

# **Rules & Regulations Of Imperial Towers Condominium, Inc.**

1817-1825 South Ocean Drive  
Hallandale, Florida 33009

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[www.ImperialTowers.org](http://www.ImperialTowers.org)

Office Hours: 8:00A.M. to 2:00P.M.

Unit: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Unit #: \_\_\_\_\_ Parking #: \_\_\_\_\_

Code Phone #: \_\_\_\_\_ Press #: \_\_\_\_\_

Resident Signature: \_\_\_\_\_

By Imperial Towers: \_\_\_\_\_

# INTRODUCTION

In order for people of varied dispositions, character and background to live together in peace, comfort and harmony, it is imperative that they have a set of rules and regulations by which they must abide.

These rules should be carefully studied and preserved, not only for that it may serve as a guide to the Unit Owner, but also, to enable him to inform and advise his guests and visitors.

It is imperative that you read and refer to this guide continually. As a response, "I was not aware of this rule", will not excuse you from being in violation and subject to a fine.

Also, this guide is formulated so that you, as residents, will be aware of the facilities available for you to enjoy and will enable you to make the most efficient use of the facilities for everyone residing in the building.

*Imperial Towers  
Board of Directors*

## **Rules and Regulations**

Please familiarize yourselves with the following subjects:

- Away from Apartment
- Balcony
- Car Washing
- Condo News
- Deliveries
- Exercise Room
- Fire Alarms
- Garbage
- Hallway Doors
- Improvements
- Keys (Car)
- Keys (House)
- Lobby/Elevators
- Maintenance
- Moving In or Out
- Parking
- Parking Lots
- Pest Control
- Pets
- Pool
- Recreation and Card Rooms
- Rentals
- Sale/Lease
- Sauna Room
- Smoking & Smoke Detectors
- Storage Bin
- Supermarket Carts

## **Away from Apartment**

All unit owners who are away for a period of time should notify the office at time of departure as well as return.

This is very important for purposes of security, as well as for condominium mailings.

When leaving your apartment for a few days, weeks or months, be sure to shut off water valves in outside closet where your water heater is located. This will prevent flooding if a leak occurs. If you need help to do this, call the office for assistance.

It is the Unit Owners responsibility to maintain the correct mailing address and contact information at the Association's office. (including EMAIL address)

## **Balcony/Terraces**

No cooking shall be permitted on any balcony. Also no clothes, bathing attire, towels, etc. are to be hung on the balcony. Nothing should be swept or thrown off the balcony. Hosing of the balcony or the windows is not allowed. Balconies are not to be used for storage space and are to be kept neat at all times.

Carpets installed in balconies must be removed. When it rains, the water stays in the carpet and causes humidity in the carpet, therefore causes the concrete to crack. If major repairs are found to be the cause of the cracks due to the carpet, owner of the condominium will be responsible for repairs.

When leaving your apartment for an extended period of time (especially during hurricane season: June 1st through November 30th) all items should be removed from your balconies/terraces.

## **Car Washing**

Car washing/hosing is not allowed in front of the buildings. Parking space for washing/hosing cars is available at back of West Building

## **Condo News**

The designated channels for condo news, updates, regulations, information, etc. are channels #91 and #92.

## **Deliveries**

All deliveries must be brought in from the back of the building.

## **Fire Alarms**

When you hear the fire-alarm, proceed as follows:

- a) Without any further delay LEAVE YOUR APARTMENT.
- b) Use the nearest exit stairway at the end of the hall, to leave the floor.  
Do not use the center stairway!
- c) Do not congregate on the lobby floor. Leave the building.
- d) Do not attempt to use any of the building elevators!  
The Fire Department will need to use all operable elevators at the time of their arrival.
- e) If you are unable to leave your apartment, go out on the patio or balcony and wait.
- f) Do not return to your apartment until you are told that all is safe.
- g) Do not re-enter the building until permitted to do so by the Fire Department.

If you overcook food on the stove or in the oven creating smoke - Do not open any door to the hall. This could set off smoke detectors that are located in the halls. You could be responsible for setting off the fire alarm, bringing the Fire Department in response. The Fire Department will fine you for a false alarm. If you are able, just open your windows and sliding doors.

## **Garbage**

Garbage must be placed and tied in plastic bags.

Only newspapers are to be placed in the laundry baskets in trash closets.

Bottles and cans (must be rinsed clean,) and any other glass objects must be placed in the barrel provided for your use in trash closets.

Large objects must be taken down to the first floor Trash Room.

All cartons must be flattened and taken down to the first floor Trash Room.

## **Hallway Doors**

Your doors to the hall must never be left open for any reason whatsoever. (Please see Fire Alarms Section.)

## **Improvements**

When work is done in your apartment, all left over materials must be removed from the premises by contractors. No materials are to be placed in our trash closets, thrown down the chutes, or placed in trash room.

Any changes or improvements which have exposure outside of the unit apartment shall be subject to approval of the Board of Directors. Application in writing, stating kind, color quality of materials used, must be submitted, when asking for approval. If approved, it must be in writing and signed by the president of the Board of Directors. All contractors must be licensed and insured.

