

COUNTRY CLUB TOWERS

RULES WE LIVE BY



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REVISION: 2013

COUNTRY CLUB TOWERS

“RULES WE LIVE BY”

These rules have been drawn up and approved by the Board of Directors of the Country Club Towers Associations, Inc. The purpose is to make living here pleasant and comfortable for all. It is understood that no rules can replace a good attitude and that most of the rules will not be needed if we all treat each other with mutual respect, courtesy and dignity.

The rules are designed to the Declaration of Condominium and the By-Laws of Country Club Towers Association, Inc., including amendments thereto, and do not supersede these documents nor alter the legal obligations of the unit owners of our condominium.

Violations of these rules by a member, their families, guests or lessees are the responsibility of the owner. Known violations should be directed, in writing, to a member of the Board of Directors for proper action. Disagreements concerning violations will be presented to and solved by a quorum of the Board of Directors for proper action. Objectionable behavior is not acceptable even if it is not specifically covered herein. Violations by owners, owners' employees, guests and children are the responsibilities of the unit owners.

OCCUPANCY

Country Club Towers is not to be used as a motel or hotel at any time. Total overnight occupancy of owners, lessees and guests is limited to the following:

- A. One bedroom units – two (2) persons
- B. Two bedroom units – four (4) persons
- C. Three bedroom units – six (6) persons

Occupancy in excess of the above will be recognized as a violation under our condominium agreement.

The Condominium units in Country Club Towers shall be used for single family residents only. Definition for single family unit: One or more persons related by blood, marriage or adoption or no more than two unrelated persons living together as a single housekeeping unit.

GUESTS

The term “guest” means any person who is staying in the unit of an owner with the consent of the owner.

All unit owners are responsible for their guests’ adherence to the rules of occupancy as specified for the owners. Guests who fail to abide by the “Rules We Live By” of Country Club Towers may have their guest privileges revoked at the discretion of The Board.

CCT has “Family” or “Guest” registration forms to be filled out when you have overnight company. These are given out during the Interview, but you may secure more from the doorman. After they are filled out, return them to the doorman. If he is not on duty, deposit them in the CCT mailbox. The Fire Department requires the Board of Directors to have knowledge of the number of people in the building at the time of an emergency.

RESALE

- A. An owner who wishes to sell his unit is required to complete the form “Application to Sell” which may be obtained from any member of The Board of Directors.

B. If the owner is in residence, the unit may be shown at any time. If the owner is not in residence, a letter must be given to The Board of Directors authorizing the real estate firm to show the unit from 9:30 a.m. to 4:30 p.m., Monday through Sunday. Owner must supply realtor with keys for the unit.

C. A charge of \$100.00 will be made when a unit is sold to a single person or married couple. If two single people are purchasing the unit, we will need two sets of paperwork and two checks of \$100.00 each.

D. It is the responsibility of the owner to supply the Condominium Documents and "Rules We Live By" to the purchaser or lessee. If he cannot supply a copy of the Documents, a new copy of Documents is available in The Board office for \$35.00. Additional copies of "Rules We Live By" will cost \$20.00 each.

LEASE

A. A unit owner who wishes to lease his apartment is required to complete the form "Application to Lease" which may be obtained from any member of The Board. A charge of \$100.00 for one person or a married couple will be made for an investigation of a proposed lessee. For two single people a charge of \$100.00 each.

B. Each owner is responsible to acquaint the lessee with the rules and the owner is responsible for lessee's compliance with the rules.

C. Owners will be held responsible for any damage to common elements caused by the lessee and/or his/her guests.

D. Country Club Towers will not be held responsible for any misrepresentation of our By-Laws and rules by any owner or real estate agent.

