



Hillsboro Cove

Condominium Association, Inc.

1365 E. HILLSBORO BOULEVARD/DEERFIELD BEACH, FL 33441

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HILLSBORO COVE CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

Welcome to the Hillsboro Cove Community. In updating these Rules and Regulations, the Board of Directors has tried to eliminate unnecessary restrictions but still ensure the rights and needs of the majority of our owners. We hope that you will enjoy living here and join us in making our community a pleasant place to live for all of us.

The following Rules and Regulations consist of those approved by the Board of Directors and the members of the Association as prescribed in our Articles of Incorporation; those which are found in the Association documents; and those which are mandated by federal, state and/or city ordinances.

The Board of Directors

(June, 2011)

I. GENERAL:

A. SMOKING: Smoking is prohibited in the lobbies and elevators of the buildings as well as in all rooms of the Clubhouse.

B. PROPER ATTIRE: Footwear and upper body clothing must be worn outside the apartment. Bathing attire without footwear may be worn on the docks, around the pool, the carwash, and in the dressing rooms, showers, saunas and, when dry, in the fitness center.

C. CHILDREN:

1. A child under sixteen(16) may reside with an owner or lessee for not more than sixty (60) days consecutively or cumulatively in any twelve month period.
2. Children under the age of twelve (12) must be accompanied by an adult when on the docks or around the complex, including the pool and Clubhouse areas.

D. PETS: Pets, except for small, caged birds, are not allowed in the buildings or on the grounds.

E. CAR WASHING: Cars are to be washed only in the designated car wash area. Parking in these areas is permitted only while the car is being washed.

F. BULLETIN BOARDS: Official notices of condominium matters, including notices of meetings, will appear on the bulletin boards near the elevators at each building entrance. The other bulletin board is available for resident notices of apartments and items for sale. The notices must be on a 3 x 5 inch card, dated and typed.

G. OUTDOOR COOKING: City Fire Laws prohibit cooking on charcoal or propane grills on balconies, patios, and on condominium grounds unless

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authorized by the Board of Directors for a function sponsored by the Social Activities Committee.

H. DESTRUCTION OF PROPERTY: Any type of damage to the buildings and common areas is prohibited. The owner shall be liable for the expense of any repair or replacement caused by his/her negligence or that of a family member, guest, employee, vendor or lessee.

I. NOISE/NUISANCE:

1. No use or practice which is the source of annoyance to residents or which interferes with the peaceful possession of property is allowed. All parts of the property shall be kept in a clean and sanitary condition. No rubbish or garbage shall be allowed to accumulate, nor any fire hazard allowed to exist.
2. No one shall at any time make or permit noises that will disturb others. Such noises might include loud music or sounds from electronic equipment or instruments.
3. Motor vehicles of all types shall be driven at posted speeds on condominium property and shall not create objectionable noise.
4. Play is not permitted in elevators, the stairways or carports. Kites, skates, skateboards, and throwing objects of any type cannot be used on the property.

J. MOVING FURNITURE: The Office must be notified when a resident moves in or out of an apartment or for pickup or delivery of large articles such as furniture or appliances. Such deliveries should take place before 6:00 pm.

K. MAINTENANCE SERVICES: Services, such as carpet cleaning, air conditioning checks, and furniture delivery must take place during normal working hours, Monday through Saturday, 8:00 am to 6:00 pm.

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L. SOLICITATIONS: Unless specifically authorized, in writing, by the Board of Directors, no solicitation for any cause will occur in the buildings or on the grounds.

M. CAR STICKERS: Each car of an owner or lessee must have a sticker, issued by the Office, affixed to the lower right-hand corner of its windshield. The sticker is not transferable to another owner or car.

N. RULES ENFORCEMENT: Complaints regarding non-compliance are to be made to the Manager and signed by the complainant.

II. APARTMENTS:

A. ACCESS TO APARTMENTS: By law, the Association has the right to access each apartment for maintenance, repair, or replacement of any common element therein or in an emergency situation. Owners and lessees must, therefore, furnish the Office with two keys to their apartments.

