

● RULES AND REGULATIONS

Each unit owner has the responsibility to understand and abide by the rules and regulations and to ensure that their guests, visitors, employees, and lessees also comply.

Adherence to the rules and regulations will:

- . Assure consideration for our neighbors
- . Maintain safety and security
- . Preserve our property values

This pamphlet of rules and regulations is adopted by the Board of Directors pursuant to the by-laws and the Declaration of the Condominium.

The City of West Palm Beach requires all remodeling, repairs and installations in a unit be performed by a firm or individuals licensed by the City.

Permits are required by the City of electrical, plumbing, tile work and structural work.

Licenses and/or permits must be obtained by the firm or individuals and a copy given to the Management Office. The Association has the right to check the validity of license/permits and refuse admittance to the building. Work must be performed Monday to Friday 8:30 AM to 4:30 PM.

A) Owner not in Residence - give written permission to Management Office for contractor to enter unit. Contractor must sign out for "office key" for common doors, and if necessary a unit key.

B) Owner in Residence - Instruct contractor to supply license/permit to the Management office.

NO EXCEPTIONS TO THESE RULES will be allowed other than an emergency.

I. CHILDREN

A. Children shall not play in the halls, stairways, elevators, or lobby.

II. INTERIOR APPEARANCE

A. The personal property of unit owners shall be stored in their units or designated storage areas. No articles or decorations shall be placed in the halls.

B. Entrance doors to each unit must be kept closed except for ingress or egress.

C. NO SMOKING is permitted in elevators, stairways or lobbies. This is Florida State law.

III. EXTERIOR APPEARANCE

A. No changes structurally or painting of any windows, doors, or screens are allowed on balconies and patios.

B. Unit owners shall not affix anything on exterior walls including awnings, screens, or shutters except with prior written consent of the Board of Directors. Specifically no balcony shall be enclosed without prior approval by the Board of Directors.. Please keep the area clean, free of clutter and invasive plants.

C. Unit owners are prohibited from erecting exterior antennae or aerials.

D. It is absolutely not permitted to use carpeting on balconies. Only tile or non-skid paint may be used.

E. No personal signs shall be painted or hung on any part of the exterior or common elements.

F. No clothing, rugs, mats, or laundry are to be shaken or hung on balconies or windows.

G. Nothing shall be thrown, emptied or swept out of balconies or windows.

H. No rugs shall be beaten on balconies, stairways or hallways.

I. Cooking or barbecuing with charcoal or raw fluid is prohibited on balconies.

J. Flower pots or window boxes are not to be suspended from exterior ceilings, windows, balcony railings, or doors. Plants should be in heavy bottomed containers.

K. Owners or Lessees shall remove all plants and furniture from balconies when the unit is unoccupied. This is for the safety of other unit owners during inclement weather. Owners or lessees shall make certain sliding doors and windows are securely locked to prevent water damage to the unit as well as other units.

IV. PARKING

A. Owner's cars are not to be parked overnight in visitors parking.

B. No visitors cars are to be parked anywhere on the premises overnight without prior written permission from the Association or Management.

Guest cards will be available to leave on the dashboard of overnight guest cars from Management Office. Cars parked in the fire lane or areas that are not designated for parking will be towed at owner's expense.

C. No campers, mobile homes, boats, or trailers will be permitted on the premises.

D. No vehicle which cannot operate on its own shall remain on condominium property for more than twenty-four hours.

E. No repairs shall be made on condominium property.

V. PETS

A. All pets must be approved by the Board of Directors prior to occupancy. Dogs weighing 20 lbs or less are permitted. No aggressive breeds allowed. Maximum allowed pets is one pet per unit.

VI. EMPLOYEES

A. Building employees are not permitted to perform personal services during regular working hours. Owners or occupants must make personal arrangements for service after their work hours and payment for the same is to be made directly to the employee.

VII. LAUNDRY ROOM

A. Use of common laundry rooms require that the washers and dryers be cleaned after every use by each person using them. The lint screen of the dryer must be cleaned and replaced after use.

B. Washers and dryers are not to be used before 8:00AM or after 9:30 PM.

VIII. REFUSE DISPOSAL

A. Garbage must be placed in plastic bags and securely tied before being deposited in the garbage chute. The door should be securely closed.

