**Welcome toWater Glades**

**RULES AND REGULATIONS**

Water Glades Condominium Association

Welcome,

The Board of Administrators congratulates you on your recent purchase of a condominium at Water Glades. This letter is to officially welcome you to our beautiful community.

Your current Board and all those that preceded it worked hard to provide all owners with a true sense of pride in being part of the award-winning community. The Tower Board together with its representation on the Property Owners Association (POA) Board takes pride in its accomplishments over the years.

The months of October through May are the period during which most Tower and Property Owner Association meetings are scheduled. Their date, time and place are usually posted a minimum of 48 hours ahead of time. That notice, along with any other day items of interest or concern, is posted on the Bulletin Board adjacent to the mailboxes.

We urge you to attend these meetings regularly to be kept informed of business matters and many areas of concern for all owners. In addition to seeing your Boards in action we give you an opportunity to provide your input and hopefully, encourage you to consider becoming a future Board member.

Again, Welcome and we wish you many happy years at your new home at Water Glades.

**IMPORTANT TELEPHONE NUMBERS**

Management Office 561-845-2380 from 8:30 a.m. to 4:30 p.m. (Mon. — Fri.)

Fax Line 561-881-3078Security Guard (561) 848-3596 (24 hours)E-MAIL ADDRESS POABoard@watergladescondo.com

Websites: waterglades100.com / waterglades200.com / waterglades300.com

GENERAL INFORMATION FOR YOUR FIRST FEW DAYS1. Please put your correct address on any correspondence. The apartment number must be on any mail in order to ensure prompt, correct delivery.Tower 100 — 5540 North Ocean Drive, Singer Island, FL 33404-2553Tower 200 — 5550 North Ocean Drive, Singer Island, FL 33404-2551Tower 300 — 5510 North Ocean Drive, Singer Island, FL 33404-2552

Also please be sure to leave a Change of Address Card in your mailbox when you leave Water Glades so all mail will be forwarded.

2. No moving of any furniture, deliveries, etc. on any WEEKEND or HOLIDAY. All deliveries must be made on a weekday between 8:30 a.m. and 4:00 pm. No delivery will be accepted after 4:00 p.m. If the delivery which arrives after 3:30 p.m. will require more than forty-five (45) minutes to complete, it will not be allowed. No major deliveries or moving allowed in T100 on Fridays.

3. The Management Ofﬁce must be notiﬁed at least 24 hours in advance of any large move which require a moving truck. This allows the maintenance department time to prepare elevators with padding to prevent any damage to the elevator cab.

4. Only emergency service will be allowed on a WEEKENDS or HOLIDAYS. This includes emergency electrician, plumbing, air conditioning, Comcast, etc. This service must be of an EMERGENCY nature!

5. If you are expecting any guest(s), you must notify the Water Glades Management Office at least 48 hours in advance and give the name(s) of those you are expecting in order for them to be allowed on property in the event you cannot be reached by telephone in your apartment when they arrive at the Guardhouse. If the Management Office is closed, contact the Guardhouse and give them this information. If prior notice is not given, your guest WILL NOT be allowed entry.

6 When the owner is absent from Water Glades, the Management Ofﬁce must be notiﬁed by email 48 hours prior to the arrival of any Unit Owner’s Guests. Such notice will give the names of the guests, the date of arrival and departure and their phone number for emergencies. The owner must arrange to have keys for the guests. Keys from the ofﬁce will not be given out.

7. Swim in the ocean with caution. There can be severe undertows which will overcome even strong swimmers. Also watch out for sharks, sea turtles or Man-O-War jellyﬁsh which pack a mighty sting. Make sure to remove the sand and dirt from your feet at the shower, located on each crossover.

8. The laundry room and trash chute rooms are located on each ﬂoor for your convenience. Please follow the posted rules on the proper use of these rooms.**FIRE PROCEDURES**

**The Fire Department recommends these steps be followed if you hear a ﬁre alarm in the building.**

Stay put. Keep your door unlocked but closed. Unlock your sliding balcony door.If instructed to evacuate or to move to another ﬂoor use only the stairways.

Do not attempt to use the elevators.Before leaving your apartment:

1. Place your hand on the door, palm down. If the doors feel warm to the touch within ﬁve seconds, do not attempt to open it as this indicates the presence of a dangerous ﬁre condition in the corridor.
2. If the door is not warm to the touch, carefully open it a small amount so you may check for the presence of smoke in the corridor. Place your weight against the door as you open it. This will allow you to quickly close the door if necessary.
3. If you feel that the corridor may be used, immediately proceed to the closest exit stairway. Be sure to close the door to your apartment and the stairway door behind you.
4. If your apartment door is warm to the touch or there is heavy smoke in the corridor, keep the door closed. Seal cracks around the door and any other places where smoke appears to be entering with wet towels, blankets or similar materials. Turn off central air conditioning units which obtain fresh air from the corridor.
5. If you cannot leave your apartment, stay calm until you are directed to safety by rescue personnel. Do not lock your door so that a quick search may be conducted to determine if everyone else is safely out of the apartment.
6. If some smoke enters your apartment, open one window just slightly as close to the ceiling as possible.

