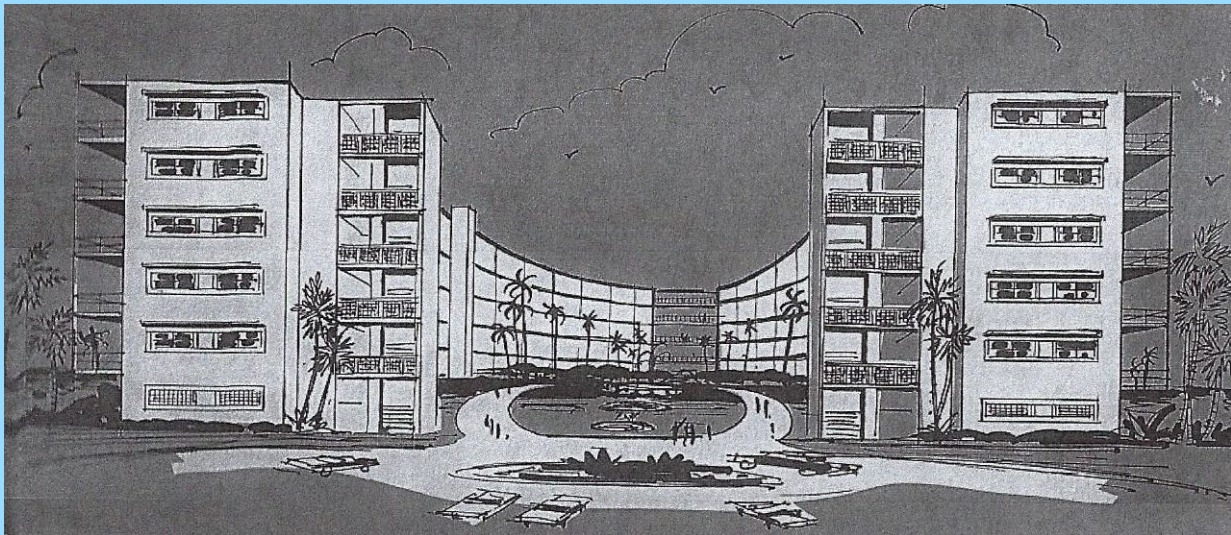




**PALM WORTH**



**HOUSE RULES**

**2025**



# PALM WORTH, INC. HOUSE RULES



Revised February 7, 2025

## 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’ peaceful enjoyment, observance of the Golden Rule, and common sense usage of common property.

From this date forward (3/3/2020), all Palm Worth Shareholders hereby consent to having their personal information (phone numbers, email addresses, home addresses) included within the Palm Worth Directory, and hereby waive any requirement that they must sign a specific authorization for each future Palm Worth Directory.

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# PALM WORTH, INC. HOUSE RULES



## 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. Disregarding 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 the 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/SHAREHOLDER: 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, located in the mail room.



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- E. VISITOR: A visitor is a day guest of a unit owner. Such visitors need not be registered in the Guest Register.
- F. 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. All tenants shall be approved in advance by the Board of Directors.

### 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 and 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:

Email. palmworth2850@gmail.com

- 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 their 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 non-family guest 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 of an apartment when the Unit owner is not in residence to non-immediate family guests is not permitted without prior Board of Directors 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 guests have read and agreed to comply with the House Rules. The House Rules should be respected by all owners and



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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 authorized adult in residence.
2. Children under the age of 18 years 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 4C, 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 their 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. Pool Hours are dawn to dusk.
- B. The temperature of the pool will be maintained in accordance with the 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.
- C. Only ADULTS, eighteen (18) years of age and above, are permitted to swim before 10AM.
- D. Children under 12 must be accompanied by an adult.
- E. No diving or jumping off pool edge is permitted.
- F. Fecal contamination of a swimming pool is a serious potential public health concern, which will result in the closing of the pool until certain steps are taken and the pool is certified safe for use. Therefore, any incontinent person, including infants who are not reliably potty trained but no longer needing diapers, must wear an approved, waterproof,



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swim diaper. Anyone observing fecal matter in the pool must report this to a Board member or the Manager immediately.

- G. 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.
- H. Non-swimming children must wear a safety device.
- I. 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.
- J. In accordance with the Palm Beach County Health Department standards, people 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.

