

HILLSBORO LANDINGS
CONDOMINIUM ASSOCIATION NO. TWO, INC.
RULES AND REGULATIONS AS OF FEBRUARY 2018



1627-1629 RIVERVIEW ROAD
DEERFIELD BEACH, FLORIDA 33441

***Rules and Regulations of
Hillsboro Landings Condominium No. Two, Inc.
As of February 2018***

This presentation of the Rules and Regulations of Hillsboro Landings Condo # II has been prepared for the convenient use of owners and lessees. It combines most of the Rules that formed a part of the Declaration of Condominium, By Laws, and Rules that were issued by the developers with the additional rules and rule changes subsequently adopted by the Board of Directors. In these pages where it is indicated that written consent is required, the consent is to come from the Board.

It is hoped that this booklet will be easy to use. The object is always to keep Hillsboro Landings Two the most congenial, comfortable, and attractive community around.

- 1) **CONDO USE**: Condos shall not be used for commercial or professional purposes and shall only be used as single-family residences. Regular residents of any condo are limited in number to two individuals for a single bedroom condo, four to a two-bedroom condo, and six to a three-bedroom condo. All regular residents are to be identified to the Board of Directors by the condo owner. One or more of the regular residents of a condo are to be present whenever it is in use, with the exception that another adult may be placed in charge for a definite and limited length of time.

Guests are each limited to presence in the condo for a total not to exceed 30 days per individual in any calendar year, a day being any part of the 24-hour length of a calendar day. A guest is any individual regardless of age or relationship with the owner's family, except those individuals identified by the owner as regular residents on a long-term basis. Under special circumstances an individual normally classified as a guest may be given permission to spend additional time in a condo, the permission being approved by the Board of Directors.

- 2) **PERSONAL PROPERTY**: The personal property of a unit owner shall be stored within his condominium living unit or in assigned storage areas, but in no event shall such property be

stored or left within or upon other portions of the common elements.

- 3) **STORAGE AREAS:** No unit owner shall cause any items to be stored other than in that area designated for such purpose as specifically assigned to that unit owner. Items left out will be removed. Any owner who desires a second storage bin must have permission to build a bin at their own cost by the Board of Directors. When the unit is sold the second bin returns to the association's control. If the bin is not being built on the owner's floor permission must be granted by unit owners on that floor. Replacement keys will be charged \$50.00. Each unit owner shall be responsible to keep his storage area clean and free of debris and clearly marked with their unit number.
- 4) **CONDUCT:** No person in a living unit or in the common areas of the condominium shall engage in loud and boisterous or other disorderly, profane, indecent, immoral or unlawful conduct.
- 5) **NUISANCES:** No unit owner shall make or permit any disturbing noises any place upon the condominium properties by himself, his family, servants, employees, agents, visitors, or licensees, nor do or permit anything by such persons that will interfere with the rights, comforts or convenience of other unit owners. No unit owner shall play upon, or suffer to be played upon any musical instrument, or operate or suffer to be operated television, radio, sound amplifier or other sound equipment in such manner that same would disturb or annoy other occupants of the condominium. No unit owner shall conduct or permit to be conducted, vocal or instrumental instruction at any time, except as same might be considered to be an activity sanctioned by

the Board of Directors, which activity shall take place in the recreational and community facilities. Soundproof material (cork) shall be used to cover floors of all rooms of condos, excluding bathrooms.
- 6) **TRASH:** No glass of any kind and no heavy objects are to be put in the trash chutes. Please utilize the recycle bins.

