



RULES WE LIVE BY

Parliament Towers Condominium Inc.

405 North Ocean Blvd., Pompano Beach, Florida 33062

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PARLIAMENT TOWERS CONDOMINIUM, Inc.
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These Rules We Live By have been adopted pursuant to the Florida Condominium Act by the Parliament Towers Condominium Association, Inc. Board of Directors, to implement the policy and intent of the Declaration of Condominium, Articles of Incorporation, and By-laws of Parliament Towers Condominium Association, Inc., all of which are incorporated by reference into these Rules as fully stated. These Rules are intended to set and maintain high standards of appearance and etiquette that will enable all residents to both enjoy the condominium experience and enhance the value of their property. All Rules We Live By will apply to owners, residents, tenants, guests, employees, and contractors, as well as all individuals or entities located upon the condominium property, even if not so specifically stated in the Rules. Any violation of these Rules could subject the unit owner or offending party to a fine, judicial injunctive relief, damages, payment of reasonable attorney's fees, or other such relief as permitted under law. All residents must execute a receipt form acknowledging acceptance of the Rules We Live By, of which the receipt will be maintained by the management office in the resident's file.

I. Definitions

- a) The term **Association** means the Parliament Towers Condominium Association Inc., A Florida Not-For-Profit Corporation.
- b) **Association Address:**
Parliament Towers Condominium, Inc.
405 North Ocean Blvd.
Pompano Beach, FL 33062
(954) 941-2016 Office or (954) 941-5844 Front Desk
- c) **Association Documents**
The Articles of Incorporation for Parliament Towers Condominium Association Inc.; the By-Laws of Parliament Towers Condominium Association, Inc. and these Rules We Live By.
- d) **Association Members:** Owners of residences pursuant to a recorded Warranty Deed.
- e) The term **Board** means Parliament Towers Board of Directors who are elected or appointed to the board and perform all the duties as prescribed by the condominium documents.
- f) **Building** shall refer to all property owned/leased by the Association.
- g) **Management:** The Board of Directors has retained a professional management company to carry out the day-to-day operations of the building, and has given full authority to the Certified Association Manager, and any designees and staff, to carry out the directives of the Board of Directors relating to projects, management of staff working at the building, and all aspects of providing assistance, guidance or other necessary communication to residents as the need may arise.
- h) **Official Notice to Association Members:** The Board of Directors utilizes the TV Monitors located by the North and South Elevator banks and the mailbox rooms as the official location for posting all official Association notices required to be noticed to the membership, as well as other informational

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matters. Only postings authorized by management shall be displayed. Additional postings may be noticed via email and/or on the official Website Portal managed by the Management Company as technology advances become available.

- i) **Notice to Management:** The management office or the front desk should be contacted immediately for any matter pertaining to the building, including any emergencies, violations of these rules, and for any service requests or repairs relating to the common areas. Any resident complaint about staff should be communicated directly to the management office.
- j) **Front Desk:** The Front Desk is authorized to enforce the Rules We Live By on behalf of the management and will make timely written notifications of violations to management.
- k) **Responsibility for Knowledge and Observance of the Rules We Live By:** Knowledge of and observance of these rules by all residents, tenants, visitors, guests, workers, employees, or agents of a resident is the sole responsibility of the owner of the residence.
- l) **Residence:** The specific apartment within the building owned pursuant to a Warranty Deed.
- m) **Common Facilities:** Also known as common areas, areas of the building that are designated for use by all residents.
- n) **Key FOB:** A key FOB is a small electronic security device with built-in authentication protocols or mechanisms to allow whoever possesses it to enter secured locations of the building's common areas (doors, parking garage, fitness room, pool area, or cart rooms, etc.)
- o) **Owner:** Those whose names appear on the Deed as recorded with Broward County. If a unit is owned by an "entity" (Corporation, LLC, Trust, Partnership, etc.) only one individual, properly designated in writing by the entity's resolution, may act as "Owner" and such designation may not be modified except in writing filed with the condominium property management office and not more frequently than once in a 365-day period. An issued FOB shall indicate "OWNER". Owners are members of the Association and shall be listed as "OWNER" within the database maintained by the Association, and as a group, have ownership and voting rights with the Association.
- p) **Owner's Immediate Family:** Those immediate family members who reside in the building on a full or part-time basis and have passed a pre-approved screening process and have been approved by the Board as official residents. Immediate family members include Spouses, Parents, Children, Grandparents and Grandchildren of owners.
- q) **Tenants:** Those who passed a pre-approved screening process and have been approved by the Board as official tenants (a.k.a. lessees, renters) of the unit. Such persons shall be listed as "RENTER" within the database maintained by the Association.
- r) **Residents:** Owners, Immediate Family of Owners and Tenants are collectively referred to as Residents. Residents under the age of 18 may NOT authorize guests, houseguests or visitors. Live-in companions of approved residents may be considered for resident status provided the applicant produces a valid document indicating the unit address at Parliament Towers,

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Inc., passes a background screening and provides a valid United States Resident Visa if not a U.S. Citizen. They must be listed as "Resident" within the database maintained by the Association. Management may request proof that a family member is a full or part-time resident of the building.

