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## Overview

2015 will mark the 50<sup>th</sup> anniversary of the opening of the “The Ocean Towers” luxury apartment buildings. Original owners were three prominent businessmen from Atlanta: Charles Woodall (real estate), Rhodes Purdue (furniture), and George Chase (advertising). The type of construction was concrete block with concrete floor and roof slabs. Mrs. Margaret George, a former chief of décor for an Atlanta furniture chain, was the first Resident Manager. She supervised the “A” building (North) and her sister managed the “B” building (South). Later, a restaurant managed by Chef D’Andrea, was added.

The Ocean Towers had both permanent residents and seasonal rental guests. Prominent residents included Mrs. Horace Dodge (Detroit), Senator and Mrs. Jacob Javits (New York), Cary Grant (a guest of resident Frank Pomerantz), and Art Rooney, Sr., founder and president of the Pittsburgh Steelers—to name a few.

In 1979-80 the buildings were converted to condominiums by a developer, the Daon Corporation, creating 65 units in the North Building, 42 units in the South Building, 15 covered parking spaces and 10 cabanas.



The Declaration of Condominium, prepared by the developer in 1979, specifies details of the conversion. Among other things, it defines the percentage ownership of common elements for every unit. This figure is used to calculate each owner’s maintenance fee. Bylaws were prepared by the developer, detailing operating procedures. The first set of Rules and Regulations was adopted by the first Board of Directors in 1981.

In its 33 years of operation as a condominium, Ocean Towers has had only one General Manager, Diane Cunningham.

### **Presidents of the Condominium Association:**

Thomas Bohan, 1980-1992

Alan Scovell, 1993-1994

Michael Finch, 1994-2003

Harry Hartley, 2004-2007; 2008-2013

Lee Anne Mueller, 2007-2008

R. Douglas Hulse, 2013-



# Rules and Regulations

*Effective April 1, 2014*

## GOVERNANCE

The Condominium Association of Ocean Towers, Inc. was formed in 1979 pursuant to the provisions of Chapter 718 (known as the Condominium Act) of the Florida Statutes.

The Rules and Regulations of Ocean Towers are guided by the following documents:

- (1) The Condominium Act. It defines the powers and duties of the Condominium Association and includes new laws passed by the Florida legislature.
- (2) The Declaration of Condominium, prepared by the developer of the property (Daon Corporation) in 1979. It is a prospectus describing specific property elements (each condo unit, public space, and the surrounding property).
- (3) The Bylaws of Ocean Towers. Originally prepared by the developer in 1979, it describes operating procedures.
- (4) Earlier versions of the Rules and Regulations. The first set was developed by the Board of Directors in 1981 and has been revised on six occasions (1983, 1986, 1990, 1993, 1996, and 2004) prior to the present (2014) revision.
- (5) To pass an Amendment to the condominium governance documents proposed by the Board of Directors, a minimum of 75% of all owners in the Association must give written approval by way of a limited proxy vote.

The Florida Condominium Act and other related statutes supersede our documents if there is a discrepancy. In order to retain the initial intent of the Association, our documents have rarely been significantly amended.



## INTRODUCTION

These Rules and Regulations are approved and periodically revised by the Board of Directors and serve as a supplement to the Declaration of Condominium and the Bylaws of Ocean Towers. They concern matters that affect the security, comfort and general well-being of the owners and residents of Ocean Towers.

Unit owners are responsible for compliance with the Rules and Regulations, which apply to all unit owners, their families and guests, as well as any lessee of a unit and his or her family and guests.

A copy of these Rules and Regulations should be kept in each unit of Ocean Towers for reference. Owners are responsible for making their lessees, guests, family members and employees aware of these Rules and Regulations.

All official notices of the Association shall bear the signature of the President or Secretary of the Association. Such notices shall be mailed to each owner at the address on file. No other owners or residents shall make or permit to be made any written, typed, or printed notice that purports to be an official notice of the Association.

All official notices and announcements of meetings will be posted in the lobby of each building.



## ADMINISTRATION

The Ocean Towers Condominium **Association** (“Association”) is made up owners of the 107 units.

