

RULES AND REGULATIONS
CAMBRIDGE E CONDOMINIUM ASSOCIATION

Purpose

Although common sense and mutual respect are essential while living in any condominium community, specific Rules and Regulations need to be followed as well in order to achieve harmony in Cambridge E. Included: in this document are:

Car Washing
Catwalk Use
Change of Ownership
Fines
Fire Alarm System
Doors and Windows
Front Door Replacement
Garbage
Generator/BBQ
Guest Parking
Homeowner Insurance
Keys
Laundry Rooms
Long Term Absence
Moving in or out of the Building / Delivery of Large Items
Renovations / Alterations
Smoking
Storage Rooms
Water Heater (Tankless)
Occupants

GENERAL RULES

All occupants must adhere to the Declaration, By-Laws and any Amendments, Rules and Regulations (referred to herein as the “Documents”) of both Cambridge E Condominium Association Inc., as well as Century Village East.

1. **Car Washing**

You are permitted to wash your car ONLY using a bucket of water. The City of Deerfield Beach does not permit washing your car using water from the garden hoses.

2. **Catwalk / Railings**

Nothing should ever be put on the railing or left on the catwalk.

No work should ever be done on the catwalk due to the possibility of damaging it.

3. **Change of Ownership**

In all cases involving any change of ownership of your unit, the Unit Owner must inform the Board of Directors as soon as possible, as well as notifying the Management Company.

4. **Door and Windows.**

As defined in our Documents: The front door is the property of the owner; while the doorframe is the property of the building; the front, rear (back porch) and side windows are the property of the owner. In addition, the Unit Owners that are at both ends (north and south) of the building are also responsible for having well-maintained caulking around all side windows. In all cases, if you want to make any modifications to your doors or windows, you must submit the changes to the Board of Directors for approval. The door / windows must respect the actual style in order to keep visual harmony throughout the building. In the case of new doors / windows, a City Permit is required and must be posted in your front window.

The Association may reimburse owner up to \$300.00 for a doorframe when the doorframe is replaced. The Board will consider each request **after proof of significant damage** to the doorframe is submitted to the Board of Directors and verified by a member of the Board. Significant damage includes rotted wood, termites, etc.; AND

The door is being replaced by a new one and a permit has been obtained from the City of Deerfield Beach.

5. **Fines**

Florida Statute 718.303 allows the Board of Directors to levy reasonable fines for the failure of the Unit Owner, Occupant, Renter, or Invitee to comply with any provision of the Declaration, Association By-Laws or Rules and Regulations. Any infraction will come before the Grievance Committee.

A fine may not become a lien against a unit. The Board of Directors will follow the procedures of Article 7.7, FINES from the By-Laws.

6. Fire Alarm System

NEVER TOUCH HEAT DETECTOR OR WAILER

Every apartment in our building is equipped with a fire alarm system (heat detector and wailer) connected to and monitored by a central monitoring station.

THIS SENSOR IS EXTREMELY SENSITIVE EVERYTHING, INCLUDING DUST. ANY TAMPERING OR OTHER ACTION THAT RESULTS A FALSE ALARM (HAVING THE FIRE DEPARTMENT AND / OR THE ALARM COMPANY COMING TO THE BUILDING) WILL BE AT THE OWNER'S EXPENSE.

Upon request, the Board can give you a copy of the UL Certificate that you can submit to your homeowner's insurance company that may entitle you to a discount on your insurance broker.

7. Garbage

Bulk Items too large for the dumpster (appliances, furniture, etc.) should be placed on the grass outside the dumpster room ON TUESDAY NIGHT ONLY for pick up on Wednesday morning by Deerfield Beach Waste Management.

Televisions: YOU MUST CALL the City in advance for instructions on special pick-up 954.480.4391.

Recycling collection is currently SUSPENDED by the City.

8. Trash Chute:

PLEASE use heavy duty TRASH bags since they are more resistant. Larger items that do not fit through the garbage chute door should be placed directly into the dumpster in the first floor Garbage Room.

9. Generator / BBQ

According to the City of Deerfield Beach, you are not allowed to have a generator or BBQ in your apartment. Cambridge E bylaws do **not** allow the use of barbecues in common areas.

10. Guest Parking

If you have a guest that is parking overnight, please put a note on the dashboard with your apartment number. Any unidentified vehicles risk being towed away at the owner's expense.

11. Insurance

Although it is not mandatory by a Florida statute, the Board of Directors highly recommends that you purchase homeowners' insurance on your apartment in order to protect your property and liability. If anything such as a water leak in your apartment causes damage to any other units you or your insurance company will be held financially responsible for that damage.

Also, if requested, the Board can give you an alarm certificate (UL Certificate), which may result in a discount of this insurance.

12. Keys

You are required to give the Board of Directors a copy of your front door key(s).

