



RULES

Revised, July 2025

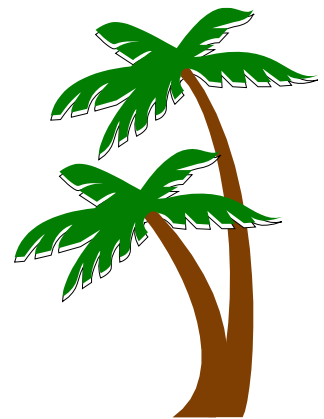


TABLE OF CONTENTS

GENERAL INFORMATION	PAGE 4
RULES & REGULATIONS, MAINTENANCE PROPERTY	PAGE 5
COMMON PROPERTY, CONDOMINIUM UNITS	PAGE 5
ELECTRIC VEHICLE CHARGING STATIONS	PAGE 6
DELIVERIES, MOVING, CONSTRUCTION & RENOVATION	PAGE 7
OFFICE, STAFF, PACKAGE & FOOD DELIVERY	PAGE 8
TRASH REMOVAL/RECYCLABLES	PAGE 9
STORAGE, UNIT ACCESS, PARKING	PAGE 10
PARKING/ CAR WASH	PAGE 11
BBQ, FIRE HAZARD, PETS, ANIMALS	PAGE 12
OCCUPANCY, GUEST REQUIREMENTS	PAGE 13
SALES	PAGE 14
LEASING AND TENANTS	PAGE 15
COMMON ELEMENTS	PAGE 16
CONDOMINIUM BALCONY TILE RULE	PAGE 17
SMOKING	PAGE 17
CANNABIS & MARIJUANA	PAGE 18
RECREATIONAL FACILITIES, CLUBHOUSE	PAGE 19
HURRICANE SHUTTERS, BOARD & COMMITTEE MEETINGS	PAGE 20
CIVILITY POLICY	PAGE 21
SHOPPING CARTS, BEACH FURNITURE	PAGE 22
POOL & JACUZZI	PAGE 23
POSTING OFFICIAL NOTICES, RULES ENFORCEMENT	PAGE 24
OFFICIAL RECORDS	PAGE 25
OFFICIAL RECORDS/ TOWN OF HILLSBORO BEACH	PAGE 26
BICYCLE STORAGE	PAGE 26
INCOMING PACKAGE POLICY	PAGE 26
PROHIBITED BALCONY PLANTS	PAGE 27
TOWN OF HILLSBORO BEACH CONTINUED	PAGE 28
IN CASE OF FIRE	PAGE 29
CLUBHOUSE RECURRING RESERVE FORM	PAGE 30
CLUBHOUSE RESERVE FORM	PAGE 31

Condominium living is not for everyone, but it can be a wonderful way of life for residents who conform to fair and reasonable rules and regulations.

Condominium living is unique. It is unlike living in a private home, yet very different from living in a rented apartment where you own nothing, and it certainly is not like living in a motel or hotel.

Successful condominium living implies voluntary compliance with the Condominium rules and regulations, as well as the governing Articles of Incorporation, By-Laws, and Declaration of Condominium.

www.theoverlookcondo.com

The Board of Directors of the Overlook Association has the power to take appropriate action to enforce these rules and regulations.

The rules and regulations are based upon the Declaration of Condominium, the By-Laws, and the Articles of Incorporation. They form common sense guidelines, designed to help insure the right of every resident to the peaceful enjoyment of the beautiful environment of the Overlook Condominium.

GENERAL INFORMATION



TELEPHONE NUMBERS

Hillsboro Beach Police	954-427-6600
City Hall	954-427-4011
Emergency	911
Fire	911
Ambulance	911
Hospital	954-941-8300
(North Broward Medical Center)	
Boca Regional	561-955-7100
Hotwire	800-355-5668
FPL	954-797-5000
Patricia Hishon (Manager)	561-239-7365
WIFI Password:	Overlook1167



Overlook Condominium	
Front Desk	954-427-2878
Fax	954-570-8464



DIRECT ALL MAIL

Overlook Condominium Association, Inc
1167 Hillsboro Mile
Hillsboro Bch, FL 33062
Email overlookcondo@aol.com
www.TheOverlookCondo.com

**** If you wish your letter to go to the Board of Directors please specify on the envelope****

RULES AND REGULATIONS

The Rules and Regulations as to the condominium property, the Common Elements, the Limited Common Elements, the Condominium Units, and the condominium in general shall apply to and be binding upon all Unit Owners, their families, guests, invitees, lessees/tenants, and servants. The Unit Owners shall always obey said Rules and Regulations and shall use their best efforts to see that they are faithfully observed by their families, guests, invitees, servants, lessees, persons for whom they are responsible and persons over whom they exercise control and supervision. Unit owners are responsible for compliance with the Rules by any family members, guests, tenants/lessees, or other such invitees. Violation of these Rules and Regulations may subject the violator to all remedies available to the Association and other Unit Owners pursuant to the terms of the Declaration of Condominium, the Articles of Incorporation, and the By-Laws of the Association. Violations may be remedied by the Association as provided in these governing documents, by injunction or other legal means and the Association shall be entitled to recover in said actions all court costs incurred by it, together with reasonable attorney's fees. Any waivers, consents or approvals given under these Rules and Regulations by the Board of Directors shall be revocable at any time and shall not be considered as a waiver, consent, or approval of identical or similar situations unless notified in writing by the Board of Directors. THE RULES AND REGULATIONS ARE AS FOLLOWS:

MAINTENANCE AND REPAIRS

The Declaration of Condominium clearly defines which areas of maintenance are the responsibility of the Association and which are the responsibility of the unit owners.

COMMON PROPERTY

If you discover a maintenance or cleaning problem anywhere on the common property of Overlook; clubhouse, pool, atrium, etc., please notify the front desk immediately. If the problem is not resolved satisfactorily in a reasonable time, please notify the Board of Directors in writing. A written response will be provided to the owner.

CONDOMINIUM UNITS

All maintenance and repairs within the units are the responsibility of the unit owners.

As required by the Declaration of Condominium, all residents must have insurance on their condominium. Unit owners must provide proof of liability coverage and interior unit coverage (HO-6 policy) upon request by the Association. All owners are responsible for keeping their units in clean and sanitary condition.

so as not to cause mold, water damage, fire risk or other problems in common areas or for other units.

Tankless hot water heaters may only be installed in condominium units after total load calculations have been performed by a licensed electrical engineer, and with proper permitting. The owner must then produce calculations and their request to the board for approval before proceeding.

ELECTRIC VEHICLE CHARGING STATIONS

Owners may request installation of an electric automobile charging station which must be located entirely within the boundaries of the Unit Owner's limited common element parking space. All installations must be approved by the Association in accordance with the Rules and Regulations for installation of the EV charging station.

