



VILLA TOWERS

CONDOMINIUM ASSOCIATION

Rules and Regulations

Revised 4~2022

Alterations & Renovations:

- Alterations, repairs, renovations, or changes to units may not be made without prior written notification and approval from the Board of Directors. Notification can be mailed, emailed, or deposited in the Incoming Mail slot in the lobby. Proper permitting by the City of Riviera Beach is the responsibility of the Owner. (For additional information see “Having Work Done in Your Unit”.)

Arrivals:

- Upon entering the building all contractors, realtors, visitors, renters (minimum 60 days), guest and family members MUST SIGN THE REGISTRATION SHEET in the Lobby. This includes the building and grounds that they are permitted to enter. Owners who are not full-time residents, must also sign in when they first arrive.

Beach and Pool Equipment:

- No beach rental equipment is permitted on Villa Towers beach.
- No personal property is to be stored on Villa Towers beach.
- No personal property is to be stored overnight in Common Areas.
 - However, with written approval from the Board, a total of four (4) kayaks/boards/canoes with life jackets and paddles may be stored in a designated location on the property.
 - Villa Towers is not responsible for theft, damage, or personal injury due to kayaks being stored on the property.
 - The owner is responsible for removal of their crafts prior to hurricanes.

Bicycles:

- Bicycles may be stored in the Bike Room on the first floor by owners and renters.
- Bicycles must be tagged with the owner’s name and unit number. Due to space constraints, no more than 2 bikes per owner is permitted.
- Villa Towers is not responsible for theft or damage caused to or by the bicycles.

Bonfires:

- Bonfires on the beach require a \$100.00 permit available through the Riviera Beach Fire Department at City Hall. The City requires the signature of the Board before issuing permit.

Cooking and Grilling:

- Cooking and grilling are prohibited on any terrace, balcony, or other common area, except as provided by Villa Towers poolside grill in accordance with Fire Codes.
- When finished, users must shut OFF the gas, clean grill, and replace cover when the grill cools.

Common Area by Elevators:

- Unit owners are responsible for removing ALL personal belongings from the elevator waiting areas on their floors when they leave for the season or in preparation for hurricane evacuation.

Doors and Shutters:

- Replacement of external doors, windows, and shutters must conform to the local building standards and must be reviewed by the Board of Directors in advance of any purchase and permit must be obtained as required.

Dumpsters/Bulk Trash Pick-up:

- The condominium dumpsters are for the use of owners only and all trashed items must meet EPA standards.
- Bulk items that do not fit in the dumpsters: Owners are responsible for calling **Waste Management** at **561-547-4000** by Tuesday to schedule a pick-up of their bulk items on Wednesdays. Owners should obtain a CONFIRMATION number from Waste Management. Bulk items, such as dishwashers, doors, bedding, etc. may be temporarily stored behind the dumpster back wall until Tuesday evening when the owner must move their bulk items to the curb for pickup. Should Waste Management not pick up the bulk items on the scheduled Wednesday, owners are responsible for returning the items to the dumpster area and rescheduling a pickup with Waste Management.
- Contractors are responsible for removing all debris from the worksite; NO construction debris is allowed in the condominium dumpsters.

Elevators:

- A request for elevator protection pads is to be submitted to the board of Directors 48 hours prior to large deliveries requiring the use of the north elevator.
- The elevator protection pad forms are in the Lobby white mailbox, bottom right side.
- The completed form is to be placed in the incoming box slot next to the mailboxes.
- Owners are responsible for any damage caused by their movers, contractors, guest, and renters.

Entry:

- Residents are able to provide one telephone number that can be programmed into the entrance system. To request the set-up of your number contact Board@VillaTowers.net.
- To admit visitors who have called you via the entrance system, press 9 on your phone. The doors will open automatically.
- Owners or a representative must accompany ALL contractors and workers to and from their unit.
- If owners are not on site, they must make arrangements for supervision of the workers.

Exercise Room:

- Children under the age of 14 must be accompanied by an adult. Adults are responsible for ALL children activities, especially their safety.
- Exercise Room Rules are posted therein.

Fee for Replacing Governing Condominium Documents:

- A fee of \$100.00 will be charged for a replacement copy of the Condominium Documents.

Guests:

- Please use the form "Repeat Renters, Guests, and Unaccompanied Family Members" to notify the Board if you will have visitors who will be staying more than one day.
- Family, as specified in our Declaration, our units are family residences. "Family" is defined as "No more than two different last names unrelated by birth, marriage or adoption."
- Upon entering the building all visitors, renters (minimum 60 days), guests and family members MUST SIGN THE REGISTRATION SHEET in the Lobby.

Hoists or Cranes:

- Use of hoists or cranes must be approved by the Board a week in advance and movers must be fully insured.

Hurricane Preparation:

- Owners are responsible for the securing of their doors, windows, and balcony in preparation for hurricanes. Any items in the elevator alcove or hallways must be removed by the owners of that floor. It is not the responsibility of the Board. Unsecured items can become a projectile, causing damage to the building.
- Volunteers are needed for common area preparation, such as bringing in pool chairs, etc.

Keys and Fobs:

- Each unit owner must provide the Association with a key to their unit, storm shutters*, and assigned storage locker to be used for emergency only. *It is recommended that storm shutters be latched but NOT locked as locks tend to rust and become difficult to unlock.
- Main door key, if lost, must be reported to the Board immediately. A replacement key will be issued for \$50 per key, payable by check only.
- Automated door fob, if lost, must be reported to the Board immediately. Provide the fob number, if known, so the fob can be deactivated. A replacement fob will be issued for \$50 per fob, payable by check only.

