

**WILTSHIRE HOUSE  
CONDOMINIUM ASSOCIATION INC.**

C/O JMD Properties  
904 SE 5<sup>th</sup> Avenue  
Delray Beach, FL 33483  
561.265.3272

TO: ALL UNIT OWNERS/REALTORS AND INTERESTED PARTIES  
RE: SALES OR RENTAL APPLICATION PACKAGES

1. ALL APPLICATIONS FOR SALES OR RENTAL OF A UNIT MUST BE ACCOMPANIED BY A CHECK OF \$100.00 (NON-REFUNDABLE APPLICATION FEE) PAYABLE TO JMD PROPERTIES.
2. RENTERS: A \$300.00 REFUNDABLE SECURITY DEPOSIT MUST BE SUBMITTED WITH THIS APPLICATION. MAKE CHECK PAYABLE TO WILTSHIRE HOUSE CONDOMINIUM ASSOCIATION.
3. ALL SPACES ON THE "APPLICATION FOR OCCUPANCY" FORM MUST BE COMPLETED. BLANK SPACES WILL HOLD UP PROCESSING. USE "N/A" IF ITEM IS NOT APPLICABLE.
4. THE APPLICANT MUST SIGN A FORM STATING THAT: HE/SHE HAS READ AND IS IN RECEIPT OF THE RULES AND REGULATIONS, AND WILL ADHERE TO ALL COVENANTS.
5. PURCHASE ONLY: PURCHASER MUST SIGN THAT HE/SHE IS IN RECEIPT OF CONDOMINIUM DOCUMENTS. THE SELLER IS RESPONSIBLE FOR SUPPLYING THE PURCHASER WITH A SET OF CONDOMINIUM DOCUMENTS AND AMENDMENTS THERETO.
6. A COPY OF THE CONTRACT FOR SALE, DEPOSIT RECEIPT OR LEASE, WHICHEVER APPLIES, MUST BE SUBMITTED WITH THE APPLICATION.
7. ATTACH COPY OF DRIVER'S LICENSE FOR EACH APPLICANT.
8. THREE LETTERS OF REFERENCE ON THE APPLICANT'S BEHALF MUST BE SUBMITTED WITH THE APPLICATION.
9. **PLEASE NOTE:** COMMERCIAL VEHICLES OWNED BY RESIDENTS OR GUESTS ARE NOT PERMITTED ON THE PROPERTY.

ONCE THE ABOVE ITEMS HAVE BEEN COMPLETED, RETURN THE PACKAGE WITH THE  
FEE TO:

J.M.D. PROPERTIES, INC.  
904 SE 5<sup>TH</sup> Avenue  
DELRAY BEACH, FL 33483  
561-265-3272

YOU WILL BE CONTACTED FOR A PERSONAL INTERVIEW APPOINTMENT

# Wiltshire House Condominium Association Application for Occupancy

UNIT \_\_\_\_\_ PURCHASE: \_\_\_\_\_ LEASE: \_\_\_\_\_ DESIRED OCCUPANCY DATE: \_\_\_\_\_

IF LEASE, TERM: \_\_\_\_\_

### CURRENT OWNER INFORMATION

NAME(S): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### APPLICANT INFORMATION

NAME: \_\_\_\_\_ SOCIAL SECURITY NO.: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CO-APPLICANT NAME: \_\_\_\_\_ SOCIAL SECURITY NO.: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NUMBER OF ADULTS (over 18 yrs) OCCUPYING: \_\_\_\_\_ CHILDREN (18 yrs.& under): \_\_\_\_\_

NAME OF OTHER OCCUPANT(S): \_\_\_\_\_

**\* NO PETS ALLOWED**

### APPLICANT RESIDENCE HISTORY

CURRENT ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ HOW LONG?: \_\_\_\_\_

NAME OF LANDLORD OR MORTGAGE CO. \_\_\_\_\_

APT. OR CONDO NAME: \_\_\_\_\_ TEL: \_\_\_\_\_

PREVIOUS ADDRESS: \_\_\_\_\_

APT. OR CONDO NAME: \_\_\_\_\_ TEL: \_\_\_\_\_

### APPLICANT EMPLOYMENT AND BANK REFERENCES

EMPLOYER: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_ HOW LONG?: \_\_\_\_\_