The Owner shall submit the request on Association appropriate forms. The Board of Directors must approve the station with regards to exact placement, appearance, size/dimensions, model, power source, and other reasonable specifications adopted by the Board from time to time. The Association's Board of Directors shall adopt from time to time the specifications governing electric vehicle charging stations. No installation may cause irreparable damage to the condominium property.

All electric charging stations must be separately metered or metered by an embedded meter and payable by the Unit Owner installing such charging station.

The owner is responsible for complying with all federal, state, or local laws with respect to the installation, maintenance, and removal of the equipment, including but not limited to Section 718.113, Florida Statutes, as it is amended from time to time. The Owner must engage the services of a licensed and registered firm familiar with the installation, removal and core requirements of EV charging stations.

The owner shall provide a certificate of insurance naming the association as an additional insured on the owner's insurance policy for any claim related to the installation, maintenance, or use of the electric vehicle charging station within 14 days after receiving the association's approval to install such charging or fuel station or notice to provide such a certificate.

If the station remains unused for more than two years, it and all related electrical circuitry must be removed by the Owner at his/her/its expense. If the unit is sold, the equipment must be removed unless the new Owner agrees to abide by all Rules and Regulations governing the EV charging station and execution of the Association's form agreement.

The unit owner who is installing an electric vehicle charging station is responsible for the costs of installation, operation, maintenance, and repair, including, but not limited to, hazard and liability insurance. The association may enforce payment of such costs under s. 718.116.



LARGE DELIVERIES AND MOVING

Residents must notify the desk if they are expecting deliveries or moving in or out to schedule use of the service elevator and ensure no other delivery conflicts.

Delivery trucks and moving vans must be scheduled by notification to the front desk by the homeowner. The hours of delivery and moving are between 8:00a.m. and 5:00p.m. Monday through Friday except holidays. All homeowners must make a deposit of \$500.00 at the time of reserving the elevator for moving in or out to cover any damage and clean-up necessary. If work is not completed by 5:00pm, the deposit will not be returned.

If you do not notify the front desk to schedule your delivery, there is a possibility that your delivery will not be allowed to unload.

SERVICE, CONSTRUCTION AND RENOVATION

Hours for all service personnel, except for cleaning people, are Monday through Friday except holidays between the hours of 8:00 a.m. to 5:00 p.m. Hours for all construction contractors are Monday through Friday, 8:00. to 5:00 p.m., except Holidays. Except for emergency repairs, no service or construction personnel are permitted in the Overlook on Holidays. Holidays shall mean those days which are Overlook staff paid holidays, currently New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & Christmas Day, all service, or construction personnel must supply to the front desk a certificate of insurance and proof of licenses before any work can be started.

Please have all service or construction personnel, including cleaners, sign in at the desk before going to your apartment. All contractors will be issued badges which they must wear when they are in the building. Please try to be at home when they arrive. The management will not let anyone into your apartment in your absence unless emergency repairs are required. No one will be allowed in any units without written permission from the owner.

All service and construction personnel must follow the condominium rules, including parking, signing in and out, leaving on time, not working in the common areas, etc. Any homeowner having work done more than 4 hours must make a deposit of \$500.00.

The lined area on the driveway outside of p2 gate is meant for unloading, deliveries, and moving trucks. No **LONG-TERM PARKING** of any vendor will be allowed in this space. No vendor will be allowed to park in any of the garages.

All Service Personnel, Construction Contractors, Cleaning Personnel and Deliveries are responsible for cleaning up any common areas they dirty. This clean up includes but is not limited to removing their debris from the property, wet mopping the catwalk and cleaning up the service elevator.

All service Personnel, Construction Contractors, Cleaning personnel, and deliveries must remove their debris from property. Overlook dumpsters are not to be used. Also Overlook shopping carts are not to be used except for the green ones by the dumpsters in p2.

The management cannot be held responsible for loss or damage during repairs and deliveries. All deliveries must be made through the service elevator.

Owners are permitted to work inside their condos at any time. However, no owner is allowed to make excessive noise after 5:00p.m. or before 9:00a.m. In addition, no owner is permitted to make excessive noise on Saturday, Sunday, and Holidays.

All new windows and doors on unit exteriors must be impact resistant glass.

OFFICE & STAFF RULES

The Overlook office is for the exclusive use of Overlook staff. No other persons including residents, service personnel or contractors are permitted in the Overlook office, except for servicing of equipment or for Overlook Board business which cannot be performed otherwise. Further no one shall loiter in front of the desk or around the office for an extended period to maintain confidentiality of matters being discussed or handled by our staff.

Overlook maintenance and office staff are not authorized to assist in requests for personal assistance by owners or renters during work hours, work inside individual condo units during staff work hours is only permitted if there is an emergency that needs immediate attention. For example, upon request to our property manager, a maintenance employee could assist a unit owner or renter if a water pipe were to break inside a unit that could cause serious damage unless stopped immediately.

Security Cameras are for the safety and security of our building and grounds, and security footage is only to be utilized by our staff for security matters and not for any other reason. If a resident or other person wishes to view security footage for any reason, a request shall be submitted in writing to the Board explaining the reason for the request, and if appropriate, the Board may grant permission to view security footage.



PACKAGE PROCEDURES AND FOOD DELIVERIES

During office hours when office staff or security are present, packages will be accepted in the lobby area and, as a courtesy, residents will be notified via text or phone call when time permits. The Association may at any time discontinue accepting packages or food on behalf of Owners and residents. With food deliveries, residents will be notified immediately, and delivery staff will only be allowed to bring food to residence doors if so requested. During non-staff hours, NO delivery persons will be permitted to enter the lobby or walkways and packages or food must be picked up at the lobby door or items will be left outside.



TRASH REMOVAL

All trash and garbage should be neatly bagged and tied to avoid odors and spillage. Please deposit all appropriate trash down the chutes in the designated trash room on your floor or in the dumpsters on P-2. No glass, newspapers or catalogs should be placed in trash chutes. All glass and large packages must be hand carried to the dumpster on P-2. Please break down all boxes and empty cartons.

Nothing is to be left on the trash room floor. No trash is to be left outside units.

Under no circumstances should you put any cartons or oversized items down the chutes. This can jam and damage the machinery. All such refuse should be placed in the dumpster on P-2.

No household items, including furniture, large items and appliances are to be placed in the dumpster. Pre-arrangement for their disposal can be made at the office.

Trash is not to be deposited in the trash chutes between the hours of 9:00p.m. and 7:00a.m. The dumpster in P-2 may be used during these hours.

RECYCLABLES

Please deposit **ONLY** the items that are accepted by the local recycling Company into the designated green recycling carts on P-2. You may request a recycling flyer from the office or from the Town of Hillsboro Beach. There is signage displayed at the recycling carts indicating what is acceptable for recycling. Please familiarize yourself with what is acceptable as we request that everyone abide by the local rules of recycling.

