

2021 - HOUSE RULES

ALL OF US chose 1039 Hillsboro Mile because of its super location, the kind of people who are here, and the sincere community interest in keeping it an enjoyable place to live. It is to help preserve these characteristics that some rules and regulations are necessary. Our intention is to abide by these rules for our mutual benefit, and the safety and comfort of all of us.

Balconies, terraces, patios

Do not hang or drape towels, bathing suits, etc on rails, tables, lawn or in windows. Drying racks are not permitted. Do not shake tablecloths or rugs on the balconies or walkways. Please be aware of anything that might impact the apartment(s) below.

Beach and Cabanas

Owners who have cabanas, umbrellas and chairs on the beach shall remove them or have them removed when they, their renters or guests will not be in residence. These are dangerous threats in a storm. Cabanas and chairs should be stored in the owner's apartment. Objects left on the beach will be considered unwanted and discarded. Nothing but cabana articles should be put on the beach without board approval. Cabanas must be folded down after use and not left up overnight. Owners may install their cabanas in any unoccupied space with appropriate spacing.

Car and Screen Washing

Cars must be washed at intracoastal parking area. If a car is parked in the washing area, it must be removed by 8am. Always re-roll the hose on the rack and turn off the faucet after using.

Cookouts

Barbeques may not be used on the lawn, balconies, terraces or walkways. As a courtesy, the last person using the barbeque should make sure there is still propane in the tank or arrange for the tank to be filled and the barbeque clean and ready for the next person's use. For larger parties Email: oceanaptssection4@gmail.com to sign up for an area or grill. Request should include the area & approx. time needed. Approvals will be shared with the community.

Docks

Rules and regulations for the dock will be distributed separately.

Flooring

Apartments above the first floor who choose tile and/or wood floors must have them properly installed with board approved sound transmission membrane STC50 or higher for any flooring other than carpet to reduce noise.

Garbage

Garbage/trash must be in tied plastic bags and placed in the dumpster on A1A. All pieces too large for the dumpster or that will completely fill the dumpster must be removed from the property by shareholders at his/her expense. Please educate yourself and adhere to current recycling rules in Hillsboro Beach. Bulk trash pick-up can only be put curb side the day prior of town scheduled pickup.

Installing Equipment and Appliances

Our building is over 60 years old. Each apartment is limited to 100 amps.

Request board approval for appliances (such as air conditioning, dishwashers, disposals, etc.) in writing before installation. This includes new and replacement installation. Give complete details as to size and location and electricity and water requirements.

Current A/C units should remain where they are if on the balcony. People wanting to install a unit or relocate their unit would have to have the location approved by the Board.

Keys

A key to all apartments and corresponding shutters must be kept on the Master keyboard at all times for emergency use or service work. A key to the master Board will be held by an assignee of the Board and will not be loaned to anyone.

Kitchens and Bathrooms

Do not pour cooking grease in sink drains. It is mandatory that it be poured into a container and disposed of with your garbage. Do not put foreign material (this includes wipes) of any kind into the toilets. Disposals should be used with utmost care in deference to others in their drainage area. Do not put onion, banana peel, celery, potato peels, or grease in disposal. Be sure no sand can go down any of the drains, lavatory, toilet, bathtubs/showers or in kitchen sink.

Laundry

The laundry room is on the 2nd floor and is under the direct supervision of the board. Please observe time for use. The hours are 8am to 8pm Monday through Saturday and 9am to 4pm on Sunday. Please do not sign up for more than 2 hours at any one time: only 1 unit at a time in the laundry room. Please remove your number after use unless you are reserving a specific weekly time. Use liquid detergent in the washers and clean the dryer filter after each use. Please be considerate and stay in your allotted time. If you have cleaners, they must follow these rules.

Lawn and Beach

Keep lawn, beach and beach wall free of litter (plastic, cigarette butts, water bottles and tops). Follow our Hillsboro Beach Green Team for more information.

Do not eat or sunbathe on the lawn. Confine these activities to the beach. Do not play music on the grounds or beach, use headphones. No toys, chairs etc should be left on the grass area.

Pets need to be on the perimeter (our lawn is not intended as a dog park) and away from the ground units.

Management

Our property is managed by the Board of Directors.

