

CENTURY PLAZA ASSOCIATION, INC.

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CENTURY PLAZA ASSOCIATION

RULES & REGULATIONS

REVISED – MAY 15, 2024

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PREFACE

The Rules & Regulations in this booklet explain the policies and guidelines established by the Century Plaza Board of Directors and the Association to help protect and provide a peaceful, harmonious environment for our community.

It is the responsibility of each resident to cooperate and adhere to these rules. Please pay particular attention to the following sections, where some of the most common infractions occur:

- Improper Trash Disposal....Page 2 Section II. D.
- Unauthorized use of Parking Lots and Parking Spaces ... Page 7 Section VI. C. & Page 11 Section VIII. B.
- Storage of Inappropriate Items on Balconies and Entryways...Page 11 Section VIII. A.
- Attempts to Perform Alterations and Improvements Not Authorized by the Association or the City of Pompano Beach....Page 15 Section IX. G.

While infractions are not usually deliberate and can be corrected through education and communication, repeated failures to comply may result in fines as prescribed by the Declaration of Condominium Article 10, Section 6 and the By-Laws, Article 4, Section 4. Unit owners shall also be held responsible for any damages to Association property caused by their guests, tenants or workers.

DEFINITION OF TERMS

Common Elements: Areas authorized for use by all residents such as Parking Lot, Pool Area, Library, Catwalks, Elevator Lobbies and Stairwells.

Limited Common Elements: The portion of Common Elements reserved for the exclusive use of an owner and/or his designees, e.g., the Unit's Balcony and Entryway, and the owner's assigned Parking Space.

I. OCCUPANCY AND USE OF UNITS

A. Residents

Century Plaza is a condominium community for persons 55 years of age or older. No children under 18 years of age are permitted to reside here on a permanent basis. Century Plaza is qualified for this exemption under the Fair Housing Act providing at least one person 55 years of age or older resides in 80% of the Units at all times.

8. Guests

1. Guests must register with the Front Desk. They must also sign-out with the Front Desk. Owners must make their guests aware of the Rule & Regulations. Owners will be held responsible for reimbursing the Association for all costs of any damage to the Common Areas caused by their guests.
2. A guest may not invite other guests to stay overnight or use the Association facilities at any time without prior written authorization of the owner.
3. People employed by owners or residents for health care, cleaning or other services are not permitted to have guests, unless approved by the owner in writing.
4. An owner or lessee may have persons under the age of 18 as guests, but not for more than 30 days in any 12 month period.
5. A vacant or unoccupied Unit may only be used by guests with prior written authorization from the owner.
6. A guest who is to reside for more than 30 days in a calendar year in an owner's Unit while the owner is **not** in residence of the same Unit will be considered an extended guest. The rules for an owner or lessee will apply. The owner must submit a request for approval to the Board with a transfer fee of \$150.00, and the guest must schedule a meeting with the Orientation Committee.

C. Number of Persons

The occupancy of a Unit on a permanent basis is limited to four Individuals for a two-bedroom Unit and six individuals for a three bedroom unit.

D. The Pets

No pets except goldfish, tropical fish and/or birds such as canaries and parakeets shall be maintained or kept in any Unit or on any property of the Condominium. Notwithstanding, with proper documentation, reasonable accommodation can be granted to the pet restrictions to permit assistance animals to visit and/or occupy a unit. To obtain approval for an assistance animal to visit or live permanently in a Century Plaza unit, a request must be submitted, along with the required documents, to the office at Century Plaza. All the required documents must be submitted and reviewed by the Board of Directors prior to the assistance animal visiting or residing at Century Plaza. All documents are available from the office or may be downloaded from the Century Plaza website. The revised Rules & Regulations are posted on the Century Plaza website.

E. Disturbing Noises

Disturbing noises in the Units must be kept to a reasonable level between the hours of 11:00pm and 8:00am.

II. HEALTH AND WELFARE

A. Accidents or Medical Emergencies

Whenever anyone falls or has an accident or emergency illness in the Building and assistance or first aid is needed, **Dial 911**. The Front Desk Personnel may assist only in a life and death situation as they are not qualified to act in health situations.

B. Annual Pest Control of Units

Units are sprayed annually. This is a requirement in order to protect all Units against the spread of infestation. A Century Plaza Board Member or his/her designee will accompany the exterminator to each Unit. Owners may call our exterminator at any time if interim problems occur.