- s) **Visitors:** Those who visit residents (including those who may stay overnight).
- t) **Specific Purpose Visitors with Unit Authorization from the Office:** Visitors with office authorization include contractors, workmen, cleaning crew(s), real estate agents and other individuals in a residence to perform a specific function for the resident.
- u) **Houseguests of Owners:** Those that stay in a unit and have access to common facilities without being accompanied by owner.
- v) **Family Care Worker (FCW):** A FCW is an employee or independent contractor who has contracted with a resident to provide assistance to the resident or immediate family member. All FCW's shall be registered with the management office.
- w) Each item stated in the masculine gender includes feminine gender or other.
- x) The term **Office** means the Condominium Management Office.
- y) The term **Rules We Live By** means Rules and Regulations.

II. Video Surveillance, Security and Access Rules

a) Video Surveillance and Security

The building has, for most areas, continuous recording video surveillance cameras that are provided for security and to assist with providing a safe and comfortable environment for all our residents and guests. The Association has 24-hour staff coverage (barring emergencies or short breaks) at the front desk that will periodically patrol the building and parking areas. These measures, in conjunction with other limited access entry points requiring a FOB, collectively work together to provide security for all residents. However, all these actions implemented by the Board are not meant to assume any liability on behalf of the Association for any personal injury, theft or other adverse consequences that may occur upon the building property. The Association cannot provide a 100% safety guarantee. All residents are asked to assist in reporting anything that needs to be brought to the attention of management. All residents that observe any individuals or situations that appear out of the ordinary should immediately contact the front desk and provide the information. Any observed hazardous condition should also be immediately reported. The safety of our residents is of primary concern.

b) Access Rules and FOBs

All secured doors and gates are to be closed and locked at all times. Security FOBs cannot be duplicated and must be purchased at the office at a charge determined by the Board. FOBs are a critical component of our building security. If lost or stolen, it

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must be reported to the Property Manager's office immediately. Deactivation of the lost or stolen FOB will help ensure the continued safety of our community.

The Association implements security protocols, which require an authorized FOB to access certain common areas for the security of all residents. Two (2) FOBs will be issued to each unit owner. Owners will receive the first two FOBs free of charge. A maximum of up to two (2) additional FOBs will cost \$25.00 each, subject to future price increases. FOBs remain the property of the Association who maintain full authority to add or remove access rights to the FOB based on the resident's current rights and obligations. Residents must not give their assigned FOB to anyone. They must report to the management office or front desk immediately if their FOB is lost or stolen. Lost or stolen FOBs will be replaced at a cost of \$25.00; this cost is subject to change. The Association reserves the right to deactivate any FOB found in the possession of someone other than the registered authorized user of that specific FOB.

Visitors

All guests, visitors or special-purpose visitors shall first obtain access to the building only via the Front Desk. The Front Desk will contact Owners and Residents in regard to all visitors, including those delivering food and Guests without keys. The Front Desk is employed for your protection and should not be reprimanded for questioning a Guest's identification and or purpose of visit. Visitors must register with the front desk and will be allowed access to the unit floor only when the Resident is present at the unit or has preregistered the guest at the office. Please contact Management office for guest pre-registration prior to your guest's arrival. The Owner should advise Guests or Visitors that their stay can be terminated if any of the Rules are violated.

Owners must provide a copy of the Rules to Guests and Lessees.

Specific Purpose Visitors (contractors, health workers, realtors etc.)

Special Purpose Visitors shall have NO rights to use any common facility or services. Check with office management for specific rules. Specific purpose visitors shall not be provided any FOB or possess any access device issued to an owner, owner's immediate family, tenant or resident.

1. Houseguests

Houseguests shall be pre-registered by the owner to use their unit while the owner is away from the unit. Required forms shall be submitted either electronically or in writing by the owner and approved by management prior to arrival. Only the owner or tenant may designate houseguests.

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2. **Renter** The FOB will be designated as RENTER and list the lease expiration date and shall only function through the term of the approved lease agreement.