13. Laundry Rooms

-Do not wash items such as: rugs, drapes, spreads, etc. in the washing machines.

- Laundry room doors are to be kept closed when the room is not being used.
- After using the dryer, please remove lint from the lint filter.

NEVER hang items on the railing to dry.

14. Long Term Absence

If you leave for more than three (3) days, please close your main water valve located in line with your Unit in the back of the building.

In addition, please shut off the circuit breaker for your water heater. Your A/C and humidistat, if you have one, should remain on during your absence, set to 78 degrees F to avoid mold.

If you are leaving for more than one (1) month, you **MUST** have a « House Sitter » and you must give the information (name and phone number) to the Board of Directors before you leave.

15. Moving in or out of the building – Delivery of Large Items

A refundable security deposit of \$500.00 is required when a Unit Owner is moving in or out of the building or is having any large item delivered. The Unit Owner is responsible for the entire cost of any damage done to the building or the elevator during delivery.

Also, the Building has elevator pads, which **MUST** be used if large items will be transported to upper floors. All Board Members have access to the pads.

16. Renovations / Alterations

Unit Owners may not make any material change to their Unit without prior notification to the Board of Directors and must comply with the City and County Ordinances. For ANY renovations that you will do to your Unit, the Unit Owner must advise the Board of Directors of the work before work begins and must complete the following forms: Architectural Modification Application Form; Architectural Modification Checklist.

In **ALMOST ALL** instances, a City Permit is necessary ex: plumbing, water heater, electrical, structural changes, etc. and must be posted in your front window.

A refundable security deposit of \$500.00 is required at the time of advising the Board of Directors of any Renovations / Alterations. For more details, please consult the website of the City of Deerfield Beach, Fl. Web site: www.deerfield-beach.com; Phone number: 954.480.4200

Handymen and workers must remove all items discarded after alterations from the building. No items are to be thrown over the catwalks or to be left on any part of the Association property.

17. Smoking. There is no smoking allowed in the elevators. In addition, you should not put out any cigarettes or cigars on the ground or throw cigarette butts over the railing.

18. Storage Room

You are allowed to place items in YOUR personal locker ONLY. ONLY bicycles are allowed to be placed outside your personal locker area and must have the Owner's unit number on it for identification. Items other than bicycles outside your locker are subject to being discarded with out notice.

Please note that the Association is not responsible for damage, or theft of any items placed in the storage areas.

19. Water Heater (Tankless)

Tankless Water Heater **ARE NOT PERMITTED** in our Building since our main electrical system is not built to withstand the power needed by these units and could cause serious damage (even fire) to our electrical main circuit box and /or wiring.

In all cases, a City Permit is required.

20. Occupant

The following texts are extracts of our Bylaws:

A- 12.1(x) APPROVALS OF OCCUPANTS:

All persons wishing to reside in a Unit in the Association must submit an application for occupancy to the Association, which includes, but is not limited to, an inquiry into the applicant's credit history and criminal history, pay the non-refundable application fee as required by the Association, and meet the following minimum standards in order to be approved to reside in the Unit by the board of directors. Good cause for disapproval may include, but is not limited to the following:

- (i). Conviction of a misdemeanor crime for violence against persons or property within the past five (5) years.
- (ii). Conviction of a felony crime for violence against persons or property within the past ten (10) years.
- (iii). Conviction of a felony or misdemeanor crime for any sexual crimes, including but not limited to prostitution, or child pornography, within the past ten (10) years.
- (iv). Lack of proof of sufficient annual income which is more than three (3) times the combined total of the annual regular assessments, including assessments due to any master and recreation associations, and annual mortgage payments, if any.
- (v). A credit risk score less than seven hundred (700).
- (vi). The application, on its face, indicates that approval would create a violation of the Association's Declaration, Articles of Incorporation, Bylaws, Rules and Regulations, or Florida law. By way of example, without limitation, failure to identify all proposed occupants or an intent to lease the Unit; an intention to bring a prohibited pet into the Unit; an intent to store multiple vehicles or a motorcycle on the premises; failure to provide complete and accurate responses on the application form; or other prohibit uses.
- (vii). Failure to include required fees or deposits with the application form.
- (viii). Premature occupancy of the Unit, i.e., occupancy without prior approval of the Association.
- (ix). Failure to pay a deposit in the amount of \$1,000.00 or an amount equal to one month of rent, whichever is less, to be held for the term of the lease to the Association for damage to the common elements.
- (x). A copy of the written lease was not given to the Association prior to occupying the Unit.

B- 12.1(y) UNAPPROVED OCCUPANTS AND GUESTS:

A "guest" shall be defined as anyone visiting either an owner or tenant for a period that does not exceed thirty days within a calendar year. Any person who occupies a unit in excess of 30 days within a calendar year without prior written approval of the Association shall be deemed an unapproved occupant residing in the unit. No person may occupy a unit without the unit owner or tenant present simultaneously in such unit for more than thirty (30) days in any calendar year.