Parking

Upper parking is only for **owners in residence**. There are only 15 parking spaces in the upper parking lot. Therefore, not every shareholder is able to park in the upper lot. Shareholders owning more than one vehicle may park only one in an upper space. Owners who are absent from their apartment for 3 or more days are asked to leave their vehicle on the lower level in guest parking. Owners who are not using their vehicle for 3 days or more are also asked to move to the lower parking lot.

Parking for guests is across the street and is available for renters and workers and the overflow of shareholders. There are 15 intracoastal parking spaces. Renters, guests and service vehicles may stop in the upper level only while loading and unloading passengers, luggage, equipment, etc. If parking across the street presents a problem for any renter or guest who is disabled and has a disabled sticker, this must be taken up by the shareholder who owns the apartment with the board. Because of the limited parking spaces, it is imperative that owners inform their renters, guests and workers of these parking regulations to avoid the embarrassment of being asked to comply or the expense of having their car towed by Carmel Towing.

Pets

The ownership of a pet is a privilege. Owners, in choosing to raise a pet, must consider the effect the pet can have on their neighbors. The breed, size, the training required and behavior of the pet must be appropriate for community living. Owners accepting the responsibility of having a pet do so with the knowledge that certain rules must be followed. Failure to follow the rules or inappropriate behavior on the part of the pet could require the removal of the pet from the community.

One pet is allowed for owners; no guests or renters are allowed animals in common areas. Renters may not have pets.

Owners shall be limited to a maximum of one dog per unit, not to exceed 40lbs at maturity with board approval.

If an owner has a question about the appropriateness of a particular pet, please check with the Board before acquiring the pet. While our hope is to accede to the wishes of all residents, certain inherently dangerous, disruptive or undisciplined pets will not be tolerated.

All pets shall be kept leashed and under the control of their owner whenever they are outside the unit and shall not be allowed to run free or unleashed at any time *or to interfere with the rights, comfort or convenience of other residents.*

Owners **MUST** clean up after their pets using plastic bags. Walking your pet to do his/her business should be done on the West side of the building first. Then you may take your dog on a leisurely walk on the perimeter on the East(beach) side of the property

Pets must be vaccinated and kept in accordance with the county Health Department laws and regulations and owner should be informed on current Hillsboro Beach dog laws.

Owners are responsible for all damages caused by their pets to common areas and to the property of others.

Quarterly Maintenance/Assessments

Bills will be mailed/emailed to all owners prior to each quarterly assessment. Checks must be mailed to our accountant by the due date on the bill (received no later than the 20th) of the month. If your check is not received on time, a penalty of \$25 will be incurred. If a call or notice is required, an additional penalty of 5% will be due on all delinquent accounts. In the event that a special assessment is required, a due date will be specified. The same penalties will be incurred for late payment.

Reasonable Quiet

Reasonable quiet must be maintained in consideration of the comfort of residents. Televisions, radios, music etc. must be kept at a low volume before 9am and after 10pm. Please do not slam doors or blow auto horns.

Noise from renovation and repair work taking place in apartments is allowed between 9am – 5pm Monday through Friday. Exceptions to this would require board approval.

Renters and Guests

Appendix D or E must be submitted to the secretary of the board informing the board of the intended occupancy of an apartment by a renter in the owner's absence. The form must be signed by the owner, renter and all adults who will occupy the apartment. The application and a non-refundable \$100 fee must be submitted for board approval at least 4 weeks in advance of occupancy. All fees must be received prior to starting the application process. The occupancy of 2 people per bedroom applies. During any pandemic, our building follows the CDC guidelines, as well as those set forth by Broward County. Any rental term in excess of 30 days will require a background

check on all adults 18 and over. There is a \$50 fee for each person and a required interview. In addition, the Board will only allow 2 rentals within a given year, the combined terms cannot exceed a year. Apartments may NOT be rented during the first 3 years of occupancy. The shareholder who is using their unit as a rental, must comply with the Town of Hillsboro rules for vacation rentals. These rules can be found on their website.

Occupancy shall only be the lessee and his/her family or guests. Owners shall provide the "House Rules" for renters to read and sign that they will abide. Violators of the House Rules will be asked to leave. No renter or guest shall grant use of an apartment, the beach or grounds to anyone in their absence. That is, renters may have guests (friends or family) only when they are in residence. Owners are responsible for tenants including any damages to common areas.