III. Management

- a) Management may establish proper procedures, forms and applications to implement our rules. The management office is located in the lobby area. The operating hours are Monday-Friday, from 9:00 a.m. until 4:00 p.m. In the event of any emergency occurring outside these hours, contact the front desk or call the Management Call Center. The days and hours of operation may vary, and every effort will be made to notify residents of any changes. If you have a complaint or question of any kind regarding the rules, or an employee's action, please notify the Property Manager so that the Board can resolve it. Please be respectful. Do not argue or reprimand the employee as this could result in a fine.
- b) The Association has the right of immediate entry into apartments in case of emergencies. To facilitate entry, each owner **MUST** provide a key for each lock with the office and provide updated keys when locks are changed. An emergency may include any instance where immediate and necessary entrance is required to check for water leaks, fire or any other problem that might be a threat to the common elements or any neighboring units. Management or the Board may take such further steps as are necessary under the circumstances, to remedy the situation at the cost of the unit Owner. If management is not in possession of a working key or code, the Association or management will not be responsible for damage incurred by forced entry into the unit. Weather emergencies will result in a \$250 fee for furniture removal from balconies.
- c) Management, subject to the directives of the Board, is solely responsible for the supervision of the employees on staff of the building. Should a resident or owner become aware of a situation involving employees on staff at the building, they should report it only to management or Board Members and not approach the staff directly. Please do not interrupt or converse with staff as they perform their duties.
- d) The Board may establish any number of committees comprised of Association members who may assist the Board in specific matters and make recommendations to the board regarding the matter.
- e) The office equipment, including computers, fax, and copy machines, are for the business of the Association only.
- f) After hours work by maintenance staff is permitted. Owners must pay for any after-hours work done in their apartments. A release form for each employee hired for after-hours work must be obtained from the office and signed by the owner. Employees are not allowed to do private work on Parliament House time.

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Work requiring local building permits may not be performed by building employees. Noise restrictions apply.

IV. Occupancy and Use Restrictions

- a) The units are to be used for single-family residence only. There is a three (3) year ownership requirement before any unit may be rented. Units may not be rented for more than one (1) year per lease. If a renter stays less than 12 months, the unit may not be rented again until the one year lease expires. Houseguests may stay for up to 30 days with the owner in residence. For periods longer than 31 days in a calendar year, the guest must be interviewed by the Board and pass a background check at the owner's expense. The Owner or the Owner's agent must give a copy of these Rules to the tenants and guests. If the owner is not in residence, guests may stay for up to 15 days. Permanent occupants of a unit are limited to a quantity equal or less than the number of bedrooms in the unit times two. Only the Board of Directors may make exceptions.
- b) No resident can engage in or permit any activity that will obstruct or interfere with the rights of other unit owners. Under no circumstances should an owner or resident commit or permit any nuisance or illegal act in the unit, on the common elements, or in the limited common elements.
- c) The Board must approve any change in the permanent occupants, including lessees of any unit prior to their moving in. The Board will have a personal interview with any applicant and approval of applicant's residency may be withheld for just cause.
- d) Unit Windows should NEVER be used to enter/exit or to bring in/out packages or furniture.
- e) The owner and/or lessee of an apartment is financially responsible for any damage to the common areas or facilities caused by them, other occupants of the unit, guests or personnel employed by a contractor, employed by the owner.
- f) All owners and/or lessees agree to abide by and be governed under the Declaration, By-Laws and Rules of the Parliament Towers Condominium, Inc., as amended from time to time.
- g) **Extended Absence from Unit**
 - For security or emergency purposes, it is recommended that when a resident leaves the unit unoccupied for seven or more days, they should communicate by telephone, e-mail or other electronic means (resident portal website if applicable) to the Property Manager and advise dates of absence, providing a telephone number where they or an emergency contact representative may be reached.

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- Arrangements for regular inspection of your unit when you are gone shall be made with a trusted party. Resident or their designee is responsible for inspecting the unit within 24 hours after a storm. You shall leave parked vehicle keys in your unit and notify the office where they are to enable vehicle movement in emergencies. (Suggestion for these notes in website portal). The Association is not responsible to move vehicles; all liability remains with vehicle owner.
 - Shut-off Water: When a resident is to be gone for 7 consecutive days or more, the main water valve to the unit shall be turned off. See Property Manager for location and instructions. This is extremely important and a requirement of our insurance company. A working flood-buster must be present in your utility closet.
 - Deliveries: If you are absent from the property and a delivery is made, the Association will not be responsible for the loss or damage to any such property. Please notify the front desk if you are expecting a delivery and make arrangements with the Property Manager or the office. Packages must be picked up within 7 days or risk being sent back to place of origin.
 - Hurricane Season - (June 1 – November 30) - All items must be removed from your balconies when you are not in residence. This includes all furniture, cushions, decorations, plants, etc. If the Association staff needs to remove items from your balcony due to an impending hurricane watch or warning, you will be charged a fee of \$250.00 per incident. In no case is the Association responsible for placing removed items back onto your balcony. Please refer to approved hurricane procedures for more information. All residents, tenants, guests, or visitors should follow the direction regarding necessity of evacuation by the Board who, along with Property Management, determines the course of action.
- h) Television/Cable Services - The Association provides all units with basic cable television as part of included services. Residents may upgrade service levels with the vendor. See management office for details. Residents may not install any exterior antennas, "satellite dishes", and or other electronic devices on common areas, limited common areas, or balconies. No item may be attached to the building nor may any holes be drilled into the common elements including balconies.
- i) No free-standing or window type air-conditioning units or heaters may be in use within any residence.
- j) In consideration of neighbors, be mindful of noise transmitted by any electronic device or appliances. Approved and permitted flooring must be installed with proper noise reduction materials. No loud noises permitted after 10:00 p.m.
- k) Water supply to equipment in your units: We strongly recommend use of metal braided hoses to reduce the likelihood of leaks on water supply lines to washing machines, toilets and other unit equipment such as ice-makers, dishwashers, etc.
- l) Skateboarding, roller blading, bike riding or any other activities deemed dangerous by management are not allowed anywhere on the property.

