



**HOUSE MANUAL
OF
RULES, REGULATIONS, PROCEDURES GENERAL RESPONSIBILITY**

"Your Association has the right and duty under the Declaration of Condominium By-Laws and applicable Florida Statutes to promulgate rules and regulations pertaining to the operation, manage and usage of both the common elements of the condominium and the individual condominium units contained therein. These rights and duties are more particularly specified in Article VIII (I) of the Declaration of Condominium of the Pompano Aegean Article III 2 (I) or the Articles of incorporation of the Pompano Aegean Article IV, Section 14 (a) of the By-Laws of the Pompano Aegean and Rule #33 or Exhibit "A" to the By-Laws of the Pompano Aegean".

The Association must fulfill their fiduciary duties set forth in Florida Statute 718 and promulgate and enforce appropriate rules and regulations. If any apartment owner or their guest does not comply with such rules and regulations, the Articles of Incorporation, Article III 2(1) provides: "that the Association will make and amend regulations governing the use of the condominium property and recreation facilities and to enforce, in any manner necessary and proper the provisions or all condominiums documents, these Articles, By-Laws and other Rules and Regulations."

This manual has been compiled and approved by your Board of Directors and docs contain excerpts from your Condominium Documents and the Florida State Statutes (Declaration of Condominium Articles of Incorporation and By-Laws). However, should there be any conflict between this manual and the documents or statutes, the documents or statutes will prevail.

FAIR HOUSING COMMUNITY

Pompano Aegean Condominium Association, Inc, welcomes residents and their guests without regard to race, color, religion, sex, national origin, familial status, age, disability, marital status or sexual orientation. We enforce our Rules and Regulations equally and without discrimination. We apply fair and equitable criteria when evaluating transfer applications or requests for accommodations/modifications pursuant to governing fair housing laws.

DEFINITIONS

EMPLOYEES OF OWNERS:

Any person performing a service for an owner for a fee or compensation.

GUEST:

Any person staying overnight in an apartment.

LESSEE:

Any person renting or leasing an apartment in the Pompano Aegean.

OWNER:

Any person who owns an apartment in the Pompano Aegean

FULL TIME RESIDENT:

A guest becomes a full time resident when their permanent address is the Aegean for a minimum of 90 consecutive days, and the Aegean's address (1010 S. Ocean Blvd; Pompano Beach, FL 33062) is identified on their driver's license, auto registration, and voter ID card.

VISITOR:

Any person visiting in the Pompano Aegean but does not stay overnight.

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POMPANO AEGEAN HOUSE MANUAL

ATTIRE:

Owners, their families, and guests, including children, will not appear in the Main Lobby or public rooms unless properly attired and footwear must always be worn. Uncovered swimming suits must not be worn by adults or children in the building. Wet bathing suits are not permitted in the building.

ALTERATIONS OR CONSTRUCTION:

No supporting concrete shear wall, structural columns or any other structural member may be breached. No common elements such as electrical, plumbing, vents etc., may be altered without written permission from the Manager and Board of Directors. Plans and permits for changes must be submitted prior to the beginning of work to the office. Completed application form and permits to make alterations and improvements must be submitted to the Association for approval prior to beginning of any work. Forms are available in the office.

AUTOMOBILE IDENTIFICATION:

Motor Vehicle Identification and Guest Passes: All motor vehicles of owners, lessees, residents, and guests must be identified in the following manner:

FOR: UNIT OWNERS & RESIDENTS:

A condominium unit, regardless of the number of owners or residents, will be entitled to one assigned parking space and will receive one tag-master covering that parking space. Space numbers will be coded thereon. Tagmaster are available for an owner's second vehicle for an annual fee of \$25. A second "assigned space" may be purchased, if such space is available, for an annual prepaid fee of \$480. However, vehicles with a tag-master may be parked in another unit's owner's space provided the owner of the space has given permission and such permission is recorded in the office. Owners are entitled to two (2) vehicles per unit/ apartment; any additional vehicle will be charged an annual fee of \$960 per vehicle in advance. Long term guests may receive a total of four (4) weekly guest passes prior to being charged the fee.

FOR: RENTED CONDOMINIUM UNITS:

If an owner rents his/her unit his/her parking rights pass to the lessee/renter and owner forfeits all parking rights other than by a visitor/guest pass.

FOR: LESSEE / RENTERS

LESSEES/ RENTERS:

Lessees/Renters will be issued a rental tagmaster allowing them all provisions outlined for the owners and residents.

DISPOSITION OF STICKERS:

- (a) If a vehicle is disposed of, peeling off the tagmaster or any part thereof is sufficient for issuing a new sticker if returned to the office. A notarized statement or proof of sale will also be accepted.
- (b) Any time a vehicle is disposed of, or the residency of a unit changes, the tagmaster should be removed and returned to the office

VISITORS:

Visitors must obtain a pass from the Security Guard that will entitle them to park on the premises. This pass must be affixed to the lower right-hand corner of the windshield (passenger side).

GUESTS:

Guests who plan to stay on the premises must obtain a pass from the office entitling them to park on Aegean property. The pass must be affixed to the lower right-hand corner of the windshield. Extended guest parking passes are issued for no longer than one week and must be renewed at the office by the vehicle owner or an immediate family member.

Exception: healthcare providers are entitled to a 30-day parking pass.