**LAUNDRY ROOM INFORMATION**For the convenience of your neighbors and to prevent costly repairs, we ask you to observe the following:1. Laundry room hours are 8:00 a.m. to 8:00 p.m.2. Rugs, shoes and other heavy articles should be taken to a commercial cleaner and not placed in the washer or dryers.3. Sand should be removed from towels and garments before being placed in machine to prevent breakdowns.4. Clean dryer filter after each use to improve drying and prevent fire.5. The rooms should be left orderly and clean after use by the residents.6. Turn out lights in the rooms after use.7. Stop the machine if you hear any unusual sounds. 8. Report breakdown of equipment to the ofﬁce at 845-2380.9. Be courteous to your neighbor by removing your clothes from the washer/dryer promptly.

**TRASH COMPACTOR CHUTE**Trash compactor chutes are provided on every ﬂoor and should be used between the hours of 8:00a to 10:00p.Only household trash may be put in the chute which must be sealed in plastic bags.Boxes only smaller than the chute opening may go down the chute.

Please contact the office before disposing of any large items.

***Do not put any glass, wood or sharp objects down the chute!***

**Recycling**

TAKE THE FOLLOWING ITEMS TO THE STOREROOM ON THE MAIN FLOOR AND SORT INTO THE APPROPRIATE BINS.Paper, newspapers, books, magazines, etc. — leave looseGlass and plastic bottles & cans — leave looseLarge boxes (do not force them down the chute as they will become wedged in the chute causing severe damage.

 **GENERAL TOWER RULESCommon Areas**1. Loitering, ball-playing of any type, bicycle-riding or roller-skating in entrances, lobbies, hallways or staircases is strictly prohibited.2. No one is allowed to play in the halls, lobbies, stairways, elevators or parking lots.3. No public hall may be decorated or furnished by any resident in any manner without approval of the Board.4. No articles of any kind may be left in the hallways. This includes doormats, shoes, boots, umbrellas, shopping carts, carriages and bicycles.5. Public halls must not be obstructed or used for any purpose other than access to apartments.6. Entering onto the roofs of the buildings is expressly forbidden at all times.7. Owners must properly register all bicycles stored in the storage rooms with the office. No bicycles are allowed to be left on the floor. All other items must be placed in the storage lockers, or they will be discarded. Any bicycle hanging that is not registered or on an approved hook will be discarded.

8. No ﬂammable material, paint or upholstered furniture is permitted in the storage area of the building.9. There shall be no obstruction of the Common Elements, nor shall anything be stored in the Common Elements without the prior consent of the Board of Administrators.10. No unattended children under the age of 16 shall linger in any lobby, hallway, stairway or other Common Element. Any unit owner(S) whose children violate such a rule shall be responsible for any damage arising out of such violation.11. No furniture or other personal property located in the lobby shall be moved and no works of art located in the lobby shall be touched.12. No Unit Owner(s) shall move any property in or out of the building without the prior notiﬁcation of the Management Office, so the office can determine whether or not elevator padding will be required to be installed in the elevator. Moving or deliveries are not permitted before 8:30 or after 4:00 p.m., Monday through Friday. No moves in T100 on Fridays. Moving or deliveries are PROHIBITED on weekends and holidays.13. Each Unit Owner(s) shall obtain his mail from the mailboxes provided in the lobby of the building. However, mail too bulky to be inserted in such boxes will be placed on the shelves adjacent to the mailboxes.14. The service entrance (side door) of the building, and not the main entrance shall be used for the following: a. Delivery of large packages and large quantities of groceries and other supplies, whether by Unit Owners or delivery personnel. b. Ingress and egress of agents, servants and employees of Unit Owners and all persons in bathing, tennis and golf attire. Parking shall be permitted at the service entrance of the building only for delivery and service vehicles; all private automobiles will be permitted to park at the service entrance for not longer than one hour after which they will be subject to removal at the expense of their owner.15. Smoking shall not be permitted in any laundry room, storage room, elevator, lobby or any common areas.16. An automatic water rinse for your car is provided behind Tower 200.

17. Owners must use their assigned parking space. Their guests may use designated guest spaces. Owners are not allowed to park in guest spaces and may be fined $50 per day or towed or towed if parked in a guest space.

18. After using shopping carts or the luggage rack, return them immediately to the storage room for the use and convenience of others.19. Appropriate clothing, shoes and tops, must be worn anywhere in the building at all times.20. Play activity of the children should be conﬁned to the areas provided for that purpose.

21. Digging up or damaging planted areas is strictly forbidden.22. No guest or visitor may enter the property for the purpose of using the clubhouse, pools, beach, tennis courts or other Water Glades common area facilities unless an owner, lessee or registered guest is in residence.

