

BOCA CAPRI RULES & REGULATIONS SUMMARY* FOR OWNERS, RESIDENTS, RENTERS AND GUESTS

COMMON ELEMENTS are for the use of all residents. Use courtesy and common sense and leave them in the condition in which you would like to find them. Consideration for your neighbors is extremely important.

- **NOISE** - from radios, TV's, slamming of doors, movement of furniture, loud talking/laughter or any noise **that may disturb other residents between the hours of 10:00 p.m. and 8:00 a.m. is prohibited.** No radios, TV's, stereos, etc., are allowed on the porch. If you have tile floors please be especially considerate of the persons living beneath you. Avoid activities during these quiet hours that are likely to disturb other residents such as dragging furniture, dropping objects, walking with high heels, hammering, assembling furniture, or other construction projects.
- **TRASH/RECYCLE** - all trash should be placed in plastic bags and placed in the dumpster. There are recycle bins for all papers, bottles and plastic containers. Plastic containers should be compressed. All items for pickup must be broken down and placed **inside** the dumpster or recycling container. Large items cannot be left by the dumpster. If the containers are full, keep the material in your unit until the containers have been emptied. Recycling is a community effort and everyone should participate. When having new appliances or any furniture delivered in large boxes or crates, please request the company take the old appliance, furniture, box, plastic wrappings, etc. away with them.
- **LAUNDRY ROOM** - should be left clean and orderly. Wipe down the washer and dryer and clean out the lint filter. Laundry rooms may be used between 6:00 a.m. and 11:00 p.m. Nothing is to be left in the laundry room such as trash, hangers, baskets, detergents, etc.
- **NO** attachments may be made to any exterior wall of the building or any common area or limited common area. No signs are to be erected in any portion of the building or property. **NO** hanging of rugs, clothing, towels, etc., on the railings.
- Owners/tenants are responsible for any damage made by themselves or their guests to the interior or exterior of the building or grounds.
- **NO** boats, jet skies, trailers, campers or busses are allowed on the property.
- Any work on the catwalks is the responsibility of the Association. **NO** mats or other items are to be placed in the catwalk area per order of the Boca Raton Fire Department.
- **BEFORE** moving into you unit you must notify the Board so arrangements can be made for exclusive use of the elevator. If there is any damage to the elevator by you or your movers you will be held responsible. When discarding boxes after you move in, boxes must be compressed, tied in bundles and placed neatly next to the dumpster. The City will not pick up loose boxes or items left outside of the containers.

UNITS - are intended to be occupied by the owner and his (or her) immediate family only. Short-term guests (less than 7 days) may use a guest parking permits. Longer-term guests (up to 30 days) must register with the property manager or board of directors for parking privileges. Guests staying longer than 30 days must meet the same screening requirements as renters.

- Each apartment is to be used for residential use only. **NO** business may be run from a unit.
- **PORCHES** - Painting of porch walls, ceiling and floor is the responsibility of the unit owner. **HOWEVER**, porch walls must be consistent in color (white) with all the porches. You must check with the Board before doing anything on the porch, as it is "limited common property", per the by-laws. No carpets are allowed to be left on porch floors; they retain water and cause concrete erosion.
- **NO** structural changes in a unit or porch is to be made without written consent from the Board. Written permission must be obtained **BEFORE** work has commenced. If you plan on remodeling or replacing anything in your unit you must submit your proposal to the Board **BEFORE** work has started. Your contractor must obtain a work permit from the City of Boca Raton and it must be posted in a window. Work hours are from 8:30 a.m. to 4:30 p.m. **NO** construction debris is to be put in the dumpster or placed in the dumpster area. Workers must take away any debris at the end of the workday. If a catwalk or the elevator is soiled it must be cleaned by the contractor at the end of the workday.

