

The Claridge of Pompano Condominium, Inc.

1340 SOUTH OCEAN BOULEVARD * POMPANO BEACH, FL 33062

RULES WE LIVE BY

AND

GENERAL INFORMATION

Approved & Revised – 05/01/2020

THE RULES WE LIVE BY

INTRODUCTION

These rules are established for the common welfare, safety and protection of all Claridge residents. Compliance with these rules is the responsibility of each owner or lessee, and will make life more pleasant for all of us.

Your Board of Directors has instructed the Property Manager, with the assistance of security staff to enforce **THE RULES WE LIVE BY**. If you have any questions about the rules please bring them to the attention of the property manager.

Violations of **THE RULES WE LIVE BY** will be called to the attention of the owner or lessee. If violations are repeated or ignored, owners may be subject to fines or loss of association privileges.

Your Board of Directors and Property Manager have responsibility for your safety and right to peaceful enjoyment of your property. We cannot discharge this responsibility without your cooperation.

These rules are based on the Claridge Governing Documents as approved by association members or requirements of law.

YOUR COOPERATION IS APPRECIATED

Thank you,

THE CLARIDGE BOARD OF DIRECTORS

The Claridge of Pompano Condominium, Inc.

RULES WE LIVE BY REVISION RECORD

Document ID or Instrument #	Reason For Change	Remove Page (s)	Insert Pages (s)	Date Recorded
Broward County #115711146	Owner Vote	9-12	9-12	07/03/2019
Broward County #115711146	As a result of Owner Vote on By Laws	21-22	21-22	07/03/2019
N/A	Misc Clean-Up (Email Address Change)	3-4	3-4	05/01/2020
N/A	Misc Clean-Up (Claridge Website)	23	23	05/01/2020

TELEPHONE NUMBERS

CLARIDGE SECURITY (claridgefrontdesk@att.net)	954-943-7882
CLARIDGE BUSINESS OFFICE (claridge.accounting@yahoo.com)	954-943-1440
CLARIDGE MANAGER'S OFFICE (claridgemgr@att.net)	954-943-4662
CLARIDGE FAX	954-943-9970

*****EMERGENCY ONLY*****

DIAL 911



BROWARD COUNTY SHERIFF (NON-EMERGENCY)	954-765-4321
FIRE/AMBULANCE (NON-EMERGENCY)	954-786-4510
FLORIDA POWER & LIGHT	954-941-8320
HOLY CROSS HOSPITAL	954-771-8000
IMPERIAL POINT HOSPITAL	954-776-8500

GENERAL MATTERS

- 1) Condominium living requires that each owner regulate occupancy and use of the apartment so as not to unreasonably or unnecessarily disturb any other owner in the peaceful occupancy or use of his/her apartment. Please advise members of your family and guests who may be visiting of the Rules We Live By. **We must remember that these rules are for the mutual benefit of us all.**

Additional copies of the Rules We Live By are available for owners, lessees, guests and visitors in the business office.

- 2) Residents should notify security when planning on being away from the Claridge overnight and/or for an extended period of time.

When away for any length of time, owners/residents should make provisions for clearing their mailbox and removing delivered newspapers.

- 3) All Guests and Visitors **MUST** register with security.
- 4) Everyone, including Residents, **MUST** register their Auto Tag Numbers with security.
- 5) A Complete set of Apartment Keys **MUST** be left with the property manager to be used for emergency purposes.
- 6) All Residents **MUST** complete and update a Resident Update form. This information is kept on file in the office in the event of an emergency.
- 7) All Overnight Guests and Lessees **MUST** complete a Registration form. This information is kept on file in the office in the event of an emergency.
- 8) Statements/Coupon Books for your quarterly assessments will be mailed yearly. Please make every effort to make payments on time since the Claridge **MUST** meet their operating expenses monthly. All maintenance payments received after the 10th of the month they are due, will be assessed late charges of \$25.00 per month. (Declaration of Condominium VII.B.)
- 9) A **DEFIBRILLATOR** is available from security personnel for emergency use.
- 10) Smoking is not permitted on the Claridge property except in the owners' residence and in the designated smoking areas. Current designated smoking areas include the: 1) southwest corner of the pool platform, 2)

northeast side entrance from the guest parking lot, 3) an area twenty (20') feet south of the front entrance of the building, 4) the picnic table at the southeast corner of the barbecue area, and 5) the garden area on the north side of the building. The Board of Directors, from time to time, may move the designated areas based on owner input and other reasonable considerations.