PLEASE DO NOT throw anything other than what is on the recycling flyer or displayed on the recycling signage into the green recycling carts. Contamination is not acceptable.

ALL recyclables that are accepted should be clean (no food/grease/liquid residue) and always loose—not in bags. All bottle caps and lids need to be removed as they are not accepted.

The recycling symbol or the recycling number on an item does not mean that is recycled locally. Again, please check the recycling flyer or the signage at the recycling carts to make sure you are recycling the correct items.

NO loose plastic, plastic film, plastic/foam packaging or plastic bags of any kind – they jam conveyor belts at the recycling facility. These items are **NOT** recycled by the local recycling company. Some local grocery stores accept used plastic bags.

Boxes must be empty (no packaging) and flattened.

Please ask the management if you have any questions about your recyclables. When in doubt, throw it out!

Note: The Town of Hillsboro Beach collects various appliances and electronics (phones, VCRs, printers, copiers, computers, radios, TVs, etc., at the Town Hall at 1210 Hillsboro Mile. Hazardous waste is collected on select dates. Contact the Town Clerk for more info at 954-427-4011.

Refuse, Reduce, Reuse, Recycle!

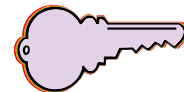
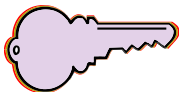
STORAGE

Every unit was assigned a designated storage area on either P-1 or P-2 at the time of closing. You must provide your own lock for your storage area. The Association is not responsible for theft or damage. All bicycles must be kept either in the designated bicycle room in P-2 or in your own locker. Again, you must provide your own lock.

No storage is allowed in the common area – only inside your locker.

Please do not leave anything in the aisles of the storage rooms, stairways, garages, or the walkways outside your door. These are common areas. It will be your responsibility if anyone falls over such items. It is the Association's policy to remove any items left in the common areas. If these items are not retrieved within a reasonable amount of time, the Association will dispose of them.

Unit Owners are responsible to see that nothing is placed in the storage areas and garage areas which is inflammable, creates a fire hazard, that would be subject to being infested, or that would be subject to spoilage. All storage items must be at least 18 inches away from fire suppression equipment in storage rooms.



UNIT ACCESS

You must provide the front desk with a duplicate key to your unit. If you add to or change the locks to your unit, you must remember to provide the additional keys. If keys are not provided, the Association will not be responsible for any damage or costs incurred if it is necessary to access your apartment in an emergency.

Florida Condominium law states, "The Association has the irrevocable right to access each unit during reasonable hours, when necessary for maintenance or repairs or when necessary to prevent damage to the common elements or another unit or units."

In case of any emergency originating in or threatening any dwelling, regardless of whether the owner is present at the time of such emergency, the Board of Directors of the Association, or any other person authorized by it, or any manager, shall have the right to enter such dwelling for the purpose of remedying or abating the cause of such emergency.

PARKING

Two numbered parking spaces have been assigned and reserved for the exclusive use of the residents of each apartment. These spaces are clearly marked. Please be sure to park in your own spot and not your neighbor's. If you require an extra space, you can rent up to two (2) additional spaces from the Association for \$100.00 per month or \$1000.00 per year or get written permission to use another unit owner's space. A copy of such written permission must be on file in the office. Homeowners are not allowed to use visitors' spots for a third vehicle. Special permission from the Board in writing is required for the rental of more than two (2) additional spaces from the Association.

Please make sure your guests park either in the two parking lots on the west side of A1A or the Guest Parking spaces in P-1. For your guests to park in P-1 or the

parking lots, they must sign in at the front desk and place a guest parking pass on the dashboard of their car. Cars without parking passes are subject to being towed.

Vehicles may be parked only in those areas provided for that purpose. One vehicle only is permitted per spot. No bicycles or other miscellaneous items are permitted in your parking spaces.

The parking spaces in front of the lobby are only for short-term parking. Vehicles may park there for no more than 30 minutes. Violators will be towed, at the owner's expense. Cars must be centered in parking spaces and shall not protrude beyond the parking space in such a manner as to interfere with or block ingress and egress of others.

Handicapped parking is available in P2. Access is permitted through the office.

No parking space may be used for any purpose other than the parking of approved vehicles that are in operating condition. No vehicles may be repaired or serviced (except for washing or waxing in outside parking lots) anywhere on condominium property, and no vehicle may be left running in garage.

Vehicles parked on the condominium property must be in good repair including mechanical and body condition. Vehicles with leaks that may damage pavement surfaces or cause hazardous conditions are not allowed in the parking areas. All vehicles must have current registration and a valid license plate.

It is not permitted to park or store anywhere on condominium property any boat, trailer (except for jet skis or small watercraft as set forth below), camper recreational vehicle, commercial or dual wheel truck or other commercial vehicle or other trucks that cannot fit properly within the parking spaces or height restrictions. Jet skis on trailers and motorcycles are permitted if they are in the owner's parking spot.

Vehicles in violation of any regulation shall be subject to towing. Offenders will receive a written warning note setting out the violation and requiring compliance within 24 hours. A vehicle deemed to be a health or safety hazard to the building, or its occupants may be towed without prior written notice.

The Board of Directors may authorize the hiring of any licensed towing service to remove vehicles parked in violation of these regulations. The cost of towing and impoundment and storage fees shall be at the expense of the vehicle owner.

Operators of vehicles shall observe posted speed limits (5 miles per hour) and other traffic signs when driving in Association areas.

Overlook Garage Password: overlook1167.

CAR WASH

Vehicles may be washed in the designated car wash area in the South parking lot. Parking is not permitted in the car wash spot, except during washing of vehicles.

Auto detailers hired by owners will be allowed to use one of the car wash areas or parking lot spaces as long as they return the area to the condition, they found it. Auto detailers must demonstrate that they have Liability Coverage to our Manager or on duty guard before proceeding with detailing.



BARBECUING AND FIRE HAZARDS

No flammable, combustible or explosive fluid, material or chemical or substance except for normal household use shall be kept in any condominium unit, storage area or common area.

There is a Town of Hillsboro ordinance that forbids the use of non-electric barbecue equipment in a condominium unit including balconies and hallways. No fire pits are permitted in units or on any balconies.

If you wish to barbecue, there are two gas barbecues available at the clubhouse during the clubhouse hours. There is also a barbecue near the pool which may be used from 11:00 a.m. to 8:00 p.m. Keys may be obtained from the front desk. All grills must be thoroughly cleaned by the unit owner after use.

Permits are required through the Town of Hillsboro Beach for small campfires on the beach, subject to town restrictions. For environmental reasons Duraflame or similar types of treated logs must not be used for beach fires.



PETS/ANIMALS

A unit owner may only maintain 2 of the following household pets: dog, cat, fish, or caged bird.

