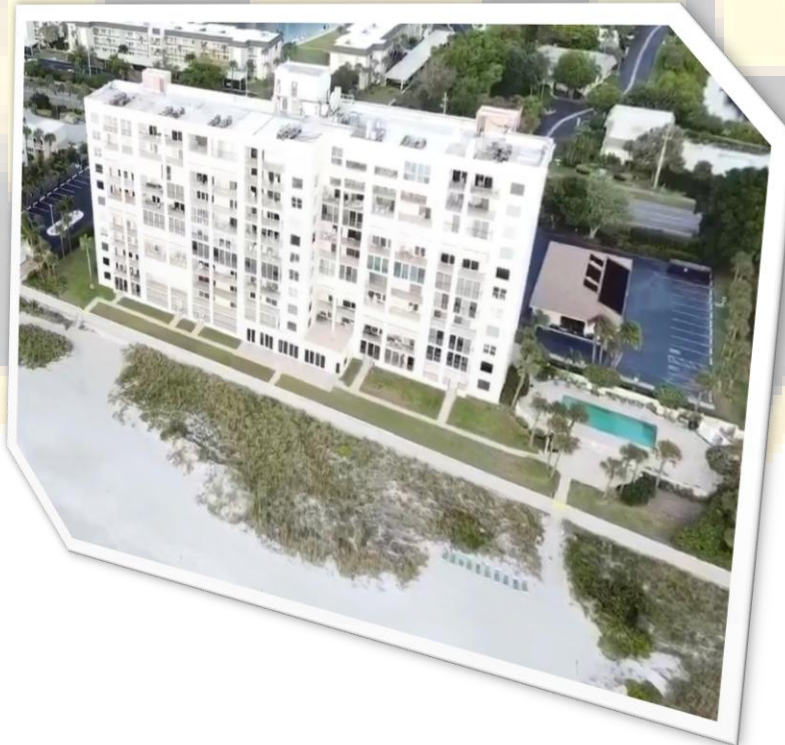


**LONGBOAT HARBOUR TOWERS**  
**Condominium Association Inc.**

*4401 Gulf of Mexico Dr.  
Longboat Key, Florida 34228*

**RULES AND  
REGULATIONS**



*APRIL, 2019*



## **LIVING AT LONGBOAT HARBOUR TOWERS**

We welcome all residents and guests to Longboat Harbour Towers.

We believe that safety, security, and respect of our property are essential to preserve and enjoy the beauty of Longboat Harbour Towers. The Board of Directors of Longboat Harbour Towers has developed guidelines (these Rules and Regulations) for residents and their guests while they live at Longboat Harbour Towers. **It is imperative that residents and their guests or renters, review these guidelines to ensure that everyone enjoys our facilities.**

### **SAFETY**

**All residents, guests, and renters must sign-in at the Manager's desk upon arrival. The sign-in register provides emergency identification of all individuals currently in residence at Longboat Harbour Towers.**

Call 911 for any medical, fire or police emergency. Specific phone numbers are listed in the Appendix (*Pg. 17*). Familiarize yourself with the exits, fire alarms and fire extinguisher locations on each floor. All residents should depart the building when the fire alarm sounds. Please notify the manager's office of any resident who would need assistance in negotiating the stairs in the event of an alarm. The Fire and Rescue personnel will be notified.

**Do not use elevators when fire alarm goes off.**

Stairwells and walkways must be kept free of all items and must not be used for any activities except passage.

**Children must be supervised by an adult while on any walkway or unit balcony.**

Walkways and balconies can be slippery, especially when wet, so use caution.

Winds are intensified in and around a high-rise building requiring extra caution in the following areas:

- Around all windows.
- Opening and closing unit windows and doors.
- Walking on the walkways and balconies.

During high winds, **do not open windows or doors on both sides of the unit simultaneously. It is recommended by our building manager not to open any door or window during high winds.**

Cigarettes/ ashes or any other refuse should not be thrown over balcony or walkway railings.

Hurricane safety guidelines are spelled out in the Appendix (*Pg. 19*) under **“Hurricane Protection”**.

Should an elevator become inoperative while you are in it, use the emergency phone and press the alarm button to summon help.

Good housekeeping and routine maintenance can prevent most fires. Keep fire equipment (extinguishers, detectors, etc.) in good repair and use caution and common sense when dealing with flames, ashes, and flammable materials.

Smoke detectors (hard wired into the electrical system) are required by the Town of Longboat Key. You are urged to also have a fire extinguisher in your unit. Further, the Town requires battery operated smoke detectors in each bedroom of a residential unit. Hard-wired smoke detectors with built-in battery backup satisfy the town’s requirements. All smoke detectors should be checked monthly and batteries replaced regularly.

## **SECURITY**

Make sure the building's main floor doors close securely and latch each time you use them.

Verify the identity of anyone you do not know before you let them into the building.

Do not give a building key or your entry code to anyone.

Peddling, soliciting, or any type of commercial enterprise is not permitted on the premises.

In all circumstances, including rental units, a person at least 21 years of age must be present when anyone under the age of 21 years remains overnight in any unit.