OTHER PERSONS:

All other persons not specifically provided for are required to follow the procedure in the "GUESTS" paragraph above. At the option of management, any motor vehicle that is not properly identified may be towed away at the owner's expense.

BALCONIES:

Exterior Appearance:

1. Laundry, shoes, bathing attire, articles of clothing, towels, cleaning materials, etc., will not be placed on the balconies or railings.
2. Glasses, ashtrays, flowerpots, boxes, or any other object should not be placed on balconies where they may fall.
3. Drapes, shades, curtains, blinds, awnings, or any other item, except storm shutters, as prescribed under "Storm Shutters", will not be erected on balconies nor will the outward structure appearance of the balconies be changed.
4. No reflective substance may be placed on windows or doors.
5. NOTHING, INCLUDING CIGARETTES, CIGARS, ASHES, DIRT, WATER, ETC. WILL BE THROWN, DROPPED OR SWEEPED FROM THE BALCONIES.
6. Rugs, mops, clothes, brooms, etc., will not be dusted, shaken, or dried from the balcony.
7. Outdoor Cooking/Grilling on balconies is strictly prohibited. There is NO EXCEPTION.
8. Owners are not permitted to install antennas anywhere outside their unit including balconies.
9. No exterior changes, additions, painting, or alterations, including balconies, are allowed.
10. If owners are planning to be away for any length of time, it is mandatory that they remove all furnishings from the balcony and close the hurricane shutters, if the balcony is so equipped. In the case of advance warnings of a hurricane, the Building Manager may enter and inspect a vacant apartment and take such action which he/she deems advisable for protection of the building and adjacent units. The Owner will be charged a fee of \$50 if the Association closes shutters and removes items from the balcony.

BAR-B-Q GRILLS (CAFE DECK):

The gas grills are for the use of all residents on a first come, first served basis. Exception: Condo Association affairs have precedence. Grills and grill deck must be cleaned after use.

Turn the gas off when you are through using the grill.

BEACH AREA:

ALL PERSONS USING THE BEACH AREA DO SO AT THEIR OWN RISK. NO LIFEGUARD IS PROVIDED. UTMOST CARE MUST BE TAKEN AT ALL TIMES.

1. Aegean chairs and lounges have been placed on the beach for everyone's benefit. When leaving the beach please return chairs /lounges to the shaded area by the spa deck. Abuse of this rule may terminate privileges.
2. Beach chairs and lounges are available to all on a first come first served basis. Do NOT reserve chairs for yourself or others by placing towels on them.
3. Owners/ Residents/ Lessees are not allowed to leave their personal chairs on the beach to claim a specific spot as their own.
4. Policing of the beach area is not the responsibility of the security office or the Aegean staff.
5. When leaving for the season or prior to a storm warning, it is your responsibility to remove personal beach chairs from the chair storage area.
6. Tar removal items and showers are provided at the entrance to the beach. Use of such is mandatory before entering the pool area.
7. Gate to the beach must always be closed to affect optimum security.

BUGS:

All condominium units will be sprayed periodically by an outside contractor. Every unit will be serviced unless a current doctor's release is provided to the office.

BICYCLES & SKATEBOARDS:

Use of bicycles and skateboards are not allowed on Aegean property. Bicycles and skateboards must be registered in the office and must be securely stored only in the racks provided.

BULLETIN BOARDS:

1. Notice of meetings, special instructions and social gathering may be posted through the office.
2. Notices, limited to 3x5 or 4x6 in size, may be posted on the bulletin board located in the mail room for a period of 30 days, renewable 30 days on and 30 days off.

Notices are not to be placed in any common area of the building. All notices to be posted in the mailroom must be first approved by the office.

CHARGES & ASSESSMENTS:

1. Every year a Maintenance Coupon Book is sent to each unit owner for the following year with dates and amounts due noted thereon. Other assessment charges are sent to each owner at the time of the Board's agreement to the same.
2. The Association may, without court order, direct rental income, (with written notice to tenant and owner) from units in default be paid directly to the Association until all delinquencies are paid in full.
3. The Board of Directors has the right and obligation, in accordance with the Declaration Of a condominium, to collect unpaid assessments by placing a lien against the unit and ultimate foreclosure if all charges, including, but not limited to, attorneys' fees are not paid.

RESPONSIBILITY FOR FAMILY MEMBERS AND GUESTS:

No one is permitted to play in the public halls, stairways, public rooms, lobby, or elevators. Interference with the operation of the elevators is strictly prohibited (eg. pressing excess call buttons, use of emergency phone service, jumping, or other misuse). Owners are responsible for any damage caused by their family members, guests, and invitees. Guests shall not inconvenience owners in any manner.

CLEANING EQUIPMENT:

Building cleaning equipment such as vacuum and carpet cleaners, buffing machines, etc., are not available for owners' use.

CLOSING CONDOMINIUM UNITS:

When closing condo units for a period, there are several things that should be taken into consideration. You are urged to study the following check list carefully

1. STORM SHUTTERS - The closing of storm shutters is the responsibility of each owner/lessee.
2. A \$50 fee will be charged to close hurricane shutters for those who fail to prepare their unit for hurricane season prior to vacating.
3. ELECTRICITY - Turn off all breaker switches in your utility room except those for the equipment to be left operational during your absence.
4. AIR CONDITIONING – A/C should be left on during extended absences. To prevent damaging water leaks air conditioners should be inspected periodically, their filters changed, and drains checked.
5. WATER SUPPLY - Main water supply for the unit must be turned off when leaving for any length of time. Hot water lines should be turned off at the tank and the breaker.
6. BALCONIES - Furniture, potted plants, or anything that could blow about during high wind conditions must be brought inside.
7. FOOD ITEMS - Do not leave any grain type food items (cereal, crackers, flour, corn

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meal, party snacks, etc.) in your cabinets. Remove even unopened packages.

