

**701 NE HARBOUR TERRACE**

**Rules, Regulations, Guidelines**  
**Summary**  
**June 2023<sup>1</sup>**

**\*\*IMPORTANT\*\***

***THIS DOCUMENT IS INTENDED TO PROVIDE SUMMARY INFORMATION.  
PLEASE REFER TO THE CONDOMINIUM BYLAWS FOR DETAILS AND SPECIFIC  
RULES AND REGULATIONS.***

**THE HOA BYLAWS ARE THE ONLY OFFICIAL, LEGAL GOVERNING DOCUMENT**

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<sup>1</sup> Established June 15, 2023  
Revisions As Needed

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### **ATTACHMENT A**

Copy of Pool Rules - posted on fence inside pool area

### **BOARD MEMBERS**

President: Sam Valtri  
Vice President: Lynne Hanscom  
Secretary: Bob Smith  
Member: Scott Hansen  
Member: Nelson Rodriguez

# RULES, REGULATIONS, GUIDELINES

## SECTION I - PARKING

- ❖ **Each Unit Owner is assigned ONE (1) Primary Parking Space.**
- ❖ Unit Owners and their guests are expected to park in accordance with the terms of the Bylaws and in a manner which is equitable, safe, accessible, and fair to all.
- ❖ **LIMIT OF TWO (2) motor vehicles per unit.** The Owners and Occupants of a Unit shall not park more than two (2) motor vehicles on property for each unit owned, leased or otherwise occupied.
- ❖ **GUEST PARKING**
  - Spaces are designated with “**OWNER 701**” on the parking blocks.
  - Primarily for the use of guests of Unit Owners, when available.
  - If Unit Owners primary space is occupied, they may use a guest space for a second personal vehicle. First come/first served basis, no reservations. Limited to duration in the Bylaws.
- ❖ **VEHICLES PERMITTED**

Standard sedan, coupe, convertible, SUV, automobile are permitted. Vans, pickup trucks, motorcycles are permitted **ONLY if they meet the following:**

  - Vans
    - Must have two (2) rows of seating, with no more than three (3) rows of seating total. Each row of seating must have windows.
    - Used for personal transport only - **NO commercial vans.** No signs or placards are displayed.
  - Pickup Trucks
    - Used as personal passenger vehicle - **NO commercial trucks**
    - Do not have any signs or placards; no ladders, racks, external tool boxes or the like.
    - Do not exceed the manufacturers standard length & height of a full-size 2-door or 4-door pickup truck with no more than four (4) wheels total. **NO oversized tires or dual rear wheels.**
  - Motorcycles, Motor Scooters
    - Must have original exhaust equipment
    - Must be parked in the paved area behind the parking block and parallel to the parking block of the Unit Owner and within the lateral boundaries of the Unit Owners space.
    - Owners may not “rev” or “gun” motors excessively at any time, especially during early morning or evening hours. **Cycles/scooters with loud engine/exhaust noise, which disturbs residents, are not permitted.**
- ❖ **PROHIBITED in Parking Areas**
  - Trailers, motor homes, RVs, boats, or commercial vehicles of any kind (unless commercial service vehicle is owned by a contractor doing authorized work for limited duration) Use of the parking areas as play areas, by adults or juveniles, is prohibited due to safety and liability.

## **SECTION II - WASTE MANAGEMENT & RECYCLING**

- ❖ **WASTE Pick Up** - weekly, Mondays and Thursday
- ❖ **RECYCLE Pick Up** - Thursday only
- ❖ Unit Owners waste may not be kept in the vestibule or lanai of a unit. **Waste should be disposed of as soon as possible into the in-ground waste receptacles (located at both ends of the building).**
- ❖ Unit Owners are responsible for cleaning up any leaks or spills which occur in transit to the in-ground waste receptacles.
- ❖ **Waste must be placed in full sized kitchen trash bags (not small grocery bags, etc),** tied off securely to prevent leakage and placed upright within the in-ground receptacles. **THE GARBAGE SERVICE WILL NOT REMOVE WASTE THAT IS NOT PROPERLY BAGGED.**
- ❖ To prevent animals, wildlife from getting into the garbage, **ensure the in-ground receptacle lid is closed completely** and is flush with the in-ground barrel. Please do not step on the lids!
- ❖ **Recycling - YELLOW Bins (Paper/Cardboard ONLY)** located in first floor laundry rooms at both sides of the building. The trash receptacles in the laundry rooms are NOT to be used for garbage or recycling, ONLY lint from the dryers (see laundry room section).
- ❖ **The City of Boca Raton will not recycle items contaminated with oil and/or food** (i.e, pizza boxes). Dispose of these as waste and not as a recyclable item.
- ❖ **Recycling - BLUE Bin (Bottles - plastic or glass, Cans ONLY)** located in a room at the middle of the building, under the stairway.
- ❖ Pickup of large and/or bulk items (i.e. appliances, electronics, hazardous waste material) must be arranged with the City of Boca Raton or a private vender.

