

# THE REGENCY OF PALM BEACH, INC.

## HOUSE RULES

The following House and Pool Rules have been approved by the Board of Directors in order to ensure the comfort of all and to maintain the highest standards for our cooperative. These Rules apply equally to shareholders, their family members, guests, and sub-lessees.

It is the obligation of each shareholder to be thoroughly familiar with the Rules. All shareholders should provide a copy of the Rules to their family members, guests and sub-lessees. Violations should be brought to the attention of the Board for further action as defined in the Corporation Bylaws.

The cooperation of each shareholder will protect and enhance the value of our property and will help provide the advantages of a gracious private dwelling.

1. **OCCUPANCY**: Shareholders shall notify the Manager at least five business days in advance of their arrival and departure. Shareholders should advise Management of the names of family members and guests and provide written confirmation if they are not accompanied by the shareholder. Failure to adhere to this requirement could result in delay or denial of admittance. The spouse or partner, parents, children, grandchildren and siblings of the shareholder are the only ones permitted to occupy an apartment in the absence of the shareholder.

A shareholder must be physically on The Regency premises for a non-overnight guest of the shareholder to use the pool, parking lot, gym or other common area facilities. This does not apply to guests staying overnight in the unit with the shareholder.

Apartments unoccupied during the off-season will be closed by Regency staff following the shareholder's final departure at the end of the winter season. This will include the shut-off of water to the unit, removal of furniture and other personal property from the terrace, and the closure of hurricane shutters. Should the shareholder, or their guest, return on more than one occasion during this off-season period, a fee will be charged to reopen apartment for each additional visit after the first.

By written agreement signed by both parties that includes the start and end date, shareholder 1 may invite shareholder 2, who resides in a different unit, to occupy shareholder 1's unit on a temporary basis without the presence of shareholder 1. The Building Manager must receive this agreement before the shareholders relocate.

2. **MOVE IN / MOVE OUT DEPOSIT**: Anyone moving furnishings and/or other large personal items in or out of the building at the time of the purchase or sale of a unit is required to provide building management with a refundable \$1,500.00 deposit. Deposits will be promptly refunded after a move is complete and management has verified that the movers have not damaged Regency property.
3. **ACCESS**: As stated in the Bylaws, the Manager must be provided with a key to each apartment. Supplementary locks are not permitted unless Management is provided with a key. The main entrance to the building will be serviced by a door attendant from 8AM to midnight. Side entrances must be locked at all times. No employee or service personnel may be given a key to outside entrances. Violations will cause the shareholder to be subject to a charge in an amount required to change all of the locks and keys. Independently contracted service and repair personnel will not be admitted to an apartment without the express written consent of the shareholder.
4. **COMMON SPACE**: Public hallways, walks, and stairways shall not be used for any purpose other than ingress and egress. No items are to be placed in these areas. If an item cannot be put in a recycle room, the Manager is to be notified in order to allow for removal and disposal.