- 11) Your property manager has prepared an "Emergency Procedures Checklist" that is available to all residents for the asking.

PROPERTY MANAGER

- 1) The property manager is the executive agent for all activities approved by the governing documents of the Association and the Board of Directors, from time to time.
- 2) The property manager is the only direct conduit to the maintenance or security staff. Complaints of inadequate service by the maintenance or security staff shall be reported exclusively to the property manager in writing. Residents shall refrain from criticizing or giving orders to the maintenance or security staff directly.
- 3) Neither the property manager nor any of the maintenance, office, or security staff are permitted to service individual apartments during their regular work hours.

SECURITY

- 1) The security personnel are authorized to approach and require proper identification of all tradesman, service people, sales agents, guests and visitors.
- 2) The security personnel should not leave their station except in the performance of their duties. Do not ask them for personal assistance which prevents them from monitoring the security system.
- 3) Notify security personnel when you are leaving your apartment for more than one day.
- 4) Notify security at 954-943-7882 for assistance in the event of an emergency, illness, etc. or if you see any suspicious person, activity, disturbance, or nuisance of a willful nature.

- 5) Security personnel are instructed **NOT** to accept keys or envelopes containing cash or other valuables left for pickup or delivery.
- 6) Requests for faxes and/or copies will be taken by security staff weekdays from 8:00am through 3:00pm.

PARCELS, PACKAGES AND LARGE BULK MAIL

- 1) Security will notify owners with a phone call that a parcel, package or large bulk mail item has been left at security. A colored button may be placed on your mailbox by security which indicates that a package(s), parcel(s), or other large bulk mail has been left with security for your pick-up. Please sign a receipt at security, showing the parcel was received.
- 2) Identification may be requested by the security attendant.
- 3) The Claridge Association, its employees, and/or security personnel will not be responsible for items left after notification.

FIRE

- 1) In the event of a FIRE in your apartment, you **MUST** immediately activate the FIRE ALARM in the corridor. Then **NOTIFY SECURITY – DIAL 954-943-7882.**
- 2) Owners and Guest should be familiar with the location of:
 - a. **FIRE ALARM** – Near each Stairway
 - b. **FIRE EXTINGUISHERS** – In Cabinets near each Stairway.
 - c. **SMOKE DETECTORS** – In Apartments and Corridors.
- d. **ALL STAIRWAYS AND FIRE EXITS** – To be used in emergency situations. There shall be absolutely no storage or obstructions allowed in these exits and stairways at any time.

APARTMENT AND VEHICLE KEYS

- 1) **APARTMENT:** Two (2) sets of keys to access your apartment and AC/Water closets must be provided to the Association.
- 2) **VEHICLES:** If an owner is leaving a vehicle on Claridge property and is also leaving the vehicle keys, the owner must sign a HOLD HARMLESS FORM and submit form to security.

