

**WATERWAY CONDOMINIUM ASSOCIATION, INC.
304-308 GOLFVIEW RD
NORTH PALM BEACH, FL. 33408-3523**

**CONDOMINIUM RULES AND REGULATIONS
Effective Date: February 9, 2024**

GENERAL

The following Rules and Regulations define the sensible things that we all would do to take care of our properties as though they were detached single-family residences and our single responsibility.

These Rules shall not negate any additional rules and regulations that may be contained in the Declarations of Condominium, the Articles of Incorporation, or the By-Laws, as amended.

Unit Owners and Residents of the Waterway Condominium Association, Inc. are automatically members of the Waterway Recreation Association, Inc. and are subject to the Rules and Regulations of the Recreation Association, which are included herein, by reference.

OBLIGATIONS OF UNIT OWNERS

The Condominium Association has the legal right to enter any unit for inspection and possible correction of a common element problem. **All Unit Owners must leave a set of keys with the Property Manager.**

All Unit Owners must be certain that all non-owner and non-resident guests are familiar with and agree to observe these Rules and Regulations. No unauthorized persons are permitted to use the common areas, and all persons using same do so at their own risk.

Guests may occupy a unit in the owner's absence, providing the Unit Owner submits written notification of such occupancy to the Board of Directors. (Hereafter referred to as the Board.) The notification should include complete identification of the guest(s), a copy of the guest's Driver License or other picture ID, the length of occupancy, not to exceed 30 days, and a notarized statement that the occupancy is not a rental, if requested by the Board.

Nuisances: No nuisance shall be allowed upon the Condominium property, nor any use or practice that is the source of annoyance to other Unit Owners, or, which interferes with the peaceful possession and proper use of the property by other dwelling Unit Owners.

Lawful Use: No immoral, improper, offensive or unlawful use shall be made of the Condominium property or any part thereof, and all ordinances and regulations of all governmental bodies having jurisdiction shall be observed.

COMMON ELEMENTS

Windows, walkways, hallways or stairways must not be obstructed or encumbered, or used for any other purpose than ingress and egress.

No signage, other than holiday decorations and/or security alarm decals, is permitted. The use of "Open House" signage is permitted during the duration of the Open House.

Nothing shall be thrown from, or hung on, the railings of the walkways, the balconies or walkway lamps. Rugs, mats, etc. may not be shaken over walkway railings, and are prohibited on walkways at unit door entrances.

Residents may not plant flowers, shrubs, trees, etc. on the common property. Do not pick flowers from the common areas.

For sanitary reasons and proper maintenance of walkways, grounds and parking areas, residents are prohibited from feeding wildlife on the common elements.

Open, or screened patio porches, and wrap-around walkways may be furnished with patio furniture and plants only. Clothes drying and the storage of sports and household goods are prohibited. To prevent damage during high winds and storms, these areas must be cleared when the owner leaves the unit unoccupied. Wrap-around gates must be closed if the wrap-around walkway is unoccupied. Janitorial staff will not move porch furniture and will not clean cluttered wrap-around patios.

The use of charcoal, gas, electric, or wood burning grills on porches, balconies, and walkways is prohibited.

Unit Owners and residents may not attempt to supervise or direct the work of contractors or maintenance personnel working on Condominium projects.

All bicycles must be registered with the Property Manager, and display an appropriate registration sticker or tag. All residents with bicycles must store them in the ground floor stairwell racks made explicitly for that purpose. Chaining of bicycles to stairway banisters is prohibited, as is the storing of rusty, unsightly, or inoperable bicycles, which will be removed.

Bicycles not appropriately tagged will be removed. Bicycles may not be placed in the elevators at any time. Bicycles must be removed during hurricane warnings.

Work orders or suggestions for improvements to the Condominium, complaints regarding an existing condition, or situation, or acknowledgement for a job well done, can be funneled through the Community Financials SmartWebs Resident Portal.

DRIVEWAYS AND PARKING AREAS

THE MAXIMUM SPEED LIMIT IS 10 MILES PER HOUR. Please drive slowly and carefully.

All vehicles must be registered with the Property Manager. Overnight guest vehicles must also be registered with the Property Manager.