The **Board of Directors** (“Board”) is elected annually by the members of the Association at the Annual Meeting in February of each year. The Board consists of three owners from the North Building, three owners from the South Building, and one at-large member.

The Board may adopt or amend previously adopted rules and regulations governing the operation, use, maintenance, and controls of common elements of the Condominium, and any facilities or services made available to unit owners.

The **Manager** serves as the Association’s chief administrative officer. The Board has the responsibility of hiring, evaluating, and compensating the Manager.

The Manager holds a Community Association Manager license, a real estate license, and is a licensed notary from the state of Florida and is responsible for the administration of the condominium including, but not limited to, human resources, financial management, facilities management, meeting preparation, owner communications, legal compliance, liaison with town, county and state agencies, strategic and long-range planning, routine correspondence and notices, security, new owner interviews, and crisis management.

The Manager carries out the policies of the Board, which include enforcement of the Rules and Regulations.

The Manager’s office is open for conducting business Monday through Friday. Telephone is 561-833-5588, fax is 561-655-5070, and email is [otcondo@aol.com](mailto:otcondo@aol.com). The Manager is on call for emergencies, and work hours vary with seasonal and situational requirements.

The Manager keeps a record of owners’ emergency contact information. Please update that information whenever it changes.



## EMPLOYEES

The Ocean Towers **employees** are responsible for cleaning, maintaining, and securing the grounds and common areas of the property. Team effort is stressed and has proven effective in maintaining a first class operation.

The Manager supervises all employees and should be informed directly regarding any matters concerning them. Residents must not give orders to nor reprimand any employee.

Employees are not permitted to perform personal or private services or leave the premises on errands for residents during regular duty hours unless specifically authorized to do so by the Manager. Arrangements for personal work by an employee must be made through the Manager’s office. Employees must notify the Manager if they are on the premises after hours, stating their location and their reason for being there.

Current and former employees are not permitted to use the facilities unless specifically approved by the Manager or the Board. No relatives of owners will be considered for employment, and employees whose family members purchase a unit at Ocean Towers can no longer be employed due to the obvious conflict of interest.



## **OWNERS, LESSEES AND RESIDENTS**

An **Owner** of a unit or units is the signer of the deed for said unit(s). He or she has one vote per unit for election of Board members, or any other business requiring a ballot.

A **lessee** is the signer of a lease agreement.

A **resident** refers to anyone (owner, lessee, or family member) living in a unit.

## **FINANCES**

Maintenance fees are due the first of each month and are delinquent after the tenth of the month. A letter stating the monthly maintenance fee is sent out for the coming year. Owners who are more than two months delinquent will be subject to lien enforcement and all costs associated therewith, including but not limited to, attorney fees and court costs. After proper notice, delinquent owners will not be allowed access to common facilities. Interest on any unpaid balance may be incurred after the tenth of the month. Statements are not mailed out. Owners may opt to pay in advance or by scheduled payments from their bank.

The Association maintains a reserve fund for roofing, paving and painting expenses as well as a separate fund for emergencies. This policy is subject to a vote of the owners each year. Repairs, renovations or other unanticipated expenses must be funded through special assessments voted on by the Board when deemed necessary.



## **SECURITY**

Our security system includes 24 hour doorman service and surveillance cameras covering entrances to the North and South Buildings, the pool area, beachfront, and parking areas.

All common area doors, stairwell exterior doors, and gates to and from the pool and beach areas must remain closed and locked at all times. Residents may exit the North Building via the stairwell exterior doors but are urged to use the elevators instead. Residents are not allowed to enter the North Building via the stairwell exterior doors unless there is an extraordinary reason, and only with permission of the Manager. All interior corridor stairwell doors must be closed at all times to comply with the fire code.

All residents must carry their common area key every time they exit the building.

Common area keys are not to be provided to non-residents.

No solicitors are permitted on the premises. However, process servers cannot be barred from knocking on your door.

All visitors must check in at the reception desk and be announced by the doorman. No service personnel or guests will be allowed entry to a unit when the resident is absent unless permission is given by the resident to the doorman or the Manager.

Any suspicious person or incident should be reported immediately to the Manager or doorman.

