



*House Rules
and
Information*

Revised and approved by the board of directors 1/01/13. In accordance with Crane Crest, Inc. By Laws restated and ammended, 1995.

House Rules

To our owners, residents and guests:

These rules are designed to ensure pleasant and harmonious living for the 107 families who belong to the corporation and who have approved and endorsed the cooperative concept of communal living.

Although such rules often curtail and restrict property rights which the owner of a private home would normally possess, this is the consideration one has to pay for the benefits and securities of cooperative ownership.

Of necessity, rules are made to maintain uniform standards and, when complied with, can provide pleasant, comfortable and protected living for all.

These rules are not all inclusive. Behavior that is inconsiderate of others is not acceptable. Additionally, nothing in these rules shall be construed to contradict or take precedence over the corporation's by-laws and occupancy agreement.

The Board of Directors

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GENERAL

1. New owners are expected to familiarize themselves with the contents of these rules and the Crane Crest By-laws before taking possession of their apartment.
2. A member of the board will discuss the house rules and by-laws at the interview with the buyer.
3. No improper, offensive or unlawful use shall be made of any apartment or common areas of the cooperative complex.
4. No owner or his/her guests shall conduct themselves in a manner to annoy other owners or their guests by unreasonable noise, actions, foul language, or verbal attacks and harassment.
5. Please be courteous and thoughtful of your neighbors, refrain from slamming doors, playing loud music, or making any unnecessary noise that may disturb others.
6. No pets are permitted in an apartment or common area except domesticated and caged birds and fish in an aquarium.
7. Owners shall have a duplicate set of apartment keys in the key safe. Board members, office manager and the maintenance manager have the right to have access to each unit.
8. Owners should let the office know who should be contacted in the case of an emergency.
9. Overnight guests must be registered by the owner in the office prior to guest's arrival.
10. Under no circumstances should MEDECO keys be given to anyone other than registered residents, their relatives, guests, or home care assistants. This, of course, is for security reasons. It is the responsibility of the owner to inform the office of any non-resident who is in possession of a MEDECO key.
11. Any complaint must be in writing, signed by the owner and addressed to the Board of Directors.

BUILDING

1. Owners and their guests must wear proper attire when in the lobby. No beach attire is permitted. Bare feet are not allowed in the lobby, elevators or walkways.
2. Personal property, including furniture, beach chairs, toys, etc. can not be left in Crane Crest common areas or on walkways. Posted notices, signs, etc. are not permitted in the pool area, beach area, lobby, elevators, garden, walkways, or other common areas without approval from the Board of Directors.
3. Items cannot be stored in any common areas, including walkways, stairwells, and electric or elevator rooms.
4. Walkways:
 - a. doormats of any kind or size may not be used.
 - b. plants or any other ornamentals may not be placed on walkways.
 - c. apartment doors opening onto the walkways may be left open but must not block passage on the walkway.
5. The equipment listed below is for the use of all owners and their guests. After using, please return it to its original location immediately so that it is available for other owners. The equipment is not to be kept in an owner's apartment. The equipment is located in the lobby, the bulk mail area or in the lobby kitchen.
 - a. luggage cart
 - b. wheel chair
 - c. walker
 - d. two-wheel cart
 - e. other special use equipment may be available, see office manager

The equipment is made available for the convenience of owners and their guests. The association accepts no liability for their use.

THE APARTMENT

1. No structural changes of any kind shall be made in or to any apartment, private patio, balcony, or adjoining public walkways or balconies without specific written approval of the Board of Directors.
2. Owners should familiarize themselves with the location of the main water shut off valve for their apartment and the electrical switch box which controls the individual appliances in the apartment.
3. To insure proper operation of air conditioner, the drain pipe, accessed through the hole in the condensation pan in the a/c unit, should be checked every two or three months so that algae does not accumulate, stopping up drain and hose, causing an overflow. Chlorine bleach, liquid or tablets, put periodically into the drain pan helps to control buildup.
4. In the event an apartment is unoccupied for more than a month, it is the owner's responsibility to have someone check the apartment. Electric must remain on and A/C should be set to 78 degrees to prevent mold.
5. The co-op has hired an exterminator who will treat each apartment monthly. The only exception to having the apartment treated is a documented medical condition which prevents exposure to the spray on file in the office.

BALCONY

1. No towels, bathing suits, laundry, etc. may be hung to dry on balcony railings.
2. No cooking is permitted on a balcony.
3. Nothing may be thrown, poured, washed or shaken from a balcony.
4. Satellite dishes, discs, or antennae are not allowed on apartment balconies.
5. No enclosures may be constructed on a balcony.
6. Jacuzzis or Hot Tubs are prohibited on floors 2 thru 9. First floor units may install Jacuzzis or Hot Tubs but must obtain permitting from the Building Dept. and approval from the Board of Directors.