APARTMENT ACCESS AND SURVEILLANCE

- 1) Access to the Claridge is limited to the Owners and/or Lessees, their families, guests and other persons specifically approved by the Board of Directors.
- 2) Neither the property manager nor security personnel is permitted to supply keys to guests without written permission of the owner. It is the responsibility of the owner to provide his/her guest with the required keys.
- 3) Residents who may be inadvertently locked out of their own apartment should request admission from security, the property manager or an Officer of the Board. Identification may be requested.
- 4) Upon written request, an absentee owner may authorize the property manager to admit Workmen, Realtors, Delivery Men, Etc., to his/her apartment. In such instances, **NEITHER THE PROPERTY MANAGER NOR THE CLARIDGE MAY BE HELD RESPONSIBLE FOR ANY POSSIBLE LOSS OR DAMAGE.**
- 5) Contractors and others coming into the building to perform work must first check with the security personnel and have the property manager's approval. **WORK IS ALLOWED ONLY ON WEEKDAYS: MONDAY THROUGH FRIDAY FROM 9:00 A.M. TO 5:00 P.M. AND WILL BE PERMITTED ON WEEKENDS AND HOLIDAYS IN EMERGENCIES ONLY.**
- 6) Contractors and delivery personnel are expected to behave in an appropriate manner. They should not use vulgarity or be insulting to any resident or Claridge personnel. Any violation should be reported to the unit resident, and it is expected that the owner or resident inform the company that those persons are banned from Claridge property.
- 7) Owners wishing to contract for or authorize entry to their apartments during their absence must contact security in writing.
- 8) **The Association, Board of Directors and employees may not be held liable in any way for personal arrangements, or actions of the services rendered.**
- 9) **UNDER NO CIRCUMSTANCES WILL THE PROPERTY MANAGER'S KEYS TO THE APARTMENTS BE GIVEN OUT.**

- 10) If a resident or an authorized person needs to enter an apartment other than his/her own, the property manager, authorized employee(s) or a member of the board of directors will get the key out of the key box open the door and immediately return the key to the box.
- 11) When an outside contractor is in a residents apartment performing work for the Association they will be accompanied by an employee of the Claridge or a person designated by the Owner of the apartment.
- 12) When the owner of an apartment is not in residence, the Association must have written permission from the owner before anyone is allowed entrance to that apartment. A copy will be placed in the owner's file and a copy will be at security when the non-resident arrives. Emergencies are the only exception and must be approved by the property manager or a member of the board of directors.
- 13) Lockboxes on doors of apartments are permitted for authorized realtors only to allow access to show an apartment for sale or lease.

GUEST POLICY

- 1) All guests must sign in at the security desk and register their vehicles. Guests are also required to notify the security staff of their departure.
- 2) All guests must abide by the same rules and regulations of the condominium that apply to owners. Owners and tenants are responsible for the acts and behavior of their guests.
- 3) Persons under the age of thirteen (13) must be supervised at all times when in or on the Common Elements of the Condominium by an adult who is at least eighteen (18) years of age.
- 4) No more than six (6) persons may permanently reside in an apartment.
- 5) As set forth in the Declaration, "Members of the Immediate Family" is defined as the spouse, life/domestic partner, or significant other of the record owner, approved tenant or other permitted occupant, or the parent, grandparent, child, sibling, or grandchild of the record owner, approved tenant or other permitted occupant and the spouse, life/domestic partner or significant other of any of these. See Rules 6 through 9 for Rules applicable to Member of Immediate Family.

6) An owner not in residence may have guests occupy the apartment in his/her absence for a period of up to 60 days in the aggregate in a calendar year (Jan 1 – Dec 31), except for Members of the Immediate Family listed in #5 above who may occupy the apartment for an unlimited time. The apartment owner must give 3 business days advance written notice of any individual guest that will occupy the apartment and the length of time each guest shall be in occupancy. Any individual non-Member of the Immediate Family guest who will occupy the apartment more than 30 days in the aggregate in a calendar year must be approved in advance by the association for continued occupancy. Any Member of the Immediate Family who will occupy the apartment more than 60 days in the aggregate in a calendar year must be approved in advance by the association for continued occupancy. This approval needs to be renewed on an annual basis.

7) An owner in residence may have Members of the Immediate Family or other guests occupy the apartment for an unlimited time. However, any individual guest who will occupy the apartment for more than 60 days in the aggregate in a calendar year must be approved in advance by the association for continued occupancy.

