

Purchase _____ / Lease _____

- Name _____ Phone # _____

This image shows a blank sheet of white paper with horizontal blue or grey ruling lines. A large, light grey watermark of a dollar sign (\$) is centered on the page. The watermark is composed of several thick strokes, giving it a stylized appearance. The paper has rounded corners and a clean, unlined surface except for the printed lines and the watermark.

Screening Application

- ☐ ID
- ☐ Car Registration
- ☐ Contract for Residential Sale & Purchase / Contract to Lease
- ☐ Lease Agreement (should say: Contingent upon Approval)
- ☐ Meet for Interview / Rules and Regulations
- ☐ Garage Remote
- ☐ Scan Documents to USB and file
- ☐ Owner or Tenant Form
- ☐ OFFICE:

Update Directory _____ Sent to David F. Website_____ Update
Allied_____



HILLSBORO WINDSOR

HILLSBORO WINDSOR CONDOMINIUM

IMPORTANT NOTICE

This is to inform you of the procedures for processing Applications for Purchase/Lease Approval.

The prospective buyer/tenant must complete all questions on the Application for Purchase/Lease Approval. The executed application must be submitted along with the following:

- \$150.00 PER APPLICANT (legally married couples count as one applicant must show proof), a non-refundable processing fee, cash or money order made payable to ProKam Services must be submitted along with the application. All adults must apply. Drop off at Hillsboro Windsor Office, From Monday to Friday from 9 am to 1 pm.
- \$ 250.00 PER APPLICANT if foreigner.
- Picture identification (ID or Passport). If the applicant has a vehicle: copy of Driver's License & Vehicle Registration
- Copy of Sales Contract or Lease Agreement

Please note that the association will verify all information submitted on the application. As a result, it may take up to thirty days to fully process an application. An interview with the Board of Directors is required. He will contact the applicant to schedule the interview. No exceptions will be made. No special meeting will be held. Due to these circumstances, Applications CAN be rushed for \$ 80.00, 48 hours turn around.

If approved and needed the new Hillsboro Windsor Condominium Resident can purchase at the office:

- Garage remote – Cost \$ 30.00
- Parking Pass – Cost \$ 25.00

Please indicate if you are member(s) of the U.S. Armed Forces _____



HILLSBORO WINDSOR

FOR PURCHASE APPLICATIONS ONLY

ESTOPPEL CERTIFICATE MUST BE DONE ONLINE

An Estoppel Certificate is required by a title company and/or attorney issuing title for the sale or refinance of condominium unit.

The Estoppel Certificate must be requested via website at www.alliedpropertygroup.net by the Title Company and/or attorney along with a \$250.00 processing fee.

Due to the high volume of transactions occurring in the real estate market, the Estoppel Certificate may take up to ten (10) days to be processed.

If you require a rushed estoppel, the processing fee is \$350.00.

Please allow up to three (3) days to be processed.

Estoppels MUST be ordered ONLINE via our website.

CONDO IPDV Questionnaire must be done online. A Condo IPUD Questionnaire is usually needed by a mortgage company to qualify the association under its underwriting guidelines.

This form is usually requested by the mortgagee or lender.

The form must be submitted along with a \$250.00 processing fee.

Please allow up to ten (10) days to be processed.

If you require a rushed estoppel, the processing fee is \$350.00.

Please allow up to three (3) days to be processed.



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PLEASE NOTE THE FOLLOWING:

1. No application must be considered for approval if the unit owner is delinquent in any monies due to the maintenance Association.
2. This application and the attached Application for Occupancy and Authorization Forms must be completed in detail by the proposed applicant.
3. Application printed double-sided are not acceptable.
4. All information must be typed or clearly printed.
5. If any question is not answered or is left blank, this application will be returned and will not be processed. Should this happen, the time constraints will not begin until fully completed application is returned to Hillsboro Windsor Office.
6. The completed Application must be submitted to the office of Hillsboro Windsor at least 30 days PRIOR to the expected Closing Date.
7. It is the applicant's responsibility to acquire the Association's governing documents that the applicant must abide with. Governing Docs Declaration, Articles, Bylaws can be obtained from Seller, purchased in office at a cost of \$25.00 or it is available for review on website.
8. New owner may not move in prior to Board of Directors approval and closing date. New Tenants may not move in prior of Board of Directors approval.