8. SURVEILLANCE - For extended absences you should arrange with someone to check your unit periodically.
9. DEPARTURE DATE - The office is to be notified as to the date of your departure. You will be given a form to fill out by the office.
10. Anyone who has an email address, please give it to the office.

COMMON AREAS:

- a. Shoes and body coverings must be worn in the common areas. Owners are responsible for the conduct of their family members and guests and use of common areas is limited to its intended purpose. Running, skating, use of toys, bicycles and the like are prohibited anywhere inside the building. Running, playing, or roughhousing in the Lobby or on the Mezzanine level is prohibited.
- b. Eating is prohibited in the lobby.

CORRIDORS, STAIRWAYS & GROUNDS:

- a. The fire exit doors must always be kept closed. They must never be propped open for any purpose.
- b. Corridors must be kept clean and uncluttered.
- c. Corridor door to apartments must be kept closed.
- d. Articles including door mats will not be placed outside the entrance of any apartment.
- e. Smoking is not allowed in any common areas within the building.

DOORS: - Also see Keys

No sign other than the owner's identification name or apartment number is permitted on the outside of any door opening to the corridor.

DUMPSTERS:

- a. The dumpsters are for condo food waste, etc.
- b. Owners are responsible for removal of furniture and bulk items. They may not be placed in trash rooms or dumpster areas.
- c. There is a fee for removal of bulk items. Please contact the office for more information on and approval for disposal of bulk items.

ELEVATORS:

1. Delivery and service personnel must use the designated elevator. Elevator wall padding must be used when moving furniture in or out. The Manager must be notified 24 (twenty-four) hours in advance of any moves in or out. Scheduled moving days are Monday through Friday from 8:00 AM., to 4:00 PM. unless arranged otherwise with the Manager. No moves in or out on Saturday, Sunday, or Holidays, or in any case after 4:00 p.m., Monday through Friday.
2. **DO NOT USE THE ELEVATORS IN CASE OF FIRE - USE STAIRS**

EMERGENCY PROCEDURES:

MEDICAL EMERGENCY AND/OR DEATH:

In the event of a medical emergency or death;

1. CALL 911 IMMEDIATELY
2. Alert Security that 911 EMS has been called and identify the location of the emergency, (apartment number, pool, East lounge, garage, beach, etc.)

AFTER 911 HAS BEEN CONTACTED, SECURITY SHOULD THEN:

1. Contact business Office Personnel who will assist authorities with access to the unit if needed.
2. If the Business Office is closed or unavailable, (weekends, after hours, etc.), contact Security.
3. Security to contact Aegean Board Member and Aegean Head of Security.
 - a) Board Member to retrieve apartment keys and Emergency Contact Form from the management office if needed.
4. Board Member gives apartment key and Emergency Contact Form to EMS personnel but **DOES NOT ENTER APARTMENT.**
5. The Board Member is to stand by.
6. At the conclusion of emergency EMS personnel to lock the apartment and return the key to Board Member or Security.
7. Board Member returns apartment key to Management Office.
8. In the Event of a death, Board Members, unit Owners, Residents, etc., are asked to **NOT** notify family or friends. Such notification should be left to the proper authorities.
9. Security on duty is to write up an " **Incident Report**" and submit to Aegean Head of Security who will review and submit to the Business Office.
10. To protect the Aegean and its Board from litigation, unit Owners, Residents, Guests, etc., should **NOT** make any statements to the media without express consent of the Board President.

EMPLOYEES:

BUILDING EMPLOYEES:

Building employees are not permitted to perform personal services during regular duty hours, except for emergencies.

FIRECRACKERS & FIREWORKS:

These are specifically prohibited anywhere on the property.

GARAGE & PARKING AREAS:

1. Only authorized vehicles exhibiting the proper identification will be permitted to be parked on the premises.
2. All vehicles parked at the Aegean must be properly registered, licensed and operable.

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3. Long term storage of motor vehicles at the Aegean is specifically prohibited, except for "owners only" spaces. Long term storage is defined as any continuous period exceeding 30 (thirty) days. Owners who wish to store a vehicle in "Guest Parking" while not in residence will be charged a monthly fee of \$40.00 per vehicle.
4. Trucks, Campers, Boats, U-Hauls, commercial vans, trailers, any vehicles with signs etc., are not permitted to park on the Aegean property. (Service vehicles are permitted for short periods of time during regular working hours).
5. Parking vehicles in front of the building is not permitted, except in emergency situations.
6. Parking in **ALL** areas must be "head-in" parking only. **DO NOT BACK INTO PARKING SPACES.**
7. Do not park in reserved spaces (other than your own), in prohibited areas or in driveways.
8. Cars with expired guest passes, (10 days after expiration date), are subject to **towing off Aegean** property.
9. Speed limit is 5 (five) M.P. H., entering, leaving and inside the parking garages.
10. **TURN ON YOUR LIGHTS WHEN ENTERING, LEAVING OR DRIVING IN THE PARKING GARAGE.**

GUESTS:

As per Article XIII, Paragraph I, Declaration of Condominium, "The owner of the unit will occupy and use his/her apartment unit as a single family private dwelling for himself/herself and the members of his/her family and his/her guests and for no other purpose"

There are three types of guests:

- Immediate family
- Approved overnight guest
- Day Guest

Immediate Family - The unit/apartment may be used in the absence of the owner by an "Immediate Family" member. Immediate family is defined as: spouses, significant partners, parents, siblings, children & grandchildren (over the age of 21)

Approved Guest - The unit/apartment may be used in the absence of the owner by an "Approved Guest" for a total of 1 occurrence per unit, per calendar year. Approved guests must include at least one (1) adult over the age of 25 and a total not more than six (6) individuals including children. An owner is entitled to allow an "approved guest" the right to occupy their unit without the owner present, with a stay no longer than seven (7) consecutive days.

When planning to have any guests in your apartment, the following arrangements must be made:

1. For "Approved Guests", owners must complete a "Guest Registration Form" providing information regarding who will be occupying the apartment during the owner's absence. Guests' photo ID must accompany the application.

2. The Guest Registration Form must be submitted to the Management Office at least two weeks prior to the expected arrival date for approval by Management.
3. Upon submission of all the required information and Management approval, the unit owner will be notified, and the guest information provided to Security.
4. Guests will be required to provide photo ID to Security upon arrival.
5. Owners must plan for their guests to have a key to the condo unit. The Management office and Security staff cannot and will not supply a key from the emergency key file or take possession of a key for your guests.

Day Guest

East Lounge - You may have a maximum of fifteen (15) guests including children without reserving the East Lounge and being required to hire a Security Guard. The owner must supply Security with a guest list. Owners having more than fifteen (15) guests must reserve the East Lounge and comply with the rules/regulations noted on pages 17 of this document.

Guests are not to commit any act that conflicts with 1) Condominium Documents 2) House Rules and Regulations; or 3) City Ordinances. No illegal or unlawful acts are allowed in condo units or anywhere in the building.

The Board reserves the right to remove any guest(s) from the property not following the House Rules and Regulations and/or revoke the right of an owner to have guest(s) occupy their unit without the owner being present.

Owners are responsible for the conduct of their guests and therefore, must convey House Rules to their guests. The Manual of House Rules is available on the Aegean website. Hard copies of the manual are available from the Management Office for a fee.

HEALTH CLUB/Gym

Follow all posted signs. Anyone using the health club does so **at their own risk.**

JOGGING PATH (4TH FLOOR NORTH SIDE):

Proper footwear must be worn at all times. Hard soled shoes and/or bare feet will not be permitted. Please be courteous to other joggers and walkers while using the track.

KEYS:

DUPLICATE KEYS TO APARTMENTS MUST BE LEFT WITH THE OFFICE

In accordance with both the Pompano Aegean Condominium Documents and State Statutes, the Board of Directors and Manager have the right to enter an apartment to make repairs to the common elements or in case of an emergency. Therefore, owners are required to provide for access to the apartment by furnishing the Association with a key (to both the apartment and the outside A/C room).

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1. All unit owners must supply a key to the Management Office to be used for emergencies only. If emergency access is required the owner will be assessed charges for locksmith and be responsible for any damage resulting from emergency entry.
2. Apartment keys kept in the office are kept under security in a key safe. Under no circumstances will a key be supplied to anyone other than Association personnel. Arrangements must be made by each owner for guests, family members, realtors, etc., to have duplicate keys to your apartment when necessary.

ISSUANCE OF "FOB" SYSTEM DEVICE(S) AND REPLACEMENT OF FOB DEVICE(S)

NEW OWNER INSTRUCTIONS:

1. New Unit owner(s) must visit the management office and present a valid photo ID to be issued a "FOB" device.
2. Only owners can purchase a replacement or an additional FOB. There is a \$100 fee required. FOBs are issued to owners only, not to tenants.
3. Lock out calls to Management and/or Board of Directors will not be accepted after 9:00 p.m. and only if a Board Member is available after business hours and before 9:00 p.m.

RENTER INSTRUCTIONS:

Unit owner(s) is responsible for providing the renter(s) with their personally owned "FOB" device(s).

1. Unit owner(s) will provide the office with the "FOB" device's ID number(s) as a part of the rental process.
2. At the end of the rental term each FOB device(s) will be deactivated until the unit owner(s) confirms that the FOB device(s) is returned to the owner.
3. The management and security office will not issue "FOB" devices to non-unit owners

ADDITIONAL FOB DEVICE(S):

1. As noted above, there is a non-refundable fee of \$100 for purchase of an additional FOB or for replacement of a lost device. **In the event of a building power/electrical outage, all FOB system door panels will be powerless, and remain locked. During such outages, the security office will provide access to common areas for unit owner(s) and guest(s) until power is restored to the FOB system.**

LEASING & SELLING CONDOMINIUM UNITS:

LEASING:

Standard screening procedures for approval or disapproval of persons intending to purchase or lease apartments in the Pompano Aegean are as follows:

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1. Unit owners who wish to lease their apartments must comply with the condominium documents and the Association's Manual of House Rules and Regulations.
"The purchaser of an apartment may not lease their unit for the first two full years beginning with the date of title.
2. The unit owner must have the prospective lessee complete the Association "Lease Supplemental Affidavit" form which must be submitted to the Board of Directors with a signed copy of the lease agreement.
3. A nonrefundable application fee of \$100 must be submitted to the Association with the application which must be presented in person to the office. After investigation and interview, the applicant will be notified of approval or disapproval.
4. If renter has a vehicle, a non-refundable \$25 parking permit fee is required.
5. No unit owner may lease or rent a unit for less than 60 (sixty) days, with a maximum of 1 lease/ rental in a calendar year.