8) Any person, including Members of the Immediate Family listed in #5 above, who intends on permanently occupying the apartment, must be approved in advance by the association.

9) Tenant Guest Policy

- 1) Tenants in residence may have Members of the Immediate Family or other guests overnight for up to 60 days in the aggregate for the term of the lease.
- 2) All individuals who will occupy the apartment for more than 30 days in the aggregate must be approved by the association in advance.
- 3) Tenants are not permitted to have Members of the Immediate Family or other guests occupy the apartment when they are not in residence.
- 4) Tenants in residence must give 3 business days advance written notice of guests to the property manager.

NUISANCES

- 1)** No apartment Owner shall permit any disturbing noises in the apartment or building either by himself, his family, visitors, or guests which would interfere with the rights, comforts or conveniences of other apartment owners.
- 2)** All musical instruments, televisions, radios, stereos, etc., shall be controlled to such a degree that they do not disturb other families at any time.
- 3)** NO Noise before 9 A.M. and or after 11 P.M.
- 4)** The Board of Directors, in its sole discretion, shall determine whether the conduct of an owner or occupant is an unreasonable source of annoyance to the Community, the determination of which shall be final.

BUILDING

- 1)** Alteration of the exterior or the interior where visible from the outside is not permitted without prior approval of the Board of Directors. Only approved windows, balcony doors, storm shutters and sun shades may be installed. The exterior of all window decorations (Draperies, etc.) must be white as stated in Article IX of the Association By-Laws.
- 2)** Plants, pots, receptacles and other movable objects may not be placed on the balcony railings or in the hallways.
- 3)** Flammable materials may not be placed in the storage areas. No items which constitute a Fire Hazard may be kept in AC/water heater closets.
- 4)** No personal items may be stored in any common areas.
- 5)** Owners are not to place any sound equipment on any common walls.
- 6)** The halls, walks, entrances, lobby elevators and stairways may not be obstructed or used for purposes other than safe ingress and egress. No playing, loitering or storage allowed in stairways.
- 7)** No owner shall allow the doors to the corridors to remain open other than for immediate ingress or egress.

- 8) Advertisements, flyers, signs, notices, lettering and the like may not be exhibited by residents on any part of the inside or outside of the building. The General Bulletin Board near the mailboxes and the lower level elevators entrances is to be used for such interpersonal announcements.
- 9) Solicitations by individual residents for any cause, charity program etc., are forbidden in any manner other than by a notice on the General Bulletin Boards or as authorized by the Board of Directors.
- 10) Installation of flooring in areas of an apartment is permitted but must be approved in writing beforehand by the property manager and Architectural Committee. Permits must be obtained when required by the City of Pompano Beach.
- 11) Luggage carriers can be obtained from security personnel.
- 12) Lockboxes on doors of apartments are permitted for authorized realtors only to allow access to show an apartment for sale or lease.

ELEVATORS

- 1) Smoking is NOT permitted by Law.
- 2) **Do not push any call buttons more than once nor hold it in.** The elevators pick up the calls in an unaltered sequence for apparent reasons, do not call for more than one elevator at one time
- 3) Do not push both the UP and DOWN buttons at the same time.
- 4) **Minors under ten (10) years of age are not permitted in the elevators without an adult.**
- 5) In case of power failure the auxiliary generator will power only the service elevator (#4) and certain emergency lights.
- 6) The telephone in the elevator should be used in emergencies only. Procedures are in effect to clear stalled elevators.
- 7) The property manager must be contacted in advance to arrange the use of the service elevator for large item delivery, move in or out, contractors, etc.

CORRIDORS, HALLWAYS AND ELEVATOR LOBBIES

- 1) Corridors, Hallways, and Elevator Lobbies are Common Areas and are the responsibility of the Claridge.
- 2) Resident Corridors are not to be decorated in any fashion. No pictures, mirrors, or ornaments are to be mounted on the walls. No plants, statues, or personal items are to be placed in the floor areas.
- 3) No permanent alterations by any owner or resident are permitted either in the Corridors or Apartment Entrances.
- 4) Grocery carts **MUST** be returned by the user to their proper locations.

