



Yacht Harbour Condominium Association, Inc.

**Rules and Regulations
April 2016**



BALCONIES

- A. Nothing shall be thrown, swept, or washed from balconies. This includes cigarette butts. Any light fixtures, fans, hammocks, hanging plants or decorations installed on balconies must be first approved by the Association. Only white, non-fluorescent lighting is permitted.
- B. Association approval is required prior to drilling holes into ceiling, walls or floor of balconies or terraces. Drilling into the concrete slab for any reason is prohibited.
- C. Every attempt should be made to keep any water from dripping or flowing onto balconies below. Saucers should be placed under plants and if water does begin to run over the edge of the terrace, it should be mopped up promptly. Watering of plants should ordinarily be completed before 10:30 A.M.
- D. Plants must be kept trimmed and no part of the plant can pass the vertical plane of the balcony.
- E. It is ILLEGAL to use a bar-b-q on apartment balconies. There are facilities for outdoor cooking in the pool area.
- F. No items, including, but not limited to: towels, rugs, bathing suits or other clothing should be hung over balconies' railings. In addition, clothes drying should not be visible on open balconies.
- G. Signage, placards and banners are not permitted to be hung on balconies, nor are they permitted to be affixed to windows or glass doors, visible to the outside, with the exception of those flags permissible and on the dates specified by Florida Statutes.
- H. Balconies may not be used for storage of trash, boxes, bicycles or any items besides potted plants and patio furniture.

BICYCLES

- A. There should not be any bicycles stored in the basement that are not the personal property of a resident of Yacht Harbour.
- B. All residents must register bicycles with the Management office and obtain a Yacht Harbour decal which should be displayed on the bicycle at all times.
- C. Bicycles should be stored only in racks provided. They may not be chained to pipes or columns in the parking garage.
- D. Residents are responsible for providing a lock to secure each bicycle. Yacht Harbour is not responsible for theft, loss of or damage to bicycles under any circumstances.
- E. No bicycles are permitted in common areas, including the lobby.
- F. Bicycles should not be stored on apartment balconies or in hallways, elevators, or storage rooms.



BOATS

- A. No boats of any kind should be stored in the underground parking area; this includes sailboats, windsurf, jet skis, kayaks, etc.
- B. Boat trailers should not be parked or stored in parking areas or other common areas of condominium property.

BUILDING MODIFICATIONS

- A. No modification to the exterior or interior of a unit, including but not limited to: major or minor renovations, flooring removal and/or installation, plumbing or electrical work, cabinetry installations, installation of hurricane shutters or impact windows/doors, etc. may be performed without obtaining prior written Association approval and is subject to the Board approved guidelines for architectural modifications. At the Board's discretion, the approval of the Association's engineer or other expert advisor may be required. Any costs associated with obtaining the required approvals, including fees of engineers and/or other experts, shall be paid by unit owner before the work can commence.
- B. Signs, advertisements, notices or other lettering should not be exhibited, displayed, inscribed, painted or affixed to, in, or upon any part of the condominium properties.
- C. Awnings, canopies or other projections shall not be attached to or placed upon outside walls or roof of the condominium building and property.
- D. No reflective materials shall be installed on windows and/or glass doors which are visible from outside.
- E. Unit owners may not screen or enclose his court or terrace. This rule is not intended to prevent placing of plants, small trees, etc. on terrace for decoration and/or privacy screening.
- F. No antenna should be erected on exterior walls or balconies. This provision shall not be applicable to any master antenna installed on the roof of the building with approval of the board.

CARTS

- A. Shopping carts may not be left in the hallways nor anywhere else on the common property, except as specifically permitted by these rules.
- B. Shopping carts should either be left in the freight elevator or returned to the cart corrals located on either side of the basement level elevator lobby. Shopping carts may not be left anywhere in the parking garage, including in or near a parking space.
- C. Shopping and laundry carts should not be taken into passenger elevators. The only exception is a period when the freight elevator is not in service. If that is so, residents and guests should take care to see that the carvings and doors are not damaged by carts. If the freight elevator is slow



responding to a call, this is not an adequate reason to take a cart on one of the passenger elevators.