NOTE: The calendar year begins with the start date of the first rental. An exception may be made by the Board of Directors for extenuating circumstances and/or hardship consideration

6. No more than 6 (six) persons will be authorized to occupy an apartment at any one time.
7. "Guests" of a lessee for 60 (sixty) days or more within the term of the lease, must be a bona fide co-tenant and are subject to all rules/ regulations of the lease.
8. If an agent is used, authorization for entry must be on file in the office. Showings by the real estate agent are only allowed during the following hours: Monday through Friday 9:00am -7:00pm; Saturday and Sunday 10:00am-7:00-pm.

SALES:

1. Unit owners who wish to sell their condo unit must ensure that prospective purchasers are familiar with the Condominium Documents and the Association's Manual of House Rules and Regulations.
2. The prospective purchaser must complete the Association "Purchase Application" form and submit it to the office with a fully executed copy of the sales contract and \$125.00 (check only) for application fee of \$100 and a \$25 parking permit.
3. There will be a fee of \$150 (one hundred fifty dollars) for processing an estoppel letter.
4. Within 10 (ten) working days Of the purchase application and sales contract being submitted to the office, notification will be given to the purchaser of their approval or disapproval.
5. A personal interview (Virtual is acceptable) must be conducted within 10 days of closing.
6. Unit owners must notify the Condominium Association, in writing, if his/her unit is for rent or sale.
7. If an agent is used, authorization for entry must be on file in the office. Showings by the real estate agent are only allowed during the following hours Monday through Friday 10 am -7pm; Saturday and Sunday 12pm- 5 pm; and no showings on holidays.
8. New purchasers and lessees will include with their application recent photo IDs of immediate

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family members who are permitted to occupy the unit while they are not in residence.

LUGGAGE CARRIERS:

1. For the benefit of all, the parties who use a luggage carrier or grocery cart are asked to **RETURN THE CARTS TO THE GARAGE WITHIN AN HOUR.**

MAIN GATE:

1. **THE MAIN GATE IS THE FIRST SECURITY POINT FOR PERSONS COMING INTO THE POMPANO AEGEAN. IT IS IMPERATIVE THAT CERTAIN RULES BE FOLLOWED TO ENSURE THAT UNAUTHORIZED PERSONS ARE NOT ADMITTED TO THE PROPERTY. NO PERSON WILL BE ADMITTED TO THE AEGEAN UNLESS PROPERLY AUTHORIZED BY OWNERS, LESSEE, RESIDENT, OR BY THE OFFICE. THE AUTHORIZATION MEANS OWNERS, LESSEES, OR RESIDENTS ASSUME ALL LIABILITY.**

TAKE OUT DELIVERY TO UNIT:

Residents must contact security in advance with food vendor delivery information. Food delivery vendors must sign in with security upon arrival and leave their keys at the gate to be picked up when leaving the building.

MINUTES OF BOARD MEETINGS:

Minutes of Board Meetings are emailed to owners and are also available on the Aegean website. Copies of minutes are available to owners upon request.

NOISE:

1. Please be considerate of your neighbors and use common sense regarding noise in your unit as noise travels into surrounding apartments. Use of radios, TVs, etc. on the balcony is subject to consideration to your neighbor.
2. Caution should be exercised in closing doors.
3. Owners considering new hard surface flooring such as tile, wood, etc. must comply with local and state rules regarding sound proofing.

OCCUPANCY:

Each condominium unit will be occupied only by a single family as a Residence and for no other purpose. The maximum number of **permanent** occupants 'residing' in each apartment will be limited to 6 (six) people.

PACKAGES:

Packages will be accepted by Security at the time of arrival. Owners will be notified of package delivery as soon as practical "only" if the package is clearly marked as:

- a) Perishable
- b) Medical
- c) Floral
- d) Overnight Express.

These packages may be picked up at any time. For all other packages, Concierge will contact owners/residents as early as possible. Bulk deliveries are the owners'/residents' responsibility. Deliveries exceeding 50 lbs must be scheduled with Security in advance of expected delivery. Security staff are not allowed to assist residents with deliveries.

PETS:

No owner or guest is allowed to bring a pet into or maintain a pet on the premises. Any owner selling or leasing a unit will inform prospective purchasers or lessees that pets are not allowed.

The Association honors its obligations as a housing provider pursuant to federal and state law and thus may grant requests for accommodations or modifications under appropriate circumstances. If a Resident (or proposed unit owner or resident) suffers from a disability that requires them to seek a waiver of the Association's no-pet restriction as a reasonable accommodation for such disability, it is requested that they submit said request to the Board of Directors BEFORE bringing that support or service animal into the unit and upon condominium property.

All "service and emotional support animals" ESA must be appropriately registered and verified by the association before entering the building. Upon verification, tags will be issued and must be displayed by the owner on the leash or collar. Guests will not be permitted to bring a service/ ESA into the building unless verified by the association and tag prominently displayed.