Residents should close and lock all windows and doors when leaving their unit. This will prevent unauthorized entry and prevent water damage to the unit or those beneath it in the event of a sudden storm.

State law requires that the Manager be provided with a key to every apartment, for use in case of emergency. No resident may alter his



or her unit door(s) or install new or additional locks unless their keys are delivered to the Manager or doorman. Owners not leaving keys will be responsible for any damage to their locks or doors should emergency entrance be required.

Highly sensitive smoke alarms are installed in the North Building corridors. Once the alarm is triggered, the Palm Beach Fire Department is automatically notified. In order not to set off these alarms inappropriately, no smoking is permitted in the corridors or any other common space.

Residents of the North Building should keep kitchen doors fully closed while cooking; if there is smoke in the kitchen, it should be vented by opening the door to the balcony and outside windows.

Only authorized personnel are allowed to touch the controls for the elevators, sprinkler system, common area heating, cooling and lighting systems, electric meters and swimming pool heaters.

In the event of an approaching hurricane or storm, the staff will make every effort to secure the property. If a mandatory evacuation is announced, staff and residents will need to leave the area. Before leaving, the staff will install the final lobby shutters. The emergency generator and elevators will be shut down in order to conserve gas and protect the elevators from flooding.

Refusing to leave after an evacuation order jeopardizes personal safety and the structural integrity of the buildings. Police require that any remaining resident be identified.

After a storm, power could be out for days or even weeks and access to Palm Beach may be limited. The Manager will contact each owner as soon as any damage has been assessed. Unit owners are urged to designate a firm or individual to care for their unit if it is damaged. Please provide the manager with the name and contact information for that firm or individual.



## **SAFETY**

Small children are not permitted on the balconies at any time without constant adult supervision. The 10-inch gap between the base wall and the railing of the balconies in the North and South Buildings may be large enough for a small child to squeeze through.

Upon hearing the fire alarm sound, all residents should proceed promptly to the nearest fire exit. Do not attempt to use the elevators. In the North Building, fire exits are located at the east and west ends of the corridors on each floor. 7<sup>th</sup> floor residents must access the east and west fire exits from the north balcony. In the South Building, fire exits are located at the east and west ends of the catwalks, and in the middle of the building.

Fire extinguishers and pull stations are easily accessible on all floors of both buildings. Residents should familiarize themselves with their locations.

A first aid kit is located in cabana #1 off the pool area.

AEDs (automatic external defibrillators) are located in the North and South Building lobbies as well as on the 7<sup>th</sup> floor elevator landing in the North Building.

The Palm Beach Fire Department offers annual CPR and AED classes at Ocean Towers at no cost.

## **GENERAL RULES**

Each unit owner is responsible for the use of his or her unit and will be accountable for any activities in his unit that interfere with the rights, comfort, or convenience of other residents. He or she will also be accountable for such activities by lessees, guests, and family in common areas of Ocean Towers that interfere with the rights, comfort, and convenience of other residents.



No unlawful or offensive use of the Ocean Towers property, including the individually-owned units, will be allowed.

Hazardous materials, explosives, illegal substances and any other articles considered dangerous to health and safety are prohibited on the premises.

Musical instruments, radio, TV, and sound systems should always be at a volume that will not disturb other residents. Loud talking, singing or other noise in units, corridors, walkways, balconies, the parking lot and other areas of the property are prohibited. This is especially important from 10 p.m. to 8 a.m. when others may be sleeping. Avoid slamming or banging of doors, excessive drawing of water, use of dishwashers and other similar activities, especially during the night.

The owner is responsible for the wall coverings, ceiling coverings, built-ins and floor coverings in his or her unit and for the floor covering of his balcony. The owner is also responsible for all appliances, air conditioning equipment and component parts, hot water heater, garbage disposal, light fixtures, doors, windows, and shutters.

Corridors, walkways, stairwells and trash rooms are to be kept clear. Grocery carts, bottles, umbrellas, trash, shoes and boots should never be left in corridors. No doormats are allowed in the North Building corridors or the South Building catwalks, with the exception of the South Building ground floor.

No personal furniture or articles of any kind shall be placed on common area property.

