

HOUSE RULES

(revised & approved 12/14/2020)

Woodcrest Terrace Coop Association
615 S. Riverside Drive
Pompano Beach, FL 33062

Effective Date: 1/2021

I. General

1. Apartments are to be occupied by owners (or approved renters with their families/guests), their immediate families and guests. Immediate family includes father/mother; sister/brother; or son/daughter.
2. The number of permanent occupants to each unit of the property shall be no more than two adults, related or unrelated or one adult and two children.
3. Visitors may stay with the owner for up to two (2) weeks without notification to the Cooperative Association. All guests that stay for more than two weeks must register with the Secretary of the Board of Directors and complete a background check.
4. The Owner must notify the Secretary of the Board of Directors, in writing, the name, relationship, and length of stay of the immediate family member(s) or renters who are occupying the apartment and their car make.
5. Owners are responsible for guests and renters who must be familiar with the house rules.
6. Apartments are not to be used for commercial purposes.
7. Items on balconies or patios that obstructs/hinder another apartment's view, block access to the pool/ICW dock, are of political nature, or potentially might causes standing/dripping water for other owners is prohibited.
8. Feeding iguanas, feral cats or other animals is prohibited and are subject to a fine.
9. Water in apartments and water heaters must be turned off by owner/renter when leaving for a week or more.
10. Owners must leave an entrance key with an available person in case of an emergency.
11. If an apartment occupant desires to entertain a large group of guests on the property, the following guidelines apply:
 - Board approval is required for groups larger than ten (10)
 - all owners must be provided at least a 1 week notice of the event
 - events must take place at the northwest end of the building
 - chair, tables, etc. must remain in the same vicinity or around the pool
12. In consideration of privacy, lounge chairs and all small group gatherings shall be relegated to the pool area.
13. Common areas (including laundry rooms) are to be kept clean and void of personal belongings. Personal items include, but are not limited to: lawn furniture, grills, pool toys, bicycles, kayaks, canoes, fishing gear, etc.
14. The process for dealing with complaints or issues about the property or its owners/renters is as follows:
 - *Owner Complaint/Issue:*
 - Owner contacts the Secretary of the Board of Directors
 - Board of Directors will respond to the Owner and/or call a Board meeting to address the issue.
 - Board of Directors will respond to the owner.
 - *Renter Complaint/Issue:*
 - Renter contacts the Owner
 - Owner contacts the Secretary of the Board of Directors
 - Board of Directors will respond to the Owner
 - Owner will communicate resolution to the Renter

II. **Pool Rules**

1. Shower before using pool to remove suntan oil.
2. Children must always be accompanied by an adult.
3. Glass or china are not permitted at the poolside and cemented areas.
4. Smoking is not permitted around the pool enclosure area.

III. **Noise**

1. The hours for maintenance, moving and other noisy work are:
 - Monday-Saturday: 8am-8pm
 - Sunday: 10 am-6pmAll other hours are considered “quiet” times.
2. Wind chimes are not permitted.
3. Every day between 8pm and 8 am, be aware of slamming apartment/car doors, loud conversations and other loud noises (including beeping horns to lock/unlock vehicles and car alarms).
4. Conversations in the parking lot, on the pool deck, catwalks and other common areas are to be in “normal” conversational tones.

IV. **Parking**

1. One space is assigned by the Board of Directors per unit.
2. Owners/apartment dweller must use the assigned space.
3. Guests are required to use the designated “guest” parking space and display a “guest parking notice” on the car dashboard. The “guest parking notice” will be provided by the owner/apartment dweller and indicate the apartment the guest is visiting.
4. Guests can use the “guest” parking spaces for a period of up to two (2) weeks. After that time, the guest will need to make other arrangements. **(See I.3 above)**
5. Motorcycles, commercial vehicles, box trucks, boats, jet skis, trucks, mini-vans and oversized vehicles are not permitted. **This includes extended stay visitors.** Any exceptions to these above vehicles must be approved by the board.

V. **Garbage and trash**

1. Pick up of both garbage and bulk trash is Monday and Thursday.
2. Bulk trash can be placed at the curb no earlier than Sunday evening for Monday pickup and Wednesday evening for Thursday pickup.
3. Bulk trash is to be placed at the north property curbside for collection.
4. Large County issued containers near the electrical room are available for garbage and recyclables. **These are to be filled first prior to using the containers on the east property side.**
5. Owners/renters are responsible for moving the trash bins to and from the curb on garbage days.

VI. **Storage**

1. Each apartment has one assigned locker space in the laundry rooms.
2. All occupant goods must be kept within their assigned locker. No items are to be stored outside of a locker in the laundry or in the electrical closet.
3. All Woodcrest ladders and tools are kept in the laundry rooms or electrical closet and are available to all owners on both floors.

VII. **Laundry**

1. Washers and dryers belong to Woodcrest Apartments.
2. Washers require quarters to operate and dryers are free

3. If units do not work, leave a note on the unit describing the exact problem and use the process set out in paragraph 1.14 above to notify the Board so that a repair can be requested.
4. Remove all clothes from dryer promptly when dry.
5. Cooperate with other owners on use of machines and leave them and the laundry room clean.
6. Keep laundry supplies in your locker or apartment.

VIII. Pets

1. Pets are not permitted unless approved by the Board of Directors.

IX. Hurricane/Storm Preparation

1. Patios and/or balconies must be cleared. This includes all furniture, plants, planters, wall art, etc.; anything that has the potential to fly and cause damage.
2. Pool furniture is to be placed in the shallow end of the pool.

X. Sub-leasing (see *Stockholder's Lease Agreement, Section 16* for details)

1. Is permitted after a minimum ownership of 6 months
2. Maximum occupancy is two persons and no pets except for documented service animals or with the approval of the Board.
3. Requires approval by the Board of Directors prior to occupancy
4. Dweller must abide by the House Rules
5. Owner remains responsible for the Stockholder's Lease Agreement covenant and adherence to House Rules

XI. Violations of House Rules

1. Verbal warnings/communication of violations will be provided to the owner.
2. Violations will be documented by the Board of Directors.
3. After 3 oral warnings, a written letter will go to the owner stating the violations.
4. The owner will have 2 weeks to correct the problem.
5. After 2 weeks, a fine of \$25.00/day/violation will be assessed up to 30 days
6. If the maximum is reached, the Board of Directors will enforce *Section 18 (b) of the Stockholder's Lease* which states:

Lessor (Board of Directors) shall have the right to sell Lessee's (owner's) right, title and interest in and to this lease, together with Lessee's share of stock, to such person, for such amount, on such terms and at such time as Lessor's Board of Directors may determine in its absolute discretion.