C. Smoking

Smoking is not permitted in any Common Area of the Condominium with the exception of the Parking Lot. Possession of a lighted cigarette, pipe or any other tobacco product is not permitted. Please inform your guests and anyone working for you of this rule. Smoking in the Units or on limited common element Balconies is the option of the owner.

D. Trash Disposal

1. The garbage disposal unit in the kitchen sink is to be used for all food waste.
2. All other items must be securely deposited into a plastic bag, tied and placed down the Trash Chute. All bags must be small enough to slide easily down the Trash Chute.

3. **Clean** glass bottles, jars or other glass objects must not be placed in the Trash Chute, but must be placed in the Waste Basket in each Trash Room.
4. Plastic containers and aluminum cans must be disposed of as stated in #2 above.
5. Large objects or cartons **must** be taken to the Ground Floor Trash Room and **never** put in the Trash Chute. Cartons must be broken down.
6. All newspapers and magazines are to be placed in a neat pile on the Trash Room floor.
7. Furniture, small appliances, old lamps, etc., must be placed in the Basement Area for bulk pick-up and disposal. Mattresses are not permitted.
8. For further clarification, please read the instructions posted in each Trash Room.

III. SECURITY AND SAFTY

A. Front Desk Personnel

Front Desk Personnel are governed by the Board of Directors and are on duty 24 hours a day, 7 days a week. Owners, guests and others must cooperate with the Front Desk Personnel to assist them in carrying out their duties. If you have any problem with any Personnel, please report it in writing to the Board of Directors.

B. Guest and Vehicle Registry

The Front Desk Personnel are required to register guests and anyone performing work in the Building. The Front Desk must telephone owners for authorization to send anyone to their Unit. Vehicles in the Parking Lot must be registered with the Front Desk. All visitors must secure a temporary parking pass, which must be visibly displayed in their vehicle.

C. Personal Services

The Front Desk Personnel are not required to leave their post to unlock doors, assist in carrying packages or any other personal services. In the event of an emergency, the Front Desk may assist where appropriate.

D. Package Deliveries

The Front Desk registers package deliveries upon arrival and provides notification on the Unit's mailbox. The Association is not responsible or insured for packages left at the Front Desk. Any resident's correspondence directed to the Office or the Association must be placed in the Office door mail slot when the Office is closed rather than being left with the Front Desk Personnel.

E. Telephone Services

Owners are to provide management with current contact information.

F. Right of Entry/Security of Keys

All residents are issued Key Fobs to gain access to the Building. Extra Fobs are available from the Office for \$50.00 each. Century Plaza requires that a full set of working keys to all Units are made available to the Association. They will be kept under lock and key and used only in an emergency and for the Annual Pest Control. No one will enter a Unit unless a Board Member or his/her assignee is present. If your Unit has an alarm, you must provide the Front Desk with the proper code for entry. Any Unit owner who does not comply with this requirement will hold the Association harmless for any damage done to the Unit to gain access.

G. Soliciting

Soliciting is not permitted at any time and residents must notify the Front Desk whenever they detect any unauthorized solicitation in the Building.

H. Parking Lot Safety

The speed limit in the Parking Lot should not exceed 10 miles per hour and must be observed to prevent possible injury to others.

IV. FIRE PREVENTION

A. Smoke Detectors

The fire code requires hard-wired smoke detectors with battery backup in each Unit. The owner or resident is responsible to make sure that the detectors are operational at all times. Batteries must be replaced yearly. When the detector emits a "chirping sound," the battery is dead and must be replaced immediately. The owner is responsible for replacing damaged smoke detectors.

B. Fire Code: Balcony

The Fire Code prohibits barbecuing or cooking on the Balconies.

C. Obstructions to Fire Fighters

Entranceways, Walkways, Elevators, Stairways and Stairwells must not be obstructed in any way. This is in violation of the municipal fire code and is punishable by a \$500.00 fine.

D. Sealing of Kitchen Walls

The City of Pompano Beach requires and inspects the utility shaft and corresponding wall to assure it is closed and sealed. If it is not sealed, smoke and hot gases will rise to the floors above permitting a fire to spread to the upper Units and Building areas.

E. Fire Exit Tower Doors

All Ground Floor Fire Exit Tower Doors must be kept closed and locked at all times. Use of these is only permitted for Emergency Exit and do not allow re-entry to the Building.