E. A complete copy of the lease must be furnished to The Board of Directors.

PROPERTY DAMAGE

- A. Owners are responsible for any damages, destruction or defacing of common elements, property, which they, their guests or lessees may cause.
- B. If any of such actions are committed, the owner will be assessed the cost of restoring the affected area.
- C. All food, beverages, and other liquids which are being transported through the lobby or hallways or other common elements of the condominium must be in sealed containers to prevent spillage and damage to the carpets. This also applies to the elevators.

ELEVATORS

- A. The doorman will provide padding and floor covering for the moving of any furniture. He must be notified well in advance.
- B. No moving will be permitted on Holidays. Moving times are: Monday thru Friday from 9:00 a.m. to 4:30 p.m., after 4:30 p.m. it must be approved by a Board Member. On Saturday from 9:00 a.m. to 3:30 p.m. No moving on Sundays, unless approved by a Board Member.
- C. Do not:
 - Push call button more than once.
 - Hold call button
 - Push up and down buttons simultaneously
 - Permit playing or joy-riding by children
- D. Do not use the red hold button until elevator door has opened completely. Do not hold for excessive time periods.
- E. Do not use elevators when fire alarm system rings. Use the fire doors and stairs which are plainly marked **"EXIT"**.

SMOKING

The Country Club Towers lobby, elevators, hallways, social room, rest rooms and stairwells are to be smoke free. An urn is located at the front door and the doorman is responsible to see that all cigarettes, cigars and pipes are extinguished before entry into the building. There will be no smoking outside the front door. This applies to employees, residents and guests.

TRASH CHUTE

A. The trash chute has a large bend near the bottom going into the dumpster; therefore large articles will not fit thru the bend causing a blockage. Secure all garbage (no heavy or sharp objects) in a heavy 13 gallon or less plastic bag and tie securely before placing in the chute. Use chute between 8:00 a.m. and 8:00 p.m. All cardboard boxes must be broken down (especially pizza boxes) and larger plastic bags must be taken to the dumpster room to be discarded on the west end of the building. The dumpster room is open the same hours the doorman is on duty. Do not leave boxes and trash at the locked dumpster door or inside on the floor of the trash room, as the Trash Service will not pick it up. Should you have trash or boxes on Sunday, leave them in your unit till Monday. Then discard them in the dumpster after the doorman opens the room. Doorman's hours are from 8:00 a.m. to 5:00 p.m. Monday thru Friday and Saturday is 8:00 a.m. to 4:00 p.m. No doorman on Sundays.

B. Recycling: A list of all recycling instructions has been posted in each laundry room. Bins are provided in the laundry room for these articles. Please clean food containers, so an unpleasant odor doesn't develop in the laundry room.

C. For all repairs or remodeling done by an outside company, the owner shall arrange for all debris to be removed from our property, and not deposited in the chute or dumpster.

ROOF

No owners, guests, or lessees are permitted access to the roof. The door is locked at all times.

ASSOCIATION FACILITIES

The Social Room is intended for resident activities, but may be reserved for private social functions by residents.

Anyone hosting a function in the Social Room must provide an alphabetical list of the guest names to the doorman at least one hour in advance of said function if a party of six (6) or more is expected. If more than twenty (20) guests are expected, support staff for the doorman must be provided by the host of the function, at the expense of the host.

Anyone planning to use the Social Room must reserve the room, make a \$100.00 security deposit, and sign "Release, Waiver and Indemnity" form at least 24 hours in advance of the function. Failure to comply will result in your function being locked out of the Social Room. If room is left in good condition, the deposit will be returned. A calendar is provided in the Social Room for reservation dates.

ATTIRE

- A. Persons wearing bathing attire must wear proper over-garments and footwear when in the lobby and elevators.
- B. Wearing wet bathing suits in lobby, elevators or Social Room is prohibited.
- C. Bare feet are not permitted in the building.

POOL AREA

- A. Pool hours are 9:00 a. m. to dusk.
- B. Residents and guests use the pool at their own risk.

