

The Bermuda House Association  
Rules and Regulations  
Revised October 2022



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*Dear Unit Owners:*

*This Booklet includes the June 2022 revised Bermuda House Rules and Regulations. We request that you read them thoroughly, sign the last page to signify receipt and return that page to the Bermuda House office for our permanent file.*

*All Rules and Regulations will be strictly enforced.*

*Thank You,*

*The Bermuda House Board of Directors*

## **Bermuda House Condominium Association, Inc Revised Rules and Regulations**

Dear Owner:

The Board of Directors of the Bermuda House Condominium Association represents a community of individuals who are both residents of the building and members of the Bermuda House condominium community.

In order to maintain the proper safety, maintenance and good order of the building and to maintain the welfare and security of all the members of the community, the Board of Directors is empowered to establish, change or revoke any and all Rules and Regulations in accordance with the Condominium "Declaration of Condominium", The Articles of Incorporation and the By-laws.

Please be advised that all owners, guests, lessees, visitors, contractors and household help are required to abide by these rules. **Unit owners are responsible for the actions and behaviors of their lessees, visitors, contractors and household help.**

In addition, to be effective, Rules must be enforced. In accordance, The Board of Directors has established and approved a protocol for managing non-compliance of any Bermuda House governing documents. The Board has appointed a Fining (Covenant) Committee to review issues, if necessary. Any complaints must be made in writing, signed and presented to the Office Manager.. A complainant's name will remain confidential.

**The Bermuda House is a Smoke Free building, including but not limited to lobbies, elevators, walkways, balconies, community rooms, rest rooms, storage rooms, and North and South stairways. Also, all parking areas, garages and the entire pool and lawn area are to be Smoke-Free.**

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## **1. Monthly Maintenance and Assessments**

- A. Each unit owner must pay the unit's monthly maintenance fee by the 1<sup>st</sup> day of each month. There will be a fine of \$25.00 per month for fees not received at our assigned bank by the 5<sup>th</sup> day of the month. No payments will be accepted at the Bermuda House office or the mailroom box. Please check with the Bermuda House office regarding methods of payment. All payments must be in US dollars.**
- B. If non-payment of fees persists for more than 2 months, the Board Of Directors may take legal action to enforce payment and/or to establish a lien on the unit as prescribed by Section 6.3 and Section 6.4 of the Bermuda House "Declaration of Condominium" documents.**
- C. At times, the Board of Directors may need to vote for an owner's assessment to cover a major expense. A monthly late fee of \$25.00 may be charged for past due assessments.**

## **2. Unit Occupancy**

- A. A condo is considered the personal residence of the owner and their immediate family or their Board approved lessee and their immediate family. Immediate family includes only children, mother, father, siblings and grandchildren. Per Order of the Fire Department all shutters must be open when a unit is occupied.**
- B. Guests that are not immediate family members of the owner/lessee are not permitted to stay in a condo or use Bermuda house facilities when the owner/lessee is not living in the condo. Guests that are not immediate family members and are visiting the owners/lessees may not invite guests to visit or use common facilities if the owners/lessees are out of the building. All overnight guests, including family members, must be registered in the office and also register their car if it is parked in the owner's space or West lot. A note must be temporarily placed on the dashboard stating which condo they are visiting. Registration of guests is crucial in the event of an emergency. Registration forms are available in the mailroom or on-line at the Bermuda House website. Owners must provide their guests with fobs, keys and garage/parking gate openers. The office can not let anyone into a unit. Violation of use of fobs or gate openers will results in deactivation of fobs and possible fines. Owners must inform their guests of condo rules. Serious infractions or breaking of Pompano Beach Laws/Ordinances could lead to possible eviction.**

- C. No unit or portion thereof may be used for any other purpose than as a personal residence.
- D. On a permanent or long term basis, no unit may be occupied by more than 4 persons. Six or more adult guests is considered an excessive number of guests. Non-family members that stay over 30 days are considered residents and must be approved by the BHA Board of Directors.
- E. No owner/lessee may create a situation or environment that would be detrimental to the other members of the condominium community. See No-Smoking Policy section. This includes, but is not limited to creating unreasonable noises, odors or unsanitary conditions. This includes attracting bugs by not sealing up food, leaving open containers or trash in their condo. All units must allow monthly mandatory pest control access to their condo. The Office Manager will notify owners by posted notice and e-mail of the scheduled Pest Control dates.
- F. Nothing may be swept, shaken, poured, tossed or hosed off from the balconies or catwalks.
- G. Nothing may be placed on balconies that could fall or be blown away that could cause injury to anyone below or diminish the appearance of the building. No articles may be placed on catwalks or by condo doorways such as plants, flowers, doormats, chairs, or statues (per order of the Fire Department). Only Board of Director approved articles may be used to decorate elevator areas. Catwalk condo front and guest bedroom doors are not to be propped open. First floor balcony gates are not to be propped open and safety locks must be working properly.
- H. No laundry, bathing suits, towels or rugs may be hung on the balcony railings. No laundry racks or drying lines are permitted on balconies. All lighting on the balconies must be yellow "bug light type" only, as approved for "turtle season". A fine from the city will be issued if anyone is found with a white light on their balcony and in return the Board of Directors will fine the unit owner. The Bermuda House requires "Turtle Safe" lights year round.
- I. No cooking is permitted on balconies. No appliances may be stored on the balcony. No storage or use of grills or generators is permitted. No permanently attached Satellite dishes are permitted on the balcony since running wiring requires a hole in the common area wall. No storage containers higher than the balcony rail are permitted.