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- m) Owners are responsible for any damage caused to any other residence, common or limited common areas, by a water leak or other damaging event originating from their unit. A working flood-buster must be present in all utility closets. The Board is not permitted to make insurance mandatory, but it is strongly recommended.
- n) Smoking or vaping is not permitted in the building or on Association grounds except in the designated area by management.

V. Children

- a) No child under 16 years of age is permitted to occupy any unit solo unless a parent or other adult is also present. (board decision)
- b) Children are restricted from playing in corridors, foyers, stairways or other common areas, and from riding up and down the elevators unnecessarily.
- c) Children under the age of 16 are not permitted in the Fitness Center or saunas.
- d) Children are the responsibility of the Owner or legal guardian and must maintain full compliance with the rules of the Association.

VI. Maintenance

- a) No signs or advertisements, no political endorsements, including candidate notices for Board of Director positions, or other graphics or lettering shall be exhibited, displayed, inscribed, painted or affixed in, on or upon any part of the condominium exterior or Association property, except signs used or approved by management on behalf of the Board. No solicitors of any kind will be permitted in the building at any time, except by individual appointment with a resident.
- b) To avoid mold, when your unit is not inhabited for an extended period of time (seasonal residents, for instance), set thermostat to no higher than 78 degrees.
- c) All units must be serviced by pest control to keep the building free of pests. Any occupant of a unit who does not want pest control must provide a note from a doctor, or other certified medical personnel, stating that the treatment is detrimental to that person's well-being.

VII. Building Exterior, Balconies, Hallways and Foyers

Balconies

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- a) Mops, cloths, brooms and vacuum cleaner bags should not be dusted or shaken from unit windows, balconies, in the hallways, in stairways or in the trash chutes.
- b) Flowerpots, boxes and other apparatus must not be kept on balcony rails, outside windows or doors.
- c) Awning, umbrellas, canopy, decorative shutters or other projections should not be attached to or placed upon the outside walls or balcony of the building or on the common elements.
- d) No cooking or barbecuing of any type (propane, gas, electric, charcoal etc.) is permitted on the balconies or building grounds except for building-maintained barbeque grills on the pool deck.
- e) No alteration of building colors is permitted on balconies.
- f) Beach towels shall not be shaken or hung from balcony rails.
- g) Glass top tables are not permitted on balconies.
- h) No feeding of birds.

Storage

Storage in stairwells, foyers, garage and all other common areas is prohibited by the Pompano Beach Fire Department. Violations should be reported to the Property Manager. Residents must not store any article, whether in their unit or in storage rooms, which will create a fire hazard. No storage is allowed in utility closets.

Laundry Rooms

- a) Report any machine failures to the office promptly.
- b) Follow directions on the lid of machines.
- c) Do not add water to the machines.
- d) Be considerate of others and remove your wash promptly.
- e) Remove lint from dryer.
- f) Sink in laundry room should only be used by residents for laundry purposes.
- g) Hours of use are from 7 a.m. to 10 p.m.

VIII. Swimming Pool and Pool Deck

- a) To comply with insurance regulations, and to avoid accidents, users of the pool area must observe posted safety rules.
- b) The pool is open from dawn until dusk. The pool deck is open from 7 a.m. to 10 p.m.
- c) An adult must accompany and actively supervise all children under age 12.
- d) No glass containers are allowed on the pool deck. Beverages must be in non-breakable plastic containers or cans. Broken glass in the pool requires the

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pool to be drained, cleaned and inspected. This cost will be levied to the Owner of the unit.