## 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 cannot be reserved for later use. When leaving the area for a prolonged length of time, please remove all your personal belongings. Close umbrellas after each use.
- B. Towels and swimsuits should not be left to dry within the pool area.
- C. People with any lotion on their skin, such as suntan oil, must first cover chairs and lounges with a towel to protect them from staining.
- D. NO GLASS containers are permitted in the pool area. Beverages in plastic containers only are permitted and may be consumed in the pool area.
- E. NO FOOD is permitted in the pool area except on Wednesday, Saturday and Sunday evenings when the grill may be used and eating is permitted in the pool area. Grilling of food is permitted the other evenings, but all food must be taken back to your unit to be consumed. Please clean the grill and turn off the gas at the tank after use. When it is cool, replace the cover. Please clean-up i.e. wipe off the tables, remove and dispose of food and containers appropriately.
- F. Noise must always be kept to a minimum, especially after 9 pm.



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G. The pool deck closes daily at 10:00 PM (revised 3.3.20)

## 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 malfunctioning elevator. REPORT IT TO THE MANAGER OR A BOARD MEMBER.
- C. No wet bathers in the elevator.
- D. Smoking is prohibited in elevators.
- E. 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. A \$300 security deposit is required for unit renovations.

## 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 close to 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.

## 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, cardboard, newspapers, magazines and aluminum cans and use recycle bins located under the South building on the southwest corner of the building.

**NO PLASTIC BAGS ALLOWED IN RECYCLE BINS**



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- A. Boxes must be broken down, folded and carried to the recycling bins. All trash must be put in plastic bags and tied. Please do not put loose articles into the trash chutes or the dumpsters.
- 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 assigned times and Guidelines are posted in the laundry room. Each unit is assigned 1 1/2 hours per week. If you are using another unit owner/shareholder's assigned time make sure they or their guests are not here on the premises!

You **MUST** sign up if you are using another shareholder's time (this includes friend's or relative's assigned times). Be sure to check all sign-up sheets in the laundry room on the clipboard. Fill out sign-up sheets completely: Name, Unit #, Date. Please circle the day of the week, a.m./p.m. and check the free or taken box.

Sign-up sheets should only be removed by the laundry team.

Please clean the lint traps in the dryer and wipe out washers 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 the 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 age 21 may not use the clubhouse unless accompanied by a resident.



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## 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.
- C. Storage of oil-based paints, thinners, lacquers, or other readily flammable materials are absolutely prohibited.
- D. 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 actively used bicycles in the maintenance room. Please leave your bicycles in the BICYCLE RACK. Each bicycle must be clearly identified by unit number or owner's name. Please make this information large enough to be easily found and read, such as a baggage tag, return address labels are too small, easy to miss, and decay over time. In the off season, if you are not in residence, please remove your bike and consider storing in your apartment (where it will be better protected from damage such as from salt). In the off season, the manager will check bikes in the bike rack and maintenance room. If the owners are not in residence, an email will be sent to the owners advising them that if the bike is not moved by a specified date, it will be removed at the managers discretion to either be donated, or to a junk yard. Any cost involved will be the responsibility of the owner. Other large items should be stored within units or in designated unit storage areas.
- 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 in common areas are not allowed. First floor



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balconies with doors incorporated cannot leave anything on the grounds outside the door including hoses. (revised 1.21.22)

- D. FIRE ALARM SYSTEM: Fire alarm pull switches are located on each floor by the stairs and the elevator. In addition, there are two fire extinguisher boxes located on each floor. Horns are located in each apartment and sound when the alarm is pulled. DO NOT UNPLUG OR TAMPER WITH 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. Any fees associated with the removal of wall horns will be the financial responsibility of the shareholder. (added 1.21.22)
- E. MANAGER HOURS: October - April; 11AM-4PM Monday through Friday, and May - September; Monday Wednesday and Friday 11AM-4PM. The Manager has specific jobs to perform for the corporation every day. When possible, the property manager is available to assist unit owners with unit problems, 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. Any services done during off season while unit owner is not in residence, must be scheduled by unit owner during staffed hours, manager must be notified in order to let contractor into your unit. (added 1.21.22)
- 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, such as plumbing leaks and AC servicing. It is the unit owner's responsibility that workmen are properly insured against damage to common areas and other apartments. Any contractor working on Palm Worth property must provide Certificate of Insurance naming Palm Worth, Inc. as an additional loss payee and Waiver of Subrogation. Please advise the office if you expect to have a contractor on site. Any services done during off season while shareholders are not in residence, must be scheduled by shareholder during staffed hours. Manager must be notified in order to let contractor your unit. See 6E ELEVATOR.
- H. REMODELING OR IMPROVEMENTS TO UNITS: All work involving remodeling, including demolition, require prior Board approval and will most likely require a permit from the city. No construction or repair work in unit which causes noise is permitted before 9AM or after 5PM Monday through Saturday. No work is to be done on Sunday. Major remodeling in a unit must be started after April 30<sup>th</sup> and must be completed by October 31. Major remodeling work includes most work which requires a permit and/or work which causes noise discernible outside of the unit. Please refer to construction



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guidelines and Article 20 of the Palm Worth bylaws provided on the Palm Worth website or consult the property manager for questions.

