

PALM WORTH HOUSE RULES

Revised November 2017

INTRODUCTION

Article XIV, Section 1 of the Bylaws of Palm Worth, Inc. states that “The Board of Directors shall have the authority to promulgate, from time to time, house rules respecting the use of corporation property, provided that the rules affect all lessee stockholders uniformly.” The corporation property, or “common elements,” is for the joint use and enjoyment of all unit owners and their guests. Florida statutes state “Anything which annoys or disturbs one of the free use, possession or enjoyment of their property or renders its ordinary use or occupancy uncomfortable, may become a nuisance and may be restrained.”

This revised issue of the House Rules is divided into rules which refer to proper use of the individual common elements. A set of definitions has been established, which will apply to all of the house rules. The House Rules are not intended to be dictatorial, but rather they simply articulate respect for the rights of others, observance of the Golden Rule, and common sense usage of common property.

INDEX	PAGE
1. ENFORCEMENT OF HOUSE RULES	2
2. DEFINITIONS	2
3. AUTHORIZED USERS OF COMMON ELEMENTS	3-4
4. POOL	4
5. POOL PATIO AREA	5
6. ELEVATORS	6
7. PARKING LOT	6
8. DISPOSAL OF GARBAGE AND RUBBISH	7
9. CAR WASH	7
10. LAUNDRY ROOM	7
11. PARTY ROOM	8
12. SECURITY	8
13. STORAGE AREAS	8
14. GENERAL BUILDING RULES	9-10
15. INSURANCE CONSIDERATIONS	11
16. CLOSING FOR THE SEASON	11

1. ENFORCEMENT OF HOUSE RULES

Please observe the House Rules. Only unit owners, registered guests, and approved sub-lessees may use our showers, pool, laundry room, and other common facilities of the Palm Worth. Disregard of these House Rules will result in the following actions being taken by the Board of Directors.

- A. If you feel that there has been a violation of one or more House Rules you must notify the Manager or members of the Board of Directors in writing along with your recommendation. Such notice must be signed by the writer. Unsigned notices will be disregarded.
- B. The Board of Directors will then issue a notice to the violator indicating when and where the violation occurred and request voluntary compliance.
- C. If violation persists, a second notice will be sent, and the violator will be allowed to request a hearing with the Board of Directors.
- D. If a hearing is held, all parties involved will be heard and minutes will be taken in case further action is required.
- E. Action will be taken, if necessary, as provided by the Bylaws of Palm Worth, Inc.

2. DEFINITIONS

- A. SEASON: The “Season” is from November 1st through April 30th.
- B. UNIT OWNER: A unit owner is defined as the person or persons named on the Perpetual Proprietary Lease.
- C. IMMEDIATE FAMILY MEMBERS: Immediate family members are individuals who are related to the owner(s) in the following manner:
 - 1. Spouse/companion
 - 2. Parents
 - 3. Brothers & Sisters
 - 4. Children
 - 5. Grandchildren
- D. REGISTERED GUEST: A registered guest is any occupant of a unit other than the unit owner(s). All guests must be registered in the GUEST REGISTER.
- F. VISITOR: A visitor is a day guest of a unit owner. Such visitors need not be registered in the Guest Register.
- G. SUBLESSEE: A Sub lessee is anyone renting a unit from a unit owner and is subject to all rules and regulations as those of the owner.

3. AUTHORIZED USERS OF COMMON ELEMENTS

- A. Only unit owners, registered guests, day guests and approved renters may use the Pool, showers, laundry room, and the other common facilities of the Palm Worth.
- B. Unit owners are required to notify the Board of Directors or the Manager by telephone, fax, e-mail or letter in advance of the expected arrival of IMMEDIATE FAMILY MEMBERS indicating the number in the party, if the unit owner(s) will not be in residence on the guests' arrival date. The Board has the right to refuse the guest's admittance to the Palm Worth if this requirement is not met.
Tel. No. 561-582-5815: Fax. 561-582-8008:
- C. The Immediate Family Members are responsible for all persons in their party in the absence of the unit owner(s), and shall record the names of all persons in the guest party in the GUEST REGISTER, including the expected length of stay. A responsible family member is expected to remain in residence for the entirety of his/her party's stay at the Palm Worth. Any exceptions should be reported to a member of the Board of Directors or the Manager and noted in the guest register.
- D. A guest (non family person) who is staying for more than 30 days in any 90 day period needs to be approved by the Board of Directors in the same manner as a tenant under Section 17.5 of the bylaws. The unit owner must also be in residence the entire time the guest is present.
- E. GRATUITOUS LOANING (Unit owner not in residence) of an apartment to Non-Immediate family guests is not permitted without prior Board approval. Requests must be submitted at least 14 days in advance of such visit. Apartments may be loaned only once per year and for no longer than two weeks. Unauthorized apartment loans, will result in a penalty of \$100.00 per day not to exceed \$1000.00 per occurrence. At least one occupant/guest must be over 55 years of age (revised 4.9.14)
- F. It is the responsibility of the unit owner(s) that their guest have read, and agreed to comply with the House Rules. The House Rules should be respected by all owners and their guests. Disregard of the House Rules can lead to unpleasant confrontations.
- G. CHILDREN:
1. Children under the age of 18 years are not permitted to occupy an apartment without an adult in residence.