## **MANAGEMENT AND EMPLOYEES**

Management and maintenance personnel work for the Board of Directors and should not be directed by individual owners, renters, or guests for personal business. Any after-hours business arrangements are at the discretion of the individuals involved.

Management employees will not grant entrance to contractors, delivery companies, etc., without the permission of the unit owner.

Owners, renters, and guests should not ask or expect management or maintenance personnel to assist with their luggage. A luggage cart is available in the third floor laundry room.

Each owner or renter must grant right of entry to management in cases of emergency. No locks should be changed or added that would prohibit management from entering a unit in an emergency.

Please report all maintenance problems to management or a member of the Board of Directors in a timely manner. Complaints, suggestions, and recommendations are welcome. They should be in

writing, dated, signed and submitted to management or to any member of the Board of Directors.

## **FINANCIAL RESPONSIBILITY**

All unit owners are financially responsible for loss or damage to condominium property or the property of other owners caused by them, their guests, renters, and contractors or persons performing work for them in their unit.

A leaking water heater can cause damage to units below the respective unit owner's apartment and thus expose the unit owner to claims of negligence related to a leak. Water heaters should be replaced before they are eight (8) years old. If a water heater is not replaced by the unit owner within this period (or longer if the unit owner can show proof of an extended warranty) the Board may replace the old heater and bill the unit owner for the full cost of such replacement.

## **UNIT RENTALS/ LEASES**

There are specific requirements and rules associated with any unit rental/lease. These requirements are designed to protect and preserve Longboat Harbour Towers premises, owner investment and safety for all residents. **It is the responsibility of owners renting their unit to ensure that these rules are followed by individual's renting/leasing the unit.**

Rental/lease guidelines specify that a unit may not be rented/leased more than two times in any calendar year, with a minimum of sixty (60) days per rental/lease. The use of a unit is restricted to residential use by an individual or a family. Each rental/lease must be reviewed and approved by the Board and a processing fee of **\$100.00** paid to the Association before occupancy begins.

A renter/ lessor may not sublet or loan the unit and must be in residence if any guest is present. Owners, when they rent or lease

their unit, relinquish their right to use all recreational facilities during such occupancy.

**Pets are not allowed in any Longboat Harbour Towers unit, the common areas, or on the Longboat Harbour Towers property.**

Notwithstanding the above, LBHT wishes to assist any potential or current resident of the condominium in enjoying the amenities of the building and surrounding area of Longboat Key, Florida. To that end as an exception to the “no pet” rule of the Rules and Regulations, the Board has agreed to permit an owner, resident or guest (occupant) of LBHT to have and use a Service Animal (SA) as defined by the rules under the Americans with Disabilities Act (cite) and to maintain such SA on the premises of LBHT so long as such SA is a qualifying SA. Emotional support service animals are not covered under the ADA and therefore are not included in this accommodation. The owner of the SA, as a condition of the Board agreeing to potentially grant permission for an exception to the “no pet” rule, agrees to provide reasonable evidence from a physician of the need for such animal and that occupant’s animal has been certified to be a qualified SA (the certification must be renewed annually). Such evidence will be reviewed by three appointed members of the LBHT’s Board (who will maintain such evidence in confidence) for their independent determination.

Once the animal no longer qualifies as an SA then it is a pet and as such must be removed from the property. The Board may require the SA to be muzzled or otherwise restrained so as not to be a threat to other occupants. Further, the occupant agrees to control SA’s activities (e.g., not permit excessive barking or other obnoxious activities) that may be disruptive to the peaceful enjoyment of other occupants of LBHT and groom SA so as not to be offensive to other occupants because of odor, fur loss, etc. Additionally the occupant shall immediately clean up any feces or

other mess caused by SA on the property and repair any damages caused by SA to the satisfaction of the Board.

Occupancy of a unit which is owned, rented, or leased is limited to:

- eight persons in a three bedroom unit
- six persons in a two bedroom unit
- four persons in a one bedroom unit

Under emergency or unusual immediate family circumstances, an owner may request a temporary waiver for the number of overnight occupants in their unit. The request must be submitted in writing to the Manager three days prior to arrival stating the reason for the waiver, the number of people occupying the unit, and the duration of the waiver. The Manager is authorized to approve or deny the temporary waiver and will report to the Board of Directors at regularly scheduled meetings a summary of approved and denied waivers.

Occupancy, in the absence of the owner, by a member of the unit owner's "immediate family" is not considered a rental/lease. Immediate family is limited to mothers, fathers, children, grandchildren, sisters, and brothers.