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4. **QUIET ENJOYMENT:** No shareholders or their guests shall do anything that interferes with the comfort and privacy of others. Musical instruments, sound systems, televisions and radios should be adjusted to a volume that does not disturb others. On balconies and in the pool area individuals should speak in a conversational tone; this includes speaking on cell phones. Doors and windows must be fully shut when using sound equipment within an apartment at volume levels that do not interfere with those in adjacent apartments. Playing and running in the hallways, elevators, stairways or parking lots is prohibited. All shareholder-performed construction, remodeling or any work that will cause excessive noise is subject to the same calendar and timing restrictions as those specified for outside contractors within the Contractor / Shareholder Construction Rules and Regulations document.
5. **STORAGE:** All goods and personal property are to be kept in the shareholder's apartment or placed in a storage bin specifically allocated to the shareholder for that purpose. Goods so stored are the responsibility of the shareholder. Only non-combustible and nontoxic items may be stored in the storage bins. The Regency is not responsible for the loss, theft or damage of stored items. Goods may not be stored in any common area since that would constitute a violation of the Town's fire code. Any goods so stored will be disposed of after the shareholder is notified, or if the shareholder cannot be identified. If, as a result of a fire department inspection, The Regency should incur a fine due to improperly stored items, the shareholder of such items shall reimburse The Regency for the full amount of such a fine.
6. **DOORS:** Doors marked "Exit" are fire doors and must be closed when not in use. Doors to the laundry rooms, recycle rooms, and other common rooms must be closed after use.
7. **GARBAGE:** Containers for bottles, cans, newspapers and magazines can be found in the recycle rooms. Garbage should be packed in a plastic bag and tied securely before being placed in the garbage chute. Over-sized bags should not be forced into the chute because they will get stuck and cause a back up from other floors. No ashtrays are to be emptied directly into the chute. Proper use of the recycle room will help avoid vermin infestation and will minimize noxious odors. Lights must be turned off when leaving the trash area.
8. **DELIVERIES:** The delivery of furniture, large appliances etc. is confined to the hours of 8:30 AM to 3:30 PM, Monday through Friday, and 8:30 AM to 12:30 PM on Saturday. No Sunday delivery or moving is permitted. Delivery personnel must register with the door attendant, who will log them in and provide access. All deliveries of furniture, building materials or other bulky items require the padding of elevators. Repair of damage to the building incurred during a delivery is the financial obligation of the responsible shareholder.
9. **EXERCISE ROOM:** This area can be accessed by using the master key. Use is permitted only by shareholders and their guests. Please cover benches when using equipment. Towels, newspapers or personal items should be removed after use. Children under ten years old are not permitted in this room; children from the ages of eleven to fifteen are permitted in this room and may use the equipment only in the company of an adult; children sixteen and older are permitted in this room and may use the equipment.
10. **COMMUNITY AMENITIES:** The card room, kitchen, gym, outdoor covered space and barbeque grill are available to shareholders and their guests. However, exclusive use of the kitchen, gym and/or outdoor covered dining space for private parties must be reserved in advance with the Manager. A fee will be charged to offset the overtime cost of after-hour removal and reinstallation of gym equipment, and if required, for cleaning. Shareholders are required to clean the facility themselves after using it. The grill cannot be reserved. Reservation of the kitchen, gym and outdoor covered dining space does not

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also include exclusive use of the barbeque grill which will remain available to all others.

11. **USE OF FACILITIES:** All common areas, including the pool and surrounding areas, lobbies, gym, card room, kitchen, etc. may not be used for religious services or political events.
12. **LAUNDRY:** Token-operated washers and dryers are provided on each floor. Tokens may be purchased from the front desk. Please remove items from the machine as soon as the cycle is complete. Please remove lint from the filter. Detergent and laundry products may not be stored in laundry rooms unless there are shelves installed for that purpose. Lids on washers must be kept open after use. Hanging clothing on laundry racks for extended periods is prohibited unless otherwise collectively agreed to by adjacent shareholders who use a specific laundry room. Lights must be turned off when leaving the laundry room. Any machine malfunction should be reported to the front desk. Installation of such machines in individual apartments is prohibited.
13. **PARKING:** Each apartment is assigned one numbered parking space. Guest spaces are provided for the use of shareholders and their guests. Commercial vehicles, large: SUVs, vans and trucks must be parked in guest spaces on the north end of the parking lot. Vehicles are too large to be parked in the Member parking area if they are too wide to fit within the innermost lines of the assigned space and /or too long if any part of the vehicle is longer than the longer of the two lines that define the space. Without regard to the size of the vehicle, Members who repeatedly fail to park vehicles within the confines of the innermost lines and/or beyond the longer of the two lines of an assigned space will be warned and fined if the vehicle is not correctly parked thereafter. For the safety of all concerned, directional arrows as well as entry and exit signs must be observed. Speed bumps are installed to control vehicle speed and can cause damage by fast driving.

The Regency shall maintain a chronological list of unit owners desiring to change assigned parking spaces. When a unit is offered for sale, the parking space assigned to that unit will be offered to everyone on the list, with the understanding that if more than one owner wants the space, it will go to the earliest one on the list, then that owner is assigned the spot and removed from the list when the sale is finalized. If there are no requests for the vacated spot, it is assigned to the new owner.

Management reserves the right to temporarily reassign designated parking spaces when a unit owner is not in residence. An owner is considered "not in residence" when the water to their unit is shut off.

14. **PETS: *Rules Under Review***

15. **TERRACES:** Nothing shall be placed on a terrace railing. Care should be taken to avoid water dripping on the balcony below while watering plants, or debris falling while sweeping or cleaning a terrace. No permanent structure is to be erected on a terrace. Antennas and satellite dishes are not permitted. The installation of new ceramic tile is prohibited. No carpeting is permitted on a terrace. The use of broiler, grill, hibachi or other cooking equipment on a terrace is prohibited. When a unit is not occupied for a period of one month or longer, furniture and plants must be removed from the terrace. Doors and windows must be closed securely in order to protect adjoining units from damage.

