everyone”

OCCUPANCY LIMITATIONS

Apply to owners, tenants and guests:

(1 bedroom apartments – 4 adults) and (2 bedroom apartments – 6 adults)

Exceptions may be possible with written permission of the Board of Directors. Occupancy limitations will be strictly enforced if no written permission is granted.

(As set forth in Article XVII, Section 1 of our Bylaws, “We shall be known and shall function as a Senior Community, admitting to occupancy in each apartment, only individuals who are age 55 and over, with no children under eighteen (18) years of age in the household”

OCCUPANCY BY GUESTS, TENANTS, OR OTHER AUTHORIZED PERSONS

A guest is a person or persons entertained by a shareholder or authorized tenant.

A tenant is a person or persons authorized by application as required by the By-Laws, to occupy an apartment. (Necessary Forms are on the Website)

When owners are not present, guests may NOT invite other guests or visitors to use the facilities.

Owners not in residence must notify Board Members of the proposed occupancy of their units by others. Information must include the names of all proposed occupants and the dates of occupancy. This information must be in writing and in the hands of the Board at least 3 weeks prior to the arrival of the proposed guest(s). Owners who do not notify the Board prior to occupancy of their apartments by persons other than themselves, will subject those persons to possible arrest as trespassers. NOTIFICATION IS A MUST!! (See Website for forms) In cases of immediate family occupancy, owners need only notify a Board Member, preferably in writing, (email OK) prior to the occupancy date by at least 1 week. It is very difficult to know who is a trespasser and who is your family, unless you have let us know!! We don't want to embarrass anyone.

SALES

Specific forms are required for the proposed sales of an apartment and are available from a Board Member or easily found on the Website. All information must be completely filled in.

Owners are required to turn in the Stock Certificates and Proprietary Lease to the Board if a sale is approved and consummated. A new Stock Certificate and Proprietary Lease will be issued to the new owner following appropriate registration of ownership with the state and local authorities by the new owner or his/her legal representative.

The Board will interview all applicants for the transfer of ownership of a unit. This interview will be scheduled following receipt and review of all required forms and investigative reports.

Interview dates will be at the Board's discretion and every effort will be made to accommodate the applicant's schedules.

Any outstanding delinquencies or past due fees or fines will be paid at the settlement of the sale, or there will be no sale. (See Violations on Page 11)

RENTED APARTMENTS

****As set forth in our By-Laws, Section 7, Article XII Amended, “an owner may not sublet an apartment throughout the first two (2) years of ownership”**

Subsequent to that period, an owner planning to rent his/her unit, must provide the Board with information regarding a proposed tenant’s background, employment history, etc., before the Board can rule on the rental request.

Current Florida law prohibits rentals until such information is obtained and maintained on file by the Co-Op. Owners are responsible to see to it that any approved tenant (or guest) abides by all House Rules and our Corporate By-Laws. The owner must make sure the renter or guest has read, and fully understands, all House Rules, and acknowledge that they (the owner) agrees to be responsible for any and all violations of House Rules. Application for Rental forms are available from Board Members, and on the Website, and **MUST** be completely filled out with answers to all queries in the forms.

Owners renting apartments to the same person(s) for consecutive years must submit an application EACH YEAR, however, an investigation will not be done after the initial year, unless deemed necessary by the Board.

An apartment may be rented ONLY ONCE during the period of October 1 through May 31, and/or ONCE during the period of June 1 through September 30. Children under 18 years of age are not permitted to occupy apartments of tenants or guests (owners immediate family exempted).

Why the ONCE RENTAL RULE.....We don’t want this to be a Motel 6 (we’ll leave the light on for ya) kind of place!!

CLUBHOUSE / DECK USE

If an owner is planning to use the Clubhouse or deck for a private party, please place a notice to that effect on the bulletin board, and on the bulletin board in the Boathouse, a few days before....**"Clean Up"** is the owners responsibility, as is **"Lock Up"** of the restrooms, the boathouse, the entry gate, etc.....

The A/C must be turned off and the blinds lowered after using this area and the room secured. All garbage, etc. must be removed and put in the dumpster. Foodstuffs may be stored in the refrigerator provided, **but must be removed following use of the room.** A barbecue unit is available for cooking. The unit must be thoroughly cleaned following use by any owner or authorized tenant of guest.