- C. Persons with any communicable diseases are forbidden to use the pool.
- D. Everyone must shower before entering the pool and remove all sun tan oil.
- E. Follow all rules specified on sign in pool area.
- F. When in bathing attire, **ALL CHAIRS AND LOUNGES MUST BE COVERED WITH A TOWEL BEFORE USE OF SAME.**
- G. For the appearance of our beautiful pool area, kindly replace all furniture and remove any trash before leaving.
- H. No food is permitted, nor is glass or anything breakable. If you have a beverage, it must be in cans or plastic.
- I. Pool temperature is to be set at 79 degrees in winter time. Turn on and off times will be determined by weather temperature.

BARBECUE

- A. Each unit is allowed to have a barbecue party.
- B. Each unit must supply their own barbecue equipment for the party.
- C. The barbecue party must be held at the lower deck, west of the pool area (which is to be known as the barbecue area).
- D. The barbecue equipment must be removed from the property of Country Club Towers at the conclusion of the party.
- E. The barbecue party does not include the use of the Social Room.
- F. No food or drink from the barbecue party is to be brought into the pool area or into the building (Social Room).
- G. The barbecue equipment must be twenty feet (20) from the building.

H. The unit owner requesting the use of the barbecue area for a barbecue party must register on the calendar book in the Social Room, indicating the day and time of such barbecue party.

Country Club Towers' "Release Waiver and Indemnity" form must be signed by the unit owner hosting the barbecue party. This document is to be executed at least twenty-four hours (24) prior to the barbecue party and be accompanied by a \$100.00 dollar refundable security deposit.

If more than six (6) guests are expected at the barbecue party, the host must submit to the doorman on duty, one hour prior to any arrivals, an alphabetical list of the intended guests. If the barbecue party exceeds twenty (20) guests, a support staff for the doorman shall be provided by the host of the barbecue party.

LAUNDRY

- A. Do not use another resident's assigned time without permission.
- B. Do not use washers or dryers for heavy carpets, rugs, or other heavy materials.
- C. Do not overload the washer. The dryer will only accommodate one washer load at a time.
- D. Keep laundry room door closed at all times.
- E. The use of the laundry machines is permitted between the hours of 8:00 a.m. and 9:00 p.m. daily, including Sunday and public holidays.
- F. Do not use any type of dye in the washers, dryers, or laundry tubs.

SECURITY

- A. One security door key which serves the front door, patio door and outside restrooms will be issued to each approved resident.

B. Security key, if lost, will be replaced for a fee of \$75.00. If a key is stolen and a police report is obtained, consideration will be given for replacing that key without charge.

C. At sale or lease of an apartment, the security door key must be returned to a board member.

GROCERY CARTS

Carts taken up to apartments after 4:30 p.m. (Monday thru Friday) and 3:30 on Saturday, must be returned immediately to the doorman's station at the front entrance or into regular cart space. Carts used on Sunday or after the doorman leaves must be returned to the cart space and not left in the lobby or elevator. When the door man is on duty, place cart on elevator and send down to first floor. There are four (4) new blue grocery carts for the entire building. They should be return promptly, so others will have access to them. If you have other things than groceries, please use the older carts.

CHILDREN

A. Children under the age of twelve (12) must have adult supervision at all times while in the recreation area, lobby, social room, pool, elevators, and other common element areas.

B. Children under two (2) are not permitted in the pool, unless they wear the "Huggies Swim Diaper". Regular diapers are not permitted.

PARKING

A. The designated car washing area can be used only for washing or waxing cars. Changing oil or coolant or making repairs is prohibited in guest parking area or any part of Country Club Towers' common elements.

B. No rental is permitted of your assigned parking space other than to a resident.

C. Written authorization must be submitted to the Board of Directors stating permission for another resident to use assigned space.

D. No trucks, vans, motor homes, or motorcycles on condominium property.

BICYCLES, SKATES, AND SKATEBOARDS

A. Bicycles are permitted to be brought into the building but must be kept inside your unit.

B. Skates must be removed before entering building.

C. Skate boards must not be used inside the building.

PETS

Owners, lessees, or guests are not permitted to have a pet of any kind.