## **SECTION III - POOL AREA, GRILL, COMMON ROOM**

- ❖ **POOL AREA**
  - Hours are **8:00 AM to 10:00 PM** daily
  - Rules for the use of the pool and pool deck are posted on the fence inside the pool gate and included as Attachment A.
  - **PROHIBITED from the Pool Area (see Pets and Smoking Sections)**
    - **PETS OF ANY KIND**
    - **Smoking/Vaping**
    - **Glassware (use plastic cups and dishware, cans ONLY)**
  - **Children 12 or under MUST have adult supervision at all times within the fenced area. NO RUNNING, JUMPING, DIVING!**
  - Please be considerate of the other owners, guests
  - No rough play/loud music
  - When leaving, return chairs to their original position (down, level) and close and tie off all umbrellas.

#### ❖ **OUTDOOR GRILL**

- **CLEAN** grill after using
- **DO NOT** leave the grill unattended at any time while it is ON.
- **Put the grill cover back on** when finished and the grill is fully cooled.
- Unit Owners and Guests should not use for extended periods of time or in a manner that would preclude other Unit Owners and Guests from utilizing.
- Don't be a grill hog!
- **ONLY** electric grills are allowed on Unit Owner lanai.

#### ❖ **COMMON ROOM**

- Unit Owners may reserve the room by submitting a request to the Board including date of use, purpose, time needed.
- A \$50.00 security deposit is required at the time of reservation. The deposit will be returned in full IF the room is left in the same clean condition as it was prior use and there is no damage.
  - Failure to properly clean the room will result in the deposit being forfeited and any additional costs associated with its cleaning will be the full responsibility of the Unit Owner.
  - Any damage resulting from the use of the room will result in the deposit being forfeited and any additional costs associated with its repair will be the full responsibility of the Unit Owner.
- **Exercise Equipment** - No one under 18 is permitted to use the workout equipment without adult supervision. Before leaving, please turn off the equipment and lower the thermostat to 78 degrees.

### **SECTION IV - LAUNDRY ROOMS**

- ❖ **Laundry Rooms are located on both floors** at each end of the building
- ❖ **Hours: Monday-Saturday (8:00 am -10:00 pm), Sunday (9:00 am - 9:00 pm)**
- ❖ Do not leave your clothes in the washer or dryer for extended periods of time.
- ❖ Do not prop open the door. Do not hang clothes from the door or door chain.
- ❖ Clean the lint trap after every use. The waste receptacles in the laundry rooms are to be used for lint **ONLY**, not household trash.
- ❖ Turn off the overhead light and fans before leaving.
- ❖ **NO materials with any pet hair should be washed in the machines** (blankets, towels, etc). This will safeguard residents who suffer from pet allergies.

### **SECTION V - PET POLICY**

According to the HOA Bylaws, pets are not allowed in the building or on property and this has always been a "pet free" condominium complex. However, per the State of Florida law allowing reasonable accommodations for emotional support and service pets, we have established revised/new rules. The Bylaws still govern overall policy. The following rules have been approved by the Board.

- ❖ **All pet owners must comply with current Florida State regulations and requirements pertaining to Emotional Support Pets and registered Service Pets.** This regulation requires documentation from a licensed psychiatrist to be supplied to all condominium Boards and multi family residence Boards as proof of identification of authorization. This documentation must also be provided to our property management company, TEEM Management, prior to any pets being allowed on property. **No exceptions.**
- ❖ **All dogs must be on a leash at all times**, whenever outside of Owners Unit
- ❖ **Owners must clean up after their pet**, removing any waste immediately and disposing of it properly.
- ❖ **PETS ARE NEVER ALLOWED in the following common areas of the property:**
  - **Swimming Pool** per the Florida Board of Health regulations, no animals are allowed in community pools or within 50 feet of open pool areas.
  - **Grassy Areas** around and behind the building including grill area, community boat dock area, or behind any 1st floor residence area.
  - **Common Room** or bathrooms outside this room.
  - **Laundry rooms, storage rooms or any area which is considered a common area.** At no time are pet blankets, towels or any items containing pet hair allowed to be washed or dried in the common machines. This will ensure residents with any allergies are protected. See laundry room section.
- ❖ **Noise/Barking** - With the realization it's sometimes difficult to control dog barking or excessive noise all the time, but you must consider other Owners, Neighbors. Any action that will reduce barking or excessive noise should be implemented, especially before 7:00 am or after 10:00 pm (i.e., closing doors and window coverings when you're not home). Any complaints received by the Board will be addressed with the pet owner and could result in a fine or additional actions.

## **SECTION VI - DOCKS, BOATS, PERSONAL WATERCRAFT (PWC)**

**The following are the docks currently on property:**

- **Single Docks (including Floating Docks)** - Unit Owner/Resident ONLY
- **Common Dock** - includes 6 Personal WaterCraft (PWC) docks
- **Kayak Dock** - for launching of kayaks, paddle boards

**Rules and Regulations pertaining to docks, dock owners and any guests:**

- ❖ **The Board of Directors has established a Dock Committee** for all dock related information, issues, wait list and any additional changes to the dock rules and regulations.
- ❖ **Single Docks can only be owned by a current Unit Owner, no outside person or group can own a dock.** Only they and their guests have exclusive use. Please do not

trespass on these docks. The dock will not be considered part of the condominium unit, or part of the owner's mortgages.