GARBAGE – TRASH

- 1) The Trash Chute should not be used before 9:00am or after 9:00 pm.
- 2) Newspapers, boxes and containers are to be placed in the designated areas in the trash room.
- 3) All paper, cans and bottles should be placed in the provided receptacles for recycling.
- 4) Waste that is thrown down the chute must be securely tied in the plastic bags provided to prevent free falling waste.
- 5) Smoldering or flammable waste, including paints, varnish, aerosol cans, etc., must not be thrown down the chutes.
- 6) Glass **MUST NOT** be thrown down the chute as it can cause serious injury.
- 7) The kitchen disposal is used for all food waste except coffee grounds, grease, corn cobs, celery, husks and hard waste such as bones, oyster/clam shells, etc. These types of items should be placed in plastic bags and dropped down the chute.

CAR WASHING

- 1) Two (2) Spaces on the upper level have been reserved for car washing. Car washing should be confined to those areas only.
- 2) When you finish, please turn off the water, relieve the water pressure from the hose and roll the hose onto the rack provided.

PARKING

- 1) Owners are ASSIGNED one (1) parking space either on the upper or lower level sheltered areas. Assigned space may be used by another owner or guest only with the regular owner's authorization in writing, recorded in the property manager's Office. Permanent transfer of parking spaces must be signed by both owners and a notarized copy will be kept on file in the office.
- 2) Parking is limited to a passenger vehicle designed to fit within the parking space parameters.
- 3) Restricted Vehicles: THE FOLLOWING ARE STRICTLY PROHIBITED FROM THE PARKING SPACES OR COMMON AREAS:
 - a. Overnight parking of Commercial Vehicles of any kind,
 - b. Recreational Vehicles, Motor Homes or Campers of any kind,
 - c. Boats and water sports equipment of any kind,
 - d. Golf Carts or Go Peds of any kind,
 - e. Trailers of any kind,
 - f. Vehicles under repair, abandoned, unlicensed or inoperable of any kind,
 - g. Vehicles which are not routinely used for family or personal use and are subject to sale of any kind.
- 4) All vehicles parked on Claridge property will be identified by a barcode or a guest pass hung on the rear view mirror. Everyone including residents, guests, and visitors must register their auto tag number with security. **NO visitor may use garage parking.**
- 5) An owner with multiple vehicles will receive a barcode for each car.
- 6) Employees will receive barcodes and should park in outside guest parking.
- 7) The Association's Live-In employee may park in the garage or covered parking spaces with the expressed written permission of the resident assigned to that parking space.
- 8) Long Term and Seasonal renters will receive barcodes.
- 9) Owners using rental vehicles will receive a barcode.
- 10) All traffic signs must be obeyed and speed limits should be especially observed.

- 11) Accessibility to parking areas may not be blocked or interfered with by parking illegally in the aisles or by failing to park in a parallel fashion to the lines. The vehicles should be parked the full distance into the space provided.
- 12) Movers, delivery and service vehicles may not be parked on the premises except for loading, unloading and servicing between 8:00 am and 6:00 pm Monday through Friday. **Commercial Vehicles May not Park Overnight.**
- 13) Small motorbikes and bicycles must be placed in the space assigned in the underground level.
- 14) Barcodes are required to operate the lower level entrance gate. They must be secured from security.
- 15) No roller skating, In-line skating, skateboarding, or bicycling allowed in the upper or lower parking area or the lanai area.
- 16) Any vehicle parked in violation of these rules will receive;
 - a. Notice requesting the vehicle owner proceed to security within 24 hours in order to correct the infraction.
 - b. Owners will be notified of the violation either in person or by telephone.
 - c. Certified letters will be mailed to owners notifying them of the violation. The letter will be mailed to the owner's last address the office has on file.
 - d. Parking issues must be resolved within 15 business days from the first notice or the owner's vehicle will be towed at the owner's expense according to Florida Statute 715.07
- 17) All commercial vehicles must park on the north side of the building.