B. OCCUPANCY:

1. Each apartment is to be occupied by a family, its caregivers and guests, as a residence, and for no other purpose, provided the owner or lessee is at least 55 years of age.
2. A family member or guest, permanently occupying the apartment, must be interviewed.
3. A guest or any other person occupying the apartment in the absence of a family member must execute a lease.
4. Occupancy will be limited to no more than two (2) persons per bedroom.

5. When the apartment is to be used by a family member in the absence of the owner or lessee:

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- a. The owner or lessee must notify the Office in writing in advance stating the relationship of the family member.
- b. The family member must register at the Office upon arrival and departure.
- c. Any family member occupying the apartment for more than 90 consecutive or cumulative days in a 12 month period shall be screened and interviewed.
- d. A lessee shall not allow occupancy by a family member to exceed 90 days consecutively in a 12 month period.
- e. When an apartment is to be unoccupied for more than a week, the owner or lessee is to notify the Office and complete the appropriate information form.

C. USE:

1. No unit owner shall make any alteration or structural change within his/her unit without prior written consent of the Board. Before beginning any work, the owner must notify the Office of intended work, complete paperwork, obtain permits if necessary, and leave a \$500 deposit which will be refunded upon satisfactory completion of work.
2. To prevent noise annoyance to other residents, all floors must be covered by wall-to-wall carpeting or hard surface flooring (tile, marble, or wood) which has been installed with the appropriate sound proofing.
 - a. Residents wishing to install hard surface flooring should complete an application from the Manager.(See By-Laws, 8.1)
 - b. If there is a noise problem after installation, the unit owner must rectify the problem to the Manager's satisfaction at the owner's

expense.

c. The owner may be required to remove the hard surface flooring and/or place carpeting over it.

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D. SALE OR LEASE:

1. No apartment shall be sold or leased to any person under 55 years of age.
2. No apartment may be sold or leased to a person having a child under the age of 16.
3. Owners contemplating sale or lease of their apartments, including lease renewals, must notify the Office in writing and complete appropriate application forms in advance.
4. The term of any lease is limited to a minimum of three months and a maximum of one year, and only one lease is permitted in 12 - month period. The Board of Directors can grant exceptions to this rule.
5. The owner will be charged a fee to defray the cost of processing applications for sale or lease.
- 6. SUBLEASING IS NOT PERMITTED.**
7. Transfers other than by sale or lease are also subject to approval by the Board of Directors.
8. **An owner who leases his apartment transfers to the lessee, for the duration of the lease, all his rights to the use of the common elements of the complex.**

III. APARTMENT BUILDINGS:

A. EXTERIOR APPEARANCE:

1. Changes to the outside of the buildings, including unit entrances and walkways, are not permitted.
2. Any new installation of shutters or screens on patios or walkways

involves obtaining required permits from the City, meeting Florida hurricane standards, completing the application forms in the Office, and receiving the Manager's approval. (See Manager for details.)

3. Installation of exterior alarm devices must receive prior written approval of the Manager and comply with all requirements.

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4. Laundry, bathing apparel, cleaning materials, etc. shall not be placed anywhere outside the apartment or on balcony railings.

B. ELEVATORS:

1. In the event of a breakdown, press the alarm button or use the emergency phone.

2. Wet bathing suits are not permitted in the elevators.

C. OBSTRUCTIONS:

1. No one is to obstruct the sidewalks, entrances, driveways, elevators, staircases, corridors, or hallways in any manner. Such places must be kept clear to prevent personal injury and Association liability as well as to provide free access in case of fire or other emergency.

2. A resident may place a rug or mat (not larger than 3x2 feet) on the walkway in front of the apartment door, provided it is not a physical hazard to any pedestrian.

D. STORAGE AREAS:

1. Each apartment has an assigned storage area. Storage areas not needed by the Association may be made available to owners for a fee to be fixed by the Board of Directors.