REQUESTS FOR ACCOMMODATIONS must include the following when the disability is not readily apparent: Documentation verifying that the person requesting the accommodation (or for whom the accommodation is requested) meets the definition of a "qualified individual with a disability", as defined by the law from a treating medical provider.

A description of the needed reasonable accommodation(s) and,

A description of the identifiable relationship between the individual's disability and the requested accommodation(s). In other words, a description of how the requested accommodation ameliorates the substantial impairments of a major life function(s).

REPAIRMEN & OUTSIDE SERVICE PEOPLE:

1. The office will not supply unit keys to vendors for repair work.
2. Each owner is responsible for the actions and/or damages caused by outside service people employed by that owner. All outside contractors will provide a copy of their business license

and certificate of insurance (liability information) to the management office before work can begin.

3. In addition, the certificate of insurance **must** name the POMPANO AEGEAN CONDOMINIUM ASSOCIATION as the additional insured (**certificate holder**), included with the address of the property.
4. Except in cases of an emergency, repairmen and outside service people must limit their hours from 8:00 a.m. until 4:00 p.m. on weekdays. Saturdays, Sundays and Holidays are not allowed. Owners who require additional time must plan with the Manager.

RULES & REGULATIONS:

It is incumbent on all inhabitants of this condominium whether owners or guests to obey the rules. In the event of any infraction of any rule, it is the duty of anyone observing the infraction to politely inform the person(s) responsible. If this is not comfortable, the infraction is to be reported to the Manager in writing with as much information as possible. Unit owners/individuals not in compliance with those rules or condominium documents will be advised of such by the Condominium Compliance Manager citing the infraction, the time and place and relativity to the rules. Acknowledgment of the complaint and corrective action must be communicated in writing to the Condominium Manager within 4 (four) days. Failure to respond to a corrective action request or repeat infraction of the rule will result in a request to appear before a joint meeting of the Board of Directors and the Covenant Enforcement Committee for a hearing within 14 (fourteen) days. The respondent will be advised of the time and date of the meeting and will be allowed to bring any evidence, witnesses, and legal counsel for rebuttal. The meeting will be open to all condominium owners and will be posted as such forty eight (48) hours prior to the meeting.

The President or the Condominium Board or his delegate will conduct the meeting. After hearing the charge(s) and defense of the charge(s) the Condominium Board will vote whether a penalty is warranted. This decision, if in the affirmative, will be related to the "Covenant Enforcement Committee" which has the final authority whether a penalty is to be assessed. Once a penalty is imposed, it will be incumbent on the respondent to pay the penalty to the Condominium Association within thirty (30) days. The amount of the penalty will be Fifty dollars (\$50) per incident or fifty dollars (\$50) per day after the thirty (30) days have expired. Failure to pay the penalty will result in securing a remedy through legal means.

EVENT SCHEDULING - SECOND FLOOR LOUNGE & KITCHEN FACILITIES:

- a) Only Owners and Board-approved yearly renters of the Pompano Aegean Condominium may request use of the facility.
- b) Association affairs shall have precedence in the use of the facilities.
- c) No outside meetings or parties for Clubs, Organizations, Companies, or outside persons shall be authorized to use these facilities. The deposit for the Exclusive use of the Lounge and Kitchen shall be \$500.00 in advance. In the event that the kitchen is used, a nonrefundable fee of \$200 will be charged. A copy of your liability insurance with minimum coverage of \$250,000.00, the deposit of \$500 and \$200 fee must be delivered to the office at least two (2) weeks before the date of the reservation. The deposit or any remaining portion of the deposit shall be returned within fifteen (15) days after the function.
- d) The maximum number of guests is fifty (50), and parking spaces are limited to fifteen (15) spaces on the third (3rd) floor South parking garage, and on a first come first serve basis. The availability of parking spaces is not guaranteed. The host agrees to furnish the Aegean security a list of expected guests including Aegean residents at least forty-eight (48) hours in advance of the function. If there are more than fifteen(15) invited guests, (including residents) the host shall, at their expense, employ one of the Aegean's off duty security officers for the duration of the affair and shall be compensated accordingly by the Owner; the Manager will provide the necessary information.
- e) EXCLUDED FROM THIS REQUIREMENT IS ANY EVENT ATTENDED SOLELY BY AEGEAN RESIDENTS.**
- f) All reservations must be approved. The Owner/Lessee will be responsible for cleaning the facilities after use. Charges for extra cleaning will be deducted from the deposit. To receive a deposit back you must get a Signature of Check Out from the Office, to ensure everything is left clean, neat and in the same condition as before the party.
- g) Guests are restricted to the Lounge area and shall not use the **Pool, Spa**, or any other amenities other than the East Lounge.
- h) Exclusive use of the Lounge and/or Kitchen shall be allowed only one day of any weekend and **not** at all on **Holidays, Holiday Weekends and/or Commemorative Days**. Please see the Office.
- i) Set-up decorations for the function must be made the same day the affair is to be held and the clean-up must be completed no later than ten (10) AM the following day.
- j) Parties must be concluded by 12:00 AM.**
- k) Cooking is allowed in the kitchen only.**
- l) All guests are required to use the parking spaces on the third (3rd) floor, (South side of parking garage), on a first come first serve basis.
- m) Owners or Lessees shall not sponsor parties for outside persons or others.
- n) The host Owner/Lessee agrees to be financially responsible for actions of his/her guests who will be using the facility.
- o) The Kitchen may be used on Weekends and Weekdays if there are no Condominium affairs or private parties or Holidays. The key may be obtained from the Office during normal business hours or from Security when the Office is closed. A form Rules for Kitchen must be signed by the Owner/Lessee who receives the key. A \$50.00 deposit, check made payable to the Pompano Aegean.