(The Boathouse and Pool areas are a great place for parties and get-togethers, but Please, NO Large parties on the Ocean side without prior and specific approval by the Board.....Email requests are OK, but please don't finalize your plans until approval is granted)

There is NO SMOKING IS ALLOWED IN THE CLUBHOUSE

MARINA BOAT / DOCKS

Boat Docking is under the immediate supervision of the Boat Dock Committee. Six (6) slips are available and a "Wait List" is maintained by the Dock Committee. Boat maintenance must be done in the slip authorized for use only. Docking fees, etc. are established and must be paid as billed on a bi-monthly basis with maintenance fees. No docking is permitted along the side of the pool area or clubhouse at any time! No cleaning and/or maintenance of boats are allowed in the parking areas, including in the guest-parking areas, at any time.

LAUNDRY

*****Just be fair and remember that others use the Laundry Room facilities as well....(DO NOT leave any laundry, laundry baskets, or washing/drying supplies outside the laundry room door).**

Laundry Room Hours:

Laundry rooms are available from 8 AM to 5 PM, Monday through Saturday. The laundry rooms are closed on Sunday!! (exceptions for emergencies)

Please, use only low-sudsing detergent or soap in the laundry.

Rules and instructions for the use of the laundry facilities are posted in each laundry room. Do not leave laundry in the machines overnight.

DO NOT HANG BATHING SUITS, BEACH TOWELS, RUGS, LAUNDRY, ETC. ON THE BALCONIES, PATIOS, LAWN AREAS, BEACH WALL OR IN WINDOWS.....

PARKING

APARTMENT OWNERS: Specific parking spaces are NOT assigned. Please park in the nearest space available to your apartment, in the lot for YOUR building. Owners only may park on the East side of A1A (ONLY ONE VEHICLE PER APARTMENT is permitted to park on the East side of A1A) If you qualify for use of a handicapped space, that space is considered your one vehicle per apartment space. You must park any OTHER vehicle on the West side of A1A. (****This Rule applies from December 1st through May 1st (during the Season)). Any violations of the parking rules, by owners or their guests/renters, will trigger a notice and then any future violations will trigger a fine against that owner and their unit.

RENTERS AND GUESTS: All Guests must park in C & D's Guest Parking areas on the West side of A1A.....It will be the owner's responsibility to notify all guests of this rule.... Long term renters may use their apartment owners space while renting.

****These rules MUST be followed, as Building "C" has 18 parking spaces for 21 apartments, and Building "D" has only 17 spaces for 21 apartments... Come on folks, fair is fair!!!**

Handicapped Parking will be arranged for owners and/or authorized tenants who have VALID Handicapped Parking Permits from any State, and approved by the Board. Plus, if you leave for any extended period of time and leave a vehicle, please park it in the Guest Area on the West Side of A1A...In other words, don't unnecessarily block an owner spot while you are gone for an extended period...

COMMERCIAL VEHICLES : All owners should advise trades people who are to work in their apartment(s) that the upper level (East side of A1A) parking lot for building C and D is for loading and unloading only. While work is underway, any truck must be parked WEST of A1A. If the truck must be on the upper level (East side), while work is in progress, the owners must move their own vehicles off the upper level and allow the truck to be parked in the owner's space. There is to be NO parking in the designated car wash areas.

AND, no vehicles should be washed on the East side of A1A....there is a designated car wash area on the West side.

VEHICLE REPAIRS

No repairs, i.e. oil changes, radiator flushing, etc. are to be made on the premises. An exception would be for emergency repair or service by an authorized Auto Service Company.

STORAGE

A storage bin for each apartment is provided in the clubhouse building on A1A. Keys to this room are provided by the CO-OP. Individual "Bin" locks are the owners' responsibility. Bikes, Surfboards, etc. are to be stored in this storage area, instead of in the apartments, and certainly not in the hallways at any time.

EXTERMINATION SERVICES

Each owner is responsible for extermination services within their unit with a Commercial Company. State Law prohibits the yardman for using chemicals required for adequate extermination for individual units.

Extermination requirements for the lawns, shrubs, trees, laundry rooms, clubhouse, clubhouse bathrooms, and storage rooms are provided by the CO-OP

SHUTTERS

All external shutters have to be properly maintained and will be inspected once a year before hurricane season. Notice of any necessary repairs will be given and if repairs are not immediately made, the Board will take action to be sure the repairs are done and the owners will be charged. Opening and Closing of shutters are the owner's responsibility (see "All Other Services...on Page 10)

PETS

The properties at 1043 are **“NO PETS” properties**. Service animals that have been previously approved by the Board are exceptions, BUT, **there is a difference between a Pet and a Service Animal** (See ADA Rules and Regulations concerning leashes, etc.) In the future, not only will the Board require State / Federal paperwork to admit a service animal, but also **“Service Animal Training Documentation” will be required** as well.