- D. Carts are not allowed in the main lobby at any time.

CAR WASHING

- A. Upon notice to the front desk and, subject to space available for same, car washing is permitted in the area just outside of the S. Bayshore Drive garage exit. The exit must not be blocked.

SMOKING

- A. No smoking is permitted within 100 ft. of the front lobby door and 25 ft. from the base of the stairs located outside of the pool deck door and party room.

ELEVATORS

- A. The two passenger elevators are for passenger use only. Employees of a unit owner, contractors, subcontractors or any individuals performing work within the building should use the freight elevator.
- B. There is a separate call button which should be used to call the freight elevator. Residents must call only the freight elevator OR the passenger elevator and should refrain from calling both the freight and passenger elevator at the same time.
- C. Furniture and bulky items should be transported in the freight elevator.
- D. Individuals coming from the swimming pool should only use the freight elevator, and should make every effort to thoroughly dry off before doing so.

EMPLOYEES

- A. Employees of the Yacht Harbour Condominium should not be sent out of the building by an owner or tenant at any time for any purpose.
- B. Employees of Yacht Harbour Condominium should not be requested to work on special projects for individual unit owners or tenants. An exception would be a necessary emergency repair in an apartment; e.g., over flow of an air conditioner water pan, a leaking hot water heater, etc.
- C. No residents shall interfere with any members of the Association's staff in connection with the performance of their duties, including, but not limited to, issuing orders, attempting to exert control or subjecting any staff members to any form of harassment. Residents shall treat all staff members with proper decorum and courtesy and shall not engage in any behavior which creates a nuisance or in any manner disrupts the ability of staff members to perform their duties. Under no circumstances will inappropriate behavior in the treatment of staff be tolerated, including, but



not limited to, verbally abusing staff members by yelling, cursing or using any language that is offensive, derogatory, hostile or defamatory.

In addition, no other manner of disrespectful, threatening or abusive behavior against staff members shall be permitted or tolerated. Any residents engaging in such prohibited conduct shall be subject to all remedies permitted by law, including, but not limited to, the imposition of fines, suspensions, or other appropriate legal or equitable action. Any complaints pertaining to staff should be directed in writing to the President of the Association for investigation and appropriate handling.

FIRE INFORMATION

- A. No flammable, combustible or explosive fluids, chemicals or substances shall be kept in any unit or storage area. Exceptions are made for small amounts of common household cleaning agents (isopropyl alcohol, etc.).
- B. Cooking using open flame is not permitted on any terrace or balcony.
- C. If there is a fire, turn on the alarm immediately; **DO NOT HESITATE!**
- D. Alarm pull stations are located on each floor next to the elevators. Fire extinguishers are located in the hallway fire cabinets.
- E. Fire escape stairs are located at each end of the hallways.
- F. If an alarm sounds, leave your apartment immediately, but leave the door unlocked. Go to the stairways; **DO NOT USE THE ELEVATORS**. All elevators automatically go to the first floor and will remain out of service until the emergency is over.
- G. A confidential list of individuals who require special assistance should be maintained at the front desk. The list should include individuals who may need help using the stairs.
- H. Fire exits should not be obstructed in any manner.
- I. In accordance with fire regulations, all unit entrance doors **MUST BE** kept closed at all times except when entering or exiting.

FITNESS CENTER

- A. Residents may obtain keys to the fitness center and the remote control for the television at the Concierge desk. These items must be returned to the front desk after using the fitness center.
- B. Machines should be wiped down after use. Cleaning towels are provided for your convenience.
- C. Weights and other equipment may not be removed from the fitness center. Residents should replace free weights on the correct racks when finished using them.
- D. Proper exercise attire is required.
- E. Minors under the age of 12 unless accompanied by an adult, are not allowed in the fitness center.



