

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

1817-1825 South Ocean Drive  
Hallandale Beach, Florida 33009

Telephone # (954) 454-8822

Fax # (954) 455-0868

[Office@imperialtowers.org](mailto:Office@imperialtowers.org)

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

Name: \_\_\_\_\_

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.

THIS CURRENT REVISION OF THE RULES AND REGULATIONS REFLECTS THE MAJOR CHANGES AS PER 'AMENDED AND RESTATED DOCUMENTS' FILED WITH BROWARD COUNTY ON JANUARY 15, 2021.

*Imperial Towers  
Board of Directors*

# Rules and Regulations

Please familiarize yourselves with the following subjects:

- Away from Apartment
- Balcony
- 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
- Laundry
- Storage Bin
- Supermarket Carts

## **AWAY FROM APARTMENT FOR EXTENDED PERIOD OF TIME**

All unit owners who are away for a period exceeding 21 days should notify the office at time of departure as well as return. You must designate someone to have access to your unit and utilities in your absence. **YOU MUST LEAVE KEYS FOR HOT WATER HEATER/AIR CONDITIONER CLOSETS WITH A NEIGHBOR, GIVE A COPY TO THE OFFICE OR LEAVE IT UNLOCKED.** If there is an emergency and we can't access your unit, you will be responsible for the cost of a locksmith.

This is especially 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.

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 over the balcony. Nothing should be swept or thrown off the balcony. Hosing of the balcony or the windows is not allowed. Balconies may not be used for storage of bicycles, etc. and are to be always kept neat.

Carpets installed on the balconies must be removed. When it rains, the water stays in the carpet and causes humidity in the carpet, therefore causing 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 (especially during hurricane season: (June 1st through November 30th) all items should be removed from your balconies/terraces.

## **DELIVERIES**

All deliveries must be made from the back of the building using the SERVICE ELEVATOR ONLY. Deliveries must be scheduled Monday – Friday between the hours of 8am – 4pm. **(NO SATURDAY OR SUNDAY DELIVERIES)** The office must be notified in advance of all deliveries.

## **EXERCISE ROOM**

THE GYM IS FOR IMPERIAL TOWERS RESIDENTS ONLY!! NO OUTSIDE PERSONS ARE ALLOWED TO USE THE FACILITY.

Because of limited equipment, please be courteous of others waiting to use the machines. The gym is open from 7am – 10pm.

## **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.
- h) As per city ordinance, IT IS ILLEGAL TO TAMPER WITH OR DISCONNECT THE FIRE SPEAKER IN THE BEDROOM(S). The offense may carry fines up to \$5,000 and/or jail time.

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 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. YOU MUST OPEN UP THE SLIDING GLASS DOOR OR UNIT WINDOWS.

## **GARBAGE**

Garbage must be placed and tightly tied in plastic bags.

Bottles and any other glass objects must be placed in the barrel provided for your use in trash closets.

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

Large objects must be removed from the premises at the owner's expense.(for example: mattresses, water heaters, large furniture, etc.

## **HALLWAYS & HALLWAY DOORS**

Your front & kitchen doors to the hall must never be left open for any reason whatsoever. (Please see Fire Alarms Section.) Mats, carriages, beach equipment, and objects of any kind are not allowed outside your door in the halls. This is fire hazard.

## **IMPROVEMENTS**

Any improvements must be done Monday – Friday 8am-5pm. – NO SATURDAY/SUNDAY contractor work is allowed. City permits must be obtained and submitted to the office.

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. WINDOW FANS, AIR CONDITIONING UNITS, ETC. ARE PROHIBITED. 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, especially during construction repairs.

## **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 swimsuits 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/rollerblading or playing in the lobby, pool or parking lot areas 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.

**NO CANADIAN BANK OR BRANCH MAY BE USED – OTHERWISE, THE BANK FEE OF \$50 WILL BE DUE FROM THE OWNER.**

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 \$30.00. 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.**

Separate checks must be sent for special assessments, fine payments, or any payment other than monthly maintenance. All special assessments must be paid on time!

## **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 9:00 a.m. or after 4:00 p.m. on weekdays.
- No moving of furniture is allowed on weekends.
- All moving must be brought in from the back of the building.
- As of January 2019 – move in/out fees will apply. See website for information.