WE HIGHLY RECOMEND THAT THE ABOVE DOCUMENTS BE REQUESTED WITH PLENTY OF TIME BEFORE THE SCHEDULE CLOSING DATE TO AVOID ANY DELAYS

RETURN THE COMPLETE APPLICATION WITH ALL OF THE ABOVE TO:

ProKam Services LLC
1169 Hillsboro Mile, Hillsboro Beach FL 33062
(954) 553-9111

Applicant signature: _____ Co-applicant signature _____

Contact telephone #: _____

Date: _____



HILLSBORO WINDSOR

APPLICATION FOR

PURCHASE _____ / LEASE _____ / OCCUPANCY _____
(Please select one)

The purposes of use of the unit are:
(Please select one)

Permanent Resident _____ / Winter Resident _____ / Investment Only _____

SECTION I: GENERAL INFORMATION

Name of Association: Hillsboro Windsor Condominium

Unit Address: _____

Today's Date: _____

Current Owner's Name: _____

Owner's Current Address: _____

Owner E-Mail Address: _____

Approximate Date of Occupancy: _____

Name of Realtor: _____

Realtor's Phone Number: _____

Realtor's E-Mail Address: _____

Name of Prospective Buyer (as it will appear on Title) - Purchase Only:

NAME MORTGAGE COMPANY:

Name of Mortgage Company: _____

Address: _____

Telephone Number: _____

OTHER PERSONS (minors that will occupy the unit)

Name	Age	Relationship / Occupation
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_____	_____	_____
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_____	_____	_____
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HILLSBORO WINDSOR

SECTION II: VOLUNTARY INFORMATION

Do you have any physical impairment that the Association should be aware of in case of an emergency, i.e. flood, fire, etc? YES / . NO

If YES, please explain how you may need assistance: _____

I hereby agree for myself and on behalf of all persons who may use the unit that I seek to purchase or lease:

1. I will abide by all of the restrictions contained in the Declaration, Articles, By-Laws, Rules & Regulations, and any restrictions that are or may in the future be imposed by the Association.
2. I understand that it is a pet restricted community. Reasonable accommodations are made for ESA and Service animals. Application packet required. I may be allowed to have, the number of people that will reside in the unit, sub-leasing the unit, number of vehicles allowed in the community, and/or running a business from the unit.
3. I understand that my children, relatives, guests, invitees, and/or visitors must also adhere to the association's governing documents and that I will be responsible for their actions.
4. I understand that the association charges an Assessment Fee that must be paid. Failure to pay may lead to the filing of a Claim of Lien and/or Foreclosure of the unit.
5. I understand that any violation of the terms, provisions, conditions, and covenants of the Association's documents, provides cause for immediate action as therein provided or termination of a Lease Agreement under the appropriate circumstances.
6. I understand that the premises cannot be occupy without authorization from the Association. In an even that unauthorized occupancy occurs, this application will not be accepted for consideration until occupants(s) vacates completely or application may be rejected in entirety.
7. I agree no transient occupancy is allowed and copy of the sales contract must be provided to the association.
8. Applicants understand any warranty repairs service request of items within the unit must be directed to the unit owner (this applies to lease only).
9. I acknowledge that I understand the rules and regulations of Hillsboro Windsor Condominium.

I have received a copy of the Rules & Regulations: Yes ____ No ____

I understand that the acceptance of the Sales Agreement and/or Lease at the Association is conditioned upon the truth and accuracy of this application and upon the approval from the Board of Directors. Any misrepresentation or falsification of information on these forms will result in the automatic rejection of the application.

In making the foregoing application, I am aware that the decision of the Association will be final and no reason will be given for any action taken by the Board of Directors. I agree to be governed by the determination of the Board of Directors.

Applicant signature: _____ Co-Applicant signature: _____



HILLSBORO WINDSOR

SECTION III: AUTHORIZATION TO THIRD PARTIES

I hereby authorize all persons, educational institutions, banks, and other financial institutions, current and former employers, current and former landlords, credit reporting agencies, governmental agencies and other organizations, which Allied Property Group, Inc. may request.

Applicant Signature

Co-Applicant Signature

Printed Name

Co-Applicant Printed Name

Social Security Number

Social Security Number

Date

Date

AUTHORIZATION AND ACKNOWLEDGMENT

In connection with my Application for Approval to Hillsboro Windsor Condominium. I hereby authorize Allied Property Group, Inc. to perform an investigation of my credit worthiness, credit standing, character, general reputation, personal characteristics, mode of living and employment/work history, and to provide a report of the investigation to Hillsboro Windsor Condominium. I hereby release and discharge Allied Property Group, Inc. and Hillsboro Windsor Condominium, from any and all claims, damages, liabilities, costs, and expenses arising from retrieving and reporting of such information.

I acknowledge receipt of a "A Summary of your rights under the Fair Credit Reporting Act" provided to me in accordance with the provisions of the Fair Credit Reporting Act.

Applicant Signature

Co-Applicant Signature

Printed Name

Printed Name

Date

Date



HILLSBORO WINDSOR

SECTION VI: APPLICATION FOR OCCUPANCY

☐ Credit Only
☐ Credit & Criminal

☐ Purchase
☐ Lease

DATE: _____

UNIT # _____

ASSOCIATION: Hillsboro Windsor Condominium. Desired date of Occupancy _____

Applicant: _____ DOB: _____ SSN _____

Telephone (mobile): _____ Telephone (evening): _____

E-Mail Address: _____

Co-Applicant: _____ DOB: _____ SSN _____

Single () Married () Separated () Divorced () Maiden Name: _____

Total # of adults who will occupy the unit (18 yrs or older) _____ Total # of children _____

RESIDENCE HISTORY

MUST COVER FIVE (5) YEAR RESIDENCE HISTORY. IF NEEDED, PLEASE ATTACH ANOTHER SHEET.