**Owners are required to inform Longboat Harbour Towers Management at least three (3) days prior to the arrival of an immediate family member using the unit. Upon arrival all adult family members (one occupant must be at least 21 years old) must sign in at the front desk prior to unit occupancy.**

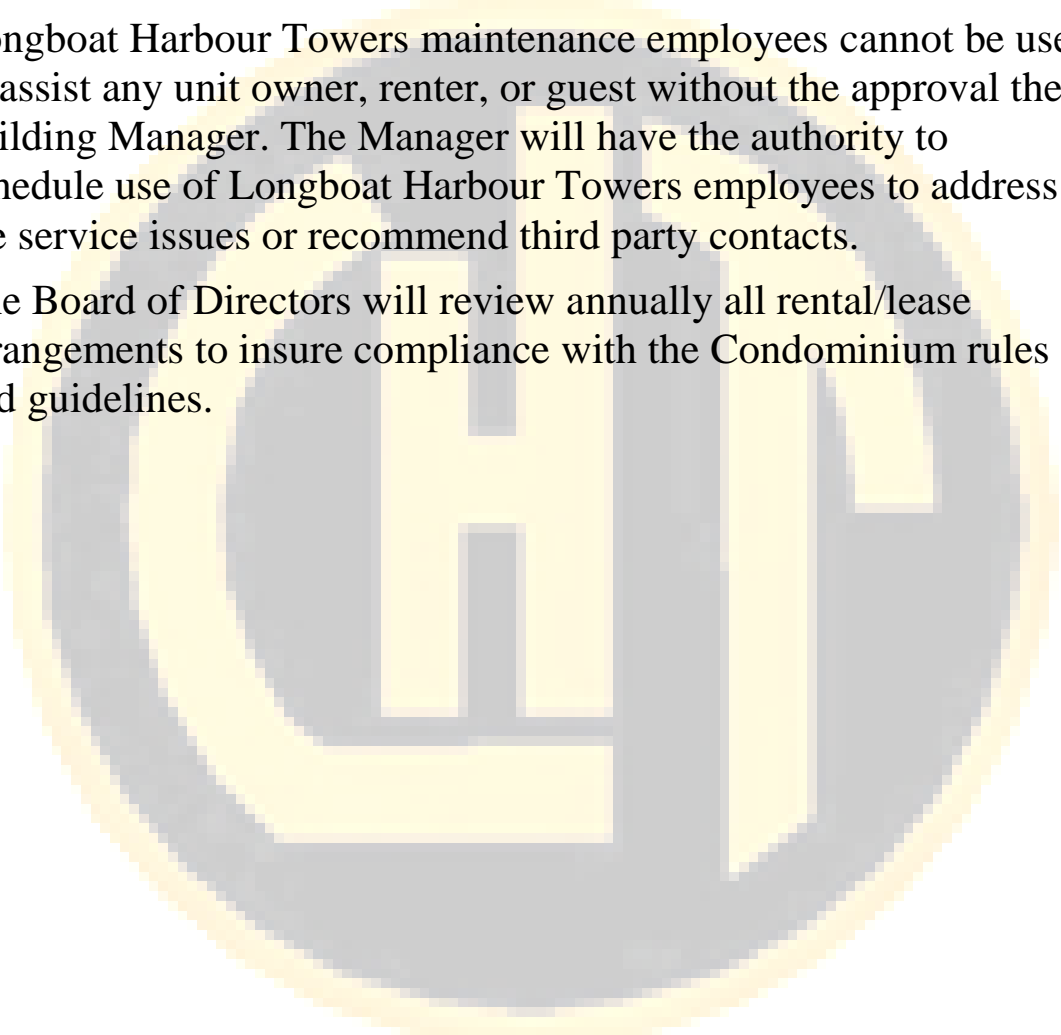
In the absence of the owner, occupancy of a unit by other than a member of the immediate family is permitted providing the owner notifies management, **in writing at least three (3) days prior to a guest's arrival including the names of the guests who will be occupying the unit, one of whom must be 21 or older. Such guest usage is limited to two times in any twelve months, and for no longer than ten days per usage. Under emergency or unusual circumstances, an owner can request a temporary**



**waiver for occupancy by a non-immediate family guest. The request must be submitted in writing to the Manager ten days prior to arrival stating the reason for the waiver, the names of the guests, and the duration of the stay. The Manager is authorized to approve or deny the requests and will report to the Board of Directors at regularly scheduled meetings a summary of approved and denied waivers.**

Longboat Harbour Towers maintenance employees cannot be used to assist any unit owner, renter, or guest without the approval the building Manager. The Manager will have the authority to schedule use of Longboat Harbour Towers employees to address the service issues or recommend third party contacts.

The Board of Directors will review annually all rental/lease arrangements to insure compliance with the Condominium rules and guidelines.



## UNIT SALES

Sale to a corporation, partnership, association group, or any commercial enterprise other than an individual or family is permitted; however, the entity must identify a “designated occupant” who shall be treated as the owner of the unit for all condominium purposes.

The Board of Directors must approve each sale of a unit after an interview with the potential new owner. There is a \$100.00 processing fee due to the Association for each sale.

## COMMON AREAS

Common Areas are those areas shared with all occupants of Longboat Harbour Towers and as such need to be governed by these Rules and Regulations that will provide for the safety, harmony, and equality of all residents and guests.

## SMOKING

All enclosed Common Areas are **NO SMOKING** areas per the Florida Clean Indoor Air Act.

## SWIMMING POOL

Pool hours are from 8 AM until Dusk. All swimming is at swimmer’s own risk. Use is subject to posted pool rules.