B. Do not place any garbage in the floor receptacle. Place only newspapers and thoroughly cleaned bottles in receptacles outside by waste bins.

C. Large cardboard boxes should be flattened and placed in the waste bins outside

D. As a courtesy to neighbors, do not use the garbage chute before 8:00 AM or after 9:30 PM.

IX. PASS KEYS

A. The Association will retain a pass key to all units. No unit owner or occupant shall alter any lock or install a new

one without written consent of the Board of Directors. Where such consent is given, the unit owner shall provide the Association with an additional key pursuant to its right of access.

B. Owners and occupants are asked not to give the key that fits the common doors to cleaning, service people or contractors.

X. FLOOR COVERING

A. All floors in each unit except the kitchen and bathrooms shall be covered in a manner so as to abate the noise that may be created to the unit below.

B. If using tile, a proper cushioned insulation must cover floors before the tile is laid.

C. In the event that the insulation is insufficient and noise transmitted to another unit is deemed unreasonable, then the unit owner, at their expense, must take such steps as to abate the noise to the satisfaction of the Board of Directors.

XI. NOISE

A. Owners or their occupants are responsible for making sure that other units are not disturbed unreasonably. Radio, TV or musical instruments shall not operate with undue loudness so as to disturb neighbors.

XII. ATTIRE

A. Owners, occupants, and guests must wear proper attire while in the lobby and building and all interior common elements.

XIII. MOVING

A. When moving in or out of the building, please notify the Management Office at least twenty-four hours before so that the elevators can be protected.

B. Where damage to the elevator or any part of the common elements takes place the owner of the unit will be responsible for repairs.

C. No furniture is to be left in the halls, even temporarily, but taken directly to or from the elevator.

D. Moving must be done between 8:00 AM to 5:00 PM, Monday - Saturday.

E. Moving of furniture and goods is permitted at the services (North) Entrance only.

XIII. PURCHASING AND LEASING

A. The following is the maximum limitation or residency in each unit:

1. Two bedroom units are limited to four (4) permanent residents.

2. One bedroom units are limited to two (2) permanent residents.

XV. SALES

A. All sales must have the approval of the Board of Directors. The unit owner or his agent must complete an application accompanied by a processing fee of One-Hundred dollars (\$100.00) made payable to Yorktown Association, Inc. and sent to the management company in advance.

B. The owner or his agent must assure that the lessee has a copy of the rules and regulations and is responsible for adherence by the lessee and his guests.

C. Any owner or his agent who sells or leases their unit without completing an application or submitting the

application with a processing fee of One-Hundred dollars (\$100.00) made payable to Yorktown Association, Inc. to the Management Office will be subject to fine of One-Hundred dollars (\$100.00) per day not to exceed One-Thousand Two-Hundred dollars or (\$1,200.00) or 12 days.

D. Owners may not do short term rentals. No **Airbnb's** are allowed. Owners will be fined a minimum of \$100 per day per violation.

E. Lessees may not sublet the unit.

Lessees may not do short term rentals of the unit. No **Airbnb's** are allowed.

XVI. GUESTS

A. In the absence of an owner, a unit may not be occupied by a guest or guests other than immediate relatives.

1. Immediate relatives are defined as:

- a) Mother
- b) Father
- c) Son
- d) Daughter
- e) Sister
- f) Brother
- g) and Grandchildren

B. Guests who are immediate relatives must sign a form saying they are guests and not paying for the use of the unit. They must set out the relationship to the owner or lessee and the dates they will be occupying the unit. The forms are to be sent to the Management Office fifteen (15) days before arrival.

C. Social guests are permitted only when the owner is a resident.

D. A Review Committee will meet with all guests shortly upon arrival.

The owner of any unit shall be liable for the conduct of members of his immediate family, relatives, guests, visitor or tenants, in the observance of and compliance with all the Rules and Regulations adopted by the Board of Directors.

It shall be the responsibility and duty of the owner to inform and acquaint any and all of the above persons with the Rules and Regulations.

The owners shall be liable for all costs incurred by the Association for enforcement of these Rules and Regulations including attorney fees.

THANK YOU FOR YOUR COOPERATION
YORKTOWN ASSOCIATION, INC
BOARD OF DIRECTORS