PRESENT ADDRESS _____ Telephone # _____

CITY, STATE, ZIP CODE _____ OWN ☐ Rent ☐

NAME OF MORTGAGE /LANDLORD /ASSOCIATION _____ Telephone # _____

Current Landlord e-mail address: _____

MONTHLY PAYMENT AMOUNT _____ Occupied From _____ to _____

PREVIOUS ADDRESS _____ Telephone # _____

CITY, STATE ZIP CODE _____ OWN ☐ Rent ☐

NAME OF MORTGAGE /LANDLORD /ASSOCIATION _____ Telephone # _____

Current Landlord e-mail address: _____

MONTHLY PAYMENT AMOUNT _____ Occupied From _____ to _____

EMPLOYMENT REFERENCES

APPLICANT CURRENT EMPLOYER _____		TELEPHONE # _____
ADDRESS / CTIY / STATE / ZIP CODE _____		SUPERVISOR _____
HOW LONG _____	POSITION/TITLE _____	MONTHLY INCOME _____
CO-APPLICANT CURRENT EMPLOYER _____		TELEPHONE # _____
ADDRESS / CTIY / STATE / ZIP CODE. _____		SUPERVISOR _____
HOW LONG _____	POSITION/TITLE _____	MONTHLY INCOME _____

CHARACTER REFERENCES

(Please attach Three (3) Reference Letters) Do Not Include Family Members

1) NAME. _____	PHONE # _____
ADDRESS _____	PHONE # _____
2) NAME. _____	PHONE # _____
ADDRESS _____	PHONE # _____
3) NAME _____	PHONE # _____
ADDRESS _____	PHONE # _____

VEHICLES - Only parking allowance for 1 vehicle. Guest parking for guests only as available.

Vehicles are limited to standard motors: cars (NO boats, trailers, commercial vehicles or truck of any kind).

MAKE _____	MODEL _____	_____	_____
Applicant's Driver's License Number _____		Co-Applicant's Driver's License Number _____	



HILLSBORO WINDSOR

EMERGENCIES

In case of emergency notify _____

Address: _____ Telephone # _____

Nearest relative not living with you: _____

Address: _____ Telephone # _____

This Applicant acknowledges that Hillsboro Windsor Condominium and/or its agent, Allied Property Group Inc. may verify the information supplied by the Applicant in this Application, may obtain credit reports and may investigate the Applicant's credit worthiness, credit History, residential history and employment / work history, search of the public records of governmental agencies and interviews with character references and others. The Applicant hereby authorizes and consents Hillsboro Windsor Condominium, and or its agent, Allied Property Group, Inc., to perform such verification and investigation.

APPLICANT SIGNATURE

DATE

CO-APPLICANT SIGNATURE DATE.

DATE



HILLSBORO WINDSOR

ADDENDUM FOR FOREIGNER'S TENANTS

(TO BE SIGNED BY THE OWNER)

The Association will attempt to pull an international background check, but in some cases it either takes too long or can't be completed, therefore the owner of the unit assumes all liabilities for the tenants' actions and understand they might not have a credit report neither credit score. In any of these situations the international fee payment applies.

If tenants do not abide by the rules and regulations for Hillsboro Windsor Condominium the Association reserves the right to require the owner to evict the tenants at their own expense.

Owner name: _____

Owner Signature: _____ Date: _____

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A SUMMARY OF YOUR RIGHTS
UNDER THE FAIR CREDIT REPORTING ACT

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records).

Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

- You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you — must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report., you are the victim of identity theft and place a fraud alert in your file.
 - your file contains inaccurate information as a result of fraud.
 - you are on public assistance.
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- You have the right to ask for a credit score. Credit scores are numerical summaries of your creditworthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures. Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

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- Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- You may limit "prescreened" offers of credit and insurance you get based on information in your credit report. Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- Identity theft victims and active-duty military personnel have additional rights. For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

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TYPE OF BUSINESS	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB</p>	<p>a. Consumer Financial Protection Bureau 1700 G. Street N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center – FCRA Washington DC 20580 (877 382 - 4357)</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations.</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria VA 22314</p>
3. Air carriers	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20423</p>
4. Creditors Subject to the Surface Transportation Board	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S. W. Washington, DC 20423</p>
5. Creditors Subject to the Packers and Stockyards Act, 1921	<p>Nearest Packers and Stockyards Administration area supervisor</p>

