

**ET**  
EMERALD TOWER ASSOCIATION, INC.

**Emerald Tower - Interview/Orientation Form - Buyers**  
**Review of Main Bylaws, Policies and Amendments**

Please initial each item

Unit # \_\_\_\_\_

\_\_\_\_\_ This booklet of Rules & Regulations and the ET Association Bylaws document must be followed. Unit owners are responsible for reviewing all Rules & Regulations with their guests (Declaration of Condominium, By-Laws and amendments must be reviewed prior to closing).

\_\_\_\_\_ A copy of the key to the front door of each unit is to be given to the front office. The key is kept in the safe and will only be used in case of emergency by a maintenance technician accompanied by a board member.

\_\_\_\_\_ Owner(s) may not rent their units during the first year of ownership.

\_\_\_\_\_ Guests of owner(s) must register at the office when the owner is not on the premises. Guest of owners not in residence are limited to 2 times per year.

\_\_\_\_\_ No pets are allowed. Do you or a member of your household have a Service Animal or Emotional Support Animal? \_\_\_\_\_ Yes \_\_\_\_\_ No

***If yes, you are required to submit a current letter on physicians letterhead with their name, telephone number and address. All information will be verified. Animal vaccination documentation must also be submitted. Vaccination documentation must be updated every year and submitted to the Association office.***

\_\_\_\_\_ Replacement cost of the Medeco key is \$75.00.

\_\_\_\_\_ Replacement cost of the beach key is \$10.00. One key per unit is paid for annually to the beach club by the Condo Association. Additional keys can be purchased by unit owners (max allowed per unit is 3) and have an annual charge of \$75.00 with payment responsibility of unit owners.

\_\_\_\_\_ USPS mail is delivered to the individual's mailbox. Packages are dropped off in the lobby. Internal mail is delivered to the cubby holes across from the USPS boxes.

\_\_\_\_\_ Payment of the monthly maintenance statements is due no later than the first of the month. Payments unpaid on the tenth day are considered in arrears and are subject to late fees and interests.

\_\_\_\_\_ All contractors and repair personnel must register at the office daily. All repairs and/or construction within the unit can only be done from 8:30am to 4:30pm Monday-Friday. Contractors are required to present a current contractor's license and insurance documents. Owners are responsible for reviewing rules including required city permits and arrange for all waste removal by their contractors, prior to commencement of any work. Contractors must leave the building no later than 4:30pm.

\_\_\_\_\_ All moving is limited to weekdays, Monday-Friday, from 8:30am to 4:30pm, excluding national holidays. A copy of the movers' certificate of insurance naming Emerald Tower Associatioon as certificate holder must be provided before the move. A security deposit is required in the amount of \$500.00 and will be returned if there are not any move damages.

\_\_\_\_\_ All deliveries, contractors and service people must use the South entrance and service elevator if tools, materials and equipment is being brought into or taken out of the building.

\_\_\_\_\_ No cooking of any kind allowed on balconies. Grilling only allowed by the Southwest corner of the pool, where Association grills are located.

\_\_\_\_\_ Pool hours are dawn to dusk. The gas grill in the pool area is available under first come, first serve basis. Please remember to turn the grill off, close the gas tank and leave the grill clean and covered after use.

\_\_\_\_\_ All owners are responsible for having homeowners insurance.

\_\_\_\_\_ Storage lockers are located on the same floor as the individual units. Additional beach lockers and storage lockers are available for rental. If interested ask the person in the office to write your name on the waiting list.

\_\_\_\_\_ The recreation room is available for private parties. Reservation is required as well as a refundable deposit of \$100.00 if no damage is detected. We would also require a copy of your certificate of liability insurance naming Emerald Tower Association as certificate holder.

\_\_\_\_\_ There is a total of 5 bulletin boards; one on each elevator, one in the lobby, one in the garage and one under the cubby hole in the mail room. Elevators and lobby are for official Association business. The other two are for owners use.

\_\_\_\_\_ Valet and shopping carts are available at the garage level and parking deck level by the Hobby Shop. Shopping carts should be returned to the same area where taken from promptly after use. Contractors are not allowed to use valet or shopping carts.

\_\_\_\_\_ Owners wishing to rent a boat slip may add their names to the waiting list in the office.

\_\_\_\_\_ Motorcycles and motor scooters are not permitted to park anywhere on the common property.

\_\_\_\_\_ All owners must register their vehicles and pick up parking permits at the office.

\_\_\_\_\_ Garbage rooms are located on each floor west of the elevators. Newspapers are recycled and are to be left in the green plastic receptacle. All glass items are to be left in the gray plastic barrel. Large items such as cardboard boxes are to be flattened and brought outside to the garbage room on the street level. Disposal of bulk items is only allowed during our quarterly scheduled events. The City of Pompano Beach accepts bulk items every Saturday from 8am to 3pm. For additional information, contact ET office.

\_\_\_\_\_ Hazardous waste must be disposed of at the City of Pompano Beach Hazardous Waste event - ET posts these events with a week in advance on a monthly basis.

\_\_\_\_\_ Each unit must have a working telephone landline or cell phone which is the tool that allows buzzing in guests from their unit.

\_\_\_\_\_ The Emerald Tower Condominium Association, Inc. prohibits ownership of a unit by a corporation and/or Limited Liability Corporation.

\_\_\_\_\_ This document must be signed by all owners and notarized. An interview will be scheduled to discuss the Rules and Regulations before closing.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print

Notary Public, State of Florida  
My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public, Print

Seal: \_\_\_\_\_

\_\_\_\_\_  
Notary Public, Signature