Common areas (sidewalks, entrances, passages, elevators, stairwells, corridors, lobbies, etc.) shall not be used for any purpose other than obviously intended.



Grocery carts must be returned to their designated area off the lobby after use. They are never allowed to be kept in a unit or left unattended in corridors or elevators.

Unit doors may not be altered. When repaired or repainted, they must remain in the original style. No signs, advertisements or notices may be exhibited, inscribed, painted or affixed to doors.

Cooking odors that escape the kitchen can be offensive to others. Keep kitchen doors tightly closed and use discretion when preparing onions, garlic, fish and similar foods.

No owner may install any plumbing, wiring, or air conditioning equipment without the approval of the Manager or the Board.

Violations of these Rules and Regulations can lead to legal action by the Board, and the Association shall be entitled to recover all court costs, attorney fees, etc. that may be incurred.

## **GUESTS AND VISITORS**

The unit is intended to be a personal residence. It is not to be used as a hotel, motel or place of business.

Occupancy of units is restricted to residents. One bedroom units are limited to two permanent residents; two bedroom units are limited to four permanent residents; and three bedroom units are limited to six permanent residents.

Should guests who are using units during the owner's absence stay more than 15 days, they will be considered leasing the unit, with or without monetary exchange. All provisions outlined in the section "Leasing of Units" are applicable.

Guests, visitors, live-in domestic employees, and other persons other than owners and lessees, may not have overnight guests.



All domestic employees must comply with all the condominium Rules and Regulations. Privately-hired employees are not permitted to use the common areas or facilities unless specifically permitted to do so by the Manager or the Board.

If an owner is absent and wishes to make the unit available to guests, the Manager or doorman must be notified prior to the guests' arrival. All guests must check in with the Manager or doorman.

Owners not in residence may make their unit available to guests, but no more than four times per calendar year. Under no circumstances can units be used as business promotions. Cell phone numbers of guests must be given to the doorman if there is no landline in the unit.

Guests of owners or lessees who are not in residence may not use the facilities unless they are overnight guests.

## **INSURANCE**

All owners are expected to cover their furnishings and personal belongings as well as ceiling, floor and wall coverings, with sufficient insurance protection against fire, theft, flood, breakage, etc. This coverage should be extended to include comprehensive liability to cover any accidents within their unit. Ask your insurance agent about a loss assessment clause and alterations and additions coverage.



## **WINDOWS, SHUTTERS AND BALCONIES**

As stated under SAFETY (page 11), small children are never permitted on balconies without constant adult supervision.

The exterior appearance of walls, balconies, and terraces may not be altered in any manner.

No awnings, enclosures, shutters, shielding, or other projections may be attached to the outside walls of the building, balconies, or terraces without the approval of the Board or the Manager.

Hurricane shutters or high-impact glass are required in all units. Refer to the 2007 amendments to the Ocean Towers Documents for details.

Clothing or towels may not be hung in windows or on balcony railings.

Shutters and windows must be of the exact design and color of those already approved by the Association, and they must meet all current building codes.

No antennas may be installed outside a unit. Satellite dishes are not permitted without Board approval. No signs or advertisements are permitted by any owner or resident on the property.

Mops, cloths, brooms, towels, clothing, and rugs may not be dusted, shaken, hung, or stored on windows, balconies, or furniture in common areas.

Nothing other than appropriate outside furniture and plants may be kept on balconies. Plants placed in a continuous hedge may not exceed 12 inches above the balcony railing. Saucers should be placed under pots to prevent water run-off. Use of a hose to clean and water plants should be done with care to avoid run-off to other units.





Use of charcoal or gas grills is prohibited on balconies.

No food or food containers shall be left unattended on balconies.

All furniture should be removed from balconies when high winds are predicted.

Carpeting is not permitted on balcony floors.

### **UPON LEAVING THE UNIT**

Unit owners are responsible for removing pots, plants, furniture, etc. from balconies before departing for the season.

Clean out the refrigerator before leaving. Do not leave unopened bags or boxes of food in kitchen cabinets.

We suggest you set your air conditioner to 78 degrees when not in residence, as well as adding bleach to the drain line in order to prevent formation of mold and algae.