POSITION HELD: \_\_\_\_\_ APPROX. MO. INCOME: \$ \_\_\_\_\_

CO-APPLICANT EMPLOYER: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_ HOW LONG?: \_\_\_\_\_

POSITION HELD: \_\_\_\_\_ APPROX. MO. INCOME: \$ \_\_\_\_\_

NAME OF BANK/SAVINGS & LOAN: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TEL.: \_\_\_\_\_

BRANCH: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

ACCOUNT NO.: \_\_\_\_\_ CK.: \_\_\_\_\_ SAV.: \_\_\_\_\_ M.M.: \_\_\_\_\_

**APPLICANT CHARACTER REFERENCES**

NAME: \_\_\_\_\_ HOME TEL. NO.: (\_\_\_\_) \_\_\_\_\_

HOW LONG HAVE YOU KNOWN HIM/HER?: \_\_\_\_\_ OFFICE TEL. NO.:(\_\_\_\_) \_\_\_\_\_

NAME: \_\_\_\_\_ HOME TEL. NO.:(\_\_\_\_) \_\_\_\_\_

HOW LONG HAVE YOU KNOWN HIM/HER?: \_\_\_\_\_ OFFICE TEL. NO.:(\_\_\_\_) \_\_\_\_\_

NAME: \_\_\_\_\_ HOME TEL. NO.:(\_\_\_\_) \_\_\_\_\_

HOW LONG HAVE YOU KNOWN HIM/HER?: \_\_\_\_\_ OFFICE TEL. NO.:(\_\_\_\_) \_\_\_\_\_

**APPLICANT EMERGENCY CONTACT**

IN CASE OF AN EMERGENCY CONTACT: \_\_\_\_\_ Tel: \_\_\_\_\_

**APPLICANT VEHICLE INFORMATION**

MAKE OF CAR: \_\_\_\_\_ MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_ TAG. NO.: \_\_\_\_\_

STATE REGISTERED IN: \_\_\_\_\_ COUNTY: \_\_\_\_\_

MAKE OF CAR: \_\_\_\_\_ MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_ TAG. NO.: \_\_\_\_\_

STATE REGISTERED IN: \_\_\_\_\_ COUNTY: \_\_\_\_\_

**RECEIPT FOR ASSOCIATION DOCUMENTS AND/OR  
RULES AND REGULATIONS**

I/WE, THE UNDERSIGNED, owners/tenants received and read a copy of:

- \_\_\_\_\_ The Rules and Regulations of the above listed Association.
- \_\_\_\_\_ The Association Documents and any amendments thereof. (SALE ONLY)

I/ WE, HEREBY AGREE to adhere to all the covenants, rules and regulations legislated during the term of my lease, stay, visit, or length of ownership. I/we also agree to pay any fines levied against me/us as a result of a violation of the rules and regulations or damages to the common areas of the Association and said fine will be collected from the owner's/tenant's security deposit or will be charged against the owner's maintenance account.

I/WE, HEREBY AUTHORIZE JMD PROPERTIES as agent for the Association to obtain and verify a consumer credit report, along with an investigation of my background which may include information regarding my character, backing history, present and prior residential history and past and present employment.

I/WE AGREE to indemnify and hold harmless JMD Properties, Inc. and Association its employees, officers and directors, affiliates, sub contractors and agents from any loss expense, or damage which may result directly or indirectly from information or reports furnished by Straight Arrow Screening

I/We can be reached at the following telephone number(s) for the next fifteen days:

\_\_\_\_\_ or \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**By signing, the applicant recognizes that the Association or JMD Properties, Inc. may investigate the information supplied by the applicant and a full disclosure of pertinent facts may be made to the Association or JMD Properties, Inc. The investigation may be made of the applicant's character, general reputation, personal characteristics, credit standing, police arrest record and mode of living as applicable.**

MAKE SURE YOU HAVE INCLUDED:

1. A COMPLETED Application. Leave no blanks. Put "NA" in space if applicable.
2. An APPLICATION FEE, (non-refundable) for EACH applicant (husband and wife considered one applicant).
3. A copy of the Lease or Purchase Agreement/Deposit Receipt.
4. Received and signed for the documents and or the Rules and Regulations (see below).
5. Copy of drivers license on each occupant, as applicable.
6. Three (3) letters or emails of references.

