

Boca Lakes Condominium Association, Inc.



Rules and Regulations

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Boca Lakes Condominium Association, Inc.
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1. GENERAL

- 1.1.** The sidewalk, entrances, passages, and all of the Common Elements must not be obstructed, encumbered or used for any purpose other than ingress and egress to and from the buildings; nor shall any carriages, bicycles, wagons, shopping carts, chairs, benches, tables, or any other object of a similar type and nature be stored therein. (12/31/72)
- 1.2.** The personal property of all Unit Owners shall be stored within their Units. (12/31/72)
- 1.3.** No garbage cans, supplies, bottles, potted plants, or other articles shall be placed in the entrance way nor shall any linens, cloths, clothing, curtains, rugs, mops, brooms, or laundry of any kind or other articles be shaken or hung from any of the windows or doors or be exposed on any part of the Common Elements or patios. Fire exits shall not be obstructed in any manner, and the Common Elements shall be kept free and clear of rubbish, debris and other unsightly materials. Behind the hedges, you can have covered garbage cans and recyclable containers kept out of sight or on the patios. (4/11/17)
- 1.4.** No Unit Owner shall allow anything whatsoever to fall from the windows or doors of his Unit, nor shall he sweep or throw from the Unit any dirt or other substance upon the Common Elements. (12/31/72)
- 1.5. TRASH REMOVAL (03/09/00)**
 - 1.5.1.** Recyclables will be put out on Wednesday evenings after 5 pm and garbage will be put out Sunday and Wednesday evenings after 5 pm. (04/11/17)
Containers for trash may be covered plastic garbage cans. (04/11/17)
 - 1.5.2.** Bulk items such as large boxes, carpeting, appliances, furniture, etc., may be put out Wednesday for Thursday pickup. The County Solid Waste Authority requests that carpet be in a roll and that the length of the roll be six (6) feet or less in length. (03/09/00)
 - 1.5.3.** All trash and recyclables are to be placed on the grass or parking area of each unit. (04/13/11)
 - 1.5.4.** Removal of emptied containers and storage of those containers out of sight must be done as soon as possible after pickup. (03/09/00)
 - 1.5.5.** The kitchen garbage disposal unit should be used to dispose of food items. Any items that cannot be put into the disposal are to be put in covered containers, not plastic bags, to avoid attracting rodents. (03/09/00)
 - 1.5.6.** To insure compliance with these regulations, the Director in charge of Standards along with his/her committee will conduct periodic checks. Those found in violation will receive a written notice and a copy of the violation will be placed in the Unit Owner's file. (03/09/00)
- 1.6.** No unit Owner or resident shall direct, supervise or in any manner attempt to assert any control over the employees of the Condominium Association except for the board director whose responsibility requires it.
- 1.7.** Domestic help and/or service providers engaged by Unit Owners may not gather or lounge on the Common Elements except when accompanied by a Unit Owner or resident. (12/31/72)
- 1.8.** No Unit Owner shall make or permit any disturbing noises in his Unit by himself, his family, employees, agents, visitors and licensees, nor do or permit anything to be done by such persons that will interfere with the rights, comforts, or conveniences of the other Unit Owners. (12/31/72)

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- 1.9.** No Unit Owner shall play upon or suffer to be played upon any musical instrument or operate or suffer to be operated a phonograph, television, radio or sound amplifier in his Unit in such manner as to disturb or annoy any other neighbors or occupants of the Condominium. (12/31/72)
- 1.10.** No Unit Owner shall conduct or permit to be conducted vocal or instrumental instruction at any time. (12/31/72)
- 1.11.** Complaints regarding the service to the Unit shall be made in writing to the Condominium Association. (12/31/72)
- 1.12.** Food and beverage may not be consumed outside of a Unit except in such areas as are designated by the Board of Directors of the Association. (12/31/72)
- 1.13.** No Unit Owner or resident may put a boat in any of the three Boca Lakes. (10/30/74)
- 1.14.** A director may not appoint another board member to serve on his/her committee. All committee members must be presented to the board at the regular meeting in February for approval. The board must also approve any subsequent changes. At least 1/2 of all committee members should be year-round residents. This is most important for the hurricane committee. A Unit Owner may serve on more than one committee. (02/14/02)
- 1.15.** There shall be one combined workshop and one regular meeting each month of the calendar year except for the months of July and August. The combined workshop and regular meeting shall be held on the second Wednesday of the month at 7:00 p.m. All board meetings shall be held in the Boca Lakes clubhouse. In the event that the clubhouse cannot be used, the president shall find an alternate site and publish the meeting location. If either of the meetings have to be rescheduled the president shall choose an alternate date and post a notice of the new meeting date at least five days in advance of the meeting. (10/17/18)
- 1.16.** Unit Owners shall not permit guests to occupy their units or any portion thereof during their absence from said unit. This provision shall not apply to parents, children, or sisters and brothers, except that a written statement reflecting the relationship of the occupants and the period to be occupied (not to exceed 30 days) must be presented to the office for the Unit Owners file and security should be notified of the length of stay with the Unit Owners number and the names of the occupants. (04/13/11)
- 1.17.** The Declaration of Condominium, Article XIII allows visitation for “reasonable periods” which are defined as follows:
The length of visit of children under age 18 is limited to no more than 30 days per calendar year, and then only when principal occupant is in residence. (03/13/86)
The length of visit of social guests is limited to no more than 30 days in each calendar year and then only while principal occupant is in residence. (04/10/86)
- 1.18.** Where a Unit Owner permits a person or persons to occupy the unit in violation of the Rules and Regulations of the Association, the Board may treat such occupants as trespassers and refuse them admittance to the Condominium and/or its facilities. (03/17/76)
- 1.19.** The President of the Board of Directors may approve a disbursement of up to \$400 without Board approval. The President may not approve more than one disbursement for any single item. The president must approve board member’s petty cash vouchers. (02/11/88)

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- 1.20.** The Unit Owner will be given thirty (30) days notice to remove a violation unless otherwise notified in a violation letter. If the condition is not corrected, association personnel will eliminate violations. The cost thereof shall be charged to the Unit Owner by invoice and be payable on the first day of the month after notification to the Unit Owner of the amount. (04/13/11)
- 1.21.** Residents are limited to 2 bass per day, per person — a minimum of 12 inches in length. (04/09/92)
- 1.22.** Use of golf carts: One golf cart is reserved for the maintenance superintendent; one is reserved for his assistant; one is reserved for the director of maintenance and buildings or for his/her committee; one is reserved for the director of grounds or management personnel.
A golf cart may be requested by any board member from the superintendent and will receive one when available. No one other than those mentioned in this directive is ever permitted to drive or ride in a golf cart. (02/14/02)
- 1.23.** As per Amendment 6 (July 28, 1977) – No animal of any kind shall be kept in any units except for service or emotional support animals. (04/11/17)
- 1.24.** Feeding the wild animals (ducks, birds, squirrels, etc.) is forbidden (04/13/11)

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2. BUILDINGS / MAINTENANCE

- 2.1.** No radio or television installation or other wiring shall be made without the written consent of the Board of Directors. No antenna or aerial shall be erected or installed on the roof or exterior walls of any Condominium apartment building. Any said antenna or aerial is liable to removal without notice and at the cost of the Unit Owner for whose benefit the installation was made. Satellite dishes will only be allowed on the patio, listed as limited personal use common area. See alteration request 3.14 for specs. (12/31/72)(02/03/05)
- 2.2.** No sign, advertisement, notice or other lettering shall be exhibited, displayed, inscribed, painted or affixed in, on or upon any part of the Unit or Condominium Property by any Unit Owner or occupant. (12/31/72)
- 2.3.** No awning, canopy, shutter or other projection shall be attached to or placed upon the outside walls or roof of a Condominium apartment building without the written consent of the Board of Directors. (12/31/72)
- 2.4.** No blinds, shades, screens, decorative panels, windows or door coverings shall be attached to or hung or used in connection with any window or door in a Unit in such a manner as to be visible to the outside without the written consent of the Board of Directors. Storm shutters of a type approved by the Board of Directors will be permitted. (12/31/72)
- 2.5.** No inflammable, combustible or explosive fluid, chemical or substance shall be kept in any unit, except such as are required for normal household use. (12/31/72)
- 2.6.** Any clogs in drains or toilets must be reported to the office. The maintenance department must first check the problem before a drain cleaner company is employed to determine who is responsible for the expense. If it is necessary to employ a drain cleaning company, the maintenance director will be the person that will make the arrangements with a drain cleaning company. (04/13/11)
- 2.7.** The association is responsible for the removal and reinstallation of all awnings in all cases where it is necessary to do so because of painting, repairs, maintenance and fumigation. (04/13/11)
- 2.8.** Every Unit Owner will be given a copy of the Declaration of Condominium of Boca Lakes Condominium, Assoc., as recorded in Book 2285, page 1980 of the public record, of Palm Beach, Florida. (04/11/17)
- 2.9.** Automobile covers may be used on Unit Owners' vehicles only. Covers must be presentable and secure by being adequately tied down. The Condominium reserves the right to remove covers that are torn, loose and shabby in appearance, upon 24-hour notice. (03/14/96)
- 2.10.** All holiday decorations must be removed ten (10) days after the holiday. If not removed by the resident, the association will remove them at a cost to the Unit Owner. The association will hold the decorations for one (1) week only. (01/11/01)
- 2.11.** Boca Lakes Condominium employees are permitted to pressure clean patios and awnings for Unit Owners during regular working hours. The Unit owner may put in a request to the office to make arrangement.
- 2.12.** Barbeque grills are allowed on rear patios with the following restrictions: (05/08/97)
 - Not to be used under awnings.