- e) No food or drink in the pool.
- f) Smoking and vaping in pool area is not permitted.
- g) Cover chairs and lounges with a towel. In an effort to assure the availability of pool chairs and lounges for everyone, these items may only be reserved for one hour with a towel if unoccupied.
- h) Return chairs, lounges, and umbrellas to their original positions after use.
- i) No one is permitted to enter the lobby while wet. Dripping wet clothing is a safety hazard on floors. Please dry off before returning to the lobby or using lobby level restrooms.
- j) Shoes, shirts or proper cover-ups shall be worn at all times in the interior common areas. Appropriate attire is required at all times at the pool. Nude and topless sunbathing/swimming is forbidden.
- k) There is NO lifeguard on duty at the pool. The Association is NOT responsible for any losses, injuries or accidents. All persons use the pool and facilities at their own risk.
- l) It is prohibited for any person to misuse or remove pool emergency lifesaving equipment.
- m) The Parliament Towers Condominium Association is not responsible for any items left unattended at the pool deck.
- n) Floats, rafts, underwater gear or similar devices are not permitted in the pool if it is an interference to others using the pool.
- o) For the protection of all concerned, persons with skin rashes, sores, any skin abrasion or communicable diseases, will not be permitted in the pool.
- p) The pool shower is intended for rinsing off sand, suntan oil or lotions before entering the pool. It should not be used for bathing or shampooing hair.
- q) All babies in the pool must wear swim diapers; regular diapers are not permitted. Adult diapers are not permitted in the pool. Animals, including ESA or service animals, are not permitted in the pool.
- r) Loud music and behavior disturbing to others is not permitted.
- s) When returning from the beach, enter through the pool gate only. Please use the hose provided to remove sand and tar.

IX. Fitness Room and Sauna

- a) The fitness center is for the use and enjoyment of all residents and guests. Anyone using the exercise rooms does so at their own risk. Rules are posted and must be observed to ensure your safety.
- b) These facilities are not available to anyone under 16 years of age.
- c) Do not use the exercise rooms while in wet attire.
- d) Residents are required to leave exercise equipment in its proper place. Equipment may not be moved, relocated or removed from the exercise room.

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- e) After using the exercise equipment, residents must wipe the equipment with spray bottles and paper towels or disinfectant wipes that are provided in the facility.
- f) Food or beverages, except for water, are not permitted.
- g) Exercise equipment cannot be reserved.
- h) The Association is not responsible for any loss, injury or accident from the use of any exercise equipment or sauna use. Personal trainers are the owner's responsibility.
- i) Headphones must be used with any personal audio equipment. No loud cell phone conversations can occur within the fitness rooms. Please use common courtesy.

X. Community Room(s) Usage

- a) The Community "Multi-Purpose" Rooms and Library are available for the use of residents from 7 a.m. to 10 p.m. daily. The rooms may be reserved for private use on a first come, first served basis. Please see the Property Manager for scheduling. There is a cost of \$250. A refundable deposit of \$500 may be required. The Board or Management may exclude some days for Association functions.
- b) Parking arrangements – Please be aware there is limited guest parking at the Parliament House. It is advisable to arrange a parking plan in advance. A shuttle bus/van and off-site parking arrangements are the responsibility of the owner/lessee.
- c) Cleanup is your responsibility. The premises are to be cleaned fully and to the satisfaction of an inspection of the Property Manager after the event. If additional cleaning is required by maintenance personnel, then a cleanup fee will be deducted from the on-file deposit.
- d) Trash and garbage. Users are expected to provide their own trash bags and deliver all trash and recycling to the trash rooms.
- e) The Community Rooms are common area spaces; all rules applicable to common areas apply and are expected to be observed. Reservation of the facilities allows for exclusive use by the owner and their invited guests during the time for which it is reserved.
- f) Use of the Community Rooms by business associates, friends, relatives, political organizations, charities, community affairs, etc., must have specific prior authorization by the Board.
- g) The grills and tiki huts may not be exclusively reserved; they are available to all Association residents.

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XI. Elevators

- a) Be a good neighbor and do not unnecessarily hold an elevator.
- b) Our elevators are maintained in a safe condition, but malfunctions can occasionally occur. Should this happen when you are in an elevator, DO NOT PANIC. Use the emergency call system in the elevator to advise of your situation. This is connected to the front desk who will initiate appropriate rescue action and will contact the personnel who are qualified to take action necessary to bring you to safety. Stay on the line so they can advise you as to what is being done. Please report any malfunction of an elevator to the Property Manager or Front Desk staff.
- c) Grocery carts, luggage carriers and other wheeled devices, with the exception of wheelchairs and walkers, should use the service elevator if available.
- d) All furniture and other oversized items must be transported in the service elevator.
- e) All service personnel (repairmen, tradesmen, deliverymen, etc.) must use the service elevator if available.