All animals must be up to date on vaccinations. All animals are the sole responsibility of their owners.

No animals shall disturb any other condominium unit resident. Dogs become a nuisance when permitted to bark constantly. All dogs shall always be leashed and controlled by their owner. It is the law! Animals must always be with their owners and under their owners' control in common areas. Should any animal create a nuisance as stated in the Declaration of Condominium Article IX(D), the animal shall be subject to immediate removal and further enforcement action.

Pets are not allowed at the pool. It is the law! It is preferred that all animals should enter and exit the condominium through the garage levels.

Please clean up after your animals. More specifically, please place all animal waste directly in the dumpster or the marked green bins. DO NOT place in any other garbage containers, for example the small waste cans by the elevators. It is the law to clean up after your pets, please make sure you carefully follow this rule.

Pets are not allowed in the landscaped area of the atrium. No animal may be walked in the atrium. Damage caused by an animal will be the owner's financial responsibility for repair/replacement.

To the extent permitted by law, owners of all emotional support animals must provide documentation to the office.

All guest animals are governed by these rules.

OCCUPANCY LIMITATIONS

Each of the units shall be occupied by a single family (and its guests), as a residence and for no other purpose. The maximum number of permanent occupants residing in each unit shall be limited to four people in a two bedroom and six people in a three bedroom. Requested exceptions must be submitted in writing and must be approved by the Board.

Any individual who remains in the unit for more than a thirty (30) day period shall be considered a lessee of the unit, regardless of the absence or presence of the owner or approved lessee in the unit or whether any consideration is paid to the owner for such occupancy. Such individual shall be subject to the lease approval process of the association for continued occupancy, including the submission of a completed application for occupancy and provision of any fees as well as an interview if required by the Board. Also, family members that are staying in an owner's unit for more than 30 days must be approved by the Board.

GUEST REQUIREMENTS

ALL GUESTS MUST BE REGISTERED AT THE FRONT DESK UPON ARRIVAL. DAY GUESTS ARE NOT PERMITTED TO USE ANY COMMON FACILITIES (INCLUDING OUR BEACH, POOL, SPA DECKS, CLUBHOUSE, TENNIS COURT AND GYMS, ETC.) UNLESS ACCOMPANIED BY AN OVERLOOK OWNER OR RESIDENT AT ALL TIMES.

Please be sure that your guests and/ or tenants are aware that they must always follow the condominium rules and regulations. The unit owner will be held responsible for their behavior. The unit owner is responsible for submitting the guest form to the front desk and is responsible for the prompt return of all facility keys.

If you want your guests or your tenants to have keys to your unit, mailbox, or common areas you must provide them. The management will not allow anyone into your unit or give out any keys unless they have been given written permission to give those keys to a specific person. This permission is critical if you plan to have house guests when you are not in your residence.

SALES

Sales procedures are completely covered in the Condominium Documents. However, the pertinent points are as follows:

1. A completed signed application, credit references, a background check, and a check for \$150.00 to the Overlook Condominium Association must be submitted to the Board.
2. After the Board of Directors has received the application and a report from a credit reference agency, all people who wish to be residents of the Overlook must be interviewed by a Board member.
3. No persons will be permitted occupancy until the application for approval has been granted by the Board. Processing the application could take as long as 30 days.
4. Maintenance payments are due on the first of each month. A \$25.00 late fee will be assessed if your payment is not received by the 10th of the month.
5. Sales may be approved by the Board to a closely held corporation, LLC, or tenant, provided there is full disclosure of ownership.
6. Only 1 Open House sign is permitted. Only visits accompanied by a real estate agent are permitted.



TOWN OF HILLSBORO ORDINANCE Sec. 12-372. Restrictions on temporary real estate signs. No temporary real estate sign shall be permitted except those erected by property owners, or the owner's agent, and such signs shall be subject to the following conditions: (A) (B) (C) Not more than 1 sign shall be erected for each property. The size of each sign shall be limited to an area of not more than 216 square inches (12 inches by 18 inches) per side, although signs may be constructed to permit lettering on both front and rear. Wording on such sign shall be limited to the phrases: "for sale by owner," "for rent by owner," "for lease by owner"; or "for sale by owner's agent," "for rent by owner's agent," "for lease by owner's agent"; and may carry the telephone number of the owner or owner's agent, or the phrase "inquire within" or "see your broker." (D) The color scheme of this sign shall be black lettering on a white background. (1976 Code, § 12.6.3) (Ord. 170, § 2, passed 6-1-1992) Cross reference(s)—Building and building regulations, see Ch. 4; House trailer, see Ch. 7, Art. II; Zoning, see Ch. 12 Sec. 12-373. Exceptions on temporary real estate signs. The following exceptions are permitted in Multi-Family Residential Zoning Districts (i.e., RM-16, RM30, RPC, PRC and CF). (A) (B) Resales of multi-family units shall be permitted a maximum of 1 sign per unit or 1 sign per agent, whichever is less. New construction, until the developer has sold 100 percent of the available units, will be allowed 1 sign having no more than 12 square feet in area. (1976 Code, § 12.6.4) (Ord. 170, § 3, passed 6-1-1992)



LEASING AND TENANTS

Leasing procedures are covered in the Condominium Documents. Please read Article VIII of the Declaration of Condominium carefully if you intend to lease your unit.

Leases are to be for a period of not less than three months and not more than one year. Only one rental is allowed per calendar year.

A newly purchased unit cannot be leased until 12 months after closing date.

Only one lease may be entered into during any twelve-month period. The Board may give approval for additional leases under special circumstances.

A completed application, credit references, a copy of the lease and a check for \$150.00 made out to the Overlook Condominium Association must be submitted to the Board.

After the Board of Directors has received the application and a report from a credit reference agency, all persons who wish to be residents of the Overlook must be interviewed and sign the application confirming that they have read and agree the provisions of the Overlook governing documents including the rules.

At the time of the lease application for a yearly rental, a check for \$2,000.00 made out to the Overlook Condominium Association must be submitted by the homeowner. This deposit will be held in case of damage to the common areas of the condominium. If there is no damage, the money will be returned within 10 business days after the end of the lease.

No persons will be permitted occupancy until the application for approval has been granted by the Board.

In order to re-lease a unit to the same tenants, a new lease must be resubmitted to the board for approval at least twenty-one days prior to the commencement of the new lease. The \$150.00 processing fee will be waived.

If an owner is more than 30 days in arrears on his maintenance or any other obligation to the Association, the tenant shall be directed to forward lease payments to the Association until such arrears are satisfied.

All tenants must follow the condominium rules and regulations. Failure to do so will result in written notice and if necessary, fines to be paid by the owner and/or eviction of the tenant.

Parking spaces shall be provided to tenants as part of the lease in accordance with Florida law.