**Pool and Pool Deck**

Please note that all persons using the pool and saunas shall do so at their own risk. Neither the Property Owners Association nor its members shall be responsible for accidents or injuries.The use of the swimming pool and the area surrounding same shall be governed by the rules posted by the entrance to the pool, which rules shall conform to requirements of the Florida State Board of Health. In addition, the following provisions shall govern the use of the pool:

1. Hours are from Dawn to Dusk.
2. There are no lifeguards on duty. Swim and use facilities at your own risk.
3. Smoking is prohibited anywhere on the pool deck area.
4. The South pool is restricted to adults only (18 years or older.)
5. An adult (18 years of age or older) must supervise children under age 12 while using the North pool.
6. No more than 10 guests are permitted on the pool deck at any time without prior POA approval.
7. Glass, in any form, is prohibited on the pool deck.
8. Audio devices may only be used with earphones.
9. Reserving lounges are prohibited; belongings unattended for 1 hour or more may be removed by staff.
10. Restroom entry is permitted only through outside entrances when in bathing attire. Footwear must be worn in restrooms for health and safety reasons. Do not walk through clubhouse.
11. Food/beverages (except water) may NOT be consumed within 4 feet of the pools.
12. Barbecues grills are available on a first come/first serve basis. Exclusive use of one barbecue grill may be requested for private party events. Please do not use multiple grills while others are waiting. No other grills are allowed on the property.
13. All grill equipment/tools including utensils from kitchen must be cleaned and returned.
14. Clean barbecue grills after use.
15. Jumping or diving into the pool and or running on the pool deck are prohibited.
16. Swim diaper**s** must be worn, all other types of diapers are prohibited in the pool at any time.
17. No large floatation devices permitted in pool.
18. Ball playing is prohibited in pool area.
19. Clubhouse and pool may be under video surveillance and monitored by security.

**Clubhouse**

1. Open to all owners, renters, guests of those in residence and family members.
2. Hours: 8AM -10PM daily. POA approval required for extended time by contacting the office.
3. An adult must accompany children under the age of 12 while inside the building.
4. No smoking in the clubhouse, deck and pool area.
5. Glass may never be used outside of the clubhouse.
6. All sliding glass doors must be closed at all times except with POA approval.
7. Street attire or cover ups and footwear must be worn at all times inside the clubhouse including children
8. Remove sand, dirt and oily residue before entering clubhouse. Showers are located on the deck and inside restrooms.
9. No wet beach towels or beach chairs permitted in clubhouse.
10. Furniture and equipment should not be moved. If furniture must be moved, the WG staff will move upon request.
11. Owners/renters are responsible for cleanup, including barbeque grills.
12. Clubhouse, including bar and kitchen must be left clean. Please use trash bins and wipe down surfaces. Remove leftover food and beverages from clubhouse including refrigerator. Items left will be discarded.
13. Guests are limited to 10 at any one time and must be accompanied by owners/renters. Greater than 10 guests require POA approval.
14. Owners/renters are responsible for the behavior of their guests.
15. Owners/renters are subject to a $100.00 fine per offense for rules violations.
16. Alcohol is limited to adults 21 years of and older and is restricted to the clubhouse and immediate perimeter. It is expected that all adults please drink responsibly.
17. The handicapped lift is located near the south staircase. Use is restricted to one disabled person and assistant at a time. Eligible users may apply for a key with a $50 refundable fee. Daily use keys for handicapped visitors may be signed out at the main office or after hours at the guardhouse. Proof of disability may be required.
18. WG personnel and contract security are authorized to enforce all rules and regulations.
19. Clubhouse and pool may be under video surveillance and monitored by security
20. WG Clubhouse Rules are subject to change by POA Board.

**Clubhouse Elevator Lift**

Application & Proof of Physical Handicap must be submitted to and approved by office. (Licensed Physical Medicine Doctor Letter, Driver License showing handicap) and POA approval.

Payment of $50.00 refundable security check (cash not accepted) for key

Key can only be used during term of handicap and handicapped person must be present during use of elevator/lift at all times.

Lift cannot be used by caterers or for similar party uses

Abuse and or violation of regulations and rules will result in $100.00 fine and possible revocation of key.

Rules may be amended anytime by POA Board.

**Tennis Courts**1. The Tennis Courts are for the EXCLUSIVE use of the owners, residents, lessees and bona ﬁde houseguests of owners. Please note that use of the tennis courts is at the player’s own risk. All other players must be accompanied by an owner.2. Playing hours are from 8:00 a.m. to 10:00 p.m. Singles play is restricted to one hour. Double’s play is 90 minutes.

3. On open court time, those players who have previously played during the day must vacate to those who have not played. No doubling up of playing time.4. Children under age 12 may play on open time when accompanied by an adult owner resident, lessee or bona ﬁde houseguest of an owner.5. Non-playing children or toddlers are NOT permitted inside the fenced court area at ANYTIME, for their safety and the safety of players.6. All players are required to wear TENNIS ATTIRE and TENNIS SHOES. Basketball and ripple sole shoes or heels of any type are STRICTLY PROHIBITED. Playing without a shirt or in swimsuits, bikini or cut-offs is PROHIBITED.7. Court etiquette must be observed; observe starting and ﬁnishing times courteously; do not cross behind a court while a point is in progress; return stray balls to adjacent court after the point in progress has been played.8. Any player whose behavior is in violation of the rules will be requested to leave the courts.

**Noise**1. No noise of any kind is permitted between 11:00 p.m. and 8:00 a.m. if the same disturbs or annoys occupants of the building. No resident shall make or permit any disturbing noise in the building, their apartments or on their terraces. 2. No private resident construction, repair work or other installation involving noise shall be conducted in any apartment except on weekdays (not including legal holidays) between the hours of 8:30 a.m. to 4:00 p.m.