XII. Deliveries and Moving

- a) Delivery persons will be permitted to enter the building and make deliveries directly to units only upon prior clearance by the Property Management Office. The Front Desk may not permit entrance to elevators until such clearance is obtained.
- b) Delivery trucks and moving vans with large items must park in the designated area of the northeast corner of the building. Delivery of all large items, such as furniture, must be pre-arranged with the office so that protective pads can be installed in the elevator. All such deliveries and move in/out must be scheduled with the office for weekdays, Monday - Friday from 8:00 a.m. to 4:00 p.m. Saturday hours require special approval from Management in writing. A \$250 refundable deposit against damage is required for move ins/outs. No deliveries allowed on Sundays or Holidays. The resident must be present to accept such deliveries, unless the owner has notified the office and the office has approved prior arrangements in advance to avoid conflicts with parking and excessive elevator tie-ups. Moving companies will be denied access without the proper insurance forms, approved by the office in advance.
- c) All food deliveries must be received by the resident/guest ordering at the front desk. Specially approved food delivery to a unit will be decided on a case-by-case basis and Management should be notified in advance. Any outside food delivery person that will be in the building will be asked to leave their identification or license with front desk to be picked up upon their exit.

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- d) All package deliveries must be picked up within 7 days of arrival or they may be returned to sender. Oversized items or parcels with a weight of 40 pounds or more will not be held at front desk. Owner must be present to accept large item at time of delivery or front desk personnel can refuse delivery.

XIII. Trash and Recycling

- a) Refuse must be placed in a tied bag before depositing in the trash chutes and must be of a size to fall freely down the chute. This helps prevent blockage, pests and odor. Do not force any refuse into chute.
- b) We participate in the city of Pompano Beach's single-stream recycling program. Bins in the trash rooms for recycling are clearly marked. Pizza boxes cannot be recycled. Please throw them away.
- c) Glass, plastic bottles and containers (#1-7 on bottom), jars and cans should be rinsed and placed in the recycling bin. Crushed or flattened boxes, office papers, magazines and newspapers should be placed on the shelf. Boxes on the shelves must be empty and flattened/broken down. Pompano Beach requires recycling items be clear of food waste. Plastic bags and plastic wrappings will damage the City's recycling machinery – do not place in recycle bins. Foam cups and Styrofoam take out containers are also not recyclable.
- d) Very large items are not the responsibility of the building and must be taken to the city dump site. Large refuse must not be left in the basement recycling area.
- e) Please be sure that syringes and other medical waste are appropriately packed. Medical waste may not be disposed of in trash. Owners are responsible for arranging for disposal of medical waste.
- f) Your contractor must remove trash generated by remodeling from the property; we cannot dispose of construction debris.
- g) Soiled diapers and animal waste must be double bagged before being put down trash chutes.

XIV. Grocery, Luggage and Beach Carts

- a) Carts are provided in the storeroom for transport of groceries, etc. Residents should refrain from unloading groceries or other items through the front door and transporting through the lobby. Please use the rear door.
- b) Please promptly return empty carts to the storeroom. Do not leave the cart in your unit, elevator foyer, unaccompanied in the elevator, or blocking access to elevator doors on the garage level. Doing so can result in a fine.
- c) Grocery carts must not be used for construction purposes, or to move heavy items. Damage to the carts due to such use will be charged replacement costs to the Owner of the unit.
- d) Luggage carts are available in the lobby storeroom and can be obtained with your FOB. Please be considerate and return the cart to the lobby in a timely manner.

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- e) Construction personnel must bring their own carts.
- f) Residents with carts should use the service elevator when available.

XV. Homeowners' Insurance/Renters' Insurance

The Parliament House strongly recommends that every owner protect their home by obtaining and maintaining adequate homeowners'/renters' insurance. In addition to damage that can occur in any home, we live in an area known for severe weather, tropical storms, and hurricanes. When damage occurs, it is usually extensive and can affect surrounding units. It is important to note that the Association's building coverage does not cover your individual unit. Policies with HO6 coverage are recommended.

XVI. Fire Alarm – Life Safety System

- a) The Life Safety Fire Alarm System at the Parliament House is to protect all life in the building in the event of a fire. It can be set off by an actual fire, or fire-like triggers such as cooking smoke, construction dust, steam vapor, etc.
- b) Smoke detectors are an important part of our fire safety system. Under no circumstances are they to be tampered with by unauthorized personnel. If there is a problem with one of these units, please notify the Front Desk at once.
- c) The smoke detectors in all common areas, foyers, hallways, lobby, etc., if activated will send out a full fire alarm to the Central Station who dispatches the City of Pompano Beach Fire Department. When the alarm is activated, the alarm sounds continually. The Fire Department is dispatched and the alarm can only be reset after verifying that no fire exists. In case of a false alarm, the unit owner who activated the false alarm may be charged back by the Association for any bills received from the City.
- d) In order to reduce the possibility of a false alarm, it is recommended to open the balcony door not the doors that open into the hallway if cooking smoke becomes present in your unit.
- e) All units are equipped with fire safety loudspeakers in each bedroom. In case of fire, follow instructions.

