

SAN DE VANCE

**RULES &
REGULATIONS**

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RULES & REGULATIONS FOR OWNERS, RENTERS & GUESTS OF SAN DE VANCE

The attached Rules & Regulations have been prepared in an open and honest attempt to take into consideration that our 172-unit community is "home" to persons of different age groups, diverse social, ethnic and economic backgrounds and from many geographical areas.

The one thing that all San De Vance unit owners have in common is that they have invested their time and money in a community and quite understandably want that community to mature, prosper, and maintain value.

In one sense, it is regrettable that it is necessary to publish Rules & Regulations. On the other hand, if we expect to avoid unpleasant incidents and to reduce costly and unnecessary expenditures, members of our community would be well advised to recognize clearly that the Rules & Regulations governing our community are not unique.

Chapter 718, the Florida Statute on Condominiums, governs all condominium associations in Florida. Each Condominium association has its own "Condo Docs" which include a Declaration of Condominium and By-Laws, which can augment, but not contravene Chapter 718. Condominium Association Boards may adopt local rules provided they do not violate either Florida Statutes or the "Condo Docs."

Thus, with the exception of laws contained in Chapter 718, there are mechanisms in place to amend regulations in the "Condo Docs". Local rules can be changed simply by a majority vote of the Board of Directors.

It is the owner's responsibility to inform your tenants and/or guests of these rules & regulations as well. None of us wants confrontations or Bearing Committees to implement fines. Let us apply common sense and work together towards a common goal.

SALE, LEASE, OR USE OF A UNIT:

Unit owners who wish to sell or lease their unit shall abide by the conditions noted in Articles 12.1-12.11 of the "Declaration of Condominium." In particular, owners should be aware of Article 12.7, which states that, "any sale, mortgage, or lease not authorized pursuant to the provisions of this Declaration shall be void unless subsequently approved by the Association."

It shall be the responsibility of the owner to have the prospective purchaser/renter submit the appropriate application (available at the Condo office) and a copy of the proposed sale or rental agreement to the Board. A non-refundable fee of \$100.00 per applicant payable to San de Vance must also be submitted with the application. There is also a credit and background screening required for each applicant. This requires an additional fee of \$125 per person payable to Grant

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Property Management. There is an additional processing fee of \$100 payable to Grant Property Management.

To avoid any misunderstanding, any unit owner who allows family members or friends to utilize the unit, without payment of rent during his/her absence, shall be expected to notify the Condo office in advance in writing, providing the names, relationship and duration of occupancy of those using the unit.

PETS:

See "Declaration" Article 9(1). Residents are required to show proof of appropriate vaccinations and Palm Beach County or city license for their pet and to update the records yearly. The maximum weight for a fully-grown pet is 25 lbs. There is a limit of one dog and/or one cat per unit. Pets shall be on a controlled leash at all times while outside a unit. They should not be walked on grounds adjacent to any building. When walking outside with a pet, one is expected to carry and utilize a waste bag when appropriate (Pooper-Scooper Law).

If repeated complaints are received by the Board about a pet, two warnings will be submitted in writing to the pet owner. If the complaints continue, the Board may then proceed to inform the owner, by written notice that the pet is to be removed from the Association's property and/or notify the Boca Raton Code Enforcement office. The Board of Directors approved the following on 10/30/03:

“Each pet owner pays a one-time nonrefundable registration fee of \$85 as well as a \$35 fee yearly to be used to both purchase and maintain the waste containers.:

Owners/renters are responsible for guests and their pets. When guests are staying, you must obtain a pet registration form from the manager, President or chair of the pet Committee, at least ten (10) days in advance. Guest pets are limited to 25 lbs and must follow all rules pertaining to pets. The maximum stay is two (2) weeks. Residents may not walk or pet sit for dogs that live outside the community (with exception of relative's pet).

POOL:

- 1) Our pool is open from dawn to dusk. NO SWIMMING AFTER DUSK. For security and liability reasons, the gate to the pool area is to be kept locked at all times.
- 2) Owners and renters are expected to be at the pool with all guests, while they are visiting the pool area.
- 3) Glass containers of any kind are prohibited in the pool area. Hot & cold foods are allowed in the designated area.