COMMON ELEMENTS AND LIMITED COMMON ELEMENTS (Balconies, Parking Spaces, and Individual Storage Units)

All common elements and limited common elements of the building, such as the atrium, lobby, and halls, will be used only for the purposes intended. All common elements are for residential, not commercial, use! Door mats are allowed at the entrances to units, however no articles belonging to the unit owners may be kept in common areas. Any items found in those areas will be removed.

Except for the interior of the units, alterations and repairs of the condominium is the responsibility of the Association in accordance with the Declaration of Condominium. No work of any kind is to be done on exterior building walls or interior boundary walls without first obtaining the approval required by the Declaration of Condominium.

No radio or television antenna or any wiring for any purpose may be installed on the exterior of the building without the written consent of the Board.

No unit owner or their guests shall mark, deface or in any way alter any common elements. Unit owners will be held responsible for the costs of repairing any such damage. No signs or notices not pertaining to the Association shall be posted on common property.

No one, except for people on Association business, will be permitted in the elevator shafts or in the power or service rooms. Only people on Association business or properly licensed service personnel will be permitted upon the roof.

Unit owners are allowed to display appropriate seasonal or religious decorations. All decorations must be tasteful, in good condition and securely fitted to sustain various weather conditions. The Board/Association reserves the right to decide if decorations are considered inappropriate. If an item is deemed unsuitable, the unit owner will be required to remove it immediately.

No unit owner shall, without first obtaining the prior written consent of the Board of Directors, make any alterations, modification, decoration, repair, replacement, enclosure or change of the common elements, limited common elements, balcony, or terrace or the exterior surface of any door or doorjamb which opens into any of the common elements or common areas of the condominium property, or any exterior hallway lights. This includes but is not limited to the erection of any awning, fixtures, storm shutters or other devices, paintings, wall coverings, or any other changes or alteration which would in any way or manner whatsoever change the physical or visual appearance of any portion of the condominium property.

Balconies are not to be used as a storage area or have more than 2 visible storage containers (which must be at least 2 ½ ft back from balcony railings) or contain furniture or objects in disrepair or anything unsightly or obtrusive. Bikes, surfboards, kayaks, or rafts should be kept in the designated Overlook areas and should not be stored on balconies. The balconies, terraces and exterior stairways shall be used only for purposes intended and shall not be used for hanging garments or other objects, or

for cleaning of rugs or other household items. From December 1st through January 6th holiday decorations are permitted. These decorations must be securely fitted and able to sustain various weather conditions. No carpeting, of any kind, is permitted on unit balconies, except small area rugs which must be kept dry due to damage to the waterproofing seal on balcony.

Any damage caused to balcony walls, ceilings, or the surfaces due to wet rugs, hanging TVs or other equipment shall be the responsibility of the unit owner.

Except for the service elevator vestibule which may be left open during service and construction hours under staff supervision, all stairway doors and elevator vestibule doors must be kept always closed due to fire and safety concerns.

Owners on floors 2 through 7 are reminded to exercise diligence when using cleaning items such as brooms, pails, brushes, and squeegees, etc. To prevent water and dirt from spilling onto the balconies below, please handle all cleaning tools with the utmost care. No water or dirt may spill over the edge of the balcony, nor may anything be thrown off the balcony at any time

Please always wear shoes and cover-ups when in the lobby area.

CONDOMINIUM BALCONY TILING RULE: EDGING REQUIREMENTS

When tiling your balcony up to the outer edge, it is mandatory to have a finished edge, not a cut or unsightly edge. You can install some form of edging to complete the exterior boundary such as Schluter Strip or use a bullnose edge along the outside or contract with your installer to ensure only a smooth rim along the outer edge of your balcony.

This requirement is designed to achieve a neat and polished appearance while also safeguarding the tiles from cracking and chipping.

Additionally, the edging serves as a barrier against water penetration, which can lead to significant issues over time, including the potential need for concrete restoration on the balcony.

Failure to comply with these edging requirements may result in penalties or the need for rework to meet the condo's standards.

SMOKING

Smoking is NOT permitted in any of the Overlook Buildings (except in individual units or balconies). Smoking is NOT permitted in the lobby, tennis court, clubhouse, atrium, pool, exercise rooms, garage, elevators (as per State law), or stairwells. All

smokers are responsible for the appropriate disposal of their cigarettes/cigar butts. Nothing is to be discarded on the grass or beach.

As a general rule, please be courteous to your neighbors and when possible, use the designated smoking areas.

Cannabis & Marijuana

1. Possession and use of marijuana or cannabis is prohibited by federal law and is only permitted by Florida law for medical use. Article XIV (2) of the Declaration provides that “No... unlawful use shall be made of any Unit of the Condominium Property or of the Common Elements or any part thereof, and all laws zoning ordinances and regulations of all governmental authorities having jurisdiction shall be observed.”
2. There shall be:
 - (i) No smoking, vaping, or other use of marijuana/cannabis on any common elements, limited common element patio or balcony, or in any unit unless pursuant to an approved exception under Paragraph 3 below.
 - (ii) No growing, storage, or possession of any cannabis plant in any unit or on, within or upon any common elements of the Association, including exclusive use balconies and/or patios.
 - (iii) No cooking with cannabis, marijuana, or related products in any unit or on, within or upon any common elements of the Association, including exclusive use balconies and/or patios unless pursuant to an approved exception under Paragraph 3 below.
3. Resident use of cannabis or marijuana medical purposes will be reviewed on a case-by-case basis. Residents will be required to submit reliable documentation to support authority to use medical cannabis/marijuana which may be in the form of the resident’s Medical Marijuana Use Registry Identification Card.
4. Notwithstanding Paragraph 3 above, and in accordance with Article XIV (3), there shall be no use of cannabis, marijuana, or related products in any unit or on common elements of the Association, including exclusive use balconies and/or patios that causes a noxious odor or smell or which interferes or obstructs the rights of other Owners or annoys them by unreasonable smells or smoke.

RECREATION FACILITIES/CLUBHOUSE

The recreational facilities including the gym, tennis court, treadmills and exercise equipment of the Overlook are strictly for the pleasure of the residents and their guests. Children under 16 are not permitted to use any of the facilities unless they are accompanied by an adult of legal age (18 years old).

Use of the exercise equipment is at your own risk. The Association assumes no liability for injuries or accidents that may occur.

Skateboards, bicycles, tricycles, roller skates, hoverboards and drones are prohibited at the clubhouse, tennis courts, atrium, pool area, garage, or parking lot.

The doors to the clubhouse and exercise room are always locked. Keys for the exercise rooms may be obtained and signed for at the front desk. The hours are from 8:00 am to 11:00 p.m. on weekdays and 8:00 a.m. to midnight on weekends. Persons under 16 years of age must be accompanied by an adult. Keys may also be purchased for access at any hour to the exercise gym for \$50.00 if a waiver form is signed.