- **NO** awnings or projections of any kind are allowed in the porch area or by unit owner's front door. **NO** awnings, roll-up blinds, or any plastic or glass coverings or changes on porches are allowed. Porches must remain as a "screened in porch/lanai".
- **BARBECUING** is **NOT** allowed on porches, catwalks or near the building. Grills using propane gas cannot be stored in the garage or storage areas. You may barbecue on the Fountain Patio, away from the building. **NO** propane tanks are to be stored inside the building per order of the Boca Raton Fire Department.
- When leaving your unit for an extended period your water should be turned **OFF**. This is an old building and a bit of caution helps to prevent disasters.
- The Board must be provided with one set of entry **KEYS** to each unit for emergency access and inspections or maintenance such as those related to insurance, utilities, common elements, pests, fire and safety. A Board member will accompany any inspector entering a unit. Every effort will be made to inform residents in advance of any entry. Failure to provide keys may result in a fine and or assessment against the unit for locksmith or other costs in securing access.
- The Board must be notified **BEFORE** a unit is put on the market. Sales require Board interview and approval of prospective buyers. Failure to notify the Board in advance will likely delay completion of the sale.
- **LEASING** - A unit owner must own their apartment for two (2) years before renting is allowed. Leasing shall be for not less than six (6) months and not more than once a year. The Board must interview the tenant and approve the lease before the tenant can occupy the unit. The Board must also interview the tenant and renew the approval at the end of an annual lease if the lease is to be extended. A Consent of Assignment of Rent agreement signed by both the unit owner and tenant is a requirement for the approval of a new lease or the extension of an existing lease.
- **RULES and RESPONSIBILITY** - Owners must ensure that all occupants, guests, and workers are aware of, and abide by, the Association rules and regulations. Owners will be responsible for any damage or fines incurred by their tenants or any guests or workers visiting the unit.
- **CURRENT INFORMATION** – unit owners must keep the Board and property manager informed of current owner names, mail and email addresses, telephone contact numbers, vehicles on Association property, pets, insurance policy, guests staying more than 7 days, tenants, lease arrangements, and respond promptly to all Association requests for updates on such information.
- **ASSESSMENTS** – Quarterly maintenance and special assessments are due on the 1st of January, April, July, and October each year. They must be mailed directly to BB&T bank using the coupons provided for each unit. A \$50.00 late fee is assessed whenever the complete payment is not received by the 15th of the month. If complete payment is not received by the end of the month, interest will also accrue from the due date, and the account will be turned over to the association's attorney for collection. If you lose, or can not find your coupons, you may send your check to Boca Capri c/o State Realty Inc. 5505 Pembroke Road Hollywood, FL 33021 or place it in the Boca Capri drop box, but you must include a \$10 manual processing fee in addition to any late fee. Be sure to include your unit number on the check.
- **FINES** – The Board of Directors has the right to impose a fine against any owner and unit for failure to comply with these or other official rules and regulations of the Association. The amount of the fine will be determined by the Board subject to any limitation of the Florida Condominium Act.

PETS - Pets are allowed only with prior written permission of the Board after submission of a Pet Registration form. Tenants must have written permission from the unit owner in addition to Board approval to keep pets. Pet registration must be renewed on a yearly basis. There is a limit of 2 dogs or cats and the weight of each must be less than 40 pounds. Dogs must be on a 6 ft. or shorter leash and all other animals must be in carriers when on the common elements. Owners must pick up after their pets. Pet Registration Forms and a copy of the Pet Rules & Regulations are available from our management company, State Realty, Inc. Failure to follow these regulations is subject to a fine of not less than \$25. A City of Boca Raton Ordinance states that **NO** pets are allowed on the beaches and all pets must be on a leash or in a carrier when outside.

PARKING

There is limited parking for non-commercial passenger vehicles only. There are 24 covered spaces under the building, 10 guest spaces on the north side of the building, and 5 guest spaces to the east off of A1A. Entrance to the covered and north parking must be from A1A with exit to the south onto Osceola Drive.

COVERED PARKING is designated a “limited common element” according to the official documents. Each space is for the exclusive use of one unit for resident parking. The original documents placed no restrictions on their assignment. In order to maintain current assignments and eliminate arbitrary changes, the following restrictions govern the reassignment of covered spaces by the Board of Directors.

- The Board will maintain a list of covered space assignments (A-X) to units and their assignment date.
- Owner occupied units in good financial standing may not be reassigned without the consent of the unit owner. If such a unit is sold, the current space will be assigned to the new owner with the current date.
- Unit owners may agree to a mutual swap of spaces by providing signed notification by all parties to the Board.
- A space will be available for reassignment **ONLY** if (1) the unit owner is more than 30 days delinquent in payment of assessments and has been turned over to the association’s attorney for collections, or (2) within 30 days of the rental of a unit or yearly renewal of the rental approval.
- An available space will be swapped with that of a different unit after 30 days of becoming available **ONLY** if requested in writing by another owner occupied unit in good financial standing. If more than one unit requests the available space, it will be swapped with that of the unit with the earliest assignment date.
- A unit returning to good financial standing after collections will have its assignment date set to the current date.
- A rental unit returning to owner occupied status will have its assignment date set to that prior to the start of the rental provided it has remained in good financial standing throughout the rental.

GUEST SPACES are not assigned to a specific unit and are available on a first-come first-served basis. Boca Capri has a long-standing contract with City Towing 561-347-9794 to tow vehicles at owner expense that are not legally parked on condominium property. The Association will typically place a notice on an illegally parked vehicle before towing but is not required to do so. The Association's delay in towing an illegally parked vehicle in no way implies consent for the parking and an illegally parked vehicle may be towed at any time.