SECURITY:

OWNERS AND GUESTS CAN ASSIST THE SECURITY PROGRAM BY NOT DISTRACTING THE GUARDS WITH CASUAL CONVERSATION. A recording device is used in the Security Office and notice of the recording device is posted on the security office window.

1. The exit doors are arranged for exit only in compliance with city fire regulations. They must **NEVER** be propped open. Residents are asked to tell the security guard if guests are expected. Tell the guard the name of the individuals or the firm he represents, so that the guard can identify the guest.
2. The Security guard will notify residents of the arrival of guests before they are permitted to enter the building.
3. EMERGENCY EXCEPTIONS- Notwithstanding the foregoing provisions under this heading, doctors, police, firefighters, paramedics, and EMS may **access the Aegean** without signing in and without prior authorization when on an emergency call.
4. Security gate to the beach is always locked.

SOLICITATION:

The conduct of any business directly or indirectly by unit owners, guests, or any other person, is strictly prohibited in public areas or facilities.

Advertising or solicitation materials affixed to any door is prohibited.

STORM SHUTTERS:

1. All hurricane shutters will be of an approved type to conform in color and style with all others on the building (i.e. white aluminum, fanfold (accordion type)
2. Installation and/or removal of hurricane shutters is not management's responsibility.
Preparing a unit for hurricane season is the owner's responsibility.

SWIMMING POOL & WHIRLPOOL AREA

ALL PERSONS USING THE POOL DO SO AT THEIR OWN RISK. NO LIFEGUARD IS PROVIDED.

1. The pool and recreation deck are for the use of owners, their guests, and lessees only. Owners will be held responsible for the actions of their guests or tenants. All are requested to keep noise to a minimum.
2. Hours are from dawn to dusk.
3. Anyone wearing diapers or with incontinence problems must wear protective clothing and employ effective safeguards while using the pool/spa.
4. Children that cannot swim comfortably and /or who do not have the maturity to abide by posted regulations must be accompanied by a responsible person while in the pool or pool deck.
5. Those under 16 years of age are not allowed in the spa.
6. State board Health Regulations require the following:

- a. A thorough shower MUST be taken before entering the pool/spa.
 - b. Sun tan oils, creams and lotions, bobby pins and hairpins must be removed before entering the pool or whirlpool.
 - c. Persons with contagious or infectious health conditions, skin disease, bandages, or open skin abrasions are not permitted in the pool.
7. Running, pushing, bouncing balls, playing games or other horseplay in or around the pool and recreation deck is prohibited. No diving or jumping into the pool.
 8. Playing of musical instruments and radios are not permitted on the recreation deck. Radios with headsets or car phones may be used when the sound is not audible to others.
 9. Glass containers, food, and chewing gum are not allowed on any of the outside decks including the pool/whirlpool deck area. Cigarette and cigar butts must be placed in receptacles provided.
 10. Rubber floats, rafts, toys or similar equipment are not permitted in the pool.
 11. Swim fins, snorkels and scuba tanks are not permitted in the pool.
 12. Disrobing or otherwise changing bathing garments in the shower or pool areas is prohibited.
 13. Beach bathers must remove tar and sand from their feet and legs before entering the pool, recreation deck area and the building. Facilities for this purpose will be found next to the beach shower.
 14. Owners, their families, and guests, including children, will not appear in the Main Lobby or public rooms unless properly attired and footwear must be worn at all times. Uncovered swimming suits are prohibited. Wet bathing suits are not permitted in the building.
 15. Lounge chairs are for our convenience while enjoying the pool and recreation deck only. Do not attempt to "reserve" them by placing towels or personal articles on them while away. **DO NOT TAKE ANY CHAIRS, OR LOUNGERS OR ANY OTHER ASSOCIATION PROPERTY ON TO THE BEACH OR INTO UNITS.**
 16. Beach clothes or towels must be used on chairs and chaise lounges to keep perspiration and sun- oils from staining them.
 17. Bathroom facilities are located on the first floor on the Oceanside.
 18. Due to the danger involved, the pool should not be used nor should owners or guests sit on the deck during periods of lightning.
 19. No one should swim alone; another person should be in the pool or readily available in case of accident or illness.

TRASH CHUTES & FOOD WASTE

TRASH CHUTES

1. Trash chutes are for bagged and tied garbage. Utility sinks are located on floors 4, 8, 12 and 16.
2. The trash chute is not an incinerator but empties into " dumpster" on the first floor where the trash is removed by truck.

3. Do not place any flammable material such as paint, varnish, etc. in the trash chute.
4. TRASH CHUTE FIRES ARE DANGEROUS. Do not place smoldering materials in the chute, as a serious fire could result.
5. Recycling containers are for plastic, aluminum, paper, and glass. Only beer and soda cans are aluminum. Other cans are to be placed in bagged garbage. Container for paper is for newspapers only. Bottle and cans should be rinsed.