- 7) **CLEANLINESS**: Each unit owner shall be responsible to keep his living unit in a good state of preservation and cleanliness. Owners shall not allow anything whatsoever to be thrown or fall from the windows or balconies. No sweepings or other substances shall be permitted to escape to the exterior of the building from the windows or balconies.
- 8) **FLAMMABLE MATERIALS**: No flammable, combustible or explosive fluid, chemical or substance, shall be kept in any living unit, balcony, storage area or common element area, except such as required for normal household use.
- 9) **GUNS**: No guns shall be permitted to be discharged any place on the condominium properties including the common areas and living units, except as might be permitted in the event of an emergency under the applicable laws of the State of Florida. Guns for this purpose shall include, but not be limited to, rifles, shotguns, pistols, BB guns and sling shots.
- 10) **PERSONAL INSURANCES**: The insurance coverage afforded through the Association does not include coverage of flood, personal property and liability coverage for the individual unit owners. Therefore, it is recommended that such coverage be obtained by each individual condominium unit owner.
- 11) **GUEST COMPLIANCE WITH RULES**: Any and all guests of unit owners shall be
required to comply with all of the rules and regulations of the condominium and rights and obligations created by the Declaration
of Condominium and its exhibits. The Board of Directors reserves the right to limit the number of guests a unit owner may have, limit the number of guests that may use the recreational and community facilities and, in addition, reserves the right to expel guests that fail to comply with applicable requirements.
- 12) **CHILDREN**: Each unit owner shall be solely responsible for the actions and any damages caused by his/her children or visiting children. Children are not permitted to play in common areas and unit owners shall be responsible for and shall

require children and visiting children to comply with all rules and regulations concerning the recreational facilities.

13) PARKING: The owner of each condo is entitled to one assigned parking space for the parking of one automobile. The space was initially assigned by the Developer, it may not be separately assigned or conveyed, and the right to use shall be assigned simultaneously with conveyance of title to the condo to which it is appurtenant. Parking spaces marked "Guests" or "Reserved" are not assigned to owners or others and may be used by any authorized vehicle on a first-come, first-served basis. The use of all parking spaces is subject to rules and regulations promulgated by the Board of Directors from time to time and at least by those conditions as follows:

- a)** Parking areas shall be used only for the parking of private passenger motor vehicles, station wagons and pickup trucks with colored matching cap or vinyl snap down cover. No oversized, open bed or long bed pickup trucks will be allowed on the property at any time by an owner or renter.
- b)** No vehicle which cannot operate on its own power shall remain on the property for more than 24 hours, and no repair work is permitted on Association property.
- c)** No spaces other than the permanently assigned ones may be used to store any vehicle. All car covers must be fitted with no more than 2 ropes – one over the trunk and hood.
- d)** Motorcycles and similar vehicles are to be parked only in permanently assigned spaces. They are not to have their engines above idle speed while on Association grounds.
- e)** Except during the active operation of loading or unloading, no vehicle shall be parked or left standing in an area not designated for parking or they will be towed at the owner's expense.
- f)** Identification stickers furnished by the Association each carrying a serial number, are to be affixed to all vehicles owned by owners, however no unit may have more than two stickers at any one time.
- g)** The Board must have written notice when an owner gives permission for anyone to use owner's assigned space.

- h)** All vehicles parking anywhere on the grounds (other than obviously marked delivery or service vehicles while performing their work) shall at all times display either the resident pass defined in 13. F above, or the guest pass defined below.

Guest passes are yellow pre-printed business card-sized items with the unit number permanently affixed. A supply of guest passes are made available to residents at no charge and, although disposable, are meant to be reused if practical. Residents may distribute a reasonable number of guest passes to their frequent visitors for their retention and reuse. All prior forms of guest pass are void. Hand-written notes from unit owners are not valid guest passes. Guest passes shall be displayed face up on the vehicle's dashboard at all times while a guest vehicle is on the property.

- i)** VEHICLES LACKING RESIDENT OR GUEST PASSES MAY BE TOWED AT ANY TIME WITHOUT WARNING. SUCH TOWING SHALL BE AT VEHICLE OWNER'S EXPENSE.

- j)** Large Events or Parties: Residents hosting events involving large numbers of guest vehicles are encouraged to ask their able-bodied guests to park at Sullivan Park or the Cove to preserve our limited guest/reserved spaces for their less-able guests and for other residents' guests. The Board shall suspend all parking pass enforcement for the duration of any such event PROVIDED the host resident notifies the Board in advance.

14) VEHICULAR AND PEDESTRIAN RAFFIC: All vehicular and pedestrian traffic being in and/or operating upon the condominium property, shall at all times obey controlling governmental laws. All such traffic shall at all times obey any traffic signs and/or other equipment employed for the purpose of traffic control, whether or not same is placed by governmental authorities and/or the Association. Unless otherwise posted, vehicular traffic shall adhere to a maximum speed limit of 10 m.p.h. No unit owner shall permit wheel vehicles, including but not limited to bicycles, carriages and

shopping carts to be used in a manner that would interfere with vehicular and pedestrian traffic upon the condominium property. No bicycles shall be permitted to be ridden within or upon the recreational and common facilities, except upon the black-topped roadways.