- J. No rugs of any type are permitted on the balcony floor. Tile flooring is now permitted on the balcony providing specific instructions set forth by the Board are followed. Tile rules and instructions may be obtained from the Office Manager.**
- K. The unit owner is responsible for maintaining their condo water heater and air conditioner in a proper working condition in order to prevent flooding or excessive heat that may affect other units. The Board of Directors has voted that it is mandatory for the owner to install a new water heater every 10 years. Proof of installation must be provided to the office to be put on file. Air conditioners must be serviced every 12 months and filters changed frequently to prevent clogging and leakage. Owner must notify the office at least yearly that their air conditioner is being serviced. A service contract is recommended. Air conditioners must be equipped with a float switch in the condensate drain pan. To prevent flooding.**
- L. In anticipation of an absence from your condo, the owner/lessee must notify the management office using the proper form from the mailroom or from the Bermuda House on-line website. The owner/lessee must identify a responsible person or firm responsible for the care and inspection of the unit during their absence. This person/firm must have the authority to correct problems in the unit which, if not corrected, could affect other units. Very important, when absent from your unit: the main water valve in the A/C closet and the kitchen drain valve under the sink must be turned off. Also the breaker for your water heater must be shut off. Per Fire Department order hurricane shutters must be closed if absent more than 3 days. All balconies and windows must have approved hurricane shutters. Hurricane shutters not closed prior to a wind storm after notification by the office and require BHA staff to close will be charged a \$150. fee to close the hurricane shutters. Hurricane shutters that are discovered to be missing latches, pins etc or are inoperable will be ordered repaired at that owner's expense.**
- M. Smoking Policy**  
The Bermuda House is a Smoke Free building and property, including but not limited to condo units, lobbies, elevators, walkways, community rooms, restrooms, Storage rooms, North and South stairways, all parking areas, garages and the entire pool and lawn areas. This includes all types of smoking.  
The Bermuda House Board of Directors approved a ban on any type of smoking, tobacco, vapor or otherwise, that causes an intrusion and/or infiltration of smoke, odor or similar annoyance, into a neighboring unit or balcony, which interferes with the quiet use and enjoyment of another owner's property, thus constituting a nuisance and/or creates an unsafe fire, health or safety condition within the common elements.

### **3. Keys, Key Fobs and Door Locks**

- A. By order of the Florida State Condominium Statutes, the Bermuda House Association must have emergency access to all units. In the event that a unit must be entered for a required common area maintenance issue, prior notification must be given to the owner/lessee. Prior notification may be by e-mail, text or phone/voice mail. A unit may be entered by staff without notification in an emergency.**
- B. Keys and key fobs are supplied to owners-ONLY. Owners must supply their guests and lessees with keys and key fobs.**
- C. Only owners may purchase additional keys and key fobs to replace lost ones for themselves, guests or lessees. Lost fobs will be deactivated.**
- D. Under no circumstances shall fobs to be given to contractors or other workers. If a fob has been given to an unauthorized person it will be immediately deactivated and the owner will be charged for a replacement.**
- E. Condo unit door keys are the responsibility of the owner. Replacement front door keys for the mandatory front door lock must be arranged through the BH Office Manager. Condo door locks must be lubricated with a recommended product at least every 3 months.**

### **4. Leasing Units**

- A. All proposed leasing must be submitted to the Board of Directors by the owner at least 14 days before the intended occupancy together with \$150. payable to the Bermuda House General Fund to cover investigative costs. This fee is the responsibility of the owner. See details in the application form. All leasing forms are available on-line at the BH website or may be obtained from the office during owner office hours.**
- B. The unit owner must provide the Board with a copy of the lease, the names and ages of the lessees, character references and the intended length of occupancy.**
- C. Each lease will be investigated and approved or disapproved by the Board. An interview will be conducted by The Board of Directors before the lease begins,- exception is with a repeat lessee. Disapproval will be binding upon the owner. A deposit of a \$1500.00 is required. The check for deposit is payable to the Bermuda House and is required of all renters to cover any damages to the**



common areas. This check will be cashed, held in a non-interest bearing account and refunded, minus any necessary deductions, within 30 days after the renter vacates the premises.

- D. It is the responsibility of the owners to provide the lessee with a copy of the Bermuda House Rules and Regulations manual or direct them to the on-line BH site to read the Rules and Regulations of which they must agree to abide.
- E. At anytime during the term of the lease, if the tenant is found to not be in compliance with these rules, or if false application statements or answers are found to have been made, the owners shall be notified and the lease terminated on a date set by the Bermuda House Board of Directors.

#### 5. Renovations, Repairs and Modifications

- A. Hurricane shutters approved by the Board of Directors and the City of Pompano Beach are the only hurricane shutters that may be installed. No shutters can be installed on the front entry door or the guest bedroom door of a condo. All other condo openings require approved hurricane shutters. Owners must lubricate their shutters at least every 6 months with an approved product.
- B. Owners wishing to replace existing shutters need to obtain a copy of the hurricane shutter specifications from the city or the contractor. The owner must complete and submit to the Board of Directors an AR (Architectural Review) form for approval. AR forms are available in the mailroom or at the BH on-line website. A permit from the City of Pompano Beach for the shutters must be provided to the management office prior to the start of installation.