**Individual Units**1. Rugs, mops, clothing, bedding, laundry and like items may not be placed on windowsills or terrace railings. Signs, advertisements, flags and similar materials may not be displayed (from windows or terraces). No radio or TV antennae may be attached to or hung from a balcony or the building exterior.2. Throwing any objects from balconies or windows is prohibited. This includes cigar and cigarette butts, matches or debris of any nature. 3. Open balconies may not be used for storage areas.4. All windows must be rated for impact as per the Miami-Dade Hurricane code. All shutters must be maintained and in good repair.5. No obstruction to proper drainage of balcony or terrace ﬂoors will be permitted.6. Plantings on terraces and balconies must be in proper containers so as to avoid damage to the buildings or danger to residents and may not extend beyond the terrace railings.7. The use or storage of propane gas barbecue grills is forbidden. Gas barbecue grills are prohibited on balconies. Electric grills are permitted in Tower 300 only.8. Every resident is required to provide management with two keys to each lock (apartment & storage areas,) to permit access to the area, in the absence of the resident in the event of an emergency. In the event that a key is not made available and access to an area becomes necessary, the resident will be responsible for all costs incurred to gain access. 9. Any blockage of pipes, damage or alteration to the building or other apartments resulting from misuse of any toilets or other fixtures shall be paid for by the owner in whose apartment the misuse occurred.**Pets**1. Water Glades Tower 100 — pets are not allowed at any time.2. Water Glades Tower 200 — one pet under 10 pounds is allowed for owners only. Lessees and guests may not have animals of any kind.3. Water Glades Tower 300 — dogs are not allowed at any time. Other domestic pets are permitted such as birds or ﬁsh. Lessees and guests may not have animals of any kind.

**Miscellaneous**1. Notices are not permitted other than in designated areas.2. No leaﬂets are to be distributed without the approval of the Management Office.3. No residents may send a building employee on any personal errands or private business.4. No vehicle parking or standing is permitted in front of any building.5. All requests for maintenance must be addressed to the Management ofﬁce. Maintenance personnel are instructed not to perform work of any nature without a previously issued work order from Management. Off duty Water Glades personnel may perform work in a unit after receiving a signed waiver form.6. All damages done to personal property (including automobiles) must be submitted to the residents own insurance carrier prior to the Association submitting it to its insurance carrier. Written evidence of this effect must be submitted to the Management Ofﬁce.7. Board meetings are posted in the lobby bulletin board before each meeting. Minutes can be found on the Tower website.

8. Smoking is not permitted in any common area of the POA except designated areas.

**Vehicle Restrictions**

1. All cars must have a properly displayed authorized bar code sticker. Owners will receive one bar code sticker per designated parking spot. If you do not have two spots you are not allowed to have two vehicles on the property.

2. Parking in ﬁre zones, driveways, ramps or reserved spaces belonging to another is prohibited. Violator’s cars will be towed away and stored at the owner’s expense.

3. Commercial vehicles larger than standard sized automobile is prohibited except in the designated area. No commercials vehicles are allowed on the property after 4:30pm or on weekends which include pick-up trucks.

4. Guest parking is permitted only in designated areas. Owners are not allowed to park in guest spots or service spots and must use their own designated parking spots only. Owner parking cars in guest spots will be warned, fined and then towed if necessary.

5. Except for automobiles, motorized vehicles including without limitation, motorcycles, motorized bicycles, mopeds, recreational vehicles, campers, trailers, motor homes and vehicles displaying commercial signs shall not be permitted on any portion of the community areas at any time. Trucks and truck-type vehicles with open or enclosed rear beds shall not be permitted on any portion of the Community areas after 4:30 p.m. or at any time on holidays and weekends.6. Enclosed Jeeps and other short wheel-based passenger vehicles shall be permitted to park overnight on Condominium property so long as they are of modern design and not out-of-repair or unsightly. Passenger vans only, with a capacity not to exceed seven (7) occupants, will be permitted with standard factory striping and trim. Vans that were not originally manufactured as passenger-type vehicles and the following vehicles will not be permitted on Condominium property after 4:30 p.m., or at any time on holidays or weekends. 1. Vehicles which exceed nineteen (19) feet in length, seven (7) feet in height and six (6) feet in width. 2. Vehicles equipped with exterior ladders. 3. Vehicles whose primary design is to carry cargo.

**Additionally, the following will be prohibited from entering the premises at any time:**A. Vehicles equipped with noisy or illegal exhaust systems.B. Vehicles with trailers, boats, recreational equipment, conversion type vans or any other item in tow.C. Vehicles with exotic decorations or with profane or offensive illustrations, bumper sticker or license plates.D. Boats of any size or description.E. Vehicles equipped with cargo boxes or sleeping facilities.F. Vehicles with oversized tires (Jumbo Dirt Road Type)G. Vehicles with loaded roof or trunk lid luggage racks must be unloaded immediately upon entry to the community. H. Emergency repair vehicles and, upon the prior approval of the Board or the Manager, wheelchair vans used only for transportation of the handicapped may be permitted upon the Community Areas at any time.I. Non-motorized vehicles (those operated solely by muscular power) shall be parked solely on portions of Community Areas designated, therefore. No major mechanical work shall be done on any automobile or other vehicle, and such vehicles may be washed only at washing stations provided on the Community areas, if any.