Turn off water heater and close the water valve. Check heater for rust and age. Water heaters should be replaced every 10-12 years. New codes require hard-wired electrical connections; permits are required.

Close toilet lids and seal with shrink wrap.

Notify the post office of your change of address and cancel newspaper delivery.

Schedule annual service for hurricane shutters and the air conditioning system.



### **RENOVATING OR REDECORATING UNITS**

Renovation involving major construction, noise, tile, marble, flooring, etc. must be scheduled between May 1<sup>st</sup> and October 31<sup>st</sup>, weekdays from 9 a.m. to 5 p.m. No weekend or holiday work or other exceptions will be permitted unless special permission is given by the Manager.

Workers must be licensed in the Town of Palm Beach and when necessary, obtain the applicable town permits. Owners must see that workers are properly insured for any damage to other units and the common space and that they are properly registered with the Manager. Copies of work permits and insurance certificates must be in the Manager's office throughout the construction period.

The unit owner must make sure that all flooring in common areas, including the lobby, elevators, corridors, is covered with suitable material for protection.

Prior notice must be given to the Manager to allow access to a unit by workers.

### **FLOORING**

To install tile, marble, wood or other additional flooring, the owner must present plans for approval by the Manager and a town permit must be secured. 75% of installed floors must be covered by carpeting. If there are noise complaints due to bare floors, 100% of the floors may be required to be covered with carpeting, at the discretion of the Board.

A minimum of 1/2 inch of cork or other equivalent noise abatement material must be installed under the flooring for sound control.

Before flooring can be permitted on balconies, inspection of the concrete slab must be made for cracks and/or spalls. If they are



found, repairs must be made and water-proofing applied before installation of flooring.

### **SALES OF UNITS**

Owners must inform the Manager when they place a unit on the market, with the name of the listing broker. No signs, circulars, etc. advertising the unit will be permitted except inside the unit itself. The purchaser of a unit must complete an application for approval of the purchase (forms are available in the office) and return it along with a copy of the sales contract to the Manager's office. A \$100 investigative fee must accompany the application. The purchaser must then make an appointment for an interview with the Manager and the Board. The Board is allowed 30 days for the investigative process and approval and reserves the right to approve or disapprove all such applications. No certificate of approval can be issued without Board interview.

Selling of units to corporations or partnerships is prohibited, unless approved by the Board.

### **LEASING OF UNITS**

Owners must inform the Manager that they plan to lease their unit and provide the name of the listing broker. An application for lease approval is available at the Manager's office. It should be returned with a copy of the lease contract and a \$100 investigative fee. No signs, circulars, etc. advertising the unit will be permitted in common areas.

Only one lease per calendar year is permitted and the contract must be of at least three months' duration. Leases longer than 12 months must be approved annually.



All of Ocean Towers' Rules and Regulations apply to lessees, their families and guests. The Board reserves the right to evict any lessee at any time, without prior notice, for violation of the Ocean Towers Rules and Regulations. The owner will be responsible for any legal or other costs related to the eviction.

The potential lessee must make an appointment for an interview with the Manager and the Board. The Board reserves the right to decline any lessee, based on the Board's investigation and interview, for any reason.

Owners relinquish their right to use the recreation facilities during the lease term.

### **TRASH DISPOSAL**

All garbage and trash must be tightly wrapped and be small enough to fall down the chute.

Use the recycle bins found in each trash room in the North Building and on each stairwell landing in the South Building. Rinse all cans and bottles. Never put garbage or food of any kind in recycle bins.

Disposal of hazardous materials of any kind is prohibited.

Small boxes should be broken down and placed in the proper recycle bin. Larger boxes should also be broken down and placed in the dumpsters on the ground floor of each building. Pizza boxes clog the chutes; once empty, place them in the appropriate recycle bin.



## **PETS**

No pets will be brought to the premises. Guidelines for ESAs are available from the Manager.

Do not feed seagulls, other birds, or wild or stray animals.

## **CABLE**

Both buildings are wired for cable TV and high speed Internet. Basic cable TV service is provided, including one converter box and two adapters per unit. Premium services and installation costs are the responsibility of each owner.