**IT TAKES A MINIMUM OF FIFTEEN (15) DAYS TO PROCESS THIS APPLICATION.**

# WILTSHIRE HOUSE

## Condominium Rules And Regulations

2002

# General Rules and Regulations

## Preface

Each owner has a proportionate share in the common areas. We, as owners of an individual unit have a combined interest in what happens as far as the condominium as a whole is concerned. It is important, therefore, to have a set of rules and regulations.

These regulations have been established and adopted to maintain high standards, pleasant living conditions and for the common welfare and best interests of all WILTSHIRE HOUSE owners and guests. Compliance is essential to the successful operation of the WILTSHIRE HOUSE condominium.

The facilities of WILTSHIRE HOUSE are for the use and enjoyment of the owners, their families, house guests, lessees, and visitors.

The inside of your apartment is your private home in the same sense as if it were a single dwelling. You own it and are responsible for maintaining it. In addition to your apartment, you are a co-owner of the WILTSHIRE HOUSE structure and facilities.

The following Rules and Regulations were adopted by your Board of Directors.

Please become familiar with and advise your guests, lessees, and employees of these rules and regulations so that we may all live in quiet enjoyment.

Any rules and regulations which are found to be in violation of any enforceable laws shall be null and void.

**SPECIAL NOTE: unlike most condominiums, owners at the Wiltshire House each pay a proportionate share of the TOTAL electric bill for all residents of the entire building. Therefore, it is to the mutual interest of each owner (and their guests) to use normal logic in the use of electricity in order to avoid waste and unwarranted consumption.**

The Board of Directors

2002

## I. APARTMENTS

### A. LEASING

1. **Apartments may be leased only once in any twelve (12) month period**

With Board approval. The lease may be for any period of time up to one (1) Year. An application signed by the lessee must be received by the Manager at least fifteen (15) days prior to the proposed occupancy. The Lessee must appear in person to meet with one or more members of the Wiltshire Board of Directors prior to occupancy. There shall be no deviation or subterfuge by the lessor such as temporary "guest" occupancy, to these requirements. **The lessee will be charged a fee of \$100.00 per surname for each lease by the Wiltshire House Association, which shall be non-refundable.** In addition to any security deposit, which may be required by the apartment owner, **the lessee shall deposit the sum of \$300.00 with the Wiltshire House Association for each lease as security against any damage to the common property by the lessee.** Damage, if any, to the common property shall be determined by the Board in a reasonable and fair manner. The lessee shall be notified in writing of the damage and the dollar amount thereof as determined by the Board of Directors. This amount, if any, shall be deducted from the above deposit at the termination of the lease, and the balance shall be promptly refunded to the lessee, without interest.

2. ***The owner is responsible for the actions of the tenant. A tenant who has been interviewed and approved for a prior lease for another apartment will NOT be required to appear again for an interview, but the \$100.00 fee and the \$300.00 deposit shall apply. Renewal leases must be APPROVED by the Board of Directors but no additional fees or deposits are required.***

3. Guests of lessees are subject to the same rules of the Wiltshire House Association as are guests of owners.

### B. SALES

1. The Board of Directors shall be advised in writing of any intent to sell. Upon

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- execution of a contract of sale, the prospective buyer shall complete a purchase application and pay the application fee of \$ 100.00 per surname.
2. In the sale of an apartment, only “BROKERS OPEN HOUSE” is permitted.
  3. The Board of Directors must approve or disapprove all sales consistent with the WILTSHIRE HOUSE Declaration of Association.