J. No unit owner may lease more than one (1) POA parking space in total or have a financial interest. Owner must live in unit at least 9 months per year to be eligible for a POA lease.

K. Leased POA parking spaces may not be transferred and lease for POA space ends when unit is sold.

L. POA lease fee is $250.00 for covered spots and $200 for outside spots effective April 1, 2019.

M. In order to receive an entry gate decal the car must be registered to the owner and proof must be presented at the office. The office staff will then place the decal on the car window.

N. Owners may be fined $100.00 per day for parking in Guest Parking spaces.

**Leasing of Units**

 **Contact office for all requirements and application process. All leases must be approved.**

 (1) No unit owner shall lease his unit until he/she shall have (a) given notice to the Association of his /her intention to lease his Unit, which notice shall also state the name address of the proposed lessee, the terms of the proposed lease and such other information (to be requested within (30) days from the receipt of such notice) as the Association may reasonably require, including, without limitation, bank and personal references of the proposed lessee; and (b) obtain the prior written consent of the Association to such leasing, which consent shall not be unreasonably withheld or delayed.

 (2) Any lease executed with respect to any Unit shall be subject to the provisions of theirs Declaration, the By-Laws and Rules and Regulations promulgated thereunder, other than the obligation to pay the assessments, and shall be substantially in the form from time to time on file in the office of the Association. Any such lease shall provide, amongst other provisions, that it may not be modified, amended or extended, that the lessee thereunder shall not assign his interest in such lease the Unit or any part thereof, without the prior written consent of the Association, which shall not be unreasonably withheld or delayed, and that the Association shall have power to terminate such lease and /or bring summary proceedings to evict the lessee in the name of the Unit Owner-Land-Lord, in the event of a violation by the lessee of any of the provisions of this Declaration, the By-Laws or the Rules and Regulations.

 (3) Any consent given by the Association to the leasing of a Unit shall be deemed to refer only to the particular transaction referred to in such consent and shall not be deemed to waiver of the requirement that a Unit Owner secure such consent in the respect of any subsequent leasing transaction. Notwithstanding the consent of the Association to the leasing of any Unit, the Unit Owner shall not thereby be released or relieved of any of his obligations under this Declaration, the By-Laws or the Rules and Regulations, including, without limitation, the obligation to pay Assessments, security deposits, local and state taxes.

**Please refer to the following sections of your Tower Condominium Documents for additional information on the above rules and enforcement of these rules:**

**HURRICANE REQUIREMENTS**

1. Make sure all furniture and plants are removed from decks 48 hours before hurricane.

2. Ensure sliding doors are not locked

3. Impact doors are not waterproof. Water may come thru tracks and overflow into unit. You should place towels or water absorption socks inside the unit. You are responsible for any water that enters and damages your unit or those below.

4. Make hotel reservations in advance. Hotels will book up early. You can always cancel reservations.

5. Automatic front and side doors will be in locked mode and not available for use.

6. If government declares evacuation of the island, the board will lock down building and all residents will be required to leave.

7. A $300.00 fee will be charged to an owner if Water Glades staff is required to remove articles from your balcony.

8. All vehicles must be removed from the property if a hurricane warning is issued!

9. Do not block the outside of the sliding door tracks. These windows are designed to let water drain out through weep holes on the bottom.

10. Have someone standing by to check your unit after the storm and who can clean after any water intrusion.

***You will be responsible for any water that enters through your doors and damages the unit below in a storm!***

**General Rules and Regulations for Use of Condominium Property**

In order to provide for congenial Occupancy of the Condominium Property and for the protection of the values of the Units, the following rules shall govern:

1. No act shall be done, nor shall any activity be carried on, in or on any portion of the Condominium Property, including, without limitation, the playing of any music, musical instrument or the operation of any television set or radio, which would constitute a nuisance, or which would unreasonably disturb any person lawfully present upon the Condominium Property.
2. Nothing shall be done in or on any portion of the Condominium Property which would in any way affect the structure or the structural integrity of the building.
3. No flammable, volatile, combustible, or explosive ﬂuid, material or substance, including without limitation, paint thinners and removers, paint brush cleaners, paints and lacquers, shall be kept in or on any portion of the Condominium Property other than by the Association or the Managing Agent.
4. Each Unit Owner shall keep his Unit in a good state of preservation and cleanliness and shall not sweep or throw or permit to be swept or thrown thereof, any dirt or other substance.
5. All radio, television, telephone or other electrical or mechanical equipment of any kind or nature installed or used in each Unit shall fully comply with all rules, regulations, requirements or recommendations of governmental or other bodies having jurisdiction, and the Unit Owner alone shall be liable for any damage or injury caused by any such equipment for such Unit.
6. All draperies, window shades, blinds or curtains installed on the interior of Window(s) of a Unit shall be white in color on the surface facing such Window(s).
7. Unit Owners shall not cause or permit anything to be hung or installed in, on, or from the Common Elements, including, Without limitation, displays, clothing, recreational equipment, barbecues and any antennas, aerials or connections, and no sign, awning, canopy, balcony shade, window guard, shutter or enclosure shall be affixed to or placed upon the exterior walls, doors, roof, balcony or any other part of the Building or exposed on or any window, unless the color thereof shall be a color approved by the board of Administrators.
8. Doors dividing a Unit from the corridors, stairs, elevator or other Units shall be kept closed when not in use.When a Unit Owner is absent from his Unit, all doors and windows thereof shall be kept closed and locked. In the event a Unit Owner plans to be absent from his Unit for a period of greater than one month, or during the hurricane season, greater than one week, such Unit Owner shall remove all property from the balcony appurtenant to this Unit, including carpet not cemented to the ﬂoor thereof, and such Unit Owner shall designate a ﬁrm or individual approved by the Board of Administration to care for his Unit and, if appropriate, to take precautions necessary to prevent hurricane damage and to remedy same if it occurs.
9. Each Unit Owner shall furnish to the Management Office two of each key to the Unit.