XVII. Parking Garage and Vehicles

- a) All owners' vehicles must have Management assigned parking decals to park either in the garage or in the outside spaces.
- b) Residents must park in their assigned garage or outdoor space(s) in such a manner as to not encroach on adjacent parking spaces. Stay within the lines.
- c) Unless in a designated parking space, no vehicle is allowed to be left unattended in the garage. Parking is prohibited in the front circular driveway (Fire Lane).

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- d) All parking violations, damage to a vehicle or Association property, must be immediately reported to the front desk and/or management office.
- e) Speeding in the parking areas will not be tolerated. Please observe the 5 MPH speed limit.
- f) Guests and all visitors must obtain a temporary parking pass from the Front Desk. Visitors going to the beach only, will not be granted a parking pass.
- g) Vehicles that are improperly parked, not parked in the appropriate spaces, or not properly displaying a decal or a guest pass will be subject to a fine and towing at the owner's expense.
- h) Vehicles may not be backed into a parking space; head-in parking only.
- i) The ramp leading to the second level parking lot is for one-way exiting only. Drivers are not permitted to enter the second level from 4th Street.
- j) No repairs of vehicles can be made on Association property except in the event of an emergency (i.e. flat tire, dead battery, windshield repair). Any inoperable vehicle must be removed from the property within 24 hours or will be subject to towing at the owner's expense. All vehicles must have valid and current license tags.
- k) Boats, jet skis, trailers, RVs, motor homes, oversized or commercial vehicles or those marked with advertisement or lettering, are not permitted to be parked at any time, on Association property.
- l) Car washing is only permitted in the two South side designated spaces by the water hoses.
- m) Motorcycles and motor scooters must be registered with the Property Management Office in the same way as any other motorized vehicle.
- n) The Association is not responsible for any damage to any vehicle or loss of property from any vehicle.
- o) No contractor, service or delivery vehicles hired by owners can park in the garage.
- p) Miscellaneous items may not be stored in the garage or in your assigned parking space.
- q) Guest Parking:
 - Limited guest spaces are available (first come, first served) to a guest of a resident only during the time the guest is registered and on the premises. Guests must have valid guest pass displayed on the dashboard of the vehicle or be subject to towing at vehicle owner's expense and liability.
 - Guest parking spaces may not be reserved.
 - Guests may only park in non-resident assigned spaces. (Front of building)
- r) Bicycles - Bicycles may be stored in the garage in racks in designated areas only. There is a limit of one bicycle per permanent resident. Every bicycle MUST be registered with the Parliament Office and display a registration decal to identify the owner. Bikes must be kept in operational condition. Bicycles are not permitted in passenger elevators - Service Elevator only. Failure to follow the preceding requirements will result in removal and disposal of the bike. Parliament Towers Association is not responsible for damage or theft of bicycles.
- s) No vehicle longer than 18 feet is allowed to park in a parking space.

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- t) The Handicapped parking space in front of the building is for temporary parking only, not for long-term parking (30 minutes only).
- u) There is one space near North side entrance for use for load and unload. There is a 10 minute limit and vehicle must be pulled all the way forward head in so as not to obstruct area.
- v) Parking in another owner's space is permitted if authorized in writing by the owner and authorization must be given to the office. (Or indicated on website portal).

XVIII. Contractors and Remodeling

- a) Work is not to be performed by contractors in individual units or on property on Saturdays, Sundays and holidays with the exception of emergency work (cable/internet, air conditioning, plumbing, electrical, refrigerator, etc.). Exceptions require special management approval. Please notify front desk of emergency visits. Work is restricted to Monday through Friday, 8:00 a.m. to 4:00 p.m.
- b) Unless the Front Desk has received Property Management approval, no material will be accepted for delivery and the contractor will not be permitted to enter the building.
- c) Contractors must check in with the Front Desk upon arrival on the premises.
- d) Contractors must submit a copy of all permits, their license and insurance documents to the office before work may commence.
- e) All outside service or repair personnel or contractors will be admitted by Front Desk personnel through the west side service door and directed to the service elevator to get to the owner's apartment.
- f) No plumbing, electrical or other work requiring the use of a licensed contractor will be permitted by non-licensed persons/contractors. Staff workers cannot perform work requiring a licensed contractor. Required permits must be given to the management office.
- g) Contractors must use the Service Elevator for the transportation of materials, tools or equipment for construction work. Owners are responsible for any damage to elevators caused by overloading or other abuse by movers or contractors. Contractors working in owner units must lay protective floor coverings in the hallways daily by contractors from elevator to units undergoing renovations. All common area covering must be removed at end of work day.
- h) All floor coverings in units must meet acoustical specifications as follows: Carpeting – wall to wall carpeting and area rugs must have adequate under padding separate from the carpeting. Tile, marble, wood or any hard floor surfaces shall be under-layered to meet Impact Insulation Ratings established by the City of Pompano Beach Building Code. Cement refinishing of the original concrete slab which separates the units is not permissible. No carpeting or tiling of balcony areas will be permitted.
- i) Elective installation of new air conditioning units or new water heaters should be scheduled for Monday through Friday. Management Office needs 24