21. Occupancy

General Section

- No walking pets are allowed except service animals with appropriate written approval.
- The Unit Owner is responsible for any damages and/or any legal costs involving any occupants in their apartment.
- The Unit Owner is responsible to verify with the C.V.E. I.D. Office the rules that are in force in order to get guest passes and to make the necessary arrangements.
- Each request to the Board, done within a reasonable delay, to occupy a Unit will be dealt with on an individual basis. Final approval of any occupancy will be at the sole discretion of the Cambridge E Board of Directors. If something goes wrong with the occupants, the Board will not approve any additional stay.
- Children under the age of 18 must be accompanied by an adult and are permitted to stay for only a maximum of two (2) consecutive weeks or a total of thirty (30) days within twelve (12) months period.
- No additional guest can occupy a Unit without the authorized occupant being present.
- In no case will keys be made available to guest by the Association. Keys maintained by the Association are for emergency use only and for such other use as allowed by the Documents.
- Guests shall be made aware by the Unit Owner of the Rules and Regulations. The Guests must observe them while in residence in Cambridge E.

To prevent serious water damage: If you leave your unit for more than three (3) days, you must shut off your water main and you must ask someone to check your unit. Do not forget to close your water heater's electric breaker.

While the Unit Owner is In Residence:

Occupancy by IMMEDIATE FAMILY, GUESTS AND INVITEES is allowed and the Unit Owner shall inform the Board of Directors who are the occupants and the duration of their stay.

The Unit Owner shall be responsible for the occupants and to make any arrangements to get the necessary I.D. pass.

For any reasons, if the Unit Owner goes away, the rules while the Unit Owner is Not in Residence will apply.

While the Unit Owner is Not in Residence:

A: Immediate Family

Occupancy by IMMEDIATE FAMILY ONLY is allowed. The maximum consecutive period is limited to thirty (30) days with the Board of Directors prior approval. The IMMEDIATE FAMILY is defined as: children, grandchildren, mother, father, brother, sister and brother-in-law and sister-in-law.

B: Other Guests

Occupancy of Guests is limited to fourteen (14) days **after the Unit Owner gets approval** from the Board of Directors.

In order to get the Board's approval, please give the following information in writing to the Board of Directors of Cambridge E Association at least thirty (30) days prior to the date of occupancy by

the guests. The information required must include: Name of all occupants; Relationship with the Unit Owners; Date of Arrival and Departure.

C: Permanent Resident - Occupant

A person who lives in the unit on a full-time basis and is not an Owner is considered an Occupant or permanent resident. This person must go to the same approval process as an owner/renter. An application must be submitted to Seacrest with the appropriate money order and a credit check and criminal check will be conducted. **All permanent residents are subject to the Board of Directors approval.**

22. Renting a Unit

Article 12.1(b) of the DECLARATION OF CONDOMINIUM: reads as follows:

.... Leasing of UNITS as a regular practice or business, investment, speculative or other such purposes **is prohibited**, except that the BOARD may approve such leasing in special situation, to avoid undue hardship or difficulties, in the event of total compliance with all conditions of Article 12.

- Each request to rent will be dealt with on an individual basis. Final approval of a rental will be at the sole discretion the Board of Directors of Cambridge E.
- The Board of Directors, prior to approval, must interview all renters.
- A credit score of a minimum 700 points is required.
- The renter must go through the same screening process as a Buyer and permanent Occupant.
- A false declaration or falsification of any document, intentionally or otherwise, shall eliminate the leasing permission to the unit owner(s) for a period of two (2) years.
- The owner shall make a refundable security deposit equal to one month's rent of the term of the lease, subject to a maximum of \$1000.00 payable by the owner upon the approval of the lease by the Board of Directors.
- All renters must be 55 or older. All occupants must adhere to all the Documents and Regulations of Cambridge E Association as well as Century Village East (CVE).
- The maximum allowable occupancy is no more than three (3) individuals in a one (1) bedroom unit and four (4) individuals in a two (2) bedroom unit.
- Any person occupying a unit for 14 consecutive days or more than thirty (30) days within a twelve (12) month period shall be considered a renter and subject to all the above rules and regulations.
- Children under the age of eighteen (18) are permitted for only a maximum of two (2) consecutive weeks or a total of no more than thirty (30) days within a twelve (12) month period.
- No guest can occupy a unit without the renter being present.
- The unit owner or renter is responsible to secure any of the necessary I.D.s for Century Village East (CVE).
- The unit owner is responsible for any damages and/or any legal costs involving their renters/occupants.
- The Board of Directors reserves the right to deny permission to rent or to terminate a lease if any of the above conditions are not met or if the unit is not maintained in an acceptable manner.