15) PETS: NO PETS OF ANY TYPE.

16) RECREATIONAL FACILITIES: The Recreation Area, known as “The Landings Club”, is operated jointly by Hillsboro Landings One and Two through a committee of five, appointed by the Presidents of the Board of Directors of each Association. (Two from Hillsboro Landings One and three from Hillsboro Landings Two.)

The use of the recreational facilities is limited to the members of Hillsboro Landings One and Hillsboro Landings Two Associations and their invited guests. Swimming and other use of the recreational facilities shall at all times be solely at the risk of the individuals involved, and in no event that of the Association or its members.

Additional regulations shall include those that are necessary to comply with the laws of the State of Florida with reference to swimming pools and other public facilities and use of said facilities by all of the members of the Association.

17) FOOD AND BEVERAGES: Food and Beverages shall only be consumed within living units and in those portions of the recreational facilities designated for such purposes.

18) PLANTINGS: No plantings whatsoever shall be made by any unit owner upon any portions of the common elements without Board approval.

19) DOCK AREA RULES:

- a) All individuals who approach sit or walk upon the seawall or enter the dock area do so at their own risk.
- b) Dock and seawall areas are “off limits” to persons under 14 years of age unless accompanied by an adult responsible for their conduct and safety.
- c) Swimming and diving from the dock or boat is prohibited.

- d)** Dock lease may be terminated for violation of the above rules.
- e)** The dock belonging to Hillsboro Landings II is operated and maintained by the Board of Directors. The Dock master is appointed by the President of the Board of Directors.
- f)** A condo owner may apply for available dock space by completing an application available from Management Company. Upon approval of such application by the Board of Directors of the Association, a month-to-month lease will be issued.
- g)** The maximum boat size is 32' and the maximum overall size dive platform to tip is 35'.
- h)** Each dock space will have the same flat rate, determined by the Board of Directors. As of February 2013, that rate is \$64 per month.
- i)** When a boat owner plans to be away for a period of time or during hurricane season, each owner shall remove all hoses and any other objects not attached permanently to their boat. If the boat has been removed then whips, lines, hoses and any other items remaining at the dock shall be removed. He/she shall notify the Dockmaster or the President of the Board, in writing, giving the name, address and telephone number of the person assigned to take care of his boat during his/her absence.
- j)** Parties may not be held aboard docked boats.
- k)** While at the dock, checking and warming of motors is limited to 15 minutes between 9 a.m. and 5 p.m., except for emergency repairs.
- l)** Boat owners must keep the dock and adjacent areas in good order at all times. Cleaning of fish is restricted to the dock area adjacent to the west end of the dock.
- m)** Dock space lease is automatically terminated with the sale of the condo. The new owner must place his/her name on the waiting list with the Dockmaster if a dock space is desired.

20) EXTERIOR APPEARANCE: No change or improvement may be constructed upon any part of the exterior of the condominium building or the condominium lands without prior written consent.

The exterior of the living units, the doors and the framing of windows and doors, including but not limited to balconies, shall not be painted, decorated or otherwise modified in any manner without the prior written consent. Such consent may be withheld on purely aesthetic grounds, within the sole discretion of the Board.

No awning, canopy, shutter, ornamentation, or other projection shall be attached to or placed upon the outside walls or doors or roof of the building without prior written consent.

With the exception of black screens and screen doors, any attachments shall show a color closely matching the color of the exterior of the building, in either extended or retracted position.

All window glass tinting, coating, or coverage must have approval before application and, in any event, shall not be the mirror-like or reflective type.

Front door style: Unit entrance doors may be fabricated from wood, metal or a combination of materials which could include clear, etched or frosted center glass. No colored glass of any type may be used. Door color must be base color of building; all doors shall comply with current hurricane protection codes and standards. All doors must be approved by the Board of Directors.

Unit numbers: At the request of the fire department, all units must display unit numbers near the entrance door.

21) WALKWAY AND FOYER FLOORS: All walkway and foyer or lobby floors at the building entrances, adjacent to elevator doors and mail boxes, and leading to all apartment entrances on all floors are part of the common area and subject to complete control by the Board of Directors. The Board may elect to maintain these floors in any manner and with any treatment or material that it considers most suitable.