## **Keys (Car)**

If you go away, even for a couple of days, and leave your car in the parking lot, your car keys should be left in the office or with a neighbor. Also the office should be informed. Emergencies often arise that make it necessary to move a car.

## **Keys (House)**

Owners must provide the condominium office with duplicate keys to their apartment. (Keys are kept in a locked safe box and coded to prevent tracing.)

In an emergency, always, two directors enter an apartment; never just one. It is advisable that keys are left with a neighbor to check your apartment. Often air-conditioners are shut off temporarily and therefore should be reset.

## **Lobby/Elevators**

Dripping swim suits are not allowed in the lobby area or elevator. Always wear foot gear and have body covered in the lobby area and elevator.

If any work is done in an owner's apartment and the contractors dirty or ruin any area of the lobby or elevators, owner will be responsible for cleaning charges.

Bike-riding, skateboarding or playing in the lobby area or elevators are not permitted.

## **Maintenance Fees**

Maintenance payments are due on the first of each month. Payments made after the 10th of the month are subject to a late charge of \$25.00 per month from the date due, until paid.

If an account is not paid by the end of the month, it will be sent to our attorney to institute a lien. An owner will then incur the expense of any attorney/legal fees as well as the late fee and unpaid maintenance.

If a check is returned for un-collectible funds, there will be a charge of \$29.00. If a check is returned a second time, we will only accept a money order or bank check for payment.

**YOUR UNIT NUMBER MUST BE ON THE PAYMENT ITSELF TO AVOID DELAYED PROCESSING. DELAYED PROCESSING WILL JEOPARDIZE TIMELY POSTING AND COULD PUT YOU AT RISK OF A LATE FEE.**

## **ELEVATOR USE - Moving In or Out, Furniture Deliveries, etc.**

Since we do not have a freight elevator, the office must be notified at least 24 hours before, so that walls and floors of the elevator are covered with protective padding.

No moving allowed before 8:00 a.m. or after 4:00 p.m. on week days. No moving allowed on week-ends.

All moving must be brought in from the back of the building.

## **Bicycle Rooms**

Bicycles rooms are located under the parking garage in each building. Codes can be obtained from the office. No bicycles are allowed in the lobby area or in the elevators.

*This memo will supersede previous notices and memos written regarding parking and towing:*

## **Parking & Vehicles**

Parking is permitted only in spaces assigned for parking. Parking in entrances, driveways or areas not marked for parking, is not permitted, except for emergency vehicles.

Example: Police, Fire Trucks and Ambulances, etc. All violators will be towed at owners' expense. This is a municipal regulation and MUST be enforced. You will be subject to a ticket from a Police Officer if parked in a fire zone. License plates and registrations are recorded and any owner or renter found in an illegal or unauthorized parking areas OR guest parking will be towed and fined.

All unit owners, who own a car, must have an Imperial Towers decal affixed to the rear window of the back left door of their car. One parking space is assigned for each apartment. All renters will receive a decal for their car which will identify the vehicle as belonging to an Imperial Towers Renter and indicate the expiration date of the lease. The rental stickers will be a different color than the owner stickers.

Unit owners will receive a PERMANENT GUEST PARKING PERMIT (hanger) WITH THE NUMBER OF YOUR UNIT'S SPOT. It is the Unit Owner's responsibility to give the hanger to their guest and to be sure to retrieve it from their guest when they leave. Lost, stolen, or misplaced guest parking hangers will be replaced at the cost of \$45.00 per tag. If a hanger is replaced, the original spot number given to the unit owner will be removed from our records and a new number will be assigned to that guest pass. Therefore, cars having a number other than the one assigned and recorded in the office will be towed. It would not be wise, therefore, to obtain a second hanger while the first is still in your possession. Only the latest recorded hanger number will be valid and any vehicle having an incorrect hanger number will be towed.

These guest parking hangers will be given to unit owners only. Renters will not be issued guest parking hangers. They MUST obtain the hanger from the unit owner from whom they are renting.

Unit owners without cars may give written permission to use or rent their assigned parking space only to other unit owners of the Imperial Towers Condominium, (East and West buildings).

A guest, visitor, tradesman or domestic is permitted to park in the guest parking areas without a hanger during reasonable hours. It is necessary to have the guest hanger for overnight or weekend guests. In an emergency, if a guest hanger is lost and the office is closed, a resident may place information in the car showing their Apartment Number, Tele-entry code, and phone number. Again; this can only be done on a TEMPORARY or EMERGENCY basis and only until the Office is open and the problem can be resolved by the purchase of a new tag. We trust this policy will not be abused.

Nurses, care givers, therapists, etc. should use the owner's space. If that is not possible because the unit owner has their own car parked in their space, the provider must use the guest pass from the unit owner they are working for. If there are around-the-clock providers, they must share the hanger.

To reiterate: GUEST PARKING IS FOR GUESTS ONLY! Unit owners or renters with more than one car cannot use guest parking for their additional vehicle(s). Vehicle will be towed at the resident's expense.