GARBAGE/CHUTE AREAS

- A. This building recycles NEWSPAPER, CANS, PLASTIC CONTAINERS, and CLEAR GLASS. Please read instructions posted in chute areas and follow them. Owners and tenants are responsible for insuring that maids and housekeepers employed by them also follow these instructions.
- B. Bags of garbage including recyclable should NOT be left in garbage chute area because they are too large to go down the chute, or because the chute is not in service.
- C. If the trash chute is out of service, trash should be left inside your unit or taken in the freight elevator to the dumpsters located next to the garage exit.
- D. Food and beverages should not be consumed outside of a unit except in the pool area or in the party room.
- E. Garbage bags or other similar refuse, in or outside of containers, should not be placed in hallways, on balconies or stairwell landings.
- F. No unit owner or tenant should sweep, throw or otherwise dispose of any dirt or other substances into hallways, stairwells, elevators, ventilators or other common areas, including from balconies onto the recreation deck, front drive and/or planted areas.
- G. Linens, clothes, rugs, mops or other cleaning articles should not be shaken from windows, doors or balconies.
- H. It is imperative that the trash chute hours of operations be strictly observed:
Monday thru Saturday 7:00 a.m. to 10:00 p.m.
Sunday 9:00 a.m. to 10:00 p.m.

GRIEVANCES

- A. During the period Monday through Friday during business hours, a complaint with regard to an employee, resident or a building issue should be brought to the attention of the Manager, verbally and/or in writing, rather than other building personnel.
- B. After normal business hours or on weekends, complaints should be brought to the attention of the concierge verbally and/or in writing, rather than other building personnel. The Concierge will leave a written report for the Manager to review the next business day.
- C. There is a Compliance Committee and procedures in place to address unresolved issues and rule violations.



HURRICANE PREPERATIONS

ABSENT OWERS AND TENANTS

- A. Unit owners or tenants who plan to be absent from their unit during the hurricane season must prepare his/her unit prior to departure by:
1. Removing all furniture, plants and other objects from their terrace or balcony, where applicable.
 2. Designating a responsible firm or individual other than the Association to care for his/her unit should it suffer hurricane damage and furnishing the Association with the name, telephone number and address of such firm or individual. Such firm or individual should contact the Association for clearance to open or close hurricane shutters, and any such party is subject to approval of the Association.
 3. Ensuring that keys to vehicles remaining in the parking garage are available if an owner or tenant is out of town. Yacht Harbour Condominium will not be responsible for vehicles left in the garage.

PRESENT OWNERS AND TENANTS

- A. These individuals should:
1. Remove valuables from storage lockers and take them to a safe place in the apartment or at another site.
 2. Ensure that hurricane shutters are closed only when a Hurricane Watch is issued and remain so only until threat has been officially lifted.
 3. Remember the emergency generator for the building will only provide power for one elevator and certain hallway lights. Units will not have electricity, water, or air conditioning in the event of power failure.
 4. Remove all automobiles from the parking garage and premises. Vehicles should be parked in a safe place on high ground and away from trees. There are several parking garages in the nearby area that can be utilized.
 5. Remember that we are in Category 2 evacuation zone. If an evacuation order is issued, all residents are expected to comply with the order and evacuate the building. No staff members will remain on-site during the storm and any residents who choose to disregard the evacuation order do so at their own risk.

LAUNDRY

- A. Laundry facilities should be cleaned after use.
- B. Washers and driers should be emptied as soon as a washing or drying cycle is completed.



- C. Please report improperly functioning machine to the Manager's office or Concierge immediately.
- D. Laundry facilities are for owners and residents use only and the use of machines by housekeeping staff to launder items brought from home is prohibited. It is the owner's responsibility to inform their personal housekeeping staff of this rule.