2. Children should be under adult supervision at all times and not interfere with the quiet and comfort of the residents.
3. See rules for children under Section 4B, Pool; page 4.

H. NO SMOKING POLICY- smoking is not allowed in any of the enclosed common areas. This includes the stairs, walkways, and the pool/atrium area.

4. POOL

Our pool is the focal point of the Palm Worth's architecture, and is in effect an extension of each unit owner's living room. It is not a playground. The beach serves that purpose. The pool does not have a shallow end for children as do community and motel pools, and therefore we must establish age limits for its use. Our pool rules have been promulgated to promote pool safety for our unit owners and guests; to meet the Rules and Regulations of the State of Florida and The Florida State Health Department; and to provide a quiet environment consistent with the desires of unit owners and their guests. This is a community of persons 55 years of age or older.

Since we do not have a lifeguard, it is the responsibility of each unit owner to make certain that all of his guests who use the pool are familiar with the pool rules as stated in these House Rules and posted by the pool. The following rules are currently in effect:

- A. The temperature of the pool will be maintained in accordance with policy established by the Board of Directors. No adjustment of the pool heater is permitted by any unit owner. Only the Manager will control the temperature.
- B. Only ADULT (eighteen (18) years of age and above) swimming is permitted before 10AM.
Children under three (3) are not permitted in the pool at any time.
Children over three (3) must be toilet-trained to swim in the pool. It is recommended that swim diapers be used to prevent accidents.
Children under 12 must be accompanied by an adult.

ALL CHILDREN MUST BE OUT OF THE POOL BETWEEN 5-6 PM DAILY.

- C. No diving or jumping off the edge of the pool is permitted.
- D. NO FOREIGN OBJECTS, such as floats, balls, flippers, buckets or toys are allowed in the pool. Noodles, snorkel masks, swim goggles, and foam kick boards are permitted, as are safety devices for children, such as arm bubbles and small life preservers.

- E. Non-swimming children must wear a safety device.
- F. Facilities are provided outside the beach entrance gate for showering and foot-cleaning. Sand and tar must be carefully removed from the feet when leaving the beach. Please shower before entering the pool.
- G. No swimming is allowed after 9PM. At least two (2) individuals must be present when swimming after dark at all times.
- H. Noise must always be kept at a minimum especially after 5PM.
- I. In accordance with the Palm Beach County Health Department standards, persons with a communicable disease or a skin eruption cannot use a public pool; therefore anyone with a skin infection, eye inflammation, or with an infirmity requiring bandaging shall be prohibited from using the pool
- J. No swimming after 5:30 PM on Wednesday due to the weekly social.

5. POOL PATIO AREA

The Pool Patio Area is for everyone's enjoyment and relaxation. Use it with thoughtful regard for your neighbors. Loud and boisterous behavior is not permitted.

- A. Pool furniture is for everyone's pleasure, and should not be reserved for later use. When leaving the area for a prolonged length of time, please remove all your personal belongings.
- B. Towels and swim suits should not be left to dry within the pool area.
- B. Persons with any lotion on their skin, such as suntan oil, must first cover chairs and lounges with a towel to protect them from staining.
- C. Beverages in plastic containers may be consumed in the pool area. NO FOOD is permitted except at Board-sanctioned functions. i.e.: Wednesday evening cocktail parties and Saturday-Sunday evenings when the grill may be used and eating is permitted. Grilling of food is permitted the other evenings, but all food must be taken back to your unit. Please clean the grill and turn off the gas at the tank after use. When cool, replace cover.

6. ELEVATORS

- A. If you get stuck in the elevator, push the ALARM BUTTON and use the EMERGENCY PHONE by opening the small door and push the CALL BUTTON. An operator will ask for your address and location of elevator. i.e.: North or South building.
- B. ABSOLUTELY DO NOT CALL THE ELEVATOR COMPANY DIRECTLY to report a broken elevator. REPORT IT TO THE MANAGER OR A BOARD MEMBER.
- C. No wet bathers in the elevator.
- D. Smoking is prohibited in elevators.
- D. Unit owners are responsible for contractor/deliveries who must use the elevators to transport items. The manager MUST be informed so pads for protection are in place before use. Any resulting damage will be the financial responsibility of the unit owner.