#### C. Unit Owner's Responsibility for Maintenance and Repairs

The maintenance and repair of everything within the unit is the responsibility of the owner at his personal expense. This includes but is not limited to all structural parts, equipment, appliances, doors, windows, hurricane shutters, walls, drains, heaters, air conditioners, plumbing fixtures, electrical panels and wiring. Any water damage caused by another unit is still your responsibility unless due to carelessness or neglect. Any work related to common area pipes must be done by the BH approved plumber.

#### D. Personal Use of BH Condo Staff

BH staff may not make repairs or provide services for any condo. Please do

not create problems for our staff by making any requests. BH staff is not allowed to enter condos except for Bug Off or for emergencies.

**E. Renovations and/or Modifications to a Unit**

A completed request for Architectural Review (AR) must be submitted for Board approval before any work begins. This includes alterations to unit windows. A copy of the contract must be submitted with all plans and a summary of what work is to be done. All rules in the AR form and Contractor Rules must be followed. It is the contractor's responsibility to inform his employees of all rules and regulations. The Bermuda House office must be provided with a copy of all relevant Pompano Beach permits. A \$500 refundable deposit must be submitted to the Bermuda House prior to the commencement of any work in a unit. Upon completion of the work in a unit the \$500 will be refunded minus any costs for repairs or cleaning necessitated by a contractor. The contractor's license and liability insurance policy must be provided to the Bermuda House prior to the start of any work in a unit. The Bermuda House should be listed on the insurance certificate.

**Note: failure to comply with any of these rules in 5E will result in an immediate "Stop Order" and penalties to be determined by the Board.**

**F. Work Hours and Contractor Rules**

Work is permitted 8AM to 4PM Monday to Friday. No work is permitted on Saturday, Sunday and Holidays. The holidays include: New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day and Christmas Day. No exceptions will be made unless it is a repair that the Bermuda House is fixing or in the case of an emergency in a unit. Hours are posted by the South elevator on the lower level. A contractor sign in/out sheet is posted by the lower South elevator and at the front office counter and must be used by contractors. All contractors must be licensed and insured. **NO EXCEPTIONS.**

Contractors must follow the Contractor Rules provided by the Bermuda House Office.

*1<sup>st</sup> Offense: Fine and (1) day suspension from working in the building.*

*2<sup>nd</sup> Offense: Fine and no work for (1) week.*

*3<sup>rd</sup> Offense: Fine and permanent suspension.*

Contractors are not permitted to use the owner luggage carts or shopping carts.(if used and reported to the office) a fine will be enforced. All fines will be \$100 per incidence.

Contractor vehicles are not allowed on the front drive pavers. This includes contractor trucks, pickup trucks and vans. To unload or load contractors must park outside the black chains and posts of the center drive entrance. Contractors must park outside of the gate in the West parking lot in spaces assigned for service vehicles. Exception may be made on trash pick up days.

Workers with any equipment or supplies must only use the padded South elevator. Elevators and catwalks must be swept up and cleaned (if needed) before the contractors leaves for the day. No cutting of any material is permitted on the catwalk or on the owner's balcony. Exception: if the balcony hurricane shutters are fully closed then work is permitted on the balcony.

Smoking is not permitted by any workers in any common areas, including driveways and parking lots and is not permitted in owner units or on balconies. The Bermuda House and property are 100% Smoke Free.

All electrical work is to be done inside the unit. Do not plug into common area outlets or a fine will be enforced.

G. Washers and Dryers are not to be installed in units, unless they are pre-approved units. The plumbing/electrical of the building was not designed to accommodate this equipment and any malfunction could cause damage to units or common areas. Unit owners should understand that all identified violations of this rule will be pursued using all legal means available.

H. Unexpected work to an owner's condo

If work must be done by request of the Bermuda House through an owner's condo, the owner must be notified. If the owner is absent then it is their responsibility to notify the person that is watching and responsible for their condo.

## 6. Resale

- A. The Bermuda House Association Office must be notified of any Contract for Sale of any unit. Potential buyer(s) must be approved by the BHA office. Such resale must be legal in all respects to conform to the legal requirements of the "Bermuda House Condominium Declarations" and the "Bermuda House Rules and Regulations". It is the responsibility of the owner to apprise their agent of all Bermuda House Condominium regulations regarding the condo for sale.
- B. The Resale packets may be obtained from the Business Office. A non-refundable fee of \$150.00 per couple, or \$150.00 per person payable to the Bermuda

House General Fund and must accompany the request for the approval of a resale. It must be submitted at least 14 days prior to final settlement together with detailed information about the proposed buyers as required by the Board of Directors.

- C. All resale forms will be processed in a timely manner. It should be noted that credit and references may take time to obtain. Please do not call Board Members for an interview or information as only the office handles this information.
- D. In the case of non-compliance or false information provided by the purchaser or seller, disapproval by the Board will legally invalidate the proposed sale. Non-compliance of Association demand letters regarding apartment issues may invalidate or delay the proposed sale.