## **CELL PHONES**

The use of cell phones in lobbies, corridors and elevators is prohibited. Phone calls at the pool and beach areas must be kept to a minimum. Loud and/or lengthy phone conversations will not be tolerated. When a call is necessary, be courteous by moving out of ear-shot of other residents.

## **MANAGEMENT OFFICE**

All equipment and supplies in the office and other common areas are for the sole use of the Association and may not be used or removed by any resident for personal use.

The fax machine is for official business. In case of an emergency, residents may use the fax at a reasonable fee. All out-of-country faxes will be charged at telephone rates.



## **POOL, CABANAS, AND BEACH**

The swimming pool and locker rooms are open daily from 7 a.m. to 9 p.m. The pool may be closed at any time at the sole discretion of the Manager without notice due to weather, equipment malfunction or other safety issues.

There is no lifeguard. All persons using the pool and beach areas or any equipment do so at their own risk. The Management and the Association assume no responsibility for any accident or injury or for any loss or damage to personal property. Residents will be responsible for the action of their family members and guests. Employees of residents will not be permitted to use the facilities with the exception of a babysitter accompanying a child or a personal care attendant.

Residents must register their non-overnight pool and beach guests with the doorman and residents must accompany these guests at all times. Only overnight guests or immediate family of a resident may use these facilities unaccompanied.

The phone at the pool has been installed for emergency use only.

Children under age 3 are not permitted in the pool. Children with diapers and non-toilet-trained children of any age are prohibited from using the pool at any time.

Children age 3 to 6 should be accompanied by an adult in the water at all times. Children under age 13 may use the pool and beach area only when accompanied by an adult.

Those using the beach should remove sand before entering the pool or other common areas.

Any person with a rash, bandages, nasal or ear discharges, or any communicable disease, should not enter the pool.



No pool or beach furniture may be “reserved” by placing personal items thereon. Wet bathing suits may not be placed on chairs or other furniture to dry.

Inner tubes, rafts, balls and similar items are not allowed in the pool or in the pool area. No activity such as running, shouting, ball games or boisterous conduct is allowed in the pool and beach areas. Radios or other electronic equipment may be used only with earphones in both areas.

Diving in the pool is prohibited.

Unnecessary splashing in the pool is not allowed.

The pool often needs to be shared. Lap swimmers should stay on one side.

No glassware is permitted in the pool area. Food may be eaten in the cabana area and at the beach but must be disposed of properly.

No bicycles, skates, skateboards or other wheeled vehicles except wheelchairs and baby strollers are allowed on the pool deck.

The number of guests allowed in the pool and beach areas at any one time must be limited to allow our residents access to chairs, showers, etc. The Manager will have sole discretion in limiting or restricting the number of guests should such a situation occur.

Diapers must be changed in the locker rooms or cabanas and disposed of by bagging them and placing them in the trash chute, not in the cabana or locker room trash receptacles.

When leaving the pool or beach area, place personal items in your locker or cabana or take them with you.

Proper attire is required when leaving the pool and beach areas to enter the lobby, elevators or other common areas: Cover-ups for women, shirts for men, and shoes for all.



The Board has sole jurisdiction over the **cabanas**.

Unit owners will be permitted to rent only one cabana and renewals are made annually. A waiting list will be kept by the Manager. As of 2014, the monthly cabana rental is \$235. Increases are linked to any increase in the annual maintenance fee.

Cabanas may not be transferred from one owner to another and are not transferred with the sale of a unit.

Cabana improvements are the responsibility of the renters of the cabana and must be approved by the Board or the Manager. Their cost will not be reimbursed by the Association. Ocean Towers will paint each cabana only at time of the transfer from one renter to another.

Personal belongings and furnishings therein are at the sole risk of the renter.

Renters of cabanas will maintain them in a clean and orderly manner. The Association will repair the cabana area in the same manner as the other common areas, but the renter will assume cost of repairs due to his negligence. Phones installed in cabanas must be set at the lowest volume and turned off when the cabana is unoccupied. Cell phones may be used only inside a cabana.

Unit owners may sublease their cabanas to their lessees provided there are no owners on the waiting list for cabanas.