F. Christmas Trees

Live Christmas trees are not permitted in the Building, Units or Exterior Balconies. Residents may use fire retardant artificial trees only.

V. FIRE PROTECTION

A. Fire Alarm System

Our Building is equipped with a state of the art fire alarm system. In the event of a fire, the alarm will sound through speakers installed in your bedrooms and on the Catwalks outside. Follow the directions provided from the loud speakers. *See instructions posted in Elevator Lobbies for more information.*

B. Discovery of Fire

If you discover fire or smoke in or near your Unit, call 911 immediately. Do not hesitate. Lives may be in danger.

C. Leaving the Unit

Leave your Unit without delay and pull down the lever to break the glass in the nearest alarm box on your floor alerting others in the Building and the Front Desk.

D. Do Not Use Elevators

The use of the Building Elevators is strictly prohibited during a fire.

E. Stairway Exits

Use the nearest Exit Stairway to leave the Building and close the door behind you. The Stairwells in the Fire Exit Towers are a temporary area of safety while exiting the Building. Go down, not up, one of the three Stairwells.

F. Extreme Fire Danger

There are Fire Extinguishers on each floor that are to be used only in emergency conditions to save lives before arrival of the Fire Department. These must be used with caution.

G. Re-Entry of Building

Do not re-enter the Building until authorized by the Fire Department.

VI. COMMON ELEMENTS

A. Elevators

1. Passenger Elevators are for passengers only. The Service Elevator is to be used for luggage, supplies, shopping carts and any other bulky items.
2. Children under the age of eight (8) years are not permitted on the Elevator alone and must be accompanied by an adult. *In the event the Elevator stops and you are unable to exit, please use the telephone provided to request assistance.*
3. Persons in wet bathing attire are not permitted in the Passenger Elevators except when the Service Elevator is not available.
4. The Service Elevator door opening to the outside is kept locked at all times for security reasons. Use your Key Fob to open.

5. Shopping carts and luggage carts must not be left on the Walkway or in the Service Elevator. They must be returned to the Trash Room on the First Floor. Carts are kept locked at all times for security reasons.
6. The Service Elevator must be reserved for moves in and out of the Building and/or for large furniture deliveries. These must be scheduled by the Front Desk Personnel. This is needed to avoid conflicts in use of Loading Dock and Service Elevator. Deliveries and moves must be scheduled no earlier than 8:00am and completed no later than 5:00pm, Monday - Friday. Light furniture deliveries (e.g., a mattress) is allowed Saturdays until noon.

B. Lobby

1. The Lobby is for the reception of guests and is for entering and leaving the Building. No one in bathing attire or using suntan lotion or oils is permitted to sit on the lobby furniture. Eating or drinking is only permitted on special occasions approved by the Board of Directors. The Lobby is not to be used for group meeting or gatherings.
2. Posting of any notices in the Lobby or in any Common Area is strictly forbidden without prior approval of the Board of Directors.
3. No shopping carts, luggage carts, bicycles or other items, except for the Bellman Cart, are to be wheeled or rolled on the marble floor in the Lobby or the Lobby Hallways. This restriction is not applicable to wheelchairs, walkers, electric scooters or babies in strollers. The Bellman Cart is housed in the Elevator Hallway for convenience of those who are leaving/arriving via the front door. In most instances, luggage, groceries, etc. should be delivered to the Loading Dock and transported to the Service Elevator via the Outdoor Walkway.

C. Parking Lots

1. The private Parking Spaces are assigned to each owner and are not to be used by guests. Boats, trailers, campers or any commercial vehicles may not park overnight in any of the Parking Spaces. *AJJ vehicles parked in Guest Spaces must be registered with the Front Desk.* All vehicles must be parked facing the car stops. Unauthorized vehicles will be subject to towing at the vehicle owner's expense.
2. The Entrance and Exit signs must be strictly observed by anyone using the Parking Area. Failure to obey these signs could cause accidents and injuries to drivers and pedestrians. *The South end is the Entrance and the North end is the Exit.*
3. Vehicles may not be parked in the Loading Zone for more than fifteen minutes to remove luggage or groceries except for moving vans and other delivery vehicles. Parking is strictly prohibited in the fire zones.