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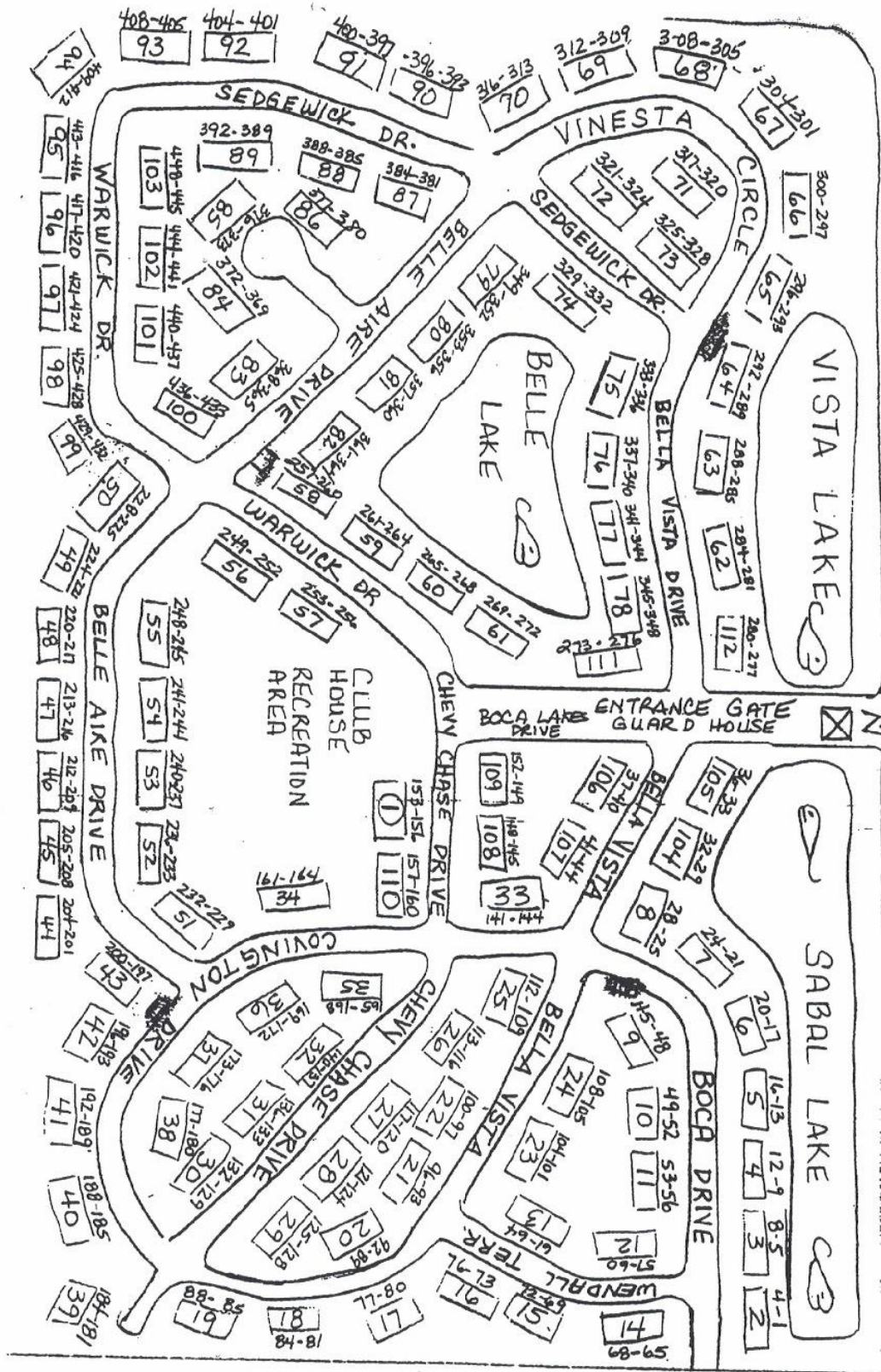
- Charcoal grills, fire pits & hibachi are not allowed
- Propane & electric allowed (following fire regulations)
- Propane tanks are not allowed inside any unit, including outside closets of inside units.
- Florida fire protection code (FFPC) requires that all grilling be done 10 Ft. from any multi-family residential structure. (11/8/17)

2.13. The Condominium Association will be responsible for the building wiring from the FPL meter to the Unit Owners Panel.(3/3/2005)

2.14. It is mandatory for unit owners to padlock water in the off position when unit is unoccupied, and the office must be provided with a key to the lock. If this is not done by owner and the Association becomes aware of this negligence, the water will be locked in the off position by the Association and the unit owner will be charged \$10.00 to retrieve the key from the office (1/10/08)