#### 7. Move-In-Move-Out

- A. Owners must notify the BH office for approval prior to a move date to ensure that the elevator will be padded and/or there are no conflicts.
- B. Only the South elevator may be used for Move-ins and/or Move-outs.
- C. All moves must occur between 8AM and 4PM on Monday thru Friday. No moves are permitted on Saturdays, Sundays or Holidays, unless Board approved.

#### 8. Elevators

There are only 2 elevators for 114 units, the cooperation of everyone is necessary to keep delays to a minimum.

- A. All contractor materials and large deliveries must be transported by the padded South elevator.
- B. Do not delay service by using the Hold button. Do not obstruct the door safety device which will cause the elevator to kick out of service.
- C. No deliveries of furniture or appliances, unless emergency & Board approved), are permitted on Saturdays, Sundays or major holidays when the office is closed and the South elevator is not padded. Amazon & UPS type deliveries are permitted 24/7.
- D. Please use extreme care with grocery carts, luggage carts and bicycles in the elevators to prevent damage to the walls.

## 9. Parking

- A. Your vehicle must be registered with the BH office and have the assigned parking sticker displayed as directed. Forms are available in the mail room or on-line at the Bermuda House website. Unregistered vehicles are subject to tow.
- B. Use only your assigned parking space. If you are parked in another owner's space, the Board of Directors may have your car towed at your expense. If you have permission to park in another owner's space, a completed form must be filed in the office. Permission form is good for one year only then must be updated. Only one permission is allowed at one time per vehicle.
- C. Please instruct visitors and service persons to park in the West/Guest lot across the street. All overnight guest cars must have a guest/visitor pass on their rear-view mirror or clearly display a parking pass on their dashboard identifying the condo they are visiting. The 1<sup>st</sup> 6 parking spaces on the left past the entrance arm gate are owner assigned spaces.
- D. Parking in the Bermuda House driveway or delivery area is for loading/unloading or pick up or drop off only. 15 minutes is considered a reasonable amount of time for these activities. Excessive parking in the front of the building can lead to warnings, fines, booting or towing.
- E. Only passenger cars, small trucks and vans may be in the upper and lower garages. No commercial vehicles are allowed in the garages.
- F. Boats, RV's, Trailers, Campers, Storage Bins or any vehicle carrying a commercial license, except tradesmen, are prohibited from all parking areas.
- G. After use of the car wash area, coil the hose, turn off the water and remove your car for drying to another area if others are waiting.
- H. Unregistered cars will be towed. All cars in all parking areas must display a license plate with an up-to-date state registration sticker and Bermuda House parking sticker or over night guest pass.
- I. No 'Backing In" parking allowed. Please park front in to bumper.
- J. Vehicles are not permitted to use common area electrical outlets for charging or for other vehicle devices, unless it is an association approved outlet per Florida Statute. An owner of an electric car may apply for a state approved outlet.

Information regarding charging of Electric cars may be obtained from the Office Manager.

- K. Please do not share West Lot gate and Upper Garage codes with others for the purpose of using the lot for beach parking. Only owners, guests or workers that are visiting the condo may park in the west lot.
- L. Owners are only permitted the use of two parking spaces, one of which is assigned to their unit. The 2<sup>nd</sup> parking space is in the West lot, except for six owner assigned spaces inside to the left of the North gate.

#### 10. Storage

- A. Each unit owner is entitled to the use of an established locker in Storage Room 1 or Storage Room 2 in the lower level. Please use only your locker. Any belongings that are found in another owner's locker, without written permission, the lock will be cut and the items will be discarded. Do not attach any items to the outside front or sides of the lockers as they too will be removed.
- B. By order of the Fire Marshal. No flammable materials maybe stored in the lockers.
- C. The contents of the storage bins are entirely at the owner's risk. The Bermuda House Association is not responsible for theft of any kind in the locker area.
- D. There are six extra lockers that are rented out on a yearly basis of \$120. This is done by a lottery system. Owners may apply to the waiting list. Payment is due Jan. 1<sup>st</sup>.
- E. Any personal items stored outside of the assigned lockers, in the aisles, in the Bike Room, Meter or Electrical rooms or any common areas, including the garages, are subject to disposal without notice.

#### 11. Bicycle Storage Room

- A. Limited bicycle storage is available for a charge of \$50.00 per year per bike payable January 1<sup>st</sup> of each year (pro-rate \$4.15 per month). All bikes must have assigned stickers and be stored in assigned spaces. If bikes are not being used, please dispose of the bike to allow space for another owner and to prevent a charge for the space. Bikes are not allowed to be stored in upper or lower garage areas.

## 12. Laundry Rooms

- A. Laundry room hours are 6AM to 10 PM.
- B. Only liquid detergents are permitted. No powdered products.
- C. Out of courtesy to your neighbors, please empty washers and dryers promptly. Do not leave laundry soaking with the washer lid up. Use of a timer is recommended.
- D. Clean the appliances after use, including the lint trap.
- E. Do not use any clothes lines, racks or hooks in the laundry rooms or on balconies.
- F. Use only the washers and dryers assigned to your floor, unless your machines are temporarily broken. Use of several laundry rooms to expedite an individual's multiple laundry is not allowed.
- G. Laundry sinks are for laundry use only. No contractors are permitted to use these sinks for any purposes at all. Contractors who use the sinks and dispose of paint, grout or similar materials will be banned from working at the BH. Owners are not permitted to use these sinks for any purposes such as disposal of grease, harmful liquids, food materials or sand.
- H. No personal storage lockers for supplies are permitted in the laundry room. Only Board approved decorations are permitted.
- I. Any damage to laundry is not covered by the association. Report problems in writing to the office.

