

FORT LAUDERDALE SURF CLUB

HOUSE RULES

(REVISED April 2014)

In order to maintain a co-operative living environment at the Fort Lauderdale Surf Club (FLSC) a certain set of rules must be set in place for everyone's well-being. To that end, your Board of Directors has adopted the following list of House Rules.

OFFICE AND MAINTENANCE

The office manager is in the on-premises co-op office Tuesdays and Thursdays from 8:00am to 2:00pm. The office telephone number is **954-565-5675. The Fax number is: 754-200-6442 and is set to receive 24 hours a day.** The office e-mail address is **Surfclub.org@gmail.com** **Our website is www.surfclub.org** Our maintenance man is on duty every Monday, Wednesday and Friday from 7:00am to 3:00pm.

MISSION STATEMENT:

The Mission Statement adopted by the 2013 and 2014 Board of Directors shall be to uphold the words from our proprietary lease which states "The buildings and the grounds shall be maintained in a first class manner. Towards that goal, the Board of Directors is entrusted with the fiduciary responsibility that repairs and improvements will be consistent with the character of the buildings and completed in a first class manner." (March 7, 2013 Board Meeting)

NOISE

Please refrain from making disturbing noises between 11:00pm and 8:00am. All radios, stereos, and TV sets should be turned low during those hours. Be considerate of your neighbor by not slamming car or apartment doors. Make your "good nights" short and quiet. Please close dumpster and gates quietly. If you elect to install tile on the second floor, you must first install at least a one-quarter inch thick cork underlayment for sound proofing between the original floor and the tile.

PARKING

To avoid the discharge of noxious fumes into any apartment and potential damage to the fence, backed-in parking is strictly prohibited. Since there is only

one parking space for each apartment, please ask your visitors to park directly behind your assigned space and do not occupy a space that your neighbor is expecting to use. Keep the sidewalks open to allow pedestrian traffic. Remind visitors and workmen not to park over the sidewalk as they could possibly be ticketed. The use of any other owner's assigned space is not permitted unless verbal or written permission from that owner has been received by the office. Only vehicles that fit within the allotted space will be allowed. No trucks, oversized SUV's, motorcycle, scooters or trailers are allowed in the parking area. Please refer to By-Law 7 for further clarification.

LAWN CUTTING & LANDSCAPING

To maintain the integrity of our overall landscaping plan and to ensure proper management control, **do not give any orders to our maintenance man or to the lawn crew**. Instead, make your suggestions (in writing) to the board members in charge of lawn and yard via the Suggestion Box in the mail area. Likewise, do **not** plant anything in the common area without prior permission from the Board Member in charge. Owners are permitted to have one potted plant on their doorstep, but not on the walkway nor on the stairs. (Article 11 of Stockholders' Lease).

APPLIANCES

The installation of a dishwasher is permitted. Garbage disposals are not permitted. Please try not to dispose of grease in drains. European style, combination washer/Dryer vent-less/internal-condensation units may be installed **ONLY** by written approval of the Board, approval of washer/dryer combo specs and by full city permitting.

DISPOSAL OF LARGE HOUSEHOLD ITEMS

The disposal of any appliance or fixture including refrigerators, stoves, ovens, kitchen sinks, toilets, bathroom sinks, dishwashers, microwave ovens, vanities, cabinets, counters, water heaters, air conditioners, mattresses, box springs, household furniture, construction and demolition materials in the dumpster or dumpster area is **NOT PERMITTED**. A special pickup or dumpster can be arranged for disposal of renovation debris or large items at stockholders expense (between \$60 and \$120 typically) Call Waste Management at 954-828-8000.

Broward County has a collection site for televisions, computer, fax machines, printers, modems, telephones, cellular phones and copy machines. The drop-off

site is located at 2780 Powerline Road in Pompano and is open every Saturday from 8:00am until 3:00pm. Proof of residency is required. Also, Faith Farms is very good at picking up used furniture. They can be reached at 954-763-7787.

GARBAGE & RECYCLABLES

Garbage may be disposed of at any time Please be certain that all garbage bags are securely tied. You may, at any time, dispose of your rubbish in the dumpster located at the north end of complex. Recyclables should be separated from the ordinary trash and may be deposited in the proper bins near the dumpster. Please crush all plastic bottles and flatten boxes to save space.

BATHROOMS

To avoid blockage in drain lines, please do not deposit Kleenex, sanitary napkins, paper towels, cigarette butts in the toilet. It is recommended that white toilet tissue only be used. The toilet lid should be kept in the down position, especially when the apartment is not occupied.

POOL

The pool is open from **8:00am to 11:00pm**. The pool temperature will be maintained at 86 degrees. The Broward County Board of Health requires that all persons use the poolside shower before entering or reentering the pool. **It is required that children under 12 years of age be accompanied by an adult 18 years or older at all times**, especially within the pool area and on all common grounds. All babies that have not been toilet trained must wear Lil' Swimmers (bathing suit type diapers) or a diaper and a bathing suit. Aquatic toys should be kept to a minimum. Near the perimeter of the pool, all glass beverage containers must be protected by a plastic or Styrofoam jacket/cooler.

