

## HOUSE RULES

- A. In order to promote peaceful possession and desirable cooperative living, no member, guest, or employee of a member shall:
1. Use profane or intemperate language within hearing distance of another person.
  2. Annoy others by unreasonable noises.
  3. Commit or permit any immoral act or nuisance on the premises.
- B. All complaints under house rules are to be written and signed by the person or persons making the complaint and delivered to Management, 954-782-7820/Concierge, 954-523-2661. No unsigned complaints will be considered.
- C. The closing and opening of your apartment is your responsibility, NOT the Cooperative's.
- D. Upon your arrival and departure from Breakwater Towers, you MUST notify Management, 954-782-7820/Concierge, 954-523-2661.

## SWIMMING POOL

1. Pool hours are 6 am to 9 pm.
2. Shower before entering pool.
3. Remove oils and lotions before entering pool.
4. Swim at your own risk. The Cooperative is not responsible for accidents or injuries.
5. No swimming alone.
6. No running or rough play.
7. No food or glass containers of any kind allowed on pool deck.
8. No person wearing diapers allowed in pool.
9. No diving.
10. Persons with contagious or infectious health conditions such as colds, ear fungus, skin diseases, etc. are not permitted in pool.
11. No radios or cell phones permitted on pool deck.
12. Pool is for cooperators and guests only.
13. Flotation devices should be used with discretion and removed from the pool area when not in use.
14. Pool capacity is 20 persons.
15. Children under 12 must be under the direct supervision of an adult.
16. Management reserves the right to deny pool use at any time.

**CLOTHING:** Proper attire such as beach jackets/cover-ups and footwear shall be worn in all public areas, including the elevators.

**WASTE:** Breakwater Towers provides multiple locations in which to place your waste (two dumpster rooms, recycle bins in the laundry room or utility room on each floor, two trash chutes per floor). Each waste location is specifically designed for specific items. Please adhere to the following guidelines to determine the placement of your waste.

1. **Trash chutes are provided as a convenience to dispose of small items. Due to the limited size of the trash chutes, only items that can be placed in an eight gallon plastic bag or smaller should be placed in the trash chutes.**
2. **All garbage and trash MUST be placed in plastic bags no larger than eight gallons and TIGHTLY SECURED prior to placement in a trash chute.**
3. **The following items should not be placed in the trash chute under any circumstance (even if secured in a plastic bag): boxes, cans, bottles, hangers, newspapers, plastics.**
4. **Any item that cannot be secured in a plastic bag no larger than eight gallons should be carried to either dumpster room and placed in the dumpster.**
5. **No BOXES, BOTTLES, CANS, PLASTICS, NEWSPAPERS and PIZZA boxes should be placed in the trash chute.**
  - a. **Small boxes are to be BROKEN DOWN, TIED OR TAPED FLAT and placed in or beside the appropriate recycle bins in the laundry room or utility room on your floor. Large boxes are to be BROKEN DOWN, TIED OR TAPED FLAT and placed in either dumpster room.**
  - b. **Bottles, cans, plastics and newspapers should be placed in the appropriate recycle bins in the laundry room or utility room on your floor. Please rinse food waste from items prior to placement in recycle bins.**
  - c. **Empty PIZZA boxes should be placed in or beside the appropriate recycle bins in the laundry room or utility room on your floor.**
6. **It is the responsibility of owners and their contractors to remove furniture, building materials, appliances, carpeting, construction debris, etc. from the premises. Use of the Breakwater Towers dumpsters for such items is PROHIBITED.**
7. **No refuse is to be placed outside of the dumpster room**

**when it is closed. The dumpster room on the north side of the building is equipped with a keypad and is accessible 24 hours a day, seven days a week. The keypad combination may be obtained from the Concierge.**

- 8. Owners are required to remove termite infested furniture and any and all termite infested materials so as not to infest other units.**

#### Garbage Disposal:

- Sink disposal unit will dispose of most soft leftovers.
- Do not put into the disposal stalks of celery, bones, onion skins, artichokes, skin or fat and grease.
- Large items should be cut up and bagged: cantaloupe, orange skins, grapefruit, etc.
- Coffee grounds should be place in plastic bags, not the disposal.
- Use plenty of cold water to flush down the food during operations of the disposal. Let the water run for another minute after shutting off the disposal. Do not use hot water.
- Grease should be put into glass or plastic jars and allowed to harden in the refrigerator and then placed in the recycle bins in the laundry room or utility room on your floor.

**EXTERIOR APPEARANCE:** The exterior of the building must be uniform. No additions or alterations may be made without advance approval by the Board of Directors. Such requests must be made in writing. All screen doors must be white and kept in good repair. All window screens must be kept in good repair. Owners are responsible for all screen maintenance, repair and replacement.