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hours notice. Emergency installations must be cleared by Management or Board. All units must have city of Pompano Beach permits. New AC units must include replacement of valves at Owner's expense.

- j) Contractors cannot stage nor store any materials in the garage nor perform any construction or assembly anywhere other than the owner's unit. (Not on balconies or in hallways.) Contractors must supply their own material handling equipment to move materials and use Service Elevator exclusively.
- k) Contractors must keep windows and doors to common areas closed while working to reduce noise and dust levels which affect neighbors.
- l) A \$250 refundable deposit is required over the course of the renovation.

XIX. Resident Leases

- a) The lessee/renter (s) are subject to all provisions of the Condo documents and this document. All provisions that apply to owners apply to anyone leasing at Parliament House.
- b) All lessees must have a Parliament House lease, must be interviewed and approved by the board. A new lease is required annually.
- c) The unit owner must supply the lessee with a copy of these rules and inform the lessee of the importance of complying with these Rules.
- d) Unit owners may rent their unit once in a calendar year after three years of ownership.
- e) Renters must pay a refundable deposit of \$100.00 for a parking decal. Decal must be returned for a refund.

XX. Resale of Unit

- a) All accounts must be up to date with Management office before sale.
- b) Water heater in unit must be less than 15 years old or be replaced by seller.
- c) Tankless water heaters are not permitted.

XXI. Realtor Access

- a) Realtors are allowed to show units 5 days a week between 9:00 a.m. and 5:00 p.m., weekends from 9:00 a.m. to 3:00 p.m.
- b) Realtors must make arrangements for keys i.e.) key lockbox or electronic access to the unit. The front desk or management office cannot give out keys or grant access to a unit. Under no circumstances will the front desk or management office be used as an exchange point for unit keys.
- c) No realtors should be given any FOBs. FOBs found in possession of realtors will be deactivated and the unit owner will be charged \$25 for reprogramming of the FOBs.

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- d) Realtors and their clients must register with the front desk upon arrival and be provided with a temporary parking pass.
- e) Realtors must be present with their clients at all times. Clients are not allowed to wander the property without their realtor.
- f) Open Houses are not permitted on the property.
- g) Persons found in violation of the above policies may be removed from the property at the sole discretion of management or board member.

XXII. Animals

The Parliament Towers Condominium is a NO PET BUILDING. In compliance with Federal and State laws, and the documents of the Condominium, Parliament Towers maintains the following policies:

- a) Only properly authenticated service animals and emotional support animals (ESA) are permitted in the building. Required vaccinations must be updated upon their expiration and copies of paperwork submitted to office.
- b) On an annual basis, Owners/Lessees who wish to apply for an accommodation to the building's "no pets" policy for an ESA must bring their properly updated certifications to the management office to be permitted to continue to have an animal in the building. For new Owners, all documents must be submitted to the office prior to approval and prior to accommodations.
- c) All animals must be on a leash no greater than six (6) feet in length when outside the Resident's unit while on association property.
- d) No animal can be left unattended on a unit balcony without a person present.
- e) All residents must control the noise or nuisance made by the service or emotional support animal whether within the unit, on the balcony or outside the unit. No excessive noise will be permitted.
- f) No animals may release their waste outside the Owner's unit in the building, on the condominium property, or on the balconies. Emotional support cats and birds may use their litter boxes. No accumulation of waste is permitted in the unit.
- g) In the event of an accident, animal owners must immediately clean up the waste and wash and sanitize the area.

XXIII. Violation Procedures

- a) The association may levy fines for the failure of the owner of the unit or its tenant(s), guest(s) or person(s) within the building to comply with any

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provision of the declaration, the association bylaws, or rules of the association.

b) A fine may be levied by the board with a single notice and opportunity for hearing before the grievance committee.

c) The fine may not exceed \$100 per violation, or of a continuing violation, \$100 per day up to \$1,000.

d) The association may suspend the right of a unit owner, or a unit owner's tenant, guest, or invitee, to use the common elements, common facilities, or any other association property for failure to comply with any provision of the declaration, the association bylaws, or reasonable rules of the association.