OBSTRUCTIONS

A. To comply with fire department codes, all entrances, driveways, passages, patios, courts, staircases, hallways, lobby, or fire lanes must not be obstructed at any time.

B. No rugs, mats, or small carpets are to be placed outside doors in hallways and no storing anything in the air condition closet.

C. Cars must not be left unattended at any time in the fire lanes at the east and west ends of building and loading zone.

BUILDING EXTERIOR

A. Do not drape or hang anything over the sides of the balcony or from the windows. Proper display of the American Flag is permitted.

B. No awning, projections, screening or enclosures on any balcony are permitted. Installing a screen door between living room and balcony is permitted.

- C. Balcony floors may be painted. No tile or carpeting may be installed.
- D. No shaking of rugs, mops, cloths, etc. from balconies or windows is permitted.
- E. No cooking is permitted on balconies.
- F. No plants, pottery, receptacles or movable objects are permitted on the railings of balconies.
- G. It is the responsibility of the owner, when absent or on vacation, to remove all articles from the balcony, or have a designated person in the building remove the articles in case of a storm, etc. Also, turn off the water to your apartment but leave air condition unit operating.
- H. When washing your car on the east side of the building, please make sure the water faucet is turned completely off when finished. No car repairs on condo property.

APARTMENT HALL DOORS

- A. No owner, lessee, or guest shall allow their apartment door to remain open.
- B. The door to your hall utility closet must be closed at all times unless it has been opened by our maintenance man due to a building problem.

SAFETY PRECAUTIONS

According to fire code, the Board has the right to immediate entry into units in case of emergencies. To facilitate entry, the owner of each unit must deposit a key for each door lock with the Board of Directors. An emergency includes any instance where immediate entrance is needed to check for water damage and/or fire damage, as well as obnoxious odors, which might be prevalent in a unit when owners are not available. The Board will take such steps as are necessary to correct the conditions. Residents will be notified of such entrance and the reason for entering.

PEST CONTROL SERVICE

Country Club Towers has a contract with a company for each unit to be serviced once a year. Each resident that wishes to have this service should sign up. The exterminator returns throughout the year to service common areas on the fourth (4) Monday of each month. Should a resident need service on that day, please notify the doorman. However, if you need service in between times, you call the company directly. When you need individual service, plan to be at home to provide access to your unit.

VACATION

A. Any residents leaving their unit for overnight or longer are asked to turn their water off (in the A/C closet) to avoid any unexpected water leaks.

B. When leaving your unit for a period longer than two weeks, please ask a neighbor or a friend to check your apartment at least once a week and to turn the water on temporarily so the toilets can be flushed. This is a necessity, so the pipes do not get dried out. Also, it is a good idea to close your toilet lid.

STAIRWAYS

The stairways are accessible from your unit at all times. However, the bottom stairwell doors are kept locked for security protection. These doors must remain closed and locked at all times. The emergency door (3) should never be used for exiting except in an emergency, such as hearing the fire alarm. Do not block these doors.

DOMESTIC & SERVICE PERSONNEL

All domestic and service personnel must sign in and out when the doorman is on duty.

SOLICITATIONS

There shall be no soliciting permitted in the building or advertising posted on the mail room bulletin board. No soliciting or advertisement on the condo property or on vehicles parked in condo covered parking area.

WHEN TO CONTACT THE BOARD OF DIRECTORS

The Volunteer Board of Directors engaged a property manager a few years ago (Management Assist, Inc.) to alleviate some of the administrative, financial, and operational duties they perform.