PETS

- 1) No pets are allowed in apartments or on condominium property at any time except small birds, (parakeets/canaries) and fish.
- 2) The Seller must inform the purchaser of this regulation.

MINORS

- 1) Owners are responsible for the acts and behavior of minors whether in the owner's apartment or in the public areas, including the pool and pool deck. Claims for personal injury are not the legal responsibility of the Claridge.
- 2) No owner, occupant, or guest is permitted to play in the halls, stairways, lobby, common areas, elevators, garage, ramps, waterfalls, or parking areas, nor can anyone interfere with the operation of the elevator.
- 3) Minors under the age of twelve (12) will not be allowed in the common areas, such as the pool, fitness center or sauna unless accompanied by a supervising adult.

ATTIRE

- 1) Owners, their families and guests shall only appear in or use the lobby or social rooms in acceptable attire as determined by the Board of Directors. Top covering and footwear required at all times inside the building.
- 2) No person should appear barefoot in the lobby, social room, elevators, halls and while going into the restrooms, exercise and sauna rooms.
- 3) Shoes with spikes may not be worn anywhere in the building's common areas.

POOL, SUN DECK AND BEACH

- 1) Use of the Pool is at the swimmer's own risk. The Claridge is not responsible for accidents.
- 2) **THE POOL MAY BE USED FROM 8:30 A.M. TO DUSK.**
- 3) Everyone using the Pool must shower before entering.
- 4) A person with an infectious disease or with any kind of skin disorder may not enter the Pool.
- 5) Persons entering the pool side from the ocean or beach must first remove all traces of tar or sand.
- 6) Suntan oils, lotions, creams, etc. must be completely removed before entering the pool. When using the pool side furniture an underlying towel should be used.

- 7) No incontinent persons shall be allowed in the pool. No persons in diapers are allowed to enter the pool with the exception of those wearing swim liners.
- 8) Minors under Twelve (12) years of age must be accompanied and actively supervised by an adult when at the pool side or in the pool.
- 9) Items such as rafts, ropes, snorkels, balls, oversized toys, tubes, etc. are forbidden in the pool. **NO RUNNING, BALL PLAYING, LOUD TALKING OR SCREAMING WILL BE TOLERATED.**
- 10) Volume of any electronic or wireless device must be kept at a low level.
- 11) No food shall be permitted at the pool side area. Beverages only in plastic containers will be permitted. **NO GLASS OF ANY KIND PERMITTED.**
- 12) Swimmers are required to wear acceptable bathing attire at pool side.
- 13) Footwear and top covering must be worn in the lobby and en route to and from the pool side.
- 14) Conduct at the pool is explicitly spelled out and governed by the Regulations conspicuously posted at the poolside. Each pool user has the self-imposed responsibility to curb violators of these regulations. Owners are responsible for the actions of their family members and guests. Repeat offenders should be reported to the property manager for follow-up action.
- 15) The Apartment Owner or Resident must accompany any local non-resident guest who is using the pool or beach for the day.
- 16) Pool furniture must be kept a minimum of three (3) feet from the pool.
- 17) It is not permissible to remove pool side furniture at any time.
- 18) Gates leading to the beach, pool, or garden areas must be closed at all times.

CARD ROOMS

- 1) When leaving, please turn off lights, and close the door. **DO NOT LOCK DOOR.**
- 2) Minors under the age of twelve (12) years using the card room must be accompanied by an adult.