PARKING

1. Each apartment has one designated parking space.
2. Guest parking: in addition to the six spaces in the East parking lot, parking is available on the West side of A1A (West parking lot). Owners are not to park in the East parking lot guest spaces. Second cars are to be parked in the West parking lot.
3. Employees must park in the West parking lot. The office manager will direct vendors and workmen where equipment can be unloaded. All vendors and workmen are to park in the West parking lot.
4. An owner may give permission, in writing to be on file in the office, for another owner or person to use his/her parking space.
5. No car may be started and left running in the underground garage.
6. All owners leaving an automobile at Crane Crest while away, must leave a set of keys with the office. The office will use these keys only in an emergency.
7. No unattended car may be left at the entrance of Crane Crest. When unloading your vehicle at the main door entrance, please make sure you leave room for people to enter and exit the building and for cars to pass.
8. All commercial vehicles must park in the West parking lot. Trailer boats and trailers are permitted to park only in the West parking lot.
9. Minivans are permitted to park in proper parking spaces. However, since parking spaces at Crane Crest were made for cars and not for larger vehicles, owners of larger vehicles (over 19 ft. in length or 7 ft. in height) must park in the West parking lot.
10. Motor homes and mobile homes are not permitted to park anywhere at Crane Crest, per a Lauderdale-By-The-Sea ordinance.
11. Motorcycles are not permitted in the underground garage.

POOL AND BEACH

1. Pool hours are 7:30am to Dusk per State Health Dept. Grill hours are until 10:30pm.
2. When going to and returning from the pool or beach, appropriate cover-ups (not towels) and shoes must be worn. Use the east (beach) elevator to and from the pool or beach.
3. A shower poolside is mandatory before entering the pool.
4. Children and infants who are not toilet trained are required to wear water proof diapers designated for pool use. Children under 12 years of age must be accompanied and supervised by an adult at the pool or poolside.
5. Equipment – items such as boats, rafts, ropes, small balls, toys, tubes, fins, etc. are not permitted in the pool and may not be stored in the pool area. Safety and small personal exercise equipment such as aquatic barbells are permitted. Ball playing in the pool or pool area is not permitted.
6. Poolside furniture must be fully protected from suntan or body oils by a large beach towel or other protective covering. Pool furniture may not be used on the beach. If you open a poolside umbrella, please put it down when you leave the pool area.
7. Persons coming from the beach must remove tar and/or sand. A hose and solvent for this purpose is provided at the beach entrance. The solvent is located in the chest by the hose.
8. Only plastic or metal beverage containers are permitted around the pool area.
9. Diving in the pool is prohibited by local ordinance.
10. Use of radios, tapes, etc is permitted only if headphones are used, unless special permission is given by the Board of Directors.
11. Towel dry before leaving the pool area to prevent accidents caused by wet slippery surfaces.
12. Pool chairs or chaise lounges may not be reserved. Unattended articles may be removed.

LAUNDRY ROOM

1. Laundry hours are from 8:00 AM to 9:00 PM, Monday through Saturday and from 10:00 AM to 5:00 PM on Sunday.
2. Observe assigned days and hours as posted in each laundry room. Apartments 1-6 use West laundry room and apartments 7-12 use East laundry room. Only the assigned laundry room shall be used.
3. The window in the laundry room shall be open when using the laundry equipment and the fan is to be on.
4. Dryer filters should be cleaned after each use.
5. Close the window and remove personal items when laundry is completed. Close the laundry room door when leaving.
6. The laundry room is for laundry only. It is not a room to dry bathing attire, wet clothing, rugs, etc.
7. Leave the washing machine door and soap dispenser open after each use to avoid mildew.
8. Only trash associated with laundry should be placed in the laundry room waste container.
9. Front Load Machines use HE detergent in the washer.

TRASH

1. Trash chutes are located in the West laundry room on each floor. Hours for disposal are from 8:00 AM to 10:00 PM.
2. Recyclable items such as newspapers, certain grades of plastic and glass, are to be placed in designated containers located by the chute. Instructions are posted by the trash chute.
3. Any waste suitable for disposal in chute should be bagged and tied securely and should be small enough to clear the chute. Heavy items should never be put in the chute.
4. Do not toss large boxes, cartons, clothes hangers, drapery or curtain rods, pieces of carpet, etc., down the chute. Removal of these items is the apartment owner's responsibility and should be taken down to the outside dumpster, not left in the laundry room. Cardboard boxes should be broken down before leaving them in the laundry room or putting in the outside dumpster. Only small cardboard boxes, which fit in the recycling basket when broken down, should be left in the laundry room.
5. Items such as T.V's, furniture, construction materials, etc. may not be placed in the outside dumpster.
6. Never throw smoldering or flammable waste in trash chutes.