7. PARKING LOT

Please use your assigned numbered space at all times. Instruct your visitors to use the Guest spaces, not the MAINTENANCE OR RESERVED spaces, and supply them with GUEST PARKING cards, which are available next to the guest registry.

- A. Oversized vans, pickups, & SUVs will be reassigned a space along the south fence. Trucks, buses, campers and motorcycles are not permitted.
(revised 7.21.2015)
- B. Vehicles are to be parked front-end first, with the front wheels against the bumper stops and centered between the lines. Backing into parking spaces is prohibited.
- C. All vehicles leaving the Palm Worth parking lot must come to a full stop before entering A1A, as required by State Law.
- D. At the end of the season vehicles remaining here for the summer without unit owners present will be parked in a designated area along the south fence. Contact the manager for instructions.

8. DISPOSAL OF GARBAGE AND RUBBISH.

The Town of Palm Beach collects trash from the two dumpsters all year. There is a trash chute at the west end of each corridor. The sign on each door states, “No bottles, boxes, newspapers or unwrapped garbage” should be sent down the chutes. Hours for use of chutes are 8AM to 9PM.

RECYCLE all bottles, newspapers, magazines and aluminum cans and use recycle bins located under the South building on the southwest corner of the building. No plastic bags!

- A. Boxes should be broken down, folded and carried to the dumpsters. All trash must be put in plastic bags and tied. Food should go in your own sink disposal.
- B. Unit owners must instruct workmen in their employ that the dumpsters (and chutes) are not to be used to dispose of construction debris, old furniture, rugs, appliances, etc. Cement etc. should not be thrown down the sink or toilet as it clogs the drains. It is the responsibility of the unit owner to see that the contractors remove the debris from the premises. Contact the Palm Worth manager should a disposal problem arise, such as paint cans, toxic material, etc.

PLEASE DO NOT USE CHUTES AFTER 9PM:
THE USE OF CHUTES AFTER HOURS DISTURBS US ALL!

9. CAR WASH

The car wash area is for washing cars. If others are waiting please dry and polish your car in your own parking place after completing the wash. Window screens may also be washed in the car wash area.

10. LAUNDRY ROOM

Laundry times are posted in the laundry for each apartment, with one hour per week assigned to each unit. Three coin-operated washers and dryers can be used. Please use your assigned time, start ½ hour before the hour.

A sheet is available in the laundry room to exchange times or sign up for extra time.

The laundry room is not self-cleaning. Please clean the lint traps in the dryer after each use.

11. PARTY ROOM

Reservations for the exclusive use of the Party Room must be submitted to the property manager who will obtain Board of Directors approval. Damage to the facility caused by the use of the party room, as well as the clean-up of the room and kitchen is the responsibility of the shareholder. A \$100 deposit will be required which will be refunded after satisfactory inspection of the premises.

It will be the responsibility of the user to clean up the room and kitchen.

Guests under the age of 21 may not use the clubhouse unless accompanied by a resident.

12. SECURITY

- A. Locking your doors when leaving your apartment is recommended.
- B. All parked automobiles should be locked.
- C. Report any suspicious stranger or activity on Palm Worth property to the Palm Beach Police Department. Non-emergency phone number is 561-838-5454

13. STORAGE AREAS

- A. There is a storage area assigned to each apartment unit in the basement of the North building. Please store all articles inside the bins.
- B. Property is stored at the unit owner's risk.
- B. Storage of oil-based paints, thinners, lacquers, or other readily-flammable materials are absolutely prohibited.
- C. The aisles must be kept clear. Do not lean objects against the walls of the storage area.

