

**PORT DE MER INC.
SUMMARY OF RULES & REGULATIONS**

- 1- GENERAL-** All terms used herein shall have the same meaning as they have in the Port de Mer by-laws and Declaration of Condominium, except as otherwise specified herein. It should be noted that there are 209 units and owners in Port De Mer. They are all entitled to the same degree of courtesy and consideration. The common area furniture and facilities are jointly owned; you as well as they have a proprietary interest in the maintenance of the premises and the enjoyment of its facilities.
- 2- LAWFUL USE-** No immoral, improper, offensive or unlawful use shall be made of the condominium property or any part thereof; and all valid laws, zoning ordinances and regulations of all governmental bodies having jurisdiction thereof shall be observed.
- 3- SECURITY-** Keep all security doors, pool gate, beach gate, trash room and social room doors locked. Keep all garage doors closed.
- 4- GARBAGE & REFUSE-** Rubbish must be secured in plastic bags and deposited in chute in laundry room. Bottles and cartons are to be brought to the first floor trash room and not to be thrown into the dumpster. No rubbish is to be left in the garage area anywhere. Old appliances, furniture and construction debris are not to be put in trash rooms, it is the owners and lessees responsibility to dispose of.
- 5- LAUNDRY ROOM-** Hours for the laundry room use are between 8:00 AM to 10:00 PM
- 6- EXCESSIVE NOISE-** The use of television, radios, stereo equipment and musical instruments should not be a disturbance to your neighbors or at poolside.
- 7- POOL AREA-** No glass or breakable items, playpens, floating objects-rafts-toys, etc. The following persons will not be permitted to enter the pool: A child under 12 years old unless supervised by an adult.
Full length towels must be placed on chairs and lounges. Complete pool rules are posted at poolside.
- 8- COMMON AREAS-** Keep apartment door to the hall closed. Floor mats are not permitted in the halls. Do not leave anything in the hallways, stairwells or common areas or it will be discarded.
- 9- LUGGAGE AND GROCERY CARTS-** Please return to the garage floor elevator area immediately after use.
- 10-LIGHTS-** Turn off all lights after leaving laundry room, mail room, social room, rest room, sauna and storage room.
- 11-PETS-** No pets are permitted by lessees or guests. Owner's pets (20 lbs or less) may be permitted with board approval. Application in office.
- 12-BICYCLES-** No bicycles are permitted in hallways, elevators or apartments. Bike storage racks are provided in the basement storage room.
- 13-ATTIRE-** Cover-up and shoes must be worn at all times in hallways and common areas. All tar must be removed from feet before entering pool area. Facilities for tar removal are at the shower area oceanside.
- 14-BALCONIES-** Each owner or occupant is required to keep balconies free and clear of mops, brooms, and other such items. Each owner or occupant shall not hang rugs or clothes on the balconies nor collect anything in these areas which will mar the appearance of the exterior of the building. The installation of carpeting on balconies floors is not permitted. Balconies may not be painted, wired or otherwise decorated or altered to change the appearance of the building in any way. No barbecuing permitted. Plants and patio furniture only permitted and should be removed and stored inside on closing the unit.

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15-PARKING AREAS- No boat or utility trailers, campers, mobile homes, pickup trucks, closed vans or motorcycles, commercial vehicles are permitted in the common area. Passenger cars and vans with wrap around windows only are permitted. No parking in fire lanes, driveways, circles or other posted areas. **Violators may be towed.** Use your assigned parking space in the garage, making above ground space available for visitors and guests. **All Vehicles will need a parking permit.** Office is open from 8:00AM to 2:00PM.

16-GUESTS- Register guests using your unit during your absence with the office. Owners are allowed guests two times a year, two weeks each time. Lessees are not permitted guests during their absence.

17-SOCIAL ROOM- These rooms are intended for the use and enjoyment of all the Owners and Lessees of Port De Mer. It is not the purpose of the following rules and regulations to impose unnecessary restrictions or limitations, but to assure all Owners and Lessees an equal opportunity to enjoy their use.

Any Owner or Lessee may reserve these rooms for private use subject to the following:

- 1- At least one week prior to date of use, a form shall be filed with the Association Office giving the date and time of the party, the approximate number of guests expected, and the nature of the party (i.e., dance, card party, shower, etc.). Owner and Lessees reserving a room will sign an agreement releasing the Association, its agents and employees from all liability.
- 2- The rooms may not be reserved for private use on certain holidays and Port De Mer functions.
- 3- Those using the social room are responsible for any damage. Minors under 18 must be accompanied by an adult. Hours are 9 AM to 11 PM.