## 13. Trash Disposal

- A. Please do not put any garbage into your kitchen garbage disposal as our old building pipes can not handle extra materials. Sink garbage disposals are no longer allowed to be used. Absolutely no grease, no coffee grounds or food scraps are to be put down any drain. Please be sure to keep sink strainer in place and empty into your trash bag. Use liquid detergent in your sink and dishwasher. Important to note: Per order of the Board of Directors- No new kitchen sink disposals are permitted to be installed and existing disposals can not be used.

- B. Repair of any unit's clogged pipes is at the owner's expense. Please use the current plumber that repairs the Bermuda House plumbing. The plumber's name and telephone number are posted in the mailroom or may be obtained from the BH website or the Bermuda House office. If the required plumber is not used and repairs to common pipes are needed then the Bermuda House will not pay for such repairs.
- C. Bag garbage carefully and securely in heavy duty plastic bags to prevent odors and spills before placing in trash chutes or dumpster bins. Note that floor trash chute doors on floors 3 thru PH will be locked on trash pick-up days. These days change during the busy season. Never leave any trash in the laundry room. Trash may be hand carried down to the dumpsters, if necessary. Large items (see \* below section) must be deposited into the dumpster in the ground trash room. Boxes must be broken down.
- D. Put nothing into the trash chutes which could cause obstructions, fire, explosion or unusual odors. No Christmas trees should ever be put into the trash chutes. \*All large pieces of furniture, TV's, mattresses, appliances etc. must be disposed of by the owner off-site and not placed in the dumpsters or trash room. Again, breakdown and flatten boxes.
- E. Contractors may not ever use the trash chutes or place anything into the Bermuda House dumpsters.
- F. Owners may not give contractors access to the Dumpster Room.
- G. Contractors are required to clean any common areas, including walkways, elevators and catwalks, where they may have caused debris or dust, by the conclusion of each workday. A penalty will be imposed to cover the cost of clean-up if any contractor is not in compliance with this rule. If any debris/dust from a contractor intrudes into another owner's unit, then the contractor will be charged for any needed clean up.

#### 14. Recycling

The Bermuda House participates in the Single-Streaming method.

- A. All newspapers, magazines, clean bottles, cans and flattened cardboard boxes must be placed in the assigned bins in the lower level cart room. Please read the attached Bermuda House Recycling Rules regarding placing articles in the Cart Room bins on the lower level. Styrofoam is to be put into the bins in the Trash Room. A copy of Single Stream Recycling guide lines is included in this booklet.



**B. The Recycling guidelines are posted on the Bermuda House website and in the mailroom.**

**15. Shopping Carts and Luggage Carts**

**A. Groceries, Packages & Luggage: The Bermuda House supplies shopping carts and luggage carts for the residents' convenience. The carts are stored in the cart room on the lower level. These carts are not to be used by any contractors.**

**B. Returning Carts: Please be a good neighbor and return carts to their storage area promptly. Do not leave carts on the catwalks, elevators, lower hallway or in your condo. A fine will be charged for these infractions.**

**16. Recreation Areas**

**The Bermuda House is a Smoke Free building including owner units, balconies, all recreation areas, common areas & parking areas.**

**A. Pool: Important-please note posted Pool Rules and inform your guests. At all times, owners and renters will be held responsible for the actions and safety of their children and guests.**

**1. Risk: Anyone using the pool does so at their own risk.**

**2. Use of the pool: only owners, renters and their guests may use the pool.**

**3. Hours: Pool hours are Sunrise to Sunset.**

**4. Attire: Shoes, shirts and/or cover-ups must be worn when going through the lobby and catwalks.**

**5. Never enter the building with wet, dripping bathing suits, wet pool equipment or sandy bodies. Shower in the pool area. You should use the entrance door adjacent to the mailroom when going to and from the pool or beach if you are wet.**

**6. It is required that all persons must shower before entering the pool.**

**7. Please cover all chairs and lounges with a towel to protect them from suntan lotions.**

**8. Owner's personal chairs and tables are not permitted in the pool, grill or lawn area.**

9. Commercial swim diapers must be used at all times by anyone needing a diaper. Please use the bathroom on the main floor for diaper changes. Entrance to the bathrooms is through the door near the veranda gate.
10. Any person with skin rashes, open sores, abrasions or skin infections is not permitted in the pool.
11. No adult rafts are allowed in the pool.
12. Always return pool chairs and lounges to their original position and be sure to close and secure open umbrellas. Remove any personal belongings and any trash.
13. Children 14 and under must be accompanied by an adult.
14. No glass containers are permitted in the pool area.
15. No running to jump into the pool and absolutely no diving.
16. No skateboards or other riding equipment is permitted in the pool area.