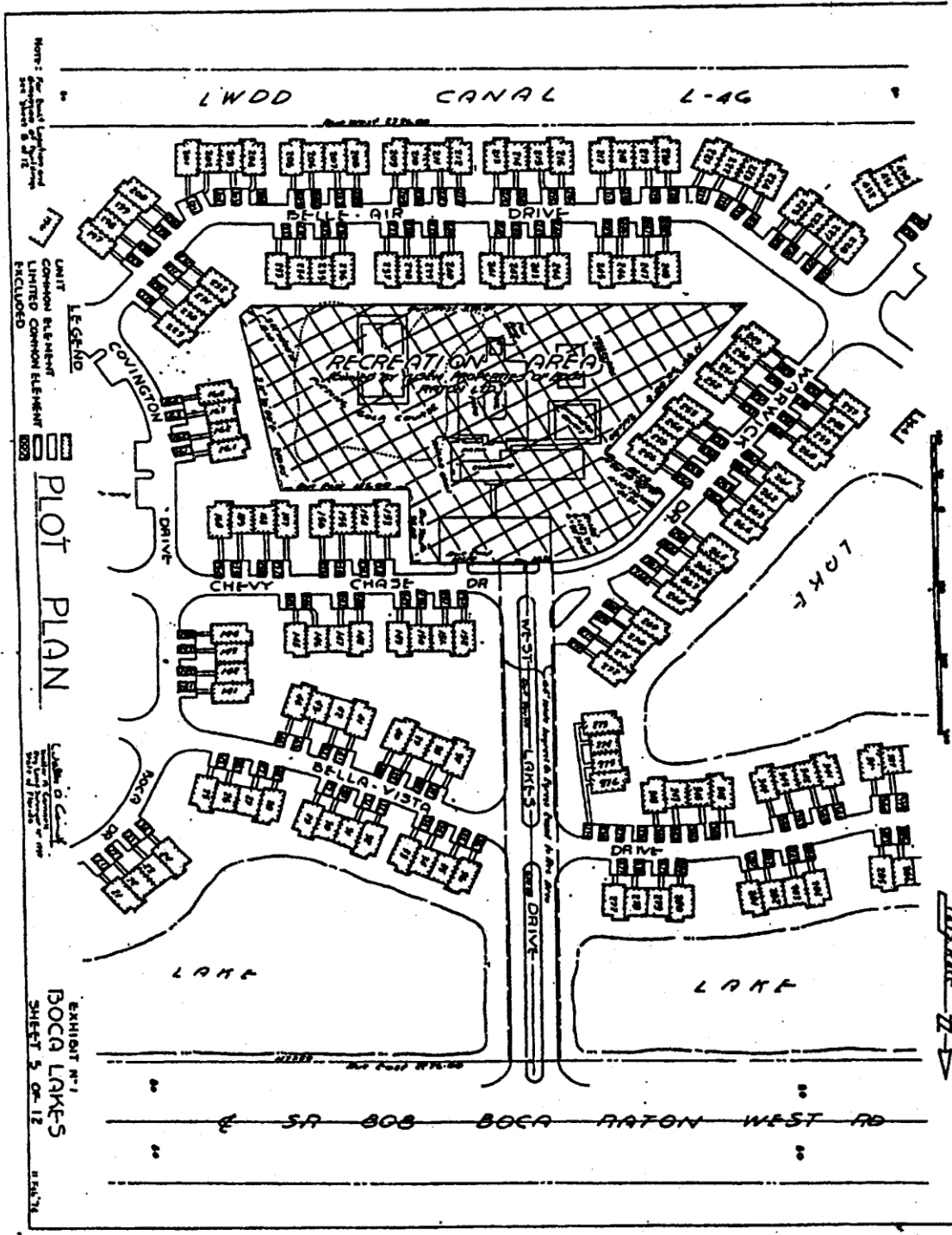
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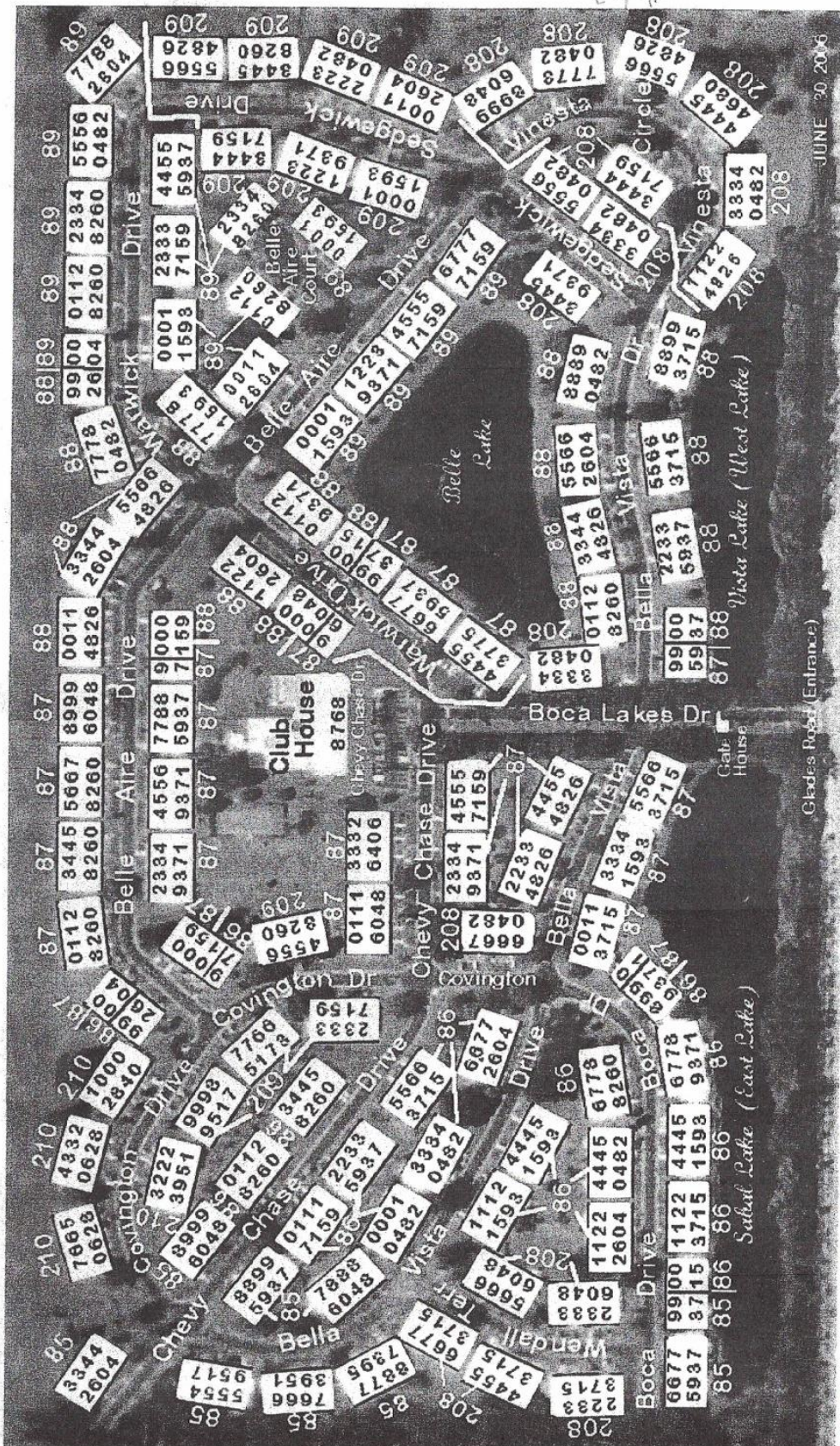
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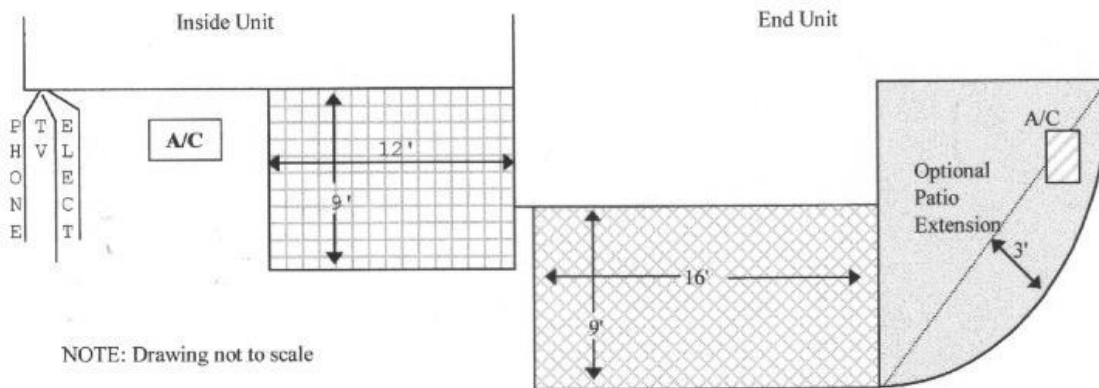
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3. ALTERATIONS

3.1. General Instructions

- 3.1.1.** Unit Owners must submit an Alteration Request for written approval from the Boca Lakes Condominium Association for all alterations to a unit. The Alteration Request form is available at the office. Alterations that do not affect the common property must also be requested and approved in order to verify that the service provider is licensed and insured. Any alteration not covered by the following rules must be individually submitted for board approval.
- 3.1.2.** All contractors must provide copies of their license and a Certificate of Insurance to the Condo Association before any Alteration Request will be approved. The Unit Owner must notify the contractor of this requirement during their negotiations.
- 3.1.3.** Any gutters, downspouts, canopies, screened porches or other structures and additions attached to the unit buildings shall become the property of the Association, notwithstanding such, the Unit Owner who installed said structures shall be responsible for their upkeep and maintenance. In the event of failure of the Unit Owner to clean the gutters and maintain the other structures that they installed, upon notification to the Unit Owner the Association may arrange to have the work performed and invoice the Unit Owner for said work. (02/14/91)
- 3.1.4.** No wooden decks will be allowed. (05/12/94)
- 3.1.5.** Contractor is responsible for meeting all building code requirements.

3.2. Patios, Inside And End Units (May 2000)



- 3.2.1.** Drawing illustrates maximum allowable area to be covered. Patio size must not exceed measurements shown. For rear outside units shall be 9' x 16', patios for rear inside units shall be 9' x 12'. (04/11/17)
- 3.2.2.** Unit Owner must notify Boca Lakes Condominium Association, Inc. office when the patio forms are in place. The forms to pour concrete or to lay stone must be inspected and checked for size, before pouring cement or laying stone, by an authorized condominium representative.
- 3.2.3.** Patios of end units are permitted to extend on a curve from the end of the building to the end of the patio. See "Optional Patio Extension" in the drawing above. (04/11/17)
- 3.2.4.** A/C unit cannot be relocated.