## **II. BUILDING EXTERIOR – BALCONIES**

- A. The exterior of the condominium and all other areas appurtenant to the condominium shall not be painted, decorated, or modified by any owner in any manner.
- B. No awnings, window guards, light reflective materials, hurricane or storm shutters, ventilation, fans or air-conditioning devices shall be used in or about the Condominium except as shall be approved by the Board of Directors, which may Withhold approval on purely aesthetic grounds.
- C. No sign, advertisement, or notice shall be exhibited, displayed, inscribed, painted, or affixed in or upon any part of the condominium property.
- D. Balconies are to be kept clean and in good appearance at all times. No articles of clothing, towels, beach apparel, cleaning materials, planters, plants, etc. may be placed on balconies or railings where they may be visible. No carpeting is permitted on any exterior balconies. Tile is permitted but only after Board approval which requires a coat of waterproofing on the balcony prior to installation.
- E. Nothing may be thrown, poured or shaken from the balcony. Cigarettes and matches are particularly dangerous and may not be tossed over the railing.
- F. No cooking is permitted on the balconies and Radios, TV’s, etc. played on balconies may not disturb others.
- G. Feeding the birds from the balconies is prohibited.
- H. Owners shall close and secure storm shutters during a hurricane alert or whenever apartment will be vacant for an extended period.
- I. Owners shall be responsible for any damage to the property of the Association or to the property of other owners which is caused by loose objects falling from their balconies.

## **III. BUILDINGS AND GROUNDS** **(Common areas – all areas outside apartments)**

- A. Smoking is prohibited in compliance with the Florida Clean Air Act. Smoking is



prohibited in ALL common areas including rest rooms and elevators.

- B. No objects including strollers, toys, wheelchairs, planters statues and carts etc. are permitted in hallways or stairways due to Fire Marshal Regulations.
- C. All building entrance doors must be kept closed at all times except when being used for immediate ingress or egress. **Since we do not have 24 hour security, this rule is vital.** Owners are responsible for supervising hired workers.
- D. Any damage caused to common areas due to items carried to and from an apartment, including leakage and spillage is the responsibility of the owner and shall be corrected by the owner or at his expense.
- E. Do not open ocean (east) door on windy days.
- F. Clean tar and sand off feet before entering building. Removal fluid and towels are provided for this purpose and are located at the beach access stairway.
- G. Do not leave food or empty containers in common areas.
- H. Wear a cover-up and footwear in corridors and elevator.

#### **IV. APARTMENT OWNERS**

- A. Owners are responsible for insuring the contents of their apartments, their cars and storage area and for providing liability insurance. *NOTE: It is incumbent for owners/residents to have their own homeowners/tenants insurance for any*

*damages within their respective apartments. Insurance is not only for hurricane damage. It covers your losses due to water leaks, fire, theft, etc.*

- B.** Owner/Contractors are to submit a detailed plan/s of any interior work (renovations) being done in the Unit apartment to the Property Manager/Board Designee **BEFORE** the work begins. The Property Manager/Board Designee will review the plans to insure that the integrity (structure) of the building will not be violated, that owner/contractor is complying with all Association Rules and Regulations particularly, Article V, Maintenance, Alteration and Improvement of the Declaration of Condominium. If anything appears questionable, owner/contractor must provide the Property Manager/Board Designee with whatever the Property Manager/Board Designee deems necessary. The Property Manager/Board Designee will then submit the plan/s and all additional materials, with his/her recommendation to the Board of Directors for their **APPROVAL**. Owner will also be required to sign a statement of Responsibility and Hold Harmless agreement **PRIOR** to the Board of Directors **APPROVAL** and **PRIOR** to starting the actual work. The only exception is for emergency repairs, subject to notifying the Property Manager/Board Designee of the nature of the emergency. Building permits, if required, from Highland Beach or any other items requested from other governmental offices are the responsibility of the owner/contractors.
- C.** Repairs, renovations and any other noisy work is to be confined to the hours of 9:00 A.M. to 5:00 P.M., Monday through Friday except on holidays. The only exception is for emergencies.
- D.** Owners are to advise the Property Manager/Board Designee of any interior work being done in the apartment **BEFORE** the work begins.
- E.** Installation of hard materials on the floors such as marble, clay, wood, porcelain or ceramic tiles must be installed over an approved sound-absorbing base such as ¼ inch thick cork. A copy of the bill showing what type of a sound-absorbing base or a signed statement from the owner/installer that this will be complied with and what base will be installed must be filed with the Property Manager/Board Designee **PRIOR** to installation of the flooring and Approved by the Property Manager/Board Designee. This does not apply to first floor apartments or to apartment 1-E. Building permits, if required, from Highland Beach or any other items requested from other governmental offices are the responsibility of the owner/contractors.
- F.** Leave on minimal lights when leaving your apartment.
- G.** Report any signs of insects to the Exterminator or the Property Manager/Board Designee.
- H.** Maid service involving the use of noisy equipment such as vacuum cleaners should not begin before 9:00 A.M.