**B. Shuffleboard Court**

1. Hours: 9AM to 10PM.
2. Any damage to the shuffleboard equipment must be repaired and replaced by the responsible party.
3. All equipment must be returned to the assigned storage area under the first bench at the Shuffleboard site.

**C. Barbecue/Grill Area- Outdoor Kitchen**

1. Grilling times are 9AM to 10PM
2. Read posted directions regarding use of grills. Note: Clean grills before use and not after as this protects grill racks between use.
3. Monitoring: The barbecue grills may not be left unattended when in use.

4. **Clean up:** When finished , clean sink area and utensils, turn off grill and gas handle, close lid and remove trash. Gas shut off is the valve behind grill lower right door.

#### **D. Sauna**

1. **Use of sauna:** Use at your own risk (please consult your own physician about the safety of the use of a sauna as you are using it at your own risk and responsibility).
2. **Instructions:** Instructions for the use of the sauna are posted inside the sauna.
3. **Sauna controls:** Be sure to turn off the master switch and lights when you leave the sauna.
4. **Age limits for sauna:** No person under the age of 18 shall be permitted to use the sauna unless accompanied by an adult.

#### **E. Beach Club Room and Kitchen**

The Beach Club Room is ours to enjoy. Casual gatherings are encouraged. Please note, per the Fire Marshall's instructions, only a Warming Oven or Microwave can be used to heat food in the kitchen.

1. The Beach Club Room and kitchen may be reserved for a private event. A maximum of no more that 60 people is permitted. Make reservations through the BH office. Please be aware that guest parking is limited in the West lot. Public parking is nearby. All guests must be welcomed at the front door. For security reasons, at no time is the front door or any other doors allowed to be propped opened. Set up must be on the day of the event and clean up completed no later than 10AM the next day. BH staff does not clean up or break down and put away tables and chairs. Any damages will be the responsibility of the person making the reservation. Rules will be provided to the person making the reservation by the BH office. Please remind guests that there is no smoking permitted. All foods and beverages must be consumed in the Beach Club room or terrace adjacent to the Beach Club Room. All folding chairs and tables are for indoor use only. No folding tables or chairs are permitted on the terrace or pool/grilling area except for a condo sponsored event. It is recommended that private functions post a notice of "Private Party" on both doors to warn others to enter by another door.

2. **Hours:** All function must end at a reasonable hour. No later than midnight. Music level should be lowered at 10PM in consideration of other owners.
3. **Bingo and similar games:** Florida State law limits participation to owners and their overnight guests.
4. **BH folding chairs & tables** may be borrowed for indoor use in the Bermuda House for a brief time when approved and signed out thru the Bermuda House Manager.

**F. Exercise Room**

1. Use of the equipment is at your own risk. Proper footwear is required. No street shoes may be worn when using the exercise equipment.
2. Wipe the handles and handgrips clean after use.
3. Limit your time to 30 minutes if someone is waiting to use your machine.
4. No one under 17 is permitted in the exercise room.
5. Please use the equipment properly. The machines are easily damaged which then inconveniences everyone as well as costing us all money.
6. Turn off the TV and lights when you exit the room.

**17. Solicitations**

No solicitations shall be permitted without prior permission from the Bermuda House Board of Directors.

**18. No Pet Policy**

**Exception:** Assistive Animals for people with disabilities and Emotional Support Animals will be permitted after Board approval of documentation from the Owner concerning the nature of the disability and the disability-related need for the animal as required by Florida State Laws.

**Policy and Procedure for Owner/Resident Request of  
Emotional Support Animal.**

- A. Information packet and application forms for Reasonable Accommodation Animal/Emotional Support Animal may be obtained at the Bermuda House Office.

## B. Maintaining a Support/Service Animal

The animal must not become a nuisance to others, which includes, but is not limited to: barking, biting, aggressive behavior, attacking and owner's failure to properly dispose of excrement or waste. It is also requested that no animal be left outside on a balcony unattended and no animal be left unattended in owner bathrooms. If your animal barks the sound travels to many apartments through the air ventilation duct system. Your support animal is allowed by law for your health reasons and should under no circumstances become a liability or nuisance for your neighbors. The Support Animal should be carried or is recommended to be in a type of carriage if possible when out of your condo until off of BH property.

- C. Further information regarding policies for Emotional Support Animals may be obtained from the Bermuda House office.

### General Information

#### FIRE

19. Keep this information and the leaflet "Emergencies in High Rise Buildings" issued by the Pompano Beach Fire Department readily available.

#### A. Fire safety

1. Fire Extinguishers: It is strongly recommended that each unit have it's own small dry chemical fire extinguisher for the kitchen.
2. To report a fire-dial 911
3. Electrical fire- Do not attempt to use water to put out an electrical fire.
4. Exiting your unit in case of fire- Do not lock the door.
5. Exit- Use nearest stairwell. Do not use the elevator. Go to Pool area.
6. Fire alarm- Activate fire alarm next to stairwell door.
7. Smoke alarms- It is mandatory that every unit have a functioning hard-wired/battery smoke alarm and a functioning battery smoke alarm in both bedrooms. Smoke alarm batteries must be changed annually as required, unless battery is a long term one and then only test and change battery as directed.

8. All units have a fire alarm horn in their front hall and one in each bedroom.

B. Hurricanes

Please refer to the complete Bermuda House Hurricane Plan posted on-line on the Bermuda House website and provided to each unit. Copies may be obtained from the Bermuda House office.