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- 3.2.5. The patio must not cover any electrical, cable TV, telephone, and/or irrigation (sprinkler) lines. Unit Owner is responsible for the cost of relocating any lines that would be covered by the patio. Irrigation lines must be relocated, not capped.
- 3.2.6. Unit Owner must consult with the Director of Grounds/Landscaping on any planned changes. Any trees or shrubs in the way of the proposed patio must be moved at Unit Owners' expense.
- 3.2.7. Chattahoochee Walks — No More walks will be allowed. Current Chattahoochee walks have been grand fathered in. The Unit Owners must maintain all existing Chattahoochee walkways. (05/12/94)
- 3.2.8. The patio is LIMITED COMMON AREA, reserved for the use of the Unit Owner. Upkeep and maintenance, such as cleaning, removal of weeds, etc., is the responsibility of the Unit Owner.
- 3.2.9. Only outdoors patio furniture can be kept on the patio, i.e.: patio chairs, lounges, and small tables.

3.3. Patio Screen Enclosure (May 2000)

- 3.3.1. That the Board of Directors approves the screening of approved patios for Unit Owners subject to rules, specifications and restrictions to be set by the Standards Committee. (5/10/90) Violations of the Specifications and Regulations will result in the cancellation of the approval and the Board of Directors will have the right, at any time, to order the dismantlement of the screen patio, at the Unit Owner's sole expense. In the event the Unit Owner fails to dismantle such screens, cost of such removal shall be by lien and foreclosure or suit in Small Claims Court. Contracts are to be made between the Unit Owner and the selected contractor. Boca Lakes Condominium Association, Inc. assumes no responsibility or liability.
- 3.3.2. The screen enclosure will have an unlocked door leading to the outside to allow for emergency entry, e.g. a hurricane.
- 3.3.3. Contractor selected must submit a blue print to the Standards Committee for approval as to size and construction materials. Screen enclosure maximum dimensions are limited to: Inside units 9" x 12" and Outside units to 9" x 16".
- 3.3.4. In the event the Unit Owner has a hurricane awning, the screen roof must be over the awning in the order that such awning can be lowered during a hurricane warning.
- 3.3.5. The screened patio will have white posts, with a charcoal mesh screen. Screening is to be 3-sided with a flat screen roof and must meet all County Specifications as to the construction of a screened patio.
Materials to be used in the construction of the screen enclosure with dimensions in accordance with County rules and regulations. (04/11/17)
- 3.3.6. Any moving of a sprinkler head must be done at the Unit Owner's expense and only upon written request to the Grounds Committee.
- 3.3.7. The screened enclosure is to be used as a patio ONLY, not as a separate room, and not as a storage area. Only outdoor patio furniture can be kept on the patio, i.e. patio chairs, lounges, and small tables.
- 3.3.8. No hangings or shades are to be attached to the screen walls or awning. No laundry, beds, cots, tools, or sleeping bags are permitted. (04/11/17)
- 3.3.9. Existing regulations relative to noise shall be strictly enforced. See GENERAL Rule 1.8.

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3.3.10. Proper maintenance of the enclosure will be the responsibility of the Unit Owner and Insurance coverage shall be the sole responsibility of the Unit Owner.

3.4. Hurricane Shutters (May 2000)

3.4.1. Aluminum roll-up shades, fold back accordion awnings color to be white or clear may be installed upon approval of request to chairman of Standards and Improvements Committee. (04/11/17)

3.4.2. The fold down type of awning does not qualify as a hurricane shutter (see separate guidelines for awnings).

3.4.3. Three types of Hurricane Shutter designs have been approved. (02/14/07)

3.4.3.1. A fold-back accordion design, color white, which permanently affixes to the structure.

3.4.3.2. Vertical removable panels electro-statically painted white over aluminum and/or Clear shield Plastic Panels.

3.4.3.3. White code-approved vinyl fabric hurricane shutters with the stipulation that they can only be put up during hurricane warnings and must be removed no longer than 5 days after the hurricane has passed (2/14/07)

3.4.4. The approved designs must comply with the Palm Beach County Hurricane Advisory Board.

3.4.5. Removable panels must be stored indoors when not in use, and are not permitted to be stored on patios or common grounds.

3.5. Awnings and Sunshades (June 2014)

3.5.1. Type. Awnings are not hurricane shutters, are not to be used for hurricane protection and must be either the white metal fold down type or a beige, tan or camel canvas retractable. Retractable canvas awning retraction mechanisms must be operable by hand, but may also include electrical retraction. These mechanisms can have sensors for wind and or rain. (04/11/17)

3.5.2. Application: Before installing any awning, the Unit Owner must: (1) complete and submit to the Association an application on a form provided by the Association, attaching legible copies of the installation contract, the contractor's license, the contractor's Worker's Compensation Insurance, a drawing showing the placement of the awnings and the installation method, a color material sample, and the Palm Beach County permit for structural compliance; and (2) obtain written approval from the Association.

3.5.3. Installation. Each awning must be installed on the rear wall outside a unit as follows:

3.5.3.1. Fit within a unit's screen enclosure, if applicable, and not exceed the maximum dimensions of 9 x 12 ft for inside units and 9 x 16 ft for end units. White metal fold down awnings may be installed only on the two rear windows. Retractable canvas awnings may be installed only on the Florida room or the living room windows. Maximum size of a screen enclosure is 9 x 12 ft for inside units and 9 x 16 ft for end units.

3.5.3.2. Supports for the white metal fold-down type awnings over patios must be anchored to the patio or to cement footings in the ground, and anchored to the rear wall outside the unit when dropped and closed. Use of cement blocks is not permitted. (04/11/17)

3.5.3.3. The Unit Owner must complete the installation with due diligence and in conformance with the Declaration, the Association's Rule and Regulations, and all applicable federal, state and local codes and ordinances.

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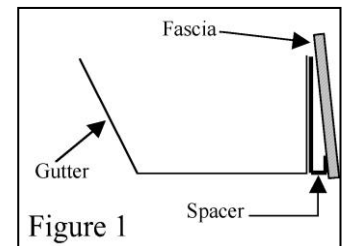
- 3.5.4. Absence: Retractable canvas awnings must be completely retracted when the Unit Owner is absent from the unit. White metal fold down type awnings must be dropped, anchored and secured to the rear wall outside the unit when the Unit Owner is absent from the unit for two or more weeks.
- 3.5.5. Maintenance: A Unit Owner must maintain his or her awning in good appearance and working condition and in conformance with the Declaration and the Rules and Regulations, as amended from time to time, including but not limited to ensuring the awning is free from mold, mildew, rust, dirt, chipping paint, and is not broken, torn, frayed or dilapidated.
- 3.5.6. Damage. A Unit Owner is responsible for the expense, cost and repair of any damage caused to the Condominium Property, including but not limited to the Common Elements and neighboring units concerning, regarding, related to or arising from the approval or use of his or her awning.

3.6. Inside Unit 2nd Bathroom (May 2000)

- 3.6.1. Costs to repair leaks caused by the addition of the 2nd bathroom are the responsibility of the Unit Owner. (04/01/82)

3.7. Rain Gutters (May 2000)

- 3.7.1. Unit Owners are responsible for the cost of installation of gutters.
- 3.7.2. Gutter must be aluminum, 6" wide, and the color must be white.
- 3.7.3. Installation must include a spacer at the bottom of the gutter to prevent gutter from bending back against fascia and possibly loosening the fasteners. Installation without spacer must be documented by manufacture. (04/11/17) See Figure 1.



- 3.7.4. Gutter must be fastened ONLY to the fascia board and the side against the fascia board must be slipped under the existing roof edge and NOT fastened to the roof edge.
- 3.7.5. Fasteners for the gutters must be galvanized or stainless steel 8" screw type, and must be fastened only to the fascia board.
- 3.7.6. The gutter must have a downspout along side of the building at the end of each unit. The bottom of the downspout can extend up to 3 feet from the building.
- 3.7.7. In the event of failure of the Unit Owner to clean the gutters and/or to maintain the structures to which they are installed, the Association may arrange to have the work performed and assess a charge against the Unit Owner for said work.
- 3.7.8. The Condo Office must be notified at completion of the installation for final inspection.

3.8. Motion Detectors (May 2000)

- 3.8.1. Effective 9/14/95, Unit Owners are permitted to have Motion Detectors installed on the front, on the rear, or on both the front and rear of their unit. Solar lights or solar motion detectors purchased by the unit owner can also be installed. Unit Owners must request approval for the installation from the Standards Committee.
- 3.8.2. Alteration/Replacement Request must designate where the Motion Detector will be installed, method of installation, and operation.
- 3.8.3. County Permits and installation by a licensed electrician are required for any non-solar installation. (04/11/17)
- 3.8.4. Any damage to the Association's building shall be repaired at the Unit Owner's expense.