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- 4) Everyone is expected to take a shower immediately before entering the pool. However, shampooing and washing in the pool or pool area are NOT permitted.
- 5) Running in the pool area, diving or jumping into the pool is not permitted.
- 6) Persons at the pool may not enter the Clubhouse while wet or without shirts, cover-ups or shoes.
- 7) Children under the age of 16 must be accompanied and supervised by an adult at all times.
- 8) Radios, CD's, etc., should not be played unless utilizing earphones.
- 9) No pets, mechanized toys, large flotation devices or sports equipment including balls (other than young children's flotation devices and aquatic exercise equipment) are permitted in the pool or pool area.
- 10) Children who are not toilet trained shall wear specially treated diapers or briefs while in the pool.
- 11) Tables and umbrellas are not to be moved.
- 12) Chairs or chaises are not permitted to be within two feet of the pool.
- 13) A panic button has been installed on the north wall of pool. It is for EMERGENCY USE ONLY! * 911 WILL BE NOTIFIED!

CLUBHOUSE: Hours: 6 a.m. to 11:00 p.m.

No one under the age of 21 is allowed in the clubhouse without adult supervision. Furthermore, according to State law, no alcoholic beverages may be consumed by anyone less than 21 years of age.

The clubhouse is available to owners and renters for their exclusive use for parties, functions, etc., provided the person making the reservation is in attendance at the event. The clubhouse may be reserved on a "first come, first serve" basis. No reservation shall be accepted until the following conditions are met:

- 1) Payment of a non-refundable \$150.00 rental fee for any event 4 hours or less or a non-refundable \$250.00 rental fee for any event exceeding 4 hours in duration.
- 2) Payment of a \$250.00 damage deposit which shall be completely refundable upon inspection should no additional cleaning or repairs are necessary.
- 3) Documentation that the person making the reservation has a personal liability insurance policy for his/her protection as well as the Association, in case of an accident on the premises during the event. This information must be on file with the Condo office.
- 4) Agreement that attendance at the event will not exceed 75 persons.

The person making the reservation shall be responsible for setting up the room. Food and beverage spills are to be wiped up promptly. Professionals will be used should any major cleaning be required and the fee will be charged to the lessee. All food, garbage and other items shall be cleared immediately after the party and deposited in appropriate containers at the compactor area. The recreation room, lavatories, pool area, and other adjacent areas must be

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returned to their original condition by 10 a.m. of the day following the function.

The Association, the Board, and its Committees must also reserve the Clubhouse for their exclusive use. However, the stipulated fees are waived because the Association sponsors the events.

EXERCISE ROOM: Hours: 6 a.m. to 11:00 PM

If the alarms are set off by someone entering or exiting the gym, causing the alarm to be sounded that person will have to pay the fee for the false alarm.

The exercise equipment is for the use of owners, renters and their invited guests staying in the community. Absolutely, NO CHILDREN UNDER THE AGE OF 18 are allowed in the room unless accompanied by a registered adult. Persons using the equipment are expected to observe the posted health & safety rules (at your own risk), as well as rules safeguarding the property & equipment. Please limit your time on the treadmill to 30 minutes as a courtesy to those waiting. (Please turn the thermostat to 78 degrees before leaving if the room is vacant).

(Although we appreciate your donation of equipment to the exercise room, please check with the office first. We have many duplicates; therefore, the room is very crowded. Your co-operation is greatly appreciated!)

TENNIS COURTS:

As with other facilities, an owner or renter is expected to be present if he/she invites an outside guest to use these facilities. Players are asked to use their good common sense should others wish to use the court. If necessary, a "sign up" system will be implemented. Persons utilizing the tennis courts will be expected to use appropriate footwear (, i.e., no cleats nor roller blades.)

No children are allowed to play, (or) ride bikes, or roller blade at the tennis court.

KEYS:

Florida statute 718.111(5) provides Condo Associations the irrevocable right of access to each unit to prevent damage or to make necessary repairs to the common elements or to a unit or units. Thus, all owners are required to provide the Association with a key to their units. These keys will be in the secured possession of the manager as well as the Association President in emergency situations ONLY! i.e. fire, flooding, etc. Please DO NOT RELY, on the Manager or President for keys, should you lock yourself out, especially after hours. If you are leaving your car behind for vacation or to go north for the summer, please leave a set of car keys at the office.