Boats, boat trailers, buses, campers, commercial vehicles, motor bikes, motor homes, motorcycles, and trailers shall not be parked on the Condominium property. Exceptions include temporary parking of an emergency service vehicle, not to exceed 24 hours.

All authorized vehicles must fit completely within the parking space, width and length, and no longer than 220" (bumper to bumper) and no wider than 80" not including mirrors. Vehicles that exceed the parking space size are not permitted. Due to the narrow alley and shorter parking places in the East Owners parking, no pick-up trucks or other large vehicles are to be parked in the owners' spaces. Please be respectful of your parking neighbors – if you do have a large truck, please consider parking on the East (US1) side of the parking lot.

The use of roller skates, roller blades, skateboards, scooters, tricycles, and similar items are prohibited on Condominium property.

Only minor mechanical work on motor vehicles is permitted on Condominium property. Oil changes are not permitted.

Car washing is permitted only in the two (2) areas so designated. Parking is NOT permitted in the designated car wash areas.

Each Unit Owner shall use one parking space marked "OWNER" as assigned. Remaining parking spaces marked "GUEST" shall be used by all guests, visitors, and for extra vehicles. Unit Owners and lessees are responsible to ensure their guests are properly parked.

Parking, even temporarily, in parking spaces marked "OWNER," which is not the owner's assigned space, is strictly prohibited, unless the owner has provided permission and authorization.

Backing of vehicles into parking spaces is prohibited.

Non-operable vehicles, or vehicles without a current registration, are not permitted on Condominium common property, and will be towed at the owner's expense.

Signs in or on vehicles are prohibited.

LAUNDRY FACILITIES

Laundry facilities may be used only from 7:00AM to 10:00PM. Persons using the laundry facilities are required, after use, to clean the machines, empty dryer lint baskets, and leave the facility in the same or better state of cleanliness prior to usage.

Laundry facilities are restricted to the personal use of residents and their guests only.

TRASH DISPOSAL

When using trash chutes, care must be taken to ensure that items do not lodge in the chute, thus blocking and preventing future use. Trash bags are to be tied securely before dropping them in the chute. All bottles and glassware must be carried to the trash bins on the first floor. All boxes, pizza boxes and cartons must be flattened and carried to the trash bins on the first floor. Any large items are to be carried to the trash room. No trash shall be disposed of in any other location than the designated trash rooms.

Trash baskets in the laundry rooms are for laundry use only, and not for general trash or garbage.

All Unit Owners and their guests must abide by all recycling rules as established by the Village of North Palm Beach and the Solid Waste Authority.

GUESTS AND CHILDREN

Parents, guardians, and hosts of children residing in the complex are responsible for the conduct, and shall not permit children to play in the elevators, utility rooms, trash rooms, on

walkways, roofs, driveways, and parking areas. Unit Owners and lessees must ensure that minor guests are supervised by an adult, in the common areas, at all times.

PETS

All pets must be registered with the Property Manager. Pets over twenty (20) pounds are not permitted. Pets are limited to one dog per unit, and two (2) cats that are confined to the unit.

Pursuant to all Federal and State laws, an owner may make a request to the Association for a reasonable accommodation to the per/animal restrictions. It is strongly recommended that the unit owner requesting accommodation complete the paperwork located on the website, and submit completed forms to our attorney to make the determination. If approved, requesting owner will receive approval documentation.

All pets must be leashed in elevators, on walkways and stairways. All pets must be leashed when outside of the owner's unit, and shall be curbed off the Condominium property. The Village of North Palm Beach has an ordinance that requires pet owners to clean up pet wastes. Fines for non-compliance may be imposed by the Village.

Immediate corrective action will be required should any pet create a nuisance by being noisy, dirty, or otherwise undesirable. Any animal, not capable of being left alone without creating a disturbance, will be considered a nuisance, and removal from the property will be required. Pet owners are reminded that personal injury or damage created by their pets is the pet owner's responsibility.

MAINTENANCE FEES

The annual maintenance fee shall be due and payable in quarterly installments on January 1, April 1, July 1 and October 1.