OUTSIDE FURNITURE

When using outside furniture while wearing a swimsuit, towels must be used to protect the furniture from sunscreen and/or oils. Do not use the furniture as a clothes-drying or towel-drying rack. Do not use a towel or clothing to reserve a chair that you are not immediately using. In order to maintain an orderly and attractive appearance to our property, please replace all chairs, loungers, side tables and umbrellas to their original position after you are finished using them. Umbrellas must be closed in high winds or when not in use.

TOWELS AND BEACH ITEMS

Do not use deck furniture or railings of buildings to dry your towels and beach items. Please use clothesline in laundry area. Do not store beach items outside your door. Either store them in your unit or in the common storage rooms. No beach items of any kind may be stored in the electrical rooms.

BICYCLES, ETC.

The use of bicycles, roller blades, roller skates, skateboards or scooters inside the common areas of the complex is **not permitted**. Bicycles may be stored in the clubhouse "bike room" on a space-available basis. Rental of space is \$25.00 per bike, per year. All bikes must be tagged with tags supplied by the office.

GAS GRILL

Personal gas grills may be used but must be used at least 10 feet from the building, per Fort Lauderdale Fire Department Inspection.

CLUBHOUSE AND CABANA

The use of the clubhouse for other than co-op functions must be approved in advance by the Board of Directors. The use of the cabana for residents' private parties must be reserved through the co-op office at least 24 hours in advance so that the notice can be posted on the bulletin board to prevent any conflicts. Any owner may use the tables and chairs from the clubhouse. However, the owner must sign for them at the office in advance and return them at least 24 hours prior to any special event (Boat Parade, Air Sea Show, parties, etc.)

FISHING

Fishing from the cabana or the finger pier is prohibited. However, fishing is permitted along the remainder of the Intracoastal waterfront walkway.

MAIL

Individual mailboxes are located at the main entrance. Please have mail and packages addressed with your apartment number and zip code. When leaving for a period of time or for the season, request a mail forwarding kit from the co-op office.

LAUNDRY

The laundry, which is located at the northwest end of the complex, is for light laundry only - not for blankets and rugs. Do not overload the machines. **Use only liquid detergent, liquid bleaching agents, and/or liquid softeners.** No powders are to be used in the washing machines as they block our drainage pipes. Rules of operation and time allocations are posted in the laundry room and in each owner's handbook. Scheduled Laundry hours are from 7:45am to 8:00pm. Laundry may be used on an as needed basis until 11:00PM, with consideration to neighbors. A notice board has been provided to list additional times when laundry is available (e.g. when an owner will not be using his/her designated time) and for individuals to sign up for that time. Such free time can be signed for on a per occasion basis only (not on a weekly basis). All laundry is to be removed from the clotheslines before the 11:00 pm closing and is not to be left in the laundry area overnight. **Consideration should be given to those who follow you in the laundry and clothes should be removed from the lines as soon as possible after they are dry.** Please place the clothespins back in their container as soon as you are finished using them. **The drying of laundry, beach towels, bathing suits, etc. on apartment railings or on other common areas outside of the laundry room is prohibited.**

COMPLAINTS AND SUGGESTIONS

It is requested by your Board of Directors that all complaints, suggestions, and inquiries be in written form, be dated, be signed (including the apartment number), and be delivered either to a Board member or to the property manager in the co-op office or the "Suggestion Box" in the mail area.

PETS

No pets of any kind are ever allowed on the premises.

PEST CONTROL

Exterior pest control is provided on a regular basis. Inside pest Control is available to all units on an as needed basis. If you have problems with pests, please call **Truly Nolen** pest services directly at (954) 946-2700 and schedule an inside service call that is convenient to you. Do not ask office staff to call for you, the inside service is a direct owner to vendor program.

GUESTS

All overnight guests are required to register with the co-op office as soon as is convenient. This rule applies to family as well as to friends and applies even when the apartment owner(s) is in residence. **When an owner is not in residence, only his/her family member(s) are allowed to occupy his/her apartment.** In that circumstance, the owner must file with the Board (through the co-op office) a signed affidavit stating his/her relationship to the guest and his/her assurance that the occupancy is allowed without remuneration to the owner. An apartment owner is allowed to offer the use of his/her apartment to another apartment owner in an emergency. All guests must be provided with a copy of the House Rules and abide by them as if they were shareholders. Shareholders will be notified if guests do not abide by the House Rules.

CAR WASHING

Do not wash or hose down cars before 8:00am. Washing or hosing must be done off the parking area. This prevents a mess and keeps the water out of your neighbor's apartment. Please make sure you turn off the hose when you are done and remove pressure from the line. This keeps the hoses intact.

APARTMENT SALES

When an apartment is for sale, only the owner or the owner's designated agent may show the apartment. In the absence of the owner or agent, the co-op office manager may, with written permission of the owner, show the apartment. No "For Sale" or "For Rent" signs are allowed anywhere on the property. A copy of the listing shall be provided to the office.