2. No items may be stored outside the lockers. Insurance and fire regulations prohibit storing volatile liquids in the lockers.

E. REPAIR AND MAINTENANCE:

1. The owner is responsible for all interior repair and maintenance in an apartment. These include:

a. Interior: wall surfaces; doors , locks and hardware; ceiling surfaces; floor surfaces; appliances; air conditioner; water heater;

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circuit breakers; electrical receptacles; lighting fixtures; plumbing fixtures.

b. Exterior: all screens on patio/ balcony and on walkway windows; patio/balcony glass sliders.

c. Floor covering of the alcoves in Eastport.

2. The Association is responsible for repairing and maintaining common elements within an apartment as well as:

a. All exterior doors and walkway windows , including the kitchen access doors in West and Center Harbors, and the alcove entrance doors and side glass in Eastport.

b. All exterior painting except for patio/balcony walls and ceilings.

F. LAUNDRY ROOMS:

1. Laundry rooms are open from 7:30 am to 10:00 pm except when being cleaned.

2. Machines are operated by cards obtained in the Office and activated by adding money on a machine in the Office corridor.

3. Heavy articles such as rugs, blankets, spreads and pillows may not be washed in condo machines nor may dye products be used in them.

G. ROOF AND EQUIPMENT ROOMS:

1. These areas are off limits to all except authorized personnel.

2. Residents in West and Center Harbors should notify the Office when making arrangements for servicing their air conditioners to ensure prompt access to the roof if needed.

H. TRASH:

1. Trash chutes may be used between 9:00 am and 8:00 pm.
2. **All garbage and other wet items are to be placed in tied plastic bags before dropping down the chute.**

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3. The following items must **NOT** be dropped down the chute: breakable bottles and other breakable items; boxes and other items too large to safely travel down the chute; items which will cause excessive noise.
4. Recyclable items should be placed in the bins in the trash room.

IV. PARKING:

A. GENERAL RULE:

1. Parking is permitted only in carports and in uncovered parking spaces marked "Guest".
2. Vehicles of owners or lessees may not exceed: length – 222 in; width – 80 in; height – 75 in.
3. All cars of owners and lessees must display an appropriate parking sticker.
4. The following may **NOT** be parked on Association property: boats; trailers; small, heavy, or semi trucks; motorcycles; motorized scooters; two or three wheeled motorized vehicles; commercial vans; recreational vehicles; motor homes; campers; disabled vehicles; and commercial vehicles of any kind.
5. The Board of Directors shall have the authority to determine if a particular vehicle falls into the approved or disapproved category or size of vehicle to be parked on the property.
6. **Non-conforming or illegally-parked vehicles may be towed after ONE (1) warning.**

B. EXCEPTIONS:

1. Commercial vehicles providing services to residents or the Association may park in "Guest" spaces while providing those services.
2. **Attended** vehicles may stop temporarily at building entrances to load or unload.

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3. Moving trucks or vans may park temporarily at building entrances, but the Office must be notified so that proper preparations may be made to minimize inconvenience to other residents and to avoid possible damage to Association property.

C. COVERED PARKING:

1. One covered parking space is assigned to each apartment for its exclusive use.
2. The apartment owner may lease this space only to another owner or may allow another owner to use this space.
3. The owner of the space **MUST** notify the Office, in writing, of the name of the other owner to whom he has rented the space or given permission to use it.

D. UNCOVERED/GUEST PARKING:

1. Owners, guests, and vendors may use these spaces according to the rules outlined above (A, 1-5).
2. Continuous, long-term parking of a car in any of these spaces is prohibited.

V. POOL AND CLUBHOUSE:

A. GENERAL RULES:

1. Only the apartment owner, his/her guest, or lessee may use these facilities.
2. Overnight or day guests may use these facilities provided the

apartment owner or lessee is in residence. Such usage may not be for more than 90 days in any 12 month period.