Residents may use the upper level of the clubhouse for an occasional private party. Liability forms for use of the Clubhouse must be signed and on file in the office prior to any resident reserving the Clubhouse for private use. The clubhouse must be cleaned by 10:00 am the following morning. **Reservations must be made at least 48 hours in advance.** Applications are available Monday – Friday from 8:00am – 4:00pm. The resident is responsible for the clean-up (all garbage must be bagged and placed in the large containers outside, any excess garbage must be brought to the dumpster in P-2) and for maintaining an appropriate noise level during the party. Unit Owners are responsible for all damage to the Clubhouse during the event caused by the Unit Owners, their guests, or invitees. Maximum occupancy is limited to 45 people. Reservations for the clubhouse include 1 BBQ and use of the back outside deck facing the intracoastal. The side deck on the north of the clubhouse and 1 BBQ shall remain available for other residents to use. If any resident is hosting a major special event (such as a baby or wedding shower, a milestone birthday party, etc.) special permission may be given to reserve both BBQs and the entire deck.

No reservation will be accepted for private parties on holidays, the evening before holidays or the dates of special events such as the Boat Parade or Super Bowl.

The Clubhouse is for social activities only. No reservation will be accepted for organizational, religious, or commercial or for-profit meetings or for regularly scheduled affairs, excepting Overlook Association activities.

Cars are to be parked in the outside parking lots or guest spaces in P-1. No cars are to be parked on the grass. Parking permits from the office are required.

The key to the tennis court may be obtained at the front desk. The hours are 8:00 am to dusk. Proper attire (shoes, garments) must be worn while using the courts. Playing time is limited to one hour when others are waiting. Pets, skateboards, bicycles, tricycles, roller skates, toys, etc. are prohibited on the tennis court.

Any teachers or instructors utilizing recreation facilities must provide the office with proof of insurance. Personal trainers must defer to owners in utilization of facilities.

HURRICANE SHUTTERS/EXTENDED ABSENCES

The materials and equipment used for the installation of Hurricane Shutters on any unit shall conform in all respects with the applicable Building Code and must meet the color and material requirements of the Overlook and be approved by the Board.

Any unit owner wishing to install hurricane shutters must provide proof that the contractor installing same is properly licensed and insured prior to the work commencing.

Any damage caused to the Common Elements, Limited Common Elements, or a unit because of unit owner's installation of hurricane shutters shall be the sole financial responsibility of unit owner.

In the event an owner removes Hurricane Shutters, all exposed doors or windows must comply with current code requirement for impact resistant glass. The costs for repair of concrete and other common elements from removed shutters shall be at the Owner's expense.

Any owner who plans to be absent from their unit during the hurricane season must prepare their unit prior to their departure. All furniture, potted plants etc. must be removed from their balcony. Doormats must be removed from the outside of the front door.

Shutters, if present, must be closed.

Ice makers should be emptied, and all water should be turned off if absent from your unit over 24 hours, at any time, including but not limited to hurricane season.

BOARD AND COMMITTEE MEETINGS

Board Meeting is defined as a quorum of directors gathered to conduct official Association business. For additional clarity, a Board Meeting must be an open meeting inviting all owners if more than two board members are meeting to discuss Overlook business except for closed legal meetings and other personnel meetings permitted by the Condominium Act.) Board Meeting does not include fact finding inquiries, investigations, or legal inquiries, used as basis to obtain information or documentation and inform directors so that directors may determine, at a Board meeting, what course of action to take. Further, Board meeting does not include a meeting between the Board and its attorney when the meeting would be protected by the attorney-client privilege or when the meeting concerns proposed or pending litigation. The board meeting also does not include a meeting where personnel matters will be discussed.

Committee Meeting is defined as a quorum of committee members gathered to conduct the business of the committee. Committees that have the authority to take final action on behalf of the Board or make recommendations to the Board regarding the Association budget, shall be open to all Unit Owners. Committee Meeting does not include fact finding inquiries, investigations, or law inquiries, used as a basis to obtain information or documentation and inform committee members so that committee members may recommend at a committee meeting or Board meeting, what course of action to take. Further, the Committee Meeting does not include a meeting between the committee and the Board's attorney when the meeting would be protected by the attorney-client privilege or when the meeting concerns proposed or pending litigation.

Participation at Board and Committee Meetings: A unit owner has the right to receive notice of and to attend a Board meeting or a Budget Committee Meeting as provided by Florida law. A person who is not a unit owner cannot attend Board Meetings or Committee Meetings (except for a person named as a power of attorney for a unit owner).

The Overlook Committees are advisory committees which do not take final action on behalf of the Board. Rather, their purpose is to explore options, give advice and/or make recommendations to the Board.

www.theoverlookcondo.com



CIVILITY POLICY

No owner or lessee shall supervise, direct, or attempt to assert any control over any of the employees of the Association, except as appropriate when serving as a Board member. Neither should they request that any such employee undertake any private business for an owner or a lessee during regular working hours. Any problems with the Association employees should be taken up with the Board of Directors in writing. No owner, lessee or guest shall yell, chastise, bully, or abuse any Overlook employee, resident, or any other person on Overlook property at any time for any reason. Any complaints regarding the actions of an owner or lessee or the management of the condominium property shall be submitted in writing to the Board of Directors.

No unit owner, lessee or guest shall make or permit any disturbing noises in the building whether made by himself, his family, friends, guest, or employees. No unit owner, lessee or guest shall do anything that will interfere with the rights, comfort, or convenience of other residents.

No unit owner, lessee or guest shall disturb or annoy other residents of the building while operating a stereo, radio, or television or other loudspeaker in a condominium unit, or in the pool area or other common areas. The volume should be greatly reduced during the hours of 11:00 p.m. to 9:00 a.m., in accordance with the Hillsboro Beach ordinance.



SHOPPING CARTS

The shopping carts are for the use of unit owners only and must be returned to an elevator entrance at either P1 or P2 immediately after use. Carts are not to be left outside units or in elevators. The valet luggage cart must be returned to the P-2, lobby elevator, or side vestibule area.

Carts must not be used for personal storage and are not the personal property of any unit owner. Carts must not remain in your unit for longer than the time it takes to unload them.

Carts must not be used by construction crews or offsite workers at any time.

The carts are described as the red grocery cart and the green flatbed luggage cart.

BEACH FURNITURE

Please do not leave beach chairs, loungers, or tables on the shoreline.

All furniture must be moved back after use to its original location close to the platforms.

Beach furniture is not to be taken into the ocean.

Specific rules governing beach furniture placement during turtle season will be posted in the elevators.

Beach chairs, loungers and tables cannot be “reserved” with towels or any personal items during busy times. Unless you are present and using the beach furniture, it must be left empty for others to use as a matter of courtesy.