1. Shutters- Close all hurricane shutters and lock them securely. There will be a \$150.00 fee if staff has to close or latch your shutters. Owner apartment hurricane shutters are to be properly closed and latched in unoccupied apartments. When open, shutters must be properly latched to prevent noise. Foam tubing may help prevent rattling.
2. Balcony-Hurricane shutters must be closed and properly latched when not occupied or when Office Hurricane Notice is sent out.
3. Supplies needed-Be sure to have a flashlight, extra batteries and a battery operated radio along with plenty of water. Storing extra water in large containers is also recommended. Having a full tank of gas in your car is also suggested.
4. Information- Keep informed of storm progress by TV or radio, if possible.
5. Refrigerator- Turn your refrigerator to the coldest setting before a storm, if power fails, open it as little as possible.
6. Doors and windows must be properly sealed and locked.
7. Evacuation-Follow Mandatory Evacuation orders by the city. The building will post evacuation information. During mandatory evacuation, the building elevators will be shut down . If you remain in the building- it is at your own risk! The Bermuda House must have a signed document absolving the Bermuda House and our insurance company of all responsibility. Release of Responsibility forms are available from the office. The bridges exiting the barrier island will, at sometimes be put into the up position and no further evacuation will be possible.
8. Electricity- Assume that there will be no electricity for an extended period of time. No elevators or air conditioning will be available during a hurricane.

### **C. Power Failures**

Whenever the power fails in a storm or other situation, turn off your A/C, TV and all other electrical appliances to avoid damage from the power surge when power is restored. Leave one light on to show when the power has returned.

### **D. Your Personal Security**

1. Notify the BH office of any lost keys or fobs.
2. Use TV channel #\_\_\_ to identify callers using the front door or lower level phone system. Pressing #\_\_\_ on your phone will open the front door or send the south elevator to the lower level. Be sure you know the person that you are letting into the Bermuda House. Check with office for #\_\_\_'s
3. Check channel #\_\_\_\_\_ on your TV for important messages from the BH office.
4. Do not admit strangers into the building. They must contact the person that they are visiting.
5. The North and South stairway doors can be used to exit the building at all times. A key or fob is needed to re-enter the stairways.
6. Be sure all doors close securely when you exit the building. Do not allow strangers to enter the building through doorways or by the lower level elevator as you exit. They must be admitted by the person they are visiting. Please contact the office or a board member if anyone forces their way through a door or into the elevator.
7. Your front door key/lock can only be serviced by the association's locksmith. Name and phone number are posted in the mailroom.
8. Please note that security cameras are located throughout the BH property.

### **E. Courtesy**

All owners, renters, guests, staff and contractors should treat each other with respect. Abusive behavior will not be tolerated. Owners should not confront neighbors. Complaints are addressed by the office.

#### **F. Suggestions, Complaints and Work Orders**

- 1. Submit your signed suggestions, complaints or work orders in writing to the BH office during regular owner office time or place in the BH office box in the mailroom. Unsigned suggestions, complaints or work orders will be discarded. Complaints are to remain confidential.**

#### **G. Who Can Use BHA Facilities**

- 1. Only owners, lessees and their registered guests may use Bermuda House facilities. Note specific rules posted and in this manual.**
- 2. Residents' employees, aides and household help may not use any of the BH recreation areas or car wash.**

#### **H. Non-Compliance of Bermuda House Documents and/or Rules and Regulations**

- 1. The Office Manager will send a courtesy warning notice to a person regarding any violations with a time frame for correction.**
- 2. A second and final notice will be sent via certified mail for non-compliance after the initial time frame for compliance lapses.**
- 3. The person(s) will be notified of a hearing with the Fining (Covenant) Committee to be scheduled within 14 days during normal office hours.**
- 4. The Fining (Covenant) Committee is appointed by the Board of Directors and consists of 3 or more residents that are not related to Board members.**
- 5. Any fines recommended by the Fining (Covenant) Committee will go before the Board for approval. Fines will be payable within 30 days**
- 6. Further details regarding non-compliance may be read on-line or obtained from the BH Office.**

#### **I. Stay Informed**

**It is the owners and renters responsibility to stay informed by reading posted notices in the mailroom, picking up notices from their mailroom in-house box and viewing the BH TV information Channel # \_\_\_\_ . Owners should attend meetings, provide any change of address and provide an e-mail address, if available.**



The Office Manager is available during posted hours, by e-mail and by phone to address concerns. Messages may be left in the mailroom drop box.

**J. Posting of Notices in the Mailroom**

Owners may have personal notices posted by the office in the left cabinet in the mailroom. Notices should be 5X7 and dated. After 3 months they will be removed. Notices posted by the office or committees are to be managed by the office or responsible committee member.

**K. Caregivers**

All residents' caregivers/aides must follow all condo rules. They must register in the office and submit proof of license and insurance. Caregivers must park in the West lot guest spaces or, if permitted, they may park in the owner's space. The common areas: Beach Club room, pool and exercise room are not open to caregivers or other outside contractors, unless authorized by the Board of Directors.

**L. Household Help**

All household help and paid Condo Watch personnel must be licensed and insured.