**Use of Common Elements**The Common Elements shall be used only for the furnishing of the services and facilities for which they are reasonably suited, and which are incident to the use and occupancy of Units. No furniture, packages or objects of any kind shall be placed in the lobbies, vestibules, public halls, stairways or any other part of the common elements other than on a balcony to which a Unit has directed and exclusive access. The public halls, elevators and stairways shall be used only for normal passage. There is no storage allowed in the electrical rooms. Storage in this room is against ﬁre code regulations and items left there will be disposed of by management.

**Gym Rules & Regulations**

1. Gym is open to tower residents only

2. Hours 6:00AM to 10:00PM

3. No children under 12

4. Children 12-16 must be accompanied by an adult.

5. Please use wipes to clean equipment after use.

6. Please make sure all refuse is placed in garbage receptacle before you leave.

7. TV- Keep sound to a minimum. No TV use permitted while work-out classes are being held.

8. Please turn off lights and make sure door is locked before leaving. The building fob works for this door.

**Entra-Guard Instructions (Keypad phone system)**When guests arrive, they should:a. Look up your name on the directory near the ENTRA-GUARD phoneb. Push the “#” sign to scroll the system bringing up your name. The guest will dial the three-digit code next to your name in the directory. Your phone will ring in your apartment. (You must notify the ofﬁce if you change your phone number in your unit.)c. When you answer the phone and conﬁrm that you wish the caller to enter, advise the caller that you are going to push the buzzer on the door to permit entry. Then push “9” on the phone dial and hold for 5 to 10 seconds to open the lobby door and then hang up.**Apartment Closing**Remove all balcony furniture and plants and close all shutters.Shut off main water valve and disconnect power to hot water heater.Dispose of all open food containers. Empty refrigerator of all foods.(Do not leave any frozen foods in the freezer. In the event of a power outage, foods can spoil and refreeze without your knowledge.)Remove all large items stored in your air conditioning room. They create a ﬁre hazard and impede access to plumbing in emergency situations.You must notify the office of your departure for the season and again of your return.Make sure to leave water absorption materials on the living room floor such as water socks or towels to prevent flooding. Do not block the tracks or weep holes where the water drains out. Do not put sandbags outside the doors.

***If leaving a vehicle for an extended period of time or during hurricane season, you must have a local person available with keys. This designee must maintain cleanliness of vehicle and be capable of moving vehicle when necessary. The office must have the elected person’s contact info on hand.***

***In a hurricane You will be responsible for any water that enters through your doors and damages the unit below!***

***YOU ARE REQUIRED TO APPOINT SOMEONE TO OVERSEE YOUR UNIT WHILE YOU ARE AWAY!***

**REQUIREMENTS FOR RENOVATIONS AT WATER GLADES P.O.A.**Every contractor, subcontractor, vendor, realtor or other worker entering this Condominium Association to do any form of work, must report to the administrative office prior to any work performed and must submit the following:

1. Work Application completed and approved.
2. State of Florida contractor’s license/Palm Beach County Occupational permit for all including contractor and subcontractors.
3. Copy of Liability Insurance naming Water Glades as an additional insured for all including contractor and subcontractors.
4. Proof of Worker’s Comp Insurance or Exemption Certiﬁcate for all including contractor and subcontractors.
5. Provide copy of ALL applicable permits.
6. A $1500 refundable security deposit

**Construction and major renovations are not permitted between the following dates:**

**November 15th through April 1st in Tower 100**

**December 15th through April 1st in Tower 200**

**November 15th through April 15th in Tower 300.**

Hours of work for contractors, subcontractors and vendors are from 8:30 a.m. to 4:00 p.m. Monday - Friday.Deliveries may be made during the hours of 8:30 a.m. to 4:00p.m. Monday - Friday.

No Saturday, Sunday or Holiday deliveries will be accepted.

All vendors must be out of the building by 4:00pm and off the property by 4:30pm.