Care must be taken not to interfere with the comfort and enjoyment of other cabana renters or persons using the pool. Do not congest the pool and cabana areas making it difficult for people to access their cabana or the locker rooms. Please keep furniture and equipment inside the cabana as much as possible.

The Manager must be notified in advance of all parties in the pool, cabana, and beach areas.

No smoking is allowed in the pool and cabana areas, locker rooms, rest rooms, or the condo beach property.



## **UMBRELLAS**

Umbrellas are not permitted on balconies. Pool and beach umbrellas are never put up during windy weather. The Manager or condo employee will make the decision to open or close the umbrellas based on their assessment of weather conditions.

## **EXERCISE ROOM**

A fitness and exercise room is located behind the Leisure Room in the North Building. Use of the equipment there is at the sole risk of those using it. Proper attire must be worn when using the room: shirts for men and shoes for all. Bathing suits are not to be worn in the exercise room.

No smoking is allowed.

Please wipe down all exercise equipment after each use.

Children under age 16 may not use the exercise equipment unless accompanied by a parent or guardian.

## **GROUNDS**

No personal property, lawn furniture, pots, etc. are permitted on the lawns, in the hedges, or in any common area of the property. Pruning or trimming of trees or foliage is not allowed. Nothing may be planted on the grounds without the approval of the Manager.



## **BREAK ROOM**

The Break Room is solely for the use of the employees. Any other use must be cleared with the Manager.

## **CHILDREN**

Children under the age of 21 are not permitted to occupy a unit unless parents or other adults are in residence.

Children are not permitted to play in lobbies, corridors, stairwells, elevators, driveways, parking lots, or other common areas. They must not interfere in any way with the comfort of owners and other residents or the work of the employees.

## **SERVICE PERSONNEL AND DELIVERIES**

Supplies, goods and packages should be delivered through the North service entrances between 9 a.m. and 5 p.m., Monday through Friday. South Building residents may have deliveries sent to the North Building if they do not plan to be home. The staff will then have these deliveries placed in your unit.

Outside service personnel, housekeepers, tradesmen and the like must use the North service entrance for entry and exit. They are required to sign in at the reception desk and be announced.

## **SMOKING**

Smoking is prohibited in all interior common areas, including the lobby, elevators, corridors, the leisure room, exercise room, pool and cabana areas, and the condo beach property.



## **LAUNDRY ROOMS**

Laundry rooms are open every day from 8 a.m. to 9 p.m. Laundry card machines are located in the Leisure Room of the North Building and in the second floor laundry in the South Building. Cards are easily lost. Mark yours for identification. Please keep track of the time and remove laundry promptly. Leave the laundry room neat and clean after use, close windows, turn off lights and close the door.

Magnetic tags with each unit number must be placed on the washers and dryers when in use. Failure to do so may result in finished laundry being moved from the machines.

Do not overload the machines. Please use a liquid HE detergent; it leaves less residue than powder and is less apt to clog the drains. Do not start washing machines at the same time. Allow 3 minutes between start times for proper drainage.

Do not place unwashed towels or clothes in the dryers; clean the lint trap after each use.

Do not unplug the machines.

Should there be a flood, call the doorman immediately.

## **STORAGE AREAS**

One storage cage is available for each unit. Owners must provide their own padlock. Stored property is at the sole risk of the owner.

No hazardous materials may be stored. Empty cartons, tires, mattresses or similar combustibles should be disposed of and not stored.



Nothing is to be stored outside of the cages unless approved by the Manager and nothing is to be stored in any common space.

The Manager may rid the storage areas of any item causing a nuisance or hazard, or any object not properly identified.

## **LEISURE ROOM**

Reservations for use of the Leisure Room should be made in advance with the Manager. A deposit of \$100 is required and will be refunded if the room is fully cleaned and undamaged. If additional cleaning and/or repairs are required, the resident reserving the Leisure Room will be responsible for all costs.

Smoking is prohibited.

## **ELEVATORS**

Shoes and cover-ups must always be worn.

Smoking in elevators is prohibited by state and federal laws.

In the event of a power failure, the elevators are equipped with battery-powered lowering devices that automatically take the elevators to the ground floor and open their doors.