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6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S. W., 8* Floor Washington, DC 20549
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E. Washington DC 20549
8. Federal Land Banks, Federal Lank Bank Associations, Federal Intermediate Credit Banks and Production Credit Associations.	Farm Credit Administration 1501 Farm Credit Drive MCLean VA 22102-5090
9. Retailers, Finance Companies and All Other Creditos Nor Listed Above	FTC Regional Office for Region in which the creditor operates or Federal Trade Comission: Consumer Response Centre – FCRA Washington DC 20580 (877) 382 – 4357

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**Hillsboro Windsor Condominium, Inc.
Amended & Restated Rules & Regulations**

These rules and regulations are condensations from the Hillsboro Windsor governing documents and current rules passed by the Board of Directors governing the manner in which the condominium property is to be used. They are basic to the condominium concept, which is to promote a safe, healthy, happy, and peaceful place to live, work and enjoy.

Authority for the adoption by the Board of Directors of rules and regulations is found in Article 10 (g) Article 16, Section 16.11 of the Declaration of Condominium and in Sections 43 (e) and 50 of the By-Laws. Unit owners are responsible for assuring that their relatives, guests and lessees understand that they are subject to all rules and regulations of the Association. These Rules and Regulations were adopted by the Board of Directors of the Association on July 13, 2021 to be effective immediately.

The Board of Directors of the Association reserve the right to change or revoke existing rules and regulations and to make such additional rules and regulations from time to time as, in their opinion, shall be necessary or desirable for the safety and protection of the building and its occupants, to promote cleanliness and good order of the property and to assure the comfort and conveniences of the members.

Owners are requested to report violations of the Rules and Regulations in writing to the Community Association Manager.

Violation of the Rules and Regulations, Declaration and By-Laws set forth may be subject to fines up to \$1,000.00 or reimbursement for costs incurred as a result of the infraction. Unit Owners shall be responsible to the Association for any damage done to the common elements by themselves, their relatives, guests and lessees.

In the event that any suit or action is instituted to enforce any provision of the Hillsboro Windsor governing documents including but not limited to the Declaration, Articles of Incorporation, By-Laws and or Rules and Regulations, the prevailing party in such dispute shall be entitled to recover all fees, costs and expenses of enforcing any right of such prevailing party, including without limitation, such reasonable fees and expenses of attorneys and accountants, which shall include, without limitation, all fees, costs and expenses of appeals.

COMMON ELEMENTS

- * The hours of use for the common facilities (laundry rooms, shuffleboard court, social room, roof decks and barbeque areas) are 8:00 am. to 10:00 p.m. Please be considerate of your neighbors in the area of any common facility and clean up after each use, leaving the areas as you found them.
- * Common Elements and Limited Common Elements shall not be updated, decorated, or painted, by any unit owner without obtaining written consent of the Association. (Declaration 9.1 and 16.4)
- * Common elements shall not be obstructed, littered, defaced or misused in any manner.
- * No immoral, improper, offensive or unlawful use shall be made of the condominium property or any part thereof. Each unit owner shall at his or her own expense, comply with all city, county, state and federal laws, statutes, ordinances, regulations, orders or requirements affecting the unit. (Declaration 16.6)

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- * No smoking in any enclosed common area. Use the proper receptacles to discard cigarette and cigar butts.
- * Street attire or bathing attire with shoes and shirt or cover-up must be worn the lobby, elevators, and all common areas except the pool area. People wearing dripping wet bathing suits or in bare feet are not permitted in indoor common areas specifically when entering elevators and common bathrooms.

WALKWAYS also knowns as "CATWALKS"

- * Walkways are building property, not unit owner property.
 - * No items, including but not limited to buckets, hoses, flowerpots, mops, rafts, beach equipment, bicycles etc., may be kept on the exterior of units or any part of the walkways or common areas at any time.
 - The only item allowed on walkways is a door mat outside of the unit main door, no larger than 24" x 48"
 - * Nothing may obstruct walkways, stairwells, entry or egress doors. •
- No motorized vehicles shall be parked on the walkways.

LAUNDRY FACILITIES

- Use the correct type and amount of detergent for the machine and size of the load.
- Leave the fan/light on and door open while doing laundry, to allow the heat and moisture to escape
- Use the machine on your floor unless the machine is out of service.
- * **DO NOT** tie up machines on several floors.
- * **DO NOT** remove others' laundry from the machines and remove your laundry promptly when the cycle is complete.
- * **DO NOT** place wet laundry on top of the machines. Use a laundry basket with your unit number identified on it.
- * Laundry baskets, laundry bags or a container must be used for all unwashed laundry for sanitary reasons.
- * **Do NOT** place unwashed laundry on machines, tables or chairs in the laundry room unless in baskets/bags/containers.
- * Unit number should be marked on all laundry containers.
- **DO NOT** disconnect hoses or add water to the machines.
- Laundry facilities are for personal use by registered residents ONLY.
- **DO NOT** wash rugs or extremely heavy material in the machines.
- Dryer lint can cause a fire if not cleaned out. Clean the machines after use including the dryer lint filter.
- Laundry room door should be kept closed when not in use.
- Remove all personal belongings and laundry from the room when finished.
- **DO NOT** store laundry or laundry baskets in the laundry room.