SHUFFLEBOARD COURT

1. Shuffleboard hours - 9:00 AM to 9:00 PM.
2. Children under 12 years of age may not play in the absence of an adult.
3. Equipment may be obtained from and must be returned to the storage box located behind the pool pavilion.
4. No glass bottles or containers may be used in or around the shuffle board court.

SECURITY

1. All owners are issued MEDECO keys. Replacement cost per key is \$40.00
2. The MEDECO key opens the following:
 - (a) all doors to the lobby
 - (b) the first floor beach elevator
 - (c) the rest rooms and the grill house in the pool area
 - (d) the two doors to the underground garage
 - (e) first floor stairway doors
 - (f) first floor common area doors , i.e., restroom, trash room.
3. A door-opener (transmitter) to open the garage door is issued to each owner parking underground. An additional garage door opener costs the owner \$ 75.00
4. A security phone and coded directory of all owners is located on the exterior wall at the entrance to Crane Crest.
5. Visitors entering the building and going to an apartment, should do the following:
 - (a) refer to the directory and dial the number of the owner
 - (b) owners should instruct visitors to remain on the line until they hear the buzzer on the front door and then the visitor is able to enter the building.
 - (c) the owner must dial 6 on his/ her phone to activate the buzzer to open the front door.
6. **Do not admit unknown persons to the building.**
7. Caretakers or regular employees should be registered with the office for security purposes.

GUESTS - OWNERS PRESENT

A "PRESENT OWNER" IS AN OWNER, SPOUSE, OR DOMESTIC PARTNER WHO RESIDES AND REMAINS ON THE CRANE CREST PREMISES OVERNIGHT.

1. There are no restrictions on the number of guests permitted when the owner is present.
2. All overnight guests must be registered by the owner in the office prior to the guest's arrival.
3. The owner is responsible for the behavior of his/ her guests at all times. It is the owner's responsibility to ensure his/ her guests understand and comply with the Crane Crest house rules and by-laws.
4. Guests may not at any time bring a pet into Crane Crest.

GUESTS - OWNER ABSENT

AN "ABSENT OWNER" IS ANY OWNER WHO DOES NOT REMAIN ON THE PREMISES OF CRANE CREST OVERNIGHT

1. In the owner's absence only his/her children and/or parents can occupy his/her apartment.
2. Other relatives may occupy an absent owners apartment for a period not to exceed 21 days. Total guest occupancy during owners absence may not exceed 21 days in aggregate in any 12 month period.
3. The following procedure is followed for guests when the owner is absent:
 - (a) The owner sends a letter, telephones or e-mails the Crane Crest office during normal business hours giving the names, addresses, date of arrival and date of departure for his/her guests.
 - (b) On their arrival, the guest must fill out the guest registration form in the Crane Crest office.
 - (c) It is the owner's responsibility to provide the key to his/her apartment and the MEDECO key.
 - (d) The guest may use the owner's assigned parking space.
4. Guests not properly registered may be asked to leave.
5. Guests not abiding by the Crane Crest rules may be asked to vacate the association's property.

MAIL

1. Both the individual mail box and the "bulk mail" shelves should be checked frequently.
2. If an owner is unable to pick up his/her mail, arrangements should be made to have it picked up by a neighbor or have the post office hold or forward the mail. **The office is not authorized to pick up or forward mail.**

TO REMODEL OR TO REPAIR

1. All owners must obtain written permission from the Board of Directors to make any structural changes, interior or exterior renovations to their apartment.
2. Hours for workmen doing work in an apartment are from 9:00AM to 5:00PM Monday through Saturday.
3. All work, i.e., cutting of tile, must be done within the confines of the individual apartment. The owner is responsible for workmen leaving the common areas clean. Any damage to common areas or other apartments caused by workmen is the responsibility of the owner.
4. Owners are responsible for window, storm shutters and exterior door replacement. All replacements must be in compliance with the South Florida code for high-rise buildings and must be approved in writing by the Board.
5. All contractors must be licensed and insured and must register with the Crane Crest office.