All renters and guests must park in the guest spaces across the street. Renters with disabled stickers should indicate their need when their application and fee are submitted. Changes in policy are at the discretion of the board of directors.

All renters and guests must register by email to oceanaptssection4@gmail.com upon arrival. They must indicate the dates of arrival and departure, all names and addresses, phone # of guests, the apartment they are renting /visiting, and the make and license number of their car. All these procedures help us to greet new people, notify people if needed and locate everyone in case of emergency.

Sale of Apartment

When shareholders plan to sell their apartment, the board should be informed and given necessary information about showing their apartment. APPENDIX B "Application Form for Permanent Transfer of Apartment" (pages 17 & 18) must be submitted to the Secretary of the Board. Strict adherence to the provisions of the Corporation By-Laws is required in all sales. This application must be signed by the owner, buyer, and all adults who will occupy the apartment. A \$100 non-refundable fee shall accompany the application as well as, background checks for all adults at \$50 per adult. The check is made payable to Hillsboro Mile Ocean Apts., Sec 4. The secretary will provide the required forms which include a Motor Vehicle Statement, a Credit Score from an accredited agency such as Equifax or TransUnion, and Release forms and Schedule E which provides the board with the names and address of the prospective buyer. The Secretary arranges a meeting with a Board approved screening committee. Business arrangements should be handled between the owner and agent. We do not permit mortgages or financing of any type.

Owners selling through a real estate agent should meet with the prospective buyers prior to submitting all the forms and scheduling a screening interview. Owners must make it clear to prospective buyers that board decisions are not just a formality. Not all buyers will want to live with us and vice versa. Furthermore, we are committed to keeping 1039 a residence with shareholders residing here part or all of the year. The two-heartbeat rule applies to all sales. Only two residents will be permitted per one bedroom apartment and 4 residents per two-bedroom apartment. We are not interested in selling to investors. Owners must request a meeting with the screening committee. Allow at least 30 days for processing of documents by the Board. There is an Estoppel fee of \$150 upon closing.

Shutters

All apartments must have storm shutters or hurricane impact doors and windows in good working order. Replacements must be approved by the board in writing. Each owner is responsible for having working shutters or working hurricane windows, on both the intracoastal and ocean sides. This includes the windows on the front doors if they are not hurricane approved. For those apartments who either need to install or repair shutters, all hurricane preparations must be done by June 1. During hurricane season (June 1 – November 30), our building is at risk if even one apartment is without approved hurricane shutters or hurricane impact windows & doors.

Each apartment owner is responsible for closing and maintaining their own shutters, windows and doors. When you or your renters vacate your apartment, shutters, windows and doors must be closed and locked. If they are not closed by the beginning of hurricane season, June 1, the board will have your shutters, windows and doors closed and repaired if necessary. The owner will incur the expense plus a fee.

For those apartments occupied at any time during hurricane season, all shutters, windows & doors must be closed upon your departure. If your apartment is occupied during hurricane season, you are responsible for closing and securing the unit for a hurricane.

Structural Changes and Renovations

Provision for making interior or exterior changes is explained in the lease (Section 7, Paragraph E, page 13 of the BY-LAWS) AND REQUIRES ADVANCE, WRITTEN Board approval. A written plan must be submitted. Information will be needed as to when work will be done, what contractor or company will be doing the work, who will be on the premises and a phone number for a local contact person. This ensures the safety of everyone and every apartment in the building. If during the work, damage is done to common areas, owners will be responsible for the cost. All work affecting other units must be done in a timely manner.

ALL APPLICABLE PERMITS MUST BE OBTAINED AND POSTED AS APPROPRIATE.

It is the owner's responsibility when remodelling is complete to see that all carpets, appliances, etc. are removed from the premises at the owner's expense.

Suggestions and Complaints

All suggestions and complaints should be submitted in writing to the Board email: [**oceanaptssection4@gmail.com**](mailto:oceanaptssection4@gmail.com) for consideration at the next Board meeting.

Board of Directors

Town Hall 954-427-4011

Police and Fire 954-427-6601