**BALCONIES & WALKWAYS:** Balconies and walkways must not be used for cleaning screens or storage, etc. The car-wash facilities are available for this purpose. Clothing, towels, mops, brooms, etc., must not be placed or hung on balconies. Cooking is not permitted on balconies or walkways. Plants or receptacles must not be placed on balcony ledges or walkways. Watering plants must be done so that no water drips down. Carpeting is NOT permitted. Only porch furniture, a/c units, and items that do not exceed the wall height on the balcony are permitted. Also, holiday decorations are permitted up to 30 days.

**GROCERY CARTS:** Carts are parked on walkway near the rec room and must be returned immediately after use.

**LUGGAGE CARTS:** Luggage carts are located in the lobby stairwell. They are for the exclusive use of unit owners to transport their luggage to and from their unit dwellings. Other use of carts is strictly PROHIBITED.

**GUESTS:** Only immediate family members (spouse, children, parents, brothers and sisters) may use your unit in your absence. An Authorization Certificate, located on the last page of this directory, must be on file for each visit by an authorized family member. Authorized family members using the unit MUST check in with the Concierge, obtain a temporary parking permit, and follow the rules as spelled out in this directory. Other guests may accompany authorized immediate family members, for a period of up to 14 days per year, with the written permission of the member/owner (not the immediate family member). Guests who are not immediate family members may not visit without an immediate family member present.

**PETS:** No pets are allowed in the building.

**NOISE:** The volume of radios and television sets should be low enough so as not to disturb your neighbors. Cell phones are not to be used on the pool deck.

**SMOKING:** Smoking is not permitted in the recreation room, lobby, elevators, foyers, laundry rooms, stairwells, walkways, swimming pool or barbeque area.

**TERMITE INFESTATION:** The building has extensive interior and exterior termite eradication/prevention programs. When a termite infestation problem is discovered in an apartment structure, NOTIFY MANAGEMENT, 954-782-7820/CONCIERGE, 954-523-2661 IMMEDIATELY. The affected apartment MUST AND WILL be professionally treated to eliminate the infestation and prevent it from spreading. If damages caused by the infestation are not reported by the unit owner, he/she will be liable for all infestation damages and expense created in the neighboring units. It is the responsibility of the owners to remove furniture and other termite-infested material.

**LAUNDRY:** Laundry rooms are located opposite the elevators on floors 3, 6, 9, 12, and 16. Clothes should be removed from machines when cycles are completed. The lint traps in dryers must be cleaned after

each use. No tints or dyes shall be used in washing machines. Laundry room hours are 7am to 10pm.

**OWNER PARKING:** All owner vehicles must have a Breakwater Towers sticker, obtained from the Concierge Desk. Owner parking is located in the west and south parking lots and on the north side of the building between the main building entrance and the north dumpster room.

There are reserved owner parking spaces located in the west and south parking lot and on the north side of the building. All reserved parking spaces are so noted on car stops. Yearly fees for these reserved spaces are invoiced in December and are payable in full not later than January 5. A waiting list is maintained by Management for reserved parking.

The west and south parking lots have been secured with gates. Clickers for those gates are issued only to owners with BT registered vehicles. One clicker per BT registered vehicle. PLEASE DO NOT GIVE YOUR CLICKER TO NON-OWNERS.

**VISITOR PARKING:** Visitor parking is located at the northeast corner of the building at the intersection of Grace Drive and South Ocean Lane. "BT PERMIT" is indicated on the spaces. These spaces are for your visitors, guests and contractors who must make note of the visitor parking space number and advise the Concierge when entering the building.

Overnight visitors or guests must obtain a temporary parking permit from the lobby Concierge desk and place it on the rear view mirror of their cars. All unauthorized vehicles will be towed at the owner's expense. All vehicles parked on Breakwater property must have a valid registration.

Automobile repairs are not permitted in the parking lot. Parking is limited to non-commercial cars, trucks, and motorcycles up to a Gross Vehicle Weight Rating of less than 8,500 pounds. Motor homes are permitted to park in a designated space based on proof of shareholder ownership of motor home for a maximum of 14 days per shareholder per year. Also refer to BT Parking Lot Rules & Regulations.

**BICYCLE STORAGE:** All bicycles must be registered with Management and the City of Ft. Lauderdale and have a sticker affixed to the bicycle. We recommend that you put a lock on your bicycle. Do not chain bicycles together as they may have to be moved by Management.