Music players are permitted; however, the volume should be low for individual use.

Wash off sand **before** entering the pool and building lobby.

No rafts, floats, rough play, Frisbees, ball throwing in the pool area.

No food is allowed in the enclosed pool area. However, food is allowed outside the fenced pool area.

Drinks are not allowed in the pool or the “wet deck” of the pool (4 feet from edge of pool) by order of Florida Department of Health. Drinks are allowed beyond this area, but must be in paper or plastic containers.

**NO GLASS PERMITTED WITHIN THE ENCLOSED POOL AREA.**

No pets are permitted in the pool area.

Children who are not toilet trained are not permitted in the pool by order of the Florida Department of Health.

Pool umbrellas should be closed after use and pool furniture should be moved back in place.

When using suntan oil or lotion cover the chair or lounge with a towel.

The pool area is a popular destination for owners, their family and their guests. There have been some incidents of owners and their guests occupying a significant portion of the pool area precluding others from enjoying the pool. Therefore, in fairness to all the number of individuals using the pool from a particular unit is limited to the maximum number of occupants allowed in a respective unit, i.e., 4 people from a one bedroom, 6 people from a two bedroom and 8 people from a three bedroom.

Pool furniture is not to be moved to the seawall or beach.

**Children under twelve (12) years of age must be accompanied by an adult while in the pool area.**

**WEARING APPAREL**

Appropriate clothing must be worn at all times in the lobby, Ramsey Room, Exercise Room, walkways, and elevators. **Footwear and tops are mandatory. When passing through the lobby, bathing suits should be reasonably dry and covered. Small amounts of water on the floors can create a safety**

**hazard. After coming off of the beach wash all sand off of person and swim wear before entering the building.**

## **PERSONAL PROPERTY ON PREMISES**

An owner or other occupant who elects to take a personal item to a Common Area or beach area in front of the seawall shall not leave such items unattended except for a brief period. Our property Common Area extends approximately eight feet west of the seawall. No personal beach items can be left on the beach over night.

### **RAMSEY ROOM**

Room hours are from 6 AM to 11 PM. Refrigerator is for party or emergency use only. Room may be used for private parties or events by request to and approval from the Office Manager prior to the event. After the personal party the Room shall be cleaned and returned to its original condition. Failure to clean this room will result in a \$100.00 cleaning charge to the owner.

### **EXERCISE ROOM**

Room hours are from 6 AM to 11 PM. Use of the TV is allowed during these hours only. Persons under 18 years of age may not use the exercise equipment unless supervised by an adult.

**The use of the equipment is at user's risk.**

## **LAUNDRY ROOMS**

Laundry room hours are from 7 AM to 10 PM. Laundry rooms with coin operated machines are located on floors 3, 6, and 9. Laundry room trash container is not for garbage or refuse. Please remove laundry promptly at the end of the cycle. Someone who needs a machine may remove your laundry to the folding tables. No clothing dyes in washers or dryers. Clean lint trays after dryer use.

## **TRASH CHUTE**

Non-recyclable trash should be placed in plastic or paper bags and securely fastened before dropping into chutes. Boxes or any other trash must not be left on the floor in front of the chutes. Any oversized items should be taken to the trash bins on the ground floor.

Newspapers, other paper products, plastic, glass and cans should be deposited in the appropriate recycling bin located on the ground floor.

Large items such as TV's and furniture are the owner's responsibility to call Waste Management for pickup.

## **MAIL & PARCEL DELIVERIES**

The Association cannot assume responsibility for the receipt or delivery of mail, parcel post or any other items. If you wish parcels to be received by Management, please notify the Office in writing.

## **STORAGE FACILITY**

Storage room locations are on the 2<sup>nd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> floors. Each unit is assigned a specific cage in one of these rooms. All stored items must be in this cage including bicycles if stored in a storage room. No items may be stored outside of the cages. Bicycles may be stored in units. No owner is entitled to the use of

any other cage. Cages may be locked, but storage room doors should not be locked.

Utility closets are located throughout the building and are identified by double doors on the walkway. These are part of the common area and are for building utilities. If not being used for building storage they may be shared by owners. The Association is not responsible for items stored in the storage room or utility closets.

**Utility closets containing Electric Meter equipment are “Off Limits” by enforcement of the National Electrical Code.**

No flammable or toxic fluids shall be stored in any storage rooms or utility closets.

There is a safety issue with certain construction tasks, such as tile sawing on the open walkways and balconies. In addition, there are the issues of maintaining the appearance of the property and minimizing noise during construction. To address these issues, the following rules are implemented:

First, with respect to using the walkways as a work area: the operation of electric saws (tile and other material) is not allowed; and in general, establishing a work area on the walkways for any purpose is not permitted.

The Property Manager may grant specific exceptions for a specific limited use other than sawing. However, any such work area allowed must not prohibit the entry or exit of residents along a walkway, and the work areas must be cleared and cleaned nightly and maintained in an orderly manner during the day. Further, when using a saw the saw should rest on rubber footings to reduce the noise if the saw were to rest directly on the floor.