SWIMMING POOL & JACUZZI: RULES ARE BASED ON FLORIDA HEALTH LAWS

The Association reserves the right to deny the use of the pool and jacuzzi to anyone at any time. Use the pool at your own risk. There is no lifeguard. Pool and jacuzzi hours are dawn to 9pm. All the pool rules apply to the jacuzzi.

1. Showers must be taken before entering or reentering the pool or spa. Lotions, oils, and sand lower the effectiveness of pool filters. Feet absolutely must be hosed off to prevent sand from clogging or breaking pool and Jacuzzi filters. You are responsible for making sure your guests comply with these rules!
2. Please cover chairs and loungers with a towel.
3. For the protection of all, people with skin rashes, skin conditions or communicable diseases, open sores, blisters, or cuts abrasions are not permitted in the pool area.
4. No food or beverages are permitted in the pool area except for non-alcoholic beverages in unbreakable containers. Food may be eaten at the picnic table below the pool area.
5. Glass bottles and glass containers are not permitted in the pool area.
6. No floating or non-floating objects of any kind may be taken into the pool except life jackets worn by children and noodles.
7. Children under 15 must be accompanied by an adult of legal age at the pool or jacuzzi (18 years old).
8. Any incontinent person, regardless of age, must wear special waterproof swimwear or diaper.
9. Ball-playing, running, screaming, excessive splashing, jumping, diving, and roughhousing are not permitted in the pool area.
10. Furniture may not be removed from the pool area; pool furniture may not be "reserved" with towels or personal items during busy times. Unless you are present and using the furniture, it must be left empty for others to use as a matter of courtesy.
11. Umbrellas must be closed after use.
12. Do not be a litterbug. Please use refuse containers.
13. Radios, portable speakers, phones, or other portable devices on the pool deck are permitted only with the use of headphones. Use of said items is a disturbance to others.
14. No smoking is permitted in the pool area.
15. The pool gate must be closed and always locked. This is a legal requirement! Open unlocked gates are a hazard to children who cannot swim.

POSTING OF OFFICIAL NOTICE

Pursuant to Section 718.112(2)(c), Florida Statutes, the location for posting official notice of Association meetings is the mailroom of the lobby. This does not preclude posting at other locations.

ENFORCEMENT OF THE RULES AND REGULATIONS

In accordance with the State of Florida Condominium Act, 718.303, paragraph 1 “Each unit owner, each tenant and other invitee, and each Association shall be governed by, and must comply with the provisions of this chapter, the declaration, the documents creating the association and the (association) by-laws and the provisions thereof shall be deemed expressly incorporated into any lease of a unit. Actions for damages or injunctive relief, or both, for failure to comply with the provisions may be brought by the Association, or by a unit owner against (a) The association (b) a unit owner ...(d) any director who willfully and knowingly fails to comply with the provisions (e) any tenant leasing a unit, and any other invitee occupying a unit.” Among other rights, the prevailing party is entitled to recover reasonable attorney’s fees. This relief does not exclude other remedies provided by law.

Under Florida Condominium law, the Board of Directors on behalf of the Association is empowered to see that laws and government documents including the rules and regulations are enforced for the benefit of all unit owners. Enforcement is not only their prerogative, but also their responsibility.

We consider any person residing at the Overlook does so with full knowledge of the rules and regulations and commits to abide by them.

Under Florida law, the Association may impose fines and/or suspend the right of a unit owner, guest, tenant, or invitee to use common facilities or other condominium property.

1. Violations will be turned over to the Board for consideration of a fine up to \$100 per day and for a continuing violation up to a total of \$1,000 and/or a suspension of the right to use of the common facilities, common elements, or property, pursuant to the provisions of 718(3)(a). The fine or suspension may be imposed following a hearing before a Fining Committee of at least 3-unit owners. In its sole discretion and depending upon the nature of the violation, the Board may authorize the building manager to send a warning letter upon a first violation of a rule rather than issuing the fine.
2. If the fines are not paid or the problem continues, further action may be taken including the suspension of the right to use condominium property and/or voting rights and the matter may be turned over to the Association attorney for appropriate legal action. The defendant is subject to court costs and the attorney’s fees.

OFFICIAL RECORDS

For purposes of the Rules pertaining to records and inquiries, the use of the term Owner includes the Owner's authorized representative and anyone else Florida's Condominium Act authorizes to inspect and/or obtain copies of the Association's official records.

The official records of the Association are open to inspection by any owner or the authorized representative of the said owner at all reasonable times. The right to inspect the records includes the right to make or obtain copies, at a reasonable expense, if any, to the owner. The Association is permitted to adopt reasonable rules regarding the frequency, time, location, notice and manner of record inspections and copying. The Rules are as follows:

Any owner who wishes to review the official records of the Association pursuant to the Florida Condominium Act shall be entitled to review all official records that are specifically identified which are not otherwise protected from inspection as set forth in §718.111(12), Florida Statutes; however, an owner may not request to review these same official records again during the next twelve (12) calendar months following the initial review of the records.

A renter of a unit has the right to inspect and copy the Association's declaration of condominium, bylaws and rules, and structural integrity inspection reports.

The Association is only obligated to accept and respond to the first two (2) records inspection requests within any thirty (30) day period. Submitted in the manner set forth herein Any additional records inspection requests will not be accepted or responded to until they are properly resubmitted and so long as they (along with any new records inspections requests) do not exceed two (2) requests within any thirty (30) day period.

If the Association does not have the records requested or the request is for records not considered official records of the Association, the Association will not be required to fulfill the request.

The request to inspect official records must be submitted in writing via U.S. Mail certified return receipt to the Board care of its Management Office. Requests by facsimile or electronic mail (e-mail) are not deemed properly written requests for inspection of official records. The official records will be made available for inspection within ten (10) working days after receipt of the written request. For purposes herein, "working days" means Monday through Friday, not including Legal Holidays.

The location for the inspection is the Management Office, or any other location designated by the Board, during its regular business hours. However, the Association, at its option, may offer the records available to a unit owner electronically via the Internet or by allowing the records to be viewed in electronic format on a computer screen and printed upon request.

The official records of the Association will be available for inspection for no more than four (4) hours per inspection. The Owner is not permitted to remove the official records from the inspection location nor is the Owner permitted to alter or destroy said records. A fee of \$0.25 cents per page will be charged should copies be requested.

In order to confirm that someone has been authorized by the record title holder of the unit to make a records inspection request, the record title holder must advise the Association in writing that the person is authorized to make such request. Persons not authorized will not be permitted to inspect Association records even if the person is an occupant of The Overlook.

BIKE STORAGE POLICY

All bicycles stored in the bike room, (limit 2 per unit), must be registered with management and clearly labeled with the assigned unit number. An annual fee of \$125.00 per bicycle is required, along with the signing of a waiver and a \$50.00 fee (refundable upon return) for a dedicated bike room access key (separate from common area keys). Unregistered or improperly labeled bicycles will be deemed unauthorized and subject to removal without notice.