- I. PERMITS: The Town of Palm Beach requires that a town permit be secured for any construction work including demolition, electrical panels, major HVAC work such as replacement of the air conditioner unit, new plumbing, mechanical and structural changes, or door and window replacement. No permit is required for painting, wallpaper, or carpet installation. The Board of Directors must approve the proposed work prior to submitting an application to the Town of Palm Beach. Please refer to construction guidelines provided on the Palm Worth website or consult with the Property Manager or a Board member.
- J. The Board has suspended approval of the following based on recommendations of relevant professionals:
  - 1. New installation of washer/dryer units. Existing machines may be replaced as needed.
  - 2. Removal of sliding glass doors.
  - 3. Installation of instant on, on demand or tankless hot water heaters. Existing ones may be replaced as needed.
- K. HURRICANE SHUTTERS: Must be rolled up by November 30th. (Revised 11.9.17)
- L. 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 6E ELEVATORS and 14G SERVICE. To receive packages sent to your unit, you must be in residence to avoid packages sitting in walkways. (added 1.21.22)
- M. 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)
- N. UNIT ACCESS: In accordance with the Bylaws of Palm Worth Inc, section 21.1, (Right of Access to Units) **Shareholders are required to provide a key to their leased unit to be stored on Palm Worth Property in a lock box in a secure location.** This requirement is necessary to facilitate access to units at any time for inspection, maintenance, or security concerns, and to identify, mitigate or repair damage to units on Palm Worth property, which includes, but is not limited to, a major weather event such as a hurricane or an emergency such as a fire or flooding. In addition, **Unit checks are required and will be conducted by Palm Worth once a month during the months of May to October.** If there is damage to a unit, the Palm Worth will notify the shareholder, and any unit repairs or cleanup will be charged to unit owners.



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If you require additional unit inspections, you must contact management and arrange at your expense. (added 1.21.22).

- O. The Palm Worth will shut down the fire alarm system in any storm that has a forecast of sustained winds of 45mph or greater. (added 11.9.17)
- P. 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)
- Q. If there is a significant power outage lasting more than 24 hours, unit checks will be conducted, and unit shareholders will be notified if they have left perishables in their refrigerator. It will then be the shareholder's responsibility to remedy the situation and notify the manager that it has been done. If no action has been taken within 3 days after a loss of power the shareholder's perishables will be removed and disposed of 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.

- A. Each unit owner is responsible for interior insurance of their apartment with their own condominium policy.
- B. Palm Worth's insurance policies do not cover damage due to sewer backup and does not cover any damages to unit interior improvements, furnishings or personal items in the unit.

## 16. CLOSING FOR THE SEASON

- A. 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. Chairs need to be labeled with unit number.
- B. 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.
- C. All door mats are to be put inside your unit.
- D. All main water valves must be turned OFF.



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- E. Hot water heaters must be turned off when water is turned off. It is recommended that the Hot Water Circuit Breaker be turned OFF.
- F. Covering your toilet bowl with plastic wrap will help prevent evaporation.
- G. Leave your air conditioner on. Consult your service contractor for desired settings for an empty apartment. Maintenance appointments must be scheduled during staffed hours if you are not in residence. (added 1.21.22)
- H. All window care and expense is now the responsibility of the unit shareholders. When leaving for the season, make sure the windows are closed, locked, and hurricane bars have been applied to windows that require them. Details on proper care and maintenance are available from the Window Committee.
- I. All perishables must be removed from the refrigerator/freezer and cabinets. If you leave perishables in your refrigerator/freezer or cabinets and there is a significant power outage lasting more than 24 hours, unit checks will be conducted, and unit shareholders will be notified if they have left perishables in their refrigerator. It will then be the shareholder's responsibility to remedy the situation and notify the manager that it has been done. If no action has been taken within 3 days after a loss of power the shareholder's perishables will be removed and disposed of for a fee of \$100. (added 11.9.17).