The Board of Directors asks that owners and residents contact Management Assist, Inc. with all maintenance, operational and administrative matters by calling them at 954-772-7012. During business hours your call will be answered by those persons on duty. After hours you may leave a message and you will receive a return call the next business day. If the matter is an emergency, dial 911 and report it. If it is after normal business hours and is an urgent matter but not one that should be addressed by the police or emergency responders, call the above number and leave a message as to the nature of the call and your phone number to receive a return call. If the matter is a bonafide emergency you will be given an emergency number to call that is monitored 24 hours each day.

If you have a unique matter that you wish the Board of Directors to consider, reduce your request to writing and send it to the management company at 2626 E. Commercial Blvd. or deliver it to CCT's mailbox in the mailroom. You will receive a written reply.

TRADESMEN & CONTRACTORS

1. Workmen entering the building must be licensed and insured.
2. All tradesmen and deliverymen must check in with the doorman and check out with the doorman when leaving.

3. Work is permitted Monday through Friday from 8:00 a.m. to 4:30 p.m. Saturday 8:00 a.m. to 3:00 p.m. (EXCEPT EMERGENCY SERVICE, A/C, ELECTRIC, ETC.)
4. Elevator must be padded and floor protector in place before large and/or heavy loads is transported.
5. Tradesmen must inform doorman of the type of work to be performed. No sawing or spraying is allowed in hallways, stairway exits or on balconies.
6. **Tradesmen must cover carpet or tile with drop cloths.** Any dust or footprints on the carpet and tile must be vacuumed, swept or cleaned immediately.
7. Tradesmen performing work that generates fumes or smoke must obtain fire detector caps from the doorman prior to starting work. Caps must be turned in at the end of each day.
8. Tradesmen who are instrumental in activating a false fire alarm will be charged \$100.00 fine.
9. Tradesmen who are installing tile and hardwood floors must obtain soundproofing requirements and schedule inspection by Management prior to installation of tile or hardwood. No cutting or wet saws are allowed in hallways, stairwells, or on balconies.
10. Use of grocery carts is prohibited. Tradesmen may use only contractor's carts as specified by doorman. Tradesmen using residents' carts will be fined \$25.00.
11. Tradesmen must remove all trash, fixtures, carpeting, etc. from the building. Do not use trash chutes or dumpsters or the job you are working on will be stopped immediately.
12. All workers, vehicles and moving vans must be off the property by 4:45 p.m. Monday through Friday. Saturday 3:15 p.m. (unless authorized by management only). Any tradesmen's vehicles, cars or trucks on the property after 5:00 p.m. will be towed. (Not including emergency repair).

13. ALL VIOLATORS WILL NOT BE PERMITTED ON COUNTRY CLUB TOWERS PROPERTY AGAIN.

IMPACT WINDOWS

The entire Country Club Towers community should appear to be similar and in line with original construction. Therefore, the replacement of original Aluminum single hung windows with Impact Resistant windows that have been approved and included in the Florida Building Code including the High Velocity Hurricane zone. A building permit shall be required and each unit owner shall submit a request to the Board for pre-approval of the project. This shall consist of a written proposal with specifications that conform with the Rules We Live By.

All present single hung, style two over two windows shall be replaced with single hung, style two over two. The frame color shall be white finish. Any materials of other color will be covered by white break metal appropriately attached to cover any other color. The glass shall be tinted by using one piece of exterior gray glass.

All present single hung plate glass with Jalousies below shall be replaced by single hung plate glass with one single window below (one on one).

HURRICANE SHUTTERS

A building permit shall be required and each unit owner shall submit a request to the Board for pre-approval of the project.

All shutters must be of the accordion style with 5" nominal individual vertical slats with each slat covering the entire vertical of the window, which is the industry standard. When in the open (stacked) position slats shall be off to the sides with the exception of the bay window which may lose about 10" at the 80 degree corners. The color shall be white gloss finish.

Existing Roll Up shutters are Grand Fathered as of 3/13/2007.