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INSURANCE:

It is incumbent upon each owner or renter to carry his/her own personal property and liability insurance. The Association is NOT liable for damage occurring inside the unit. (Flood insurance is required for Buildings #280, #320, #330, #340)

PARKING:

Covered parking spaces are assigned for the use of specific owners, and their tenants. You are expected to park there, to keep the guest spaces available. Uncovered guest parking spaces, with the exception of those designated by blue lines and handicapped symbols, are available on a "first-come, first-serve" basis. Parking on the grass of Community property is prohibited. Please, **DO NOT PARK IN ANY RESERVED PLACE**, other than your own designated space, unless you have the owner's written permission, which is to be kept on file with the office. Any unregistered vehicle will be towed from the property. You will be notified by a sticker placed on your windshield as a 24 hour notice prior to towing, as per state law. All fees incurred with the towing company shall become the responsibility of the vehicle owner. All overnight guests must clearly display the guest parking permit, to be hung on the rear view mirror, facing out. Any vehicle left on the property without visible permits will be towed!

STORAGE UNITS:

Downstairs owner shares space with the upper unit. Keys are the responsibility of each party. Any disputes between neighbors are not to be brought to the Board of Directors nor the office.

MAILBOXES:

All residents are responsible for their keys, locks, etc. Please be courteous to your neighbors by not parking in front of the mailboxes nor read your mail while others are waiting, causing a traffic problem.

COMPACTOR/DUMPSTER AREA: (Monitored by Security Cameras)

PLEASE DO NOT leave furniture, mattresses, car batteries, paint cans, any electrical appliances, cabinets, mirrors, vacuum cleaners, carpet, etc., large or small. Please refer to the signs posted. Please read the large blue signs on the dumpster gate (fence) doors. These items cannot be placed in the dumpsters/compactor. All violators will be notified and will be charged up to \$100.00 all attorneys, and hauling fees if not removed within 24 hrs. Please break down any large boxes to be placed in the dumpster/compactor. The compactor operates when it reaches

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a certain level. Please do not push any buttons or touch the key, BUT PLEASE KEEP THE COMPACTOR DOOR CLOSED TIGHTLY!!!!

RECYCLE BINS:

- YELLOW BINS: Loose newspapers only, catalogues, magazines and phone books in paper bags only. NO PLASTIC BAGS!
- BLUE BINS: Plastic bottles, jugs, glass and aluminum cans. NO PLASTIC BAGS PLEASE!

****IF A YELLOW OR BLUE BIN IS FILLED, PLEASE DEPOSIT YOUR TRASH IN ANOTHER BIN THAT HAS MORE SPACE. PLEASE DO NOT PUT GARBAGE IN THESE BINS!**

TRAFFIC:

(Seed limits) The Speed Limit is 20 MPH, speed bumps, stop signs, and entrance/exit markers have been posted for the safety of members in the Community and their guests. We ask you to observe these signs in the best interest of all concerned. Do not drive onto any grass area to avoid the speed bumps (these bumps). (Names of drivers or pictures of the cars not following the rules of safety will be posted)

ALTERATIONS AND ADDITIONS:

In accordance with Article 8.8 (e) of the Declaration of Condominium, no unit owner shall make or permit to be made any material alteration, addition or manifestation to the interior or exterior of his/her unit without prior written approval of the Association. All remodeling/alterations producing noise such as hammering, installation of new flooring or cabinets is limited to between 8:30 AM and 5 PM Monday thru Saturday.

Entry doors as well as condominium windows are not common area; therefore owners are responsible for the maintenance and/or replacement of their windows, painting of doors and frames and caulking all windows.

Shutters:

Hurricane shutters shall be ivory/white and pleated accordion to open horizontally. Roll down shutters may be used on the patios. Silver panels, plywood, or duct taping of windows is not permitted. Shutters should remain open, except during hurricanes or when on vacation (As requested by the fire department.)