SAUNA, SHOWERS AND FITNESS CENTER

- 1) Use of the sauna, shower and fitness equipment is at the risk of the individual. The Claridge is not responsible for accidents or acts of violence.**
- 2) The fitness center will be open for use from 7:00 A.M. to 11:00 P.M.**
- 3) No minors under sixteen (16) years of age are permitted to use these facilities without adult supervision. No one under the age of eighteen (18) is permitted to use motorized equipment or the sauna.**
- 4) It is suggested that you alert someone when using the Sauna alone for safety purposes.**
- 5) PLEASE do not put wet towels on the sauna grate.**
- 6) When leaving these rooms, be sure to TURN OFF the sauna dial and lights and CLOSE the sauna door.**
- 7) No Boisterous behavior is permitted.**

BILLIARD ROOM AND LIBRARY

- 1) The hours of use are from 9:00 A.M. TO 11:30 P.M.**
- 2) Minors under twelve (12) years of age are not permitted to play billiards in the billiard room. Minors under twelve (12) years of age are permitted to play ping-pong and use the library when accompanied by an adult.**
- 3) Food, beverages, smoking, bare feet, swim suits or other improper attire are strictly forbidden.**
- 4) Musical instruments, televisions, portable radios, etc., are prohibited in the Billiard Room and Library as they may disturb other residents.**
- 5) Players will refrain from unnecessary loud talk or boisterous behavior as they disturb residents living above.**
- 6) Billiard equipment such as cues and billiard balls can be checked out from security.**
- 7) PLAY SHOULD BE LIMITED TO ONE (1) HOUR unless no others are waiting.**

- 8) Any damage done to the tables, cues, or to the room itself becomes the financial responsibility of the Owner whether caused by himself, members of his family or guests.
- 9) To access the Billiard Room, see security personnel for access. The door is to be kept unlocked while the room is in use.
- 10) When leaving the Billiard Room, turn off the lights and return all equipment to security.

SHUFFLEBOARD COURTS

- 1) The hours of use are from 9:00 A.M. to 9:00 P.M.
- 2) Minors under fourteen (14) years of age may not play in the absence of an adult.
- 3) Equipment must be checked in or out through security. Damage to the equipment becomes the financial responsibility of the owner, whether caused by himself, his guest or member of his family.
- 4) After a regulation play of three (3) games, the court must be vacated if others are waiting to play.
- 5) Players must refrain from unnecessarily loud talk or boisterous behavior lest they disturb residents above the courts.

SOCIAL ROOMS

- 1) Social rooms may be reserved only by apartment Owners and lessees for private parties and upon application to the Manager. All applications must be Board approved. The definition of a private party does not include outside groups such as Service Clubs, Dance Groups, Organized Religious Groups or Commercial organizations of any kind. It is incumbent upon the host to leave the room (s) in the same condition as found. A \$250.00 refundable deposit is required, which will be returned if the room is left in acceptable condition. The amount of the refundable deposit may be changed by the Board, from time to time, based on the then current cost factors. If necessary a clean-up charge will be imposed at an average hourly employee rate.
- 2) The Social Rooms is available for private parties and include only the tiled areas, bar and kitchen. The Social Rooms are available only for Claridge

Association functions on holidays. Holidays include New Year's Day, Easter Sunday, July Fourth, Labor Day, Thanksgiving, Christmas, and New Year's Eve. If no Claridge association function is scheduled on a holiday, then only the kitchen area will be available for private parties.

- 3) Reservation is on a first come-first served basis. Rooms may not be reserved more than four months in advance of the event.
- 4) The resident reserving the room must be present at the event.
- 5) Cancellation of the reservation within one (1) week of the event may result in deposit forfeiture.
- 6) Resale of alcoholic beverages is prohibited at scheduled events.
- 7) For private parties, no more than forty (40) non-resident guests will be authorized to enter the event. From the dates of November 1 to April 30, guest parking for private parties must be limited to a maximum of ten (10) cars.
- 8) All parties are limited to six hours and must end by 11:00 P.M. with the exception of December 31 (New Year's Eve), in which case the event must end by 1:00 a.m. on January 1.
- 9) For parties that include more than twenty (20) non-resident guests, a certificate of "host event liability" insurance naming the Claridge as an additional insured will be required and must be submitted to the Association at least 48-hours prior to the event.