FOOD AND WASTE

1. Place all food waste down your disposal, not in the trash chute nor in trash rooms receptacles. Run plenty of cold water during and after you use the disposal to flush out the drain. The few items of food waste which cannot be put in the disposal, such as meat bones, corn husks, coffee grounds, grease, oil and citrus rings, should be placed in newspaper and then lightly bagged and tied in plastic bags before putting in the trash chute. Too large a bag will clog the chute and become a fire hazard.
2. Owners are responsible for removal of furniture and bulk items. They may not be placed in the dumpster area.

VEHICLE TAGMASTER

OWNERS KEEPING A REGISTERED AUTOMOBILE ON-SITE:

- A. Owners keeping a registered automobile on-site must provide the management office with a current vehicle registration. Vehicle tag-masters will deactivate on the vehicle's registration expiration date and will be reactivated as soon as resident submits a current vehicle registration.
- B. Should owner personally remove an activated parking tag, owner will be charged a **replacement fee of \$25.00.**
- C. Should a resident purchase a new vehicle, you will be charged a **replacement fee of \$25.00.**

OWNERS / RENTERS WITHOUT A REGISTERED AUTOMOBILE:

- A. Owners/renters with a rented vehicle (with a rental agreement less than 90 days) that arrive after business hours will receive a **daily pass** from the security office. Owners/renters must then register at the management office during business hours to obtain an **extended pass** for parking garage access. Users of rental vehicles (for less than 90 days) will not be able to purchase a tag and will always enter the parking garage through the guest lane.

ANNUAL/SEASONAL RENTER'S:

- A. Renters keeping a registered automobile on-site must submit a \$25 payment to the management office for each tagmaster issued. Current vehicle registration is required.

- B. Renters with a rented car (for more than 90 days) can receive a parking tag from the management office for a \$25 fee, check only, payable to Pompano Aegean. Renter must have a signed unit rental agreement and submit their vehicle rental agreement showing terms of 90 days or more.
- C. Must have a valid lease to receive a tag.
- D. Parking tag will deactivate at the end of the lease term. Should parking decal remain in the system upon the return of a seasonal renter the following year, renter will only pay a fee of \$25.00.
- E. Should the tenant personally remove an activated parking decal, the tenant will be charged a replacement fee of \$25.00.
- F. Should the tenant purchase a new vehicle during the lease term, you will be charged a replacement fee of \$25.00.

Note: Owner's parking tag will be deactivated while an apartment is being rented.

VISITORS, GUESTS, AND CONTRACTORS:

- A. Visitor(s) and contractor(s) must register at the security office to obtain a **daily pass** for parking garage access.
- B. Nurse's aide(s) and an approved guest(s) must register at the management office to obtain an **extended pass** for parking garage access.
- C. Will always enter the parking garage through the guest lane.

Tagmaster Parking Tags are reserved for residents only.

VENDORS/CONTRACTORS/SERVICE PROVIDERS GUIDELINES FOR BUILDING ACCESS AND PARKING:

1. CONSTRUCTION WORK, MECHANICAL REPLACEMENT (I.E. HVAC UNIT, WATER HEATER, UNIT RENOVATIONS, ETC...)

- A. Unit owners must complete an application and obtain Board approval prior to contractors and/or vendors performing construction work/mechanical replacements. Work that requires a permit must be applied for and approved by the City of Pompano Beach as well as submitted to the management office before work can begin.

2. NON-EMERGENCY MAINTENANCE REPAIRS (I.E. FAUCET LEAKS, HOTWIRE, GARBAGE DISPOSAL, CARPET CLEANING, PAINTING, MIRROR REPLACEMENT, ETC...)

- B. Unit owners must notify the management office of the type of service that is scheduled with a contractor/vendor/service provider. Additionally, unit owners should also confirm if the requested contractors/vendors/service providers have a current copy of their certificate of insurance and business license on file in the management office. Should the vendor/service provider's information not be on file, the contractor/vendor/service provider is required to submit the following documents to the management office prior to

date of service:

- A copy of their business license.
 - Worker's compensation liability (if exempted?) the exemption form.
 - Certificate of insurance (general liability) naming the Pompano Aegean Condominium as the certificate holder/additional insured; including the property's address of 1010 South Ocean Blvd, Pompano Beach, Florida 33062.
- C. Vendors/contractors service hours are from 8 am until 4:30 pm, Monday thru Friday. No weekends and holidays allowed.
- D. If your contractor/vendor/ service provider is required to utilize an oversized vehicle, you must reserve a parking space through the management office. Due to only three (3) parking spaces available for oversized commercial vehicles, residents should encourage vendors/contractors/service providers to utilize a low-profile commercial vehicle.
- E. Should the three (3) parking spaces reserved for oversized commercial vehicles be occupied, vendors/contractors/service providers will have to park in the middle of the road(A1A). Due to fire regulations and code, parking of any vehicle is strictly prohibited in the front driveway, except in an emergency.

3. EMERGENCY REPAIRS (I. E. APPLIANCE REPAIR AND/ OR DELIVERY, WATER LEAKS, HVAC, WATER HEATER)

- F. Resident and building service emergencies will supersede all scheduled requests.
- G. During business hours: Emergency repairs must be reported to the "management office" for your emergency to receive priority clearance.
- H. Weekends and holidays; Emergency repairs must be reported to the "security office" to receive priority clearance.

VANDALISM

ACTS OF VANDALISM ON THE PROPERTY OF THE POMPANO AEGEAN AND OWNERS WILL NOT BE TOLERATED AND WILL BE PROSECUTED TO THE FULL EXTENT OF THE LAW.