**M. Wildlife**

No feeding of birds or other wildlife, including cats, is permitted on Bermuda House property. Feeding of birds/pigeons creates very unsanitary conditions. It is the owner's responsibility to clean up their balcony of any bird droppings.



Florida's Warmest Welcome

The City of Pompano Beach provides single stream recycling to its residents. Single stream recycling means everything goes together into the blue cart or recycling container. No sorting is needed! All the collected material is brought to a recycling facility where it is sorted, packaged and shipped for processing.

Because recycling programs can vary from location to location, it's a good idea to become familiar with the recycling rules of your city. Participation in a recycling program is optional for Pompano Beach residents and business owners. Although not required, participation in a recycling program is highly recommended and encouraged.

The City of Pompano Beach provides recycling collection for all its residents through a contract with Waste Management. Single family homes receive weekly collection service; residents of condominiums and multi-family neighborhoods should check with their home owners' association or property manager for their particular recycling rules. All Pompano Beach residents may bring their household recyclable materials to 2700 Wiles Road on Saturdays from 8:00 am to 3:00 pm.

**FOR MORE INFORMATION:**

**Solid Waste Svcs. Department**  
 Web: [pompanobeachfl.gov](http://pompanobeachfl.gov)  
 Email: [Recycling@copbfl.com](mailto:Recycling@copbfl.com)  
 954-786-4030

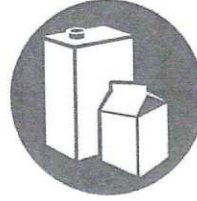
**Waste Management**  
[wm.com/us](http://wm.com/us)  
 954-974-7500

**MORE recycling means  
 LESS waste going to the landfill.**

**RECYCLE**



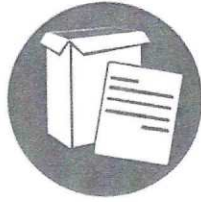
**Aluminum and Steel Cans**  
 empty and rinse



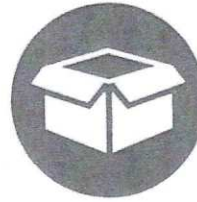
**Food and Beverage Cartons**  
 empty and replace cap



**Bottles and Jars**  
 empty and rinse



**Mixed Paper, Newspaper, and Magazines**



**Flattened Cardboard**

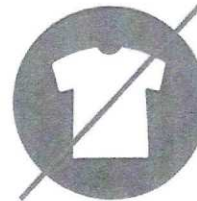


**Kitchen, Laundry, Bath: Bottles**  
 empty and replace cap

**NO**



**No Food or Liquid**  
 (empty all containers)



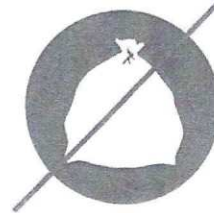
**No Clothing or Linens**  
 (use donation programs)



**No Tangles**  
 (no hoses, wires, chains, or electronics)



**No Hazardous Items**  
**No Electronics**  
 (bring to collection events)



**Do Not Bag Recyclables**  
**No Garbage**



**No Plastic Bags**  
**No Polystyrene (foam)**  
 (return to retailer)

# *Bermuda House*

## WHY WHY WHY

**Why** does the Bermuda House Recycle?

The amount of trash and recycle material, especially "in season" can be a larger volume than the dumpsters and bins can handle causing the them to overflow. There is a greater chance that overflowing garbage will attract unwanted bugs and rodents.

**Why** is it important when recycling to place the paper in the paper bin and plastic in the plastic bin? Paper and cardboard is shaped alike...flat. So, breaking down boxes and placing paper on top of paper will allow you to put more in that bin. With plastic...try to deflate water bottles so they take up less room. If paper or plastic contains food or liquids ...this is trash. Anything that attracts bugs or rodents are not materials to put in the recycling room.

**Why** is it important to break down boxes or other large items when possible? So, they take up less room. And never put boxes or other large items in the trash chutes as they can clog up and damage the chutes causing very high repair expenses. Please use your common sense on what you send down the chute. Use heavy trash bags – do not put loose items down the chute.

Swimming Pool Area:

**WHY** should we close umbrellas when done for the day? Mainly so the umbrellas do not break in the wind and pieces can fly around the pool area causing damage or worse – hitting someone.

**WHY** should we return chairs around tables and fix lounges flat after using them? So that others do not trip over chairs in the walk ways. There is also a chance the lounges could blow across the pool area with high winds if the backs are up. And of course, it looks nicer when everything is back in its place.

**WHY** should we pick up after others? Yes.... we should not have to. We all forget and make mistakes so helping fix someone's mistake may be that someone fixing your mistake another day. We are in this together so let us make the best of it.

**WHY** should we inform our guests, renters or family of these rules? It is about respecting your neighbors as you expect them to respect you. It would be great if you could remind visitors of the rules. We have a one-sheet overview of important Rules to give your guests – ask the office for a copy....post one inside a cabinet door in your condo.

## SHOWER BEFORE POOL.

That's right — *before*. It helps keep germs out of the water. Some live for days, even in well-maintained pools. The resilient germ crypto (short for cryptosporidium) is the No. 1 cause of pool-related outbreaks of diarrhea, and cases are on the rise. Swallowing just a little contaminated water can get you sick.

