

**THE LONGWOOD
CONDOMINIUM
ASSOCIATION, INC.**

**11811 Avenue of the PGA
Palm Beach Gardens, FL 33418**

**Rules,
Regulations,
and Policies**

THE LONGWOOD CONDOMINIUM ASSOCIATION, INC.

TABLE OF CONTENTS

RULES, REGULATIONS & POLICIES

I. GENERAL RULES	3
A. OFFICE HOURS	3
B. ASSOCIATION EMPLOYEES	3
C. GUESTS	3
D. DELIVERIES	3
E. EXTERNAL BUILDING APPEARANCE AND PORCHES	3
II. SPECIFIC RULES AND REGULATIONS	3
A. PARKING REGULATIONS	3
B. LAUNDRY	4
C. TRASH DUMPSTERS AND RECYCLE BINS	4
D. REMODELING AND CONSTRUCTION	5
E. BALCONIES & PATIOS DURING HURRICANE SEASON	6
F. CLUBHOUSE AND RECREATIONAL AREAS (OWNERS MUST ADVISE TENANTS AND GUESTS OF THESE RULES)	7
G. NOISE	9
H. SIGNAGE AND OPEN HOUSES	9
I. DAMAGE TO COMMON AREAS	9
J. SALE OR LEASE	9
K. ASSOCIATION PROPERTY, PLANTERS, AND LANDSCAPING	10
L. FEES AND FINES	10

THE LONGWOOD CONDOMINIUM ASSOCIATION, INC.

RULES AND REGULATIONS

Some of these rules may be found in greater detail in the primary documents of the Association (The Declaration, The By-Laws, and The Articles of Incorporation). Where any conflict exists these primary documents will take precedent over the Rules and Regulations.

I. GENERAL RULES

A. OFFICE HOURS.

The office is open only from 9:00 a.m. to 1:00 p.m. Monday, Wednesday, and Friday, or at the discretion of the Board of Directors. Office Phone is 561-622-7331.

B. ASSOCIATION EMPLOYEES.

1. Longwood's Maintenance person is not allowed to perform special or personal services for owners.
2. Owners and lessees must not give instructions to, or request assistance from any Association employees or its contractor's personnel.

C. GUESTS.

The owner is required to advise guests of the Association rules and policies. The Declaration specifies specific occupancy requirements. Such person/s occupying the owner's apartment must be advised of the owner's parking space number and location.

D. DELIVERIES.

The Association will not accept any deliveries for owners or other occupants.

E. EXTERNAL BUILDING APPEARANCE AND PORCHES.

1. No drying of laundry, towels, swimsuits or other articles is permitted on patios, balconies or any area visible from the outside of buildings.
2. In order to preserve a harmony of appearance and prevent any objectionable appearance visible externally from a building, any sun blinds or shades used on porches shall be of the roll-up type.

II. SPECIFIC RULES AND REGULATIONS

A. PARKING REGULATIONS

1. Parking is permitted only in assigned spaces.
2. Guests either short term or long term must use only the owner's assigned space or those spaces designated as guest parking.

3. Parking in other than assigned spaces, either open or covered, must have prior written authorization from the owners having the exclusive right to use the parking space. This notice must be on file in the management office.
4. No recreational vehicles, campers, boats, or motorcycles may park in any spaces.
5. No large trucks or any other vehicle having commercial signage either permanent or temporary may be parked anywhere on the Association property overnight. Contractors making repairs or remodeling may park during the hours when work is permitted, but only in the guest spaces or the unit owner's assigned spaces. Any exception must be approved by the President or Vice President of the Association.
6. Car Washing: Cars may be washed with sponge and buckets with water only. No hoses or detergent or soaps may be used in car washing.

B. LAUNDRY

1. Laundry Rooms
 - a) Hours of operation shall be 8:00 a.m. to 10:00 p.m.
 - b) Lights must be turned off when the rooms are not in use.
 - c) Lint traps of the dryers must be cleaned after every use.
 - d) Any items left in the laundry rooms may be removed.
 - e) Please be considerate of your neighbors and try not to abuse this privilege.
2. Individual washers and dryers within the units
 - a) These are permitted to be installed under Section 7.5 of the Declaration.
 - b) Plumbing and Electrical permits are required and the office must be given copies of these permits prior to installation.

C. TRASH DUMPSTERS AND RECYCLE BINS

1. Trash Disposal: All garbage, other than paper and boxes, shall be placed in plastic bags or other impervious containers and tied securely before depositing in trash bins. This is a Palm Beach Health Department regulation. All Palm Beach County recycling regulations must be adhered to; newspapers must be placed in the newspaper bin, aluminum, glass and plastic must be placed in their bins.
2. All boxes must be flattened before putting them into the containers.
3. Owners are responsible for the proper use of their individual garbage disposals and drains and for any problems caused within the building by their improper usage.
4. Large items (i.e. furniture, doors, appliances, mattresses, plumbing fixtures and other large items)

- a) None of these items may be discarded in or near the enclosures or anywhere on the common areas.
 - b) Arrangements can be made by written notice of the owner's desire to discard large items. This notice must be on a maintenance request form. Disposal of these large items has to be approved by the Association and these items must only be put out near the trash enclosures (after approval) on Wednesday mornings before 9:00 a.m. None may be deposited overnight or on any other days of the week.
5. Construction and Remodeling trash disposal are covered in Section D.