4. Residents, both owner and lessee, must have a Century Plaza sticker affixed to the rear window in order to park on the property. Vehicles without Century Plaza parking tags/stickers are not permitted on the premises and are subject to being towed at the vehicle owner's expense.
5. Any vehicle parked illegally in an owner's Parking Space without Century Plaza identification will be subject to towing at the vehicle owner's expense.
6. Two Parking Spaces are reserved for car washing. The time for washing each car is limited to a 1/2 hour. Special cleaning, detailing and polishing must be done elsewhere.
7. As parking in Winter months is at a premium, the Board has mandated that from November 1st to April 30th owners and lessees must not use parking reserved for visitors. Visitors, when signing in, will be asked if they have a vehicle and how long they will be visiting. They will be given a tag to be used in a Visitor Parking Spot for the duration of their stay. The tag must be visibly displayed, e.g., on the rear view mirror or placed on the dashboard.
8. If an owner's vehicle is parked in a Visitor's Parking Space from November 1st - April 30th, a notification will be placed on the driver's side window noting that the vehicle is parked illegally and against the Rules & Regulations. If the vehicle is not removed, it will be subject to towing at the vehicle owner's expense.
9. Owners using another owner's Parking Space must have written authorization from the owner. This authorization must be registered at the Front Desk prior to using the space. See *Section VIII. B.*

D. Off Limit Areas

Only authorized persons will be permitted to enter the Roof Area, Elevator Rooms and Shafts or any other areas where electrical or mechanical maintenance equipment for the Building is located.

E. Disturbing Noises

Noises in the Common Areas such as the Pool, Parking Lot, Library and Walkways are to be kept to a reasonable level, particularly between the hours of 11 :00pm and 8:00am.

F. Abandoned Items

Items, including but not limited to, chairs, plants, etc., left on or *in* the Common Element Areas, including Stairwells and open Basement Areas, will be considered abandoned items and will be discarded.

VII. COMMON ELEMENTS - RECREATIONAL

A. Swimming Pool

1. The Pool and Patio Areas are for the sole use of residents and their guests. The Association will not be responsible for injuries sustained in or around the Pool Area. Front Desk Personnel or a Board Member has the authority to order anyone to leave the Pool who does not comply with the rules.
2. It is against the Board of Health regulations for anyone with a skin, ear or any other infection, to enter the Pool.
3. Conventional swimwear is required in and around the Pool.
4. All suntan oils, creams and other lotions must be removed by showering before entering the Pool. When using the Patio furniture in swimwear, a towel must be placed over the lounges and chairs.
5. Lounges and chairs cannot be reserved over long periods of non-use by placing towels or other articles on them...nor can they be taken to the beach.
6. No objects of any kind including rafts, floats, flippers, snorkels, masks, toys, etc., are permitted in the Pool except floats that are attached to the bather.
7. Running, jumping and playing games in and around the Pool are prohibited.
8. Babies/children/adults who are incontinent must wear waterproof protective undergarments..
9. Children age 12 and under may not use the Pool unless accompanied by an adult who remains with them in or around the Pool. Front Desk Personnel have the authority to order children from the Pool and Patio Areas when not supervised by an adult and when their behavior is in violation of Pool rules.
10. . No one is permitted to tamper with the thermostats or any of the Pool equipment.
11. The Pool will be open from 8:00am to 9:00pm. The Pool rules posted beside the Pool must be strictly observed.

B. Patio

1. All tar and sand must be cleaned from the body, shoes and beach chairs before entering the Patio Area from the Beach. Cleaning fluid and paper towels are available at the Beach Entrance.
2. Drinks in unbreakable containers are permitted on the Patio. Food is not permitted in the Pool Area except for light snacks (popcorn, nuts and chips) after 4:30pm for "Happy Hour" gatherings. Mosaic tables on the East Walkway and the Bar-B-Que Beachfront are available for eating food other than snacks at any time. Glass is **not** permitted. Please *clean up after yourself*.
3. Pool umbrellas must be closed when leaving the Table Area.
4. The Storage Room is provided for the residents to keep small beach chairs. Chairs are to be identified with the owner's name and Unit number. Any chairs not properly identified and/or not properly stored on the provided racks will be discarded. Storage space is limited to 2 chairs per Unit.

C. Fitness Room

Residents, lessees and their guests must strictly adhere to all regulations posted in the Fitness Room. The Association is not responsible for accidents resulting from the misuse of the equipment.

D. Restrooms

Anyone going to use the Restrooms from the Pool Area must wear a cover over their suits, wear shoes and avoid dripping water on the floor inside the Building.