MAINTENANCE AND ASSESSMENTS

- A. Payments of monthly maintenance fees should be made either by mailing a check with payment coupon attached to the Association's lockbox, online at www.yachtharbourcondo.com, or by enrolling in ACH automatic payments through the Management office. Payments made in the form of checks should be made payable to Yacht Harbour Condominium Association.
- B. Payments are due on the first day of each month, and payments ten (10) or more days late are subject to a \$25.00 late fee as well as interest and other charges as established by the Board of Directors.
- C. In the event of the Board passing a Special Assessment, payments should be made as scheduled and failure to make payments as scheduled will be subject to such charges, interest and penalties as the Board of Directors may determine.

MOVING

- A. Moving in and moving out may be scheduled only for Monday through Friday between the hours of 8AM to 4PM. Holidays and weekends are excluded.
- B. All move-ins or move-outs must be scheduled with the Management office.
- C. A \$250 refundable deposit is required when moving in or out of the building. After a move, the common areas will be inspected for damages and the cost of damages will be deducted from this deposit.
- D. All moving companies must submit proof of liability and workers compensation insurance prior to commencing work. Certificates of insurance must comply with Association requirements.
- E. Passenger elevators should not be used to move any items to or from apartments.
- F. Staging of furniture and other items in hallways and common areas is prohibited.

NOISE

- A. Quiet hours are between 10:00 p.m. and 8:00 a.m. Residents, their guests and invitees are expected to observe these hours and not create noise that could emit beyond their unit during these hours.
- B. Residents should not make or permit family, employees, guest, agents or licensees to make disturbing noises in the building and/or common areas at any time.



- C. Residents shall not play or allow to be played any musical instruments, or operate or allow to be operated, a television, radio, stereo, or other sound systems in such a manner as to unduly disturb or annoy other occupants of the Condominium. Sound amplifiers are not permitted at any time.
- D. Residents are expected to respond respectfully if a complaint is received that noise from their unit is disturbing other residents. Complaining residents may contact the police to report a noise disturbance if the offending unit owner fails to comply.
- E. No radio or television installation may be permitted in a Condominium unit which interferes with television or radio reception of another Condominium unit.

PARKING

- A. Vehicles should be parked in designated parking spaces only, except as may be specifically authorized by the Manager under special circumstances.
- B. Motorcycles are to be considered as ordinary motor vehicle and NOT as bicycles or mopeds.
- C. Automobiles should not be left on the entrance ramp of the building, except for parking valet. If left for the valet, the cars should be moved aside to avoid blocking the ramp's entrance to the parking garage and the keys should be immediately delivered to the valet. Valets will insist that cars be moved when they are blocking the ramp driveway. Vehicles left on the ramp without leaving keys will be towed at the vehicle owner's expense.
- D. When parties are planned, if there are more than 10 guests' cars, residents must inform the Manager's office and arrangements must be made for an additional valet attendant to manage the cars. This extra service is at the expense of the owner or tenant giving the party.
- E. Yacht Harbour reserves the right to refuse parking or valet service to any guest or visitor at any time. If valet parking cannot accommodate a vehicle, visitors will be instructed to use street parking.
- F. Vehicles which cannot operate under their own power shall not remain on Condominium premises for more than twenty-four (24) hours, and no repair of vehicles shall be made on Condominium premises.
- G. There should be no storage of articles or vehicles behind owner's/tenant parking spaces in the parking garage.
- H. Parking in the covered parking garage or back parking lot along Grand Avenue is at the vehicle owner's own risk. Yacht Harbour Condominium is not responsible for loss or damage to vehicles or the contents therein.
- I. Valet parking is complimentary. Tipping is encouraged.