3. Unless accompanied by an adult, no one under the age of 12 years may use the facilities.

4. Persons who use the recreation facilities do so at their own risk.

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B. POOL AND DECK AREA:

1. Children under two years of age and those in diapers may not use the pool.

2. Tar and sand must be removed from feet and shoes before entering the pool.

3. Everyone must take a shower before entering the pool.

4. Chairs must be covered with a towel when oil or lotion is used.

5. Food of any kind is prohibited in the pool area except when social events are organized by the Social Activities Committee, opened to all residents, and approved by the Board of Directors. Privately arranged barbecues are not permitted.

6. Beverages in non-breakable containers are permitted.

7. Floats, rafts, beach balls, and other loose equipment that may hinder other swimmers are not permitted in or around the pool.

8. Running, jumping or screaming is not allowed in or around the pool.

C. Shuffleboards and Pool Table: If others are waiting, play is limited to three games. These areas may be reserved for tournaments.

D. CLUBHOUSE:

1. All persons must wear shoes or sandals as well as a robe, shirt or other covering when entering the Clubhouse. Bathing suits may be worn in the shower, sauna, and (when dry) in the fitness room.

2. The recreation room and kitchen may be reserved by owners or lessees under the following conditions:

- a. The times must not conflict with an Association function or activity.
- b. Not more than 60 persons will attend.
- c. The gathering must be private and social, not business related.
- d. No one may sponsor its use by any person or organization regardless of purpose.

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- e. The owner or lessee must complete and sign an application form (available at the Office) and submit to the Office along with the prescribed fee, as fixed by the Board of Directors.
- f. The Office must approve all arrangements for setting up, clean-up, and rearranging furniture.
- g. **All food and trash must be cleared away and deposited in the dumpster immediately after the party.** By 10:00 am the next day, the room must be restored to its condition prior to the party. This includes **vacuuming or sweeping** if needed.
- h. The applicant assumes responsibility for any loss, damage or extra expense and other costs, including legal expenses.
- i. Individuals or groups that have not reserved the facilities in accordance with these Rules shall not deprive other authorized occupants of their right to enjoy the facilities.

E. LIBRARY: Books, magazines, puzzles, movies, and audio books may be borrowed on the honor system. Contributions of reading, viewing ,and listening materials are welcomed.

VI. ASSOCIATION MEETINGS:

A. TYPES OF MEETINGS:

1. The “Annual Members’ Meeting” is defined as a quorum of unit owners gathered to discuss official business.
2. A “Board of Directors’ Meeting” is defined as a quorum of Directors

gathered to discuss and conduct official Association business.

3. A “Committee Meeting” is defined as a group of unit owners and Board members gathered to discuss business as set forth in the Board resolution creating the Committee. The Committee shall make recommendations to the Board concerning Association business.

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B. ATTENDANCE AT MEETINGS: All unit owners may attend all Association meetings.

C. PARTICIPATION AT MEETINGS: (Detailed Rule in the Office)

1. At all meetings unit owners have the right to speak, except as provided by Florida statutes, subject to the following rules:
 - a. Statements shall be restricted solely to items designated on the agenda unless permitted by the Chairperson or a majority of the Board members.
 - b. Unit owners must submit a written request at least 10 minutes prior to the meeting specifying the particular agenda item to be addressed.
 - c. A unit owner may speak only twice in reference to an agenda item unless the Chair allows.
 - d. A unit owner shall not exceed three (3) minutes per agenda item.
 - e. The Chair shall give the floor to unit owners who wish to speak to an agenda item after calling the item but before discussion and voting on it.
2. Parliamentary Rules: The Meetings shall be governed by *Robert’s Rules of Order* (latest edition) to the extent that there is no conflict with the law (Chapter 718 of the Florida Statutes) or with the Condominium Documents (*Articles, Declaration, and Bylaws*).
3. Recording a Meeting:
 - a. Any unit owner may record a meeting provided the equipment

does not interfere or obstruct the meeting and no extra lighting or accessory equipment is needed.

b. A unit owner must notify the President or Secretary of the Board in writing at least 24 hours prior to the meeting of his intention to record it.