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3.9. Window Replacement (Feb 2001)

- 3.9.1. An Alteration/Replacement Request must be submitted by the Unit Owner and approved by the Standards Committee.
- 3.9.2. A licensed and insured company must perform the window replacement.
- 3.9.3. A Palm Beach County permit is required and work must be inspected to conform to building code requirements.
- 3.9.4. Windows on the front and side of the building must be the same style as the current awning type, but a single hung window with horizontal bars will also be allowed to maintain a uniform appearance of all buildings. (December 15, 2005)
- 3.9.5. Windows at rear of building may be awning type, single hung, or horizontal sliders.
- 3.9.6. Window frame may be white or anodized aluminum. Glass may be photo-protected but decorative colored glass is not permitted.
- 3.9.7. The existing dimensions of the window opening(s) cannot be altered.
- 3.9.8. Unit Owner is responsible for all costs associated with the window replacement including but not limited to any drywall or stucco repair required.
- 3.9.9. All windows must have horizontal strips to maintain the look of all residential windows in Boca Lake's.

3.10. Disability Related Alterations (Mar 2002)

- 3.10.1. The Association will attempt to make reasonable accommodations in rules, policies, practices, or services if necessary for the handicapped person to use the housing.
- 3.10.2. All such requests must be submitted on an Alteration Request Form and must be approved by the Board of Directors before any work can begin.
- 3.10.3. The request must include:
 - Description of existing problem that would be eliminated by the proposed alteration
 - Detailed specifications of proposed alteration from a qualified vendor
 - Term of alteration: Short Term (less than 1 year)
 - Medium Term (1-5) years)
 - Long Term (5 years or longer)
- 3.10.4. Unit Owner is responsible for all expenses for any alteration to the dwelling or common use areas to facilitate a disabled person and for any on-going upkeep expenses.
- 3.10.5. Unit Owner is also responsible for all expenses to restore the dwelling or common use areas to the original condition when the term of alteration is ended or when the disabled person moves out of the unit.
- 3.10.6. If a new Unit Owner, requiring the same alteration, wants to retain an existing alteration the new Unit Owner must submit an Alteration Request and upon approval will be responsible for all upkeep and restoration expenses when the term of alteration is ended or when they move out of the unit.
- 3.10.7. Grab bar installed at front entrance - Unit Owner must submit an Alteration Request to the office for approval. Bar is to be 24" stainless steel. When the Unit Owner moves, it is the Unit Owner's responsibility to have the bar removed unless the new Unit Owner will assume

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responsibility. An Alteration Request form to that effect must be completed by the new Unit Owner and placed in the Unit Owner's file in the office. (10/09/03)

3.11. Exterior Doors (Dec 2001)

3.11.1. Replacement door must be a Residential Steel Grade Door and must meet all building code requirements in effect at time of replacement. Door color shall be specified by Boca Lake's.

3.11.2. As long as the building code requirements are met the following items are allowed:

3.11.2.1. A small window of tempered glass, up to 10 inches by 10 inches, is permitted on a new front door or can be added to the existing front door.

3.11.2.2. The rear door can have the larger glass panel similar to the existing doors.

3.11.3. The existing dimensions of the door opening cannot be altered.

3.11.4. Unit Owner is responsible for all costs associated with the door alteration including but not limited to any drywall or stucco repair required with the exception that the Association will paint the exterior of the door.

3.12. Screen Doors

3.12.1. Screen doors may be installed on existing doorframes only. Color to be white only. (07/24/74)

3.13. Attic Ventilators

3.13.1. Authority for wind driven attic ventilators rescinded. (05/11/78)

3.14. Satellite Dish (March 2005)

3.14.1. Satellite dishes will only be allowed on the patio, refer to **3.2** for specific dimensions for center and end units. The height of the dish must not exceed six feet. The surface of the dish may not exceed one meter. The dish must not interfere with the operation of the patio awning during times of emergencies. (03/01/05)

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4. SALES AND RENTALS

- 4.1.** Transfers of all properties are subject to prior payment of all delinquent charges and fees before Board approval. (06/08/74)
- 4.2.** No unit may be sold or rented to more than one family (that family is defined as those actual occupants stated in the lease). (03/17/76)
- 4.3.** A personal interview is required for all prospective buyers. (04/14/77)
All prospective renters must also be interviewed unless said renter has previously rented in Boca Lakes. (01/23/86)
- 4.4.** That as a precondition to approval of any lease, the Owner and Lessee shall enter into an agreement with the Association as follows:
 - 4.4.1.**The Lessee shall observe all of the obligations set forth in the Articles of Condominium, By-Laws, and Rules and Regulations of the Association, as well as administrative determination of the Board of Directors. (12/31/80)
 - 4.4.2.**Under no conditions, including breach of the lease, by the Lessee, or authorization by the Lessee, will the Unit Owner, his family, or his designees, occupy the leased premises during the stated term of the lease. (12/31/80)
- 4.5.** There shall be a \$100.00 processing charge paid to the Association on all sales, leases, transfers and rentals, subject to the following exceptions. (02/14/91)
 - 4.5.1.**A lease renewal between the same parties, which runs consecutively, shall bear a charge of \$50.00 plus an additional fee per applicant for background checks. (10/17/18)
 - 4.5.2.**A lease term which is interrupted and which is of the same unit between the same parties shall bear a \$50.00 charge. (02/14/91)
 - 4.5.3.**Any purchase or lease by a former Unit Owner or present Unit Owner, or the spouse thereof, within a 2-year period, shall carry a \$50.00 charge. (02/14/91)
 - 4.5.4.**Any transfer of ownership in full to one other than a spouse, a parent or a child, which is not a sale for consideration shall carry the same charge as a regular sale, namely \$100.00. (02/14/91)
 - 4.5.5.**A transfer to a spouse or into a spouse jointly or with children or parents of the Unit Owner or his spouse shall carry no charge. (02/14/91)
 - 4.5.6.**Any lessee who leased another unit the previous year or season, shall carry a Fifty Dollar (\$50.00) charge, plus an additional fee per person for background checks. (10/17/18)
- 4.6.** A Unit Owner may originate one lease per calendar year. The calendar year is January 1 through December 31. The term of the lease can range from a minimum of 3 months to a maximum of 12 months. (11/30/04)
- 4.7.** All renters are required to use a temporary pass or RFID tag to gain entry into Boca Lakes. (04/13/11)
- 4.8.** Any Unit Owner who violates the terms of a lease agreement or the condo lease rules, be it seasonal or yearly, shall forfeit the right to rent his unit for the ensuing 12 months. (11/10/88)
- 4.9.** The Board of Directors may extend a lease for no more than thirty days upon written request from the Unit Owner. There shall be no more than one extension of thirty days in the lease period. (10/12/89)
- 4.10.** Any Unit Owner over the age of fifty-five years old can leave their property, under a will or in testate, to a child or grandchild, over eighteen (18) years of age, and that inheritor will be permitted to live at Boca Lakes. (09/26/89)

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- 4.11.** No sale will be approved unless the Condominium Documents are delivered to the new Unit Owner, or, upon failure to do so, a \$50.00 fee shall be paid for replacement. (10/12/89)
- 4.12.** Any Owner who becomes delinquent in the payment of Maintenance and Reserve Fund fees for three (3) consecutive months or ninety (90) days shall be denied the privilege of renting that unit for a period of one (1) year after the present lease is completed. (05/10/90)
When the Unit Owner leases the unit and there is a violation of unit occupancy or if the unit was rented illegally the Unit Owner will not be permitted to rent the unit for one (1) year from the date the violation is resolved. (05/02/01)
- 4.13.** Any Unit Owner whose maintenance payments are consistently late and wishes to rent his unit will not be permitted to do so unless he/she agrees to the renter paying the maintenance to the Association. The Unit Owner and renter that fall into this category will be so advised by mail. (02/14/91)
- 4.14.** A Unit Owner selling a unit must submit to the Condominium Office a letter stipulating that the sales agent or his representative has permission to show the unit. (09/09/93)
- 4.15.** QUIT CLAIM DEEDS WITH RIGHT OF SURVIVORSHIP: Owner retains ownership. Upon death of Unit Owner, survivor is sole owner and when visiting Boca Lakes is required to notify office so that Director in charge of Sales and Rentals may give orientation.
QUIT CLAIM DEEDS GRANTING OWNERSHIP TO DESIGNATED PERSON OR PERSONS:
Owner gives up all rights of ownership. Grantee (new designated Unit Owner) is required to notify the office when visiting Boca Lakes so that Director in charge of Sales and Rentals may give orientation.
IN BOTH INSTANCES OUTLINED ABOVE, ORIENTATION MUST BE GIVEN BEFORE A SALE OR RENTAL WILL BE APPROVED FOR THIS UNIT. (01/11/01)
- 4.16.** When the Condo Association is notified of a sale/rental of a unit, a board member will inspect the unit to determine if there have been any alterations to the common areas or other violations of the condo documents. The sale or lease will not be approved until all discrepancies have been resolved. The association will not be liable for any cancelled or delayed sale/rental caused by any violation. The Unit Owner is responsible for notifying the association of the sale/rental and for resolving any violations. (01/09/03)
- 4.17.** As of November 1, 2018, owner may purchased up to (2) two units. One must be owner occupied and be able to rent one. Any previous owner are grandfathered in and cannot purchased additional units.

