

## ALBERTA BEALE, INC COOPERATIVE ASSOCIATION



### RULES/REGULATIONS

#### **1. LEASES/SALES**

- Only four leases are permitted during a twelve-month period. A new lease subject to approval of the Board of Directors of the Association is required.
- Owner must provide proof of current Landlord Permit from City of Delray Beach to the Board of Directors.
- Upon execution of all required documents, if approved, a Certificate of Approval shall be issued to the Owner.
- Subleasing by renters is not permitted.
- Background checks are required either via JMA (Property Management) with applicable fee paid by owner, subject to approval by the Board or completed by a short-term rental company, with proof the renter has been verified, subject to approval by the Board.
- All Unit owners leasing their Units must comply with Alberta Beale Inc By-Laws and applicable City of Delray Beach, Palm Beach County mandates and ordinances.

#### **2. RESPONSIBILITIES**

- All owners, lessees, guests must abide by all Rules and Regulations.
- Unit owners are responsible for violations by lessees or guests.

#### **3. COMMON ELEMENTS**

- All areas outside your front door are considered common areas.
- No resident or guest shall obstruct or encumber sidewalks, stairways, or walkways.
- No unit owner, lessee or guest shall loiter or sit on sidewalks, stairways, catwalks, or common areas.
- Nothing can be placed on landings.

#### **4. MANAGEMENT/MAINTENANCE**

- Please report all maintenance issues on the property immediately to the landlord. If your landlord does not respond, please contact our Property Manager, Jean Adolphe at 561-440-7854.
- For trespassing or suspicious incidents, please call non-emergency police at 561-243-7800.
- Unit owners, lessees, and guests shall not direct or supervise the work of any of the Association's employees.
- Work Order requests for common areas must be submitted to the Management company.

#### **5. LANDSCAPING**

- No unit owner, lessee or guest shall remove, cut, trim, or otherwise remove or disturb trees, shrubs, or plants in common areas, or plant any plants.
- All planting or landscape alteration requests for common space must be approved by the Board. Please contact your landlord to request advanced approval from the Board. Flower pots, etc, not planted in the ground are permitted.
- Do not block walkways.

## **6. VEHICLES**

- No vehicle which cannot operate, fails to display current registration, or is in mechanical, body, or paint disrepair shall remain on condominium property for more than 48 hours. Vehicles subject to towing at owner's expense.
- All vehicles parked on co-op property must display a valid parking decal issued by the Board or Property Management. Please display your parking decal on your windshield or dashboard.
- Vehicles failing to display a decal are subject to towing at owner's expense.
- Parking decals will only be issued upon presentation of license, registration, auto insurance.
- Vehicles must be parked in designated Unit space. All units, except Unit 5, are provided one parking space.

**Your parking spot for Unit \_\_\_\_\_ is \_\_\_\_\_.**

- If a car is parked in your parking spot, please contact our Property Manager, Jean Adolphe at 561-440-7854.
- There are no guest parking spaces on the property.

## **7. TRASH/RECYCLABLES**

- Residents are responsible for placing trash and recyclables in appropriate receptacles for Monday and Thursday AM pickup. Please return receptacles to their designated area. It is the responsibility of all owners and tenants to keep our property clean. Please do your part by discarding litter and trash seen on the property.

## **8. EMERGENCIES**

- Unit owners must leave a key with the Property Management Office in case of an emergency or supply name, and telephone number of a neighbor, relative or friend who has a key to their unit. Failure to comply could result in assessment of cost of forced entry and sealing of unit, in case of emergency.

## **9. ABSENTEES**

- Unit owners must remove all furniture, and other objects from patios when absent during hurricane season.
- Maintain operational air conditioning to prevent possible mold damage.
- Close main water valve to the unit.

## **10. DECORATIONS**

- Color of walls, ceiling, doors of screened patio may not be changed.
- No window coverings other than blinds, drapes or shades are permitted.
- No alterations without written permission from Board of Directors (obtain Architectural Review Form from Manager).
- No signs, notices on property are permitted.
- No receivers or other wiring shall be installed.

## **11. COMMON SPACE USE**

- All common space use (parties and gatherings) must be approved by the Board. Please contact your Landlord to request advanced approval. Unit owners/Renters are expected to be present when any guests are on the property.
- This is a drug free residence. Illegal drugs will not be tolerated on property and cause for eviction.
- Please be responsible and respectful of neighbors when smoking on property and dispose of butts properly.
- Please lock the laundry room door following exit. Leave washer door ajar when finished.

## **12. RESIDENCY**