All vendors, contractors, realtors or other workers must stop at the Water Glades ofﬁce to sign in and leave their driver’s licenses or other I.D. which may be retrieved when they leave the property. Any fob given to a vendor by an owner will be deactivated and there will be a charge of $50 to reset it for use. No work can begin until this process is completed. Rules and Regulations for contractors are included with the forms which they must abide by.***THE CONTRACTOR AND UNIT OWNER ARE RESPONSIBLE FOR ANY DAMAGE CAUSED OR DEBRIS LEFT BY THE CONTRACTOR.***

* **PARKING:**

Contractors must park in **SERVICE** parking spaces only. There is absolutely **NO PARKING** under the tennis courts, guest spots, pool deck or any **RESERVED/OWNER** parking space.

* **BUILDING ACCESS:**

All contractors must enter and unload from the side entrance. You must have authorization from the Management Office to prop open the side entrance door.

* **ELEVATOR:**

All workers/contractors must use the **FREIGHT** (padded) elevator only. **DO NOT** prop open the elevator; it will cause damage to the doors. You must take in consideration of others and do not use a particular elevator for an extended period of time. The Owner/Contractor will be billed for any work/damage that may result in a service call.

* **FIRE ALARM or SPRINKLER SYSTEM:**

No one is allowed to disturb or disconnect any fire alarm controls or sprinklers. Any damage or disconnected alarm control will result in a service call from the alarm company at the expense of the Contractor/Owner.

* **WELDING or TORCH WORK:**

Any use of torches will not be permitted. Use of torches can set off the fire alarm.

* **TILE or HARD FLOOR COVERINGS:**

**PROFLEX™ MSC 90** composite underlayment (3/8”) sound proofing **must** be installed under all tile **OR** hard floor installations. Sound proofing **must** be inspected by an Association Representative or Property Manager, prior to the covering installation.

* **TILE CUTTING:**

Tile cutting is permitted outside on balconies ONLY. Smoke/dust from cutting will set off fire alarms in the hallway and units. If there is any tile cutting, sanding, etc. on the balcony, you must cover the railing to prevent debris from dropping from the balcony.

* **HALLWAYS or COMMON AREAS:**

All work must be completed within the confines of units or on their balconies. **Drop cloths must be used in all hallways and common areas.** The contractor must clean the hallway outside of the unit under construction and any areas, including the elevators, affected by the work. This must be completed by the end of each workday.

**Contractors are not allowed to place any materials or trash of any kind in the trash chute. Construction debris must be removed from the property by the contractor or owner. Negligence in this matter will result in a $100.00 ﬁne to the offender.**

**Requirements for Deliveries or Move In/Out**

1. The owner is responsible for any damage caused by their vendor.
2. A major move is that which contains two items that measure greater than 4’ long and 3’ wide.
3. Owner must give rules to the movers beforehand.
4. No moves are allowed to be scheduled during any time an elevator is scheduled for service.
5. Moving company must supply proper insurance naming Water Glades and the individual Tower as additional insureds. You can send the attached page as a sample to the moving company of what insurance is required.
6. Moving is only allowed on Mon-Fri between the hours of 9am and 4pm. All workers must be out of the building by 4:00pm and off the property by 4:30pm. For Tower 100 it is Mon-Thurs only.
7. All moving trucks must be less than 45 feet in length, otherwise they must park offsite.
8. Owner must give one week notice for any major move in or out and must supply a $1500 refundable security deposit for any major move in or out.
9. Movers must observe all parking regulations which include, parking on the correct side of the building or in a service spot and may not block any other vehicle.
10. Movers may only use the freight elevator and the pads must be installed. The office will instruct staff to put the elevator on service if requested and will check to see the truck is properly parked.
11. The side entrance door will be put on automatic open, so the movers won’t need a fob.
12. Movers must not block the hallway by the elevator or lean any furniture against the walls.
13. Management has the right to postpone any move based on unforeseen circumstances.

**WATER GLADES CIVILITY AMENDMENT**

**Rules prohibiting harassment or interference with staff and vendors**

The POA recognizes that members of the POA Board are volunteers and wishes to encourage board members of the Condominium Associations to serve as members of the POA Board in accordance with the POA Bylaws. Therefore, the POA desires to protect the members Board of Trustees and its Property Manager from verbal, written or physical harassment or interference (collectively hereafter referred to as “harass”, “harassment” or “harassing conduct”) by its Condominium Association members (including the directors and officers of said Condominium Associations) and Unit Owners, as well as contractors or subcontractors of the Condominium Associations, and Unit Owners’ tenants, other occupants, invitees, licensees, and guests. In addition, the POA recognizes that it has a duty as an employer to prevent any person from harassing any employee of the POA. Accordingly, it is hereby made a violation of these Rules and Regulations for any officer or director of the POA or of a member Condominium Association, Unit Owner, or a Unit Owner’s tenants, other occupants, invitees, licensees, guests, or the contractors or subcontractors of the Condominium Associations (hereafter collectively referred to as “Person”) to directly or indirectly engage in any of the following conduct:

Harass or otherwise interfere with any Officer or Director of the POA while acting in his or her capacity on behalf of the POA, or to take any action to communicate at an unreasonable hour, to harass whether verbally, in writing, physically, or to otherwise threaten or interfere with the right of quiet enjoyment of any Officer or Director of the POA because of any action taken by that Officer or Director on any issue pending or expected to be pending before the POA.