All seasonal residents must store their bicycles in their apartments when

leaving for the season. All bicycles must be stored in designated bicycle storage areas only. Bicycles in unauthorized areas will be removed. Breakwater Towers reserves the right to remove and dispose of any abandoned bicycles anywhere on the property. The cooperative is not responsible for loss or damage to any bicycles stored on the property. Storage is limited, and on a space-available basis.

**CONCIERGE:** The building has 24 hour a day, seven day a week Concierge. Concierge phone number is 954-523-2661.

The main entrance key is used to unlock all lobby doors, the rear gate, the recreation room, the first-floor walkway restroom and the pool restroom. If your key is lost, replacement cost is \$50.00. For security reasons, please DO NOT give your key to anyone except immediate family members who will be in residence.

In order to maintain our building security, please access only those common areas where the "big" key is used. The entrance/exit doors to the west and north stairwells on the first floor are locked from the outside. THIS IS A SECURITY MEASURE FOR EVERYONE'S PROTECTION. DO NOT PROP THESE DOORS OPEN, OR PREVENT FROM LOCKING EXITING THE BUILDING.

**DELIVERIES AND WORKING HOURS:** Delivery times are Monday through Friday from 8am to 5pm, and Saturday from 9am to 3pm. Food, medical supplies, newspapers and flowers are the only exceptions to this rule. Moving, deliveries, and repair work are not permitted on Sunday. A deposit of \$500 is required any time an object exceeding 60 inches in any dimension is transported in the elevator. All owners moving into or out of the building must coordinate with Management, 954-782-7820/ Concierge, 954-523-2661 to reserve the elevator and post the required deposit.

**ELEVATORS:** Elevators must not be held on any floor. An alarm button is located in each elevator for use in case of emergency. Video cameras are installed in each elevator and are monitored by the Concierge. A stand-by power source comes on automatically in the event of a power failure. Emergency phones are found on the lower left button on the control panel. Only the west elevator is to be used for transportation of furniture, building materials, etc. Padding must be installed in the west elevator prior to transporting these items.

**CABLE TV:** All units are equipped with basic cable service. Upgrade of service can be arranged by calling COMCAST at 954-252-1937.

**CIRCUIT BREAKERS:** In case of power failure, check the circuit breaker box in the kitchen and locate the switch that is in the “off” position. Move it all the way to “off”, then switch it to “on”. If it goes off repeatedly, notify PRIDE or, at your own expense, a licensed electrician.

**TOILET TANKS & WATER HEATERS:** If you plan to be away for an extended period of time, turn off the water supply. The shut off valves are located at the top of the water heater.

**DOOR LOCKS:** Any time new locks are installed, you **MUST** supply the Concierge with a key for emergency entry.

**RECREATION ROOM:** The recreation room is available for parties, meetings, etc. of not more than 60 people. A deposit of \$50 is required, and arrangements must be made with Management. The room must be left clean, or a minimum \$50 cleaning charge will be applied.

**MANAGEMENT:** The management company may be reached at 954-523-6636. The company directs and supervises all employees, administers the office, and is in charge of sales. They carry out the directives of the Board of Directors. It is advisable to provide information to Management about each member, including a contact person, so that

proper procedures may be followed in case of emergency. Please keep Management informed in writing of address and phone number changes. It is also important that you notify them when you arrive or depart BT.

**EMPLOYEES:** Our maintenance department employs men who handle building maintenance and housekeeping. Cooperators should not ask employees to perform personal services during working hours. Opinions on employees’ work or conduct should be made to Management. No member is authorized to reprimand an employee of this cooperative. All employees are bonded and covered by workman’s compensation for their protection.

**REPAIRS:** Requests for appliance, electrical and plumbing repairs should be made to PRIDE at 954-977-7433. It is best to call from your unit telephone because they use Caller-ID to verify the origin of the request. Give them your contract number.

The Cooperative is not responsible for any repairs or maintenance except for those problems that are attributed to common areas. You are responsible for allowing all repairmen/contractors access to your unit. We do maintain exterior doors and windows. Our maintenance men can

do odd jobs for owners, during off-duty hours, for a fee of \$10 per quarter-hour. Call Management to schedule.

**STORAGE FACILITIES:** Locker space for apartments is available throughout the building on a “when available” basis. Application for space should be made to Management. Lockers must be identifiable and issued through Management only. Lockers that are not identifiable (occupant unknown) will be emptied and re-assigned. Only one locker is allowed per unit. Anything left outside the lockers will be removed and discarded. When an apartment is sold, storage lockers revert back to the cooperative. They are not transferable.