## **BULLETIN BOARD**

The Association’s official notice board is located in the mailroom.

## OTHER COMMON AREAS

A unit owner shall not place or cause to be placed in the lobbies, vestibules, stairways, walkways or any other common area any furniture, packages or objects of any kind. Such areas shall be used for no other reason than for normal passage. Dust cloths, brooms, rugs, etc. cannot be shaken or beaten from walkways, porches, or windows. Stairwells should not be used for watering plants, painting, or any other project.

## BALCONIES, WALKWAYS AND LAWNS

**No one shall hang any items from the building facades, windows, balconies and walkway railings, walk areas or carports.**

Electric grills are permitted on balconies. **Propane or charcoal grills are not permitted on balconies.** A charcoal grill is available for use from Management.

Sweeping of water and debris off balconies is prohibited.

Do not throw cigarettes or any other trash from walkways or balconies.

Bird feeding is prohibited on any part of the property including balconies and walkways.

Any time a unit is unoccupied for 72 hours or longer it must have all furnishings cleared from open or screened balconies. Violations are subject to removal by Management at a charge of **\$50** per removal.

No one shall install any type of equipment, device or apparatus on the exterior of the building or property or in any of the common areas without written consent of the Board of Directors. Examples include, but are not limited to, dryer vents, floor coverings, air conditioners, hurricane shutters and other shutters, windows, doors, balcony enclosures, TV antennae or any other type or

external installation. In the event that an owner adds any flooring material to a unit's balcony (with prior permission of the Board) it should be noted that it is the owner's responsibility to remove such material in the event that the balcony's surface requires repair.

## **PARKING AREA**

Numbered spaces are for residents use only unless arrangements to park in another space are made with the affected owner. Vehicles should be parked only in the space assigned to their respective unit.

Parking in numbered locations is limited to conventional passenger autos; including SUV's and vans, as defined on page 9 in the Declarations Paragraph 8(1).

Guests may park in non-numbered spaces. Guest vehicles must display a parking tag available from the Condo Office.

Do not empty ashtrays or other litter in the parking area.

No parking at or near the lobby entrance or in the driveways. These areas must be clear for fire and rescue equipment.

Motorcycles, mobile homes, recreational vehicles and other apparatus including boats, surf boards, wave runners, kayaks, trailers or tractor trailers may not be parked in the parking areas.

Commercial vehicles operated by a service company are allowed to park in non-numbered spaces while performing a service in the building. Violators are subject to tow-away charges.

Motorcycles, mopeds, skateboards, roller and in-line skates should not be operated on the premises.

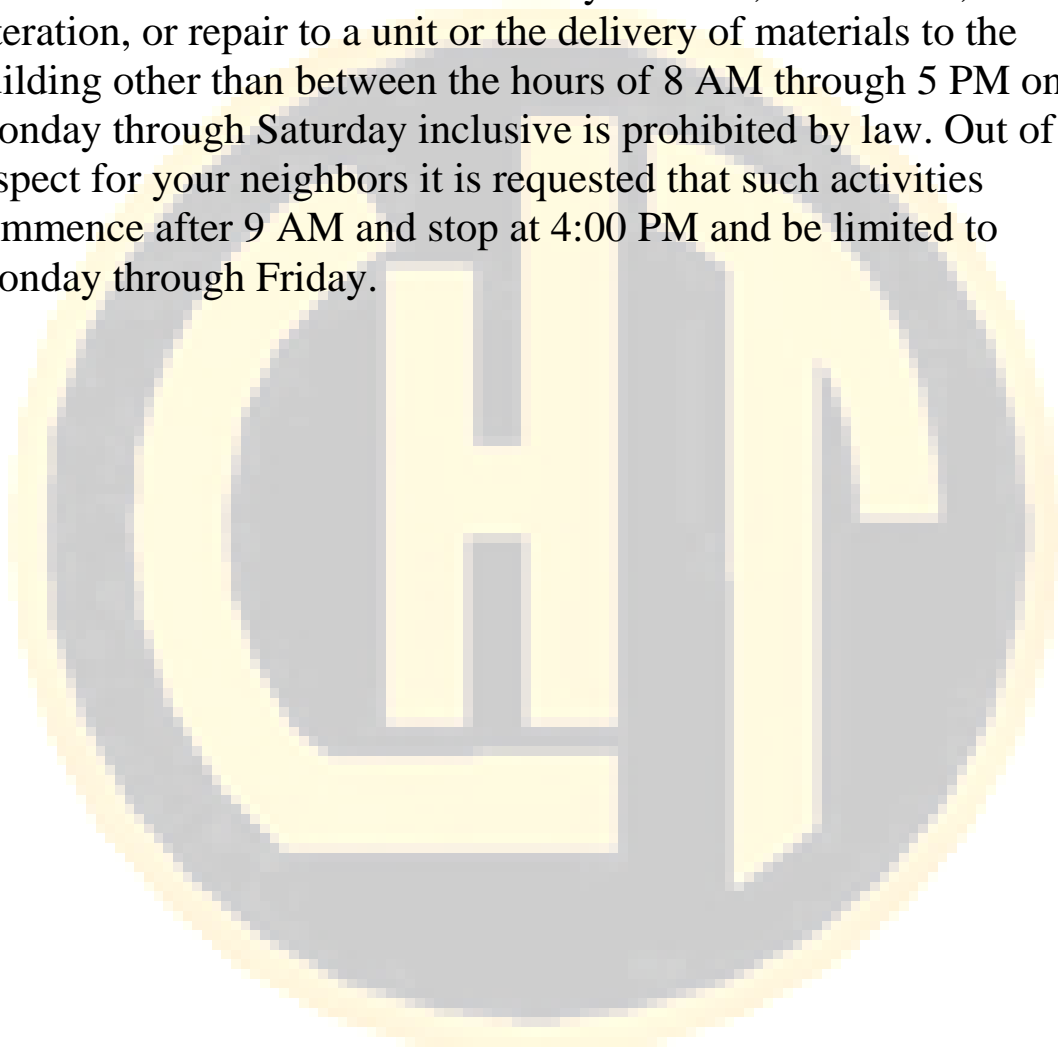
Car wash facilities are for residents use only.