- I. All deliveries shall be made to each owner's apartment. Owner is responsible for supervising their deliveries. In the event that large items will be put in the elevator, owners/lessees are responsible to place the elevator padding to prevent any damage. Ask for assistance if necessary.
- J. Outside employees, repairmen and maids must be supervised by the owners/lessees.
- K. No skateboards, roller skates, roller blades, bicycles or tricycles may be used within the condominium property.
- L. Return laundry carts, shopping carts and baggage racks to their places in the basement **immediately** after use. Courtesy.
- M. When using the basement laundry facilities, please remove lint from the dryers after each use, return laundry carts, and turn off the lights when you leave the area. ***IMPORTANT NOTE: Please use liquid detergents when using the washing machines. This applies to the washing machines in the individual apartments. Experience shows that powdered detergents clog the pipes within the building and this process of replacing the pipes when clogged is extremely costly. At times excavation under the buildings is necessary.***
- N. Return lawn furniture to an orderly position and away from the beach wall. Lawn furniture may not be taken down to the beach.
- O. Apartment residents should shut the water valves to the lavatories (toilet bowls) and to the washing machine when leaving the apartment vacant for more than one (1) week. ***IMPORTANT NOTE: The mechanisms inside the water closet and the hose attachment to the washing machine tend to disintegrate over time and cause the water to overflow and flood the apartments causing extensive damage and mildew/mold. This is a very serious problem. This is another reason each owner/resident should have individual homeowners/renters insurance.***

## **V. VIOLATIONS, COMPLAINTS, SUGGESTIONS**

- A. Violation of rules shall be reported to the Property Manager/Board Designee, **IN WRITING.**
- B. Violations will be called to the attention of the violating owner by the Property Manager/Board designee.
- C. The Board of Directors, under the Declaration of Condominium, has the authority to enforce these Rules and Regulations and to take action against violators.

- D. It is intended that these Rules and regulations will be periodically reviewed as deemed necessary. Owners are invited to submit, in writing, to the Board of Directors, their suggestions for rule changes.

## **VI. GARBAGE AND TRASH DISPOSAL**

- A. The kitchen disposal unit should be used for all waste which can be crushed or ground.
- B. In the trash room at the end of each floor there are containers for recycling of newspaper, glass, plastic and aluminum cans and bottles. Please rinse, no caps or lids. In the event that this service is not available, owners/lessees are responsible for bringing the recyclables down to the service area and depositing them properly. In addition, please break items down such as large boxes, if possible.
- C. All non-recyclable items such as garbage, tin cans, small boxes, magazines, and glossy sections of newspapers must be put in plastic bags and securely tied before placing in the trash chute.
- D. To avoid clogging the chute, do not force anything through the chute door. Proper disposal will help to avoid odors, poor sanitation, and attraction of rodents, bugs or vermin.
- E. Movers and delivery men are to be instructed by the owners/lessees to take all boxes and packing materials with them when they leave the condominium property. These materials are not to be placed in the trash rooms or halls.
- F. Owners/Lessee are responsible for removal of all excess materials and debris resulting from alteration or improvement of an apartment.
- G. Nothing should be placed in the garbage chute between the hours of 11:00 P.M. and 8:00 A.M.