NO pets are permitted to “live” in. The NO PETS rules apply to renters as well. Any “short term” visitors are encouraged **NOT TO BRING pets**. If they do, those animals must be leashed AT ALL TIMES. “Clean-Ups” are the owner’s responsibility and MUST be done immediately.

NOISE

We ask that everyone reduce all radio, stereo, TV, etc. noise to a minimum after 10 PM. During the day and before 10 AM, just remember to “Be a Good Neighbor”

PATIO/PORCH USE

It is against the law in the Town of Hillsboro Beach to use patios or porches for barbecuing, etc. Barbecuing on the beach requires a SPECIAL PERMIT from the town of Hillsboro Beach. Please adhere to these requirements.

Your Patio/Porch extends only to the end of that Patio/Porch and not beyond. Also, your Patio/Porch is not a catch all for swings, surfboards, and other items that simply “won’t fit” in your apartment....Again, “Be a good neighbor”

POOL RULES

The following are Board as well as certain Broward County Rules:

- A. No animals in the pool or on the pool deck
 - B. Shower before entering the pool and empty sand out of pockets of suits, toys, etc.
 - C. Bathing limit is no more than 20 persons at any one time
 - D. Pool hours are DAWN TO DUSK...NIGHTTIME USE IS NOT PERMITTED BY LAW
 - E. NO DIVING ALLOWED AT ANY TIME
 - F. At the sound of thunder, due to inherent danger, leave the pool area
 - G. Raised umbrellas should be lowered before you leave the pool area
 - H. County Rule allows no eating and/or drinking at poolside. Please use the lawn area or clubhouse for this activity.
- ***Lock up when you leave (the entrance gate as well as bathrooms,etc.)

REPAIRS

The Corporation is responsible for all exterior repairs of buildings, except damage and/or defacing caused by an owner or authorized tenant or guest.

Owners are responsible for the interior repairs to their own apartments, including all windows and doors. The Board reserves the right to restrict owner's installation of doors and windows, when these areas affect the ambience of the community. Major construction should only be done during the summer months so that a majority of owners may enjoy a quiet atmosphere during their stay. Construction or renovation is allowed Monday-Friday, 8 AM to 5 PM, and Saturday, 8 AM to NOON. NO work is permitted on Sunday's (Sunday's are busy days at the beach and NO work should be done on those days. All "major" repairs are to be Board approved prior to beginning, AND permitted by the City.

EMERGENCY REPAIRS: You may call on the yardman for emergency repairs. He will determine if he can make the emergency repairs or if the owner must and/or should employ an outside company.

ALL OTHER SERVICES

Services such as opening and closing of storm shutters, moving furniture, setting up or removal of dehumidifiers, turning water off or on, carrying luggage, etc. are the responsibility of the owner. The Corporation will permit the yardman to perform these services provided sufficient notice is given, and such activities do not interfere with regularly assigned duties. (After his regularly scheduled working hours)

Since owners have different service requirements when opening and closing apartments, payment for such services will be the responsibility of the owner and/or authorized tenant, or guest, etc.

EMPLOYEES

Any employees of Hillsboro Mile Ocean Apartments are hired by, and under the control of the Board of Directors. Abusive, discourteous language to the employee(s) by any shareholder or tenant is in poor taste and will not be condoned.

Any complaints and/or suggestions regarding the services of an employee must be made in writing, signed, and given to the Board of Directors. Written complaints and/or suggestions will be responded to promptly.

LANDSCAPE

DO NOT plant or remove or cut bushes and/or trees without prior Board and/or Beautician Committee approval.

VIOLATIONS

This little piece of paradise that we all so enjoy is after all, a Communal Living Environment.....Accordingly, we rely on each and the other to adhere to the Lease Agreement, By-Laws and the House Rules, and we continue to strive to keep "Rules" to a minimum, but without Rules there is eventually chaos..

If there should be a violations of the By-Laws, Lease Agreement, and/or House Rules, and if these violations are severe enough to require disciplinary action, the President and the Board of Directors shall call a meeting of past presidents available, and they together with the Board, shall determine what steps should be taken to eliminate repetition of such violations, subject to existing regulations and rules. This group, so organized, is authorized to take such corrective measures as they deem appropriate, starting with appropriate notifications, followed if necessary by possible fines, and if all else fails, law enforcement agencies and/or legal actions.

We are all neighbors and friends, so PLEASE don't let any action get to the point of needing anything other than a friendly reminder.....Be a good neighbor and remember that this is a COMMUNITY LIVING ENVIRONMENT.....the rules, which we have endeavored to keep to a minimum, apply to EVERYONE!!