## **NUISANCE NOISE**

Residents need to be aware of their neighbors when playing radios, DVD's, televisions, or musical instruments or engaged in any noisy activity that interferes with the quiet enjoyment of another resident.

Unit owners should be aware that any erection, demolition, alteration, or repair to a unit or the delivery of materials to the building other than between the hours of 8 AM through 5 PM on Monday through Saturday inclusive is prohibited by law. Out of respect for your neighbors it is requested that such activities commence after 9 AM and stop at 4:00 PM and be limited to Monday through Friday.



# APPENDIX

## SAFETY INFORMATION AND PRECAUTIONS

**EMERGENCY DIAL - 911**

**NON-EMERGENCY POLICE STATION (941)-316-1977**

### **MEDICAL**

#### **ACCIDENT OR ILLNESS EMERGENCY:**

Phone Emergency Number above, giving:

*Your Name*

*Exact Location Where Assistance is Needed (unit & address)*

*Nature of Problem*

*Your Phone Number*

Be prepared to apply cardiopulmonary resuscitation (CPR) or first-aid or call someone close by who can. A very few minutes can make a difference before the Longboat Key Fire Department Rescue Squad and its team of paramedics arrive. Familiarize yourself with the Vial of Life Program from Longboat Key Rescue Squad.

**FIRE PREVENTION/ PROTECTION: (941)-316-1944**

**CONTACT INFORMATION:** *Provide the office with name and contact information of person(s) to contact in case of emergency.*

#### **GOOD HOUSEKEEPING**

- Do not store flammable materials.
- Never store flammable liquids such as gasoline in home.
- Extinguish candles before leaving room.
- Never smoke in bed.
- Allow smoking materials time to become cold before emptying into trash container.
- Dispose of waste paper and all trash promptly.

## **SMOKE DETECTORS**

Every homeowner is required to install a hard wired smoke detector as well as battery operated smoke detectors in each bedroom. Shouldn't we say "with battery back-up" rather than implying a separate smoke detector.

People are often killed by inhaling poisonous smoke from burning or smoldering furnishings, cloth, plastics, etc., even though flames may not reach them. Smoke detectors are available at most hardware stores and are easy to install. Check batteries regularly, clean thoroughly and replace if necessary.

## **FIRE EXTINGUISHERS**

There are dry chemical fire extinguishers in three locations on each floor. Know where they are and how to use them. The Longboat Key Fire Department also recommends that every home be equipped with a 2 ½ pound multi-purpose dry chemical fire extinguisher. This type is satisfactory for Class A, B, C fires (solids, liquids and electrical fires.)

It should be wall mounted in an appropriate location such as near the kitchen door.

## **FIRE ALARM SYSTEM**

The fire alarm system can be activated by any one of the two alarm pull levers mounted on the corridor wall on each floor. There are two fire bells on each floor located at the far end of each corridor. This alarm system is connected to our monitoring company. Any one of the alarm pulls will automatically call the alarm company as well as alert your neighbors. Remember to also personally notify those who are hearing impaired.

## **PROCEDURE IN THE EVENT OF FIRE IN YOUR UNIT**

If you have more than a very small fire which you can easily extinguish, leave immediately closing the door tight behind you and then call the Fire Department from a neighbor's phone.

**(EMERGENCY NUMBER IS - 911)**

Pull one of the alarm levers in the hallway near one of the stair towers. This will alert your neighbors to the danger. Activating the alarm will automatically call the alarm company. A follow-up confirming telephone call is still advisable.

**Do Not Use Elevators.** They might stop at a fire floor or the power may fail. Go down the nearest stair tower.

**Meet the fire fighters** when they arrive and tell them where the fire is.

If the front door of your apartment is blocked by fire and you have no second exit, phone the Fire Department. Then close all doors between you and the fire, stuffing cracks with wet towels. Go out on your balcony closing all doors between you and the fire.

**Never re-enter** a burning residence for "valuables," better that they burn than you!

### **Procedure If You Hear Building Fire Alarm Bells**

Shut off all appliances and air conditioners, and close windows.