**STORM SHUTTERS:** The closing and opening of your storm shutters and air conditioner covers is your responsibility, not that of the cooperative. Flat panel shutters may no longer be used on any window

**MODIFICATIONS:** Any structural modification to your apartment requires a written request outlining the description of work to be done. This must be submitted to Management and the Board of Directors. All work (plumbing, electrical, carpentry, etc.) will be done **ONLY** by licensed professionals. All building codes will be followed, using building permits and inspections when required. In the event of damage to the cooperative’s property, the owner will be billed for repairs. A sound barrier is required under all floors that are not carpeted.

**ASSESSMENTS:** Monthly assessments are due and payable on the 1<sup>st</sup> of the month. Payments after the 5<sup>th</sup> of the month are delinquent, and subject to a late fee. All assessments (monthly, special, parking and for multiple apartments) **MUST** be paid by separate check

**RENTING:** Renting is not allowed.

**EMERGENCIES:** For medical emergencies, always call 911 first. If possible a second call should be made to the Concierge at 954-523-2661 to alert him to the emergency. For water leaks of any kind, notify PRIDE, Management and the Concierge. Water shut-off valves (located above the hot water heater) should be used to cut off water to the affected area. Management/Concierge will notify adjacent units if a water problem will affect them.

**FIRE PROTECTION:** Fire hoses are located on walkways on each floor at each end of the building and in the center. Fire extinguishers are hung on walls inside the doors on floors 3, 6, 9, 12 and 16. Fire extinguishers are to be used on wood, paper, textile and rubbish fires –

NEVER on an electrical fire or on a person. The building is equipped with a fire alarm system. Pull stations are located at each end of the building and in the center by the elevators on each floor. In case of fire, pull the handle.

DO NOT USE ELEVATORS IN CASE OF FIRE -- USE THE STAIRS: In case of fire, DIAL 911 and call the Concierge at 954-523-2661 and Management at 954-523-6636.

HURRICANES: Hurricane season is from June 1 to November 30. We are in a mandatory evacuation zone, and you may have to evacuate with little notice. Hurricane advisories will be given on radio and TV stations.

#### CHECKLIST OF THINGS TO BE DONE BEFORE A STORM

1. Remove everything from balconies.
2. Close and fasten shutters securely.
3. Close windows and lock securely. Shades, blinds and draperies should be drawn. If possible, place folded towels on window sills and inside bottoms of doors leading to balcony and walkway.
4. Fill car with gas. Move cars away from beach area.
5. A supply of Sterno is advisable. There may not be electric power for days.
6. Stock up on food that will not spoil and that can be eaten cold. canned goods, soup, peanut butter, bread, etc.
7. Fill the bathtub. Use a rubber sink stopper to prevent leakage.
8. Fill bottles with water for drinking and cooking.
9. Have a battery powered radio for use if the power is out.
10. You will also need flashlights with extra batteries
11. Have first aid supplies and required medicine on hand.
12. Turn refrigerator to coldest setting, open only when absolutely necessary.
13. Use telephone for emergencies only.
14. Be ready to evacuate at a moment's notice.

#### APPLICATION TO MAKE ALTERATIONS AND/OR IMPROVEMENTS BREAKWATER TOWERS CORPORATION

THE UNDERSIGNED, OWNER (S) OF APARTMENT NUMBER \_\_\_\_\_  
BREAKWATER TOWERS CORP, INC. HEREBY REQUEST PERMISSION TO  
MAKE ALTERATIONS AND/OR IMPROVEMENTS IN THE ABOVE  
REFERENCED APARTMENT AS FOLLOWS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THE UNDERSIGNED ATTACHES HERETO A COPY OF THE PROPOSED PLAN  
(IF APPLICABLE) AND AGREES AS FOLLOWS:

1. That all work will be performed by Licensed and Insured Contractors and that all proper Building Permits are obtained, a copy of the above (Licenses, Insurance and all permits) be supplied to the Manager prior to the start of any work.
2. That no work be done other than what is described in this application.
3. That any and all work done on the premises will promptly be paid for when due and in the event a Mechanics Lien is filed, against the building, that the undersigned will promptly Bond Out said Lien so that it will not constitute a Lien on the Building. The undersigned understands that in the event the Board of Directors approves this application, The Board of Directors, at a later date, may require the premises to be restored to the original condition and the cost of the restoration shall be paid by the undersigned applicant. In the event the apartment is sold, a copy of this Application and Approval will be attached to the Occupancy Agreement.
4. A detailed Contractors' Proposal must accompany this request form before approval can be made by the Board of Directors.

\_\_\_\_\_  
OWNER  
\_\_\_\_\_  
CO-OWNER

RECEIVED AND APPROVED for Contractor to enter Apartment.