## **VII. EXERCISE ROOM**

- A. The Exercise Room is intended for use by the residents and guests of the Wiltshire House. The hours of use are from 5:00 A.M. till 11:00 P.M daily.
- B. Towels must be brought to the exercise room whenever using the equipment. All equipment must be wiped down after each use, including the mats.
- C. Anyone under the age of 16 must be accompanied and supervised by an adult.

- D. Thermostat must be set to 78 degrees, TV, radio, and lights must be shut upon exiting the room. Equipment shut down. Door must be locked.
- E. Shirt and sneakers must be worn at all times. **No bathing suits allowed.**
- F. Equipment shall NOT be moved.
- G. Please immediately report any defective equipment to the Property Manager.

### **VIII. ELEVATOR**

- A. No person under the age of twelve (12) shall operate the elevator unless accompanied by an adult.
- B. Elevator door should be held open by the “OPEN DOOR” button and not by force. “OPEN DOOR” button should only be employed for brief periods.
- C. In case of fire, do not use the elevator.
- D. Always wear shoes and cover-up in the elevator.
- E. There is an emergency telephone in the elevator which connects immediately and only to “911”.
- F. Install the protective wall covering in the elevator when moving large items such as furniture/appliances. Ask the Property manager/Board designee for location.

### **IX. SECURITY**

- A. All exterior doors must be secured at all times. Owners/lessees must inform workers of the rule.
- B. Maximum security requires the continuous cooperation of all the owners/lessees. Owners/lessees should immediately notify the Police of any suspicious person or incident.
- C. The Property Manager/Board Designee should be notified in advance whenever the apartment is to be left unoccupied for more than twenty-four (24) hours.

- D. Exterior locks may not be changed except with the approval of the Association. In such event, a key to the new lock shall be deposited with the Property Manager/Board Designee.
- E. The Property Manager/Board Designee is required to challenge any stranger entering the building. To avoid confusion and annoyance, notify the Property Manager/Board Designee in advance of any unusual circumstances.
- F. Except in an emergency, only the Property Manager/Board Designee will be permitted to enter an apartment without authorization.
- H. Guests/Visitors are only permitted on the condominium property when the Owner/Lessee is currently occupying their apartment OR they are staying in the apartment with permission of the owner/lessee. Unattended guests not staying at the Wiltshire House will be challenged and asked to leave the property.
- I. All owners will be supplied with two (2) Medco keys. These keys allow accessibility into the main building and into common areas. Additional keys or replacement keys may be purchased at a cost of \$25.00 dollars each. They may be obtained by contacting the Property Manager/Board designee. Please be reminded that for the sake of security these keys should be limited to your family and guests.

#### **X. FIRE REGULATIONS**

- A. In case of fire, do not use the elevator.
- B. Familiarize yourself with the location of the exit stairway nearest your apartment.
- C. Familiarize yourself with the location of the fire extinguishers on each floor.
- D. Hallways and fire exits must be kept clear of all obstructions under Fire Marshal's regulations.

#### **XI. GUESTS**

- A. All guests must observe the Wiltshire House Rules and Regulations. If you are not in residence, you are required to leave a copy of the Rules and Regulations and instruct the guests to read them.
- B. Children under twenty-one years of age are not permitted to occupy any apartment unless an adult is in residence at the time.
- C. Pets are not allowed.
- D. Owners/Lessees must make arrangements for their guests to acquire the apartment keys.

- E. Guests/ Visitors are only permitted on the condominium property when the Owner/Lessee is currently occupying their apartment OR they are staying in the apartment with permission of the owner/lessee. Unattended guests not staying at the Wiltshire House will be challenged and asked to leave the property.

## **XII. NOISE**

- A. Noise may not leave the confines of your apartment.
- B. Noises that will create a disturbance to other residents are prohibited. No apartment owner/lessee shall make or permit any disturbing noises in the building by himself, his family, servants, employees, agents, visitors, nor do or permit anything by such persons that will interfere with the rights and comforts or convenience of other apartment owners/lessees.
- C. No noise (TV, VCR, RADIO, TAPE, PIANO, etc.) can leave the confines of the apartment.
- D. No apartment owner/lessee shall conduct or permit to be conducted, vocal or instrumental practice, nor give nor permit to be given vocal or instrumental instructions at any time.
- E. Earphones must be used when playing radio, etc. on the common property such as the pool area.