- a) Plants: Plants must be on a raised stand and may not block the cat walks.
- b) No work of any type will be performed on the walkways. This includes cutting wood, tile or any type of material by an owner, contractor, or anyone.
- c) No Door Mats

22) BALCONIES: No items such as bathing suits, towels, or clothing shall be hung in or from balconies, in or from walkways, in a position visible from any position outside of the building. No clothesline or similar device shall be placed in any position where it can be seen from outside the building. No mops or brushes shall be shaken from balconies, walkways, or windows. Balconies may be painted the building color or white only.

Balconies may not be enclosed except with screening as originally installed by the Developer and with retractable or folding blinds or shutters. Sliding clear glass doors installed at the end of the living room and master bedroom may be black, bronze or white in color. Sliding clear glass doors installed with an ARB form on the common area in front of the patio railings may be black or bronze in color. No carpeting may be installed on balcony floors.

23) ROOF: With the exception of authorized committee members and qualified service personnel approved by the President, no person is permitted to go up on the roof without prior consent.

All work involving moving large or heavy objects to or from the roof including, but not limited to, air conditioner units, shall use a ground-based crane to deliver or remove these items to/from their point of installation. Such items may not be carted, dragged, nor carried across the roof surface at any time in any manner.

All persons, parts, materials, tools, scrap, etc., on the roof shall remain within the confines of the graveled walkways insofar as possible. Workmen shall remove all debris, scrap, and other refuse associated with their work.

As provided in Rule 34, owners are strictly liable for any and all damage occurring to the roof or other common elements due to work performed on their behalf.

24) PLUMBING AND ELECTRICAL: Water closets and other plumbing shall not be used for any purpose other than those for which they were constructed, and no sweeping, rubbish, rags, or other foreign substances shall be placed therein.

Grease and other foreign substances shall not be poured down drains.

Electrical outlets and electrical wiring shall not be overburdened.

Total costs of all maintenance, repairs and replacements connected with any misuse of plumbing and/or electrical installations by the owner, his family, guests, or lessees shall be the responsibility of and paid by the individual unit owner.

25) HURRICANE PREPARATIONS:

- a) Current rain shutters on the catwalks cannot be replaced, except with ivory accordion hurricane shutters of a design approved by the Board of Directors or with hurricane glass windows.
- b) When replacing the roladen shutters on the balconies only hurricane glass or other hurricane shutter that meets the current building code may be installed.
- c) Remove all furniture, plants and other objects from the balcony, unless approved hurricane shutters have been installed and provisions made for putting them into use.
- d) Designate a responsible firm or individual to care for his living unit should the living unit suffer hurricane damage, and furnish the Board of Directors, or the person designated by the Board of Directors for such purpose, with the name of said firm or individual.
- e) Any unit owner failing to make hurricane preparations and/or making improper preparations shall be held responsible for any damage done to the property of other unit owners, and/or to the common elements resulting from such failure.

26) ALTERATIONS AND / OR STRUCTURAL MODIFICATIONS: No unit owner shall make, cause to be made or allow to be made any alteration and/or structural modification to his condominium living unit or to the common element without prior written consent. AN ARB FORM AND UP TO A \$500.00 DEPOSIT MUST BE SUBMITTED TO THE MANAGEMENT COMPANY. NO WORK SHALL BE PERFORMED UNTIL THE ARB FORM HAS BEEN SIGNED BY THE PRESIDENT. UNIT OWNER OR REPRESENTATIVE MUST ATTEND A BOARD MEETING OR THE ARB FORM WILL NOT BE REVIEWED OR SIGNED.

27) ANTENNA AND EXTERIOR INSTALLATIONS: No aerial, antenna, radio, television, air conditioning equipment or other such parts or wiring shall be erected or installed on the roof or exterior walls of the building without written consent. Any replacement of existing air conditioning equipment involving a change in design must have the approval of the Building Committee.

28) SIGNS: No sign, DECORATIONS OTHER THAN HOLIDAY, advertisement, notice or other lettering shall be exhibited, inscribed, painted or affixed by any unit owner, or others, on any part of the outside, inside, or on windows of the living elements, or any vehicle parked on Association property, without prior written consent.