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Plans for newly installed shutters must be submitted and approved by the Association as well as submitted for permit to the City of Boca Ration.

PLANTS:

Owners/renters shall obtain permission from the Board prior to planting or removing any landscaping from the common areas. Any costs incurred to replace plants will be born by the unit owner.

OUTSIDE COOKING:

Barbeques are absolutely not allowed! No cooking is permitted outside a unit nor may any foods or beverages be consumed outside a unit, except in areas designated for this purpose by the Association (see Bylaws, Article 11.3(k). Although cooking is not permitted (except for the use of electric barbecues) on a unit's patio or balcony, food or beverages may be consumed in those areas.

***NOTE: The City of Boca Raton Fire Department regulations state that "the typical 20 lb. LP gas container found with LP barbeque grills shall not be stored within apartment buildings nor on any balcony." ***

HURRICANE PREPAREDNESS:

Please remove all porch furniture, pots, plants, security signs, mats, garden decorations, hoses, etc. immediately after storm warning. All unit owners leaving for the summer months must remove the above mentioned prior to their departure. Any damage incurred as a result from not removing these items, shall be the responsibility of such unit owner. You must ask a reliable person, neighbor, or friend to be responsible for your unit while away. The Board/Management is NOT responsible to take on this task. We are asking for your cooperation.

EMPLOYEES and VENDORS:

To avoid confusion and misunderstandings, employees and vendors are responsible to the person(s) so designated by the Board. Owners and renters are requested to refrain from "giving orders" or making requests directly to any of the Association's employees or vendors. Please make any requests you may have directly to the office by writing a note, and dropping it in the box next to the office door or sending an email to: carolsdv@grantmgmt.com (gpm@grantmgmt.com).

COMPLAINTS:

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General complaints/grievances shall be made in writing to the Board. The submission should contain specific details concerning the nature of the complaint. However, should the initiator of the complaint feel that the matter is of a serious or grievous nature and might involve litigation He/she should conform to the process clearly noted in the Bylaws, Article 4.17.

TRANSFER OF DOCUMENTS:

Please note that in accordance with Article 12.6 of the declaration of Condominium, it is the responsibility of the unit owner to transfer to a new owner or renter, all the "Condo Docs" originally provided.

Notwithstanding, the above paragraph, a new owner, or renter shall be bound by the terms of the "Condominium Documents (Docs)" even though they may not have been transferred. Buyers must make application to the Association, which can be obtained, through the Condo office or downloaded from the association website.

A unit owner may not lease a unit without the Association granting its approval of the lessee. A unit owner may not lease a unit during the first twelve (12) months of ownership. No lease shall be made for less than three (3) consecutive months. An owner may lease the same unit only twice during a twelve (12) month period. Unit owners are responsible to see that tenants register pets and follow all rules pertaining to pets.

Copies of the "Condo Docs" may be purchased for \$50.00 upon written request to the Condo office.

NOTE: Please be aware that these Rules & Regulations may be modified periodically. One would be well advised to become familiar with the "Condo Docs" (Declaration of Condominium & Bylaws) as well as Chapter 718, Florida State Statutes.

No one shall use written statements or make any publication representing San De Vance or its Executive Board, jointly or individually, without the express written approval of the Board.

IMPORTANT REMINDERS:

Should you be away from your unit for any length of time, please turn off the water valves located in the wall of closet, housing Air Conditioner air handler, and hot water tank. Each unit is different therefore, it is suggested that you locate these valves long before you plan to leave. It is advisable to shut off the breaker to the hot water tank, as well. Leave 1 Self Addressed Envelop for each month you will be away if you wish to receive any pertinent information while you are

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away. Also leave an email address (if it has changed, or is different from the one on file) at the office.

AIR CONDITIONER REPAIRS: Please tell your repair person that above or behind the air handler sits a sprinkler head. **Any repair that requires a blowtorch will set the sprinkler off resulting in major flooding in your condominium and possibly your neighbors, for which you will be held responsible.** You must notify the Manager and he/she will tell you the procedures to follow to turn off your sprinkler (at your expense).

FIRE PREVENTION: **Do not paint sensors or sprinkler heads.**