14. GENERAL BUILDING RULES.

- A. SIGNS: Signs on windows, doors, and external walls including For Sale and For Rent signs are strictly forbidden. Please ask the Manager or a member of the Board for instructions for notification of sale or rental.
- B. Bicycles: There is a storage area for bicycles in the maintenance room. Please leave your bicycles in the BICYCLE RACK. Each bicycle must be indentified either by owner or apartment number.
- C. WALKWAYS & COMMON AREAS: Do not leave beach chairs, grocery carts, baby carriages, etc on the interior walkways. No towels or clothing may be draped on the railings or bushes to dry. Private gardens on common areas are not allowed First floor balconies with doors incorporated cannot leave anything on the grounds outside the door.
- D. FIRE ALARM SYSTEM: Fire alarm pull switches are located on each floor by the stairs and the elevator. Fire horns are located in each apartment and sound when the alarm is pulled. **DO NOT UNPLUG YOUR FIRE ALARM AS IT TRIGGERS A SYSTEM FAULT AND IT IS A FELONY TO DO SO.** There are fire sensors in the maintenance and storage areas that are sensitive to dust particles and will set off the alarm system. It is recommended that each household have at least one fire extinguisher of their own.
- E. MANAGER HOURS: October - April; 1PM-4PM Monday through Friday, and May – September; Monday Wednesday and Friday 1-4PM The Manager has specific jobs to perform for the corporation every day. However, when possible he is available to assist unit owners with unit problems, assisting with moving in or out, identifying maintenance problems, emergencies, or answering questions. Please put in writing any request for the Manager and leave in the box provided next to the maintenance door.
- F. AFTER HOUR JOBS: Contact a staff member for any work you need done. This work must be done after the staff member's regular hours and payment should be arranged directly between you and the staff member.
- G. SERVICE: Owners must arrange directly with repair and outside service contractors for inside apartment needs. It is the unit owner's responsibility that workmen are properly insured against damage to common areas and other apartments. Contractors must check in with the Manager. Manager will require licensed contractors provide proof of insurance and town permits before work can begin. See Elevator 6E.
- H. PERMITS: The Town of Palm Beach requires that a Town permit be secured for any construction work. Town permits are required for new plumbing, electrical and air conditioning work, regardless of the amount. No permit is

required for painters. The Board of Directors must approve the proposed work prior to submitting an application to the Town of Palm Beach.

- I. WORK PERIODS: No construction or repair work in apartments which causes noise is permitted before 9AM or after 5PM Monday through Saturday. No work is to be done on Sunday. MAJOR REMODELING WORK in an apartment must be started after April 30th and must be completed by October 31st. The Board has currently suspended the installation of washing machines in any unit.
- J. HURRICANE SHUTTERS: Must be rolled up by November 30th.
(Revised 11.9.17)
- K. DELIVERIES: No delivery of furniture, appliances and other large products shall be scheduled outside the hours of 9AM to 4PM during the season. No deliveries allowed on Sunday. Refer to Elevator 6E and Service 14G.
- L. SHUTTING OFF WATER: When leaving your apartment for more than one (1) week, the water must be turned off. * It is recommended that the hot water circuit breaker also be turned off. (revised 4.9.14)
- M. In addition to the monthly unit checks, Palm Worth will do a check after a hurricane to look for damage to the building and windows. If there is water intrusion on the porch, Palm Worth will clean it up at no expense to the owner. If there is water from other windows, Palm Worth will notify you and clean up at a charge to owners. (added 11.9.17)
- N. Palm Worth will shut down the fire alarm system in any storm that has sustained winds of 45mph. (added 11.9.17)
- O. In the event of a mandatory evacuation, all residents should follow instructions to evacuate and Palm Worth is in no way responsible for the safety of anyone who does not adhere. (added 11.9.17)
- P. If you leave perishables in your refrigerator/freezer and there is a power outage you will be notified. It will then be your responsibility to remedy the situation and notify the manager that it has been done. If no action has been taken after 3 days loss of power your perishables will be disposed for a fee of \$100 (added 11.9.17)

15. INSURANCE CONSIDERATIONS:

Article XIX of the By-Laws of Palm Worth, Inc. requires that the main apartment buildings and all accessory buildings be insured against damage. This master insurance plan is in effect.

Each unit owner is responsible for interior insurance of their apartment with their own condominium policy.

Palm Worth's insurance policies do not cover damage due to sewer backup, and do not cover any damage to wall coverings, ceilings, etc. inside a unit.

16. CLOSING FOR THE SEASON

1. The storage area under the East stairwell is for temporary storage of beach chairs during the season, and must be left orderly at all times. Please limit the number of chairs to two (2) per apartment.
2. All beach chairs must be stored in your basement storage cage or apartment when you leave. All chairs left under the stairs will be disposed of!!!
3. All door mats are to be put inside your unit.
4. All main water valves must be turned OFF.
5. It is recommended that the Hot Water Circuit Breaker be turned OFF.
6. Covering your toilet bowl with plastic wrap will help prevent evaporation.
7. Leave your air conditioner on. Consult your service contractor for desired settings for an empty apartment.
8. Notify management when porch window maintenance can be performed and hurricane bars can be installed.
9. All perishables removed from refrigerator/freezer. (added 11.9.17)