Harass or otherwise interfere with the duties and responsibilities of the POA’s Property Manager, and other staff members, including but not limited to, the office manager, other office personnel, door staff, maintenance staff, cleaning and custodial staff, and porters (collectively the “Staff”). All Persons shall at all times conduct themselves in a courteous and dignified manner towards the Property Manager and the Staff, and shall not take any action to harass, whether verbally, in writing, physically, or to otherwise threaten or interfere with, the tasks and duties of the Property Manager or the Staff.

Publish a false, defamatory, libelous, or slanderous statement regarding: (i) any member of the POA’s Board of Trustees; (ii) the Board of Trustees; (iii) the POA Property Manager or any member of the Staff, or the Staff as a whole; or (iv) the POA, (collectively hereafter referred to as a “Protected Party” or “Protected Parties”), regardless of what means the Person uses to publish such statement(s), including the internet. It shall further be a violation of these Rules and Regulations for any Person to state or imply any Protected Party has engaged in inappropriate conduct, misconduct, breached a duty owed to the POA or to the Condominium Associations, or engaged in illegal activity, while acting in the course and scope of their duties for the POA, or furthering the legitimate business of the POA unless such statement or implication is true.

Create a hostile wo**r**k environment for any Protected Party. For purposes of this paragraph, the POA relies upon The U.S. Equal Employment Opportunity Commission’s (“EEOC”) definition of hostile work environment. The EEOC states “harassment” that can create a hostile work environment (which can be created by “non-employees”) is “unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.”

Disclose any of the POA’s official records or business affairs on the internet, or to any third persons by any other means, unless said disclosure is to that Person’s spouse, another Owner of the POA who has the lawful right to said records, or to that Person’s legal or accounting professionals, or as may otherwise be required by law.

In event any member of the Board of Trustees, Condominium Association member, or Unit Owner has a complaint regarding any member of the POA Staff the complaint should be directed to the Property Manager in writing on a form prescribed by the POA. The Property Manager shall then review the complaint with the President of the POA, who shall investigate the complaint and determine what action, if any to take, including whether to bring the matter to the Board of Trustees for its consideration. In the event any member of the Board of Trustees, Condominium Association member or Unit Owner has a complaint regarding the

Property Manager or a member of the POA’s Board of Trustee’s then the complaint should be directed in writing to the President of the POA. In the event a complaint concerns the President of the POA, then the complaint shall be directed in writing to the Vice President of the POA. Any such Complaint should then be referred to the Board of Trustees for its consideration, including what action to take, if any.

**Rule prohibiting interference and/or Contact with POA vendors or contractors**.

No Person may contact any contractor, subcontractor, or vendor (hereafter collectively “Contractor”) of the POA without the express written consent of the POA. The Property Manager, the President of the POA, and in the absence of the President, the Vice President of the POA are the authorized contact representatives between the POA and a Contractor of the POA. The POA shall cause a list of approved contacts to be sent to each Contractor of the POA to prevent conflicting messages, the ordering of unapproved work and/or services, or any such other potential interference with any Contractor of the POA. No Person may communicate with any Contractor of the POA in any manner while the Contractor is on POA property or within any of the Condominium Buildings or Units located within Water Glades to perform any of their obligations to the POA. Any Contractor that must enter a Person’s Unit to perform work on behalf of the POA will be accompanied by a member of the POA Staff or Property Manager, as determined by the POA in its sound business judgment. Nothing herein shall prevent a Person from contacting a Contractor if the communication is solely related to work contracted by the Person and to be paid by the Person as a separate service and/or charge. In the event any Person has a comment or a complaint concerning any Contractor, they are directed to contact the POA’s Property Manager or the Property Manager’s administrative assistant. In event any member of the Board of Trustees, member Association, or Unit Owner has a complaint regarding any Contractor of the POA, the complaint should be directed to the Property Manager in writing on a form prescribed by the POA. Said Complaint shall then be reviewed by the Board of Trustees at its next scheduled meeting.

**Enforcement**.

Any violation of these Rules and Regulations will be deemed a violation of the POA’s Rules and Regulations and enforced pursuant to Florida law and the POA’s governing documents. Should any Person violate these Rules and Regulations, a fine of $100 per violation shall deemed to be automatically imposed upon notice to the violator or the unit owner (if different from the violator) of the unit the violator occupied or was visiting at the time said violation was committed without the need for the Board to hold a Board Meeting to impose said fine. The POA Board deems $100.00 per violation to be reasonable. The POA Board may also in its discretion require the violator to cease and desist from verbally communicating with the Board, the Property Manager and/or the Staff until further notice, and to require the violator to only communicate with the POA in writing, but not by text messages or by email, to a specific individual, including the POA’s counsel. The POA’s right to fine a Person for any violation of these Rules and Regulations is not intended to be an exclusive remedy, but rather shall be in addition to all other rights and remedies the POA may have under its governing documents and applicable law, including the POA’s right to institute a lawsuit against any Person the POA determines in its sound business judgment to have violated these Rules and Regulations, and/or the owner of the property where the Person resides, and seek injunctive relief and/or monetary damages.