

FAIRBANKS TERRACE, INC.

1105 S. Riverside Dr. Pompano Beach, FL 33062

COMMUNITY RULES

- **PARKING AND VEHICULAR RESTRICTIONS – Bylaws Article XV, Section 1 of the HOUSE RULES & REGULATIONS**
 - Resident parking is restricted to their space only.
 - Guest parking is restricted to guests only.
- **TV, RADIO, STEREO – Bylaws Article XV, Section 2 of the HOUSE RULES & REGULATIONS**
 - Be considerate by keeping sound at a reasonable low volume, especially after 10PM.
- **ANIMALS AND PETS – Bylaws Article XV, Section 3 of the HOUSE RULES & REGULATIONS**
 - Pets are not allowed on the premises.
- **CHILDREN – Bylaws Article XV, Section 3 of the HOUSE RULES & REGULATIONS**
 - No children under the age of 18 years are permitted to reside in or occupy an apartment except as a guest.
 - They then must be accompanied by a parent or adult guardian.
 - It is suggested that the length of stay not exceed two (2) weeks for any visit.
- **GUESTS – Bylaws Article XV, Section 4 of the HOUSE RULES & REGULATIONS**
 - For your protection and that of other residents, it is important in your absence to notify a member of the Board of Directors in advance whenever you expect guests to occupy your apartment.
 - This notification should include the names of the guests, the approximate date of arrival, and length of stay.
 - A copy of the Rules and Regulations should be made available to them.
- **RENTAL OF APARTMENT – Bylaws Article XV, Section 5 of the HOUSE RULES & REGULATIONS**
 - Each lease holder shall be allowed to rent an apartment to one party only, one time only during the tenure of his or her ownership.
 - The terms of the lease are for a minimum of four months and a maximum period of one (1) year.
 - The prospective tenant should receive prior approval by the Board of Directors.
- **POOL AREA & YARD – Bylaws Article XV, Section 6 of the HOUSE RULES & REGULATIONS**
 - Only residents and approved guests are permitted use of the pool.
 - Children under 13 years of age must be accompanied by an adult.
 - Children of diaper age are not permitted in the pool.
 - All bathers must shower, either in their apartment or at poolside before entering pool.
 - Please do not apply oils or lotions before entering pool.
 - Pool furniture should be covered when using oils or lotions.
 - Glass containers of any description are prohibited in the pool area.

KEY POLICY

NOTE-

719.104 Cooperatives; access to units; records; financial reports; assessments; purchase of leases. —

(1) **RIGHT OF ACCESS TO UNITS.** —*The association has the irrevocable right of access to each unit from time to time during reasonable hours when necessary for the maintenance, repair, or replacement of any structural components of the building or of any mechanical, electrical, or plumbing elements necessary to prevent damage to the building or to another unit.*

Master keys will be assigned to the Property Manager, Board President and another board member preferable one on premises:

- Ensure that copies of residents' unit keys and building keys are always kept secure in a locked key cabinet.
- Never leave key boxes open and unattended.
- Only give master keys to board members.
- The property manager/board member should protect the master key by ensuring that no master key is outside of the building at any time. The master key is secured in the property manager's office and duplicate in board member's residence and secured in a manner as to ensure that no one has access without the manager's/board's knowledge and approval.
- The Property manager or board member (including maintenance personnel and service personnel i.e., exterminators, plumbers) both may enter a resident's unit only in the following circumstances:
 - With the permission of the resident at the time of the requested entry
 - In case of emergency (e.g., fire, flooding or health emergency). The property manager/board member must accompany all maintenance/service personnel. Create a logbook documenting when/why resident's key was taken and returned. Keep logbook in lock box or with PM or board member. Email resident if possible.
 - When it is necessary to enter the unit to make non-emergency repairs, the property manager should provide the resident at least 24 hours written notice, unless the resident requests and gives permission for entry.

Every resident should make a key available to the management in case of emergency. If the resident decides not to leave a key with the management and there is an emergency, a locksmith or new door will be at the owner's expense.