INCOMING PACKAGE POLICY

Due to our very limited storage space, packages should be picked up daily and if owners cannot pick them up, they can only be held for a maximum of three (3) days. Packages must be picked up within this time frame or alternative distribution arrangements must be made in advance. Oversized items that do not fit in our storage must be picked up immediately (same day). The Overlook (and its employees) are not responsible for any loss, theft, or damage to packages held in storage, under any circumstances

PROHIBITED BALCONY PLANTS DUE TO IGUANA ATTRACTION

To help control the presence of iguanas on the property, residents are prohibited from keeping the following plants on balconies or patios. These specific plants are known to attract iguanas and contribute to increased activity in the area:

Prohibited Plants:

Hibiscus
Bougainvillea
Orchids
Ficus
Ixora
Rose Bushes
Morning glory
Passionflower
Tomatoes and other edible vegetables/fruits

ATTACHMENT 1

**From The:
Town of Hillsboro Beach
1210 Hillsboro Mile
Hillsboro Beach, FL 33062**

IN CASE OF HURRICANE

1. Make plans to evacuate when an order is given.
2. Be aware of weather reports.
3. Have ready to remove- important papers, medication, valuables. Secure in your car trunk. Remove your car.
4. Advise a relative or friend that you are leaving and where you are going.
5. Secure your residence as well as possible. Place patio furniture in residence.
6. If you have emergency supplies, take them with you. Medication for 5 days. (Radio, Flashlight, Water, Food, First Aid Kit)
7. Go to a shelter only as a last resort. (Not recommended) Must have your own supplies.
8. Do not plan on returning immediately. You may not be permitted to return for several days, depending on the damage.
9. Leave electric gates up.

PLEASE

Make your decision to leave early. The longer you wait, the more traffic you will encounter.

Take some cash with you.

If your residence has been damaged and needs repair, be extremely careful as to whom you hire to make repairs. Do not pay in advance.

**HURRICANE WATCH - REAL POSSIBILITY
HURRICANE WARNING – WILL HIT IN 24 HOURS
EMERGENCY NUMBERS
POLICE DEPARTMENT: 954-427-6600 – 6601 – 6602
BROWARD RED CROSS: 954-763-9900 EXT. 33
HURRICANE HOT LINE (DURING EMERGENCY): 954-765-4000**

IN CASE OF FIRE

1. If fire has just started and if it can be easily extinguished – put it out and Dial 911. (Example – A fire in a pot on the stove – cover with a lid and turn off the heat).
2. Know the location of the nearest fire extinguisher. Learn how to use it.
3. If the fire cannot be easily extinguished, get out of your apartment immediately. Close all doors behind you.
4. Immediately go to the nearest phone and Dial 911.
5. Activate the building fire alarm system by pulling the handle of the nearest pull station.
6. Seek an area of safe refuge. Know where your closet stairways and exits are. Do not use the elevator. Practice fire drills and getting out of your apartment in the dark.
7. Assist arriving fire fighters by directing them to the fire location.
8. Inform fire fighters of anyone requiring assistance in evacuation or who may be trapped.
9. Do not re-enter the building until the fire commander determines that it is safe.

Remember – Remain calm. Once you leave your apartment, Do Not re-enter it to retrieve valuables.

Please contact the Deerfield Beach Fire/Rescue Department with any questions you may have concerned fire safety at 954-480-4360.

Overlook Condominium
Club House Reservation Form
Recurring Events

Owner's Name: _____ Unit # _____

Date(s) Requested: _____ (good for 1 year)

Hours Requested: _____

(Clubhouse must be vacated by 12:00 midnight)

What is the recurring event? _____

Number of Guests: _____ Number of cars: _____

Please note the following: -+

The maximum occupancy permitted is 45 people. Please have your guests park in our two lots on A1A. If these are full, have them use the guest spots in P-1 only.

Our clubhouse may be used for social occasions ONLY. The clubhouse is not to be used for club meetings, lectures, political, religious, commercial, or any other types of gatherings which are not of a purely social nature.

Smoking is not permitted in the building. No decorations are allowed to be attached to any of the walls, ceiling, or furniture. **CANDLES ARE NOT PERMITTED! NO OPEN FLAMES!**

You will be responsible for cleaning, including the plastic bagging of all garbage. All garbage is to be bagged and placed in the outside containers on the clubhouse deck. Any excess garbage must be placed in P-2 dumpster. You will also be responsible for cleaning the BBQ grills after use. You are responsible for any cost incurred by the Association for cleaning in the event the clubhouse is not fully cleaned by 10:30am of the day following your function. **YOU MUST EMPTY THE DISHWASHER!**

The Association will charge you, at its discretion, for any cleaning necessary, AND /OR any damage done by you or your guests. Initial _____

Please report any damage you may find prior to your function, so you will not be held liable.

I have read the above rules and will abide by them.

Signed Owner: _____ Date: _____

Approved By: _____ Inspected By: _____

Overlook Condominium Club House Reservation Form

Owner's Name: _____ Unit # _____

Date Requested: _____

Hours Requested: _____

(Clubhouse must be vacated by 12:00 midnight)

What is the occasion for the party? _____

Number of Guests: _____ Number of cars: _____

_____ I'm requesting special permission to reserve both the back and side decks and both BBQs.
Please check if applicable.

Please note the following:

The maximum occupancy permitted is 45 people. Please have your guests park in our two lots on A1A. If these are full, have them use the guest spots in P-1 only. The reservation includes exclusive use of the clubhouse, 1 BBQ and the back deck facing the intercoastal only, unless special permission is obtained for exclusive use of the side deck and second BBQ.

Our clubhouse may be used for social occasions ONLY. The clubhouse is not to be used for club meetings, lectures, political, religious, commercial, or any other types of gatherings which are not of a purely social nature.

Smoking is not permitted in the building. No decorations are allowed to be attached to any of the walls, ceiling, or furniture. **CANDLES ARE NOT PERMITTED! NO OPEN FLAMES!**

You will be responsible for cleaning, including the plastic bagging of all garbage. All garbage is to be bagged and placed in the outside containers on the clubhouse deck. Any excess garbage must be placed in P-2 dumpster. You will also be responsible for cleaning the BBQ grills after use. You are responsible for any cost incurred by the Association for cleaning in the event the clubhouse is not fully cleaned by 10:30am of the day following your function. **YOU MUST EMPTY THE DISHWASHER!**

The Association will charge you, at its discretion, for any cleaning necessary, AND /OR any damage done by you or your guests. Initial _____

Please report any damage you may find prior to your function, so you will not be held liable.

I have read the above rules and will abide by them.

Signed Owner: _____ **Date:** _____

Approved By: _____

Inspected By: _____