## **XIII. OFFICE SERVICES/MANAGEMENT**

- A. Office hours will be 8:00 A.M. to 4:00 P.M. if we have a Property Manager on premise otherwise please call the Property Management Office.
- B. A copy machine is available during office hours for minimum charge of .25 per copy. Faxing is also available at .25 per page.
- C. The Board of Directors hires and supervises all employees or management companies. Owners/lessees/guests are not permitted to direct them in any way. Employees are not permitted to perform any work in the apartments without permission from the Property Manager/Board Designee or Management company. Owners are responsible for all repairs within the confines of the apartment, including but not limited to the Circuit Breaker Box either within the apartment or outside the apartment. Air Conditioning repairs that are not covered under our service policy are the responsibility of the owners. Landlords should (not required) have an outside service contract for the appliances so that the lessees will have a service person available to them.
- D. Any criticism of building employees, Property Manager, or Management Company should be directed to any member of the Board of Directors. **NO OWNER/LESSEE SHALL GIVE ORDERS TO OR REPRIMAND ANY EMPLOYEE.**

#### **XIV. PARKING, GARAGE, BICYCLES**

- A. Do not park commercial or recreational vehicles, boat trailers, motorcycles or trucks in the parking lot overnight. (Highland beach Ordinance)
- B. Use parking spaces in the garage under the building for loading and unloading only. The area must be open for emergency vehicles.
- C. Tradesman, delivery vehicles and owner's employees must park in guest and service areas.
- D. Any vehicle which cannot be operated on its own power, or any unregistered vehicle, shall not remain within the condominium property for more than twenty-four (24) hours. **VIOLATIONS OF THIS RULE MAY RESULT IN THE VEHICLE BEING TOWED AWAY AND STORED AT THE OWNERS EXPENSE** should such be determined by the Property Manager/Board Designee. Further, no repairs of vehicles shall be made within the condominium property other than for the purpose of recharging a battery or changing a tire.
- E. Vehicles may not exceed five (5) miles per hour within the condominium property.
- F. Any damage to pavement due to leaking or spillage of oils/fuels is the responsibility of the owner/lessee and shall be corrected at owner's/lessee's expense.
- G. Bicycles must be stored in the designated bicycle room. Walk, do not ride, bicycles on condominium property.
- F. Owners are required to provide the Property Manager with a duplicate set of car keys if they will be gone for a week or more so that the vehicle may be moved in an emergency. When you return, pick up your keys.

#### **XV. ANIMALS AND PETS**

- A. **Owners, buyers, renters, lessees, visitors and guests are not permitted to bring animals and pets to and into the Wiltshire House.**

#### **XVI. SWIMMING POOL AND BEACH**

- A. All persons using the pool do so at their own risk.
- B. The pool may be used from **DAWN to DUSK**. Please be aware that noise travels upward to the building.
- C. Before using the pool, oils, lotions and sand should be removed by a warm soap shower



- D. Children who have not been toilet trained must wear under clothing that prevents contamination of the pool.
- E. Children under twelve (12) years of age must be accompanied by and supervised by a responsible adult.
- F. Persons using the beach area shall remove tar and sand from their feet before entering the pool and/or lobby area.
- G. No glass containers of any kind are permitted within the pool area or the grassy area in front of the building. No food or drink is permitted within four feet of the pool. Clean up when you leave.
- H. Persons going to and from the pool or beach areas should be properly attired with beach coat or robe and footwear.
- I. Replace all chairs in an orderly fashion.
- J. If you remove the rope across the pool, replace it before you leave. (Florida Law)
- K. Except for life preservers and swim equipment, no large toys or objects of any kind are permitted into the pool or onto the pool area. However, air or other pool mattresses and noodles may be taken into the pool when no swimmers, other than the users of the pool mattresses, are present in the pool or when the consent of other swimmers is given.
- L. Running in the general pool area is prohibited.
- M. Diving is prohibited.
- N. Radios in the pool and grassy common areas should be used with an earpiece so as not to disturb others.
- O. Persons should utilize the outside showers to cleanse before entering the pool.
- P. Pool temperature will be maintained between 86 and 88 degrees as weather permits.
- Q. The Pool Regulations herein and posted in the pool area are in accordance with Florida Statutes established by the Board of health and must be complied with.
- R. Persons should towel dry before entering the building or any of the Wiltshire facilities i.e. bathrooms and clubhouse.

