

**Casa Costa Condominium
Rules & Regulations - Quick Reference Guide**

Section	Topic	Highlights
1.0 Introduction		
1.1	Purpose and Policy	Rules & Regulations are established and enforced by the Board to enhance property value and to ensure residents may live in harmony and enjoy the building.
1.2	Noise and Conduct	<ul style="list-style-type: none"> No noxious, unlawful or offensive activity shall be carried on in any Unit or in the common elements. The use of noise-emitting equipment may not be used between the hours of 10:00 p.m. and 8:00 a.m. including weekends.
1.3	Security	<ul style="list-style-type: none"> The Casa Costa building is under 24 hour camera surveillance however portions of the building may not be covered. Casa Costa is staffed by front desk attendant 24 hours a day, 7 days a week. Front Desk number is 561-509-5410 and mobile is 561-531-1123.
1.4	Emergency Procedures	<ul style="list-style-type: none"> If you or someone else is in need of emergency medical assistance, call 911 If you, or any member of your household, are physically challenged, you must provide appropriate information to the management office for use in an emergency. As in any high-rise, <u>do not use the elevators in the event of a fire.</u> Smoke detectors and a sprinkler system were installed in each unit. Unit Owners should only properly maintain their smoke detector and not touch the sprinkler fixtures.
1.5	Absence of Resident	<ul style="list-style-type: none"> All residents who plan to be away from their apartment for a period in excess of 30 days must turn off the water to that apartment and to turn their thermostat to maintain a temperature maximum of 78 degrees Fahrenheit. During hurricane season (Jun 1st to November 30th) residents must remove all furniture and any other approved elements from balcony.
1.6	Insurance	<ul style="list-style-type: none"> Each resident is responsible for his/her own insurance to cover all personal possessions and fixtures with a provision for liability for at least \$100,000. The Unit owner is responsible for any damage caused to other units, common areas/elements and limited common areas/elements. Cost of replacement or repair to the common areas/elements will be posted on the owners account if there is no insurance.
2.0 COMMON AREAS		
2.1	Bike Room	<ul style="list-style-type: none"> Designated bicycle storage is located in the garage on the 2nd and 4th level. Bicycles and tricycles are not allowed in the front lobby or through the front entrance but must use the garage entrance instead. Registration of all bicycles is required, and a registration decal for an annual fee will be issued. Unregistered bicycles not displaying a registration decal, will be removed and disposed.
2.2	Children	<ul style="list-style-type: none"> Children and infants are always welcome in the building. Adults are responsible for the behavior of their children and must be mindful of the peace and quiet of adults in the building. All children under 16 must be accompanied by an adult at the pool and on the surrounding recreational deck. Children under 16 are not permitted to use the exercise facility, steam, sauna and hot tub.
2.3	Dress Code	<ul style="list-style-type: none"> Appropriate attire should be worn at all times when in all common areas of the building. Resident and guests must wear a cover up and shoes when walking to and from the pool area Persons wearing wet bathing suits are not permitted in common areas.
2.4	Elevators	<ul style="list-style-type: none"> In case of fire, do not use the elevators; use the stairways. For your safety, there is an emergency button in each elevator cab. This emergency button is connected through the phone line directly to the Elevator Vendor station. Young children unable to operate the emergency buttons are not permitted to ride elevators unescorted. There is one service elevator in each tower which can be reserved for moves or deliveries. Vandalism or other damage to the elevators is an offense chargeable to the responsible party and the unit owner jointly and severally. Elevators are not to be detained or held without prior approval from the management office.
2.5	Garage	<ul style="list-style-type: none"> All Resident parkers must register their vehicles with the management office <u>Cars that are not registered and/or do not display the hangtag or sticker for that space are subject to being towed at owner's expense.</u> One automobile and a motor scooter or motorcycle may be permitted in one parking space if both will properly fit within the confines of that parking space. No materials of any kind may be left or stored in the parking space. It is expressly prohibited to repair or otherwise perform maintenance work on any vehicle in the garage. The maximum speed allowed in the garage is 5 miles per hour.

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2.6	Public Parking	<ul style="list-style-type: none"> No parking of any vehicle, including vehicles parked in handicapped spaces, is permitted between the hours of 12:30 AM and 6:30 AM and any cars will be towed at the car owner's expense. As of now Residents should not park their cars in the public parking spaces on the first level.
2.7	Valet Parking	<ul style="list-style-type: none"> Overnight valet parking on a day-to-day basis shall be at a cost of \$10 per night. Valet parking on a monthly basis shall be \$100 per month.
