

Living at Longboat Harbour Towers

Safety and Security

We believe that safety and security are primary considerations for those who live in Longboat Harbour Towers on either a permanent or a temporary basis. The actions of an individual can affect everyone in the building. It is appropriate to address some concerns particular to life in a high-rise building.

Safety

Call **911** for **ANY** medical, fire or police emergency. Familiarize yourself with exits, fire alarms, and fire extinguishers on each floor. Do not use elevators in case of fire.

Stairwells and walkways must be kept free of all items and must not be used for any activities except passage. Use caution on any tile or painted concrete floors – If wet they can be slippery.

Winds are intensified in and around a high-rise building.

Use Caution

When around windows.

When opening and closing doors, especially during high winds.

Cigarettes and ashes can be blown onto lower balconies and walkways.

Do Not Throw Cigarettes/Ashes Over Railings.

During periods of high winds, don't open windows or doors on both sides of the unit at the same time.

Opening a window on the bay side will permit easier opening of unit's main door.

Hurricanes – follow established guidelines for precautions (for more information, see Appendix.)

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

Most fires can be prevented by good housekeeping. Keep equipment in good repair and use common sense when dealing with flames, ashes and flammable materials.

Smoke detectors are required by the Town of Longboat Key. You are urged to install smoke detectors and have a fire extinguisher in your unit, check smoke detectors monthly, and replace batteries regularly.

Security

Make sure the building's main doors close 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.

A person at least 21 years of age must be present when anyone under the age of 21 years remains overnight in the unit (this includes rented units.)

Sales and Rentals

Sale to a corporation, partnership, association group or any commercial enterprise other than an individual or family is prohibited.

Each sale of a unit must be approved by the Board along with an interview with the new owner. There is a \$150.00 fee due to the Association for each sale.

Occupancy, in the absence of the owner, by a member of the unit owner's "immediate family" is not considered a rental, immediate family is limited to mother, father, children, grandchildren, sister, and brother. However, owners should provide reasonable notice (but not less than three (3) days) of the occupancy to Longboat Harbour Towers Condominium, Inc. Upon arrival a family member (one of whom must be at least 21 years old) is to notify the office of their taking occupancy of the owner's unit.

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

In the absence of the owner, occupancy of a unit of other than the immediate family is permitted providing the owner notifies the Association in writing in advance of the names of the guests who will be occupying, one of whom must be 21 or older. Such guest usage is limited to two (2) times in any twelve (12) months, and for no longer than ten (10) days per usage. However, the Board of Directors may waive this condition for a member or person who is not "immediate family."

The owner must request this variance in writing at least two weeks in advance of the occupancy.

A renter may not sublet or loan the unit and must be in residence if any guests are present. Owners, when they rent or lease their unit, relinquish their right to use all recreational facilities during such occupancy.

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

Owners may not rent, sell or loan to occupants with pets. **Pets are not permitted in units and common areas.**

Common Areas

Common areas are those areas shared with all occupants of Longboat Harbour Towers and such needs to be governed by rules 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 8:00 AM until 10:00 PM. All swimming is at your own risk. Use is subject to posted pool rules.
- While radios are permissible, the volume should be low for individual use. Loud radio noise is offensive to some.
- Wash off sand before entering pool.
- No rafts, floats, rough play, Frisbee or ball throwing in the pool.

- No food is allowed in the pool area. Food is allowed under the awning at the Gulf side of the building.
- Drinks are not allowed on the “wet deck” of the pool (4 feet from edge of pool) by order of the State of Florida Department of Health. Drinks are allowed beyond this area, but must be in paper or plastic.
- **No glass permitted.** Cans are permitted.
- Pets are not permitted in the pool area.
- Children who are not toilet trained are not permitted in the pool. Please, no diapers in pool.
- Pool umbrellas should be closed after use and pool furniture should be moved back in place.
- When using suntan oil or lotion, cover chair or lounge with a towel.
- 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.**

Personal Property on Premises

Chairs, lounges and other items are placed in the pool area and other Common Areas for the enjoyment of all residents. They shall not be removed from the general area where they are placed. Lounges should be returned to the sea wall.

An owner or other occupant who elects to take a personal item to a Common Area or beach area in front of the sea wall shall not leave such item unattended except for a brief period. Our property, Common Area, extends approximately eight feet west of our sea wall.