29) INSURANCE RATES: No unit owner shall permit or suffer anything to be done or kept in his/her living unit or storage area which will increase the rate of insurance on the condominium property.

30) SERVICE PEOPLE: No unit owners shall permit any service people whether for purposes of maintenance, repair, replacement, or improvement to work in their living units or to make deliveries, except in cases of emergency, before 8:00 a.m. or after 6:00 p.m. Monday through Friday.

No Service Company or owner shall conduct work in the building on Saturday or Sunday that will cause noise in a manner that will disturb any unit owner.

31) SUGGESTIONS, REQUESTS, AND COMPLAINTS: Suggestions, requests and complaints shall be made in writing and shall be submitted to management. Except in an emergency, no unit owner, member of his/her family, lessee, or guest shall give orders or instructions to a building employee or person working for the Association unless authorized to do so by the Board of Directors.

32) DELIVERIES: The Association shall not be responsible for the theft, conversion, disappearance, loss or damage of any item received from or for an owner, even though such theft, conversion, disappearance, loss or damage may occur through the negligence or willful act of the employees of the Association. All parties delivering items to such employees and all parties intended to be the recipient of items so delivered, hereby assume all risks of theft, conversion, disappearance, loss and damage of and to such items.

33) SOLICITATIONS: There shall be no solicitation permitted by any persons, anywhere in or about the condominium property for any cause, charity or for any purpose whatsoever, unless specifically authorized in advance by the Board of Directors.

34) DAMAGED COMMON ELEMENTS: Damage to common elements, including but not limited to the condominium buildings, landscaped areas and the recreational facilities caused by a unit owner, his guests, lessees, invitees, or contractors or service people doing work for him, shall be the sole financial responsibility of such unit owner.

35) RIGHT TO ENTER IN EMERGENCIES:

In case of emergency originating in or threatening any dwelling, regardless of

whether the owner is present at the time of such emergency, the Board of Directors, or any other person authorized by it shall have the right to enter such dwelling for the purpose of remedying or abating the causes of such emergency, and such right to enter shall be immediate.

In order to facilitate entry in the event of any emergency, the owner of each dwelling unit is required to register with the President, Vice President or Secretary the location of a key to

his/her condo that remains in the hands of another unit owner and will be available for access to his/her condo, without force, in case of such emergency. The Secretary shall consolidate this information into a single list, keep it up to date as the information is received, and file it in a secure place in the 4th floor maintenance office. Keys for access to the list are to be kept by the President, Vice President and Secretary. Keys are also kept under lock by members of the Board.

36) SALE, LEASE OR TRANSFER OF CONDOS: Sale, lease or other transfer of a condo is to be carried out in accordance with Section 17 of the Declaration of Condominium and the following provisions: An application for Lease or Purchase, properly filled out and executed, is to be given to the management company. It is to be presented by the condo owner or a sales agent and is to be accompanied by the applicants' check for \$70.00 made payable to Hillsboro Landings Condo No. II. In case of a lease, the application is also to be accompanied by an executed copy of the proposed lease. The following steps are to be carried out in time so that the approval or disapproval by the Association of the proposed transaction can be completed within 30 days from the date of notice:

- a) The Interview Committee shall promptly request Campbell Management to arrange for an early face-to-face interview for its representatives with the applicants involved in the proposed transaction. The principal function of the interview is to permit the forming of an opinion as to the suitability of the applicants to be residents in the building. The Committee representatives are to determine that the applicants have access to the condominium documents, are reasonably familiar with more important parts of the Rules and Regulations. After the interview the Committee representatives are to note on the Application their recommendation regarding the proposed transaction and give to Campbell Management.
- b) If a consideration by Board of Directors members of the results of the interview results in a favorable action, the Certificate is to be signed by any two of the named officers

of the Association, the signatures are to be notarized, and the papers returned to Campbell Management.

- c) In order to cover damage that may occur to the common property of the Association due to the moving of furniture and other materials into or out of a condo by the seller, buyer, or the lessee, a \$2,000.00 security deposit is to be given to Campbell Management. The party making the deposit accepts, in addition, liability for any damage in excess of this amount that may occur to the common property as a result of the moving.

In case of a sale and purchase of a condo, both parties are to make such deposits in advance of the closing and as a condition of delivery of the Certificate. Within 14 days after a seller has moved out his/her deposit is to be returned to him/her minus any costs to repair damages.