- ❖ **Transfer or Sale of Single or Floating Dock** - If a current dock owner places their unit up for sale, the dock can be sold to an existing Unit Owner OR the dock can be included as part of the property sale price. The dock would then transfer to the new owner upon closing or conveyance of dock form.
- ❖ If a Floating Dock cannot be sold to an existing Unit Owner OR the new unit owner is not interested, the dock becomes property of 701 NE Harbour Terrace COA. The dock cannot be removed.
- ❖ **Floating Docks should not be left vacant for extended periods.** Owners are expected to use as intended and not for investment. Docks not used for extended periods may be considered “vacated” and subject to HOA ownership.
- ❖ The docks may ONLY be rented to another Unit Owner. **No outside rental or temporary docking of boats or PWC’s by non-residents.**
- ❖ **Dock Owners are required to provide “proof of insurance (liability)” to Teem Property Management**
- ❖ **Dock owners are 100% responsible for all maintenance and repairs.** You must also adhere to the rules and regulations for dock ownership as outlined in this document and in the Bylaws.
- ❖ **The Dock Committee will be inspecting all docks on an annual basis.** If any dock is deemed to be structurally unsound or unsafe, the Dock Owner will be notified and asked to provide a plan for repair.
- ❖ **Immediate repair of any dock identified as unsafe is mandatory.** Please notify a BOD Member or Dock Committee Member when issues will be addressed and repairs completed.
- ❖ All docks are considered an accessible and common area for residents and guests. Docks in disrepair are a financial and personal liability for you the owner. **Any injuries to Dock Owner, other residents, or guests resulting from use of a poorly maintained dock will be the full responsibility of the Dock Owner.**
- ❖ **Cost to repair any damage to the Common Dock or seawall will be the responsibility of a dock owner** if the damage was caused by operator error, mis-use or reckless behavior.
- ❖ **Weather and Pending Storms** - Especially during hurricane season, dock owners are responsible for monitoring weather situations and tides and securing or removing boats and PWCs as needed. **Any damages as a result of improper securing or removal of boat or PWC will be the owners financial responsibility.**
- ❖ At no time will any items (i.e. life jackets, towels, clothing, equipment) be allowed to sit on or hang from docks or pylons around docks for more than 24 hours.
- ❖ Floating Docks shall be used for personal watercraft (PWC) only.
- ❖ **Floating Dock Annual Fee** - Floating Dock owners are required to pay an annual fee which includes any additional insurance costs. This fee will be reviewed and established annually by the HOA Board of Directors.
- ❖ **Unit Owners Interested in a Dock** - If you are interested in owning a dock, please notify a Board Member. Your name will be added to a waiting list (kept by the Dock

Committee) and selection will be on a first come, first served basis. When a dock becomes available, a Board Member or Dock Committee Member will notify you. Per the Bylaws, dock ownership is restricted to one dock per Unit.

- ❖ **Dock Owners and their guests are always required to behave in a safe, responsible manner.** Please be considerate of others.

## **SECTION VII - GENERAL/OTHER**

- ❖ **Smoking** - Smoking is no longer permitted anywhere on property with the exception of designated smoking areas.
- ❖ **Front Door Locks** - if you change the lock on your unit, you must provide a key or code to the Board. This is a requirement for all condominium owners per the State of Florida. If there is a building emergency (i.e., water leak, fire, pest infestation) a Board member may need access in your absence.
- ❖ **Guest Policy** - In your absence, family members only may stay in your unit for a maximum of 42 days per year (does not have to be consecutive). Per the Bylaws, you are required to notify Teem Property Management of their use (561-235-5419).
- ❖ **Rentals/Leasing your Unit is strictly PROHIBITED.** See the Bylaws for more information
- ❖ **Unit Owner Construction/Renovations**
  - Construction is ONLY permitted from 9:00 am - 5:00 pm, Monday through Saturday
  - NO construction work is allowed on Sunday or between Christmas Day and New Years Day
  - **All contractors MUST be fully licensed and insured** with the City of Boca Raton
  - Permitted work must be reviewed and approved by the Board **PRIOR TO BEGINNING ANY WORK.**
  - **Access to the roof A/C units for service** - please notify Board members in advance that you or your contractor will need access (day and time), they will provide the key. Unit Owner is responsible to ensure the access hatch is relocked securely. Any damage incurred due to negligence in this area will be Unit Owners responsibility.
- ❖ **Exterior/Outside Changes**
  - Doors, windows, screen doors must match existing building design standards, no exceptions
  - Unit Owners on the ground floor can plant in grass areas behind the unit, but **never on common grass areas.** If you plant something, you must maintain it (trimming, stones, etc)
  - **No personal items can extend** on to the common grass area (i.e., chairs, lights, tools, etc)
    - No flags, signs, posters, laundry, towels, are permitted past the screen enclosure of your lanai
- ❖ **Storage Lockers**
  - **Absolutely NO storage of any hazardous, flammable or combustible materials** are allowed in either the storage unit OR outside of the locker (within the room)
  - You cannot store any personal items in the storage room outside your own locker.