D. REMODELING AND CONSTRUCTION

- 1. Parking
 - a) Contractors can unload items and remove trash in parking areas in front of the buildings even in areas designated as no parking areas.
 - b) Full day parking of the contractor's vehicles are permitted only in the owner's assigned parking space or in guest parking. Any exceptions must have written approval of the President or Vice President of the Association.
- 2. Renovations or remodeling may be done only between 8:00 a.m. and 5:00 p.m. Monday through Friday. Other than emergencies, no work is permitted in the evenings or on weekends.
- 3. Construction Debris
 - a) No temporary construction debris containers (dumpsters, bags, or trailers) are permitted anywhere on the Association property.
 - b) Debris must either be left in the unit or removed from the Association common areas daily.
- 4. License and Insurance. All contractors, before commencing work must provide the Association office with copies of their licenses and proof of liability and workman's compensation insurance.
- 5. No work in the hallways. All work must be done within the unit, on the patios or balconies or outside the buildings in the courtyard.
- 6. Hard Surface Floors. All proposed 2nd & 3rd floor installations of hard surface (hardwood, Pergo type, tile, marble, granite are APPROVED finish flooring materials; LINOLEUM, VINYL TILE, OR VINYL SHEET flooring are specifically NOT APPROVED) flooring shall require sound conditioning underlayment with a minimum impact noise rating of IIC 60 and above, and an airborne noise rating of STC 60 and above. VINYL PLANK flooring with an attached backing sound conditioning underlayment with a minimum impact noise rating of IIC 60 and above, and an airborne noise rating of STC 60 and above is an APPROVED flooring

material. 2nd and 3rd floors will require additional approved vapor barrier underlayment. Prior to installation, the unit owner must submit to the Association:

- a) Samples of the proposed finished floor material and sound conditioning underlayment along with
- b) A completed written submission on a form provided by the Association (attached) to be executed by both the contractor (installer) and the unit owner which identifies the specific flooring and underlayment which is proposed to be installed and which rooms are to be affected.
- c) Supporting data on sound testing of the proposed underlayment.

If the proposed underlayment does not meet the required sound transmission standards, the Association has the right to deny its installation and it has the right to specify an underlayment that it does approve. Once approved, prior to the installation of the finished flooring, the Association must be notified when the sound conditioning underlayment is installed so it may be inspected by the Association.

Unit owners will be held strictly liable for violation of these restrictions and for all damages resulting there from, and the Association has the right to require the immediate removal of flooring installed in violation of these rules by written notice to the unit owner. The Association shall have the right to charge a unit owner for the removal of any material which is in violation of this sound control standard, and shall be entitled to a lien on the condominium parcel as provided in the Declaration.

7. **Patio and Balcony Enclosures.** Full porch enclosures of transparent flexible, plastic or Plexiglas sliding panels are permitted to be installed on porches, but must have approval of the Board of Directors. Owners remain responsible for any damage to these special installations because of storm or other damage.
8. **Hurricane Shutters & Window Replacements.** Accordion Shutters (Miami/Dade specs) in a color approved by the Association are permitted. Windows may be replaced provided they are of MILL FINISH on the outside and of similar design as the original windows. The inside color may be Mill, White, or Cream finish only. The Board may approve of specific window designs and manufactures. Other window replacement proposals will require the approval of the Association's Board of Directors.
9. **Balcony Floors.** No carpet or Astro turf like material may be installed on the balcony floor. Tile may be installed provided waterproofing is applied to the concrete as an underlayment to the tile. Association approval of the installation must be obtained.

E. BALCONIES & PATIOS DURING HURRICANE SEASON

1. During Hurricane Season (June 1-November 30) any unit left vacant must have all items removed from the patio or balconies or have arrangements made for their removal in the event of a storm
2. If any unit is not occupied by a person who is physically able to remove these items, the owner must make arrangements for that person to have assistance to

effect this removal in the event of a hurricane. No Longwood employees Officers or Directors of the Association will be available to remove items for individual owners.

3. During a hurricane warning or tropical storm warning for Palm Beach county, all non-fixed articles must be removed from balconies or patios whether the unit is occupied or not.
4. The ASSOCIATION may enter the premises and remove any items not removed at the expense and risk of the unit owner.

F. CLUBHOUSE AND RECREATIONAL AREAS (OWNERS MUST ADVISE TENANTS AND GUESTS OF THESE RULES)

1. Game Room:

- a) Hours are 8:00 a.m. until 10:00 p.m.
- b) Exercise equipment is for the use of "Adults Only". Children under 17 years of age are not permitted to use the equipment without supervision.
- c) Equipment use is at your own risk.
- d) Smoking is NOT permitted in the Game Room.