Laundry Room:

- Owners and renters can ONLY use the laundry facilities on their floor.
- All washer and dryer repairs/replacements are the responsibility of the unit owners on their floor with repair/replacement costs to be equally shared. The Board will have the final decision should a dispute arise between owners regarding repairs and replacement.
- Towels, rugs, and articles of clothing may not be draped or hung from any windows, balcony, or walkway walls.

Monthly Assessment Late Penalty Fee:

- There is a \$50.00 penalty on all late monthly assessments. Assessments are due on the 1st of every month and are late after the 10th.

Parking:

- Owners have assigned spots that are reserved only for them unless an owner gives explicit permission for another vehicle to park in their spot.
- Commercial vehicles must park in Guest Parking.
- NO recreational vehicles, motorcycles, or trailers are permitted to park on Villa Towers property unless specifically approved by the Board of Directors.

Pets:

- No animals or pets of any kind shall be kept in any unit or on any property of the Association unless specifically approved by the Board of Directors in accordance with Articles XIII, paragraph 'F' of the Condominium Documents.
- No Renter or Guest may bring or keep a pet in any unit or on any property of the Association.
- Owners must submit a Pet Approval Form and receive approval by the Board prior to keeping their pet on premises.
- All pets MUST be under the control of the owner and on a leash whenever outside of the unit.

Recreational Areas:

- Adults are responsible for their children at ALL times on the condominium property. An adult MUST accompany children under 14 years of age in the Exercise Room, Billiards Room, Card Room, and Pool area.

Rentals:

- Unit rentals are permitted for a minimum of 60 days up to 3 times per year.
- Unit rentals can consist of a maximum of 2 people per bedroom per rental unit.
- Owners must submit a renter application and receive approval by the Board prior to their renter's arrival. Repeat renters do not require an application.
- Renters are subject to all condominium Rules and Regulations.
- Owners cannot use any short-term rental services, such as AirBnB.
- Upon entering the building all visitors, renters, guests, and family members **MUST SIGN THE REGISTRATION SHEET** in the Lobby.

Signs, Advertisements, and Notices:

- No unit owner will cause or permit any sign, advertisement, or notice to be exhibited, inscribed, or painted on outside any part of their unit or the condominium property without approval of the Board.

Shopping Carts:

- Valet and shopping carts are available in the storage area and must be promptly after use.
- Valet cart is not to be used for building materials. A dolly is available for that purpose.

Smoking:

- Smoking of any kind is prohibited inside ALL common areas of the building and in ALL areas that may cause a nuisance to others, including around the swimming pool.

Suggestions and Complaints:

- Owner suggestions or complaints should be made in writing, signed, and dated.
- Place your written comments in the incoming box slot next to the mailboxes or email to Board@VillaTowers.net.

Swimming Pool:

- Use of the pool is at your own risk. **THERE IS NO LIFEGUARD.**
- Please refer to Pool Rules posted on the building wall by the pool.

Trash:

- Caution should be used in depositing waste in the kitchen garbage disposals. **NO** vegetable or fruit peels, rinds, nuts, seeds, or bones.
- Recyclable waste must be carried down and deposited in the yellow and blue waste bins.
- **NO** heavy or large objects can be put down the trash chute. Carry larger items, such as pizza boxes, to the garbage room bin.
- Please double bag garbage dropped in the trash chute.
- Trash chutes and condominium garbage bins and dumpsters are not to be used for any construction debris.

Turtle Season:

- Turtle Season is from March 1st to October 31st. Please keep north, south, and east-facing window coverings closed from sunset to sunrise during Turtle Season. Balcony lights **CANNOT** shine on the beach.
- Severe fines can be imposed on Villa Towers and unit owners by Regulatory Agencies for violations.

Vehicle Repair:

- Repair of vehicles is prohibited on condominium property except in an emergency.
- Non-functioning and unlicensed vehicles must be removed from the property.

Walkways:

- No chairs or other items may be kept or stored on common walkways and stairways in accordance with Local Fire Code.

Water:

- If leaving for more than 1 day, the water must be turned OFF in the unit to avoid potential water damage in the unit and the units below.

Workmen, Contractors, Movers, Cleaners, etc.:

- Work and moving can only be scheduled between the hours of 8:00am and 5:00pm Monday through Friday, unless specifically approved by the Board of Directors.
- Owners must accompany ALL Tradesmen and Workers to and from their unit. If owners are not on site, they must make arrangements for supervision of workers.
- No noise-generating work is permitted in the building on weekends, holidays or between the hours of 5pm and 8am, unless approved by the Board. Quiet work, such as painting, is permitted.
- If transporting items via the elevator, protection pads must be installed. Owners must submit a request to the Board of Directors 48 hours prior to large deliveries. Only the north elevator can be used.
- Owners are responsible for any damage caused by their movers, contractors, guests, and renters.
- Trash chutes and condominium garbage bins and dumpsters are NOT to be used for construction debris.
- Upon entering the building all visitors MUST SIGN THE REGISTRATION SHEET in the Lobby.
- Contractors are NOT permitted to store supplies, tools, or materials in any common areas or walkways.
- Please refer to the "Having Work Done in Your Unit?" document.