APARTMENT RENTALS

The owner of an apartment is obligated to comply with regulations regarding subletting in co-op By-law #5. **An owner may not rent his/her apartment until 3 years after the close of sale on the unit.** Rentals are limited to two per unit per year, with a year being defined as 01 November through 31 October. **The minimum rental length is 2 months. The Maximum rental is 6 months.** It is further required that the owner provide the co-op office with a copy of the lease and emergency contact form. The Lessee is to register in the office upon arrival or on the next business day that the office is open. Renters are not allowed to sub-let under any circumstance. Renters must be given a copy of the House Rules by the owners and must comply with them as if they were owners. Owners will be contacted if tenants are misusing property or not complying with house rules and fines for infractions shall apply to the unit owner.

NOTICES AND MESSAGES

Notices and messages pertaining to the administration of the Surf Club will be posted on the bulletin board near the mailboxes. **All owners and renters are encouraged to read the notice board daily.** A record of units for rent or for sale is maintained at the office.

BOAT PARADE

By approval of the shareholders at the 1993 Annual Meeting, no tickets for the annual Holiday Boat Parade will be distributed to owners or renters who are not present. Each apartment is allowed 12 parade tickets.

METER ROOMS

As stipulated by the Fort Lauderdale Fire Department, no items of any kind may be stored in the Electrical Meter room, with the exception of handicap devices ie: walkers.

STORAGE ROOMS

Each building's non-meter storage room will be shared equally by all apartment owners in that building. Each owner should have a key to his/her building's communal storage room and the co-op office must be provided with keys to all such storage areas.

WATER HEATERS

Whenever an apartment will sit vacant for an extended period of time, the input valve to the hot water tank should be closed and the power source should be turned off.

WATER TAXI

Pick-up and discharge of passengers from the Water Bus will be at the ladder south of the Cabana.

SATELLITE TV DISHES AND CABLE TV/INTERNET/TELEPHONE

No Satellite TV Dishes may be installed without prior approval from the Board of Directors. Proposed installation plans must be submitted to the Board via the Surf Club Office Manager. The mast must be placed on the ground in or behind bushes so as to be inconspicuous and must extend no higher than 25" above ground level. Dishes or masts cannot be attached to any part of the unit

building – including any balcony, railing, or roof. Dishes should not be placed in front of ground-floor living room windows or side windows. Dishes must be permanently installed if they are not to be removed when the unit owner is not in residence. A maximum of two such dishes is permitted per apartment building. The FTLSC assumes no liability of any kind for installed dishes, including, but not limited to, operation, damage, or theft. Failure to comply with these rules will result in removal of the dish and a \$50.00 fine imposed upon the applicable unit owner.

All wires for cable, internet, cable, telephone or Satellite must be run internally. No wires are permitted to be draped along or over buildings. Any exterior cable wires must be either relocated inside or channeled into exterior patched over and painted at owner's expense.

AIR CONDITIONERS

All window box style air conditioners are to be phased out. Timing for replacement is at the owner's discretion. No new air conditioning systems will be allowed that penetrates the exterior walls in the manner of window box style air conditioners. However an existing box style air conditioner may be relocated within the unit subject to approval by the board. Upon upgrade, which will be at owner's discretion, all penetrations must be repaired in a professional and structurally safe manner. All new air conditioning installation must be approved in writing by the Board. City permitting is also required. All remaining window style box air conditioner must be maintained in a "first class manner" in accordance with the terms of the FTLSC lease. Current owners may repair or replace window units with like kind, provided approved decorative screening is used.

INSURANCE

Every stockholder is required to carry adequate insurance for his/her unit. First-floor units must have Homeowner's, Windstorm, and Flood coverage. Second-floor units must have Homeowner's and Windstorm. In addition, every stockholder **must** provide the co-op office with a photocopy of the declarations page of **every** current policy (updated annually on the policy renewal date).

RE-ENFORCEMENT OF SECTION 12 OF LEASE

The Board of Directors wishes to clarify and re-establish the enforceability of Section 12 in the Stockholders lease. Past practices and selective enforcement have left us vulnerable to illegal and unauthorized modifications.

12. No Structural Changes Permitted – The Lessee will not make any structural alterations in or additions to said demised premises, nor any changes, alterations or additions in or to the exterior of said building or any part of the interior thereof, except with the previous written consent in each case of the Board of Directors of the Lessor. Lessee agrees at his own expense to keep the interior of said demised premises in good condition and repair and in keeping with the character of the rest of the building.

FINES FOR INFRACTION OF THE STOCKHOLDER'S LEASE AND HOUSE RULES

The association, through its Board of Directors, may levy fines against an owner for failure of the owner or his/her licensee or invitee or the unit's occupant(s) to comply with any provision of the Stockholder's Lease or of the House Rules. The fine shall not exceed \$100.00 per violation. However, a fine may be levied on the basis of each day of a continuing violation, provided that no such fine shall in the aggregate exceed \$1000.00. If requested by the owner, he/she will be entitled to a hearing regarding the fine in accordance with a procedure to be set forth by the Board.