E. Recreation Room/Library

The Recreation Room and Library are used for scheduled social activities, e.g., bingo, bridge club, etc., and for condo meetings, e.g., monthly Board meetings. They are also available for informal gatherings of residents to chat, watch TV and play cards/games. No informal gatherings are allowed while Board meetings, Orientation Committee meetings or other formal Association meetings are underway. The areas may also be used for private parties. See the Office for requirements and approval to hold a private function. Library Note: *Most library books are in order by author. Returned books should be placed in the designated box.*

VIII. LIMITED COMMON ELEMENTS

Limited Common Elements are the portion of Common Elements reserved for the exclusive use of owners and/or their designees.

A. Balconies and Entryways

1. The Balconies and Entryways are part of the Unit, but the Association has the responsibility to repair and replace the structure of the Balconies and Entryways including the balustrades. The repair and maintenance of the Balcony and Entryway interior surfaces are the responsibility of the owners. Painting of the walls and doors must be the same color as the Building exterior, and the ceilings must be white. Carpeting is not permitted on the balconies.
2. Do not use Balcony and Walkway balustrades to hang clothes, towels or any other objects. Do not shake rugs, mops or other items over the balustrades.
3. Nothing should be thrown off the Railings, Walkways or Balconies, e.g., cigarettes, cigars, ashes, water, food, etc.
4. Balconies and Entryways are not to be used for storage of household items, e.g., beach chairs, bikes, toys, etc..
5. Owners and lessees may place a limited number of decorative items and/or furniture on the Balconies and Entryways.
6. Do not feed the birds from your Balcony.

B. Parking Spaces

1. Only *one* Parking Space is assigned to each Unit at the time of purchase and is for exclusive use of one vehicle. Every owner/lessee is issued a parking sticker to be affixed to the back window of the car at the time of purchase or rental.
2. Any reassignment granted by the owner, whether temporary or permanent, ***must be documented in writing***, signed by the owner(s), and filed at the Office and Front Desk. If temporary, the duration of the assignment must be specified.
3. People with "second" cars are responsible for finding a second Parking Space to rent (or borrow) from other owners who do not have a car or are away. If the Office is aware of any such spots, they will do their best to assist. Once again, this must be documented, signed by the owner(s) and filed at Office and Front Desk. If no Parking Spaces are available, the second car must park off-site.

4. Renters will park in the spot assigned to their rented Unit. Anyone who is parking temporarily in the spot, must move.
5. Guest Parking Spots are not to be used by owners/renters during the Season (November 1st - April 30¹). Once the season ends, there is more flexibility. However, if there is too much flow to Guest Spots, residents will be asked to move back to their original spots.
6. On Monday - Friday, all trucks, vans and other vehicles used by vendors, contractors and service workers are directed to park along the South wall. Any overflow of these vehicles is directed to the West wall. Please keep this in mind when you or your visitors utilize Guest Spots as you may be asked to move to accommodate these workers.
7. Pick-up trucks and/or vans owned by residents may be parked in their assigned spaces as long as they do not exceed the painted perimeters of the Parking Space.
8. Owners, renters and their guests are not permitted to have recreational vehicles, e.g., campers, trailers, boats or commercial vehicles, on property
9. Non-residents (workers and vendors) who have campers, trailers, boats and commercial vehicles may not park overnight, except in emergencies, e.g., "midnight" plumbing problem.
10. Visitors/guests/workers must always get a parking pass from the Front Desk.
11. . Any vehicle parked without a Century Plaza parking tag or sticker may be towed at the vehicle owner's expense.
12. Visitors/guests who are in residence for an extended period (over 30 days) are considered extended guests. As such, they are not entitled to indefinite use of a Guest Spot, especially between November 1st - April 30th. After the first 30 **days**, their cars will be considered "second" cars and such rules shall apply. *Refer to Section If/ . B.*
13. . No materials can be stored in Parking Spots, e.g., cleaning supplies, vacuums, carts and bikes.

C. Storage Bins

The storage bins are in the Lower Level and assigned by Unit number to each owner. In compliance with fire regulations, no flammable liquids, e.g., paint thinners, paint removers, lacquers, etc., are to be stored in this area. To prevent the spread of termite/bug infestation, items must be placed in plastic bins or plastic bags and firmly tied or sealed.

D. TV Services

Our Association's bulk contract includes TV and Internet. This bulk contract gives us preferred pricing as a group. The fee is included in our monthly maintenance.