A/C & WATER HEATER INSTALLATION

1. When purchasing a new A/C or Water Heater the unit owner must advise the supplier that they must shut off Upper and Lower Riser Valves and drain the A/C Riser before starting installation of the unit.
2. Owners/Residents must give 48 hours notice to the doorman and the office of work to be done, the name of the company doing installation, and the starting time of the installation. Failure to provide the notification will result in the vendor being turned away.
3. On the day of installation the installers must check in with the doorman who will contact a Board Member or the Management Company. The installers are to turn off upper and lower riser valves and drain the A/C riser stack serving that unit before starting.
4. When the installation is completed the installers must open the valves that they closed earlier and insure that there are no leaks before they leave the building.
5. EMERGENCY SITUATIONS: The only exception that will be considered by the Board to the above rules will be to the 48 hour notice rule on a case by case basis. All other rules must be complied with and any exception to the 48 hour notice rule must be signed off by a Board Member.

VACANT UNITS

When your unit will be unoccupied for more than 4 weeks, we recommend that you have someone to perform a monthly general inspection of your apartment and to do the following preventative measures.

1. **Sewer Gases Escaping** – When the drains go dry and also when the toilet bowls aren't flushed, gases seep out into the apartment as well as to the apartments above.

Please keep all drains and toilet bowls filled with fresh water on a monthly basis. Make sure that all tub, shower, and sink drains are filled with water.

2. Water Leaking Into Units Below – Especially when a unit will be unoccupied for longer than 4 weeks. Inspect apartment for water leaks and anything unusual before leaving. If the unit has hurricane shutters, close them during hurricane season.

3. Rodents, Insects, and Bugs – Especially when the unit will be unoccupied for longer than 4 weeks. Make sure that all tub, shower, and sink drains are filled with water. Also, make sure that all the toilets have been flushed recently and all the lids are closed with a heavy object on top. Always look for rodent droppings and insects.

GENERAL SERVICES

A. Each owner must inform the Board of Directors or doorman, by signed written authority, to grant entrance to anyone, workmen, employees, or contractors to their unit, when owner is not present. He must also supply workmen with a means of entry. Without this, entry will not be permitted. The owner is responsible for all liabilities that may incur.

B. Employees of residents and employees of Country Club Towers are not permitted to use the recreational facilities.

C. When shutting off sink disposal, leave cold water running at full flow a few seconds to avoid plugging the drain.

D. Each owner should have a service policy on his air conditioner and all major appliances.

E. It is recommended that each owner have homeowners insurance on his unit. He is responsible for everything inside his apartment. A Florida Windstorm policy is also recommended if not included in your homeowner's policy.

F. No unit owner shall speak longer than three minutes on any subject at a Board Meeting.

G. Country Club Towers' employees will try to assist you in making living a little more pleasant. A resident may request work to be done only after the employee's regular work schedule has been completed. Any payment for services shall be made between the resident and employee only. The association does not accept responsibility for any injury, or equipment, or material furnished, or the quality, or reliability of work performed.

H. Removal of live Christmas trees is the responsibility of the individual resident, and clean-up should be provided by that resident. Our maintenance man is not involved in removal or clean-up of trees.

I. There is a five (5) mile an hour or less speed limits in the Condo parking area, especially at the front door entrance. Always be alert for people entering and exiting the Condo.

J. Country Club Towers has a Tele-entry security system on the west side of the front door. Resident's phone numbers are entered in the system by a Board Member. They are listed alphabetically by last name and given a code number. Your guest may locate your name and dial to your phone. If your TV is turned to Channel #92, you may view if these are your guest. Then you are able to unlock the front door by pressing #9 on your phone.

ENFORCEMENT OF RULES

In the event there is a continual or willful violation of any of the rules contained herein, The Board may elect to take legal action. Cost of such legal action may be charged, in accordance with condominium documents, to the owner who violates the rules. Please cooperate.

Your Board of Directors looks forward to serving you to the best of their ability. With your help, we hope to make this a happy and safe building in which to live.

COUNTRY CLUB TOWERS

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