2.8	Hallways Lobby Unit Doors Corridors Stairwells & Public Areas	<ul style="list-style-type: none"> The lobby is not to be used to conduct business transactions. All entrances must not be obstructed. Residents may not place personal property in the hallways or other common areas. Such items will be subject to removal and disposal without notice or recourse and will subject the unit owners to a fine. Smoking of all tobacco, cannabis and vaping is prohibited in all indoor common areas of the building (including the garage) as well as on the fifth floor common areas including pools and pool deck. Bicycles and roller-blades, etc. are not permitted in the lobby, on the deck, or through the front entrance. Fire Code requires that stairwell doors must not be propped open or the locking mechanism tampered with in any way. Hospitality carts should not be taken through the first floor hallways (See Section 3.2 Carts).
2.9	Mailbox	<ul style="list-style-type: none"> Access to the mailroom during mail delivery is restricted to federal employees. Federal law prohibits the unauthorized placement of items in mailboxes.
2.10	Pets	<ul style="list-style-type: none"> Casa Costa Rules allow not more than two (2) animals per unit. Dogs may not be a breed considered or classified as a "dangerous dog". No dog that weighs more than 75 pounds is permitted in the building unless the dog has been registered with the management office prior to June, 2019. <u>All Residents, including those in transient units as well as renters</u>, must register all pets with the management office. Guest dogs are allowed but must also follow all Casa Costa Condominium Association regulations. Pets may not be left unattended outside of your unit. Pets must not create a nuisance to residents of other units. A pet must be on a maximum 6' leash and under control at all times. Pets should not exit the building via the main lobby entrance during daylight hours. Pets are not permitted in the fitness center, club room, pool, pool deck. Each Unit Owner and each Occupant shall be responsible for immediately picking up after any animal kept in such unit. Cat litter boxes must be maintained in an odor-free condition. <u>The fine for violation of these rules is up to \$100 per offense.</u> After a third offense, the Board may require eviction of the pet from the Casa Costa Building.
2.11	Recreational Facilities	
	Applicable to all Recreational Facilities	<ul style="list-style-type: none"> If an owner is more than 90 days late in paying the monthly assessment the elevator fob and garage clicker will be deactivated and cable and internet and use of recreation facilities suspended.
	Exercise Facility	<ul style="list-style-type: none"> No resident shall use the equipment in such a manner as to restrict its use by other Residents for more than 30 minutes All beverages should be in non-breakable containers. Weights are not to be dropped on the floor. Appropriate attire such as sneakers and shorts, tops or cover-ups should be worn at all times when in the fitness facility.
	Swimming Pool, Hot Tub, and Pool deck	<ul style="list-style-type: none"> The pool and hot tub is available for use only from dawn to dusk. The access gates to the Pool deck are to remain closed at all times. Children under 16 years of age must be accompanied by an adult resident. By Florida law, showers are required before entering the pool. Food and beverages with the exception of water in plastic holders or bottles are not allowed in the pool area. No pets are allowed in the pool deck areas. Personal objects such as floating mats, large rubber toys, etc. are permitted in the beach pool only if the use of these objects does not unreasonably interfere with others' enjoyment of the facility.
	Club Room	<ul style="list-style-type: none"> A fee and security deposit may be required depending upon the intended use of the room. Club room open hours are 7am to 11pm.
	Spa Room	<ul style="list-style-type: none"> The room is available to the residents for private session. If not maintained and cleaned properly after each use a fee of \$50.00 shall be imposed upon the owner's account.
	Sauna and Steam Room	<ul style="list-style-type: none"> Children age 16 and under are not permitted in the sauna. Pregnant women and persons suffering from heart disease, diabetes, high or low blood pressure, circulatory or respiratory problems, seizures or epilepsy should not enter the sauna without prior medical consultation. Use of chlorinated pool or spa water and oil on heating rocks is prohibited in a wet sauna. Limit yourself to a maximum of 15 minutes. Tampering with the sauna thermostat is a serious safety hazard and is prohibited.

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	Grooming Room	<ul style="list-style-type: none"> • If not properly maintained and cleaned properly after each use a fee of \$50.00 shall be imposed upon the owner's account. • The room is available to the residents. • Please contact the Front Desk to reserve the room.
3.0 BUILDING SERVICES		
3.1	Bulletin Boards	<ul style="list-style-type: none"> • Notices are limited to 4" x 6" and display time limited to two weeks.