18- No draperies and / or levelors and blinds shall be permitted without off- white drapery liners.

19- DELIVERIES, MOVING- It is the Owners and Lessees responsibility to see that all service and deliveries are to to be made through the garage and not the front lobby entrance. All moving in and out of Port De Mer will be done between the hours of 8 AM to 6 PM Monday to Sat. Owners and Lessees will instruct all service and delivery people to park there vehicles on either the South or North ramps to make service calls and deliveries. You must notify office at least 48 hours before moving, furniture deliveries, so we may put protective equipment in service elevators to protect walls and tile floors and to lock open garage doors. **Owners and Lessees will be responsible for any damage done by there service people.** There will be no service calls or deliveries made on Sundays unless it is an emergency.

20- COMPLAINTS, SERVICE REQUESTS- Any complaints, service requests or inquiries may be directed to the office in writing or calling (954) 421-0093 between 8:00 AM and 2:00 PM, Monday thru Friday. If it is an emergency, you may call any Director. Telephone numbers available at office.

21- RIGHT OF ACCESS- The association office shall at all times have a pass key to each unit. Under Florida law, the Association has the irrevocable right of access to each unit during reasonable hours, when necessary for the maintenance, repair, or replacement of any common elements or of any portion of a unit to be maintained

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by the Association pursuant to the Declaration or as necessary to prevent damage to the common elements or to a unit or units. If entrance cannot be obtained, the association will not be responsible for damage resulting from forced entry.

- 22- FIRE CODES-** There shall not be kept in any apartment any inflammable, combustible or explosive fluid, material, chemical or substance except for normal household use.
- 23- HALLWAY DOORS-** All doors leading from the apartment to the common halls shall be closed at all times except when in actual use for ingress and egress to and from the common elements. Doors on the individual utility rooms containing air conditioning units and water heaters shall be closed at all times except when in actual use for repairs or service.
- 24- HURRICANE SHUTTERS-** Any installations of shutters needs the approval of the association. Shutters must be either closed all the way or open all the way.
- 25- SIGNS-** No "For Sale" or "For Rent" signs shall be permitted anywhere on the condominium property, with one exception. An owner may use the mail room bulletin board to post a 3x5 card showing the owners name, apartment number and owner phone number. This rule shall not be deemed to prohibit notices of isolated transactions, such as an offer for the individual sale of appliances, furniture, household goods, etc., by any owner on a bulletin board. An "open house" to show an apartment for sale or for rent shall not be permitted.
- 26- EMPLOYEES-** No unit owner or resident shall direct, supervise or in any manner attempt to assert any control over any of the employees of the association. No employee shall show apartments for sale or lease.
- 27- PERSONAL PROPERTY INSURANCE-** Each owner or occupant should provide his own fire, theft, hazard and liability insurance covering his personal property within his unit (including, but not limited to carpeting, appliances and wall coverings). The association assumes no liability and provides no coverage for such items. Each owner or occupant agrees that the association and its directors, officers, employees, and agents shall not be liable to or for any damage or loss of such property in the units.
- 28- GUIDELINES-** For owners who vacate their apartments for extended periods of time.
Close shutters -- Turn off all water valves -- Put new batteries in smoke detectors -- Ensure A/C hoses are not brittle and ready to break -- Check water heater for leaks -- Set air conditioners and humidstats at adequate levels to eliminate mildew-- Arrange for exterminators to spray. Turn off ice maker -- Adjust refrigerator temperature at low settings or empty completely and leave door ajar -- Make arrangements for someone to inspect your apartment and utility closet on a regular basis until your return.
These guidelines are highly recommended to avoid catastrophes such as flooding that usually damages other apartments as well as yours and entails unnecessary expense due in part to negligence.
- 29- EMERGENCIES- ILLNESS/DEATH-** All owners should have an updated list of names and telephone numbers of individuals to be notified in case of serious illness or death. The list should be kept current and maintained in our office files. We have had occasions where our hands were tied because we could not get into apartments and did not have directions on file to notify family members, doctors, or attorneys. This is extremely important for residents living alone.