Reminder: If you leave the premises for a few days (or longer), please leave car keys with a friend or neighbor and inform the office. If you have no one to leave the car keys with, they can be left in the Office until your return.

Commercial or moving trucks are not allowed to park overnight. Towing will be done without notice. Towing Company will monitor parking lot at all times.

Bicycle riding, skateboarding, roller skating or playing in the parking lot is not permitted. Reminder: Speed limit is five (5) miles per hour in the parking lot. Obey entry and exit signs to avoid accidents.

Changing or adding oil to your vehicle, adding gasoline or making repairs are prohibited anywhere on Imperial Towers property – including your parking space. There is a place to wash your vehicle at the rear of the 1817 (West Building on the south side).

TOWING COMPANY AS OF NOVEMBER, 2006 IS:  
AAAA CROSS TOWN TOWING & RECOVERY, INC.

221 NW 15 AVENUE

HALLANDALE BEACH, FL 33009

PHONE: 954-456-6668

Cross Town Towing & Recovery's telephone number is posted throughout our parking lot and on the bulletin boards.

The Association will do as much as possible to insure that the parking rules are observed and we expect that all residents will observe and honor these rules.

An Owner (or Renter) who finds someone illegally parked in their assigned space can call the towing company. If you call, be prepared to present identification with either the 1817/1825 South Ocean Drive (with apartment number) address on it when meeting the towing company as they arrive to remove the vehicle.

**BE ADVISED THAT AAAA CROSS TOWN WILL BE PATROLLING OUR PREMISES AND WILL REMOVE VEHICLES FROM NO PARKING AREAS.**

### **SPEED LIMIT:**

Maximum speed limit on the property is 5 mph. Please respect the stop signs posted. Warnings will be placed on cars in violation. Fines will be imposed on violators.

### **Pest Control**

Pest Control services the 1825 building on the 1<sup>st</sup> Friday of the Month and the 1817 building on the 3<sup>rd</sup> Friday of the month.

**PETS** are not allowed.

### **Pool**

Bottles, glasses, or food are not allowed in the pool area.

Person in bathing attire, using chaise lounges must cover the chaises with full length towels.

Persons must shower before entering the pool.

Children in diapers or diaper age are not permitted in the pool UNLESS WEARING SWIMMING DIAPERS. Children under the age of twelve (12), when in the pool area, must be under the supervision of an adult at all times.

Use of the pool is restricted during the cleaning of the pool. No one is allowed in any part of the Recreation Pool Area, between 7:00 A.M. and 8:00 A.M., which time is reserved for cleaning. No person admitted between these hours for any reason whatsoever.

## **Recreation and Card Rooms**

Meetings and parties may be held in the recreation and card rooms by reservation and approval of the Board of Directors. A fee, as fixed by the board, will depend upon the use and services needed.

Dripping swim suits are not allowed in the recreation and card rooms. Always wear foot gear and have body covered in the recreation and card rooms. Same goes for the equipment room.

## **Rentals**

An apartment cannot be rented the first year of ownership. Thereafter, rentals can be for a minimum of three (3) months, or a maximum of one (1) year. Only one (1) rental per year is permitted. Violators subject to fine.

Relatives may use the apartment. Relatives are limited to: parents, grandparents, children, grandchildren, brothers, and sisters.

Other relatives, friends, or any other guests may visit but, ONLY while the unit owner is occupying and living in his apartment.

A unit owner who is not occupying his apartment must submit in writing to the Board of Directors, the names of the persons who will be occupying the unit, their relationship and the length of their stay. This notification must be given prior to the time of the contemplated occupancy.

Renters (lessees) are not permitted to sub-let the apartment.

Owners, who permit their renters to occupy the apartment before the screening and without permission by the Board, will be subject to a fine.

Owners, who lease their apartment, unless they own another apartment in the condominium, waive all privileges to use the common areas for the period of such rental, but shall not be relieved of their voting rights nor their obligation to pay all charges and assessments.

Owners are responsible for any damages caused by their renter or guests.

## **Sale/Lease**

It is the responsibility of the unit owner to notify the realty agent and other persons acting as agents, of all our rules whether it is a sale or lease.

A business company will not be accepted as a buyer or a renter.

**Important:** Upon sale or lease, it is imperative that a minimum of 10 days before closing that a photocopy of your agreement be submitted to the Board of Directors. This is necessary to allow enough time for screening of the prospective purchaser or lessee, as well as for the Board to decide on its right of first refusal of the proposed sale or lease.

There is an administrative charge of \$100.00 for the work entailed.

Occupying the apartment before closing or screening is absolutely forbidden.

### **Sauna Room**

The sauna room is for adults only.

### **Smoking & Smoke Detectors**

Please observe "No Smoking Restrictions." Smoke detectors are located in the halls.

### **Storage Bin**

Each apartment is provided with one storage bin. Do not store anything that will cause odors. Do not store any flammable objects that may cause spontaneous combustion.

### **Supermarket Carts**

Supermarket carts are not allowed on the premises.