A legally parked vehicle is:

- A licensed, roadworthy, passenger vehicle that is parked entirely within a marked parking space.
- If parked in a covered space, the vehicle must be registered by the unit owner corresponding to that space.
- If parked in one of the guest spaces, the vehicle (a) must be registered with the property manager and known to the board as belonging to a unit owner or renter with complete current documentation on file; or (b) must display a valid clearly visible dated guest permit on the dashboard.
- Commercial vehicles may not be parked overnight on Association property, without express temporary permission from the property manager or the board of directors.

The management company and Board of Directors maintain a list of vehicles (make, model, color, license, unit number) that are registered for long-term parking by residents. Many vehicles are already on this list. Unit owners may add other vehicles to this list by sending an e-mail to the board of directors, bocacapri@gmail.com, or by calling the property manager, JD Keating at 954-983-5815 (office) or 954-401-7175 (cell).

Vehicles will be removed from the long-term parking list when the corresponding unit is sold, or the rental documentation has expired, or legal proceedings have been initiated against the corresponding unit owner for nonpayment of Association fees.

Unit owner parking responsibilities

- Only unit owners without outstanding association fees may register up to 3 vehicles with the board or property manager for valid long-term guest parking or in their assigned space. It is the unit owner's responsibility to keep the list current and up to date. Unit owners may register or confirm their renters' vehicles provided the lease,

rental assignment agreement, and interview status of the vehicles' owners are current and on file with the Association. Unit owners may also register the vehicles of others who will be occasionally checking on their unit while they are out of town.

- Provide a valid guest parking permit for guests that are staying less than 7 days in a consecutive 30 day period.
- Request temporary registration (up to 30 days) for vehicles of long-term guests who will be staying more than 7 days. This registration must include vehicle and owner contact information and valid dates. Long-term guests must meet with a board member or the property manager to provide signed acknowledgment of receipt, understanding, and willingness to abide by the Association Rules and Regulations. Guests staying more than 30 days must abide by the same interview and screening process as renters.

Renter's parking responsibilities

- Approved renters must assure that current vehicle information is on file with the property manager or board of directors. They must request their landlord to confirm all vehicle registrations with the board.
- Provide a valid guest parking permit for guests that are staying less than 7 days in a consecutive 30 day period. Renters may not provide guest parking permits if their documentation is not current, complete and on file with the Association.
- Request temporary registration (up to 30 days) for vehicles of guests who will be staying more than 7 days and have the request confirmed by their landlord. This registration must include vehicle and owner contact information and valid dates. Such long-term guests must meet with a board member or the property manager to provide signed acknowledgment of receipt, understanding, and willingness to abide by the Association Rules and Regulations. Guests staying more than 30 days must appear on the lease agreement or have written approval of the landlord and go through the full interview and application process.

Boca Capri guest parking permits

- Are available on the top of the file cabinet in the ground-floor machine room immediately west of the elevator.
- Must include a unit number, license number of the vehicle, and valid dates. Passes with incorrect, incomplete, or unverifiable information are considered invalid and the vehicle is subject to immediate towing. The valid dates may be no longer than 7 consecutive days. Vehicles parked at any time during more than 7 days in any consecutive 30 day period can not use a guest pass, but must be registered by the unit owner with the property manager or board of directors.
- Must be displayed on the dashboard of a guest's vehicle parked in the north or east guest spaces of the building or the vehicle is subject to towing without notice at the owner's expense.
- Permits are valid only for guests visiting a specific unit or meeting unit residents on the property. They may not be given to friends or acquaintances solely for beach parking.

Boca Capri Parking Assignments - 1/17/2011			
unit	space	assignment date	owner
101	W	12/11/2001	Zak
102	U	5/21/2001	Cogswell (Joan)
103	P	5/25/2010	Rake
104	C	unapproved rental	Karabachi
105	D	delinquent/foreclosure	Hill
106	K	5/3/2001	Mustain
107	E	8/11/1997	Herrera
108	B	9/28/2005	Croop

unit	space	assignment date	owner
201	L	8/31/1993	Medina
202	R	3/26/2004	Rogers
203	T	1/6/2011	Cottingham
204	J	11/19/2004	Tozzi
205	M	8/15/1987	Johnson
206	N	1/1/2009	Chua
207	I	7/23/1998	DeMarco
208	H	delinquent/foreclosure	Argyros

unit	space	assignment date	owner
301	F	12/26/1997	Voss
302	X	6/24/2009	Zamora
303	O	rented- 4/20/1999	McCulloch
304	S	2/22/2010	Londono/Ferdjani
305	V	rented - 8/28/2001	Edwards
306	G	rented/foreclosure	Duval
307	Q	1/25/2010	Apthorp/Kyler LLC
308	A	1/16/1990	Rinaldi

*This summary does not supersede the official Rules and Regulations of Boca Capri Condominium Apartments, Inc. as filed with the State of Florida and available from State Realty Inc. and may be amended from time to time.

Boca Capri Board of Directors (updated 1/17/2011)