Within 14 days after a buyer has moved in his/her deposit is to be returned minus any costs. When a condo is leased, the deposit is held for the entire duration of the lease. This deposit may be made by either the lessor or the lessee and is a condition of approval of the lease. At least 24 hours before any movement of furniture takes place, the maintenance man is to be notified so that the elevator protection can be installed and supervision arranged. ALL MOVING TRUCKS MUST PARK BY THE CAR WASH AREA NOT BY THE CAR PORTS.

- d) Campbell Management shall be responsible for determining whether the owners of the condo have paid in full all regular and special assessments that are due, have satisfied any liens or other encumbrances, that the application check and the security deposit have been provided. If these details are in order the Certificate may be delivered to the owner.
- e) When the proposed transaction is the lease of a condo, the Interview Committee shall make clear to the lessee and the lessor that a lease must be for a minimum of 3 months, that it can not extend beyond 12 months without Board of Directors approval for each extension, that a condo can be leased only once in any 12-month period. A deposit of

\$2,000.00 move in/move out must be given along with an application to rent and will be held in a non-interest bearing account for the length of the lease. The Committee shall determine that nothing in the executed copy of the proposed lease is contrary to these requirements.

- f) All of the provisions in paragraphs 1, 2, and 3 above as to the application, application check, interview, investigation, security deposit and Certificate apply in the case of a lease as in case of a sale. No sub-leasing of condos is permitted.
- g) When the proposed transaction involves the sale of a condo to a corporation,

the Interview Committee shall obtain a written agreement that the condo will be used only for residential purposes and that each group of people authorized by the corporation to use that condo will be treated as though the group were a lessee and the corporation a lessor, with paragraphs 1, 2, 3, and 5 applying. A written statement by the corporation about the group being authorized to use the condo is to be furnished in place of a proposed lease.
- h) If an application for purchase or lease is received and the Board of Directors decides not to approve the sale, transfer, or lease proposed, the Board shall promptly advise the Association attorneys of this decision and be guided by their instructions.

37) PAYMENT OF ASSESSMENTS: Payment of quarterly assessments becomes due with the first day of the quarter, and becomes overdue after the 30th day, whether or not the bill was received by the owner. If a payment becomes 30 days overdue, the matter shall be placed in our attorney's hands for collection, with costs for this service being borne by the delinquent owner.

38) LEGAL PROVISIONS: The rules and regulations as to the condominium property, the common elements, the condominium units and the condominium association, shall apply to and be binding upon all unit owners. The unit owner

shall at all times obey said rules and regulations and shall use their best efforts to see that they are faithfully observed by their families, guests, invitees, servants, lessees, persons for whom they may exercise control and supervision. Violation of these rules and regulations may subject the violator to any and all remedies available to the condominium association and other unit owners pursuant to the terms of the declaration of condominium, the articles of incorporation of the condominium association, the by-laws of the condominium association and Florida law. Violations may be remedied by the condominium association by injunction or other legal means and the association shall be entitled to recover in said actions any and all court costs incurred by it, together with reasonable attorney's fees, in addition to any remedies or rights which the association or any unit owner may have to recover damages, costs and attorney's fees against any person violating the rules and regulations or the declaration of condominium and any of the exhibits thereto.

The Board of Directors may, from time to time, adopt or amend previously adopted rules and regulations governing the details of the operation, use, maintenance, management and control of the common elements of the condominium and any facilities or services made available to the unit owners. Any waivers, consents or approvals given under these rules and regulations and/or any amendments or additions to these rules and regulations by the Board of Directors shall be revocable at any time and shall not be considered as a waiver, consent or approval for any other purpose other than that which is identified at the time of the giving of such waiver, consent or approval.

GOOD NEIGHBOR RULES & SUGGESTIONS

ELEVATORS:

- a) Smoking in elevators is prohibited by Florida State law.
- b) Be careful not to drop paper, food, cigarettes, and matches or leave trash and newspapers in the elevators along with other debris.

- c) Elevator pads must be used when furniture or large objects are carried. Inform the maintenance man 24 hours in advance when you will need the pads.

BULLETIN BOARDS:

Bulletin boards are to be used exclusively for Board of Directors notices, committee notices, and property management notices. Removal of posted notices is to be done only by authorized persons.