IX. GENERAL REGULATIONS

A. Complaints Regarding Misconduct

Complaints regarding misconduct or infractions of the Declaration of Condominium, By-Laws and Rules & Regulations should be reported to the Board in a signed statement. There are forms available at the Front Desk for this purpose.

B. Bicycles, Etc.

Bicycles, skateboards, roller skates, roller blades or children's wheeled devices of any kind are not to be ridden on the premises. They must be kept inside the Unit, not in the Entryway, Balcony or Walkways. The Service Elevator must be used when transporting the above in and out of the Building.

C. Window, Shutter and Door Replacement

1. The installation or replacement of windows, shutters and doors must be approved by the Board of Directors according to Our Declaration of Condominium. Windows, shutters and doors must be hurricane compliant according to and approved by local and **state** building codes. Required forms are available in the Office.
2. For window, shutter and door replacement, the proposed contract must be with an authorized dealer or licensed installer. A copy of the insurance certificate and the necessary building permit must be supplied to the Office. Windows, shutters and doors must meet the pressure standard set by the local government code for coastal areas. The Board of Directors must approve type and color.
3. The owner is responsible for maintaining hurricane shutters in good working order and appearance. If shutters are not operational and cannot be closed to protect the Building, the necessary repairs will be performed at the owner's expense.

D. Extended Absence (Particularly During Hurricane Season)

1. The water to the Unit must be turned off at the *main valve* located just inside the Utility Room, when owners/lessees are absent over 24 hours.
2. It is recommended that the toilets be covered with plastic wrap to deter infestation.
3. It is recommended that accessible appliances be unplugged to prevent against power surges from electrical storms. The Hot Water Heater should be *turned off by the circuit breaker...not by unplugging it*.
4. Hurricane shutters must be closed and securely fastened.
5. Century Plaza is subject to very high velocity winds from thunderstorms, tornadoes and hurricanes. All furniture, plants and other items must be removed from the Balcony and Entryway. If it becomes necessary for the Building to remove items in your absence, you will be assessed a fee of \$50.00.
6. Car keys may not be left in the custody of Century Plaza Association or Personnel as they will not accept responsibility for the safety, damage, use of the vehicle or any liability thereof.
7. When residents leave for an *extended period of time*, they must ***leave their air conditioner on***. The summer months are hot and humid. Turning off your air conditioner can create mold which can leach out to your neighbor's Unit and may also attract infestation.
8. A responsible individual must be designated to check the Unit periodically during an owner's absence. This individual should be listed with their telephone number on the departure form at the Front Desk.

E. Sales and Leases

1. Prior to offering a Unit for sale or lease, the Association Office must be notified in writing. An application must be accompanied by a written lease agreement or agreement of sale, and it must include an administrative fee of \$150.00 by check.
2. All leases must be for a minimum period of six (6) months and one (1) day. If a lease has not expired and the lessee has vacated the Unit, the *owner may not reside in the Unit until the date of expiration of the lease*.
3. Any Unit owners who are delinquent in their common or special assessments will not be allowed to lease their Unit.

4. A renewal of a Unit lease is subject to the same restrictions as those required in the initial lease under Florida Condominium Law. An executed copy of the lease with such other information as the Association may reasonably require must be submitted to the Association for approval or disapproval prior to occupancy by the lessee. Transfer fees are not required for a renewal of an existing lease.
5. The proposed purchasers or lessees must have a personal meeting with the Orientation Committee who will recommend approval or disapproval. No person may occupy a Unit without the written Certificate of Approval.
6. 100% of new occupancy of Units in Century Plaza Condominium must include at least one person 55 years of age or older as a permanent occupant. At least 80% of the Units must be occupied at all times by at least one person 55 years of age or older. The 20% leeway is for the surviving spouse or other heirs who were already in residence at the time the person who was over 55 became deceased. Every occupant of a Unit must provide documentation of age to the Association under Federal Law.
7. All moves in or out of a Unit by owners or lessees must take place Monday - Friday between the hours of 8:00am - 5:00pm and must be scheduled with the Front Desk.

F. Advertising and Sales

1. A copy of the Declaration, By-Laws and Rules & Regulations (3 separate booklets) must be made available by the owner to prospective purchaser or lessee prior to the application. If the owner(s) cannot provide the documents, they can be purchased for \$100.00 (total for all 3 documents, but there's individual pricing per document) from the Office.
2. No signs advertising the sale or lease of a Unit are permitted on the Condominium property.
3. The Association is not authorized to provide entry to a Unit which is offered for sale or lease. Arrangements must be made by the owner or the real estate agent.
4. An open house is prohibited for the purpose of showing the Unit for sale or lease or selling personal belongings. No individual Unit may have a tag sale.