3.2	Carts	<ul style="list-style-type: none"> • They must be signed out and returned to the front desk within 15 minutes. • So as not to damage interior walls carts should not be taken through the first floor hallways. • Use is restricted to within the building. • Cost of repair of any damage to hallways and elevators will be responsibility of the cart user.
3.3	Deliveries	<ul style="list-style-type: none"> • The use of Casa Costa as a "mail drop" or "delivery drop" for persons not currently a resident are strictly forbidden. • Small deliveries less than 50 lbs. will be accepted by the front desk personnel. • Deliveries not picked up within <u>72 hours</u> of notification of delivery may be returned to the sender. • All other packages must be transported through the garage entrance. • Large Deliveries such as furniture must follow the same procedures as used when moving into or out of the building. • Building staff members are not allowed to sign for large or furniture deliveries. Arrangements must be made with the Management Office for access to the elevator.
3.4	Maintenance Staff	<ul style="list-style-type: none"> • Each Resident is responsible for maintaining his or her own unit. • Although the building's maintenance staff is responsible for the common areas of the building, a flat fee per hour will be charged to the unit owner for an issue that was not caused by the building itself. • To obtain maintenance service, <u>call the management office or open a work order on Buildinglink</u> to report the nature of your service request. • Any suggestions or comments concerning the attitude or work of any employee should be made directly to the property manager. • When the office is closed, and service of an emergency nature is necessary, phone the front desk for assistance. • Front Desk number is 561-509-5410 and mobile is 561-531-1123.
3.5	Trash Disposal	<ul style="list-style-type: none"> • All food items should be bagged, tied or sealed, and disposed of promptly. • Do not leave any bags, garbage or other refuse on the floor. • Do not leave recycling on the floor of the trash chute room. • Residents should bring recyclable items to the recycling containers. • Residents, whose apartments adjoin the garbage chute, please dispose of trash between the hours of 8:00am and 9:00pm. • Bulk trash must be arranged to be picked up by the city of Boynton Beach. Unit owners may arrange pick up a by contacting the city at 561 – 762 – 6200.
4.0 RESIDENCE UNITS		
4.1	Repair Emergencies	<ul style="list-style-type: none"> • If any repair emergency should arise in your condominium either during or after regular Management Office hours, please call the Management/ Front Desk at 561-509-5410. • Examples of emergencies may include water leaking from plumbing fixtures or through the walls, ceilings or on the floors, or plumbing backups. If you should hear water dripping behind the walls but it is not coming into your unit please notify the Front Desk.
4.2	Appliances & Fixtures	<ul style="list-style-type: none"> • Maintenance, repair and replacement of fixtures and appliances within individual units are the responsibility of the Unit Owner.
4.3	Balcony	<ul style="list-style-type: none"> • Please do not hang any windsocks, towels or other items from the balcony ceiling or railings. • If a patio type umbrella is utilized it must be closed when no one is at home as well as being fully secured at all times. • The cleaning of your balcony window is your responsibility. • At no time is it permissible to throw or allow any item to fall from your balcony especially when watering plants.
4.4	Construction	<ul style="list-style-type: none"> • Hours for construction, remodeling or other noise-producing work engaged in by a Resident is restricted to Monday through Friday, between the hours of 9:00am and 5:00pm. • Every owner must contact the management office prior to any construction activity. • Owners are responsible for securing all required permits. • There shall be no entering of the common elements (i.e. the floor, ceiling, columns and walls adjoining another apartment). • Special care should be taken with sprinklers and smoke detectors during construction: sprinklers should not be painted and smoke detectors not covered. • Prior to commencement of work, all Contractors doing work in the building must present a Certificate of Insurance and License to the Board or its authorized representative indemnifying the Association, its officers, Directors, Managing Agent and employees from all liability whatsoever.
4.5	Floor Covering	<ul style="list-style-type: none"> • In order to minimize the transmission of sound between units, all floor surfaces must meet or exceed sound insulation standards as outlined in the construction document. • Installation of hardwood, marble or tile flooring, other than in a bathroom, requires prior written approval of the Board of Directors or management.
4.6	Guests	<ul style="list-style-type: none"> • All visitors who are not accompanied by a resident are required to register with the front desk who will announce their

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		<p>presence to you unless a "Permission to Enter" has been completed in BuildingLink.</p> <ul style="list-style-type: none"> • All guests and invitees of Residents or Unit Owners are responsible for complying with all Rules of the Association while on the property.