SALE OR LEASE OF APARTMENT

The procedures for a Sale or Lease are set forth in Article XIII of the Claridge Declaration and Article VII of the By-laws and include the following guidelines:

- a. Owner(s) shall obtain an "Intent to Sell or Lease" form from the Association office and submit the completed and signed form to the Association Office.
- b. The Purchaser or Lessee shall procure the form entitled "Application for Purchase or Lease" and a copy of the Rules We Live By from the Owner or Realtor (obtainable from the office) and submit the completed application to the Board.

- a. The Association has thirty (30) days to approve or disapprove the application
- b. A personal interview of the prospective new resident is required before a committee of at least two Board Members or their authorized designees.
- c. The Board of Directors has 30 days to review the completed application material and render its approval or disapproval decision. This 30-day period will not commence until completed application material and any other supplemental information requested by the Board are received from the application.
- d. A copy of the "Contract of Sale" or "Lease" must be presented to the Board. There must be a clear and saleable deed on the apartment.
- e. Owners may lease their condominium apartments to not more than one party or family and only ONE time in each twelve month period after the first 365 days of their acquiring ownership of the apartment. Minimum rental is stated in the 99-year lease as adjusted for inflation by the Board of Directors from time to time.
- f. Certified copies of the Warranty Deed must be presented to the Association in order for new owners to gain access to the building.

HURRICANE OR SEVERE WEATHER

- 1) *An alert on the radio and TV will always precede the hurricane. Take actions at that time, not when the hurricane actually strikes.*
- 2) Close your patio and window shutters.
- 3) Absent Owners must make provision for someone to take preventive action in their apartment upon a hurricane alert. Upon a hurricane alert, if the Claridge personnel are required to close an owner's shutters, a charge of \$75.00 will be imposed against the owner for closing the shutters. The Board of Directors may, from time to time, modify the amount of the charge for such service.
- 4) Upon a **COMPULSORY EVACUATION ORDER** all persons must leave the premises.
- 5) The property manager has prepared a "Hurricane Preparedness" pamphlet that is available for the asking from service personnel.

MOVING INSTRUCTIONS

- 1)** The truck will be parked by direction of security personnel on the north exit ramp from the garage where sign indicates so as not to block the ramp. If truck is too large to fit into ramp without sticking out into the street it should be parked parallel to the street.
- 2)** MOVING SHALL NOT BEGIN BEFORE 8:00 A.M. AND SHALL BE FINISHED BEFORE 6:00 P.M. MONDAY THROUGH FRIDAY ONLY.
- 3)** Notification should be made by the party moving in or out AT LEAST ONE WEEK IN ADVANCE.
- 4)** NO articles will be leaned on walls in the halls.
- 5)** If the apartment involved is a 1, 2, 3 or 4 all the service halls doors shall be opened fully by a guard or maintenance person.
- 6)** When the move is completed the mover personnel shall check out with the manager who will check the hall area where the move was made and also the area around the truck.
- 7)** Any damage done to Claridge property is the responsibility of the party moving in or out and will be billed to the owner.

YOUR BOARD OF DIRECTORS has tried to promulgate Rules and Regulations to help maintain a friendly, clean and peaceful condominium. At times situations may arise that are not covered by these Rules and Regulations and it is suggested that in this event you bring these situations to the attention of the property manager or the Board of Directors.

For complete and detailed information please refer to The Claridge Declaration, Articles of Incorporation, and Bylaws.

Monthly Board Meetings are held once a month at the discretion of the Board. We ask Owners to please attend and participate. **ANNUAL MEETINGS ARE HELD ON THE 2ND TUESDAY IN FEBRUARY OF EACH YEAR.**

Notices of monthly, annual, and special meetings are posted on the bulletin board and on the resident site- <https://theclaridgeresidents.com>.

Your Board of Directors and your Property Manager

Want to extend a “Thank You”

For your cooperation in following the Claridge’s

Rules We Live By