SOCIAL ROOM, LOBBY, ROOF DECK AND POOL BARBEQUE AREA

- Owners or lessees wishing to use the Social Room, Roof Deck or Pool Barbeque for special occasions, such as parties, family or other social events with more than 01 attendees, shall contact the Community Association Manager and complete a written application with required deposits and cleaning fees.

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- The owner or lessee making the application for reservations shall be responsible for any damage to the areas and furnishings and shall leave the area in clean condition when done. Should the owner or lessee not oblige then they will be responsible for the cost of cleaning the facilities after the event. Reservations are restricted to Friday evenings, Saturdays and Sundays and are for social events only.
- * Use of the areas for personal business meetings or promotions is prohibited.
- * None of the areas may be reserved on New Year's Eve, New Year's Day, Easter, July 4th, Halloween, Thanksgiving, Christmas, or for the Super Bowl.
- Children under the age of 12 are not permitted in common areas, unless accompanied by an adult.
- Appropriate attire in social room and lobby please. No bare feet, swimsuits, shirt or similar covering must be worn, etc.
- The ice in freezer is for functions in social room only not for private apartment use.

GRILLS & PICNIC TABLES

- Grills and picnic tables are intended for the use of all residents and their guests and are available for use on a first come, first serve basis unless previously reserved.
- Please read and follow the instructions posted by the grills which explain how to turn the gas and the grills on and off. If the propane tank is out, notify building management to replace.
- When finished, clean cooking residue and sauces from the grill. Turn the gas off at the main valve and cover the grills when cool.
- * Please close and tie the picnic table, umbrellas after use.
- * Clean off all picnic tables after use.
- * Do not leave food or trash out.

POOL AND POOL AREA

- Observe posted pool signage and hours.
- Pool area is smoke free.
- Shower before entering pool to remove sand, tar and salt water.
- There is no lifeguard on duty. Swim at your own risk. **NO DIVING**
- Persons with open sores, cuts, or communicable diseases are forbidden by law to enter pool.
- Children under 12 must be accompanied by an adult.
- Anyone who is incontinent must wear swim diapers/pants and be accompanied by an adult 18 and older. Swim diapers/pants are required to be changed at least every hour to ensure no contamination of the pool.
- In the event of any pool contamination, the pool will be shut down and the unit owner will be charged a fee for restoring the pool to health department code.
- No running, shouting, or rough play is permitted in or around pool.
- No cutoffs in pool - swimsuits only.
- The pool shower may not be used for personal bathing or shampooing.
- Protect pool chairs with a towel when used in swimsuits or when using suntan lotion/oil.
- Poolside chairs may not be reserved by placing towels or belongings on them when leaving pool area.
- Do not drag chairs across pool deck. Replace chairs to original position after use.
- No Food or Drinks (except drinking water in an unbreakable container - no glass containers as required by law). If you wish to have food or drink near the pool area, you **MUST** use the picnic area.
- Dry thoroughly before leaving pool area to prevent wet floors, which can be dangerous.

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- No animals allowed in the pool area or pool.
- Only east elevator and stairway are to be used for going to and from the pool. Remove sand and dry off before using the elevator or stairs.

BEACH/BEACH DECK

- * Keep our beach clean, owners must remove all chairs, umbrellas and all other beach equipment as well as items of trash when leaving the beach.
- Do not store beach equipment, sports equipment or other items on the beach or next to or under the beach stairs overnight. Items left on the beach or near the stairs may be thrown away without warning.
- Turtle nesting season is March 1- November 1, please do not leave items on the beach that could harm the turtles. Do not take chairs and lounges from the pool area to the grass or beach.

SHUFFLEBOARD COURT

- Return shuffleboard equipment to its proper place after use.