4.7	Heating and Air Cond and Hurricane Season Preparation	<ul style="list-style-type: none"> • LEAVING YOUR UNIT UNOCCUPIED. In order to prevent your apartment from mold, your thermostat if programmable must be set at 72 degrees for two hours in the morning and at 78 degrees for the remainder of the time. • No unit shall have any aluminum foil placed in any window or glass door or any reflective or tentative substance placed on any glass, unless approved in advance by the Board of Directors in writing. • A unit owner or occupant who plans to be absent during the hurricane season is solely responsible for preparing his/her unit prior to his/her departure by removing all items from the patio, balcony and/or lanai.
4.8	Housekeeping	<ul style="list-style-type: none"> • Nothing shall be swept, shaken or thrown out of the windows or doors. • Please do not use bluing materials in the toilet tanks. No rags, textiles, foreign materials, etc. should be flushed. • Do not use caustic chemicals to unplug clogged drains. Less harmful solutions of baking soda and vinegar should be utilized. In the event of clogging or flooding, if necessary, shut off valves to stop the flow of water and promptly notify the management office. • If you should use a live Christmas tree, exercise appropriate caution. The Fire Department recommends the use of artificial Christmas trees in all high-rise buildings. • Transport a tree in a bag to prevent needle dropping in the elevators and hallways is required and disposal of the tree shall be in a proper container as designated by management in the garage.
4.9	Locks and Keys	<ul style="list-style-type: none"> • When a resident changes his/hers door locks, two copies must be provided to the management office. • Key Fobs will be assigned based on the number of approved registered residents. • Gate Clickers will be assigned based on how many parking spots are assigned to the unit. • There is a fee of \$25 per new key fob and \$50 per new gate clicker. • Management will seek to provide advance notice to the unit owner of the need to enter the unit for any maintenance issue unless in case of emergency.
4.10	Lock-Outs	<ul style="list-style-type: none"> • If you accidentally lock yourself out of your condominium during office hours, please call or come to the Management Office and arrangements will be made for you to re-enter your unit. If the lockout occurs after normal office hours, you may call a locksmith.
4.11	Moving in/out Reservations	<ul style="list-style-type: none"> • When moving in, out, or moving personal property within the building is required, Residents must request use of the service elevator in advance. • Reservation request should be made as far in advance as possible to ensure availability of the service elevator. • The Association requires a deposit of \$500.00 and a non-refundable fee of \$100.00 as determined by the Board in the form of checks payable to the order of the Casa Costa Condominium Association, at least one week in advance of a move into or out of the building. • <u>Only the service elevator may be used when moving personal property</u> into, within, or out of the building. Moving hours are limited to between 9:00am and 4:30pm, Monday through Friday.
4.12	Plumbing	<ul style="list-style-type: none"> • Please do not try to fix plumbing problems yourself. Call the Front desk after hours with any major plumbing problems. • <u>You can help avoid many problems in your unit by not pouring grease down kitchen drains and keeping hair out of sink and tub drains. Putting celery, onion skins, backing goods, coffee grounds, pasta and rice in the disposal may also cause clogging and backup the drain.</u> • If you report a major plumbing problem the building engineer or his designee will investigate the issue. If found to be a building issue there will be no charge for the visit. <u>If found to be a unit issue a fee of \$50.00 may be imposed. In addition, if found to be a unit issue and a cleanup of the unit is necessary, a clean-up fee of \$100 per hour will be imposed.</u>
4.13	Sale or Lease of a Unit	<ul style="list-style-type: none"> • Each person listed on the lease or sales contract must complete and be processed through TenantEvaluation or similar program as chosen from time to time by the Board of Directors to screen applicants. • A nonrefundable fee of \$100 shall be submitted which covers the administration costs involved in the review of the application as well as a criminal, financial and reference background check of the lessees. That fee is required for each applicant with the exception of a husband and wife and dependent children. • In the case of a lease, the Association requires a refundable security deposit of \$1,000 from the lessee. The deposit must be in the form of a cashier's check, or money order made out to the Casa Costa Condominium Association, Inc. • No potential purchaser or lessor may occupy any apartment prior to the approval of the screening committee and closing. • The screening committee will approve the selling and releasing of all residential and transient units with the exception of the leasing of the transient units if such units are appropriately registered as transient units under section 509.241, 2018 Florida Statutes. If such transient units are not properly licensed the management may not assist in providing services to those units that are operating in violation of the law. The license must be conspicuously displayed both in the unit and with a copy provided to the management office. It is a second-degree misdemeanor to proceed without the required license and subjects the unit owner who fines up to \$1,000 per offense. • Any new residents, before occupying apartments resulting from resale, lease or rental, must notify the management office upon arrival. • A seller or renter must, at their own expense, give each prospective purchaser or renter a copy of the rules and regulations and if a seller, the condominium documents and bylaws as well. • Anyone who remains in the residence for a period of 30 days or more with or without the owner or renter in residence shall be considered a resident and subject to screening.