Furniture moving may take place from 9 a.m. to 5 p.m. Monday through Friday, holidays excluded. The Manager must receive advance notice for furniture moving. Padding must be used to prevent damage to the elevator interiors. Owners will be liable for any damage to furniture, other objects being moved or condominium property.

Contractors working for a unit owner will be responsible for hanging the proper padding and removing it when finished.



## **PARKING**

All parking spaces, except for the undercover spaces that are privately owned, are under the control of the Manager.

Each unit has one assigned parking space. Owners of covered parking spaces will not be assigned an uncovered space.

Parking in driveways is prohibited.

Residents (their guests and families) are prohibited from parking motorcycles and over-sized vehicles such as commercial trucks, boats, trailers and motor homes on the property.

Vehicles must be operational and have a current license plate, registration, and insurance.

Parked vehicles should be locked at all times and be in reasonably good condition.

Vehicles park on Ocean Towers' property solely at the risk of the owner.

Parking lots are designed for one-way traffic. Exiting through the entrance (and vice-versa) is prohibited and is dangerous.

Horns should not be used except to prevent an accident.

Mopeds and motorized scooters will be allowed only with the Manager's permission and must be parked at the far west end of the South Building parking lot, in a guest space.

Any residents hosting an event where more than three vehicles are expected must notify the doorman 24 hours in advance in order to arrange for parking spots. To accommodate more than three visitor vehicles, a valet parker must be hired.

Nothing other than vehicles is permitted in the parking areas. Sleeping in vehicles is prohibited.



## **CAR WASHING**

Both the North and South Buildings have a designated area for car washing. Vehicle keys left at the reception desk are the sole responsibility of the vehicle owner.

## **BICYCLES**

Non-motorized bicycles and tricycles may be kept in the bike rooms, at the sole risk of the owner.

No gasoline-powered vehicles are permitted in storage rooms or balconies.

No bicycles may be taken into elevators, corridors, stairwells, catwalks or balconies.

No bicycle riding, rollerblading, skateboarding or skating is allowed in the parking area, on sidewalks, on catwalks or in corridors.

Bicycles must be walked through the parking lot to the street.

Bicycles may not be parked at the lobby entrances.

Name tags must be attached to bicycles for identification. Untagged bicycles will be considered abandoned and disposed of.

Bicycle storage space is limited; bicycles no longer in use must be removed from the premises.

## **POSTAL SERVICE**

The post office will no longer deliver mail without the unit number.

The post office will not allow mail to accumulate more than two weeks. After that it will be picked up and returned to the sender.

Priority forwarding is available through the U.S. Postal Service.



### **MEETINGS AND NOTICES**

Board meetings are posted at least 48 hours in advance on the mailboxes located in the North and South Building lobbies. The annual budget meeting is held in December and the annual members' meeting is held in February.

All official notices of the Association shall bear the signature of the President or Secretary of the Association. Such notices shall be mailed to each owner at the address on file. No other owners or residents shall make or permit to be made any written, typed, or printed notice that purports to be an official notice of the Association.

Non-official notices are prohibited.

Board meetings are open only to owners, management and (if necessary) attorneys and Board-invited guests.

In order to speak at a Board meeting, the owner must be recognized. No owner may speak more than twice during the same day on the same matter, nor longer than three minutes at one time without permission of the board. No owner may speak a second time until everyone who wishes to, speaks once.

Personal attacks of any kind will be immediately called out of order.



## Helpful Information

### **MANAGER**

Diane Cunningham

### **TELEPHONE NUMBERS**

Ocean Towers lobby and Manager's office: 561-833-5588.

Fax: 561-655-5070.

Email: [otcondo@aol.com](mailto:otcondo@aol.com).

ATT: 1-877-737-2478

Comcast: 1-800-COMCAST (1-800-266-2278)

Florida Power and Light: 561-697-8000

U.S. Postal Service: 1-800-275-8777

Palm Beach Post Office: 561-832-8614

### **USEFUL DIMENSIONS**

Back entrance to North Building lobby: 76" high x 51" wide

Back entrance to South Building lobby: 79" high x 68" wide

Elevator casings (both buildings): 84" high x 36" wide

Inside of elevators (both buildings): 84" high x 70" wide x 46" deep