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5. GROUNDS

5.1. The Association shall provide and maintain the landscaping of the common elements. The Grounds Director shall form a grounds committee to oversee landscape activities. (11/30/04)

5.2. All authorized plantings of shrubs or flowers must be planted within a 3-foot limit from the building foundation. NO TREE OR TALL GROWING SHRUB is permitted within the 6-foot limit and any such unauthorized plantings within the 3-foot limit will be removed. (02/12/85)

No planting is permitted within 12 inches of the building line. All landscaping excavation must be preceded by Dig-Safe Inspection and Boca Lake's approval. (04/18/17)

NO resident may take it upon himself or herself to remove or plant anything outside the three (3) foot area of their unit. NO tree(s) may be planted without first receiving permission from the Grounds Director with final approval by the Board of Directors. If any planting is done illegally, the Association will remove it at Unit Owner's expense. (11/30/04)

All items legally planted by a Unit Owner become the property of the Association, and the Unit Owner shall cease to have any control whatever over that planting. (02/12/85)

The Association must now report to Palm Beach County the removal and planting of any trees. We must give to them detailed reports of the location of said trees, or we will be fined. Should Palm Beach County impose a fine upon Boca Lakes, and after investigation it is found to be the negligence of the resident, the Association will place a lien on the property of the Unit Owner for the said amount imposed by the County. (08/09/03)

5.3. No statuary, urns, logs, stepping stones, rock gardens, coral or any items prohibited by law may be placed within the 3-ft bed or anywhere on the common elements. No fences of any material can be used anywhere. (11/30/04)

5.4. No Unit Owner is permitted to issue instructions or interfere in any way whatsoever with our Landscaping Contractor, his employees, Association employees, or Grounds Committee personnel, either verbally or by placing ribbons or signs on any plantings. All landscaping suggestions or requests must be submitted in writing to the office. (11/30/04)

5.5. Any shrub, etc, planted around patio area, and this includes end units of anything planted on the sides by the previous or current Unit Owner becomes the responsibility of the current or future Unit Owners for any damage caused by these plantings. Shrub height on side and rear not to exceed 6ft and 3ft on front & manicured away from building. (02/13/03)

This includes any trees that may have been planted in the past by the Unit Owner. Trees are not permitted anywhere unless approved by the Board of Directors. The new Unit Owner accepts any responsibility, including expense. (02/13/03)

If the roots interfere with the wires or irrigation, they will also be responsible. If plantings have to be removed, the association will not be responsible for replacement. (02/13/03)

5.6. A unit owner may remove any tree on ground of Boca Lakes Condominium at unit owner's expense, but only after receiving board and county approval to do so. A request to remove a tree must be given in writing to the director of grounds, citing the specific tree and reason for removal. They must also provide the name of the company doing the work and proof of license and insurance. (04/18/17)

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- 5.7.** All directors and their committee members of Boca Lakes Condominium Assn. are forbidden to aid, assist or in any way help to plant, trim, prune or remove any trees, shrubs and bushes from the common area. This work is to be done only by companies with whom Boca Lakes Condominium Assn. has a contract to perform these duties. Small-scale tree trimming will be allowed by our grounds director. This work will be done on as needed basis by our maintenance department under direct supervision of the maintenance director. No tree will be removed without authorization of the grounds director. This directive is issued to bring the association into compliance with our insurance coverage. (04/18/17)

Boca Lakes Condominium Association, Inc.
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6. SECURITY

6.1. The parking facilities shall be used in accordance with the regulations adopted by the Board of Directors. No vehicle that is not licensed, insured and / or cannot operate on its own power shall remain on the Condominium Property for more than twenty-four (24) hours, and no repair of vehicles shall be made on the Condominium Property. (04/13/11)

6.2. Only passenger cars, station wagons, mini-vans and SUVs are permitted to be kept on the premises. Unit Owners who own motorcycles, trucks, trailers, commercial vehicles, or recreation vehicles must store them outside of Boca Lakes. Travel trailers and recreation vehicles, owned by a Unit Owner, are permitted to enter for no more the 48 hours to pack for a trip and another 48 hours on return to Boca Lakes. Anyone parked in violation will be towed at Unit Owner's expense. (04/13/01)

Family members and other guests staying in Boca Lakes and traveling in trailers, or recreation vehicles, shall be permitted to keep said vehicles in Boca Lakes for the purpose of loading or unloading, and to remove said vehicles within 24 hours of their arrival time. (6/10/93)

6.3. Vendors and other specialized vehicle entry:

No commercial vehicles (including contractors but excluding the services listed below in this section) will be allowed into Boca Lakes between 8:00 PM and 8:00 AM Monday through Saturday, unless there is an emergency.

Additionally, no commercial vehicles (except those indicated below) are allowed in Boca Lakes on Sunday, except in an emergency.

No loud tools or machinery will be allowed to operate from 5:00 PM to 8:00 AM Monday through Saturday or at any time on Sunday, except in an emergency.

The following service people are allowed access to Boca Lakes without the gate being called:

Sherriff's vehicles	Trash & recycling vehicles	Newspaper deliveries
Fire, paramedic	UPS and FedEx	Appliance service companies
Ambulances	County trucks	Association approved Contractors
Postal vehicles	AT&T and Comcast/Xfinity	

All other vehicles will require a pre-call to security to gain entrance.

6.4. Vehicle transport trucks

Since car-carrier trucks are not permitted onto Boca Lakes property, please arrange for pick up of your vehicle outside of Boca Lakes. Have the transport company contact you with the day and approximate time of their arrival. You will then be prepared to meet them with your vehicle outside the Boca Lakes premises.

Please notify the office of your departure from Boca Lakes. When you return for the winter months the same procedures apply. The transport company must return your car to you outside the Boca Lakes premises. (03/08/01)

6.5. Passes and Residential ID Cards:(09/09/09)

6.5.1. Residential ID card (yellow) will no longer be valid as of September 15, 2009. Residents will use a photo ID when entering the visitor's gate (09/09/09)

6.5.2. A temporary pass will be issued for one month upon the non-refundable payment of \$5.00. This may be renewed each month for as long as necessary at the discretion of the Board of Directors (09/09/09)

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- 6.5.3.** A temporary paper pass will be issued to frequent visitors, health care aides or contractors for a non refundable payment of \$5.00 (09/09/09)
- 6.5.4.** All paper passes issued must be brought to the office at the end of each month and exchanged at no further payment for a new color pass for the next month. (09/09/09)
- 6.5.5.** In the event of a request for a paper pass for any other reason other than mentioned heretofore, a decision to honor such request must be rendered by a member of the Board of Directors (04/18/17)
- 6.5.6.** Temporary passes are not transferable (09/09/09)
- 6.5.7.** Renters may continue to use the pass system, but after 09/09/09 they will be offered the auto tag entry system for a non refundable payment of \$ 25.00 (09/09/09)
- 6.5.8.** In the event any resident leaves for the summer and engages someone that does not live here for the purpose of checking his apartment, the Unit Owner must write a letter to the office authorizing the person to do so. That person, on t he day they wish to visit the premises would call the office and advise when they would be visiting the premises. The office then would call the security guard and ask them to allow this person entry. Also when this person leaves Boca Lakes he/ she would advise the security guard that they are leaving Boca Lakes (4/12/90)
- 6.6.** Photo ID is required for anyone entering Boca Lakes through the guest entrance and a valid driver's license must be produced for anyone driving into the community (09/09/09)
- 6.7.** Radio Frequency ID (Auto Tag Entry) (09/09/09)A
 - 6.7.1.** Resident gate Entry will be by Radio Frequency ID (RFID) Auto Tag. Control of activation and deactivation of this system will take place in the Boca Lakes Office (04/18/17)
 - 6.7.2.** Only residents and owners will be eligible for the tags (09/09/09)
 - 6.7.3.** There will be no charge for the two RFID auto tags for owners (09/09/09)
 - 6.7.4.** Auto tags are not transferable and, if tampered with, will be deactivated. In the event of a deactivation, due to the owner / resident's fault, a reactivation assessment of \$25 must be paid (09/09/09)
 - 6.7.5.** Renters will be issued tags at the discretion of the Board of Directors at a cost of \$25 per tag. Tags will be activated ONLY for the dates on the lease (09/09/09)
 - 6.7.6.** All residents and owners who are eligible for auto tags must be in good standing in the community regarding our rules and regulations (09/09/09)
 - 6.7.7.** Owners must be current on their maintenance payments in order to be set up with the initial auto tag and remain current or lose the privilege.
 - 6.7.8.** Owner must have proof of condominium unit owner's insurance in the Boca Lakes Office in order to be set up with the initial auto tag. The auto tag may be deactivated if insurance is not in force. (09/09/09)
 - 6.7.9.** Auto registration and a valid driver's license must be produced and a copy will be added to the record of each unit record for which a tag is given. (04/18/17)
 - 6.7.10.** New employees will be issued auto tags after a 30 day trial period. At the termination of the employment, the tag will be deactivated (09/09/09)