\_\_\_\_\_  
BOARD OF DIRECTORS

DATE \_\_\_\_\_

Approved by Manager after completion by Contractor

\_\_\_\_\_  
Manager Date \_\_\_\_\_

Return completed form and supporting documentation to front desk or mail/fax to:

Breakwater Towers  
c/o TMG Management  
P.O. Box 802  
Pompano Beach, FL 33061  
Fax: (954) 782-7823

## BREAKWATER TOWERS CORPORATION

### Construction Work Rules & Regulations

All Shareholders and visitors shall observe and abide by all Breakwater Towers' policies, as well as state, city and county codes and regulations. Failure to observe and abide by these policies, codes, and regulations may result in non-approval or stoppage of work and additional expenses incurred by the Shareholder, for which Breakwater Towers accepts no responsibility or liability.

- All work requires Shareholder to complete "BT Application to Make Alterations and/or Improvements".
- All workers (contractors and Shareholders) are responsible for all clean up of all activities.
- Messy work, work creating tracking dust, work with concrete or other filthy materials require drop cloth on the catwalk and foyer.
- Work related vehicles may park in front of the building to unload or load materials only.
- All workers must only use Elevator 1. While working when maintenance staff is not present, owners are responsible to put up and take down elevator pads.
- Work may not begin prior to 8:00am and must be completed by 5:00pm, Monday – Friday, and 3:00pm on Saturday. Work is not permitted on Sundays. Work involving excessive noise or loud disturbance may only begin after 9:00am.
- Construction related trash and bulk garbage can not be put in the Corporation dumpster. The dumpsters are for household trash ONLY. REMOVAL FROM THE PROPERTY of all construction debris, such as old cabinets, doors, appliances, plumbing fixtures, plaster and furniture, is the responsibility of the shareholder and their contractor.
- If new floor is being installed, Building Superintendent must inspect to ensure proper insulation (cork) is utilized.
- All contractors performing work in the building must be properly licensed and insured and must present proof to lead concierge prior to commencement of work.
- When required, proper Building Permits must be obtained and supplied to Management upon request prior to the start of any work.
- No construction work such as cutting tile, wood or sheetrock, is to be performed on the walkways, balconies or elevator lobbies. Any work required outside of unit must be done in the designated work area located outside the north side dumpster room or other area designated and approved by management.
- A \$500 deposit may be required at the request of Management.
- Contractors must utilize their equipment for transporting materials. The corporation's carts can not be used by anyone for hauling construction materials, debris, tools, etc.

## ASSOCIATION PAY (ACH) Authorization

*Sign up for Association Pay to automatically pay your association payment from your checking or savings account at any U.S. financial institution.*

### To enroll online:

To enroll in Association Pay online, visit [BBT.com/payments](http://BBT.com/payments). If your association is not set up for online enrollment for Association Pay, complete the Association Pay authorization form below. Complete a separate authorization form for each payment obligation.

### To enroll by U.S. Mail:

Complete the Association Pay authorization form and attach a voided check to the form. Mail form to **BB&T Association Services, P.O. Box 2914 Largo, FL 33779-2914**. Continue to make your payments until you are notified by the bank when your automatic payment will start.

### **Association Pay Terms and Conditions:**

You are enrolling in Association Pay to authorize recurring payments through electronic funds transfers by ACH debit entries.

**When your payment is due, your account is debited automatically on the 3rd of the month. If the 3rd is on a weekend or holiday, your account is debited the next business day.**

Payments will appear as **your full or abbreviated Association Name** on your bank statement.

Authorizations must be received by the 20th of the month to be effective for the next debit month. If the 20th falls on a weekend or holiday, the deadline is the last business day prior to the 20th. This Authorization will remain in effect until BB&T receives written notice from you or your association or its management company to cancel or change it. You hereby authorize BB&T to accept changes in amounts or account information or cancellation of this Authorization from the association or its management company. Notice from you must be in writing and sent to the address referenced below or faxed to BB&T at 727-548-0277 or Toll Free Fax: 866-297-8932. Notice must be received by BB&T on or before the 27th of the month to be effective for the next debit date. When the 27th of the month falls on a weekend or holiday, the deadline is the last business day prior to the 27th. Some exceptions apply; ask a BB&T Representative for an Association Pay deadline calendar. You may print a Cancel or Change Request for Association Pay from the BB&T Online Payment System or online at [BBT.com/payments](http://BBT.com/payments). All payments initiated for debit are subject to acceptance by the designated financial institution. All ACH transactions authorized herein must comply with applicable U.S. Law. Contact BB&T Association Services at 727-549-1202 or Toll Free at 888-722-6669 with questions regarding Association Pay