Check every door for heat with your hand before opening it in order to leave.

Open outside door cautiously. If safe, leave closing door behind you, and proceed to nearest stair tower and go down.

**DO NOT USE ELEVATORS.**

Check with your neighbors on your floor if they are known to be home to be sure they are able to leave or have already left their apartment.

If anyone is missing, tell the first fireman or policeman you see.

## **POLICE PROTECTION**

Emergency Phone **911**

Non-Emergency Phone **941-316-1977**

**INSPECTION** – The Longboat Key Police Department will inspect your premises and advise on precautions, if desired.

## **Hurricane**

The National Hurricane Director is advising those living in a hurricane's path, "Get out, even if there is only a ten percent chance of getting hit."

## **HURRICANE PROTECTION**

### Information Booklet

A copy of the Longboat booklet "Hurricane Information" is available at the Longboat Key Police Department. Read it and keep it handy where you can find it quickly. It is assumed that public utilities (electricity, telephone, water, and sewer) may become inoperative, and Longboat Key could be under several feet of water and hurricane force winds may occur. The only protection is evacuation to the mainland well in advance of a hurricane strike.

## **PREPARATION – HAVE READY:**

- Portable radio with good batteries
- Flashlight with good batteries
- First Aid kit and any special medicines needed
- Gallon bottles of drinking water
- Non-perishable food
- Car gasoline tank full
- Essential clothing
- Fill bathtub with water for washing
- Have cash on hand

## **PROCEDURE IN THE EVENT OF A HURRICANE**

Have your portable radio tuned to a local station for instructions. There will be three phases;

- Green phase** - Hurricane Alert
- Yellow phase** - Civilians Evacuate
- Red phase** - Civil Defense Evacuation

If evacuation of Longboat Key is ordered, leave at once even though the weather is still calm.

Turn off your water main and master electric switches before leaving. (During Yellow Phase, officials may cut off main water valve of the Condominium located at our property entrance.)

When evacuation is ordered, Key residents living in Manatee County, including Longboat Harbour Towers, must go north and leave via the Cortez Causeway. The police will enforce two lanes of traffic in one direction only. No one will be compelled to leave, but anyone electing to stay after the Red Phase warning will be on their own with no hope of rescue until bridges and roads are reopened and utilities are on, which could take a week or more.

When the emergency is over and you wish to return to the Key, you will have to show proof of residency. Stickers for your car are available for this purpose and if you do not already have one, you may pick up one at the Police Station.

## **ELEVATOR SAFETY**

Should an elevator become inoperative while you are in it –

**PRESS PHONE BUTTON.**

**Phone will dial operator automatically.** Then press the alarm (bottom left) button repeatedly to notify building residents of your problem. *STAY CALM* – Help is on the way.

## **CLOSING APARTMENT**

Make definite arrangements for your home to be checked regularly – at least once a month when you are away – to flush toilets, run water in sinks, drains and dishwashers to prevent pests and protect seals.

## **WATER HEATER**

Turn off the electric switch for the water heater in your circuit breaker box. Make certain it is the correct switch.

## **WATER HEATER VALVES**

Water heaters are always a potential source of leaks and resulting water damage and should be checked periodically and replaced as necessary. Turn off the two water valves for the unit if you are going to be away for two weeks or more. They are located on top of the water heater. It is imperative that the electric power to the water heater also be turned OFF, not just the water valves.

## **AIR CONDITIONERS**

A service contract with your air conditioning firm is highly advisable. Post the company's name and phone number on your air conditioning interior unit.

## **SUMMER ABSENCE**

If absent in the summer, it is suggested that the air conditioner should be left turned on with the thermostat set at about 82 degrees. This will help remove moisture from the air (without a high electric cost) and prevent excessive dampness and mildew. Some owners, who are away for long periods, find installation of a humidistat to be very helpful and economical.

## **KITCHEN APPLIANCES**

Check that all kitchen appliances are turned off. If absent for several months, the refrigerator may be turned off to save electricity. If this is done, the refrigerator drip tray underneath should be dry and the doors left ajar. However, some manufacturers recommend that the refrigerator should be left on.

## **VEHICLE KEY**

When the owner is absent he/she should advise the office of the location of a key to any vehicle left in the parking lot in the event it is necessary to move it.

## **RECYCLING**

Recycle Bins are located by the North Entrance under the awning behind the fence.

The recycling containers are located in trash room north of the front doorway. It is not necessary to separate various items.

**Plastic bags should be recycled at Publix grocery.**

### **Newspapers and All Inserts**

**RECYCLE** newspapers and all inserts, cardboard, phone books, junk mail and magazines.

**DO NOT RECYCLE** pizza boxes, paper towels, plates or cups.

### **Glass (Clear, Green or Brown Glass)**

**RECYCLE** only glass bottles and jars as indicated above. Rinse thoroughly. Remove all caps and lids. Labels **MAY** remain intact.

**DO NOT RECYCLE** light bulbs, plate glass, auto glass, tempered glass, mirrors, ceramics, or any glass that is **NOT** a food or beverage container.