2. Pool Area:

- a) Hours are 8:00 a.m. until evening during daylight hours only.
- b) A shower is required each time before entering the pool. After suntan oil is used, another shower is required before entering the pool. When suntan oil is used, the pool furniture shall be covered with a towel prior to use to prevent staining the furniture.
- c) Children under 17 are not permitted in the pool except when accompanied by, and under constant supervision of an owner/lessee or guest. Children under age two are not permitted in the pool at any time.
- d) Balls, rafts floats, toys, etc., are not permitted in the pool or pool area.
- e) Physical therapy equipment is permitted.
- f) Persons with colds, skin diseases, inflamed eyes or communicable diseases are not permitted in the pool.
- g) Smoking is NOT permitted on the pool deck or in the rest rooms.
- h) No food or drink is permitted, and no pets are allowed on the pool deck or in the pool.

3. Pavilion Deck:

- a) Hours are 8:00 a.m. until 8:00 p.m., except during the summer 8:00 a.m. until dusk.

- b) Food and drink are allowed to be consumed on the Pavilion deck only.
 - c) Paper or plastic plates, and plastic utensils are approved. Beverages in plastic bottles or cans are permitted.
 - d) No glass or breakable containers or plates are permitted.
 - e) Smoking is not allowed under the Pavilion cover.
 - f) The grill must be cleaned after use.
4. Tennis Court Regulations:
- a) Use is limited to owners, lessees, and guests.
 - b) Proper attire, including shirts and tennis shoes are required while on the tennis court.
 - c) Play is to be limited to one hour, if the court is in demand.
 - d) No food is permitted in the tennis area.
5. Shuffle Board Court:
- a) Adult supervision is required for all children.
6. Private Parties - The party room and the adjacent meeting space may be used for private parties. These private parties must be approved by the Board of Directors and there may be a charge for its use. The following rules apply:
- a) Evidence of Liability Insurance naming the Association as an additional insured must be provided prior to any private parties.
 - b) Limit attendance to no more than 50 persons.
 - c) Guests must park in the guest parking areas in front of Buildings 4 and 5.
 - d) The clubhouse, kitchen, and common area facility must be left clean.
 - e) The owner must assume responsibility for any damage caused during the use.
 - f) No pool privileges as the pool area is "off limits" to private parties.
 - g) The Pavilion deck also cannot be used for private parties.
 - h) All Association social affairs in the clubhouse (cocktail parties, dinners, card parties etc. are offered solely for residents and their adult, overnight guests.
 - i) No outside organization or individuals, other than candidates for public office, will be permitted to use of common area facilities.
7. Lagoon - No fishing or swimming in the lagoon is permitted.

G. NOISE

1. No owner or lessee shall cause or permit disturbing noises in buildings, or common areas or permit activity of their guests which may interfere with the rights, comforts, or convenience of other apartment owners or lessees.
2. No apartment owner or lessee shall play a musical instrument after 11:00 p.m. or before 8:00 a.m.
3. Residents should be aware that voices carry throughout courtyards and common areas, and voices should be modulated accordingly.
4. No owner or lessee shall be permitted to make ANY renovations after 5:00 p.m. or before 8:00 a.m. on weekdays and not at all on weekends or holidays. Emergency repairs are allowed.
5. No owner, guest, or lessee shall operate televisions, musical recordings of any type in any manner which may disturb other apartment residents.
6. Barking Dogs. Owners must do everything they can to control their dogs barking if it disturbs other residents.

H. SIGNAGE AND OPEN HOUSES

1. No for sale signs or for lease signs are permitted to be displayed anywhere in the community.
2. No signage may be displayed in the windows of apartments.
3. Open Houses of units for sale or lease are prohibited.

I. DAMAGE TO COMMON AREAS

Owners are responsible for all damage to the common areas (floors, walls, handrails, elevators etc.) caused during moving, deliveries, renovations or by their negligence.

J. SALE OR LEASE

All re-sales or leases whether facilitated by the owner or by a Realtor are subject to the approval of the Association. Applications are available at the office and must be completed and the prospective owners or lessees must be interviewed and approved by the Association. All leases whether annual or short term seasonal must go through the approval process prior to occupancy. Occupancy restrictions can be found in the Declaration.

K. ASSOCIATION PROPERTY, PLANTERS, AND LANDSCAPING

1. No additional plantings are permitted in the Association property without approval of the Board of Directors. Plantings must be installed at the direction of the President or Vice President of the Association.
2. Plantings in the raised first floor planters are an Association maintenance responsibility. They will be maintained in a uniform manner consistent with the general appearance of the common areas. Any exception to the standard plantings must be approved by the Board of Directors.
3. Maintenance of hedges around the first floor porches is an Association responsibility. A uniform exposed height of approximately 15 inches will be maintained. Exceptions will need Board approval
4. Hallways in the interior of buildings must be left open for foot traffic and/or emergency gurneys, etc., which may have to enter or exit apartments. This means no planters or plantings can be placed in hallways. Planters are permitted in doorways or set-back areas or at the dead ends of hallways.
5. Owners are not permitted to make any changes to any of the common areas (Buildings, Carports, or Landscaping.)

L. FEES AND FINES

The Declaration provides for fines and fees as permitted by the Statute.