BALCONIES/TERRACES

- Balconies and terraces may include patio furniture such as table, chairs, outdoor couches, area rugs and other similar outdoor living furniture.
- Owners may have no more than four (4) potted plants on balconies/terraces. Potted plants should be no more than six (6) feet tall, 36 inches in diameter including the planter. Plants must be well kept and not overgrown.
- Owners must ensure their plants are "Florida-friendly", no invasive species shall be potted.
- No vegetables (other than herbs) may be planted in pots. Vegetables easily attract unwanted wildlife.
- Carpeting and tile are no longer permitted to be installed on balconies. If you currently have tile installed on your balcony you are required to maintain the grout and have it sealed on a yearly basis by a licensed professional and provide documentation to the Board of Directors of such maintenance, no later than March 31st of each year. Any concrete problems of any type, including cracks or spalling issues which develop as a result of balcony tile installation is the responsibility of the unit owner including any cost or expense necessary to repair.
- * Owners may not drill into the concrete of the building to hang items. In the event an owner drilled into the concrete of the building they will be responsible for the cost of repairing the concrete. Any impact it may have to the concrete will be the unit owner's responsibility to repair.
- Sports equipment should not be left out overnight on balconies/terraces.
- No swimsuits, towel, garments, rugs, etc., may be hung from balcony railings, windows or bushes.
- **Do not** shake or sweep anything off balconies.
- * **Do not** spray down balconies.
- **No gas or electric grills may be used or stored on balconies or terraces.**
- * **No refrigerators may be utilized or stored on balconies or terraces.**
- * Do not leave unsightly items on balconies or outside of units.
- * Umbrellas and other loose items must be securely tied down to ensure they do not fly away and cause damage to the building, unit, or persons on the property. If at any time an item is left on the balcony/terrace and causes damage to the building, unit, other units or a person the unit owner will be responsible for all damages.
- * No cigar or cigarette butts may be discarded from balconies or anywhere on the common grounds. Use receptacles.
- * Ensure all furniture on balconies/terraces is secure at all times. During tropical storm/hurricane warnings for Broward County or extended periods of time away (7 days or more), AL items MUST be

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removed from unit balconies/terraces and placed inside your unit. **DO NOT tie any items to the balusters.** If at any time an item is left on the balcony/terrace and causes damage to the building, unit, other units or a person the unit owner will be responsible for all damages.

* Hillsboro Windsor personnel are not responsible for ensuring unit owner balconies are cleared off during hurricanes.

SHUTTERS

- Owners are responsible for the cleaning, painting, maintenance, repair and replacement of their shutters (including caulking and fasteners). Shutters must be maintained by owners in an aesthetically pleasing, mechanically sound and code compliant manner.

* Owners are responsible for closing shutters prior to any weather-related situations.

- Should shutters need to be removed during balcony restoration, painting or incident to any other maintenance, repairs or replacement of common elements, the Association will remove and re-install existing shutters at the owner's expense. The Association shall not be responsible for any shutters that are broken or otherwise not capable of being replaced after removal.

* Any damage of any type caused by owners' shutters will be the owner's responsibility and upon notice, the Hillsboro Windsor may repair and the cost and expense of such will be charged to the owner.

PETS

- No pets allowed on the grounds or in the units. (Declaration 16.3)

TRASH

- All trash placed in trash chutes must be securely tied. **DO NOT** place open bags

- To avoid clogging do not place over-sized articles in trash chutes. •

* Wrap glass items in newspaper or paper bags.

- Recycle containers are located at the front of the garage. This is "single-stream" recycling, separation of recyclable material such as cans, bottles, paper, etc. is not required.

Oversize items should be taken to the garage dumpster located in the parking garage at the Northwest corner.

- Bulk waste items may be placed in the garbage bin near the gate on **THURSDAYS ONLY. DO NOT** place any items in this bin on any other day. If you will not be around on a Thursday, you will have to wait to remove bulk items or make arrangements to have them hauled away by a service.

* Construction debris of any kind is prohibited in trash chutes and dumpsters.

STORAGE

- Storage is only permitted in your allocated storage locker.

- **DO NOT** keep items of any type in the storage rooms except in your own locker as this blocks the access of other owners of their lockers as well as janitorial staff.

- **DO NOT** store items no top of lockers, in hallways, stairwells or on balconies.

Items found outside the lockers, or in hallways or stairwells, will be removed and disposed.

- Storage rooms may not contain combustible or flammable material including aerosol cans, paint, cleaners, gas containers, charcoal, etc. or any other hazardous materials.

GARAGE / BICYCLE RACK

- The garage is a common element and should not be utilized for an owner's personal storage.
- * Items stored in the garage in a unit owners' parking space shall be kept in a locked storage cabinet, purchased by the owner. The board shall approve all storage cabinets prior to owner purchase. Hillsboro Windsor is not responsible for lost or stolen items.
- * Nothing can be hung from the beams or ceiling in the garage.
- With the exception of vehicles, no combustible or flammable material, including aerosol cans, paint, cleaners, gas containers, charcoal, tanks, or other hazardous materials are allowed in the garage.
- Electrical outlets in the garage area are not for owner use.
- Bicycles stored in the bike rack must be tagged with the unit's name and number. Any bicycle not tagged will be removed and thrown away without notice.
- Bicycles stored in the bike rack should be neat and well kept. Bicycles that are rusting or have flat tires will be requested to be fixed or removed.
- A unit owner may store no more than two (2) bicycles or one kayak/paddleboard in their parking space. Owners are responsible for ensuring the items are secured.
- The Condo Association is not responsible for lost, stolen or damage to personal belongings.