***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.

**PARKING IS AT YOUR OWN RISK AND IS NOT THE RESPONSIBILITY OF THE ASSOCIATION OR CONDOMINIUM COMPLEX. REMEMBER TO LOCK YOUR CAR AND REMOVE ALL VALUABLES!!**

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 PERMISSION 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. RESIDENTS ARE NOT ALLOWED TO PARK IN GUEST PARKING!

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.

Towing Company as of March 2, 2022, is:  
ALL-WAYS TOWING & STORAGE  
PHONE: 954-496-6810  
WWW.ALLWAYSTOWINGSTORAGE.COM

All-Ways Towing & Storage's telephone number is posted throughout our parking lot and on the bulletin boards.

The Association will do as much as possible to ensure 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 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 ALL-WAYS TOWING 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. If you are not available at the time, you must send an email to the office, and make arrangements to let Bug Off into your unit.

### **PETS**

PETS are not allowed, with the exception of service animals with proper documentation.

### **POOL (Hours 9:00am – 9:30pm)**

- Bottles, glasses, or food are not allowed in the pool area.
- Smoking is prohibited 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 (13), when in the pool area, must be always under the supervision of an adult.

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 9:00 A.M., which time is reserved for cleaning. **(THE BOARD HAS THE RIGHT TO MAKE CHANGES TO HOURS FOR MAINTENANCE AND/OR ENVIRONMENTAL EMERGENCY ISSUES)** No person admitted between these hours for any reason whatsoever.

## **RECREATION & CARD ROOMS**

Dripping swimsuits 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**

A unit cannot be rented the first **two years** of ownership. Thereafter, rentals can be for a minimum of three (3) months, or a maximum of one (1) year, provided it is within the limits of the 20% rental cap. Only one (1) rental per year is permitted. Violators subject to fine. Repeat illegal rentals will be reported for violation of city codes and owners will be responsible for all legal fees.

Only immediate family/relatives may use the apartment. Relatives are limited to: parents, grand-parents, children, grandchildren, brothers, and sisters, and must be registered on the approved list.

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

A unit owner who is not occupying his apartment must submit in writing to the Board of Directors, the names of the immediate family member 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 and identification must be presented to the office.

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.

PLEASE NOTE – CITY ORDINANCE MANDATES MAXIMUM OCCUPANCY AS FOLLOWS:

1 Bedroom – Maximum of 3 persons

2 Bedroom – Maximum of 5 persons

**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.

## **LAUNDRY ROOM**

Laundry is open 24 hours a day, 7 days per week

Washers – 30 minutes

Dryers – 60 minutes

Machines should only be filled  $\frac{3}{4}$  of the way – not pressed down.

Overloading of machines will cause damage and result in a fine.

## **SAUNA ROOM**

The sauna room is for adults only.

## **SMOKING & SMOKE DETECTORS**

Please observe "No Smoking Restrictions." Smoke detectors are located in the halls. If you burn food in your unit, DO NOT OPEN DOORS TO THE HALLWAYS. Open sliding glass/balcony doors only. **There are warning speakers located in the bedroom(s). These may not be moved or tampered with in any way.**

## **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.

# **IMPERIAL TOWERS CONDOMINIUM POOL RULES**

**HOURS: 9:00AM – 9:30PM**

- **POOL FOR USE BY RESIDENTS AND AUTHORIZED GUESTS ONLY (NO ANIMALS ALLOWED)**
- **NO FOOD OR BEVERAGES IN POOL OR POOL AREA**
- **NO GLASS IN POOL AREA**
- **NO UNACCOMPANIED CHILDREN ALLOWED**
- **SHOWER BEFORE ENTERING THE POOL**
- **LOUNGE CHAIRS MUST BE COMPLETELY COVERED**
- **BABIES MUST WEAR SWIMMING DIAPERS**
- **NO RAFTS OR LARGE TOYS IN THE POOL FOR SAFETY**
- **USE RESTROOMS IN THE POOL HOUSE – RESPECT OTHERS**
- **SMOKING/VAPING NOT ALLOWED IN THE POOL AREA**

**NO DIVING**

**NO LIFEGUARD ON DUTY – SWIM AT**

**YOUR OWN RISK**