Ramsey Room

Room hours are from 6:00 AM to 11:00 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 prior to the event. After the party the room shall be cleaned and returned to its original condition.

Billiard/Exercise Room

Room hours are from 6:00 AM to 11:00 PM.
TV is allowed from 6:00 AM to 11:00 PM.
Persons under 18 years of age may not use the pool table or exercise equipment unless supervised by an adult.

Saunas/Restrooms

Sauna baths are to be used by persons 18 years of age and older. Persons under 18 years of age must be accompanied by supervising adults. Sauna rooms are not to be used for drying laundry. Lockers are for temporary use.

Laundry Rooms

Laundry room hours are from 7:00 AM to 10:00 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 table. 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.

Newspapers, plastic, glass and cans should be deposited in the appropriate recycling bin.

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

Mail/UPS/FED EX & Other Parcel Delivery

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 2nd, 4th, 5th, 7th, 8th, 10th and 11th floors. Each unit is assigned a 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 (there is not entitlement to or first-come, first-served theory for utility closet use.) 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 storage rooms or utility closets.

Bulletin Boards

The Association’s official notice board is located in the mailroom. Elevator notice boards are for official use only and may not be utilized for other purposes.

A bulletin board for owners use is located in the mailroom. Notices (with posting date listed) may be posted for a reasonable period of time (which time is at the discretion of the Board) and will be removed thereafter.

OTHER COMMON AREAS

Walkways and Stairways

A unit owner shall not place or cause to be placed in the lobbies, vestibules, stairways, walkways or any other common area and furniture, packages or objects of any kind whatsoever. Such areas shall be used for no other reason than for normal transit through them.

Dust cloths, brooms, rugs, etc. should not be shaken or beaten from walkways, porches or windows.

Stairwells should not be used for watering plants, painting, etc. or any other project.

Balconies, Walkways and Lawns

No one shall hang any items from building facades, windows, rails, walkways, walk area or carports.

Electric grills are permitted on balconies. Propane or charcoal grills are not permitted on balconies.

Charcoal grills are available by request from management for use on the sea wall only.

Sweeping of water and debris off balconies is prohibited.

Do not throw cigarettes from walkways or balconies.

Bird feeding is prohibited on any part of the property including balconies or 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 \$50.00 per removal.

No one shall install any type of equipment, device or apparatus on the exterior of the building or property or in any type of the common areas without written consent of the majority of the Board of Directors (see page 10 of the Declarations.) 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 kind of installation.

Parking Area

Numbered spaces are for residents 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 unit.

Parking in numbered locations is limited to conventional passenger automobiles, including SUVs and vans, as defined on Page 9 in the Declarations Paragraph 8 (1).

Guest spaces are provided for visitor parking.

Do not empty ash trays or other litter in the parking area.

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

Motorcycles, mobile homes, recreational vehicles or tractor trailers may not be parked in the parking area.

Commercial vehicles operated by a service company are allowed to park in spaces marked "Services" or "Guest" 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.

Do not park in any space other than your assigned space, unless you have permission from that owner.

Car wash is for resident use only,

Management and Employees

Management and maintenance personnel work for the Board of Directors and should not be directed by individual owners or residents 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 people, etc. without the permission of the unit owner. Owners, guests, and renters should not ask or expect management or maintenance personnel to assist with their luggage. A luggage cart is located 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, their renters and their contractors or persons doing work for them in their unit.

A leaking water heater can cause damage to units below the 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 years old. If a water heater is not replaced by the unit owner within eight years (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 cost of such replacement.

Pets

No pets shall be maintained in any unit or on the common elements. Unit owners maintaining pets in their units as of the date of adoption of this amendment to the Declaration i.e., September 19, 1996, may continue to maintain such pets subject to Board regulations, but such pets may not be replaced.

Nuisance Noises

Residents need to be aware of their neighbors when playing radios, televisions, phonographs, 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 8:00 AM and 5:00 PM on Monday through Saturday inclusive is prohibited by law. Out of respect for your neighbors it is requested that such activities not start before 9:00 AM.

Wearing Apparel

Appropriate attire must be worn at all times in the lobby, Ramsey Room, billiard room, walkways and elevators. However, footwear and tops are mandatory.

When passing through the lobby, bathing suits should be reasonably dry and covered.

Keep our sand on the beach by rinsing beach toys, footgear, and other items that accumulate sand before entering the building.