## **XVII. RECREATION ROOM**

- A. The Recreation Room is to be used primarily for Association sponsored social functions, activities or meetings. When it is not in use by the Association, it may be reserved through the Property Manager/Board Designee and used for individual owner's private parties in accordance with the following rules:
1. Application and reservation forms must be filled out and permission for such use must be arranged thru the Property manager/Board designee. The Property Manager/Board designee must be furnished with complete information about the party, such as type of party, number of guests, etc.
  2. The owner sponsoring the party will be responsible for cleaning up and restoration of the room and facilities turning off all lights and securing the room.
  3. Use of the room is permitted between 9:00 A.M. and 11:00 P.M. including setup and cleanup times.
  4. Noise must be confined to the recreation room.
- B. Barbeque grills are available for use but shall not be removed from their locations. It would cause damage to the natural gas lines. Grills should be cleaned after each use and covered if available. It is best to clean the grill immediately after grilling while it is still HOT. All the grease and residue burns off.

### **XVIII. STORAGE LOCKERS**

- A. Flammable materials may not be **placed in lockers**.
- B. The access area must be clear; all personal property must be contained in one's locker.

### **XIX. MOVING AND DELIVERIES**

- A. All moving and deliveries that require extended use of the elevator must be scheduled through the Property manager/Board Designee.
- B. Moving and large deliveries are to be done Monday through Friday during the hours of 8:00 A.M. and 5:00 P.M.
- C. Boxes and packing materials must be removed in accordance with Item VI – E.
- D. No moving or large deliveries may be made through the front door unless prior approval is obtained from the Property Manager/Board Designee.

### **XX. FINES**

- A. The Board of Directors may impose fines on owners for violation of the Wiltshire House Rules and Regulations as contained herein. The fine will not exceed \$100.00 per violation. As per Florida Statute 718.303 (3) this fine may be levied on the basis of each day of a continuing violation, with a single notice, provided that no such fine shall in the aggregate exceed \$1000.00. No fine may be levied except after giving reasonable notice and opportunity for a hearing to the unit owner. The hearing will be held before a committee of other unit owners, no more than 5 and no less than 3. The committee will be appointed by the Board of Directors. Either each Board member will name a unit owner to the committee or names of unit owners can be placed in nomination, and approved by the Board. The Chairman of the committee will be named by the Board of Directors. The Board of Directors will also appoint a Director to present the case to the committee and to be present at all committee hearings. If the committee does not agree with the fine, the fine may not be levied.

## **XXI. GENERAL**

- A. Each of the apartments shall be occupied only by a family, their servants, and guests as a residence and for no other purpose.
- B. Occupancy of an apartment is restricted to a single family.
- C. Owners/Lessees are responsible for all water damage resulting from their plumbing misuse, washers, or their failure to make needed repairs and/or negligence and carelessness.
- D. Owners/Lessees are responsible for any damage to the condominium property caused by them, their guests or by others performing services on their behalf.
- E. Roof lights will be on from sundown till 11:00 P.M. every night unless local, State or Federal laws prohibit it.

- F. The Board of Directors meeting will be held on the second Tuesday of every other month, January, March, May, July, September, November at 7:00 P.M., except holidays, in that event the following Tuesday. The meeting can be postponed by the President if he/she is notified that a quorum will not be present. The agenda will be posted on the Friday prior to the meeting on the bulletin board. Residents wishing to speak at a meeting must give written notice to the President by 2:00 PM on the Monday prior to the meeting, stating which agenda item or items, he/she would like to speak on. Residents will be entitled to speak for a maximum of three (3) minutes on each of the agenda items that they request time for. The President, at the meeting, will instruct the residents when they may utilize their time.