PARTY ROOM

- A. The party room is for the exclusive use of Yacht Harbour Condominium residents and is not available for outside functions.
- B. Use of the party room must be scheduled. A reservation form may be obtained at the Concierge's desk in the lobby and must be returned to the Manager no later than three days prior to the scheduled event. No application for reservation will be considered valid until approved by the Manager.
- C. Yacht Harbour requires a \$500 security deposit be submitted along with the party room application form in order to reserve the room. All checks will be deposited and a refund issued within 14 days after the request provided there are no damages to the common areas. You will be charged additionally for any damages that exceed \$500.
- D. Individuals using the party room are responsible for leaving the room clean and undamaged. Any repairs or cleaning of the party room after the event will be deducted from the \$500 deposit refund and, if costs exceed the deposit, such overage shall be assessed to the unit owner and will be payable immediately upon receipt.
- E. If a function is going to be hosted by an individual or individuals less than 18 years of age, or if the majority of persons in attendance will be less than 18 years of age, an adult chaperone must be present at all times. The unit owner or tenant will be responsible for ensuring their guests follow all Yacht Harbour rules and regulations.
- F. All functions must end no later than 11P.M. on weeknights and 11:45P.M. Friday or Saturday nights. The party room and pool deck must be cleaned and cleared by that time.
- G. Individuals using the party room must observe all rules regarding noise. Amplified music is not permitted.
- H. The Association reserves the right to exclude or eject any or all objectionable persons from the party room and Yacht Harbour property and to terminate the resident's use of the room if it deems the use or conduct of the persons is objectionable, or if their guests are creating a nuisance to other residents of the Condominium.
- I. Management has the right to deny any owner the right to use the party room if that owner has previously violated any of the rules promulgated from time to time pertinent to the use of the party room, the pool or any other rules concerning noise, disturbance or clean-up of common premises.
- J. Usage of the Recreation Deck and Pool are subject to the rules pertinent to both Party Room use and Pool use when used in connection with the Party Room.



PETS

- A. Pets are prohibited from the premises, with the exception of those registered with the Association on January 24, 2005. Residents must submit required documentation for any service or therapy animals.

POOL AND DECK

- A. Ashtrays are provided and must be used for disposal of tobacco products.
- B. There is no lifeguard on duty. Use pool at your own risk and advise all guests who might use the pool that there is no lifeguard provided.
- C. Children under 12 years old must be accompanied by an adult.
- D. Glassware or other breakable items are not allowed in pool area.
- E. Residents and guests using the pool should dry completely before entering the Lobby. Shirts or robes and shoes should be worn when going to and from pool area. Only the freight elevator is to be used when coming from the pool.
- F. The BBQ area must be reserved with the Concierge. The barbecue pit and pool area must be cleaned after use, garbage properly placed in proper receptacles, and the gas to the BBQ must be turned off.
- G. Residents and their guests should use the pool shower to rinse before entering the pool. Soap, shampoos and other products may not be used at the pool area shower.
- H. Guests must be accompanied at all times by an owner or tenant.
- I. No music should be played on the pool deck after 11 P.M. Sunday through Thursday and after 11:45 P.M. on Friday and Saturday. The use of the radio or other audio equipment must be kept at a volume audible only to the user of said equipment. Power amplifiers are not permitted at any time except when expressly permitted by Management for a reserved function.
- J. Individuals using pool and pool deck must observe all rules regarding noise which shall include loud voices, boisterous partying and other behavior considered intrusive by other residents. Gathering on the pool deck must cease by 11:00 P.M. Sunday through Thursday, and 11:45 P.M. Friday and Saturday to be consistent with party room rules.
- K. There should be no ball playing, roller skating, skate boarding, bicycling, etc. in any common areas.
- L. Disorderly conduct, or failure to respond to a reasonable complaint in a reasonable manner, may result in suspension of use rights of the pool area.
- M. Residents and their guests must observe the pool rules posted outside the pool area.
- N. Use of the BBQ and/or the Pool and Recreation Deck in conjunction with the use of the Party Room shall also be subject to the rules for use of the Party Room



PROPER ATTIRE

- A. Yacht Harbour residents, their guests and invitees must wear proper attire at all times while in the common areas of the building.
- B. Shirts must be worn by men while in any common areas of the building outside of the pool area.
- C. Shoes must be worn at all times with the exception of the pool and pool deck.
- D. Robes should be worn only when going to and from the freight elevator and pool area or to and from the fitness center/sauna and the freight elevator. Robes and sleepwear may not be worn in the lobby.