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7. HURRICANE

- 7.1.** Any Unit Owner or lessee who plans to be absent from Boca Lakes for more than 2 weeks during the hurricane season, JUN 1 to NOV 30, must prepare his unit prior to his departure as follows:
- 7.1.1.** Remove and store inside the Unit all furniture and other objects including, but not limited to, patio furniture, garden hoses, hanging and/or other potted plants, vases, statuettes, loose concrete blocks, welcome mats, brooms, brushes, bicycles, and all other objects that could constitute a hurricane hazard. (10/13/88)
 - 7.1.2.** Lower and securely fasten to the base of the wall of the unit, all patio awnings and window awnings. Close and secure hurricane shutters if installed. Failure to do so represents a hazard not only to the property of the Unit Owner but also to the person and property of other Unit Owners. It is the obligation of each Unit Owner to examine all awnings to assure that all hardware and wall anchor holes are aligned so that immediate lowering of awnings and affixing to walls can be accomplished.
All shrubs, trees, or other items, which would interfere with securing of awnings, must be relocated or removed with the specific permission of the Board of Directors. (11/14/79)
 - 7.1.3.** Designate a responsible firm or individual to care for his unit should the unit suffer hurricane damage and provide the Condominium Association with the name of the firm or individual. The firm or individual shall contact the Condominium Association for clearance to install or remove hurricane shutters. (12/31/72)
- 7.2.** The Hurricane Committee will annually inspect Boca Lakes to determine compliance with the hurricane rules and regulations. Upon notification of noncompliance, the Unit Owner must take prompt corrective action. If the unit condition is not corrected within thirty days (30) of mailing or delivery of a notice to the Unit Owner, the association shall take corrective action. If the approach of a hurricane does not allow for the thirty-day (30) notice the association will take immediate action to protect association property. All costs incurred shall be charged to the Unit Owner as an assessment and be payable on the first day of the month after notification to the Unit Owner of the amount. Inspection by the association shall not relieve the Unit Owner of his/her responsibilities under this clause notwithstanding the failure of the association to discover defects or recommend corrective action. (03/09/00)
- 7.3.** If, in the judgment of the Chairman of the Hurricane Committee, a hazard exists, the property shall be removed or secured by a member of the Hurricane Committee, an employee of the Association, or by any other duly authorized person. The person performing such acts shall do so as the agent of the Unit Owner, and neither the Association nor the person attempting to secure such property shall be financially responsible for any damages. (11/14/79)
- 7.4.** In the event of injury to person or damage to property resulting from failure of the Unit Owner or his lessee or other occupant to comply with these rules, the Unit Owner shall be liable to the Association and the person to whom injury has been caused for any damages sustained. (11/14/79)
- 7.5.** The Association will bear no responsibility for any property left outside of any apartment that is removed by the Hurricane Committee so that said unit will be in compliance with the Hurricane Rules and Regulations. (11/10/88)

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8. CLUBHOUSE

The Boca Lakes Clubhouse is the focal point of our community. The clubhouse director and committee encourage all our residents to use the clubhouse facilities. The clubhouse is yours to enjoy. Unit owners/renters are to make their guests aware of all rules and regulations pertaining to the clubhouse, pool and recreation area.

8.1. Building

- 8.1.1.** Smoking is prohibited in any area of the clubhouse and business office.
- 8.1.2.** Clubhouse is open from 8am to 11pm daily. The clubhouse director must approve use of the clubhouse beyond the scheduled hours and designate the person to be responsible for the proper closing of the clubhouse. (02/78)
- 8.1.3.** Monday and Thursday nights have been designated as “Card Players Night”. Requests to use the clubhouse and its facilities must be planned for the open nights, which are Tuesday, Friday, Saturday and Sunday. The billiard and recreational area is open to all residents during all operations of the clubhouse.(04/13/11)
- 8.1.4.** Report any spillage to clubhouse director.
- 8.1.5.** No parties or meetings are permitted for non-residents.
- 8.1.6.** With the exception of the board approved Men’s and Women’s Clubs’ “Entertainment Nights”, the clubhouse will be open to all residents regardless of social gathering/party in progress.
- 8.1.7.** Tops and footwear must be worn inside the clubhouse. Persons with wet swimwear shall not be permitted in the clubhouse.
- 8.1.8.** No child under the age of sixteen (16) will be allowed to use the clubhouse facilities unless accompanied by an adult who shall be responsible for his or her actions.
- 8.1.9.** No child under the age of sixteen (16) will be allowed to use the billiard room or sauna.
- 8.1.10.** No food or beverage is allowed in any carpeted area of the clubhouse except at functions authorized by the board. A \$500.00 usage fee for owners and \$200 refund after inspection. No alcohol under 21 years of age, no graduation, baby shower or sweet sixteen parties are allowed. (10/17/18)
- 8.1.11.** For safety, no soap or shampoo is permitted in the indoor showers.
- 8.1.12.** No clothing is to be left or stored in the restroom area for any extended period of time.
- 8.1.13.** Last person to leave a room that is not in use should turn off all lights.
- 8.1.14.** There shall be no solicitation of funds in the pool area and the clubhouse building for any cause, charity or other purpose.
- 8.1.15.** The Clubhouse Director must approve use of the clubhouse by any Individual, group or organization.

8.2. Parking

- 8.2.1.** Clubhouse parking is for the convenience of our residents when using the recreational facilities and the business office.
- 8.2.2.** NO PARKING is permitted in the clubhouse parking lot when leaving on an extended day or weekend trip.

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8.2.3. Parking is permitted only in designated areas. Your car will be subject to towing at unit owners expense.

8.3. Planned Catered Residential Parties

8.3.1. Parties for adults are permissible at a cost of \$500 for use of the facility. Example: catered food brought in by the person responsible for the party or brought in by a catering service. \$200 of the cost for the use of the facility is refunded provided all rules are followed. A copy of clubhouse rules and regulations will be given to unit owner arranging for a party.

8.3.2. Seven days (7) prior written notice must be given before party request will be approved.

8.3.3. All written requests should be directed to clubhouse director.

8.3.4. No food or beverage permitted in the area of the billiard, poker or ping pong tables.

8.3.5. Non-resident guests should be kept at 50% of the total number of guests attending.

8.3.6. Requesting resident will be the sole responsible person for maintaining order and the condition of the clubhouse facilities. Damage and abuse to the clubhouse and the equipment used, kitchen appliances, will be the responsibility of the requesting resident and he or she will be assessed for the cost of repair or replacement of the damaged items.

8.3.7. Clubhouse must be clean and presentable after use.

8.3.8. User must provide their own utensil.

8.3.9. It is the responsibility of the clubhouse director or his committee members to implement and follow up on clubhouse rules and regulations and to approve the refund if the clubhouse is left in acceptable condition.

8.4. Swimming Pool

8.4.1. Pool hours are from dawn to 11 pm. There is NO LIFEGUARD ON DUTY. Use of swimming pool is at your own risk

8.4.2. No running, ball playing, diving, jumping into the pool, pranks or other dangerous activity is permitted in the pool or on the pool deck.