Unpaid maintenance billings will be considered delinquent after the fifteenth (15th) day of the first month of each quarter, and a twenty-five dollar (\$25.00) charge per month will be added to the basic billing.

SALE OR TRANSFER OF UNIT OWNERSHIP

Application must be made to the Board for any sale or transfer of ownership of a unit. Approval by the Association is required for the sale or transfer to occur. An application fee may be required.

LEASING OF UNITS - Please refer to the Addendum of Leasing Guidelines at the end of the Rules and Regulations

All owners should be aware of Florida Laws pertaining to rental/ leasing taxation.

Pursuant to Article XII, Section E., of the Declaration of Condominium as recorded in Palm Beach County on 05/18/2005, owners may lease their unit, subject to the following:

The Unit Owner must make application to the Board to lease the unit. Forms are available from the Property Manager.

NO UNIT MAY BE PARTIALLY RENTED.

Application must be made by the prospective tenant for any lease of a unit. Approval by the Association is required for the lease to occur. As application fee may be required.

The lessee must be interviewed and approved by the Board prior to taking possession or residing on the premises.

Leases shall be issued for a minimum of three (3) months and a maximum of one (1) year. No unit may be leased more than once in a calendar year.

A standard condominium lease should be used and a copy of the completed form must be furnished to the Association.

UNIT OWNER RESTRICTIONS

Unit Owners wishing to enclose unit porches, add hurricane shutters or doors, add a screen door, or make changes that affect the appearance of the outside of the building, must make written application to the Association, and receive approval prior to proceeding. Hurricane shutters may not be attached to the outside of the building.

Any unit owner making any modification or structural improvements to the unit must obtain all necessary permits as required by the Village of North Palm Beach.

The Association requires that sound dampening be placed under all tile and wood flooring in any units above the first floor.

No installation of washers and/or dryers will be permitted inside any unit. Any such appliances currently in use may remain until the current owner sells the unit.

Carrying, or the use of, firearms on the Condominium property is strictly prohibited except as permitted by the Florida Statutes and local ordinance.

REMODELING, OTHER CONSTRUCTION AND/OR INSTALLATION PROJECTS - Please refer to the Addendum of Remodeling Requirements at the end of the Rules and Regulations

All remodeling and other construction or installation projects must be performed by Florida licensed contractors. All work performed must be properly permitted in compliance with the Village of North Palm Beach permitting requirements. All projects must be reported to the Property Manager, especially those that include electrical, plumbing, or flooring work.

Architectural Changes require Board of Directors' approval. Standard configurations for patio enclosure, windows, storm doors, etc. have been developed and will be provided upon request to management. Plans, material specs and Architectural Change forms must be submitted 30 days in advance of construction.

ADDENDUMS TO RULES AND REGULATIONS

LEASING OF UNITS

Pursuant to the Condominium Declaration, Article XII Use Restrictions, paragraph E, Owners may rent their units under certain conditions. Management of leasing units is as follows:

Owners wanting to lease their unit when the current number of leases permit more leases (less than ten (10), should contact the Property Manager. **The list priority is based on unit purchase date.** New owners will need to wait the full year before they can add their name to the lease wait list.

Upon availability of additional leases, the Property Manager will contact the next name on the list to determine if the Owner wants to exercise the option to lease. The Owner will have seven (7) days to get back to the Property Manager. If the option is waived by the owner, the Property Manager will go to the next name on the list. The owner that waived the lease option will not lose the position on the list.

Once an Owner picks up the option to lease, then they will have 6 months to secure a Tenant. If a Tenant is not obtained and the space is still available, the Property Manager will make the option available to the next person on the list. The Association will have the right to pull an

owner's option to lease if too much time has passed, and the available number of leases has reached the maximum.

The lease waiting list will be posted on the association portal. The units under lease will also be posted on the portal to provide transparency in the process.

Owners that are "grandfathered" on their right to lease will not need to wait for an available space, or need to have their name on the list. These owners will need to follow the required procedures from the standpoint of obtaining the association approval on the Tenant Evaluation Application, providing the \$500 lease deposit, and providing updated lease documents each year upon expiration of the current lease.