OWNER VEHICLES & PARKING

- Owners must park in their assigned spaces only, not in guest spaces. This is also applicable to vehicles rented by owners.
- Owners must display their Hillsboro Windsor parking tag from the rearview mirror.
- No parking at any time in vendor area other than temporarily to load and unload.
- * No parking under portico or in driveway, except for loading and unloading passengers. This driveway is one way going north.
- Commercial vehicles, watercraft, trailers, travel trailers, campers, RV's, trucks with caps, etc., are not permitted on the property. Exception - workmen's vehicles will be permitted weekdays and Saturdays from 8:00 am to 5:00 pm.
- If using another owner's parking space, written permission must be filed in the office. "Visitor" parking spaces must not be used.
- All motor vehicle leaks will be immediately brought to the attention of the unit owner. The Association will absorb the cost of cleaning up the oil the first time provided the condition is rectified within a two (2) week period after written notification is received from. If the condition persists then the owner will be assessed the total cost of cleaning and repairing the damaged areas in the garage resulting from the oil leak.
- Vehicles that are used primarily for commercial purposes are not allowed to park on site (except for short term work during daytime hours or delivery purposes) and the usage and commercial nature of the vehicle shall be determined by the Board of Directors, in its sole discretion, and be based upon certain criteria including but not limited to things such as the vehicle having a trailer, ladder racks, built-in tool boxes, equipment on board, commercial signage, commercial registration/license plate, etc. Should an owner wish to occupy another owner's parking space, the owner must secure permission in writing from the latter owner and provide it to the Community Association Manager.

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GUEST PARKING

* Hillsboro Windsor is participating in the Hillsboro Beach Police Department "Move It" Program. All vehicles will require a special HBPD parking pass to be visibly displayed on the driver side dashboard.

- HBPD will check spaces throughout the day/evening. If a vehicle doesn't have the HBPD pass the building will be notified, and the vehicle may be towed at the owner's expense.

- Owners are to obtain a pass from the office for visitors whose vehicles will be located on the property. Upon request, owners expecting guests arriving when the office is closed may obtain a pass prior. An owner using such pass must, on the following business day, register the guest.

* For safety reasons, owners should instruct visitors to observe "compact cars only" signage at guest spaces adjacent to the highway.

GUESTS/VISITORS

* House Guests must sign the register book in the lobby. Guest's cars must also be identified in the register book to prevent towing. Owners are requested to limit the number of guests at any one time, so as not to interfere unduly with the use of the pool and other recreational facilities.

- In the absence of the unit owner, houseguests are limited to immediate family members, specifically, sons, daughters, mothers, fathers, sisters and brothers may occupy a unit in the absence of the owner. That is, an owner may not authorize others to use Windsor facilities (e.g., pool, beach access, barbeque, parking, etc.) unless such owner is physically in residence. (Declaration 16.2)

- In no event shall occupancy (except for temporary occupancy by visiting guests) exceed two (2) persons for a one (1) bedroom unit, four (4) persons for a two (2) bedroom unit and six (6) persons for a three (3) bedroom unit. (Declaration 16.2)

- Owners are responsible to ensure that all guests abide by the Hillsboro governing documents and rules and regulations.

Day Guest - owner present: a person or persons who come to visit an owner or lessee for the day. Parking is allowed in designated guest spaces. Guests for any portion of one day must be accompanied by the owner or lessee when using the pool, grills, beach or other recreational amenity unless they are officially registered with the Management office.

Overnight Guests - owner present:

- 1. Short Term Overnight Guest: a person or persons who come to visit an owner or lessee for a minimum of 2 days to a maximum of 14 days.

- * 2. Long Term Overnight Guests: a person or persons who come to visit an owner or lessee for over 14 days.

- * 3. Owner or lessee must register overnight guests in writing with Management and provide each guest's name, home address, mobile telephone number, arrival and departure dates and vehicle information

- Overnight Guests - owner ABSENT: The owner or lessee shall notify Management in advance, in writing, providing each guest's name, home address, mobile telephone number, arrival and departure dates and vehicle information.

The owner or lessee shall be responsible for providing guests with keys. The guests must register with Management upon arrival.

* Guests shall not in turn invite other guests.