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		<ul style="list-style-type: none"> For residential units on floors 4th South and 5th and up the minimum lease is for six (6) months. If a lease is terminated before that time, such early termination shall be considered as a breach of the Casa Costa declaration and bylaws and shall result in a fine to the unit owner as well as restrictions of future rental of the unit and use of the fifth floor and beach pass facilities, and cable and internet for a reasonable period of time in the sole discretion of the board. Any owner who leases their unit automatically transfers their right to use all amenities and common areas of Casa Costa for the term of that lease.
4.14	Use and Occupancy Restrictions	<ul style="list-style-type: none"> Residential and transient units must be used for residential purposes only. Use occupancy guidelines shall be as follows: <ul style="list-style-type: none"> one-bedroom unit: no more than two occupants. two-bedroom unit: no more than four occupants. three-bedroom unit no more than six occupants. All individuals involved in the lease of the unit shall attend an orientation in the management office and all rules and regulations shall be reviewed with the lessees. All applications to lease shall include a provision authorizing the Association to act on behalf of the unit owner with full power and authority to compel compliance by the lessee and/or their guests with all provisions of the declaration of condominium. All potential residents, in consideration of the Association allowing them to use the exercise and weight room (the fitness center) shall sign a document holding neither the Association nor its agent responsible or liable for any loss, damage or injury that might be sustained as a result of the use of the fitness center. No Resident may overload the electric wiring or plumbing in the building, or operate machines, appliances, accessories or equipment in such a manner as to cause an unreasonable disturbance to others or connect any machines, appliances, accessories or equipment to the heating or plumbing systems.
4.15	Water Furniture	<ul style="list-style-type: none"> No water-filled beds or other water-filled furnishings are allowed.
4.16	Window Coverings	<ul style="list-style-type: none"> For a consistent exterior appearance, all outside surfaces of any window covering (including draperies, blinds, liners, etc.) must be white, off-white or neutral gray.
4.17	Exterior Appearance	<ul style="list-style-type: none"> Residents shall not cause anything to be affixed or attached to, hung, display or placed on the exterior walls, doors, balcony railing or ceilings, or windows of the building. Christmas lights may be kept on the balcony of a unit no longer than 14 days after Christmas and no earlier than 14 days before Christmas.
5.0 ENFORCEMENT		
5.1	Overview	<ul style="list-style-type: none"> All residents are required to abide by the Association's Declaration and the full Rules and Regulations [See footnote for how to access the full version]
5.2	Proceedings by the Board	<ul style="list-style-type: none"> Fines/Suspensions. The Board of Directors may levy reasonable fines and suspend use rights against Units whose owners, family members, guests or lessees commit violations of the Condominium Act, the provisions of the Condominium Documents or Association Rules and Regulations, or condone such violations by their family members, guests or lessees. If the alleged violation is such that serious, immediate, or irreparable consequences may occur by delay, the Board may elect to forward the matter to the Association's attorney for appropriate action. If any Unit Owner who is charged with a violation believes that no violation has occurred, he/she or shall proceed as listed in the full version of Rules and Regulations. [See footnote for how to access the full version]
5.3	Smoking	<ul style="list-style-type: none"> <u>Smoking, as defined below, is prohibited on all common elements of the Association property</u> <u>This restriction shall apply to all unit owners, family members, tenants, residents, guests, business invitees, and visitors of the Association.</u> <p>Definitions of smoking:</p> <ul style="list-style-type: none"> (1) "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana. (2) "Electronic smoking" means any product containing or delivering a nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of the vapor or aerosol from the product. The term includes e-cigarette, E cigar, E cigarillo, E pipe, E Hookah, or vape pen.
5.4	Grill/Barbeque	<ul style="list-style-type: none"> Grill/barbeque is not allowed at Casa Costa. Moreover, no cooking/baking is allowed in the common area and limited common area unless sponsored by the Association.

NOTE:

Full text of Rules and Regulations including forms and addendums has been mailed/e-mailed to owners and can also be found in the Library folder at BuildingLink.com.