Staff can no longer move furniture on and off the unit terraces because of potential injury, unit damage and worker's compensation liability. The unit owner can independently submit a Regency work order with a signed "hold harmless" clause. The staff has the right to refuse to do the work if the item exceeds reasonable safe limits.

16. **STORM SHUTTERS:** Storm shutters and/or impact glass and windows: are required and must be maintained and/or replaced by the shareholder. During the hurricane season, building employees will

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close the storm shutters.

17. **SOLICITING**: Soliciting is not permitted in the building or on the grounds. A bulletin board is available for the use of shareholders only. Notices may be posted in that location in accordance with the instructions on the bulletin board.
18. **COMPLAINTS**: Comments and requests regarding the building, grounds, facilities & employees should be made to the building Manager, preferably in writing. At no time should a shareholder contact an individual employee regarding her or his job performance.
19. **EMPLOYEES**: Employees must receive an approved work order, prepared by the Manager or door attendant, before they are permitted to perform appropriate building work or personal services for a shareholder during regular working hours. Such personal work, if lasting longer than 15 minutes, will be billed to the shareholder at an hourly rate, with a one hour minimum. The Regency is neither responsible nor liable for work performed by an employee after hours, or for injury sustained while performing such work.

Indemnification & Hold Harmless Agreement must be filled out and signed for any afterhours side work being done in a unit by a staff member, or if deemed necessary by a staff member due to liability concerns. This form only has to be submitted once and has no expiration.

20. **RENTAL**: As outlined in The Regency Bylaws, Subletting is not permitted in the first twelve (12) months of ownership. Subsequently, subletting is permitted once in any two-year period as defined by the 24 months that follow any given calendar year. A unit may be leased for neither fewer than three (3) nor more than twelve (12) months. Sub-lessees must be approved by the Board prior to occupancy.
21. **SCOOTERS**: The use of scooters, bicycles, or roller skates in the hallways or pool area is prohibited.
22. **DAMAGE**: All repair of damage to the building or grounds caused by a shareholder, family member, guest or sub-lessee shall be the responsibility of the shareholder. The Regency shall be reimbursed for the cost of such repairs.
23. **ENFORCEMENT**: Infractions of the Rules should be reported to the Manager or to a member of the Board. Violations of the Rules will be dealt with at the discretion of the Board, which may, after written notice, impose a monetary fine not to exceed \$100 / day.
24. **SMOKING**: Use of all smoking materials including cigarettes, pipes, cigars, vaporizers, etc. is prohibited in all indoor common areas as well as within the entire gated fence-enclosed pool area.
25. **ELEVATORS**: For the safety of others, bathers leaving the pool area must assure that they are adequately dry to avoid dripping water in the elevators and passageways.

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## POOL RULES

1. Pool is open from 8:00 a.m. to dusk only.
2. Persons using the pool do so at their own risk. There is no lifeguard on duty.
3. State and local law requires that a shower be taken prior to entering the pool. Beach-goers must remove all sand and tar before entering the pool area.
4. Children under sixteen must be supervised by an adult at all times. Children who are not toilet-trained must, without exception, wear a specialized swim diaper and elasticized rubber pants while bathing.
5. The use of radios and sound equipment is prohibited, unless headphones are used, except when authorized by the Board.
6. Running and diving in and around the pool is prohibited.
7. Consumption of food is permitted only in cabanas and in the outdoor covered dining area. Drinks are permitted at the pool in plastic containers only. All trash should be disposed of in the provided receptacles.
8. Chairs, chaises and tables are for the use of shareholders and their guests and cannot be reserved. Use of more than one chair and / or chaise by one individual at the same time is prohibited.
9. Bathers must wear shoes and shirts when in the hallways, lobbies or elevators.
10. For security purposes, the gate to the beach and the door into the building must be kept closed at all time. Please use your master key.
11. Poolside furniture including tables, seating, ottomans, etc. should not be used as surfaces for changing an infant's diapers. Changing tables are provided in the pool area men's and women's restrooms.

***The Board of Directors reserves the right to  
revise the House and Pool Rules as required.***