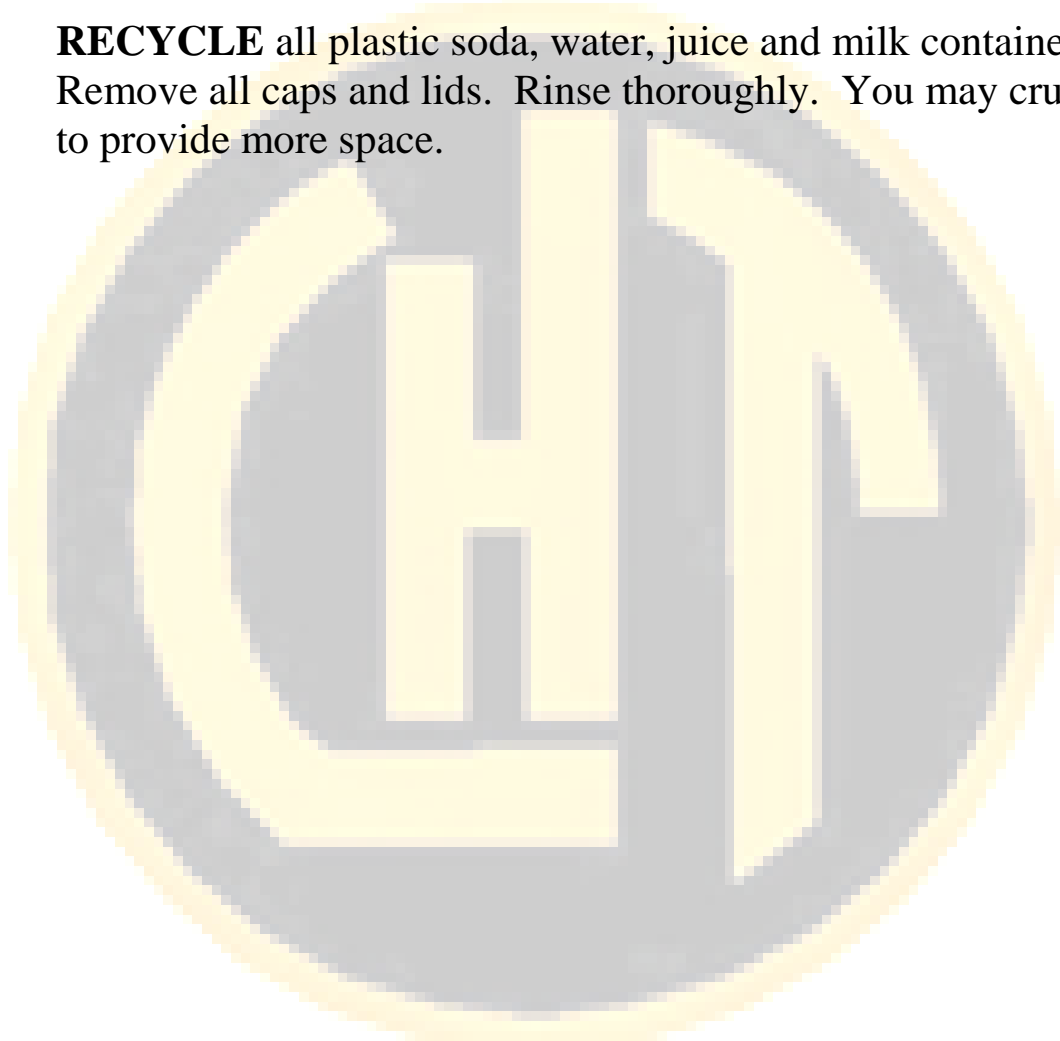
### **Aluminum and Tin Cans**

**RECYCLE** all food and beverage cans. Rinse thoroughly and remove all lids. Labels **MAY** remain intact.

**DO NOT RECYCLE** scrap metal, paint cans, aerosol cans or aluminum foil.

### **Plastic**

**RECYCLE** all plastic soda, water, juice and milk containers. Remove all caps and lids. Rinse thoroughly. You may crush to provide more space.



## **ENFORCEMENT**

The unit owner is responsible for compliance with the Declaration, By-laws and these procedures, Rules and Regulations (Condo Rules). A unit owner and his/her guest or renter is responsible for knowledge of and compliance with all Condo Rules that have been implemented in accordance with the procedures set forth in the Condominium Declaration and/or By-laws. If there is a violation, the unit owner will be notified and expected to comply. If the violation continues or is repeated, the Board of Directors may impose a fine for each day in violation of:

- \$50.00 for the first day immediately following notification.
- \$75.00 for each day thereafter for the next 5 days; and
- \$100.00 for each day thereafter.

The imposition of such fines shall not limit the remedies of the Longboat Harbour Towers Condominium, Inc. in taking additional action.

Fines, expenses, costs and attorney fees incurred by the Longboat Harbour Towers Condominium, Inc. resulting from the violation or disregard of the Condominium documents or these Rules and Regulations by a unit owner, members of his household, guests, renters, occupants or visitors shall be the obligation of the unit owner.