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4. Enforcement of Meeting Rules:

a. Any unit owner or authorized person who fails to comply with these rules shall be subject to ejection at the sole discretion of the Chairperson. The Chair shall give the non-complying person one warning regarding ejection and thereafter may call for immediate ejection.

b. The Chair may appoint a Sergeant at Arms who shall either remove the non-compliant person or contact a law enforcement representative.

c. The Board of Directors may take whatever action appropriate by law or in equity against any person who fails to comply with these rules.

VII. UNIT OWNER INQUIRIES:

A. GENERAL GUIDELINES: (Detailed Rule in the Office):

1. A unit owner may file a written inquiry **by certified mail** with the Board of Directors.
2. The Association shall give a substantive response in writing within 30 days of receipt of the inquiry.
3. A unit owner may not submit more than one inquiry in a single correspondence.
4. Owners wishing to submit multiple inquiries shall submit each inquiry at least 30 days apart.

5. A unit owner may not submit more than one inquiry with respect to the same matter. If the unit owner is dissatisfied with the Association's response, that fact will not be sufficient to obligate the Association to engage in ongoing debate with the unit owner.

6. The Association shall not respond to inquiries involving any legally cognizable privilege.

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7. The Association shall not be obligated to provide any information which is available through an inspection of Association records.

VIII. INSPECTION AND COPYING OF RECORDS (Detailed Rule in Office):

A. REQUESTS:

1. A unit owner wishing to inspect and/or copy Association records shall submit a written request to the Office.
2. The request must specify the particular records the owner desires to inspect/copy, including pertinent dates or time periods.
3. A unit owner may not submit more than one written request per calendar month.
4. A unit owner may not submit additional requests for the same records within twelve months.

B. INSPECTIONS:

1. Inspections shall be conducted at the Association's Office. No records may be removed from that location or marked or altered.
2. The Association shall make the records available on or before the fifth working day after receiving the written request and will so notify the unit owner.
3. No unit owner shall inspect the records for more than one working day (normal Association business hours) per month.

C. COPYING RECORDS:

1. Only one copy of each record requested shall be permitted and will be available within two working days subsequent to the request.
2. Owners requesting copies must arrange for pick-up of records and pay fifty cents (\$.50) per copy.

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D. ASSOCIATION DUTIES:

1. The Association shall assign one officer to assist in the inspection and copying.
2. The Association shall maintain a log sheet listing dates of requests, names, records, and signatures.
3. Requests not complying with these rules shall not be honored, but the Association shall mail a written response within five working days after receipt of a non-complying request and shall indicate how the request failed to comply.

IX. MARINE FACILITIES:

NOTE: ANOTHER BOOKLET DETAILS ADDITIONAL RULES AND REGULATIONS REGARDING THE MARINE FACILITIES. COPIES OF THIS BOOKLET ARE AVAILABLE FROM THE OFFICE AND ARE PROVIDED TO ALL BOAT OWNERS.

A. GENERAL INFORMATION:

1. The Manager is in charge of day to day maintenance and operation.
2. The Board of Directors will establish dock assignment policy.
3. Dock spaces may be assigned only to unit owners or lessees.
4. The Board of Directors may adopt Marine Facilities Rules and Regulations from time to time without requiring further approval of the members.

B. BASIC RULES:

1. Each applicant must provide information regarding ownership and insurance.
2. Each applicant must agree to pay dockage fees as fixed by the Board of Directors. Such fees must be sufficient to cover operating costs, maintenance and repairs, and a reserve account.
3. Engines may be warmed/checked between 9:00 am and 5:00 pm.

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4. Discharging heads and swimming in the harbor, as well as living on board boats, are prohibited.
5. Docks, walkways, and adjacent lawn areas must be kept clean.
6. All vessels must be well-maintained and equipment properly stowed.
7. Boaters must comply with Association Rules regarding noise and nuisances.
8. Boaters must sign a lease relating to the dock space. The lease will include provisions consistent with the above rules and those in the Marine Facilities Booklet.