EMPLOYMENT OF PERSONNEL:

No owner shall engage any employee of the Association in private business during the hours the employee is hired to work for the Association, except in the case of an emergency. Our maintenance man has a full work schedule – please help use his time to the best advantage.

RULES REGARDING UNIT OWNER PARTICIPATION AT MEETINGS

- a) **Board Meetings:** are hereby defined as a quorum of the members of the Board of Directors gathered to discuss official Association business. It does not include any meeting at which a quorum is not present including fact finding investigations to be used as a basis to inform the Board on later meeting action.
- b) **Committee Meetings:** are defined as a quorum of committee members gathered to discuss official business of the committee as set forth in resolution creating the committee. It includes budget committees, and any other committee, which has the power to make a final determination on a particular matter and to carry out that determination without further approvals. It does not include any meeting at which a quorum is not present including fact finding investigations to be used as a basis to inform the committee on later committee action.
- c) **Unit Owner's Meetings:** are hereby defined as a quorum of the members of the Association gathered to discuss

official Association business. It does not include any meeting at which a quorum is not present.

- d) **Attendance**: Any unit owner or his authorized representative shall have the right to attend the above described meetings, except as may be provided by law.
- e) **Participation**: Every unit owner shall have the right to participate in the meetings as described above. This right to participate shall be limited as follows:
 - 1. Any owner desiring to speak at a meeting must file a request with the Association a reasonable time in advance of the meeting (24 hours minimum notice). He/she must state which agenda item or items he/she wishes to speak to.
 - 2. Each owner so requesting may speak a maximum of three (3) minutes only on each agenda item, as requested, and cannot speak on agenda items not so requested.
 - 3. An agenda sheet shall be provided prior to the beginning of the meeting so that the unit owner may request his/her intent.
 - 4. The right to participate shall be allowed on each agenda item and prior to any Board discussion on the agenda item.
 - 5. No right to participate is attached to proxies.
- f) **Audio Record or Video Tape**: Any unit owner may audio record or video tape the meetings as described above. This right shall be limited as follows:
 - 1. Any owner desiring to audio record or video tape at a meeting must file a request with the Association within a reasonable time in advance of the meeting (24-hour minimum notice).
 - 2. No audio recording or video taping of meetings shall interfere with or obstruct the meeting, any others view, hearing or access to the meeting. No equipment may make objectionable noise; no accessory equipment used; nor shall extra lighting be permitted.

3. All equipment used for taping shall be in place at least 15 minutes prior to the start of the meeting. No person may move about the room nor move equipment to facilitate the taping once the meeting has begun. No right to use the taping equipment is attached to proxies.

g) Enforcement

1. Any person not authorized by law to attend the meetings described above may be prohibited from attendance or ejected from the meeting.
2. The Chairman of the meeting may appoint a Sergeant of Arms, who at the direction of the Chairman, will see that any unit owner not abiding by these rules is removed by any means.
3. If the Association may also take whatever action is appropriate at law to enforce these rules.

RECREATION AREA RULES

GENERAL RULES

Any damage to the recreational facilities caused by a resident, guest or lessee shall be at the expense of the condominium owner.

Complaints and suggestions by owners should be directed in writing to the management company. Such complaints or suggestions will be acted on by the Board of Directors at its next regularly scheduled meeting. However, if the complaint is of an emergency or urgent nature, it will be promptly reviewed and acted upon. The Board of Directors will respond to all owners who filed a complaint or suggestion.

ALL PRIVATE OR CONDOMINIUM PARTIES WILL BE LIMITED TO NO MORE THAN 90 PERSONS BY ORDER OF THE FIRE DEPARTMENT.

POOL AND DECK AREA

1. Pool hours: 8:00 a.m. – 10:00 p.m.
2. Use of pool is restricted to residents and their guests.

3. Owners are responsible for informing guests of pool rules.
4. Children under 14 years of age must be supervised by an adult when in the pool or pool area.
5. Everyone must shower each time before entering pool. Excess oil and the like must be removed before entering pool.
6. No pets are permitted in pool area.
7. Chairs and lounges must be completely covered with a towel when in use.
8. No diving or horseplay at any time.
9. Glass containers not permitted in pool area. Containers are furnished for smokers. They should be emptied after each use.
10. Normal swim wear must be worn in pool.
11. When going to and from pool, residents and guests must wear a covering top and footwear.
12. Radios, TVs or other sound-producing devices are not allowed in pool area.
13. Barbecuing is allowed on recreation area in the designated area only and with propane fuel only.
14. Food may be consumed in patio area at a distance of 6 feet from the pool.