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RENOVATIONS/ALTERATIONS (Declaration 9)

- * An owner wishing to make any renovations/alterations to the inside of his or her unit or balcony must submit a written description of intended work to the office for prior approval by Board of Directors or its authorized representative.
- No wood, tile, marble or hard surface flooring may be installed in a unit (other than a first-floor unit) without approval by the Board of Directors and without installation of sound insulation as approved by the Board of Directors.
- No structural alterations, additions, or modifications, which affect the outside appearance of any unit may be made without approval of the Board of Directors.
- Owners are responsible for making certain that contractors and vendors comply with all Association rules and regulations.
- Contractors must be insured, and properly licensed. Appropriate permits must be obtained. Insurance certificates and copies of permits must be submitted to the office prior to work beginning. Contractors must register with the office and sign in and out on a daily basis at the register in the lobby.
- * Construction agreements must include instructions to contractors that all debris is to be removed from the property on a daily basis. Building dumpsters are not to be utilized for this purpose. Only the east elevator (with padding hung) is to be used. Owners and tenants are responsible for ensuring that elevator wall padding is hung during construction and deliveries and removed and stored thereafter.
- * No construction/alteration work is permitted on Sundays. Daily work (Monday through Saturday) must be performed between the hours of 8:00 a.m. and 5:00 p.m.
- * To the extent that work affects the condition of the Common Elements or other unit owner property, owners are responsible for making certain that they are restored to the prior condition.
- Association personnel are not authorized to admit contractors, vendors, delivery persons, etc. to units.
- If you are having work performed in your absence, make arrangements for an extra key and for someone to monitor the contractor. The office assumes no responsibility for contractor's work.

ANNUAL ASSESSMENTS

- * Notice of the amount of the annual assessment to be paid to the Association will be received by all unit owners during the month of December. The notice will state the amount of quarter annual payments to be made on or before the due dates of January 1, April 1, July 1, and October 1 of the following year.
- Any payment not received by the Association within the ten-day period following the due date may be subject to a late fee not to exceed 5% of such assessment or \$25.00, whichever is greater, or such other maximum amount as may be allowed by law. (Declaration 12.2).

SALE/LEASING (Declaration 16, 17)

- In order to effectuate the approval process for purchases and any other transfers of title as found in Declaration 16, the Board shall be empowered to conduct a background check and/or financial check on each applicant. See Declaration 16 and 71 for additional information.

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MISC.

- If a unit owner will be gone for an extended period, the owner is responsible for notifying the Community Association Manager of their return and departure.
 - If a unit owner or lessees will be absent more than 41 days main water valve must be turned off.
 - No radio or television antenna/dishes or any wiring for any purpose may be installed on the exterior of the building.
 - No 'For Sale or 'For Rent' sign, advertisement, decals, decorative items, notice or other lettering shall be exhibited, inscribed, painted, or affixed by any owner on any part of the outside of a unit without prior written consent of the Board of Directors. Nor can such signs be placed inside the unit window and visible from the outside.
 - Owners are to supply the office with a key to permit access by Association personnel as necessary for utility and other services. (Declaration 3.4, b).
 - * Use the garbage disposal in your kitchen. Do not put grease in it; run cold water when in use. Trash must be bagged in plastic, tied securely, and dropped in chute. Hours are 8:00am to 10:00pm.
 - Pizza boxes, or other bulky, oversized items must be taken to the garage and put in the dumpster in the Northwest room (not down chute).
 - Board members are not responsible for granting access to units.
 - Do not throw Kleenex, disposable diapers, cigarettes, or any foreign matter into toilets.
 - Persons are not permitted to run or play in stairways, corridors, catwalks or on common elements.
 - Unit owners shall be responsible for the actions of, and any damage caused by, their own or any visitors. Persons shall not be permitted to play in the lobbies, elevators on stairways or stairwells, promenade deck, or catwalk and walkways. Children under the age of 12 years. shall not be permitted to use recreational facilities unless accompanied by a responsible adult.
- The feeding of wild animals and birds is strictly prohibited anywhere on the Association property. Television, radios and musical instruments must be used only at such times as will provide a minimum of disturbance to other unit owners. The use of musical instruments after 10:00 PM and before 8:00 AM is prohibited. Volume on radios and televisions must be turned down at 10:00 PM to not disturb other owners.
- The owner is responsible for the maintenance of the interior of their unit and such areas are reserved for their use alone, including windows, and doors. Owners are responsible for keeping their balconies, doors, door hardware, shutters, windows and screens clean, in good working order and free of rust, dirt and debris. (Declaration 7.1)
 - Use of skateboards, scooters, rollerblades and similar devices is expressly prohibited on the Hillsboro Windsor property.
 - Washing cars is restricted to that portion of the grounds provided with a water supply on the Southwest corner of the building.
 - Use of wash/rinse areas is restricted to the hours of 7:00am to 7:00pm.

FINES & PROCEDURES (Declaration 16.16)

Unit owners and their relatives, guests and lessees shall be governed by and shall comply with the provisions of the Declaration of Condominium (the "Declaration"), the Articles of Incorporation (the "Articles"), the Bylaws (the "Bylaws") and these Rules and Regulations (the "Rules and Regulations") as the same now exist or may hereafter be amended by the Association. The Association, through its Board of Directors (the "Board"), shall have the authority to levy fines and/or impose suspensions to



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use the common elements, common facilities or any other Association property for a reasonable period of time as to any Unit Owner and/or their relatives, guests and lessees for any violation of any provision of the foregoing governing documents in accordance with the law.