INSURANCE

1. Insurance of personal property including interior wall, appliances, and built-ins, and liability inside the apartment is the owner's responsibility. A minimum of \$100,000 liability coverage is suggested for each apartment.
2. Owners shall not bring into or keep in the apartment, or commit any act, whereby the fire insurance or any other insurance on the building shall become voided, suspended or rated a more hazardous risk.
3. Any damage caused to other apartments, i.e. damage caused by a water leak, is the responsibility of the owner whose apartment caused the damage.

TO MAKE A RESERVATION FOR USE OF A COMMON AREA

1. The lobby may be used for Crane Crest events only.
2. An owner may reserve the pool-side grill by signing up in the grill room by the pool with the following exceptions:
 - when a Crane Crest special event is scheduled
 - Wednesday evenings (cook-out open to all owners and their guests)
 - certain holidays, New Year's Eve and Day, Easter, Mother's Day, Memorial Day, Father's Day, July 4th, Labor Day, Thanksgiving and Christmas Eve and Day.
3. Any person using the grill or grill area must thoroughly clean the grills and return the furniture to its original positions.
4. The pool and grill are common elements for the use and enjoyment of all owners. Any use of the pool and grill area to entertain outside guests must be approved by the Board of Directors. An event for outside guests is limited to ten persons and, because of the communal use of these areas, should be on an occasional basis. All other residents and guests must have access to the pool and pool facilities at all times (showers, bathrooms, etc.)

CRANE CREST EMPLOYEES

1. Building employees are not permitted to perform personal services for owners during their working hours. Employees may work for owners outside of regular working hours, at the owner's expense.
2. Only Board members or the office manager can direct or assign work to the building's employees.
3. Any inadequate service by a Crane Crest employee should be reported to the office or to a Board member. Board members only are to reprimand any employee of the building or to direct any work to be done for the building.

NON-SMOKING AREAS

1. In accordance with the Florida Clean Air Act, as of October 1, 1992, smoking in an enclosed common area is banned.
2. The Board of Directors is required by law to enforce the above provision of the Clean Air Act.

USE OF ELEVATORS

(including moving and deliveries*)

Crane Crest does not have a Freight Elevator so Elevator #2 serves as the building's freight elevator when needed. Elevator #1 and # 3 (the beach elevator) are solely for passengers and personal belongings. Because of its dual purpose, the following rules apply when Elevator 2 is used as a Freight Elevator:

1. Owner must notify the Office of the up-coming required use of Elevator 2 in sufficient time so that the elevator can be protected with protective pads.
2. Restricted to hours of 8:00 A.M. to 5:00 P.M. Monday through Friday, and 9:00 A.M. to 12:00 noon on Saturday. Elevator 2 cannot be used as a freight elevator on Sunday.
3. If an exception to these hours is required, arrangements must be made with the Office or with a member of the Board of Directors, with sufficient notice to have the elevator properly protected with protective pads. When this occurs, there will be a service charge for putting up the elevator pads.
4. Owner must advise movers, delivery people, and workmen that all packing materials and any other materials are to be removed and not tossed down the garbage chute or placed in the outside dumpster. The association does not provide moving equipment, tools or personnel to vendors.
5. Owner recognizes and accepts that the final responsibility for adherence to these rules belongs to each of us. Any damage to association property is the owner's responsibility.

6. In the event of power interruption the building's emergency generator will operate Elevator #2 on the eastside of the building.

* includes but not limited to appliances, furniture, building materials, workers' carts or any object that can damage the elevator

Children under 10 years of age may not operate an elevator unless accompanied by an adult.

Please do not hold an elevator on a floor

When using the beach elevator insert MEDECO key in the lock, turn the key and then remove the key.

SMOKE DETECTORS

1. Apartments are equipped with battery-backed electric smoke detectors. Crane Crest replaces all batteries annually during the month of October. Detectors must remain activated at all times in accordance with the fire department and life safety code.
2. Contact the office immediately if you hear the smoke detector beeping and a new battery will be installed.

FIRE ALARM SYSTEM

1. When alarm sounds, leave the building as quickly as possible. Evacuate via the nearest exit stairwell. Do not use the elevators.
2. Upon exiting the building, walk away from the building to a safe area.
3. Should an owner be unable to leave the building without help, owner should hang a towel, etc. from the balcony and walkway railing. This indicates someone is still inside the apartment. Each floor should be aware of neighbors who will need help in an emergency and should make sure all are accounted for.
4. The building's alarm system is able to identify the location of any problem through an annunciation panel box in the lobby.

Emergency Numbers

Write in the telephone numbers you will need in case of emergency.



fire



sheriff



police

state highway patrol



doctor

office

home



ambulance


Crane Crest
APARTMENTS, INC.

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