8.4.3. The following articles are NOT PERMITTED in the pool or on the pool deck AT ANY TIME:

- | | | | |
|-------------|-----------------------------|----------|---------------|
| – Glassware | – Food/beverage of any kind | – Balls | – Bicycles |
| – Rafts | – Roller blades | – Floats | – Skateboards |

8.4.4. The use of scuba diving equipment in the pool is prohibited. (02/11/88)

8.4.5. All chairs and lounges are to be used on a “first come, first serve” basis. They are not to be reserved.

8.4.6. Umbrellas should be returned to closed position after use.

8.4.7. Persons using suntan lotion are to spread a towel or protective cover in chairs or lounges.

8.4.8. Everyone MUST shower BEFORE entering the pool or spa. NO SOAP or SHAMPOO may be used in the outdoor shower.

8.4.9. A child NOT TOILET TRAINED or WEARING ANY TYPE OF DIAPERS is absolutely FORBIDDEN to use the pool. (04/13/11)

8.4.10. A plastic wading pool for children is available upon request. (04/13/11)

8.4.11. Children under the age of thirteen (13) at the pool must have responsible adult supervision. Children under the age of six (6) must have an adult with them in the pool. Children under the age of 3 are not permitted in the pool (04/13/11)

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- 8.4.12. Use of the portable radios, tape decks, etc. should not be so loud as to disturb other people at the pool.
- 8.4.13. Smoking is prohibited within the fence surrounding the pool area. (04/13/11)
- 8.4.14. No private parties allowed at poolside.
- 8.4.15. Clubhouse patio is designated as an eating area, not the pool area.

8.5. Sauna

- 8.5.1. Sauna is used at your own risk. For personal safety, sauna should not be used alone.
- 8.5.2. Persons with poor health should consult their physician prior to the use of the sauna.
- 8.5.3. No one under the age of sixteen (16) may use the sauna.
- 8.5.4. Do not exceed 12 minutes in sauna. Excessive exposure can be harmful to health.
- 8.5.5. Do not touch charcoal or add water to charcoal. This may short circuit the system and is dangerous.
- 8.5.6. Sauna heater and light must be turned off after use.

8.6. Bulletin Board

- 8.6.1. The bulletin board has been designated for Boca Lakes board business and social events. Please follow the rules, listed below, when posting notices: Nothing is to be posted on the bulletin board without approval by the Office Director.
- 8.6.2. No sales or solicitation notices are permitted in clubhouse.
- 8.6.3. Notices are not to be larger than 4" x 8". If possible, please type the notice.
- 8.6.4. The Take Down Date (TDD) must be listed at the lower right hand corner.

8.7. Pool Table Area

- 8.7.1. Children under sixteen (16) are not permitted to use pool table.
- 8.7.2. After completion of play, balls are to be stored, cues are to be returned to rack and tables are to be covered.
- 8.7.3. Pool table area is only for shooting pool. No additional furniture may be placed in the pool table area.

8.8. Shuffleboard And Bocce

- 8.8.1. There is to be no walking on the playing surface of the shuffleboard or bocce courts.
- 8.8.2. Equipment is to be returned to locker upon the completion of play.
- 8.8.3. Please abide by the posted rules.

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8.9. Bingo

A Bingo Committee shall be formed to conduct bingo games in accordance with the calendar of events as kept by Clubhouse Director. The Bingo Committee is to include a member of Board who will be chairman and not less than two other Unit Owners. The Committee Chairman or his designated member may authorize expenditures. The bingo games are to be conducted to comply with the pertinent provisions of Sec. 849.0931 of the Florida Statutes. Complete records shall be kept and semi-annual accounting shall be made to the Association unless the Board of Directors calls for an accounting at an earlier date (12/11/8)

Boca Lakes Condominium Association, Inc.
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9. OFFICE

9.1. The Association may retain a passkey to all Units. No Unit Owner or occupant shall alter any lock or install a new lock without the written consent of the Board of Directors. Where such consent is given, the Unit Owner shall provide the Condominium Association with an additional key for use of the Association, pursuant to its right of access to the Unit. (12/31/72)

Keys to all units that are kept in the office are only available during normal office hours, Monday through Friday from 8:30 A.M. to 4:00 P.M. There will be no charge to obtain your key. Unit Owners are advised to leave a key with one or more neighbors or you may need to engage a locksmith at your cost. (11/13/03)

The key is available to the Unit Owner or a board member who may enter with someone other than the Unit Owner and shall be present with them at all times. The Board Member will be responsible for key. (04/25/17)

9.2. Payments of monthly assessments shall be made to the Condominium Association office. Payments made by check shall be made to the order of Boca Lakes Condominium Association Inc. Payments of regular assessments are due on the first day of each month, and if such payments are ten (10) or more days late, they shall be subject to late charges in an amount determined by the Board of Directors and shall be considered delinquent. (12/31/72)

9.3. The Board of Directors authorizes the officers of the condominium to execute documents pertaining to normal banking operations. Two executive officers must execute any document to complete the transaction. (01/10/80)

9.4. Office administration fees: (04/13/11)

Late fees:	\$20.00	Temporary Pass:	\$5.00 (non-refundable)
RFID Tags:	\$25.00 (non-refundable)	Estoppel:	\$250.00 (fee paid by title companies)

9.5. The Secretary shall update the Rules and Regulations from minutes, annually, January 1 through December 31st. The update shall be printed and distributed to all Unit Owners, annually, no later than March 31st. (10/12/90)

A book of the current Rules and Regulations is available to all directors and Unit Owners during office hours and may not be removed from the clubhouse. Unit Owners may order additional copies of the Rules & Regulations at \$25.00 per copy. (04/13/11)

9.6. Vacation Pay Policy applies to full time and part time employees as follows:

1st year -5 vacation days to be taken upon completion of 12 months employment.

2nd year - 10 vacation days, 5 days of which may be used after 6 months or 10 days at end of year with no carryover to following year.

Any year of employment beyond 2 years continues as 2nd year vacation outlined above.

Part time employees are entitled to vacation pay based on the number of days worked per week.

All vacations must be at the convenience of the director in charge of category. Requests must be submitted at least 2 weeks in advance to the Director in charge for approval. (01/06/05)

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- 9.7.** Holiday Schedule: full-time employees of Boca Lakes have 8 paid holidays and two personal days, for a total of 10 paid holidays. Part time employees will be paid for holidays that fall on a scheduled workday and two personal days. The personal days would be taken at the employee’s discretion with the approval of the Office Director. The holiday schedule for which the office is closed:
- | | | |
|----------------|------------------------|------------------------------|
| New Year’s Day | Martin Luther King Day | President’s Day |
| Memorial Day | Independence Day | Labor Day |
| Thanksgiving | Christmas | Two personal days (03/14/96) |
- 9.8.** Use of a signatory by the Board of Directors
- 9.8.1.** Only the President, or in his absence, the Vice President can set up a signatory. (02/14/02)
- 9.8.2.** Only the following items shall ever be placed on a signatory: (02/14/02)
- An emergency that requires immediate action or repair that cannot wait until the next regular board meetings. (02/14/02)
 - Sales/Rentals that are completed between regular meetings (02/14/02)
 - The hiring or discharge of any employee between board meetings. (02/14/02)
- 9.8.3.**All board members must sign the signatory form except the President who signs only in the event of a tie. All abstentions are considered a “yes” vote unless the director states that there is a conflict of interest and so state under the “other” column on the form. Reference: chapter 718, 111 (1) (b). (02/14/02)
- 9.9.** The office will no longer send or receive fax copies for any residents. (11/13/03)
- 9.10.** The standard mileage rate, as defined by IRS, will be used for reimbursement of vehicle mileage expense. Reimbursement will require a written report of the date of expense, number of miles, and the reason for the expense.
- 9.11.** The Florida Statute 718.303 (3) permits Condominium Associations to levy reasonable fines even if their declarations or by-laws do not include fining authority. Fines may be levied against Unit Owners, invitees, licensees and occupants. Anyone who is authorized to be on the property who violates a covenant, restriction or rule and regulation of the Association is subject to fining. The Board will levy fines that do not exceed \$100 per violation, with a single notice and opportunity for a hearing. The fine may not in the aggregate exceed \$1000 in one calendar year. A fine may not be levied and a suspension may not be imposed unless the Association first provides at least 14 days’ written notice and an opportunity for a hearing to the Unit Owner and, if applicable, its occupant, licensee or invitee. The hearing must be held before a committee of other Unit Owners who are neither board members nor persons residing in a board member’s household. If the committee does not agree with the fine or suspension, the fine or suspension may not be levied or imposed. (04/13/11)