G. Alterations and Improvements

1. Owners cannot make alterations or improvements to their Units or Balconies without prior written authorization from the Board of Directors.
2. A "Work Order Approval" form is available from the Office. The information required on this form must be fully completed and submitted to the Office for approval before any work commences.

3. Owners must use licensed and insured contractors to perform all work in Units including plumbing, electrical, flooring, cabinetry, kitchen/bath, remodeling, windows, exterior doors, shutters, etc.. Necessary work permits must be obtained. *If contractors cannot provide an up-to-date license and insurance policy, our staff will not allow the work to begin.* All work must be done in accordance with the appropriate codes of the City of Pompano Beach.
4. The owner is responsible for the expense of any clean up necessary to the Common Areas during or after alterations and improvements. Drop cloths must be used on Walkways and the Elevator Lobby Floor. A \$1000.00 deposit is required with each application. This deposit will be returned upon completion of the work minus any amount deducted for repairs or clean up. Should the damage exceed \$1000.00, the owner will be billed for the additional amount.
5. The use of Century Plaza shopping and luggage carts and dumpsters by contractors is strictly forbidden.
6. The owner is responsible to arrange for the removal of all items being replaced or repaired. All debris must be disposed of by the contractor or owner and cannot be placed in any Century Plaza Trash Areas or Dumpsters. This should be included in the agreement with the contractor. Any violation will be charged to the owner.
7. Hard flooring such as wood or tile may be installed in the Unit, provided that an under layer of sound-proofing or sound-deadening material is installed. This under layer must be approved by the City Inspector before installation.
8. Alterations and improvements must be performed only Monday - Friday between the hours of 8:00am - 5:00pm. "Silent" alterations and improvements such as limited painting or clean-up inside Units may be done on Saturdays as long as there is no noise, e.g., drilling or transfer of heavy equipment required.

H. Maintenance and Repairs

1. Owners must use licensed and insured contractors for repairs such as electrical, plumbing, air-conditioning, etc. in order to avoid building code violations and possible damage to the Building. Building permits must be obtained when required.
2. Whenever kitchen appliances are moved out from under the counters and away from the kitchen walls for repairs or replacement, it is mandatory that Century Plaza Maintenance Personnel inspect the condition of the wall between the Units before the appliances are moved back into place. This is to assure conformity to Fire and Building Codes. *The owner is responsible to make certain this is done.*

I. Century Plaza Personnel

Maintenance, Housekeeping, Office and Front Desk Personnel report directly to the President or a member of the Board of Directors of Century Plaza Association, Inc.. They are responsible for the orderly running of the Condominium complex and the Association administrative and business records. They are not allowed to accept orders from individual owners unless authorized by the President or a member of the Board of Directors. Do not ask any employees or contractor 's employees to do work for you during the hours that they are being paid by the Association.

J. Turtle Nesting Season

Bright lights interfere with the hatching turtle's ability to find the ocean. They head for the lights and die. Therefore, as a beachfront building, we are **required by law** to do the following from March 1 - October 31:

1. Turn off absolutely all patio lights.
2. Shut drapes and blinds to ensure that no bright lights inside your Unit are visible from the beach.
3. Failure to follow these rules may result in fines which will ultimately be charged to the "guilty" Unit(s).

K. Locking Yourself Out of Your Unit

If you lock yourself out of your Unit, please do not expect that a member of the BOD will be available to let you in. Plan ahead....give a back-up set of keys to a friend or neighbor; otherwise, you may need to call a locksmith.

L. Limitations of Written Rules

It is impossible to list every act or omission which should be prohibited by these rules. If a Unit owner or guest behaves in a manner which creates a negative impact on residents or the property, the owner shall be advised by the Office staff or the Board that such conduct violates the intent of these rules and must cease immediately .

M. Amendments

Amendments to these Rules & Regulations may be proposed by the Board of Directors or by 20% of the membership of the Association. The adoption of a proposed amendment must be approved by a majority of the Board of Directors at a duly called meeting of same. Copies of the approved amendments must be supplied to all members of the Association.

***** THE END *****