Grandfathered units will be included in the count of the maximum number of units that can be leased at any point in time. Any Owner that has been granted the option to lease will be able to continue the search for a Tenant, even if the overall number of leases may exceed the ten (10) authorized. The next option will not be granted until the total number of leases is under the stated limit of ten (10).

When a Tenant leaves and the lease is cancelled, the Owner will have to go back on the lease wait list for their next option to lease based on available space.

All prospective Tenants must complete the application process for Association approval. The Owner is responsible for providing the lease document to the Property Manager as well as the \$500 deposit. The Owner may require the Tenant to put up the Association deposit, but ultimately, it is the Owner's responsibility to ensure the association deposit is paid prior to the Tenant moving in.

REMODELING, CONSTRUCTION AND INSTALLATION REQUIREMENTS

All remodeling and other construction or installation projects must be performed by Florida licensed contractors. All work performed must be properly permitted in compliance with the Village of North Palm Beach permitting requirements. All projects must be reported to the Property Manager, especially those that include electrical, plumbing, or flooring work.

Architectural Changes require Board of Director's approval. Standard configurations for patio enclosures, windows, storm doors, etc., have been developed and will be provided upon request to management. Plans, material specs, and Architectural Change forms must be submitted thirty (30) days in advance of construction.

Owners are ultimately responsible for the contractor's activities on site. If rules are violated, and/or the contractor does not maintain a clean work site, the owner will be held accountable.

1. All contractors must provide a copy of their license, liability insurance, and worker's compensation insurance/exempt certificate, or have a copy on file. Please confirm with the Property Manager that Waterway Condominium Association, 304 Golfview Rd, North Palm beach, FL. 33408 is listed as the Certificate Holder.
2. Owners must have a responsible party onsite to oversee the contractor's activities, including compliance with the Condo Association guidelines for working on premise. Contact information for the owner's responsible party must be provided to the Property Manager in advance of the construction activity.
3. Contractors utilizing the elevator to transport materials and equipment must pad the elevator. Check elevators when completed daily and return pads to the 1st floor storage container at the end of every work day, and when the elevator is not being used for materials over a 24-hour period.
4. Contractors for air conditioning units may need access to the building roof. This must be scheduled in advance with the Property Manager. The roof hatch is locked at all times, and access must be scheduled.
5. Contractors are not permitted to use Common Areas for cutting, building, missing, etc. Contractors must contain all work to the inside of the unit. Oversized projects or equipment exceptions may be arranged with the Property Manager during the planning process.
6. All contractors must clean the ingress and egress to the unit from their construction debris/dust. This is required daily, or more frequently, if necessary. Remember, others live here and use these Common Areas daily.
7. All construction debris must be removed from the property by the contractor. The building dumpsters are not for construction debris.
8. All contractors must park in the guest parking area located in the east or west lot. No contractor vehicles are permitted in the owner parking area, except for the assigned space for the unit being renovated.
9. Contractors are authorized to do work from 8AM to 5PM, Monday through Friday only. Light construction, that of which disturbing noise level is low, deliveries, and move-in and move-out are authorized on Saturday. Sunday work is not permitted.
- 10. All electrical and most plumbing work requires a permit from the Village of North Palm Beach. Please keep permits posted in window of unit. It is the owner's responsibility to be fully in compliance with required permitting.**
11. When drywall is removed during remodel, and Association cast iron pipes are exposed, please call the Property Manager to send a maintenance assistant to inspect the exposed pipes.

12. All flooring products (carpet, wood, tile, etc.) require appropriate sound reduction material underlayment, which must be inspected in place by the Property Manager or designated Board member prior to the final installation of the floor. The minimum technical specifications on underlayment levels are:

IIC (Impact Insulation Class) 65

STC (Sound Transmission Class) 66

Please note, open air balconies are to be left free of floor coverings. No floor coverings are permitted on balconies, unless enclosed as to be part of the unit.

13. Contractors take direction from the Owner/Owner Rep, Property Manager, or Board members only. If a contractor received directions or comments from others, they should be referred to the Property Manager.
14. Should there be any questions, or further assistance, please contact the Property Manager.