RECEIVING AREA

- A. Employees of the Association cannot assume responsibility for the signing of packages, movers, deliveries, etc. Any deliveries should be made through the receiving area between 8 A.M. and 4 P.M. Monday through Friday. The Receiving Officer is stationed at the receiving room during those periods.
- B. Unit owners/tenants must contact the Management office to schedule the freight elevator for deliveries. Freight elevator reservations are subject to availability of the elevator.
- C. All contractors and workers must check in daily with receiving, obtain a badge and park their vehicles according to the instructions given to them by the Receiving Officer. Contractor's failure to comply with Yacht Harbour rules or the Receiving Officer's instructions will be disallowed from the property in the future.
- D. Contractors may not park their vehicles in parking spaces assigned to individual unit owners.

SALES/LEASE POLICY

- A. Anyone desiring to purchase or lease a Condominium unit must comply with the requirements stated in the sales or lease packet provided by the Management office.

SAUNAS

- A. Saunas are for use of owners or tenants only.
- B. Appointments for the saunas are made with the concierge.
- C. Observe "Men only" and "Women only" use unless previous arrangements have been made.



SECURITY

- A. Providing keys to outside doors and cards or garage openers to allow parking vehicles of non-residents is prohibited.
- B. If a unit owner/tenant is out of town and wishes to authorize a guest to stay in his/her unit, written, signed authorization containing the guests' name(s), duration of stay, and any other pertinent information must be submitted to the Management office prior to the guest's arrival.
- C. Residents and their guests should be aware that many of the common areas of Yacht Harbour Condominium are under 24-hour video surveillance. However, this in no way guarantees safety and security. Residents should take all proper precautions to ensure the safety and security of their units and property.

SHUTTERS

- A. Uniform shutter protection may be installed either against sliding glass doors or near the railing on terrace and balconies in accordance with the adopted shutter specifications.
- B. Shutters are the property and the responsibility of the owner. All appropriate maintenance to the shutters and the mounting thereof to the common structure is the responsibility of the unit owner. As well, operation of any and all shutters or other hurricane protection is solely the responsibility of the unit owner. Yacht Harbour expressly rejects any responsibility for the condition, operation or the effectiveness of any hurricane protection, whether operable or otherwise.
- C. Shutters should be kept fully open except during periods in which a Hurricane Watch has been ordered. After a storm or warning has passed, shutters should be returned promptly to their open state. Shutters should not be closed during the hurricane season because owners or tenants are away from their apartments during that period of time.
- D. Use of special tinting on outside windows (e.g. reflective "paper") is not allowed.

STORAGE

- A. Personal property of unit owners or tenants should be stored either in their individual units or in assigned storage areas.
- B. All storage in storage rooms should be within assigned spaces or bins. Articles left outside of bins will be discarded without notice.
- C. Placing articles on top of storage bins is prohibited by law because of fire regulations.
- D. No flammable or poisonous materials may be stored.



TENNIS COURTS

- A. Hour of use are 8:00AM to 10:00PM
- B. Tennis courts must be reserved. Players with appointments to play recorded at the concierge's desk have priority.
- C. Play time is limited to one hour when others are waiting to play.
- D. Lights are to be turned off after finishing play, and in any event must be turned off by 10 P.M.
- E. Players must wear appropriate tennis attire. ONLY tennis shoes are allowed on the courts.
- F. Yacht Harbour Condominium requires that tennis courts are used for the sole purpose of playing tennis. No other recreational activity will be allowed.
- G. At no time are skateboards, bicycles, skates, scooters, toys, etc. permitted on the tennis court.
- H. No guests are allowed to play without the owner or tenant present. No more than three guests at a time will be permitted to use the court, unless written approval of the Association has been obtained.
- I. Children under 12 are permitted to play only when accompanied by an adult.
- J. Tennis professionals hired to provide instruction/lessons to any individual resident using Yacht Harbour tennis courts must submit the required insurance documentation to the Management office prior to commencing work.