EAST CLUBHOUSE

1. Hours: 8:00 a.m. – 11:00 p.m.
2. NO PERSONS UNDER THE AGE OF 18 YEARS OF AGE ARE ALLOWED TO USE THE GYM EQUIPMENT.
3. Only dry swim wear is allowed in the club house. Footwear and cover-up is required.
4. When wearing bathing attire, use East Clubhouse restrooms only.
5. The last person to use clubhouse shall turn out the lights set air conditioner to 78 degrees and lock the door.

SAUNA ROOMS (EAST CLUBHOUSE)

1. Hours: 8:00 a.m. – 10:00 p.m.
2. Under no circumstances are persons under 18 years of age permitted in the sauna unless accompanied by an adult.
3. Showers in sauna rooms are not to be used for daily personal bathing purposes.
4. Smoking or drinking is not permitted in the sauna room.
5. When leaving rooms, lights must be turned out.
6. Persons using the sauna do so at their owner risk. It is advisable to notify someone if you are going to use the sauna.

WEST CLUBHOUSE

1. Hours: 8:00 a.m. – 11:00 p.m. Extended hours may be arranged in advance by a request to the Reservations Chairperson. After 11:00 p.m., all persons leaving the clubhouse are requested to maintain a reasonably low level of sound to avoid disturbing others.
2. Private parties by owners may be arranged by permission of the Reservations Chairperson in either Hillsboro Landings One or Hillsboro Landings Two. Use of parties or meetings for outside groups or organizations is not permitted unless the owner is a member and in attendance. Unless clubhouse is not being used, each unit (household) is limited to one (1) such use per month. A refundable deposit fee of One Hundred Dollars (\$100.00) will be required when a reservation is made, to be returned after the clubhouse has been left cleaned and is checked.
3. PRIVATE PARTY CHECKLIST:
 - A. DOORS MUST BE CLOSED WHEN THE A/C IS ON.
 - B. DOORS MUST BE CLOSED AND NO GUEST OUTDOORS AFTER 10:00 P.M.
 - C. RESIDENTS MUST PROVIDE ALL PAPER TOWELS, TOILET TISSUE, PLATES, NAPKINS, ETC. INCLUDING CLEANING SUPPLIES FOR THEIR PARTY. DO NOT USE CLUBHOUSE'S.

- D. CLEAN BATHROOMS, SINK, FLOORS, APPLIANCES, EMPTY DISHWASHER, RETURN AND STACK TABLES AND CHAIRS PROPERTY.
 - E. REMOVE ALL ITEMS FROM THE REFRIGERATOR, FLOWERS, DECORATIONS AND TRASH.
 - F. NO DECORATIONS ON WINDOWS.
 - G. DO NOT MOVE THERMOSTAT LOWER THAN 74 AND RETURN TO 78 WHEN LEAVING.
4. Notices for such parties or meetings are to be posted on the bulletin board to inform all owners.
 5. If it should be necessary for the Landings Club to clean and return the clubhouse to good order after such use, the owner-host (ess) will be responsible for the cost of said services.
 6. On Super Bowl Sunday and major holidays such as Christmas and New Year's Day (including noon to midnight of the preceding day), Memorial Day, 4th of July, Labor Day and Thanksgiving Day the clubhouses may be reserved for private parties if the social committee has not planned a party for that date by a month preceding the holiday.
 7. The clubhouse may not be used for the display and sale of articles for the benefit of an individual owner or for any other commercial purpose. Only projects to raise funds for the Social Activities Committee or the Association are permitted, with prior approval of the Board of Directors.
 8. No pets are permitted in the clubhouse.
 9. When wearing bathing attire please use the restrooms in the East Clubhouse.
 10. No tables, chairs, or other equipment shall be taken from the clubhouse for personal use.
 11. The last person to use the clubhouse shall turn off the lights, turn off fans, set the air conditioner thermostat to 78 degrees, and lock the doors.
 12. Club keys will cost \$25.00 to replace.